

General Guidelines

APPEAL PROCESS

Any Athletic Training student in the Athletic Training Education Program has the right to appeal or petition any decision made by the Athletic Training Education Program faculty and staff.

The appropriate appeal process is as follows:

- The student must submit a written appeal to Athletic Training Education Program Director.
- The student may then appeal to the Department Head of Sports Medicine and Athletic Training.
- The student may then appeal to the Dean of the College of Health and Human Services
- The student may then appeal to the Provost of the University.

*At each level the appeal must be made within one week of receiving notification of the decision.

CHANGE OF MAJOR

If at any time an Athletic Training student decides that Athletic Training is not the profession for them, the student is encouraged to first discuss this decision with an ATEP staff or faculty member. However, if the student still desires to change majors, the student needs to inform their supervisor and submit a letter to the ATEP Director stating their intent to change majors. All clothing and equipment distributed to the Athletic Training student by the ATEP must be returned. All privileges received due to status as an Athletic Training Student will be forfeited.

STUDENT EMPLOYMENT

The AT curriculum is rigorous and time consuming. **The time commitment is very challenging with the academic load and the time spent with the clinical assignments.** Working an outside job while in the program is NOT encouraged. Students that do elect to work are strongly advised to limit outside employment to 10 hours or less per week and to consider the amount of personal responsibility prior to entering the AT program. Students will find it necessary to study outside regularly scheduled classes to maintain a satisfactory grade average. Student must make their AT education a priority above work. Those who find it necessary to work should not work a long or stressful shift immediately preceding a scheduled clinical assignment. A student who is deemed unsafe or unable to provide quality of care by the instructor will be sent home from the clinical experience. If the student is tired, the level of alertness is decreased, enhancing the chances of clinical error and decreasing the quality of work done by the ATS.

The athletic training student seeking outside employment is not to work as an athletic training/athletic training student or wear the athletic training student uniform or in any way represent him or herself as an athletic training student from Missouri State University. The athletic training student is not to perform any task on the basis of being an athletic training student at Missouri State University while employed outside of the athletic training education program experiences.

ATTITUDES AND VALUES

The profession of Athletic Training is an allied health care profession devoted to the health and welfare of the physically active patient. The Athletic Trainer should keep the basic principle in view and be guided by it at all times.

1. Athletic Training Students should develop a relationship with each patient that encourages him/her to trust the student with personal information.
2. Athletic Training Students should develop a professional relationship with fellow clinicians, administrators and patients so they respect the students' opinions and know the information will be objective.
3. Those who serve as members of the profession of Athletic Training commit themselves to uphold professional ideals and standards. Each Athletic Trainer acts as a representative of the whole profession and as such should conduct him/herself with honor and integrity.

4. Athletic Training Students should develop a sense of loyalty to each member of the organization. **Do not** second guess or belittle decisions made by Clinical Instructors. In particular, do not discuss controversial subjects concerning the organization outside the organization. Learn what information needs to be shared and with whom it is to be shared. For the most part, this includes your fellow athletic trainers and the Team Physician.
5. The Athletic Training Student must act in a professional manner at all times, understanding that they are a direct reflection of the instructors, the university and the MSU ATEP
6. The student's willingness to accept responsibilities and carry them through completion, the way he/she performs those duties which are unpopular and distasteful, his/her personal appearance, and the tone of voice and the caliber or his/her language, are all qualities which will make assist a student in being successful in all endeavors. Athletic Training is an integral part of sports medicine. The Athletic Trainer Student should carry out the techniques of the profession only with appropriate and specific medical direction of their ACI/CI.

PERSONAL QUALITIES

DEPENDABILITY: Dependability includes, punctuality, following directions, completion of tasks as assigned, asking for help if needed, and showing initiative.

DEDICATION: Athletic Training Students must be dedicated to their own personal success in the Athletic Training Education Program.

SINCERITY, HONESTY, LOYALTY AND INTEGRITY: Athletic Trainers work in an environment governed by many rules and requirements. Each student is responsible to ensure that rules are followed.

PROFESSIONALISM

Please keep in mind as an Athletic Training Student you are a representative of the MSU ATEP. Your words and actions will have a direct reflection on the entire program. As an Athletic Training Student it is expected that all actions and demeanor will reflect professionalism while in attendance at any site.

