STUDENT HANDBOOK

2026-2027

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MISSION STATEMENT

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

GOALS

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

NOTICE OF NON-DISCRIMINATION

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

REHABILITATION ACT OF 1973 AND THE AMERICANS WITH DISABILITIES ACT

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

EXPENSES

TUITION AND FEES

All fees are payable at the time of registration. All residence hall students will be required to purchase a seven-day meal ticket at $1,600, which includes $100 of Bear Bucks. These meal tickets are not transferable. The right is reserved to increase any expenses as necessary.

FULL-TIME STUDENTS:

Tuition	$1,850
Out-of-state Tuition	$1,350
Course Materials (E-Books)	$250
Student Services Fee	$180
Technology Fee	$180

Tuition/E-Books/Fees for full-time students taking 12-19 semester hours $2,460
($1,850 Tuition, $250 Course Materials (E-Books), $180 Student Services fee, $180 Technology fee)

Tuition/E-Books/Fees for full-time out-of-state students taking 12-19 semester hours $3,660
($1,850 Tuition, $1,350 Out-of-State Tuition, $250 Course Materials (E-Books), $180 Student Services fee, $180 Technology fee)

PART-TIME STUDENTS: (Less than 12 hours)

Tuition	$160 per semester hour	
Out-of-state Tuition	$120 per semester hour	
Course Materials (E-Books)	$150	
Student Services Fee	$90 - 6 hours or less	$180 - 7 hours or more
Technology Fee	$90 - 6 hours or less	$180 - 7 hours or more

OTHER FEES THAT COULD APPLY:

Room and Board Fees:

Dorm Room Rates:
Women's Pine Hall -$1,000
Men's Lakeside Hall & Stadium Hall- $950, Alford Conerly Hall- $1,200, New Women's $1,300

Dorm Fee:	$150 per application
Meal Plan:	$1,600 per semester (includes $100 of Bear Bucks)
Commuter Meal Plan	$ 500 lunch only per semester

Other Fees:

Overload Fee	$160 per semester hour over 19 hours
Non-Resident Overload	$250 per semester hour over 19 hours
Vocational Course Lab Fee	$100
Science Lab Fee	$40 per class
Music Lesson Fee	$50 per class
Distance Learning Fee	$30 per class

Various courses and programs may have additional fees. Fees are subject to change without notice.

Updated as of May 13, 2026

REFUND POLICY

Students who withdraw from college are refunded tuition and board (meal plan) on the following schedule:

- Withdrawal during the first full week of classes will receive a refund of 100% of tuition and board.
- Withdrawal during the second week of classes will receive a refund of 75% of tuition and board.
- Withdrawal during the third week of classes will receive a refund of 50% of tuition and board.
- Withdrawal after the third week: no refund will be made.

No refund will be made for dorm room rent, out-of-state tuition, online, technology, or student services fees. Students will not be able to officially withdraw until all fees are paid. When there are mitigating circumstances, an appeal of the refund policy may be made in writing to the counselor's office.

SUMMER/SHORT TERM/ACCELERTED COURSES: No refund after the first-class meeting.

Course Materials (E-Books): The SMCC Course Materials (E-Book) charge includes electronic textbooks for most SMCC courses. Some programs may have additional charges for some textbooks. The Course Materials (E-Books) charge is added to all student accounts and is refundable only during the first week of classes.

Technology Fee: The SMCC Technology Fee helps defray the cost of upgrading, replacing, and repairing on-campus technology equipment and services. This fee is non-refundable.

Student Services Fee: The SMCC Student Services Fee helps defray the cost of increased security personnel, motor vehicle registration, transcripts of credit, student ID, yearbook, and cap and gown for graduation. This fee is non-refundable.

FINANCIAL AID

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

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

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

FEDERAL WORK-STUDY PROGRAM

Eligible students may apply for part-time jobs under this program to help them earn part of their college expenses. This program, like the other Financial Aid Programs, is based on need. Students will be paid $9 per hour.

ENROLLMENT STATUS

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

12+ hours = 100%
11 hours = 92%
10 hours = 83%
9 hours = 75%
8 hours = 67%
7 hours = 58%
6 hours = 50%
5 hours = 42%
4 hours = 33%
3 hours = 25%
2 hours = 17%
1 hour = 8%

The student must be enrolled full-time to receive all scholarships. State grants consider full-time status as 12 semester hours.

SATISFACTORY ACADEMIC PROGRESS POLICY

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

Federal Pell Grant
Federal Supplemental Educational Opportunity Grant (FSEOG)
Federal Work-Study Programs (FWS)

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

Qualitative Requirement – GPA and % of Hours Passed

SAP will be measured according to the following criteria:

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

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

Status Review and Notification

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

Warning Semester

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

Failure to meet Warning Semester Requirements
If the minimum SAP standards are not achieved upon completion of the warning semester, all federal aid will be suspended.

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

1. Death in the Family
2. Injury or Illness
3. Special circumstances approved by the Vice-President for Student Affairs

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

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

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

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

Other Required Considerations
All coursework for students, including any semesters that students did not receive financial aid, will be included in the SAP review.
Incompletes: A grade of "I" incomplete will count as an "F" in all financial aid calculations. Once the incomplete is removed, the actual earned grade will be used. The student will need to advise the financial aid office when the change is made.
Repeats: Students may repeat a passing course one time with a "D" or better and receive Title IV funds. Any additional repeats of the same course will not be Title IV eligible.
Add – Drops: Title IV financial aid will not be adjusted once late registration ends. However, all attempted classes, including dropped courses, will count toward your GPA and percent needed to continue eligibility.
Withdrawals: Students may withdraw from a class and receive no credit with a grade of "W." Classes from which students withdraw will count in the hours attempted.
Developmental courses: These courses will be treated in the same manner as regular courses since students receive institutional credit and grades for these courses.
Transfer Credits: All credit hours from another institution that are required courses for the student's program will count in the hours attempted. Credit hours received at a non-accredited institution, where Title IV funds were not received by the student, will not be included in the financial aid calculation of attempted hours.

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

SMCC REFUNDS

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

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

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

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

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

1. Must be a full-time student.
2. Must maintain a 2.0 or higher GPA on all college work.

OTHER SCHOLARSHIPS

Contact the Financial Aid office for information on Academic scholarships which are based on ACT and GPA. Students may apply for an SMCC Foundation scholarship at www.smcc.edu.

CONSUMER AND SAFETY INFORMATION

1. Rights under Family Education Rights and Privacy Act (FERPA) - Rights and procedures for inspection, access, amendment, and disclosure of students' education records and rights to file a complaint of alleged school failure to comply with FERPA requirements. This information may be obtained on the SMCC Website: www.smcc.edu
2. Available Financial Assistance - a description of all available Federal, state and institutional financial aid programs, application forms and procedures, student eligibility and selection criteria, amounts available, criteria for continued eligibility, satisfactory academic progress standards, disbursement dates and methods, rights and responsibilities of students receiving Title IV, HEA student financial aid, College Work-Study condition. This information may be obtained on the SMCC Website: www.smcc.edu
3. Institutional Information –
   a. Cost of attending school and school refund policy - This information may be obtained on the SMCC website: www.smcc.edu
   b. Shopping sheet to US Armed Forces Veterans and service members www.smcc.edu
   c. Requirements for officially withdrawing from school - This information may be obtained at: www.smcc.edu
   d. Return of Title IV (Federal Student Aid) grant by students who withdraw from school - students who withdraw from school may have to return Title IV Aid to the school. This information may be obtained on the SMCC website: www.smcc.edu or a paper copy may be obtained from the Director of Financial Aid in the Financial Aid office.
   e. Information regarding the school's academic programs, Career-Technical programs, Adult Basic Education (High School Equivalency) This information may be obtained on the SMCC website at: www.smcc.edu
   f. School accreditation - The college accrediting agency information is located in the SMCC *Catalog* or on the website at: www.smcc.edu See the Vice-President for Academic Affairs located in the Administration Building.
   g. Disability Support Services for disabled students - This information may be obtained on the SMCC website at: www.smcc.edu
   h. Academic Satisfactory Progress Standard - See the SMCC *Catalog* under www.smcc.edu
   i. Federal Student Aid Satisfactory Academic Progress Policy can be found in the college catalog at www.smcc.edu. Paper copies are also available in the SMCC Financial Aid office in the administration building.
4. Completion/Graduation Rates and Transfer Rates - Completion or graduation rates and transfer out rates for certificate- or degree-seeking, full-time undergraduates: www.nces.ed.gov
   This information may be obtained from the Director of Institutional Research and Effectiveness located in the Administration Building.

