



**MISSISSIPPI STATE**  
**UNIVERSITY™**

## Mississippi State University Syllabus

Dear Students,

The University Syllabus informs you of very important policies that are relevant to every course at Mississippi State University. It is important for you to be familiar with each policy listed below. The policies in this University Syllabus describe the official policies of the University and will take precedence over those found elsewhere. Each class will have a course-specific syllabus providing learning expectations, assignments and activities, and additional responsibilities which are in addition to the general University Syllabus. The academic calendar may be found at this link: [MSU academic calendar](#). At Mississippi State, we want to provide each of you the best learning experience possible. Best wishes for a successful semester and career at Mississippi State University.

Dr. David R. Shaw

Provost and Executive Vice President

### ACADEMIC INTEGRITY

Mississippi State has adopted the following Honor Code. You are expected to abide by this code in all classes. Some professors may ask you to print and sign.

#### *Student Honor Code*

Mississippi State has an approved Honor Code that applies to all students. The code is as follows:

*“As a Mississippi State University student, I will conduct myself with honor and integrity at all times. I will not lie, cheat, or steal, nor will I accept the actions of those who do.”*

Upon accepting admission to Mississippi State University, a student immediately assumes a commitment to uphold the Honor Code, to accept responsibility for learning, and to follow the philosophy and rules of the Honor Code. Students will be required to state their commitment on examinations, research papers, and other academic work. Ignorance of the rules does not exclude any member of the MSU community from the requirements or the processes of the Honor Code. For additional information, please visit: <http://honorcode.msstate.edu/policy>.

## HEALTH AND ABSENCES

Attending class is very important to your academic performance. University excused absences are listed below. With an excused absence you are allowed to make-up all missed work including tests. University policy states that you cannot be forced to use a class drop grade for an excused absence. However, it is your responsibility to communicate with your professor about your absence and completion of any missed work.

A professor may define class attendance, particularly as it pertains to in-class responsibilities, that go beyond just being present in the classroom. The class policy may include statements about the importance of learning and attendance, the extent of credit or penalty for an unexcused absence, and how excused and unexcused absences are measured. It is your responsibility to be aware of any specific class policies in addition to the general university policy.

*For online courses*, you will be considered in attendance when you; a) participate in a course activity (e.g., discussion board); and b) communicate with the course instructor regarding a course topic within a specified time frame. Logging into an online course without active participation does not constitute attendance. When students who are enrolled in an online course are aware of necessary absences, they should inform the instructor as soon as is possible so that other arrangements can be made.

Excused Absences per AOP 12.09 Class Attendance and Reporting Absences  
(<https://www.policies.msstate.edu/policy/1209>)

These approved excused absences are not subject to instructor discretion in course attendance penalties:

- Participation in an official university activity with authorization from an appropriate administrator sponsoring the activity (e.g., Department Head or higher). If the validity of the activity is questionable, the matter should be referred to the Office of the Provost and Executive Vice President for final resolution.
- Death in a student's immediate family to include a student's parent, legal guardian, sibling, grandparent, grandchild, spouse or partner, as well as natural, adopted and/or in-law children.
- Participation in legal proceedings or administrative procedures that require a student's presence.
- Religious holy day.
- Illness that is too severe or contagious for the student to attend class.
- Required participation in military duties.
- Mandatory admission interviews for professional or graduate school that cannot be rescheduled.

An illness or injury of a student's immediate family (to include parent, legal guardian, sibling, grandparent, grandchild, spouse or partner, as well as natural, adopted and/or in-law children) is eligible for excused absences, but is subject to the instructor's discretion.

University or other organized events intended to provide personal enrichment or entertainment will not be considered university authorized activities as it pertains to course attendance and will not qualify as an excused absence.

## DISABILITIES ACCESSIBILITY

### **Starkville Campus:**

Mississippi State University is committed to providing equitable access to learning opportunities for all students. Should you need to access services, The Disability Resource Center is located at 01 Montgomery Hall and collaborates with students who have disabilities to arrange reasonable accommodations. If you have, or think you may have, a disability, please contact [drc@saffairs.msstate.edu](mailto:drc@saffairs.msstate.edu) or 662- 325-3335 to arrange a confidential discussion regarding equitable access and reasonable accommodations. Disabilities may include, but are not limited to, conditions related to mental health, chronic health, attention, learning, autism, brain injury, vision, hearing, mobility, speech, or intellectual disabilities. In the case of short-term disabilities (e.g., broken arm), students and instructors can often work to minimize barriers. If additional assistance is needed, please contact the Disability Resource Center (<https://www.drc.msstate.edu/>).