There will be **NO TOLERANCE** for any Athletic Training Student caught using or in the possession of neither illegal drugs, nor will there be any consumption of alcoholic beverages while acting in the capacity of an Athletic Training Student.

PERSONAL APPEARANCE POLICY

DRESSING LIKE A PROFESSIONAL

The Missouri State University Athletic Training Education Program strives to create a professional image that is consistent with the public's expectation of an allied health professional. Professional appearance includes grooming, hygiene and dress. Individual dress should reflect a professional appearance at all times in order foster a professional atmosphere. In order to be a professional, it is important to dress and behave like one. This program requires its students to do the same. Students are required to have approved MSU SMAT shirts for use at their clinical sites. Specific information on shirts and ordering will be provided through the SMAT department early in the school year. Each clinical site may have their own policies which will be covered during the specific clinical site orientation. Following are the standards for all clinical sites:

- No denim/jeans.
- Skirts and dresses that are at least knee length – skirts and dresses are not recommended due to the nature of a athletic trainers responsibilities.
- No see through or revealing shorts or shirts. Shirts should not be low cut. Shorts must be of appropriate length.
- No designer T-shirts or sweatshirts (i.e. Old Navy or derogatory slogans/beer ads, etc.).

- No hats inside the building.
- Name tags are required at all sites and should be worn so that student's name is visibly recognized. Name tags must be clipped to the shirt collar or hanging from an ATEP approved lanyard.
- No use of tobacco products while at your rotations/assignments. Do NOT smell like smoke.
- Any unusual body piercing is prohibited (Each clinical assignment will provide their specific criteria for what is "unusual").
- Good general hygiene (clean hair, brushed teeth, clean/pressed cloths, etc.).
- Footwear must be in good repair, clean, comfortable, and appropriate. Flip-flops, crocs, clogs, slippers, sandals, open toed shoes, and hiking/construction boots may not be worn. Socks must always be worn.
- Appropriate clothing for all weather conditions.

*Any student, who is inappropriately dressed, in the opinion of the site supervisor, will be sent home for the day. It is the Athletic Training Students responsibility to supplement opportunities lost due to these actions.

SEXUAL HARRASSMENT

Sexual harassment is the unwanted imposition of sexual attention, usually in the form of repeated or unwanted verbal or physical sexual advances, sexually implicit or derogatory statements made by someone in your classroom or workplace which cause you discomfort or humiliation and interfere with your academic or work performance. Sexual harassment can be committed against men or women.

Some examples include:

sexually oriented jokes and derogatory language in a sexual nature, obscene gestures, displays of sexually suggestive pictures, unnecessary touching, direct physical advances of a sexual nature that are inappropriate and unwanted, requests for sex in exchange for grades, letters of recommendation or employment opportunities, demands for sexual favors accompanied by implied or overt threats.

If at any time an Athletic Training Student feels as though they have been the victim or witness to an act of sexual harassment they are encouraged to report the incidence to the ACI, Clinical Instructor, Coordinator of Clinical Education or the Program Director. Any ATS found guilty of sexual harassment will be removed from the ATEP.

GAMBLING

As a member of the MSU athletic family you have knowledge that is of great value to gamblers and game enthusiasts. Any of the following activities may result in severe disciplinary action or termination.

- Providing any information (e.g. reports concerning team morale, game plans, injuries to team members) to any individual that could assist anyone involved in organized gambling activities .
- Making a bet or wager on any intercollegiate athletic contest.
- Accepting a bet or a bribe, or agreeing to fix or influence illegally the outcome of any intercollegiate contest.
- Failing to report any bribe offer or any knowledge of any attempts to "throw", "fix" or otherwise influence the outcome of a game

HAZARDOUS WASTE AND INFECTION CONTROL POLICY –

All students receive BBP training in ATC 220 and during site specific clinical in-service sessions in the fall prior to beginning their clinical assignments. Additionally, students are required to view an on-line OSHA training module and successfully pass a quiz at the beginning of each semester (requirement of ATC 221, 240, 241, 340, 341, 440, and 441). Copies of the completed quizzes must be turned into the SMAT office and the student must place a copy in their e-folio. The OSHA module and quiz can be found online at <http://www.pp.okstate.edu/ehs/modules/bbp/index.htm> This site is controlled by Oklahoma State University; all information comes directly from the OSHA website.