5. Retention rate of certificate or degree seeking, first-time, undergraduate students as reported to IPEDS: www.nces.ed.gov
6. Annual Security Report – Procedures for Campus Security Warnings, Emergency Information Alerts and announcements can be found at www.smcc.edu. Statistics for the past three years for occurrences on or near campus for various crimes, including crimes of prejudice (hate crimes) and liquor, drug and illegal weapon violations. Institution crime reporting and response policies, campus security and access, campus law enforcement policy and personnel, crime prevention, crime monitoring, and crime prevention programs available for students. The law enforcement authority of campus police has a working relationship with state and local law enforcement agencies, including agreements and crime reporting encouragement policies. This information may be obtained from the Chief of Police in the office of Campus Police located in the Brumfield Building.
7. Report on Athletic Program Participation Rates, Equity in Athletics and Financial Support Data - Number of male and female undergraduate athletes, team sports of participation, information regarding number of participants, expenses, head and assistant coaches, and financial information including revenues and expenses of various team sports, scholarships, recruiting expenses, and coaches' salaries. This information may be obtained from the Athletic Director and from the Business Office in the Administration Building or at www.ope.ed.gov
   Graduation and completion rates of student athletes can be found at the office of the registrar in the administration building.
8. Drug Free Schools and Communities Act: Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the school's property or as part of the school's activities. A description of the sanctions under Local, State and Federal law for unlawful possession, use or distribution of illicit drugs and alcohol; A description of any drug and alcohol counseling, treatment or rehabilitation programs available to students and employees; A description of the health risks associated with the use of illicit drugs and alcohol; A clear statement that the school will impose sanctions on students and employees for violations of the standards of conduct (consistent with local, state and Federal law) and employment and referral for prosecution. Students convicted of the sale or possession of illegal drugs may lose eligibility for Federal Student Aid. This information may be obtained on the SMCC website at www.smcc.edu A paper copy may be obtained from the Vice-President for Student Affairs in Kenna Hall. SMCC College students, personnel and organizations are required to comply with Institutional, State and Federal Laws regarding the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, illegal drugs and/or drug associated paraphernalia except as expressly permitted by law. All violations will be presented to the appropriate authorities for prosecution. Any drug conviction while receiving Federal Student Aid could result in a loss of eligibility for these funds. REFERENCE; MISSISSIPPI CODE 1972 ANNOTATED OR UNITED STATES CODE.
9. Copyright Infringement - Students who distribute copyright materials, including unauthorized peer-to-peer file sharing, may be subject to civil and criminal liabilities. www.smcc.edu
10. Student Body Diversity Report - In the categories of gender and ethnicity of enrolled, full-time students who receive Federal Pell Grants can be found at the SMCC Financial Aid Office located in the administration building.
11. Graduate Placement Report - Contact the specific program directors regarding the types of employment obtained by graduates of each specific program. Contact information can be found on the SMCC Website: www.smcc.edu
12. Fire Safety Report (combined with the Annual Security Report) – www.smcc.edu (Campus Police may provide paper copy in Brumfield Building) and standards of the emergency operations plan-this handbook may be obtained in the Office of Student Services or on the SMCC Website at www.smcc.edu
    The Fire Safety Statistics Report obtained in the Office of Student Services or on the SMCC Website at www.smcc.edu
    The fire log may be reviewed in the Campus Police Office in Brumfield Building.
13. Vaccination Policy - SMCC does not have a vaccination policy for all students. However, students admitted to an SMCC healthcare professional program require certain vaccinations, in addition to other admission requirements specific to each healthcare program. Prospective students may review these requirements, as well as faculty contact information, at www.smcc.edu by clicking on the respective program of study and/or calling 601-276-3705 or 3720 for more information.
14. Transfer of Credits and Articulation Agreement - Information pertaining to transfer credits into SMCC can be found in the SMCC Catalog under the Transfer Students section. Further information can be found by contacting the Vice-President of Admissions at 601-276-2001. Transfer out credits are determined by the articulation agreement between the Mississippi Trustees of the State Institutions of Higher Learning and the Mississippi Community College Board. A

copy may be obtained at www.mississippi.edu/cjc/ or the office of the Vice-President for Academic Affairs 601-276-3705.

15. Missing Persons Policy - This information can be found by contacting the Vice-President for Student Affairs at 601-276-3717, the Director of Student Activities and Housing at 601-276-3237, Campus Police at 601-551-3838 or 601-551-3837 or www.smcc.edu
16. The college is in compliance with Title IX, Campus SAVE act, and the Campus Sexual Assault Victims' Bill of Rights. These policies can be accessed at www.smcc.edu
17. The Annual Security Report can be accessed at www.smcc.edu
18. The Drug and Alcohol Prevention Program (DAAPP) can be accessed at www.smcc.edu
19. Voter Registration: http://www.sos.ms.gov/Elections-Voting/Pages/Voter-Registration Information.aspx
20. State Authorized Regulations Effective Date July 1, 2015 - Requirement to have state oversight and approvals – process to review and act upon student complaints about SMCC:
    http://www.mississippi.edu/mcca/downloads/studentcomplaintform.pdf
    Southwest Mississippi Community College has an administrative procedure in place which is designed to receive, investigate, and resolve student complaints, whether academic or nonacademic. Students who fail to use existing appeals committees will forfeit their right to future due process.

Paper copies of documents are available upon request.

STUDENT SERVICES

The Division of Student Services bears the responsibility of providing those services to the students of Southwest Mississippi Community College which are not directly related to actual classroom work. This division attempts to maintain adequate facilities and services in the areas of housing, financial aid, recreational activities, social activities, student activities, athletics, and counseling.

DISCIPLINARY ACTIONS

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

determination considers two objectives: protecting the interests of the student and observing ethical standards in working with agencies or individuals receiving college transcripts.

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

STUDENT COMPLAINT PROCEDURES

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

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

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

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

DIVERSITY, EQUITY AND INCLUSION POLICY AND PROCEDURE

PURPOSE

Southwest Mississippi Community College (SMCC) is committed to the compliance and complaint process established in accordance with Mississippi House Bill 1193 and policies adopted by the Mississippi Community College Board. This policy and procedure were developed in accordance with HB 1193 and remain subject to all applicable federal antidiscrimination laws, including, but not limited to, Title VI and Title VII of the Civil Rights Act of 1965, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, and Section 504 of the Rehabilitation Act of 1973. It provides a formal procedure for students, faculty, staff, employees, and contractors to report alleged violations related to the prohibited use of diversity, equity, and inclusion (DEI) practices at Southwest Mississippi Community College. Nothing in this policy and procedures shall be interpreted to conflict with or diminish any rights or protections

afforded under federal law. In accordance with HB 1193, SMCC prohibits the use of public funds for any programs, practices, training, or policies related to diversity, equity, and inclusion (DEI) that are restricted under that law.

WHO MAY FILE A COMPLAINT

- Any student, employee, faculty, staff member, or contractor affiliated with Southwest Mississippi Community College may file a complaint.
- A minor student (*under the age of 18*) may file through a parent, guardian, or next friend.
- Upon turning 18, a student must file a complaint in their own name.

HOW TO FILE

- All formal complaints must be in writing.
- All formal complaints must be signed by the complainant (*if being filed through a parent, guardian, or next friend on behalf of a minor under the age of 18, the minor should sign as well as the one filing*)
- All formal complaints must be submitted within 30 calendar days of the alleged violation.
- All formal complaints must be delivered to the Office of the President at Southwest Mississippi Community College.

DELIVERY METHODS

- In-person: The Office of the President, Southwest Mississippi Community College, Summit, MS.
- By mail: The Office of the President, Southwest Mississippi Community College, 1156 College Drive, Summit, MS 39666.
- By email: (*Must be a PDF document with signature*): president@smcc.edu

The President is authorized to establish and implement administrative procedures to ensure compliance with HB 1193 and this policy, including investigation and resolution of complaints.

REQUIRED COMPLAINT CONTENTS

1. Full name, address, phone number, and email address of the complainant
2. Name(s) of individual(s) impacted by the alleged violation
3. Dates and/or times of the incident(s)
4. Specific nature of the alleged violation and the related section of the HB 1193 allegedly violated
5. A statement explaining how the complainant was harmed
6. Name(s) and contact information of potential witness(es)
7. Any relevant documentation or evidence to support the complaint

INVESTIGATION PROCESS

1. Upon receipt of a complete and timely complaint (within 30 days of the incident), the Board of Trustees' designated investigators will initiate a formal investigation. The Southwest Mississippi Community College designated investigators are as follows:
    a. Student Complaints: The Vice-President for Student Affairs or designee
    b. Personnel Complaints: The Vice-President for Financial Affairs or designee
2. The investigator will present full findings to the Board of Trustees, which will then issue a ruling or take appropriate action within 30 days of receiving the complaint.
3. If no violation is found by the Board, a written determination will be provided to the complainant.
4. If a violation is found by the Board:
    a. Southwest Mississippi Community College has 25 calendar days to cure all aspects of the violation reported.
    b. A final report detailing the violation and the corrective action taken will be issued to the complainant.

APPEALS

If the violation remains uncured after 25 days, the complainant may file for injunctive relief in accordance with HB 1193 to compel Southwest Mississippi Community College to comply. (*The 25-day period starts on the day the Board of Trustees finds a violation according to HB 1193, Section 7*.)

CONFIDENTIALITY
All complaints and investigations will be handled as confidentially as possible, consistent with the need to investigate and address the matter effectively.

RETALIATION PROHIBITED
Retaliation against anyone who files a complaint under this policy is strictly prohibited and may result in disciplinary action.