### **Meridian Campus:**

Mississippi State University is committed to providing equitable access to learning opportunities for all students. Student Services at MSU-Meridian collaborates with students who have disabilities to arrange reasonable accommodations. If you have, or think you may have, a disability, please contact Skye Hamilton, Student Services Coordinator at 601-484-0234 or email [shamilton@meridian.msstate.edu](mailto:shamilton@meridian.msstate.edu) to arrange a confidential discussion regarding equitable access and reasonable accommodations. Disabilities may include, but are not limited to, conditions related to mental health, chronic health, attention, learning, autism, brain injury, vision, hearing, mobility, speech, or intellectual disabilities. In the case of short-term disabilities (e.g., broken arm), students and instructors can often work to minimize barriers. If additional assistance is needed, please contact the Student Services Coordinator.

## STUDENT WELFARE

Two important parts of student welfare are your rights under Title IX and how to access help should you need to.

### *Title IX*

MSU is committed to complying with Title IX, a federal law that prohibits discrimination, including violence and harassment, based on sex. This means that MSU's educational programs and activities must be free from sex discrimination, sexual harassment, and other forms of sexual misconduct. If you or someone you know has experienced sex discrimination, sexual violence and/or harassment by any member of the University community, you are encouraged to report the conduct to MSU's Office of Civil Rights compliance at 662-

325-5839 or by e-mail to [titleix@msstate.edu](mailto:titleix@msstate.edu). Additional resources are available at <https://www.civilrights.msstate.edu/title-ix-sexual-misconduct>.

### *Safety on Campus*

Mississippi State University values the safety of all campus community members. Students are encouraged to register for Maroon Alert texts and to download the Everbridge App. Visit the Personal Information section in Banner on your MyState portal to register. To report suspicious activity or to request a courtesy escort via Safe Walk, call University Police at 662-325-2121, or in case emergency, call 911. For more information regarding safety and to view available training including helpful videos, visit [ready.msstate.edu](https://ready.msstate.edu)

**Starkville Campus Police: 662-325-2121**

**Meridian Campus Police: 601-484-0199**

### COURSE INSTRUCTION

The Learning Center (<https://www.tlc.msstate.edu/>) is available to support you in improving your academic performance. The Learning Center offers tutoring services and support programs.

### GENERATIVE AI

Mississippi State University recognizes the introduction of generative artificial intelligence (generative AI) provides opportunities for scholarly rigor, intellectual integrity, and educational excellence. Nevertheless, the use of generative AI also poses issues related to academic integrity. Currently, individual instructors are encouraged to establish class-specific guidelines concerning the use of generative AI within their courses. The student must consult the syllabus for each class they are taking to determine if and to what degree generative AI is allowed.

### HONORLOCK STATEMENT

You may or may not be required to use Honorlock in your course, but here is information should your professor indicate that Honorlock is required.

We will be using Honorlock, an online proctoring service, to proctor your exams this semester. You will need a computer, webcam, photo ID, and a stable Internet connection. You do not need to create an account, download software, pay a fee, or schedule an appointment in advance. To get started, you will need Google Chrome and to download the Honorlock Chrome Extension. You can download the extension at <http://www.honorlock.com/extension/install>. You should also review the information provided in Mississippi State University's Honorlock Resources for Students guide. It is very important to check your system compatibility and Internet connection speed in advance as described in the guide. Honorlock support is available 24/7/365 at <https://honorlock.com/support/>. If you encounter any issues, you are strongly urged to contact them by live chat within the Honorlock session.

## CONTINUITY OF INSTRUCTION

In the event that face-to-face classes are suspended due to extenuating circumstances, such as weather, the instructor will continue instruction in a manner that best supports the course content and student engagement. In this event, all instructors will notify students of the change via their university email address (the official vehicle for communication with students). At that time, they will provide details about how instruction and communication will continue, how academic integrity will be ensured, and what students may expect during the time that face-to-face classes are suspended. If a student becomes unable to continue class participation due to extenuating circumstances, (e.g., health and safety, loss of power, etc.) the student should contact their instructor and advisor for guidance. For additional guidance, please refer to Academic Operating Policy 12.09.

## MANDATORY REPORTING

Faculty members at Mississippi State University are required to report any information received about possible sexual misconduct. This includes information shared in class discussions or assignments, as well as information shared in conversations outside class. The purpose of reporting is to allow MSU to take steps to ensure a safe learning environment for all. The university also has confidential resources available, who can provide assistance to those who have experienced sexual misconduct without requiring a mandatory reporting duty. Students may access confidential campus resources here: <https://www.civilrights.msstate.edu/title-ix-sexual-misconduct/resources>

## ADDITIONAL HELP

Other important information on how to ensure you have a quality and welcoming college experience while attending Mississippi State University can be found by reviewing pertinent university policies at <https://www.policies.msstate.edu/> and by visiting the Office of Civil Rights and Compliance web page at <https://www.civilrights.msstate.edu/>