REPORTING AN INCIDENT

In the event of an exposure to blood or other potentially infectious materials, Athletic Training students are required to report such an incidence to their clinical supervisor and the Athletic Training Education Program Director. Necessary actions will be taken to ensure the safety and well being of the student.

UNIVERSAL BODY SUBSTANCE ISOLATION POLICY AND PROCEDURE

The MSU Athletic Training Education Program believes Athletic Training students and staff/faculty deserve to be protected from all foreseeable hazards in the clinical setting. The Athletic Training Education Program has made efforts to ensure that the best information concerning the growing threat of infectious disease is provided to our students and that an effective policy and procedure have been developed. Direct exposure of Athletic Training student's and/ or staff/faculty to blood or other potentially infectious materials represents a hazard for transmission of blood-borne pathogens and other infections. To decrease the likelihood of transmission of those infections and to minimize student and faculty contact with blood and bodily fluids, the following policy is in effect.

Since medical history and examination cannot reliably identify all patients infected with HIV, Hepatitis B, or other blood borne pathogens, blood and bodily fluid, precautions will be consistently used for all patients. This approach recommended by Center for Disease Control (CDC) and referred to as "universal blood and body fluid precautions" will be used in the care of all patients, especially those in emergency care settings in which the risk of blood exposure is increased and the infection of the patient is usually unknown. All patients' blood, body fluids, tissues or infected materials will be considered to be potentially infectious and universal precautions will be used on all patients.

- Latex gloves must be worn for touching blood and body fluids, mucus membranes, or non- intact skin of all patients, for handling items or surfaces soiled with blood or body fluids.
- Gloves will be changed after contact with each patient.
- Masks and goggles or face shields should be worn during procedures that are likely to generate droplets of blood/body fluids to prevent exposure of mucus membranes to mouth, nose and eyes.
- Gowns or protective aprons should be worn during procedures that are likely to generate splashes of blood or other body fluids.
- Hands and other skin surfaces will be washed immediately and thoroughly with an anti- microbial soap if contaminated with blood or other body fluids.
- Hands will be washed immediately after gloves are removed.
- All Athletic Training students will take precautions to prevent injuries caused by needles, scalpels and other sharp instruments or devices during procedures.
- To prevent needle-stick injuries, needles will not be recapped, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand.
- Used disposable syringes and needles, scalpel blades and sharp items will be placed in puncture resistant containers which should be located as close to the patient care area as possible.
- Although saliva has not been implicated in HIV transmission, disposable mouthpieces, resuscitation bags and other ventilation devices will be used if the need for resuscitation arises.
- Students who have lesions and/or weeping dermatitis will report this to appropriate faculty/staff and may be required to refrain from all direct patient care until the condition resolves.
- All patients' blood or bodily fluids, or tissue specimen spills will be cleaned up promptly with a bleach solution diluted 1:10.
- Any needle stick, blood/body fluid exposure to a student will be reported promptly to the supervisor. In event an investigation is required, follow-up care may be instituted.
- Orientation to the Universal Precautions will be provided for all new students prior to their clinical rotation and updates will be provided each semester for all Athletic Training students in the program.

HEPATITIS B VACCINATION

Athletic Training students must present sufficient documentation of having received the HBV vaccination or sign a waiver of the procedure within the first semester after being accepted into the formal portion of Athletic Training Education Program. The vaccination is a three-step process. The student should receive the second shot one-month after the initial shot. The final shot is given 4-6 months after the first dose. The student must present a valid shot record, sign a waiver, or begin the series of shots before they begin their first clinical rotation.

- A Copy of a consent form and declination waiver can be found in the Student Forms section.

Missouri State University Athletic Training Education Program Communicable Disease Policy

In accordance with the Missouri Department of Health and Environment and the Taylor Health and Wellness Center at Missouri State University, the following policies and procedures have been developed for the attainment and control of communicable diseases. Any student that is diagnosed with having a communicable disease of any form is required to be reported to the Missouri Department of Health and Environment. Students that contract a communicable disease are required to obey prescribed guidelines by his/her attending physician and the recommendations of the university affiliated physicians at Taylor Health and Wellness Center. Students may not participate in clinical experiences during the time they are affected by the communicable disease and shall not return to clinical participation until allowed by the attending physician. The following communicable diseases that pertain to this policy are as follows:

