

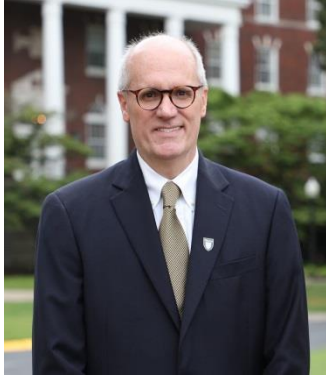


MURRAY STATE
UNIVERSITY

Student Life Handbook

2022-2023

murraystate.edu



Dear Students:

It is my pleasure to welcome you to Murray State University. As an alumnus, I can personally attest to the outstanding education you will receive here. Murray State provides a multitude of outstanding opportunities for our students and fosters an environment that will encourage your academic, social and cultural growth by offering 146 high-quality academic programs that will position you well following graduation and nearly 180 student organizations to help you become even more involved. This is truly a special place.

Your college years will be among the most exciting and challenging in your lives. You will not only grow intellectually, but you will also form new friendships that will change and enhance your life experience. We are committed to providing valuable experiential learning opportunities and personally helping to ensure your success with world-class academic programs taught by outstanding professors and caring and talented staff dedicated toward assisting you in making your educational experience the best possible.

As you join our University Community, we hope that you will broaden your perspective of individuals whose diversity of backgrounds enriches the environment of our campus. I wish you much success during the course of your career at this wonderful University.

Again, welcome to one of the finest comprehensive universities in the nation. I wish you a richly rewarding educational experience. If I can do anything to support your success as a Murray State student, please do not hesitate to let me know.

Go Racers!

A handwritten signature in blue ink, appearing to read 'R. Jackson', with a long horizontal flourish extending to the right.

Robert L (Bob) Jackson
President

MISSION

Murray State University places our highest priority on student learning and excellent teaching, blending the range of educational opportunities often experienced at research institutions with the nurturing student-teacher interactions usually found at smaller universities.

STRATEGIC ATTRIBUTES

We offer relevant undergraduate and graduate degree programs with core studies in the liberal arts and sciences, leading to degrees from certificates to advanced practice doctorates that prepare students for success. Through effective and creative teaching, both in traditional formats and in an online environment; the opportunity to apply knowledge and skills to real-world situations, and academic and student support services, our quality faculty and staff foster student growth in knowledge, critical inquiry and innovative thinking. As a public comprehensive university dedicated to diversity, global awareness, and intellectual curiosity, we actively engage students, faculty, staff and the community in collaborative scholarship, creative activity, and research. We invest in our communities through thoughtful public service in our 18-county service region and beyond. Our uniqueness arises from our combination of academic excellence, welcoming atmosphere, and dedication to student success through mentored, real-world learning opportunities in an open-minded and supportive learning environment.

INSTITUTIONAL ACCREDITATION

Murray State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, masters, specialist and doctorate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Ga. 30033-4097 or call 404-679-4500 for questions about the accreditation of Murray State University. Normal inquiries such as admission requirements, financial aid, educational programs, etc., should be addressed directly to Murray State University.

NON DISCRIMINATION STATEMENT

Murray State University endorses the intent of all federal and state laws created to prohibit discrimination. Murray State University does not discriminate on the basis of race, color, national origin, sex, gender identity, sexual orientation, religion, age, veteran status, or disability in employment or application for employment, admissions, or the provision of services and provides, upon request, reasonable accommodation including auxiliary aids and services necessary to afford individuals with disabilities equal access to participate in all programs and activities.

In particular and without limiting the preceding and pursuant to and consistent with the requirements of Title VI of the Civil Rights Act of 1964 and its regulations 34 CFR 100 et seq.; Section 504 of the Rehabilitation Act of 1973 and its regulations 34 CFR 104; Title IX of the Education Amendments of 1972, 20 USC 1681 et seq., and its regulations 34 CFR 106 et seq; and the Age Discrimination Act of 1975 and its regulations 34 CFR 110, Murray State University does not discriminate on the basis of race, color, national origin, sex, handicap, or age in its educational programs and activities. This non-discrimination in education programs and activities extends to employment and admissions and to recruitment, financial aid, academic programs, student services, athletics, and housing. Murray State is required by Title IX and 34 CFR part 106 not to discriminate on the basis of sex and the prohibition against sex discriminate on the basis of sex and the prohibition against sex discrimination specifically includes a prohibition of sexual harassment and sexual violence. Examples of prohibited sexual harassment and sexual violence can be found in the “Policy Prohibiting Sexual Harassment” which can be accessed via the link referenced in Appendix I. (murraystate.edu/idea)

Inquiries concerning the application of these provisions may be referred to: 1) the Executive Director of Institutional Diversity, Equity, and Access/ Murray State University Title IX Coordinator, Murray State University, 103 Wells Hall, Murray, KY 42071 Telephone: 270.809.3155 Fax: 270.809.6887; TDD: 270.809.3361; Email: msu.titleix@murraystate.edu; or 2) to the Assistant Secretary of the United States Department of Education, U.S. Department of Education, Office for Civil Rights, 400 Maryland Avenue, SW, Washington, D.C. 20202-1100; Telephone: 1.800.421.3481 Fax: 202.453.6012; TDD: 1.800.877.8339; Email: OCR@ed.gov

For more information, contact the Title IX Coordinator and Executive Director of Institutional Diversity, Equity, and Access, 103 Wells Hall, 270.809.3155 (voice), 270.809.3361 (TDD).

STUDENT LIFE HANDBOOK

• TABLE OF CONTENTS

Quick Help Guide	1
Information Sources	3-6
Student Services	7
Cultural, Social, Recreational And Sporting Activities	33
Student Academics Policies And procedures	36
Graduation Requirements	45
Student Life Policies Located on web	**
Center for Student Involvement	45
Residence Life/Housing	53
Emergency Procedures	78
Adults Belong in College	80
Student Affairs Directory	83
Index	85

Quick Help Guide

American Disabilities Act ADA

Contact Student Disability Services, 423
Wells Hall, 270.809.2018

Appealing a Parking Citation

Contact Murray State Parking
Department, 270.809.4812

Athletic Tickets

Available at MSU's CFSB Center,
Lower Level A, 270.809.4895

Buying and Selling Books

The University Store in the Curris
Center purchases used books if they will
be used the following semester. The
store also sells new and used books.
Contact the University Store,
270.809.4388

Check Cashing

Checks up to \$20 can be cashed on
campus at the University Store or the
Curris Center

Computers

Computer lab facilities are located on the
first floor of Hart hall and in Waterfield
Library. Computers are also available in
the Curris Center and second floor of the
Business Building. Laptops are
available for checkout in Waterfield
Library for in-library use.

Copy Machines

Copy machines are located in each
Residential College and Waterfield
Library. Copy machines use print
dollars which are loaded onto your Racer
Card via the money tab on myGate.

Email

All enrolled MSU student receive a free
email account created at the time of
enrollment. No action is necessary to
activate these accounts as it is done
during the enrollment process. If you
have problems with your account, you
may call or visit the Service Desk at

270.809.2535 on the third floor (309N) of the Applied Science Building North Tower.

Emergency Help

Call Murray State Police Department, 270.809.2222 or 911

Financial Aid Assistance

Application forms and information concerning grants, student employment and loans may be obtained from the Financial Aid Office, 5th Floor Sparks Hall, 270.809.2546

Grade Appeals

Office of the Registrar, 113 Sparks Hall, 270.809.5630

Greek Information

For more information contact the Center for Student Involvement, 270.809.6953

Grievances (student)

Student Conduct/Student Affairs, 425 Wells Hall, 270.809.6831

Health and First Aid Needs

The Primary Care Clinic is located on the first floor of Wells Hall, 270.809.3809

IDs

Information about having IDs made, validated or replaced is available in the RacerCard Office, first floor Hart Hall, 270.809.3003.

Campus Recreation

Contact the Intra-collegiate Sports and Campus Recreation office, Bauernfeind Wellness Center, 270.809.6791

Job Placement

Information about job opportunities, co-op programs and part-time, off-campus work can be obtained from the Career Services Office, 100 Oakley Applied Science, 270.809.2906.