REPORTING
An annual report will be provided each year to the Board of Trustees of Southwest Mississippi Community College no later than July 30 of each year.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

1. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access. A student should submit to the registrar a written request that identifies the record(s) the student wishes to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the college to amend a record should write the college official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the college decides not to amend the record as requested, the college will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the college discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The college discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted as its agent to provide a service instead of using college employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the college.

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

   The name and address of the office that administers FERPA is:
   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202-5901

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

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

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

SOUTHWEST
MISSISSIPPI COMMUNITY COLLEGE

FERPA CHECKLIST

Admissions and Records

1156 College Drive 601.276.2001
Summit, MS 39666 www.smcc.edu
admissions@smcc.edu

In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, the following student records policy is established as a guide by the Office of Admissions.

Type of Inquiry	STUDENTS	PARENT GUARDIANB SPOUSE	GENERAL PUBLIC	SMCC FACULTY	SMCC SUPPORT SERVICES	STUDENT ORGANIZATIONS	GOVERNMENT AGENCIES	EMPLOYEES	OTHER EDUCATIONAL INSTITUTIONS
NAME OF STUDENT	1	1	1	1	1	1	1	1	1
AGE OF STUDENT	1	1	1	1	1	1	1	1	1
DATE OF BIRTH	1	1	1	1	1	1	1	1	1
CITIZENSHIP	1	1	1	1	1	1	1	1	1
LOCAL ADDRESS	1	1	1	1	1	1	1	1	1
PERMANENT ADDRESS	1	1	1	1	1	1	1	1	1
TELEPHONE NUMBER	1	1	1	1	1	1	1	1	1
RESIDENCE STATUS	1	1	1	1	1	1	1	1	1
EMAIL ADDRESSES	1	1	1	1	1	1	1	1	1
PROGRAM OF STUDY (MAJOR)	1	1	1	1	1	1	1	1	1
ATHLETICS TEAMS/HT/WEIGHT	1	1	1	1	1	1	1	1	1
DATES OF ATTENDANCE	1	1	1	1	1	1	1	1	1
DEGREE/DATE CONFERRED	1	1	1	1	1	1	1	1	1
FULL / PARTTIME STATUS	1	1	1	1	1	1	1	1	1
HONORS	1	1	1	1	1	1	1	1	1
LAST SCHOOL ATTENDED	1	1	1	1	1	1	1	1	1
YEARS IN SCHOOL	1	1	1	1	1	1	1	1	1
ADMISSIONS STATUS	3	3	3	2	2	3	3	3	3
TEST SCORES	3	3	3	2	2	3	3	3	3
TRANSCRIPTS	3	3	3	2	2	3	3	3	3
STUDENT ID NUMBER	3	3	3	2	2	3	3	3	4
SOCIAL SECURITY NUMBER	3	3	3	2	2	3	3	3	4
GENDER/ETHNICITY	3	3	3	2	2	3	3	3	4
CLASS RANK	3	3	3	2	2	3	3	3	4
CURRENT ACADEMIC STATUS	3	3	3	2	2	3	3	3	4
GPA/CREDIT HRS COMPLETED	3	3	3	2	2	3	3	3	4
FINANCIAL AID INFORMATION	3	3	3	2	2	3	3	3	4
PAYMENT INFORMATION	3	3	3	2	2	3	3	3	4
DISABILITIES/ADA	3	3	3	2	2	3	3	3	4

1—Public record or directory information—release to any reasonable inquiry.
2—Release restricted for SMCC internal use only/need-to-know basis upon approval of Admissions Office.
3—Student written permissions required to release (FERPA release form).
4—Release restricted to other educational institutions only on a need-basis upon the approval of Admissions Office.

NOTE: We may disclose educational records without written consent of students to persons in an emergency if the knowledge of information is necessary to the health or safety of student(s) or other person(s).

TITLE IX

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

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

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

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

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

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

COUNSELING SERVICES

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

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

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

DISABILITY SUPPORT SERVICES

PROCEDURES FOR ACQUIRING ACCOMMODATIONS AND SERVICES

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

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

Students requesting special accommodation because of a disability should:

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

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

Documentation of a disability from an appropriate licensed or certified professional with expertise related to a student's disability must be filed with DSS. Documentation must include a statement explaining how the disability, with or without mitigating circumstances, limits a major life area, thus impacting a student's participation in courses, programs, services, activities, and facilities. Evaluations for the purpose of documentation must be recent. DSS does not assist students in obtaining appropriate documentation, nor does DSS refer students for eligibility evaluations. All fees associated with procuring documentation are the responsibility of the student.

Documentation that is submitted to DSS must:

- Clearly state the diagnosed disability or disabilities
- Describe the functional limitations resulting from the disability or disabilities
- Be age-appropriate, describing how the disability or disabilities currently affect the student in an educational setting
- Be comprehensive-including complete educational, developmental, and medical history relevant to the disability for which accommodations are being requested
- Include a list of all test instruments used in the evaluation report and relevant subtest scores used to document the stated disability (this requirement does not apply to physical or sensory disabilities of a permanent or unchanging nature)
- Describe the specific accommodations requested
- Adequately support each of the requested accommodations

- Be typed or printed on official letterhead and signed by an evaluator qualified to make the diagnosis (include information about license or certification and area of specialization) The DSS Request for Documentation may also be completed.

Examples of disabilities covered under ADA:

- Attention Deficient Disorder
- Attention Deficient Hyperactivity Disorder
- Food allergies
- Sight Impaired
- Hearing Impaired
- Depression
- Multiple sclerosis
- Traumatic Brain Injury

Refer to www.ada.gov for a detailed listing of other disabilities covered under ADA.

Service Animals

Southwest Mississippi Community College welcomes service animals in all areas of our campus. Service animals, by definition, are dogs or miniature horses that are trained to do work or perform tasks for the benefit of an individual with a disability. Service animals provide numerous work tasks including but not limited to; assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who have a hearing impairment to the presence of people or sounds, assisting an individual during a seizure, mobility of a person in a wheelchair, physical support and assistance with balance for individuals with mobility disabilities, retrieving medications or other devices, and by helping individuals with psychiatric and/or neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

Emotional Support Animals

Under the Fair Housing Act (FHA) and Section 504, individuals with a disability may be entitled to keep an Emotional Support Animal (ESA) as a reasonable accommodation in campus residence halls, as the campus has a no pets allowed rule.

The Fair Housing Act defines an emotional support animal (ESA) as any animal that provides emotional support, well-being, or companionship that alleviates or mitigates symptoms of the disability.

- Emotional support animals are not considered service animals.
- ESAs are not a pet.
- ESAs are not limited to dogs and can be other species of animals.

Emotional Support Animals (ESA), by definition, are not trained to perform a specific function, but whose presence provides a benefit for a person with a disability. Emotional Support Animals will be allowed in campus housing if certain conditions are met. The animals must be a necessity for the student with a disability to afford the student an equal opportunity. There must be an identifiable relationship between the student's disability and the assistance the animal provides. Unlike a Service Animal, an Emotional Support Animal might not be trained and it does not accompany a person with a disability at all times. Although Emotional Support Animals may be considered for limited access to college housing, they are not permitted in other areas of the college (e.g. libraries, academic buildings, classrooms, labs, etc.).

Requests for support animals should be made by:

a. Submitting medical/reasonable documentation from a licensed medical professional to the Director of Disability Support Services.
b. All requests will be determined on a case-by-case basis.

Qualifying for an Emotional Support Animal

In order for a student to legally qualify for an Emotional Support Animal (ESA), he or she must be diagnosed as emotionally disabled by a licensed mental health professional (therapist, psychologist, psychiatrist). Professional documentation of a mental health condition or emotional disability must be submitted. Documentation must establish the therapeutic need of the animal that is directly connected to the individual's disability, and must establish that an ESA is necessary to afford the individual with a disability an equal opportunity to use a residence hall.

For a student to qualify to have an ESA in the residence hall:

- Must register with the DSS Office and officially request that the ESA be allowed in the residence hall at least thirty days prior to move-in day for residence halls.
- Must provide adequate documentation from a licensed medical professional that due to emotional or mental disability, an ESA is necessary.
- Must complete and submit the ESA student application form.
- Must provide proof of immunizations for ESA.
- Must complete the ESA Housing Request Form.
- The ESA must be a domesticated animal. (example: dog, cat, rabbit, bird, miniature pig)

The Special Accommodations Committee will review each request on a case-by-case basis.

IMPORTANT: The student cannot bring the ESA to the residence hall prior to receiving written approval.

SMCC retains the right to remove the ESA, at the owner's expense, should the animal become a direct threat to the health and safety of others.

Questions regarding Disability Support Services, or service and emotional support animals, should be made to the Director of Disability Support Services, Rhonda Gibson in Kenna Hall at (601) 276-3885 or rgibson@smcc.edu.

DINING SERVICES

Food service is operated by Elior Services, Inc. This includes the student cafeteria and Grill. All dormitory students must purchase a meal ticket. Commuter students will have the option of purchasing a commuter meal to be used at lunch in the cafeteria Monday through Friday. For pricing information, contact the business office at (601) 276-4808. Food services will not be available during periods of official closing for holidays as noted in the catalog. The seven-day meal ticket will cover all meals between Sunday and Saturday.