AIDS	Amebiasis	Anthrax
Botulism	Brucellosis	Campylobacter infections
Chancroid	Chlamydia trachomatis infection	Cholera
Cryptosporidiosis	Diphtheria	Escherichia coli
Giardiasis	Gonorrhea	Haemophilus influenza
Hand, foot, mouth syndrome	Infectious encephalitis	Hepatitis A
Hepatitis B	Hepatitis C	Herpes
Hantavirus	HIV	Legionellosis
Leprosy (Hansen disease)	Lyme disease	Malaria
Measles	Meningitis (bacterial)	Meningococemia
Mumps	Pertussis (whooping cough)	Plague
Psittacosis	Rabies (animal, human)	Rocky Mountain spotted fever
Rubella	Poliomyelitis	Salmonellosis (typhoid fever)
Shigellosis	Streptococcus pneumonia	Syphilis
Tetanus	Toxic shock syndrome	Trichinosis
Tuberculosis	Tularemia	Pinworms
Ringworm	Scabies	Shingles (Herpes Zoster)
Yellow Fever	Viral and acute hepatitis	

For more information on communicable diseases visit
<http://www.cdc.gov/ncidod/dhqp/pdf/guidelines>

PROFESSIONAL ORGANIZATION MEMBERSHIP

All ATS are required to become a member of Missouri Athletic Trainers' Association (MoATA), Mid-American Athletic Trainers' Association (MAATA, District 5) and the National Athletic Trainers' Association (NATA). These professional organizations provide the student with valuable information, contacts, and opportunities. All Athletic Training students are strongly encouraged to join these organizations as student members. Students are also urged to attend as many professional and educational meetings as possible. It is a great way to meet people and network, as well as learn from a variety of different professionals. Assistance with cost of membership and meetings may be obtained from SMAT, ATEP, MSU SATA, or other organizations. Students are also encouraged to join the MSU Athletic Training Student Association (ATSA). This is a student ran organization.

ATHLETIC TRAINING INTERNSHIPS

A variety of internships offered through professional sports teams, developmental camps, Olympic national sport governing bodies, and industrial settings are available to Athletic Training students. Interested students are strongly encouraged to apply for any internship relating to Athletic Training and his/her career interest. Students are encouraged to notify staff and faculty Certified Athletic Trainers for guidance and assistance in obtaining an internship.

SCHOLARSHIPS

There are numerous opportunities for Athletic Training students to obtain scholarships and other monies to assist with educational cost. Scholarships are offered through the NATA, MAATA, MoATA, and several other Athletic Training organizations. Staff and faculty Certified Athletic Trainers will assist students in any way they can to secure these funds. Additional scholarships can be obtained through MSU, College of Health and Human Services, SMAT, and ATEP.

Possible Cost for ATS (The following are averages based on previous years)

Tuition	In-state – 179.00 per Cr. Hr. * 12 hours	\$2148.00
	Out-of-state 349.00 per Cr. Hr.* 12 hours	\$4188.00
Books		\$ 400.00
Housing	(ave 400.00 *12 months)	\$4800.00
Travel cost *		\$ 150.00
*at least one semester every ATS will be sent to an off –campus site for clinical experience		
Program specific cost - some of these cost will be covered by course fees, some students will be responsible for)		
Membership dues		\$20.00 – 150.00
(student organization, membership/participation is voluntary)		
Miscellaneous items		\$10.00 – 100.00
(scissors, fanny pack, clothing, etc)		
Clothing (varies based on student's order)		\$10.00 – 200.00
Liability insurance		\$10.00 per semester
Hepatitis B shots (series of three)		varies based on Dr.
OSBI Background Check		\$36.00
Drug Test		\$24.00

PROFESSIONAL RELATIONSHIP OF MSU ATHLETIC TRAINING STUDENTS

PATIENTS

As an Athletic Training student, you should always maintain a professional working relationship with all patients. While some patients may be your peers, an appropriate working relationship must be maintained at all times. Fraternizing with patients is highly discouraged! If it affects your performance as an Athletic Training student, you will be subject to dismissal.

MEDIA

In the effort to get the latest news concerning athletes or other patients, members of the media may approach you for information regarding the individual's status and/or injury. Under NO circumstances are you to discuss these matters with anyone other than MSU medical personnel. Such information is highly confidential and protected by the Federal Right to Privacy Act and HIPPA. Refer any such questions to staff Certified Athletic Trainers, head coaches, or sports information directors. Any Athletic Training student that discusses this information outside the MSU health care system may be subject to program dismissal.