Information about part-time, on-campus jobs can be obtained from the Career

Services website:

(murraystate.edu/career)

Lost and Found

All lost and found items should be turned in to the Murray State Police Department, 270.809.2222.

Meeting Rooms

Information about scheduling meeting rooms in the Curris Center can be obtained by calling 270.809.6985.

Putting up Signs and Banners

Putting up signs in the Curris Center and other buildings requires permission from the building supervisors.

Reporting Crimes

Call Murray State Police Department, 270.809.2222 or 911

Scheduling Events

To schedule events in the Curris Center call 270.809.6985

Student Government Association

The SGA office is located in the Center for Student Involvement on the first floor of the Curris Center, 270.809.6951.

Information Sources

Information on	All campus numbers start 270.809. Office/Telephone #
Academic advisement	Academic Advisor or department chair
Alumni	Office of Alumni Affairs 100 Easley Alumni Center 5600
Athletic Tickets	Athletic Ticket Office CFSB Center 3000
Campus Security	Murray State Police Department 16 th and Chestnut 2222
Campus sports activities	Campus Recreation Susan E. Bauernfeind Wellness Center 6000
Career Services	Career Services Office 100 Oakley Applied Science 3735
Career Planning and counseling	Career Services Office 100 Oakley Applied Science 3735
Center for Student Engagement and Success	Student Affairs Office 425 Wells Hall 5344
Changing a major	Academic Advisor or department chair
Counseling Center	University Counseling Services 104 Oakley Applied Science Bldg. 6851
Degree Audit	Office of the Registrar 1 st floor, Sparks Hall 5630
Disability Services	423 Wells Hall, 103 Wells Hall 2018/3155, 3361 TDD Student Support Services 264 Blackburn Science Bldg. 4327/3258 TDD Student Disability Services Office 423 Wells Hall 2018/3361 TDD
Reasonable Housing Accommodation	Housing/Residence Life Office 206 Stewart Stadium 2310
Handicapped parking	Murray State Police Department 16 th and Chestnut 4812 Vocational Rehabilitation 117 Wells Hall 3371/5320 TDD 877.678.6734/877.873.4833 TDD

Divisions of the University	
Arthur J. Bauernfeind College of Business	109 Business Building North 4181
College of Education and Human Services	103 Wells Hall 3817
College of Humanities and Fine Arts	100 Faulty Hall 6937
Jesse D. Jones College of Science Engineering and Technology	201A Industry and Technology Center 2888
Hutson School of Agriculture	103 Applied Science South 3936
School of Nursing and Health Professions	120 Mason Hall 2193
Drop/Adds	Academic Advisor or Office of the Registrar 1 st floor Sparks Hall, 5630
Drug Information	Primary Care, Well Hall 3809 Psychological Center Wells Hall 2504
Employment (Career services)	Career Services Office 100 Oakley Applied Science 3735
Escort Service (24 hours)	Murray State Police Department 16 th and Chestnut 2222
Extended campus centers	Paducah 5471 Madisonville 5468 Hopkinsville 1525 Fort Campbell 931.431.5700
Fees	Student Financial Services 5 th floor Sparks Hall 4227
Financial Aid	Student Financial Services 5 th floor Sparks Hall 2546
Food Services	Sodexo Dining Services 101 Curris Center 4600
Fraternities	Center for Student Involvement 111 Curris Center 6953
Graduate Programs	Provost Office 333 Wells Hall 3744
Greek Life	Student Organizations Center for Student Involvement 111 Curris Center 6953
Grievances	Student Conduct/Student Affairs 425 Wells Hall 6833 Institutional Diversity, Equity and Access 103 Wells Hall 3155/3361 TDD
Health Services	Primary Care, Wells Hall 3809
Honors College	Honors College Office 304 Lowry Center 3166

Housing	Housing Office 206 Stewart Stadium 2310
Identification Cards	RacerCard Office 1 st Floor Hart Hall (west side) 3003
International Student Office	Institute for International Studies 169 Blackburn Science 4152
LGBT Programming (PRIDE Center)	243 Blackburn Science 5303
Library Services	Waterfield Library 1 st floor, Reference Desk 2053
Lost and Found	Murray State Police Department 16 th and Chestnut 2222
Married Housing	Housing/Residence Life Office 206 Stewart Stadium 2310
Meal Plan Info	Sodexo Dining Services 101 Curris Center 4600
Meal Ticket	RacerCard Office 1 st Floor Hart Hall (west side) 3003
Medical Assistance	Primary Care, Wells Hall 3809
Multicultural concerns	Multicultural Affairs 1 st floor Curris Center 6836
National Student Exchange	Career Services Office 100 Oakley Applied Science 3117
Office of Recruitment	Admissions Services 1 st floor Curris Center 3741
Parking on Campus	Murray State Police Department 16 th and Chestnut 2222
Postal Service	University Post Office Hogancamp Building 5415
Public Relations	University Communications 4 th floor Sparks Hall 2198
Psychological counseling	Psychological Center 401 Wells Hall 2504
Records	Office of the Registrar 1 st floor Sparks Hall 5630
Residential Colleges	Housing/Residence Life Office 206 Stewart Stadium 2310
Residence Association	Housing/Residence Life Office 206 Stewart Stadium 2310
Room Assignments	Housing/Residence Life Office 206 Stewart Stadium 2310

Scholarships	Student Financial Services 5 th floor Sparks Hall 3225
Scholastic Regulations	Office of the Registrar 1 st floor Sparks Hall 5630
Sororities	Center for Student Involvement 111 Curris Center 6953
Sport Clubs	Intra-Collegiate Sports and Recreation Wellness Center 6791
Student Concerns	Student Affairs Office 425 Wells Hall 6831
Student Government	Center for Student Involvement 111 Curris Center 6951
Study Abroad	131 Blackburn Science 2277
Testing	University Counseling Services 104 Oakley Applied Science Bldg. 6851
Traffic on Campus	Murray State Police Department 16 th and Chestnut 2222
Transcripts	Office of the Registrar 1 st floor Sparks Hall 5630
Tutoring	1 st floor Lowry Center 2666
Undergraduate Degree Requirements	Office of the Registrar 1 st floor Sparks Hall 5630
Veterans Services	Veterans Affairs 456 Blackburn Science Bldg. 4677
Wellness Center	Susan E. Bauernfeind Wellness Center 6000
Withdrawal	Office of the Registrar 1 st floor Sparks Hall 5630
Women's Center	103 Oakley Applied Science Bldg. 3016

STUDENT SERVICES

Campus Recreation and Wellness

The Campus Recreation and Wellness department is housed in the 73,000 square foot Susan E. Bauernfeind Recreation & Wellness Center. The Wellness Center features three basketball courts, two aerobic studios, an indoor track, two racquetball courts, free and selectorized weight machines, and cardio equipment. The facility also includes a natatorium featuring a five-lane lap pool, leisure swim area, whirlpool, and a vortex.

Campus Recreation and Wellness also provides a wide variety of programs to meet the fitness, wellness, and recreational needs of the campus community. These programs include intramural sports, group fitness classes, personal training, swim lessons, and outdoor equipment rental.

All students, faculty and staff are eligible to participate in any of the programs and utilize the facilities offered by the department.

Campus Recreation and Wellness is also one of the largest employers of students on campus, employing about 200 students annually. Available positions include front desk attendant, weight room attendant, lifeguard, group fitness instructor, personal trainer and sports official.

Stop by the Susan E. Bauernfeind Recreation and Wellness Center so we can help you on your journey to a healthy and active lifestyle. For more information: call 270.809.6000 or check out our department's website.

Career Services

Career Services assists students and alumni in navigating the career development and job search processes. The following FREE services are available to help enhance your career potential.

Send Career Services your resume for basic-level evaluation and suggestions! Email us and editable copy at msu.eresume@murraystate.edu

Career Closet

Need a suit for an interview or a career fair? Of course you do! Career Services can make sure you look your best by inviting you to check out the Career Closet, a professional clothing resource for students. Once you find something that fits and works for you, keep it! It's a great way to add to or start your professional clothing collection.