Cafeteria Hours: Monday - Thursday	
Breakfast	7:00 a.m. – 8:30 a.m.
Lunch	11:00 a.m. – 1:15 p.m.
Dinner	4:45 p.m. – 6:15 p.m.
Friday	
Dinner	4:45 p.m. – 5:30 p.m.
Saturday	
Brunch	9:00 a.m. – 11:00 a.m.
Dinner	4:00 p.m. – 5:00 p.m.
Sunday	
Lunch	11:00 a.m. – 1:00 p.m.
Dinner	4:00 p.m. – 5:00 p.m.

Grill Hours: Monday - Thursday	
Lunch/Dinner	10:30 a.m. – 9:30 p.m.
Friday	
Lunch	10:30 a.m. – 2:00 p.m.
Charlie's Coffee Shop: Monday - Friday	
Hours:	6:30 a.m. – 2:00 p.m.

Dining Services Guidelines:

1. Student meals in the cafeteria are all-you-can-eat (Limited to one plate at a time). Regular portion sizes are served on each visit to the serving line. Only take those items that you will eat.
2. Students who wish to return for seconds must get back in line and get a clean plate. No breaking line. No giving food to someone who has not eaten or does not have a meal ticket.
3. Appropriate behavior is required in the cafeteria and grill. No loud talking, no obscene language, no pushing, shoving, or other horseplay, and no smoking/vaping.
4. All students must present a student ID card with a picture on it to the cashier. Your student ID card must be scannable. After two warnings for violations of this policy, the dining services department will not accept your student ID.
5. Students may not allow another student to use their ID card.
6. Students are asked to be prompt for meal times.
7. Students are asked to report spills, soiled tables, etc., to a cafeteria or grill employee.
8. Students should take their dishes, cups, utensils, and trash to the tray return room. Silverware goes in the silverware slot. Do not throw any plates, cups, or silverware into the trash! They are not disposable.

Students may use their meal tickets in the cafeteria or Bear Bucks in the grill during regular servicing hours.

RESIDENCE HALL INFORMATION
RULES AND REGULATIONS

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

I. Care of Property

a. Under no circumstances will a student be allowed to remove provided furniture from their assigned room. All furniture must remain inside the residence hall room. Lobby Furniture should not be moved or placed in student rooms.
b. Occupants of each room will be held responsible for any damage to the residence hall or residence hall furniture. Damaged furniture will be replaced, and full price must be paid by students for new furniture. In those residence halls which have suites, the common areas are the responsibility of all students assigned to that suite.
c. Any needed repairs or replacements should be reported immediately.
d. Unnecessary signs, pictures, or objects cannot be placed on the doors, windows, or walls. Obscene or vulgar pictures are prohibited.
e. Do not paint any part of the residence hall or its contents. Do not drive nails or tacks in the wall or furniture. Command Strips should be used when hanging items on walls. In Alford Conerly Hall, please use a small thumb tack to hang items.
f. Bicycles, motorcycles, weights, water guns, water balloons, fireworks, roller blades, paint balls, and raw eggs are not allowed in the residence hall.
g. Students must lock doors and windows when leaving their room.
h. Do not remove caps or floor gliders from beds. Do not place trash of any kind in the bed frame below caps.
i. Smoking, vaping, juuling, and any other paraphernalia are prohibited in residence hall rooms.
j. Playing football, baseball, etc. in or near the residence hall is prohibited.
k. All trash must be placed in a tied garbage bag and placed in the provided trash area for your building.

II. Quiet Hours

a. 7:00 p.m. to 11:00 p.m. is a study period.
b. Loud noises, loud radio, and music from instruments will not be tolerated. There is a county ordinance against loud noises.
c. Transit Curfew: 11:00 a.m. – 1:00 a.m. This means students may leave and return to campus during this time, but no loitering will be tolerated. The firm curfew is 1:00 a.m.

d. Any residence hall student returning after 1:00 a.m. should contact Campus Police to be allowed into the residence hall. The student must report to the Office of Student Affairs the following morning for a meeting regarding the curfew violation.
e. Fireworks are prohibited on campus. Fireworks are illegal in Pike County. Persons who bring fireworks on campus may be dismissed from the residence hall. Persons who explode fireworks on campus may be fined and prosecuted.

III. Food

a. Perishable food must be disposed of immediately.
b. No cooking will be allowed in the residence hall. Air fryers are approved in the residence if the student abides by the guidelines of cleaning after each use and unplugging the unit when not in use.

IV. Cleanliness

a. Excessive trash and neglect will not be tolerated. Trash must be disposed of properly and in a timely manner. Littering on campus constitutes a $50.00 fine.
b. Clothes should be properly stored in closets, drawers, etc.
c. Regular room checks will be conducted. If the head resident issues a second notice of unclean conditions to occupants of a room, they will be fined. Fines will increase if unclean conditions continue. The student(s) may be barred from campus housing.

V. Proper Dress

a. See Dress Code Policy on Page 28.

VI. Moral Obligation

a. Cursing and vile language will not be tolerated; fines will be assessed for profanity.
b. The college reserves the right to dismiss any student for drinking on or off campus. Any student who brings alcoholic beverages on campus, or has alcohol in his/her room, or enters the campus while under the influence of alcohol may be fined or dismissed from the residence hall.
c. The college reserves the right to suspend or expel any student for fighting, stealing, destroying property, cheating on examinations, plagiarism in any form, or causing a disturbance.
d. The college reserves the right to fine or dismiss any student from the residence hall and/or from the college for having or using illegal drugs such as marijuana, cocaine, LSD, etc., as well as vapes or Juuls.
e. Tampering with fire or smoke alarms is prohibited. This is a federal offense. Penalty for such offense may be a fine of up to $200 and/or dismissal from the residence hall.
f. All students shall conduct themselves both on and off campus in such a manner as to reflect positively on the college.
g. Public display of affection is not in keeping with SMCC standards.

VII. Cars, Trucks, Motorcycles

a. Observe the noise ordinance when driving on campus.
b. Observe speed and parking regulations on campus. You may lose campus vehicle privileges if you do not abide by campus parking and traffic regulations.
c. All vehicles on campus must be registered through the SMCC website and have an SMCC decal on the registered vehicle. Commuters must have a commuter sticker and housing students must have a sticker representing which building they reside. If a change is made, campus police must be notified to update decal status.
d. All motor vehicles on campus must be equipped with a muffler sufficient to prevent disturbing noises. Special attachments to increase noise will not be permitted.
e. Loud music containing vulgar lyrics is prohibited.
f. Vehicles must not have vulgar or distasteful bumper stickers or any other offensive items attached to them.

VIII. Firearms

a. No firearms will be permitted on the campus (State law forbids firearms on campus). Firearms found on campus will be confiscated, and the student may be dismissed from the college. Possession of a weapon on campus is a felony. Other guns such as BB guns, airsoft guns, and paintball guns are prohibited. Bows and crossbows are also prohibited.

IX. Visitors in Residence Halls and On Campus

a. No male visitors are allowed in the women's residence halls, and no women are allowed in the men's residence halls, except on scheduled move in/move out days.
b. Students are not allowed to visit or have visitors in a residence hall room of the opposite sex. The first offense for this violation is a fine of $200.00. A second offense is subject to being removed from the residence hall or suspended from the college. Female students may not be in the courtyard between the male residence hall, the concrete sidewalk leading up to the exterior room door, stairwells, in the parking areas immediately adjacent to the men's residence hall, or in the grass areas leading up to the residence hall. If loitering in these areas, females may incur a $25 fine per incident. If a student incurs more than two fines, then fines will double.
c. Visitors may check in at the lobby of Alford Conerly, Pine Hall, and the new women's residence hall and room 102 for visitors in Lakeside Hall and Stadium Hall. Only one visitor per student. All visitors must leave their driver's license with the head resident. All visitors must be out of the residence halls by 10:00 p.m.
d. Students should never carry on conversations from the residence hall windows.
e. Loitering in front of or around residence halls and in the street is prohibited.
f. The residence halls are closed during specific holidays designated each year. During the time the residence halls are closed, a student found in the residence hall will be fined $200.00. This fine will double if not paid within 2 weeks.
g. Children younger than ninth grade are not allowed in classrooms, in residence halls, or in the grill. Ninth graders through twelfth graders are allowed to visit by permission only. During athletic events or special school activities, younger students accompanied by parents are welcome.

X. Children on Campus

a. Students are not allowed to bring children to campus except for special activities which children are invited to attend, i.e., Halloween, Christmas activities, sporting events, etc. The only exceptions are for children cared for in the SMCC Child Care Technology program and elementary students participating in the tutoring program at the library.
b. Students are not allowed to bring children to campus during or between the times students are attending classes, using the library, learning lab, other resources, or during work study hours. Other students or non-students may not care for children on campus while parents are in class, using other campus resources, or performing work study.
c. Under no circumstances are children to be left unattended on campus. When children are attending a special activity designed for attendance by children, parents are responsible for the supervision of their children at all times.
d. The college assumes no responsibility for the supervision of children. Disciplinary action may be taken against those who do not follow college policy.