PHYSICIANS AND OTHER HEALTH CARE PROFESSIONALS

You are here to learn from the health care professionals. Never question or criticize these individuals in front of a patient, coach parent, or administrator. Always choose the appropriate time to ask for explanations of certain treatments and evaluations. If you have a concern about a particular health care professional take your concern directly to the individual or the MSU clinical coordinator and/or program director.

COACHES

Our purpose as Athletic Trainers is the health and safety of the athletes. The coach's purpose is to produce a successful program. Do not confuse the two. Many coaches are sensitive about questions regarding their game and practice procedures. Remember your place and your purpose for being at practice or a game. If a coach questions your procedures, do not argue with the coach or raise your voice, but continue to do the job and take appropriate care of the athlete. Afterwards you should consult a staff Certified Athletic Trainer regarding the incident. Please understand that athletics is a highly stressed environment, and the coach's job can depend upon him/her winning games. As Athletic Trainers in this type of environment, one must be able to take criticism and be able to adapt to a highly erratic schedule. BE FLEXIBLE. You must learn to have big shoulders and not take overly critical comments to heart.

OTHER ATHLETIC TRAINERS

We are all in this together. Not everyone has to be best friends, but we must all maintain a good working relationship with all co-workers. We will be spending a lot of time together so it is important that we get along. The atmosphere that we project is essential to our success. We must stick together. Some things to remember:

- Do not criticize a fellow Athletic Training student or ATC in front of a patient, coach, parent, physician, another Athletic Trainer.
- Any criticism you feel needs to be addressed, do it in private and in a constructive manner.
- Do not become a gossip and complainer. Handle all situations in a mature manner.
- Do not allow inappropriate behavior by other Athletic Trainers to continue without making a staff member aware. Don't let actions of others reflect negatively on your program.
- Do not confine yourself to the skills that you feel safe doing. Take advantage of the learning opportunities you are provided during class and at your clinical experiences to practice and become a better clinician.
- Earn respect by developing a hard work ethic. Everyone will not be able to do all tasks, but one must progress to certain levels of competence. Even though many of your tasks as an Athletic Training student are not glamorous, the success of the entire program depends on EVERYONE.

PERSONAL AND SOCIAL CONDUCT

It is a privilege to be a member of the Athletic Training Educational Program and its affiliated sites, not a right. Athletic Training students must conduct themselves in an exemplary manner at all times. Any misconduct may result in an indefinite probation period or dismissal determined by the Athletic Training Education Program faculty and staff.

USE OF ALCOHOL

Permitted only during non-working hours when its use will not interfere with job performance. Athletic Training students are not allowed to partake of alcohol on a road trip or any other time they are representing the program and/or university. Students will be held accountable for their actions when they use alcohol. Athletic Training students are required to abide by STATE AGE LIMITS. Students are expected to conduct themselves in a manner that reflects well on themselves and Missouri State University. Students are NOT allowed to wear any clothing or item that identifies them as a member of the athletic training major when buying or consuming alcohol.

PROFESSIONAL RESCUER

All students in the ATEP are required to have professional rescuer CPR certification. Although some certifications are valid for two years, the ATEP requires recertification to be performed on a yearly basis. Certification must be current while performing all clinical experiences. Professional rescuer CPR will be initially taught as part of ATC 221. The ATEP will offer a recertification course each spring semester. This will be a onetime course strictly for recertification purposes. The date of this course will be announced during the Spring semester and likely will be on Study Day. Students that are unable to make this recertification course must make their own arrangements to get recertified before they start their fall clinical experience. CPR courses must include all of the following: adult and pediatric CPR, two-person CPR, airway obstruction, AED, bag valve mask, and other barrier devices. Students will need to submit a front and back copy of their certification card to the SMAT office.

DRUG TESTING

All students in the major will need to have a drug test completed during their first year in the program. While this is typically a onetime requirement, some clinical sites might require a current drug test before allowing a student to start a clinical experience. The program retains the right to request a current drug test at any point during a student's progression through the program.