Career Counseling/Coaching

Trained staff members are available to assist you one-on-one or through group presentations with the career planning process. Focus 2 is an assessment available to help you explore career/major choices.

Career Fairs

Career Services sponsors multiple targeted and general career fairs in both the fall and spring. All students and alumni are encouraged to attend to network with company representatives to identify internship, full-time job and graduate school opportunities. Additional information, preparation tips and a list of participating companies, schools and organizations are available on the Career Services website (murraystate.edu/career).

Graduate School Preparation

Career Services staff are available to review your application, personal statement and curriculum vitae and help with interview preparation. Graduate school resources are available on the Career Services website.

Job Search: Full-Time Jobs and Internships

Register with Handshake, via myGate, to search for full-time jobs and internships as well as make your resume available to recruiters. Handshake is the best place to look for internships, part-time, and full-time career opportunities. You can easily look for positions, send your resume to recruiters, sign up for interviews and more. Access via MyGate or visit murraystate.joinhandshake.com

Job Search: Information and Preparation

One-on-one career coaching and workshops are available to help you with résumé and cover letter development, interview techniques and job search/networking strategies. Tips and strategies are available on the website and in the Career Handbook.

Job Search: On and Off – Campus

Part-time Jobs - On and off-campus part-time jobs are posted on the Career Services website.

Mock Interviews

Practice interview skills and learn about the interview process by scheduling a personalized Mock Interview. Participants should dress professionally and have a resume.

On-Campus Interviews

Available on-campus interviews are posted on and scheduled through Handshake. Company information is available through Handshake and Career Shift and should be reviewed prior to an interview.

Internships

Gain applicable skills, apply classroom knowledge and earn academic credit through an internship. Internships may be full or part time, paid or unpaid and may take place during the academic year or summer. To be eligible, you must be in good academic standing and enrolled at MSU the semester prior to the work assignment. Enrollment must be concurrent with employment.

National Student Exchange Program

Through the National Student Exchange (NSE) network an undergraduate student has the opportunity to study up to one year at one of over 200 colleges and universities at little or no

more cost than attending Murray State. This program allows you to take advantage of the academic strengths of the other universities' programs.

Contact Information

Call: 270.809.3735

Fax: 270.809.3516

Email: msu.careerservices@murraystate.edu

100 Oakley Applied Science Murray, KY 42071-3345 murraystate.edu/career

Counseling Center

The Counseling Center offers free and confidential counseling services provided by licensed mental health professionals or counselors-in-training who are closely supervised by licensed professionals. Some of the issues students seek our services include anxiety, depression, anger management, homesickness, stress, social or relationship issues, or recovering from a traumatic experience. The Counseling Center is located in Suite 104 in the Oakley Applied Science Building. Telecounseling via Zoom as an option, and we will encourage most clients to use that option to maintain everyone's health and safety. If you do not have a private space for Zoom sessions, we can arrange for you to use a separate office within the Counseling Center for this purpose. Masks are preferred for face to face appointments. If you want to begin counseling, you can stop by our office to fill out the initial paperwork, then your case will be assigned and your counselor will contact you to schedule your first appointment. On-call counselors are available 9 a.m. – 3 p.m., Monday – Friday during the school year to answer questions, meet with potential new clients, or help with crisis situations. If you have any questions, you can call us at 270.809.6851, email us at msu.counselingcenter@murraystate.edu, or check out our website at www.murraystate.edu/CounselingCenter.

Curriss Center

Murray State University's Curriss Center is located in the heart of campus. The student center features two ballrooms, various meeting rooms, and theater to accommodate a variety of events. It is also home to two dining venues, a coffee shop, bookstore, post office, and a TV lounge as well as other informal lounges and study areas. The building is open seven days a week from 7:00 a.m. - 10:00 p.m. Visit our website at www.murraystate.edu/campus/currisscenter for more information.

Dining Services

Racer Dining by Sodexo provides a wide variety of dining options all across campus. Winslow Dining Hall is in the residential circle and features all-you-care-to-eat options. Whether you're in the mood for pizza, pasta, salads, sandwiches, or one of our daily hot line offerings, you're

sure to find something you love. Winslow has tons of daily specials, holiday celebrations, weekly events, and healthy options.

Chick-fil-A, the ever-popular home of the original chicken sandwich and nuggets along with salads and waffle fires, is located in the Stables on the first floor of the Curris Center. It would be our pleasure to serve you!

Starbucks is located on the second floor of the Curris Center. This fully licensed Starbucks features the highest quality of Arabica coffee, and our baristas are ready to whip up all your favorites: lattes, frappuccinos, mochas, shaken teas, and more! It also features bakery items, as well as a full menu of breakfast and lunch options.

Steak 'n Shake is located in the Curris Center's Thoroughbred Room (food court). With steakburgers, french fries, milkshakes and more, this location is sure to be a favorite on campus!

Tres Habaneros is also located in the Thoroughbred Room. Come order your own personalized burrito, taco salad, rice bowl and more with lots of options for ultimate customization for your tastes!

Sub Connection is also located in the Thoroughbred Room. In this full deli, try one of our signature sandwiches or a build your own on fresh bread baked daily, or try one of our delicious salads!

Market '22, near the food court, features convenience and grab and go options perfect for in between classes like salads, parfaits, sandwiches, chips, snacks, bottled drinks, and more! It also features Hissho Sushi.

Einstein Bros Bagels is located in Waterfield Library, providing bagels, sandwiches, pastries, grab and go options and so much more. You can refuel with Caribou Coffee, enjoy brewed coffee, cool off with iced coffee drinks, or even reenergize with smoothies!

Business Express is conveniently located on the second floor of the Business Building and has everything you need for a quick snack or a working lunch!

Fast Track is the campus convenience store located on the north side of Winslow Dining Hall. It offers numerous items, including ready-to-eat items, groceries, toiletries, and household essentials. Fast Track also offers Simply To Go options as well as Hissho Sushi.

Racer Dining also provides full service catering to the campus and local community. Whether planning an elegant formal dinner or fresh muffins and coffee for a breakfast of five, nearly every detail can be arranged to meet your specific needs. To find out more information, peruse the menu, or place an order, please visit our catering site, msu.catertrax.com, or call 270.809.2746.

Division of Student Affairs

The Division of Student Affairs' primary concern is the student. This concern encompasses retention, welfare, and growth and development in all dimensions of student life including educational, vocational, social-cultural, civility and tolerance, psychological, values, clarification and physical. The Division's goals are best defined by the following:

- Providing students the opportunity to set and achieve personal goals consistent with their capacities;
- Providing students the opportunity to develop effective vocational and professional competencies moving toward post-baccalaureate and graduate experiences;
- Assisting students in preparing for participation as responsible members of local, regional, national and international communities;
- Developing students' co-curricular and academic partnerships through residential colleges and other experiences.

Departments and programs in Student Affairs

- Campus Recreation
- Career Services
- Center for Student Engagement and Success
- Center for Student Involvement/Student Government Association
- Council of College Heads
- Counseling Services and Testing Center
- Curris Center/Student Life
- Education Abroad
- Greek Life/Student Leadership Program
- Institute for International Studies
- New Student Programs
- Office of Multicultural Initiatives, Student Leadership and Inclusive Excellence
- Office of Student Disability Services
- Pride Program
- Residence Life
- Residential College Association
- Student Conduct
- Student Support Services
- Talent Search
- Transfer Center
- Undergraduate Admissions
- Undergraduate Recruitment
- Upward Bound
- Upward Bound Math and Science

- Veterans and Military Student Services
- Wellness Center
- Women's Center

The division is coordinated through the Vice President for Student Affairs and Enrollment Management, who is located at 425 Wells Hall (270.809.6831). Students are encouraged to contact any of these offices for assistance and service.

Center for Student Engagement and Success

The Center for Student Engagement and Success is committed to the success and retention of all students through guidance, support, and cultivation of their personal well-being and academic success.