XI. Residence Hall Curfew

a. All resident students must be in at 1:00 a.m. The regular curfew regulations apply every day of the week and on weekends. If students are found in violation of this policy, the student will be fined $50 for each offense. Fines will double if not paid in two weeks from the date of the fine.
b. Quiet hours are from 7:00 p.m. – 11:00 p.m. Transit hours are from 11:00 p.m. -1:00 a.m. Firm Curfew is 1:00 a.m.

XII. Pertinent Information

a. All residents of the residence halls are expected to attend residence hall meetings. Advance notice will be given as to the time and place of the meeting. Students who are ill or unable to attend must notify the Director of Housing. Attendance is required for "mandatory" meetings. Students will be assessed a fine of $25.00 for not attending.
b. SMCC is not responsible for goods damaged in the residence hall by fire or other means.
c. Skateboarding and scooters are only allowed for transportation purposes only. Never ride in buildings, including residence halls, or in crowds.
d. All residence hall students are required to purchase a meal ticket. All full-time students are required to have ID cards in their possession at all times while on campus. The ID cards of resident students will be validated at the business office to be used as their meal ticket.
e. Refrigerators/microwaves are provided for your convenience by the college. Bringing personal microwaves/refrigerators is prohibited.

f. The purpose of the residence halls is to furnish a place for boarding students to sleep and to study. Rules are set up to further that purpose.
g. The regulations are not and do not attempt to be totally comprehensive. All students are expected to conduct themselves on and off campus in such a manner as to reflect the very highest standards of conduct on themselves and on SMCC. Failure of any student to adhere to SMCC rules or policies will lead to disciplinary action.
h. All residence hall items must be removed from the residence at the time of the student's official checkout. All students must officially check out and complete a checkout form with the head resident or housing director. At the time of checkout, the head resident or housing director will inspect the room and assess charges to the student's account for items left in the room, cleanliness of the room as well as the overall condition of the room and bathroom(s), and no key return. Failure to remove items will result in forfeiture, and the college assumes no liability in this matter.
i. Room keys are issued by the head resident and are the sole responsibility of the residents to whom they are assigned. Keys must be returned to the residence hall staff when a resident vacates the assigned room.
j. If a key is lost or stolen, the student is responsible for reporting it to the head resident and paying a lock change fee of $100.00 to receive a new key. You will be charged a $50.00 lockout fee if you leave your key in your room and need the door opened.

ACADEMIC GUIDELINES FOR RESIDENCE HALL STUDENTS

Students living in the residence halls at Southwest Mississippi Community College must be enrolled and maintain a minimum of 12 traditional, on-campus hours to be eligible to live in the residence hall. Any student who is enrolled at Southwest Mississippi Community College must maintain a 1.5 GPA or better to be eligible for campus housing. If students, at the end of the semester, are in non-compliance, they will lose campus housing privileges.

CAMPUS HOUSING AND ROOM RESERVATION

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

To reserve a room in the residence hall, a student must submit an online housing application along with the room application fee of $150.00. Students do not need to complete an application and pay the $150 housing application fee each semester. The housing application can be found at www.smcc.edu through your Access Southwest account. All students must re-apply each school year to live in the residence halls. If a student applies for housing and then decides they do not want to live in the residence halls, the student must notify the Director of Student Activities & Housing in writing prior to the first day of the semester.

OFFICIAL WITHDRAWAL FROM RESIDENCE HALL

A resident student who moves out of the residence hall before the end of a semester must officially withdraw from the residence hall at the end of his/her period of residency.
To officially withdraw from the residence hall, a student must:

1. Return his/her room key to the Head Resident after all personal items have been removed from his/her room. The room and bathroom must be cleaned. At that time, the Head Resident will complete a check-in/checkout form after surveying the student's room. Charges for any damages will be applied to the student's account.
2. A fine of $100 will be placed on the student's account for failure to return the room key, and a fine of $100 for failure to officially check out.

SEARCHES OF RESIDENCE HALL & STUDENT VEHICLE POLICY

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

PROCEDURE

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

CANINE SEARCHES ON CAMPUS

In an effort to create and maintain a drug-free campus, canine (K-9) drug detection dogs may be utilized to search all public and common areas in all campus parking lots and buildings for the purpose of detecting illegal drugs and narcotics.
The SMCC Vice-President for Student Affairs and the Chief of Campus Police coordinate all canine searches, with the assistance of campus police officers, appropriate housing personnel, administrators, and local law enforcement personnel. Searches will be performed by handlers and canines trained in the detection of illegal drugs/narcotics.

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

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

RESIDENCE HALL ROOMS FOR STUDENTS WITH PHYSICAL DISABILITIES

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

MAIL SERVICE FOR RESIDENCE HALL STUDENTS

All residence hall students at Southwest Mississippi Community College may purchase a mailbox in the SMCC Bookstore for $15 for the school year.

STUDENT E-MAIL

While you are a student here at Southwest Mississippi Community College, you will have an e-mail account. A typical student e-mail address would be your student ID number followed by @bears.smcc.edu (example: 12345@bears.smcc.edu). It is very important that you use your campus account for official communications with your instructors. Please do not provide Gmail or Yahoo, etc., accounts to your instructors if you are engaged in an online class or a traditional class where assignments are submitted via e-mail.

BOOKSTORE

The bookstore is the source for all college textbooks, eResources, school supplies, lab supplies, note cards, departmental supplies, snacks, drinks, gifts, and Southwest apparel. A student ID is required for all Financial Aid purchases.

ALERT MEDIA

Southwest Mississippi Community College has partnered with AlertMedia to streamline mass communications and deliver important notifications via text, voice, app push, email, and more. An email will be sent to your Southwest email at the beginning of the school year. You can also email Blake Brewer at bbrewer@smcc.edu or Jeremey Lea at jlea@smcc.edu to sign up for AlertMedia.

STUDENT ID CARD POLICY

Student ID: Must be worn in a visible location of the student (by lanyard around the neck, or by clipping on the collar/upper chest area of shirts) at all times when on college property. An ID card is issued to each student as part of the registration process. No charge is made for the first card issued. The replacement cost for a lost, stolen, or missing ID card will be $25. The ID card must be surrendered to a College official upon request. The SMCC Student ID card serves the student in many ways and must be worn in a visible location of one's person at all times when on college property. The card is needed for the following purposes:

1. For proof that you are a current student.
2. Admission to on-campus athletic events and out-of-town athletic events.
3. Identification at the Business Office, Campus Bookstore, Campus Police Office, Financial Aid Office, Campus Residence Hall, Library, Cafeteria, and Grill.

LEARNING RESOURCES (LIBRARY)

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

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

I. LIBRARY HOURS

Regular Session
8:00 a.m. – 6:00 p.m. Monday through Thursday
8:00 a.m. – 3:00 p.m. Friday

Summer Session
8:00 a.m. – 12:00 p.m. or as posted

II. SERVICES

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

III. USE OF THE LIBRARY

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

IV. LIBRARY RULES

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

persist in violating library regulations shall be prohibited from using the library. Children are not allowed in the library. No one under high school age is permitted.

V. LIBRARY FEES AND FINES
Overdue books will incur a fine, and all overdue books must be turned in and fines paid before taking exams. The library staff sincerely hopes that every student will take advantage of the library and all that is offered.

ACADEMIC LIFE

GRADING SYSTEM

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

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

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

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

Questions concerning the accuracy of final grades must be brought to the attention of the Vice-President for Admissions and Records in writing within one semester. Students wishing to contest a grade must contact the appropriate instructor first.

ACADEMIC PROBATION

Any student who does not earn at least a 1.5 grade point average for work attempted during a given semester will be placed on academic probation at the end of that semester. Any student who does not earn at least a 1.5 grade point average for work attempted during an academic probation semester will be placed on academic suspension at the end of that semester. A student placed on academic suspension will not be allowed to attend the following (fall or spring) semester. A student on academic suspension may attend during the summer semester at the discretion of the Vice-President for Academic Affairs.

STUDENT GRADE APPEAL POLICY

Students who feel that a final grade was incorrectly given should appeal as follows:

1. Discuss grade in question with the instructor. Any changes must be submitted in writing by the instructor to the Vice-President for approval and processing.
2. If the problem has not been satisfactorily resolved, the student may make a written appeal to the Vice-President, who will investigate the situation.

Grade appeals by students must be filed no later than the end of the following semester after the grade in question was assigned. The appeal process will end following the action taken by the Vice-President.

CLASS ATTENDANCE POLICY

A student who enrolls in a class accepts responsibility for attending that class and for completing the work assigned.
Policy Statement: Regular class attendance is very important to college success; therefore, students are expected to attend class unless it is absolutely necessary to be absent. Students are expected to make up all work missed due to absences. A penalty may be assessed for work not made up at the discretion of the instructor for the class missed. Each instructor will be responsible for explaining the attendance policy to students at the beginning of the semester. It is the students' responsibility to keep up with their number of absences.

The college may authorize absences under four circumstances:

1. Death in the Family.
2. Injury or Illness (including hospitalization of the student).
3. Participation by the student in a school-sponsored activity.
4. Special circumstances approved by the Vice-President for Student Affairs.

Any student who is hospitalized or under a physician's care must provide an official doctor's release from the appropriate healthcare provider.