LIABILITY INSURANCE

All students in the program will need to have liability insurance. This is a yearly requirement that is accomplished through a blanket policy that covers all students. Each student will pay a small fee to help cover the cost of this insurance policy. This blanket policy is in place of each student buying an individual policy which would be more expensive.

CRIMINAL BACKGROUND CHECK

A criminal background check is required for each student beginning the program. This is typically a onetime process and is to be completed during the first year in the program. Some clinical sites might require a current background before allowing a student to start a clinical experience. The program retains the right to request a current background at any point during a student's progression through the program.

VACCINATION

Prior to being accepted into the AT major, students need to show proof of having all immunizations up to date, including the Hepatitis B vaccination (HBV). The series of HBV shots does not need to be complete at the time of acceptance, but students need to have started the series. Students also need to have received the Rubella Titer or MMR

in the past 5 years. Specific information is provided to students prior to starting the fall semester. This information is contained within the physical packet provided to students.

Office of Equal Opportunity Policies:

For Complete information on Missouri State University's policies on nondiscrimination, sexual harassment, and disability accommodation, please visit the web site of the Office of Equal Opportunity which can be found at <http://www.missouristate.edu/eoa/Policies.htm>

NONDISCRIMINATION POLICY

Missouri State University is a community of people with respect for diversity. The University emphasizes the dignity and equality common to all persons and adheres to a strict nondiscrimination policy regarding the treatment of individual faculty, staff, and students. In accord with federal law and applicable Missouri statutes, the University does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, disability, or veteran status in employment or in any program or activity offered or sponsored by the University. In addition, the University does not discriminate on any basis not related to the applicable educational requirements for students or the applicable job requirements for employees.

The University maintains a grievance procedure incorporating due process available to any person who believes he or she has been discriminated against. Missouri State University is an Equal Opportunity/Affirmative Action employer.

Inquiries concerning the grievance procedure, Affirmative Action Plan, or compliance with federal and state laws and guidelines should be addressed to Jana Estergard, Equal Opportunity Officer, Siceluff Hall 296, 901 South National, Springfield, Missouri 65804, (417) 836-4252.

This institution reaffirms the principle that its students, faculty, and staff have a right to be free from sex discrimination in the form of sexual harassment by any member of the campus community as prescribed in this policy.

Student Disability Accommodation Policy and Procedures

Within the guidelines set forth in this policy, Missouri State University (MSU) is committed to providing an accessible and supportive environment for students with disabilities. Equal access for qualified students with disabilities is an obligation of the University under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. MSU does not discriminate on the basis of disability against otherwise-qualified individuals in any program, service or activity offered by the University. The University is committed to insuring that no otherwise-qualified individual with a disability is excluded, denied services, segregated or otherwise treated differently than other individuals because of the absence of auxiliary aids or other appropriate services; however, accommodations cannot result in an undue burden to the University or fundamentally alter the requirements essential to a program of instruction.

To request academic accommodations for a disability, contact Katheryne Staeger-Wilson, Director of Disability Services (DS), Plaster Student Union, Suite 405, (417) 836-4192 (voice); (417) 836-6792 (TTY); <http://www.missouristate.edu/disability>.

Students are required to provide documentation of disability to DS prior to receiving accommodations. DS refers some types of accommodation requests to the Learning Diagnostic Clinic (LDC). For a sliding-scale fee, the LDC also provides diagnostic testing for learning and psychological disabilities. To inquire, contact Dr. Steve Capps, Director, LDC, (417) 836-4787; <http://www.missouristate.edu/contrib/ldc/> .

ACADEMIC INTEGRITY

The community of scholars that is Missouri State University is committed to developing educated persons. Educated persons accept the responsibility to practice personal and academic integrity. Each participant of the university community refrains from and discourages behavior that threatens the freedom and respect each member deserves. The following policies and procedures specifically address student academic integrity, but recognize that student academic integrity is only part of the entirety of academic integrity in a community of scholars, and that all members of the community share the responsibility for fostering academic integrity.

The *Missouri State University Faculty Handbook* states that course policy statements must include a statement of the instructor's policies concerning cheating and plagiarism, including consequences. An instructor's policies on academic integrity issues, while they may reflect the instructor's personal views, should also be consistent with this university policy on student academic integrity.

More specific information regarding academic integrity can be found at the Office of Academic Affairs web site <http://www.missouristate.edu/acadaff/AcademicIntegrity.html> .