Our Vision:

Empowering every student to reach their fullest potential

Supporting students to:

- Transition successfully to college
- Develop successful academic habits
- Create connections with faculty, staff, and resources
- Persist during challenging times
- Pursue leadership positions as a Great Beginnings Leader
- Engage in their Racer living and learning experience to reach their career and personal goals

Programming for students:

- Student Success Seminar
- Starfish Student Success Network
- First-Generation Celebration
- Racers Empower: Healthy Minds, Healthy Campus
- Student Success Coaching
- Undeclared major academic advising
- Family Weekend
- And much more!

Dive into your Racer Success with Starfish

What Can Starfish Do for You?

Murray State cares about your success! That's why we're using the Starfish Student Success Network to empower you to be successful. The Starfish platform can help Murray State support you when you need it and make it easy for you to find the right people and services.

Celebrate your successes!

One great feature of Starfish is that when you have done something worth celebrating – including turning around a difficult situation – your instructors can use the Starfish platform to send you a Kudo. You’ll be surprised how much a little positive news can brighten your day and motivates you to continue on your path to success.

Tell Us About Yourself!

This short survey in Starfish allows you to answer a few questions and helps your advisor and the Office of Student Engagement and Success direct the right resources to you. You can view and complete the “Tell Us About Yourself” survey in your profile section of Starfish.

Do you need help with a course or other issue?

Check out the Starfish “I Need Help” feature. You can “Raise Your Hand” in Starfish and your instructors or staff in student support offices on campus will reach out to help.

Accessing Starfish

You can find the Starfish link in myGate, Academics Tab. For more information and to view tutorials on the features of Starfish, including the ones listed above, please visit www.murraystate.edu/starfish. Questions may be directed to the staff in Student Engagement and Success at msu.success@murraystate.edu.

Tutoring

Tutoring is available and hours vary. Please contact tutoring.murraystate.edu.

Financial Aid

Murray State University offers a wide variety of financial aid for students. This aid is designed to assist students in financing their education, to recognize scholastic achievement, to encourage continued educational growth, and to reward service to the university and the community.

In all cases, the student or the student’s family or spouse are expected to contribute to the costs of education in proportion to their financial capabilities.

If the student and their parents or spouse will commit all possible resources, the Office of Financial Aid will make every effort to bridge the economic gap with a financial aid package. That package may consist of one or more of the following types of Federal and State Student Aid:

- Federal Pell Grant
- Federal PLUS (Parent) Loan
- Federal Subsidized Stafford Loan
- Federal Supplemental Education Opportunity Grant (SEOG)
- Federal Teacher Grant
- Federal Unsubsidized Stafford Loan
- Federal Work-Study (part-time employment)

- Kentucky Educational Excellence Scholarship (KEES)
- Kentucky Higher Education Assistance Authority Grant (CAP)
- KHEAA Teacher Scholarship
- Nursing Student Loan
- Owen Student Loan Fund
- Scholarship
- University Student Employment (part-time employment)

Forms and information concerning loans, grants and student employment may be obtained from the Financial Aid or Scholarship website or by reviewing your myGate account for any outstanding requirements needed.

Student Employment

Murray State University offers part-time employment to a large number of students each year. The Federal Work-Study Program provides on-campus employment to eligible students who are enrolled. The University Student Employment Program offers jobs to students enrolled at least half-time. All student employees are paid bi-weekly and are required to perform their assigned duties in a satisfactory manner. Graduate assistantships are available at Murray State. This program is offered only to students accepted into a graduate program and enrolled in graduate coursework.

Financial Aid Satisfactory Academic Progress (SAP)

The Department of Education and Kentucky Commonwealth each require students to meet Satisfactory Academic Progress (SAP) requirements in order to maintain eligibility for federal and state loans and grants. Failure to meet the standards as discussed below could lead to loss of eligibility beginning with both federal and state financial assistance.

This policy applies to all students even if the student is not receiving financial aid for the period currently being monitored.

Students who are not meeting the Financial Aid Policy will be notified via Murray State University email and can review their status on their myGate account.

How SAP is Determined:

- A minimum cumulative GPA (earned at Murray State University and all transferred credits)
- A maximum amount of time allowed to complete all degree requirements
- A minimum percentage of completed hours earned
- A maximum withdrawal count

Qualitative Standard:

Minimum GPA - The minimum GPA requirements for Murray State University (as shown in the chart below) are determined by the number of credit hours the student has attempted. If

an Academic Probation period leads to Academic Suspension, the students' aid will also be suspended.

GPA Hours Attempted	Cumulative GPA Required
1-32	1.5
33-64	1.7
65-79	1.9
80+	2.0

Quantitative Standard:

Maximum Timeframe -The longest time you can take to complete your degree is 1 ½ times the length of the published program length as shown in the table below.

Completion Rate - You must earn a minimum of 67% of the total number of hours you have attempted during your entire college career after high school. To determine if you are meeting this requirement, multiply the total cumulative hours you have attempted times .67. (Example: 95 cumulative hours x .67 = requirement of 64 hours earned.)

Actions impacting course completion when calculating attempted and earned hours:

1. Audited, Withdrawn or Incomplete course
 Counts toward attempted
 Does not count toward earned.
2. Transfer or Remedial course
 Counts toward attempted
 Counts toward earned.
3. Repeat or Non-degree related course
 Counts toward attempted.
 Counts toward earned (but only last time attempted).

Semester Withdrawal - More than two official academic and/or administrative withdrawals from a semester while attending Murray State University will prevent you from meeting SAP.

Additional Information

- The same timeframe to completion requirements apply even if changing majors.
- Financial Aid reviews SAP at the end of each spring semester and covers the preceding summer, fall, and spring terms.
- Financial Aid SAP requirements are not the same as the Academic SAP regulations – each requires a separate appeal process.
- You may review your SAP status on your myGate account.

Degree Type	Published Program Length	Maximum Attempted Hours
Associate	60	90
Baccalaureate	120	180
Post-Baccalaureate seeking an Associate*	180	270
Post-Baccalaureate seeking a Baccalaureate*	240	360
Graduate/Masters	36	54
Doctoral	79	119
*These hours reflect first Baccalaureate attempted hours.		

Impact of not meeting SAP - Failure to meet any of the SAP requirements will result in a Financial Aid suspension and make you ineligible to receive any additional federal or state financial aid.

Official notice of suspension will be sent to you via your Murray State University email account.

What to do if your financial aid is suspended - If you receive a financial aid suspension, you may want to consider filing an appeal if you believe you have mitigating circumstances.

All appeals must be received within 30 days of the start of the semester for which you are appealing. Appeals received after this timeframe will be administratively denied for that semester. However, you can request to have the appeal filed for the following semester.

To initiate a Financial Aid SAP appeal, you must complete a SAP Financial Aid appeal form and provide supporting documentation as outlined below. The form may be obtained from within your myGate account under the “Financial Aid/Scholarship” Tab.

Appeals may fall into one of the following categories and appropriate supporting documentation must be provided:

Medical

- Broken bone
- Cancer
- Catastrophic health or mental illness

Documentation needed:

- Official documentation from medical provider reflecting confirmed diagnosis and dates of illness or injury

- If recurring illness or other health issue, please provide a statement explaining what has changed to enable you to perform better going forward
- Provide additional documentation if there is a change in medication for recurring illness which addresses your ability to improve performance

Severe personal or family problems

- Death of immediate family member (parent/ guardian, sibling, child, spouse)
- Divorce
- Accident
- Incarceration

Documentation needed (depending upon circumstance):

- Death certificate or copy of obituary and documentation reflecting family connection
- Divorce decree or letter confirming separation from objective third party (representative of the court, pastor, counselor, social worker, etc.)
- Copy of police report must provide documentation reflecting family connection
- If accident resulting in injury, official documentation from medical provider reflecting confirmed diagnosis and dates of illness or injury
- Must provide court documentation reflecting period of incarceration for self or immediate family member and documentation reflecting family connection
- If court documentation is unavailable, must provide other documentation substantiating arrest and/or period of incarceration

Academically Related

- Seeking additional degree
- Change of major
- Failed to apply myself to my studies

Documentation needed

- Must provide completed “academic plan” form signed by academic advisor.