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

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

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

The following reflects the absentee policy:

MWF Classes .....6 absences allowed .....cut from class on 7th
MW Classes .....4 absences allowed .....cut from class on 5th
TR Classes .....4 absences allowed .....cut from class on 5th
Night Classes .....2 absences allowed .....cut from class on 3rd
Science Labs .....1 absence allowed .....cut from class on 2nd

DRESS CODE POLICY

Students are expected to dress in a manner that is appropriate for an educational environment and that promotes safety, respect, and professionalism. Clothing must adequately cover areas customarily considered private, and footwear must be worn at all times in campus buildings. Attire, accessories, or displays containing obscene, discriminatory, threatening, or otherwise offensive language, images, or symbols are prohibited. Students may not wear clothing that creates a safety hazard in classrooms, laboratories, clinical settings, or other instructional areas. Hoods and other head coverings that obscure a student's identity should not be worn inside campus buildings. Certain academic programs, CTE classes, workforce training courses, internships, and clinical placements may establish additional dress and grooming requirements that students must follow. Face coverings may be restricted when identity verification is required for safety, security, or academic purposes. The College reserves the right to determine whether attire is inappropriate or disruptive to the educational environment and to require corrective action when necessary.

TARDIES

A tardy will be defined as missing up to 15 minutes of class. Three tardies will constitute an absence. A student is counted absent if the student misses more than 15 minutes of class. A student who is tardy must notify the instructor of his/her presence in class at the end of the class to avoid being counted absent. Students are expected to remain in the class and be attentive until the instructor indicates that the class session is over.

OFFICIAL ABSENCES

Those absences caused by a student representing the college for an approved function are official absences. The number of official absences will be limited for each class. Students are expected to let the instructor know ahead of time about upcoming approved official absences and are expected to make up work for the missed classes.

ATTENDANCE APPEALS PROCESS

Appeals Process: The college reserves the right to administratively withdraw a student who reaches the cut-out point due to excessive absences. When a student has been removed from class for excessive absences, that student will have the right to appeal his/her removal from the class to the Vice-President for Student Affairs. No absence is considered free; therefore, students will be responsible for providing a justifiable reason for each absence to the Vice-President for Student Affairs. Documentation should be provided to the Vice-President for Student Affairs in written form where possible (doctor's excuse, obituary, legal documents, etc.). When considering appeals, the Vice-President for Student Affairs will consider the following:

- Total number of absences
- Documentation for absences
- Whether the student has requested counseling or other assistance in finding a solution to class attendance problems
- Recommendations by instructors
- Current grade status in the course

All appeals must be made before the next scheduled class meeting after the notification of removal from class for excessive absences. Failure to appeal before the next scheduled class meeting constitutes a waiver of the student's right of appeal. The Vice-President for Student Affairs will have the authority to reinstate the student in the class for what he/she considers to be justifiable cause. The decision of the Vice-President for Student Affairs will be final. The instructor will receive a notice of action taken. In the event that an appeal is denied or a student fails to appeal, a grade of "W" will be recorded for courses in which excessive absences are reported and the student will be dismissed by the Vice-President for Student Affairs. Being administratively withdrawn from a class may change a student's enrollment status and thereby affect, among other things, that student's scholarships, financial aid, and in some cases dorm status and athletic eligibility. In the event that the student has been previously dismissed and re-admitted to the class, a second appeal is not available.

ADD OR DROP A COURSE

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

REPEATED COURSE POLICY

A student at Southwest Mississippi Community College will be allowed to repeat any course to establish a higher grade for the course. There shall be no limit to the number of times a course may be repeated for this or any other purpose. No grades will be removed from the transcript; however, only the highest grade will be used in determining overall grade point average (GPA) for that student at Southwest Mississippi Community College. NOTE: Most four-year colleges have specific policies governing the transfer of credits which place a limit on the number of repeated courses which may be removed from consideration in calculating the GPA for transfer purposes.

WITHDRAWAL

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

To begin the process of officially withdrawing from the college, the student must first secure an OFFICIAL WITHDRAWAL form from the appropriate counselor (academic or career technical). The student will then be required to obtain signatures from other administrative offices on campus before taking the completed form to the business office. Failure to withdraw properly will forfeit the student's right to any refund due and will result in a grade on each subject for the semester being recorded as "F" (failure) on the student's transcript. A student must pay all fees due to complete withdrawal. A student will not be allowed to withdraw from school during final exam week.

CLASSROOM BEHAVIOR

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

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

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

ACADEMIC DISHONESTY

Cheating

Cheating is defined as the act of obtaining or attempting to obtain or aiding another to obtain academic credit for work by the use of any dishonest, deceptive, or fraudulent means. Examples of cheating include: copying from another's test or examination; discussing the nature or content of test items and/or answers before, during, or after an examination or test without permission of the instructor; possessing, giving or receiving copies of an examination or exam questions without the permission of the instructor; using or displaying notes, "cheat sheets," or other information or devices inappropriate to the prescribed test conditions; allowing someone other than the

Penalties for Academic Dishonesty

The penalty for the first commission of any offense set out above will be either a zero on the particular assignment, withdrawal from the course, or failure in the course. The instructor will state clearly on the course syllabus which penalties may apply. These options will be clearly stated on the instructor's syllabus. The instructor will also refer the matter for possible further action, including possible suspension or dismissal from the program of study or from the college. The penalty for subsequent commission of any of these offenses will be failure in the course and possible dismissal or suspension from the program of study or from the College.

In cases of academic dishonesty:

1. The instructor will immediately email the student, the department chairperson, the Vice-President for Student Affairs or Vice-President for Career-Technical and/or Director of Distance Learning (whichever is appropriate) indicating the action taken.
2. If the student has been previously reported as committing the same offense, the Vice-President for Student Affairs will notify the instructor, department chairperson, and appropriate dean, who will together determine if further action is needed.

COURSE LOAD

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

MAKE-UP WORK

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

ABSENCE OF INSTRUCTOR

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

DEAN'S LIST AND PRESIDENT'S LIST

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

BULLYING OR HARASSING BEHAVIOR

Southwest Mississippi Community College is committed to maintaining high standards for behavior in a manner which demonstrates respect for the rights of others. This Anti-Bullying Policy, therefore, seeks to promote civility and respect among all members of the College community, including the trustees, administration, faculty, staff, students, alumni, contractors, business consultants, benefactors, and vendors.

Definitions:

- Bullying is defined as the aggressive and hostile acts of an individual or group of individuals which are intended to humiliate, mentally or physically injure, or intimidate, and/or control another individual or group of individuals.
- Cyberbullying is defined as bullying an individual using any electronic form, including, but not limited to, the Internet, interactive and digital technologies, or mobile phones.

- Exclusion Bullying is defined as purposeful and evident exclusion or disregard for a person in a work-related, close-contact activity.
- Gesture Bullying is defined as nonverbal but aggressive gestures that convey threatening messages.
- Homophobic (Gender and Sexual Orientation) Bullying is defined as bullying directed at gay, lesbian, bisexual, and transgender persons.
- Physical Bullying is defined as pushing, shoving, kicking, poking, and/or tripping another; assaulting or threatening a physical assault; damaging a person's work area or personal property; and/or damaging or destroying a person's work product.
- Stalking is defined as continued unwanted attention through personal contact (directly with you or through your friends and family), telephone calls, letters, e-mails, text messages, or internet chat rooms.
- Verbal and Written Bullying are defined as using speech or written messaging for the ridiculing, insulting, or maligning of a person or person's character; addressing abusive, threatening, derogatory or offensive remarks directly to a person; and/or attempting to exploit an individual's vulnerabilities.

Bullying is strictly prohibited on any College property; at any College function, event or activity; or through the use of any electronic or digital technology, whether or not such use occurs on College property. Any case of bullying suspected to be of a criminal nature shall be referred to local law enforcement authorities. See 10.31 Anti-bullying Procedure (Policy adopted November 2022)

STUDENT RIGHTS AND REGULATIONS

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

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

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

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

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

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

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

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

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

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

CAMPUS POLICE AND AUTOMOBILE REGULATIONS

Mission

The primary objective of the Campus Police Department is to provide a safe and healthy environment that enhances the campus learning experience and complements the college's educational mission.

Not only is the department responsible for law enforcement, security, and emergency response, but it is also responsible for providing support services tailored to meet the needs of the college community.

Full-time campus police officers are certified by the State of Mississippi. The campus police officers conduct vehicle and foot patrols and are charged with the responsibility of enforcing federal, state, and local laws as well as college policies and regulations. Staff members are service-oriented and committed to the safety and well-being of those associated with the campus. The Campus Police Department provides crime prevention, criminal investigation, traffic and parking control, disaster coordination, maintenance of public order, and other related services.

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

Our Officers and Their Training

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

Facility Access and Security

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

Our Assistance Program

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

- Investigate all incidents on campus
- Make emergency notifications
- Provide escort service to your car or from building to building
- Boost disabled vehicles
- Work accidents

A Secure Campus

The college:

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

Crime Prevention

Students are expected to:

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

Security in the Residence Hall

SMCC has five residence halls, two for females and three for males. All students have the opportunity to request changes in room assignments, which are accommodated as quickly as possible, based upon available facilities. The college does not provide off-campus housing.