Extenuating Circumstances

- Work conflict
- Financial emergency
- Technology issue
- Transportation issue
- Military

Documentation needed:

- Letter from employer on company letterhead verifying termination of employment or reduced work hours
- Statement explaining what has changed financially to enable you to perform better going forward

- Official documentation from the military organization verifying time frame of required training and/or deployment

*Please note that additional supporting documentation may be requested after initial review.

Next Steps:

Once a completed appeal and all supporting documentation is received by the Office of Financial Aid, a review of your individual circumstance will be conducted and a determination will be made.

Decisions will fall into one of four potential categories.

1. Approved without Academic Plan
2. Approved with Academic Plan
3. Denied
4. Administratively Denied

Decisions will be communicated to the student via their Murray State University email.

If your appeal is approved, you will be placed on probation for a minimum of one (1) semester or for the length of the academic plan. At the end of the probationary term, you must meet all requirements of the Satisfactory Academic Progress Policy, or academic plan.

If your appeal is denied, you may continue enrollment without financial aid assistance and attempt to meet all requirements to regain eligibility.

General Information:

- If you do not meet SAP requirements, to allow consideration for financial aid in future terms, you must still complete the Free Application for Federal Student Aid (FAFSA) in a timely manner.
- Admissions, Academic Standing, Bursar, and Housing appeals are separate application processes. Decisions of these appeals are independent of each other.

If you have additional questions, please contact the Office of Financial Aid at 500 Sparks Hall, 270.809.2546 or 800.272.4678 option 3, or msu.sfa@murraystate.edu.

Health Services

Murray State University's health services is provided by Village Medical Primary Care. Village Medical Primary Care is located on the first floor of Wells Hall. The phone number is 270.809.3809. Hours of operation are 8 a.m. – 1 p.m. and 2 p.m. - 4 p.m. Monday through Friday during the Fall and Spring semesters and from 9 a.m. until noon Monday through Friday during the Summer.

Village Medical Primary Care's main office is located at 1000 South 12th Street – Murray, KY 42071. Village Medical Primary Care also provides CT, MRI, X-ray, Ultrasound, Cardio and

Lab testing at the main office as well as after-hours access to a physician via telephone at 270.759.9200.

Village Medical Primary Care will file insurance claims and for those individuals who do not have or desire not to use their health insurance, Village Medical Primary Care will provide services on a pay-per visit basis. Patients who visit the on-campus location and are in need of additional treatment or consultation will receive priority service at the main location by presenting their Murray State RacerCard ID.

Honors College

Entering students who possess outstanding academic records may join the Honors College program. It is designed to enrich the educational experience of highly motivated students by increasing the opportunity for interaction with outstanding research faculty in both seminar sections and ongoing research experiences. The program offers a diverse range of academic, cultural and social activities. Information is available at the Honors College office, 304 Lowry Center, phone 270.809.3166.

Institute for International Studies

International students experience many unique concerns and problems while they are in the United States. At the Institute for International Studies, the international student advisors are available to help students adjust to life at Murray State. This office provides orientation sessions, assistance in immigration matters, help with personal concerns, and refers students to other agencies as necessary. Several activities are also planned each year to help international students feel at home on campus. International students should come to the Institute for International Studies to arrange for school transfers, to apply for practical training, to submit proof of health insurance, to renew immigration documents, and to receive information on departure and re-entry into the United States.

Education Abroad

To help all MSU students meet the challenges of today and tomorrow in a global environment while broadening the education experience, Murray State University offers an extensive array of programs abroad. With the assistance of study abroad advisors and the guidance of the student's academic advisor, a study abroad program can be devised to satisfy individual needs in nearly any major or minor. Murray State students are fortunate to have more than 170 study abroad options for international study available to them. Study abroad programs are offered on almost every continent, for periods of study as short as one week and as long as one academic year. In brief, with good guidance from advisors and thoughtful assessment by the student, students may choose to study

- in 45 countries around the world
- for a period of time that best suits them
- in MSU-credited courses applicable to their program of study
- in English as the language of instruction in most cases

- in the language of the country they visit, if the student wishes to enhance his/her language skills
- with scholarships for every program
- at a reasonable cost

All students who feel that they might wish to participate in some sort of international study are strongly encouraged to inquire at the Education Abroad office, murraystate.edu/studyabroad 270.809.2277 or email: msu.studyabroad@murraystate.edu. The Education Abroad Office welcomes questions and will spend time with students, trying to help them match their interests and needs with an appropriate international study experience.

Pride Center

The Pride Center works to provide a space for connection, growth, and engagement for the LGBTQ+ student community through activities, services, support, training, and social events. The work of the Pride Center fosters a stronger campus environment that is inclusive and supportive of all identities.

Mail Services

Murray State Mailroom, located at 110 General Services Building, receives and distributes all incoming mail for the university's **academic and administrative offices**. They also dispatch all outgoing mail sent out using departmental account numbers. This facility is open from 8 a.m. until 4 p.m., Monday through Friday during the regular school sessions, including summers, and for specified times during periods when Murray State is on break.

If you live in the residence halls the Murray State Post Office will deliver your mail to the Housing Office where staff pick it up daily. You are provided a mailbox automatically when you receive your room assignment. Because all mail is now being coded prior to delivery, the U.S. Post Office requires that your address be correct and specific in order to avoid delays. Here is the format to use:

Line 1: your name	John Doe
Line 2: (box #) dorm	4000 Hart Hall (or College)*
Line 3: Room	Room 123
Line 4: city, state, ZIP	Murray KY 42071-3326

*Note: The word “Hall” or “College” is acceptable in line two.

Please note that each Hall should have a poster located above the mailboxes with the mailing address for that hall. Every hall has a specific address and +four digit zip.

The Mailroom as now installed package lockers in the Blackburn Science Breezeway. When you receive a package from UPS, USPS, or FedEx, it will be delivered to the lockers. You will receive an email notifying you that your package is there. The email will come from

jsmith1@murraystate.edu. The email will have a QR code that will open the locker with your package in it. You will have 24/7 access to the lockers for package pick up. Due to the limited number of package lockers, please pick up your package promptly to allow delivery of as many packages as possible daily.

College Courts – you can stop by 110 General Services Building to rent a mailbox that is located in the Blackburn Science Breezeway. “There is no mail delivery or mailing addresses of any kind to College Courts”. You will also receive a QR code when you have mail.

To purchase stamps or mail a package, you will need to stop at the University Bookstore. To mail a letter, there is a drop box located by the package lockers.

Murray State RacerCards

The RacerCard is your lifeline to campus. You will use it to access your Residential Hall, purchase meals at a variety of locations on campus such as Starbucks and Chick-fil-A, print your homework with Campus Print, check out items at the library, workout at the Wellness Center and attend athletic events.

Replacement cards are available for a fee of \$20. The RacerCard office accepts cash, checks, debit or credit cards.

Contact information: RacerCard, Located at Hart Hall across from Winslow Dining Hall, first floor, 270.809.3003, or msu.racercard@murraystate.edu. Website: murraystate.edu/racercard

Multicultural Affairs

Multicultural Initiatives, Student Leadership and Inclusive Excellence (OMI) was established to provide ongoing assistance and support to Murray State University’s underrepresented minority (URM) student population prior to, during and following their enrollment. OMI provides tutoring, mentoring, leadership and professional development and serves as a clearinghouse and a referral service. OMI acts as a liaison among administration, academic units, alumni and the community. OMI provides opportunities for students to develop and enhance their cultural competency. OMI is committed to affording all students the opportunity to be successful. For additional information, contact us at 270.809.6836 or via email at msu.oma@murraystate.edu.

Murray State Police

The Murray State Police Department is responsible for the protection and safety of Murray State University students, faculty, staff and property. The Murray State Police Department is located at the corner of 16th and Chestnut Street.

Murray State University is a safe campus; but we must be diligent in our crime prevention efforts. It takes effort from students, faculty and staff to maintain a safe campus.

Police officers aid in the protection of students, faculty and staff by enforcing state and Federal laws in the university community. Murray State Police Department offers night time escort services through our Racer Patrol unit (call 2222 from campus phones or 270.809.2222 from your cell phone). The **emergency number to Murray State Police is 270.809.2222. Please program the number into your cell phones. (911 may be used if you do not have the university emergency number programmed into your phone).** **NOTE: Murray State Police officers are certified and have full police authority.**

Here are some safety and crime prevention tips from the Murray State Police Department:

- Avoid walking alone at night and walk only in well-lighted areas.
- If you must remain in a campus building after closing time, make an effort to have someone stay with you.
- Make certain that your residence hall room is locked at all times.
- Keep your vehicle locked at all times and remove all valuable items from sight.
- Whenever possible, engrave your possessions with your name or other identifier. **Do not use your Social Security number.** The Murray State Police Department will loan you an engraver without charge.
- Keep your personal records in a safe place at all times.
- **Help Murray State Police keep the campus safe. If you see a crime committed or know of drugs or weapons on campus, call the Murray State Police Department at 270.809.2222 you do not have to give your name. Crime Stoppers is part of our campus protection and may be contacted by calling 270.753.9500.**

Lost-and-Found Procedures- If you find an item on campus, turn it in at the Murray State Police Building, which maintains the official lost-and-found department for the university. If something is lost or stolen on campus, call the Murray State Police Department and file a report. **After making a police report,** please complete the following:

Lost or stolen RacerCard:

- Report loss to circulation desk, Waterfield Library
- Report loss to office, Susan E. Bauernfeind Wellness Center
- If you purchased a meal plan, report loss to at racercard@murraystate.edu
- Go to RacerCard office to have a replacement made

Lost or stolen driver's license:

- Kentucky driver's license: Notify circuit court clerk, Judicial Building, Murray, KY, or circuit court clerk in your home county of residence
- Out-of-state driver's license: Call or email license agency in your state and/or county

Lost or stolen credit cards:

- If in your parent's name, call them immediately
- If in your name, call the company immediately and follow up with a certified letter of confirmation requesting a "return receipt" and retain a copy of the letter

Lost or stolen personalized checks or bank card:

- Notify your bank and call your parents
- Notify local banks

Lost or stolen property:

- Report model, make and serial number, if applicable to Murray State Police Department
- Report detailed description: size, color, brand, etc.

Lost or stolen books:

- Report loss immediately to the Murray State Police Department. Book thieves are frequently caught.

Lost or stolen residence hall room key:

- Report loss immediately to your hall desk
- Report any suspected theft to the Murray State Police Department at 270.809.2222.

Your chances of recovering missing property are greatly improved if you document the serial number of the property and write your name or identifier in a prominent place on all of your possessions. The Murray State Police Department or most residential college desks will lend you an engraver, free of charge, for engraving your stereo, radio, television, computer equipment and other personal property.

Parking

Murray State University was designated to be a "walking campus;" however, the number of students who attend the university and bring cars to the campus increases each semester. All students, faculty and staff must register their vehicle. Parking on Murray States' campus is by vehicle registration with Parking Services only. Parking regulations are enforced 24 hours daily. If you wish to bring a car to the campus, you must register your vehicle. Vehicles may be registered by going to your MyGate account to the Murray State Parking Channel. If you need assistance with your vehicle registration or payment, please contact the Murray State Parking Services Office at 270.809.4812 or by email at msu.parkingoffice@murraystate.edu.


PLEASE NOTE: All motorized vehicles are required to register to park on Murray State main campus. This includes cars, motorcycles, motor scooters and mopeds. Fines for parking violations range from \$15 to \$250. All parking questions regarding vehicle registration,

citations or appeals should be addressed to the Parking Office by calling 270.809.4812 or via email at msu.parkingoffice@murraystate.edu.

All parking citation on campus will be e-citations, which will be emailed to your Murray State email account. No physical citation will be placed on vehicles. Payment of citations may be completed online through your MyGate account, or check payments only may be dropped off at the parking office during normal business hours from 8 a.m. to 4 p.m. Monday-Friday. The Pay It Forward Program is another way to pay for your eligible parking citations. Information on the Pay It Forward Program can be found at murraystate.edu/parking under the parking citations tab.

Parking citations may be appealed within five school days of the issuance of citation, if the violation is eligible for appeal. Appeals are available online. If your appeal exceeds the five school-day limit, you forfeit your right to appeal. The appeal decision process is final. Please contact Murray State Parking Services Office for assistance.

Campus parking policies are on the web at murraystate.edu/parking under the tab “Parking Regulations.” To avoid parking problems, familiarize yourself with the parking regulations. Please call Parking Services at 270.809.4812 for assistance. The Murray State Parking Services Office is open for official business from 8 a.m. to 4 p.m.; and Murray State Police and Dispatch are on duty 24 hours daily to assist with before and after hours parking questions.

	<p align="center">GET THE APP for your peace of mind</p> <p align="center"><i>Available in iTunes and Android stores</i></p>
<p>➤ Emergency contact information</p>	<p>➤ Direct communication with dispatch</p>
<p>Making Our World a Safer Place – The LiveSafe app is an effective safety tool that allows individuals to quickly access Murray State’s campus safety services to report problems as they happen and prevent incidents before they occur. Murray State students, parents, faculty and staff are encourage to download the FREE LiveSafe app.</p>	

Psychological Center

If you are experiencing emotional problems such as feeling anxious, depressed, suicidal, or are having family or relationship problems, the Psychological Center is here to help you through these difficult times. If you need help, please visit us in our offices at 401 Wells Hall or call 270.809.2504. Services are provided by trained, clinical psychology graduate students who are supervised by licensed clinical psychologists.

Recruitment

The Office of Recruitment provides information and services to all new first-time freshman students of Murray State University. The Office of Recruitment also directs the university's Racer Nation Orientation, Racer 101 Camps and Abroad 101; along with many other new student programs. Anyone may request additional information on admissions, housing, scholarships, financial aid and academic programs, etc., by visiting our website (murraystate.edu) and clicking "Request Information" on the homepage. To speak with an admission or recruitment representative call 1.800.272.4MSU (4678) ext. 2.

Scholarships

Murray State University awards a number of academic-based scholarships each year. In order to be considered for those scholarships, students must apply for scholarships each year by submitting the online scholarship application located in the Financial Aid section of myGate. The annual scholarship deadline is posted on the scholarship application and website. The Scholarship Office also serves as a resource for external (non-Murray State) scholarship information. Visit murraystate.edu/scholarships and select the Non-Murray State Scholarships link to get information on external scholarships, and procedures for reporting receipt of external scholarships. Students may contact the Scholarship Office, 500 Sparks Hall, by calling 270.809.3225 (toll-free 1.800.272.4678, ext. 4.) or emailing to msu.scholarships@murraystate.edu.

Student Disability Services

The Office of Student Disability Services (SDS) coordinates and administers services and accommodations for students with documented disabilities. In doing so, SDS staff reviews disability documentation, meets with students to determine appropriate reasonable accommodations, and works with MSU faculty and staff to remove barriers to promote "equal participation" for students with disabilities in all areas of university life. These disabilities include: cognitive (i.e. learning disabilities, attention deficit disorders, and traumatic brain injury) psychological impairments, (i.e. mental/emotional disorders) seizure disorders, autism, sensory, mobility, and physical or other chronic health impairments.

Possible accommodations

All accommodations are based on each student's diagnosed disability. Accommodations may include but are not limited to:

Alternative testing accommodations – this may include: extended testing time, distraction-reduced environment, reader, scribe, large-print, use of assistive technology

- Note-taking assistance
- Recording lectures (student's responsibility)
- Audio textbooks
- Materials printed in alternate or contrasting colors
- Classroom and course accommodations

- Housing and parking accommodations

➤ **Enhanced services**

Project Mentor is an academic support service of the Office of Student Disability Services that offers enhanced services to students who wish to access the service. Students receive individualized assistance with learning effective strategies for organizing and studying course-related materials. Each student enrolled in Project Mentor is assigned to work with a trained Academic Mentor on a weekly basis (usually two hours to three hours per week). Sessions with the mentor may include any of the following: writing skills, self-advocacy skills and study skills.

Fees for Project Mentor are based on the number of hours each week the student meets with his/her academic mentor. Project mentor fees are \$15/hour.