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

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

Parking Permits
Students may bring automobiles on campus, but vehicles must be registered via the SMCC website by clicking on the link https://adsilive.com/edu/smcc/parking-registration. After registering, students are responsible for picking up the proper vehicle registration decal from the Campus Police Department located inside the Brumfield building. The decals are to be placed on the back left rear window of the registered vehicle. Students parking in any zone other than that assigned will be issued a citation. Permits for students EXPIRE at the end of the current school year or when the student is no longer enrolled at SMCC. Parking lots are provided for students. The citation fee for violations will double if the fee is not paid within ten days after the issue date.

Traffic laws are strictly enforced to protect all students, faculty, staff, and visitors. Each motorist is encouraged to practice caution, common sense, and courtesy. In most cases, traffic violations will be written on an SMCC campus citation, but officers can issue Pike County Justice Court citations, which will require the driver to appear in court if the fine is not paid.

Parking Restrictions/Zones
ALL SMCC students, faculty, and staff are required to register their vehicle(s) in one of the forms below:

- Residence Parking Permit – student lives on campus in one of the approved residence halls
- Commuter Parking Permit – student drives to campus to attend classes and/or activities
- Faculty-Staff Parking Permit – all SMCC employees

*If a student decides to change their status during the school year from commuter to resident or vice versa, it is their responsibility to notify Campus Police to be issued a new window decal.

*If a student is reassigned to a residence hall and then is moved to another one or decides to move out and become a commuter, the student must visit the campus police office to update their status.

Vehicle Registration

- Residence Hall students must park at their assigned residence halls. Residence Hall students MAY NOT drive to class, cafeteria, practice, or any other activity on campus. Residence Hall meetings are conducted throughout the school year, and parking zones will be explained during this time.
- Commuter students must park in the WHITE spaces ONLY.
- YELLOW spaces are for faculty, staff, and visitors ONLY.
- Pay attention to parking spaces with special signs, for example: HANDICAP, CAMPUS POLICE, and HEAD RESIDENCE HALL. Students may not park in these spaces, with the exception of the handicap space. Students may ONLY park in a handicap space if the vehicle has a handicap decal and/or license plate, and the handicapped person must be in the vehicle.
- The driver of a motor vehicle is responsible for that motor vehicle, but the registered student of that vehicle can be issued an SMCC citation regardless.
- Falsification of information under a student's vehicle registration can result in disciplinary action.
- The college reserves the right to regulate the use of a motor vehicle on campus and to forbid the use of that vehicle by any person whose conduct in any way shows they are not abiding by SMCC policies and procedures and state and local laws.
- All vehicles on campus must be equipped with a muffler sufficient to prevent noise disturbance. Special attachments to increase noise are NOT allowed.
- The driveway in front of Pine Hall is a one-way drive and is to be used for loading and unloading only. No vehicle is allowed to be parked in this driveway and will be issued a citation.
- While parking on campus, drivers should not back into parking spaces or position their vehicle so it conflicts with other traffic.

- Any appeals or questions about citations must be made to the Patrol Officer Supervisor (Lieutenant), Assistant Chief, or Chief of Police in person and within a reasonable time of the issue date.
- The maximum speed limit on campus is 20 miles per hour. Please exercise caution and common sense and be aware of the many pedestrians about campus. STOP for crosswalks, SLOW DOWN for speed bumps, and OBEY traffic signs at all times.
- Administrators, faculty, and staff may report license plates of vehicles for student traffic violations.
- All citations are to be paid at the Business Office in the Administration Building on College Drive.

SMCC Bicycle and Scooter Regulations

Students who operate bicycles or scooters on campus are expected to do so safely and responsibly while respecting the rights of pedestrians and other members of the college community.

- All bicycles and scooters must be registered through the designated college registration link https://adsilive.com/edu/smcc/parking-registration. Parking permits may be obtained from the SMCC Campus Police Department and must be clearly displayed on the bicycle or scooter.
- Bicycles and scooters should be operated on campus streets whenever available and must travel in the same direction as vehicular traffic. Riders are expected to follow all applicable traffic laws and regulations. When travel through pedestrian areas is necessary, riders must proceed at a safe speed and yield the right-of-way to pedestrians.
- Riders must exercise caution when approaching areas with pedestrian traffic. Sidewalks and walkways should not be used when pedestrians are present. In congested areas, riders should dismount and walk their bicycle or scooter.
- Pedestrian crosswalks are intended for pedestrian use. Bicycle and scooter operators should come to a complete stop at intersections and follow traffic-control devices before proceeding. Individuals who wish to use a crosswalk are encouraged to dismount and walk their bicycle or scooter through the crossing.
- The College strongly encourages the use of appropriate safety equipment, including helmets. Riders are also responsible for maintaining their bicycles and scooters in safe operating condition.
- Bicycles and scooters may not be stored or parked inside campus buildings. They must not obstruct sidewalks, building entrances, ramps, or other accessible routes. Maintaining clear access is essential to ensure compliance with accessibility requirements and to provide safe access for all members of the campus community.
- Skateboards and scooters are allowed only to travel to and from class, practice, and the cafeteria. No recreational use; no indoor use. Earbuds, etc., are not allowed when using them (applies to bicycles too). Violators will be issued a citation.
- Scooters may not be operated on campus after **7:00 p.m.** due to safety concerns associated with reduced visibility after dark. Many scooters are not equipped with adequate lighting for nighttime operation; therefore, scooter use is prohibited after 7:00 p.m. Riders should walk their scooters to their destination if traveling on campus after this time.

Notice: An excessive number of citations can result in the loss of driving privileges while on campus, and vehicles can be booted, and scooters or bicycles can be confiscated until fines are paid in full.

Violations

Parking Wrong Zone	$60.00	Careless Driving	$75.00
Blocking drive, walkway, fireplug	$50.00	Loud Music-Dorm/Vehicle	$75.00
No Parking Zone	$50.00	No Parking Decal	$50.00
Speeding	$50.00	Non-Registered Vehicle	$60.00
Disregard for Traffic Device/Sign	$75.00	Tobacco Policy – Possession/Use	$75.00
Reckless Driving	$100.00	Parking on Grass	$50.00
Public Profanity	$100.00	Vaping	$50.00
Parking in Handicapped Zone	$100.00	Vehicle Boot	$75.00
Curfew Violation	$50.00	Wrong Way on a One-Way Street	$50.00
Leaving the Scene of an Accident	$75.00		
No Student ID	$50.00		

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

GRADUATION POLICIES AND PROCEDURES

- Do NOT decorate your cap.
- No cell phones on stage.
- Graduates may only wear regalia from an honor society recognized by the college, such as PTK, or a nursing pin received in the ADN Pinning Ceremony.
- Participation in the commencement ceremony does NOT imply that each participant has completed all graduation requirements. Students are not graduates until a staff member in the Admissions Office verifies that all graduation requirements are met.
- Any disruptive behavior will result in a $250 fine that must be paid before receiving your diploma and transcript.

SEXUAL HARASSMENT POLICY

Sexual harassment, like harassment on the basis of race or religion, is a form of discrimination prohibited by Title VII of the Civil Rights Act of 1964, and Title IX as well. With the adoption of this policy on sexual harassment, SMCC (College) demonstrated its continued commitment to upholding the rights of individuals – whether students, faculty, or staff – to study and work in a place free of intimidation, fear, reprisal, or coercion. The "Policy on Sexual Harassment" is published in the SMCC Faculty Handbook and the SMCC Student Handbook. The college reaffirms this policy specifically as it pertains to prevention of sexual harassment and to the obligations of male and female students, faculty, administrators, and staff in their capacities as teachers and colleagues.

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

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

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

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

The college will take appropriate steps to ensure that a person who in good faith brings forth a complaint of sexual harassment will not be subjected to retaliation. The college will also take appropriate steps to ensure that a person against whom such a complaint is brought is treated fairly, has adequate opportunity to respond to such accusations, and that findings, if any, are supported by clear and persuasive evidence. Complaints of sexual harassment shall be handled

confidentially, with the facts made available only to those who need to know, in order to investigate and resolve the matter. The complainant and the person complained against will be notified of the final disposition of the complaint. If a complaint of sexual harassment is found to be substantiated, appropriate corrective action will follow, up to and including separation of the offending party from the college, consistent with college procedures.

DISCIPLINE

Students, faculty members, administrators, and other employees are responsible, as citizens, for knowing about and complying with the Mississippi law that makes it a crime to possess, sell, deliver, or manufacture those drugs designated collectively as "controlled substances" in Section 41-29-113 et seq. of the Mississippi Statutes. The college will impose disciplinary sanctions on students and employees outlined in this policy for violation of the standards of conduct required by the Drug and Alcohol Abuse Prevention Program. Faculty and staff in violation of this college policy will be subject to disciplinary actions as outlined in college disciplinary procedures. State and Federal Statutes will regulate mandatory participation in rehabilitation programs. The following minimum penalties shall be imposed for the particular offense described.