‘Students are not required to be registered with SDS to utilize this mentoring/tutoring service. Project Mentor is available to any undergraduate student attending Murray State’s main campus.’

Project PASS: Program for Achieving Student Success provides a more comprehensive level of support for incoming freshman or new transfer students who have a disability. In addition to ensuring that students receive necessary accommodations, Project PASS provides the following areas of support:

- Scheduling assistance during Racer Nation Orientation
- Early transition program (Smooth Move) allows Project Pass participants to move into their on campus living space three days early. This extra time allows for a leisurely move in, and provides our students the opportunity to participate in our specialized orientation program to ensure a successful transition to Murray State University.
- Specialized support and study skills classes
- Project Mentor – see information above

Registering with SDS to register with the Office of Student Disability Services you must:

- Be admitted to Murray State University
- Provide current documentation of disability to the SDS Office
- Schedule a meeting with an SDS staff member to discuss services and accommodations.

For more information, contact the Office of Student Disability Services, 423 Wells Hall, or phone 270.809.2018. You may also email the office at msu.studentdisabilities@murraystate.edu. Or visit the website – (murraystate.edu/sds).

Speech and Hearing Clinic

The Speech and Hearing Clinic offers a full range of professional speech, language, and audiological services to students and their dependents at no charge. Students, or their dependents, who are experiencing communication problems due to speech sound errors or differences, stuttering, reduced voice or vocal quality, language, literacy, feeding, swallowing or hearing problems may be seen for diagnosis and/or therapy. Students who need services should call 270.809.2446 for an appointment or for further information

Student Support Services

Student Support Services (SSS), a TRIO program funded through the U.S. Department of Education, offers free one to one tutoring, academic and career planning, and personal skills development. These services are designed to help Murray State University students make the most of their college career by providing the support needed to ensure a successful academic experience.

To qualify for Student Support Services, students must meet at least one of the following criteria:

- Be a first-generation college student, meaning neither parent has received a baccalaureate degree
- Have an under-resourced household
- Have a documented disability
- Students must also meet academic requirements based on grant guidelines

An individualized plan based on each student's academic background, study skills, life style, and major course of study is cooperatively formulated to serve as a guide for determining personal and collegiate goals.

Student Support Services provides a wide variety of academic and personal support services for students and serves as a liaison between students and their instructors. SSS strives to help students achieve their academic goals through services such as free one to one tutoring, career counseling, course selection, financial aid counseling, financial literacy, personal development and study skills enhancement. For students with disabilities needing additional services and accommodations, the SSS office coordinates with the Office of Student Disability Services. The SSS office located in 261 Blackburn. For more information, please contact us at 270.809.4327 or by email at msu.sss@murraystate.edu.

Testing Center

You may need to complete various exams or assessments in order to be admitted to the university or to graduate programs, professional schools or to receive necessary certifications in your chosen field. The Testing Center offers many paper- and computer- based standardized exams. Contact your Advisor, for assistance in determining which test(s) you may need.

The Testing Center is a revenue-generating department and as such, there may be test administration fees associated with specific exams. Information on the Murray State Testing Center, located in Room C105 of the Oakley Applied Science Building, can be found at murraystate.edu/testingcenter or you can call or email.

Brief explanations of the exams offered at the Testing Center are listed below:

Accuplacer – Computer-based exams covering Reading, Writing, and Mathematics, used for course placement. Accuplacer is also used for admission purposes in the event a significant amount of time has elapsed since taking the ACT or SAT. Accuplacer is a College Board product.

College Level Examination Program (CLEP) – College Board’s credit-by-exam program. If a student feels they have extensive knowledge or background in a particular subject, or if they took AP courses in high school but did not take the AP exam, they may be able to earn credit through a CLEP exam. There are 33 CLEP exams available.

American College Test (ACT) – The Testing Center offers the ACT on national test dates which can be found at actstudent.org. The ‘Residual’ ACT is the same exam as the National ACT, however, the scores from the Residual are only for Murray State and CANNOT be sent to other higher education institutions or employers. In the event a chosen major requires transferring elsewhere (such as veterinary school, etc.), Residual ACT scores cannot be sent to that school. For more information on the Residual ACT and test dates, contact the Office of Recruitment at 270.809.2896 and mention ‘Residual ACT specifically.’

Law School Admission Test (LSAT) – Information about the exam can be found at lsac.org.

Graduate Record Examination (GRE) – Used for admission into graduate programs or the teacher education program. Information can be found at ets.org/gre. A useful resource on that website is the ‘GRE Information Bulletin and Forms’ link. It offers a complete guide from creating an ETS account through the scoring process. Information regarding the Testing Center’s availability and specific policies can be found at murraystate.edu/testingcenter or by calling or emailing the Testing Center.

Praxis Series Exams – Used for admission into the teacher education program or to complete certification in that area. Information can be found at ets.org/praxis. A useful resource on that website can be found through the ‘Get Bulletin and Forms’ link. It offers a complete guide from creating an ETS account through the scoring process. Information regarding the Testing Center’s availability and specific policies can be found at murraystate.edu/testingcenter or by calling or emailing the Testing Center.

Miller Analogies Test (MAT) – Used for admission into certain graduate programs. Information can be found at pearsonassessments.com and clicking on the link ‘Candidate Information Booklet’.

DSST – An additional type of credit-by-exam. DSST offers over 30 different exams in various areas of study. Information on DSST exams can be found at getcollegetcredit.com.

Dantes (Defense Activity for Non-Traditional Education Support) – Department of Defense sponsored credit-by-exam program to benefit our military students. Information can be found at dantes.doded.mil.

Proctored exams – Students taking online courses through other institutions have the opportunity to take their exams in the Testing Center. Approval must come from the class instructor and certain policies and procedures apply. For more information, please contact the Testing Center by phone or email.

University Libraries

The University Libraries serve as a learning commons for on-and off-campus students. Each facility on campus is dedicated to student growth; these include: **Harry Lee Waterfield Library** (main library), the **Forrest C. Pogue Special Collections Library and University Archives**, the **James O. Overby Legal Resources Library**, and the **Wrather West Kentucky Museum**.

Every student from every discipline can access the resources they need for success. The Research and Instruction Librarians offer subject-specific research assistance. The libraries have designated quiet and collaborative noise zones, so you can do research and write in the space you work best. Waterfield Library has individual study rooms, group study spaces, recumbent bike desks, and other spaces and furnishings that encourage learning and collaboration. The computer labs include printer and scanner access, and students can check out laptops at the Circulation Desk. The **Racer Writing Center** and the **Racer Oral Communication Center** provide assistance to improve the quality of your papers and oral presentations. Other services include: **Text-a-Librarian** (270.681.3811), etc. Our goal is to help you achieve your academic goals. Find more information about the University Libraries at: lib.murraystate.edu or call 270.809.2053.

University Store

The University Store is located on the second floor of the Curris Center, serving students, faculty and staff with a broad selection of products and services. The University Store is operated by Murray State University and all proceeds earned by the store stay on campus to provide enhanced services to students.

You can browse the shelves to make your own textbook selections, request our popular textbook prepackaging program or place an online order at bookstore.murraystate.edu. Textbook options include new, used, new rental, used rental and e-books as available. Purchase or rent your textbooks and required course materials by the semester deadline and you may be able to charge it to your student account! The University Store buys back books every day.

The University Store is the home of official Murray State gear! Boast your school spirit with logo merchandise from brands including Under Armour, Nike, Champion, Columbia, Russell Athletics, and Tervis. The University Store also offers a wide selection of study aids and test preps, art supplies, general supplies, Greek accessories, graduation regalia and much, much more. The University Store provides free on campus delivery for all occasion balloon bouquets.

Visit the University Store Monday through Friday from 8 a.m. to 5:30 p.m. and on Saturday from 10 a.m. to 4 p.m. Find more information at bookstore.murraystate.edu or contact us by phone at 270.809.4388 or email at msu.books@murraystate.edu. Follow us on Twitter @RacerBookstore and like us on Facebook at [Facebook.com/MurrayStateBookstore](https://www.facebook.com/MurrayStateBookstore).