Corrective Action

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

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

Conditions for Immediate Suspension

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

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

College Regulations Governing Illegal Drugs:

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

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

2. Illegal Possession of Drugs
   a. For a first offense involving the illegal possession of any controlled substance identified in Schedules I or II of Section 41-29-113 and Section 41-29-115 of Mississippi Statutes, the minimum penalty shall be a fine of up to $300 and/or suspension from enrollment.

   b. For the first offense involving illegal possession of any controlled substance identified in Schedules III through V of Section 41-26-117, Section 41-29-119, and Section 41-29-121 of the Mississippi Statutes, the minimum penalty shall be probation for a period to be determined on a case-by-case basis and a fine of up to $300. A person on probation may be required to participate in a drug education and counseling program, consent to regular drug testing, and accept such other conditions and restrictions as the appropriate college official deems applicable.

   c. Refusal or failure to abide by the terms of probation on second or other subsequent offenses involving the illegal possession of controlled substances, progressively more severe penalties shall be imposed, including expulsion of students, faculty members, administrators, or employees.

   d. The college reserves the right to dismiss any student from the residence hall and/or from the college for having or using illegal drugs.

   e. The college reserves the right to dismiss any student for drinking alcohol on or off campus. Any student who brings alcoholic beverages on campus, or has alcohol in his/her dorm room, or enters the campus while under the influence of alcohol may be dismissed from the dormitory.

Possession, Sale or Consumption of Alcoholic Beverages

Possession, sale, or consumption of alcoholic beverages on campus or at off-campus sponsored activities is prohibited. Alcoholic beverages include but are not limited to beer, wine, distilled spirits, wine coolers, and liqueurs.

It is against the state law of Mississippi to have alcoholic drinks on a college campus. Use, possession, or being under the influence of alcohol will carry the following penalties: 1st Offense – The student will be fined $75.00 for possession on campus. For any alcohol violation, the student will write a typed, three-page paper on the dangers of alcohol for the VP of Student Affairs. 2nd Offense – The student will be fined $150.00 for possession on campus. For a second alcohol violation, the student will be suspended and will have to move out of the residence hall.
State Laws are outlined as follows:

Drinking Age:

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

In addition to the legal requirements and penalties above, students found to violate this college policy will be subject to penalties under the Student Code of Conduct.

TOBACCO-FREE POLICY

In order to promote a healthy environment for students, faculty, staff, and visitors, Southwest Mississippi Community College is tobacco-free, effective July 1, 2014. The use of tobacco and smoking products such as vapes or Juul is prohibited on any SMCC-owned property, including, but not limited to, buildings, dormitories, grounds, parking lots, sidewalks, recreational/sporting facilities, and college-owned vehicles. This policy applies to college employees, students, contractors, vendors, and visitors. If a student is found in violation of this policy, he or she will be fined $25.00 for the first offense, $50.00 for the second offense, $100.00 for the third offense, and referred to the Disciplinary Committee. Faculty, staff, and administrators will be referred to their direct supervisor.

DRUG-FREE SCHOOL POLICY

Alcohol and drug abuse have been recognized as a leading threat to the health and well-being of the college students/employees. Southwest Mississippi Community College absolutely prohibits the use, consumption, sale, purchase, transfer, or possession of any illegal or non-prescription drug by any student or enrollee during business hours, during college classes or activities, while representing Southwest, while on the premises or campuses, while at Host Agencies or at any other time or activity involving Southwest. In addition, students and enrollees are strictly prohibited from being under the influence of alcohol or illegal drugs during college classes or activities, while representing Southwest, on the premises or campuses, or at Host Agencies or at any other time or activity involving Southwest. It is the policy of the college to uphold federal, state, and local laws regarding the use or possession of drugs or alcohol.

CAMPUS CLUBS AND ORGANIZATIONS

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

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

CHEERLEADERS
Cheerleaders assist with the promotion of college spirit at football games. Tryouts are held each spring and are open to all students who are or will be attending Southwest Mississippi Community College full-time during the upcoming Fall and Spring semesters at Hinds and have a minimum 2.5 GPA.

BAPTIST STUDENT UNION
BSU at Southwest Mississippi Community College is a fun, caring, safe, accepting, friendly, exciting, relevant, seeking, REAL place for you. BSU is a Mississippi Baptist Ministry for college students designed to share with others what it means to follow Jesus, to encourage individual and group Bible study, and to learn about and be involved in local, state, national, and foreign mission project opportunities. BSU seeks to provide a wholesome Christian fellowship where students can involve themselves in ministry and personal growth activities.

INTRAMURAL SPORTS
Competitive team and individual contests are conducted in flag football, punt, pass, and kick, indoor volleyball, 3-point shootouts, 3-on-3 basketball, 5-on-5 basketball, volleyball, dodgeball, kickball, softball, golf scramble, tennis singles, tennis doubles, etc. Categories of competition include co-ed, men, and women.

PHI THETA KAPPA
Phi Theta Kappa, an international honors society for the two-year college student, promotes the recognition of scholarship, leadership, and service. Each of Southwest Mississippi Community College's six locations has a Phi Theta Kappa chapter directed by an advisor. Membership is offered to students who have completed 12 hours of college-transfer coursework at SMCC with a 3.5 or greater cumulative GPA.

STUDENT GOVERNMENT ASSOCIATION
The Student Council, the key organization, exists on the Campus to promote the general welfare of the school, to provide active participation for students in matters of general welfare, and to train its participants for leadership. The membership of the council is made up of representatives from each class.

STUDENT NURSE ORGANIZATION (SNO)
Membership in SNO is open to all Southwest Mississippi Community College Division of Associate Degree Nursing Students. The purpose of this organization is to promote scholarship, the development of professional responsibility,

leadership skills, and an awareness of community, social, and health care needs. Members participate in a variety of service activities. SNO membership also provides membership in the Mississippi Organization for Associate Degree Nursing Student Organization. (NAHC)

BAND/MUSIC

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

SOUTHWEST PUBLICATIONS

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

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

The SMCC Newsletter is sponsored by the Vice-President for Student Affairs and is published each week during the fall and spring semesters. The Newsletter may be accessed through your SMCC email. Announcements to be included are due to the Vice-President's office by 12:00 p.m. each Thursday for the following week's newsletter.

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

RELIGIOUS LIFE

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

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

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

The Westminster Fellowship is an organization for Presbyterian students.

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

CAMPUS DIRECTORY

Academic Counseling	601.276.2005	Cosmetology	601.276.2017
Academic Recruiter	601.276.3849	Disability Services	601.276.3885
Admissions	601.276.2001	Financial Aid	601.276.3707
Band	601.276.3725	Fine Arts Building	601.276.2003
Baseball Office	601.276.3714	Foundation	601.276.4809
Bookstore	601.276.2006	IT Department	601.276.3709
Business Office	601.276.4808	Library	601.276.2004
Bryan Science Building	601.276.2007	Main Campus	601.276.2000
Cafeteria	601.276.2002	Maintenance	601.276.4822
Campus Police	601.276.3838	Nursing	601.276.2008
Career-Technical Dept.	601.276.2013	P.E. Building	601.276.2009
Career-Technical Counselor	601.276.3722	Student Services	601.276.4810
Cheer	601.276.4813	Student Support Center	601.276.2036
Choir	601.276.2003		

CLASS SCHEDULES

	Monday, Wednesday, and Friday (MWF)	**Assembly Schedule**
First Period (1MWF)	8:00 – 8:50	8:00 – 8:40
Second Period (2MWF)	9:00 – 9:50	8:50 – 9:30
Third Period (3MWF)	10:00 – 10:50	10:40 – 11:20
Fourth Period (4MWF)	11:00 – 11:50	11:30 – 12:10
Assemblies meet at 9:40 – 10:30 on Mondays, Wednesdays, and Fridays		
	Monday and Wednesday (MW)	**Assembly Schedule**
First Period (1MW)	7:00 – 8:15	7:00 – 8:15
Second Period (2MW)	8:30 – 9:45	8:30 – 9:30
Third Period (3MW)	10:00 – 11:15	10:40 – 11:40
Fifth Period (5MW)	12:45 – 2:00	1:00 – 2:15
Assemblies meet 9:40 – 10:30 on Mondays and Wednesdays		
	Tuesday and Thursday (TR)	**Assembly Schedule**
A Period (ATR)	8:00 – 9:15	8:00 – 8:50
B Period (BTR)	9:25 – 10:40	9:00 – 9:50
C Period (CTR)	10:50 – 12:05	11:00 – 11:50
D Period (DTR)	12:45 – 2:00	12:45 – 2:00
Assemblies meet 10:00 – 10:50 on Tuesdays and Thursdays		

FINAL EXAMINATION SCHEDULE

Exam Day 1		
8:00 – 10:00	3	MWF and MW
10:15 – 12:15	4	MWF
1:00 – 3:00	A	TR
Exam Day 2		
8:00 – 10:00	5	MWF
10:15 – 12:15	C	TR
1:00 – 3:00	2	MWF and MW
Exam Day 3		
8:00 – 10:00	B	TR
10:15 – 12:15	1	MWF and MW
1:00 – 3:00	D	TR

All final exams are to be given the week specified on the calendar. ANY deviation from this schedule must be cleared with the Vice-President for Academic Affairs.

All accounts are to be cleared in the Business Office and Library before a student will be permitted to take examinations.