Veteran and Military Student Services

The Office of Veteran and Military Student Success (OVMSS) assists veteran, active duty, and military-connected students with their transition to the University by providing on-campus and community resources and support throughout their college experience.

To help ensure timely processing, eligible beneficiaries should contact the School Certifying Official at 270.809.3754 or msu.va@murraystate.edu concerning institutional requirements for utilizing the following education benefits through the U.S. Department of Veterans Affairs:

Chapter 33, Post 9/11

Chapter 33, Post 9/11 Yellow Ribbon (must be 100% eligible under Chapter 33)

Chapter 30, Montgomery GI Bill Active Duty

Chapter 1606, Montgomery GI Bill Select Reserve

Chapter 31, Vocational Rehabilitation & Employment

Chapter 35, Survivors' & Dependents' Educational Assistance (DEA)

Fry Scholarship

For more information about GI Bill programs, please visit <http://www.benefits.va.gov/gibill/>.

For information about the state-funded tuition waiver available to select dependents of disabled or deceased Kentucky veterans, please visit <https://veterans.ky.gov/Pages/HidPages/TuitionWaiver.aspx>.

Active duty service members utilizing Federal Tuition Assistance qualify for additional University benefits. Contact the OVMSS directly for more information at 270.809.3754 or msu.va@murraystate.edu.

Veterans are encouraged to participate in our Veterans Student Organization (VSO) and use our Veterans Lounge. Call (270.809.3754) or email (msu.va@murraystate.edu) us today for more information.

Women's Center

The Murray State Women's Center provides education, support and advocacy services to the campus community on topics related to sexual assault, dating violence, stalking, gender equality, women's leadership and mentoring. Through awareness campaigns and programming the Women's Center educates the campus community on creating and maintaining a safe campus environment. The Center provides support to students by helping them get connected to resources and support services available on- and off-campus. The Women's Center director also serves as an advocate for students by helping navigate the process of reporting a crime, filing a grievance and communicating with the various other entities involved.

Services offered by the Women's Center are free-of-charge. The center is located at C102 Oakley Applied Science Building. You may contact the Women's Center via email (msu.womenscenter@murraystate.edu) or by phone at 270.809.3140.

SPECIAL AND TRADITIONAL EVENTS

Homecoming – Racer alumni from all over the world make their way back to the ‘finest place they know’ each fall for Murray State Homecoming! Homecoming is typically held over an action-packed weekend in late October. There is something for everyone – alumni, students and families alike – including the annual parade, Tent City, the crowning of the Homecoming King and Queen, and of course, football! Special milestone reunions, including Greek organizations, student clubs, class years, and the 50th Anniversary Golden Class Reunion, are a highlight for alumni across the decades. Homecoming is a great opportunity for current students to network with the Racers of the past and celebrate the shared Murray State experience that bonds you. We are connected. We are Racers.

Family Weekend occurs every fall and is full of special activities for families and friends of Murray State students. Activities include receptions, open houses, a football game and various entertainment activities.



Campus Lights takes place every February and is the longest-running musical production in the south – going strong since 1938 – that is produced and performed by students.

Ms. Murray State Scholarship Pageant is held early each spring and is traditionally one of the finest University pageants in the country.

All Campus Sing is a campus tradition held in late spring. For 60 years now, student groups from across campus have competed against one another in song and dance on the steps of Lovett Auditorium.

Graduation Breakfast marks the nostalgic end of an era for the university’s senior class. The Graduation Breakfast features food, entertainment, speeches and awards.



Greek Week is a celebration of Greek organizations on campus, while Greek Assemblies occur during the fall and spring semesters.

Great Beginnings is a series of events to welcome entering freshman and transfer students at the start of the fall semester.

Founders Day is a celebration by faculty, staff and students to commemorate the founding of Murray State University in 1922.

CULTURAL, SOCIAL, RECREATIONAL AND SPORTING ACTIVITIES

Home Away from Home

Our main campus is located in the western Kentucky town of Murray. There's plenty to do on campus - with an arboretum, art galleries, recreation centers and fields, museums, theaters and more - but the city of Murray and the surrounding community also offer several entertainment options. Visit any of our locally owned specialty shops and restaurants. Watch the latest blockbuster at Cheri Theatres or a riveting performance at Playhouse in the Park. Kayak or hike at Land Between the Lakes National Recreation Area. Plus, when it comes to making weekend plans, there are plenty of metropolitan destinations like Nashville, St. Louis and Memphis within reach.

Summer is the dominant season in Murray with generally warm days from March to November. December usually includes the beginning of our short winter season, which occasionally features heavy snow and ice, some very cold days, some warmer days, clouds and rain. But, before too long, spring arrives early in the Jackson Purchase region to allow the school year to close with a note of flowers, greenery and warm, sunny days once more. Above all else, though, Murray offers a friendly town, clean air, countless entertainment options and outdoor recreational activities. Welcome home.

Campus Communications

Murray State operates three student publications, a campus radio station and a campus cable television station.

The Murray State News is a student-produced newspaper that hits newsstands once per week during the fall and spring semesters. Free copies are available in all residential colleges and most buildings across campus in addition to some locations in the community. The student staff is advised by a faculty member from Murray State's department of journalism and mass communications.

WKMS-FM and MSU TV-11 occupy the top floors of the Price Doyle Fine Arts Center with facilities that feature a 100,000-watt stereo FM radio station and television studios. These stations produce regional specials of local interest.

MSU Athletics

Intercollegiate Athletics - Murray State University is a member of the National Collegiate Athletic Association (NCAA) and is a member of the Missouri Valley Conference (MVC). The university takes pride in maintaining a balanced athletic program with teams challenging for conference championships in almost every sport each year. The university's athletic teams

have demonstrated continued excellence through their consistent high placement in the Conference all-sports trophy competition.

Men's teams from Murray State compete in football, basketball, baseball, cross country and golf. MSU's women's teams compete in volleyball, basketball, indoor and outdoor track, golf, tennis, cross country, soccer and softball.

In addition to traditional sports, Murray State's coeducational rifle team has won three NCAA team national championships and has established itself as a recognized power in the sport. Its former athletes include a long list of All-Americans and Olympic medalists.

As a full-time student you are encouraged to attend all home athletic events. Your Murray State RacerCard entitles you to free admission to most home events.

MSU Speech and Debate Union

Murray State is committed to promoting open debate and discussion about local, regional, national and international issues. The MSU Speech and Debate Union (SDU), sponsored by the Department of Organizational Communication, provides opportunities for students to develop speech/debate skills and demonstrate those skills in competition. Patterned after Oxford University's Union, the SDU serves as the umbrella organization comprised of the eight residential college debate societies. The SDU meets twice a month throughout the year within the various residential colleges to conduct skill-building workshops and prepare for competitions between residential college teams. Teams from each residential college participate in the Dean's Debate (fall semester) and the Provost Premiere (spring semester) competitions. Prizes and scholarship awards are awarded to winning teams and their residential colleges. Top performing members may also have the opportunity to travel to state and national competitions. Membership in the residential college debate societies is open to all students. Those interested in these activities should contact the Speech and Debate Union at 270.809.4467.

Performing and Visual Arts Opportunities

The College of Humanities and Fine Arts sponsors numerous events around campus and in the community. Performances, lectures, poetry readings, art exhibits, concerts, recitals, musical theatre and dramatic performances, film festivals, and more happen each year. These events utilize the talents of both faculty and students from around the campus as well as external groups brought to campus by the College.

We encourage new experiences for students from across campus. The desire to participate is more important than experience or a student's major. Students are encouraged to participate in art, drama, dance, music, creative writing events, mock trial, Model UN, and other opportunities offered by the departments in the college. Students should inquire about events by viewing the University Calendar, contacting each department in the college, or by calling the College of Humanities and Fine Arts (270.809.6937).

Several departments in the college advertise their events via their department webpages and organizational calendars. Most of these events are free to students who present a valid Murray State RacerCard. Most events are open to the general public and the college encourages community involvement. Events are also listed in the college's weekly newsletter available on the web. Special performance and viewing spaces on campus for cultural events include Farrell Recital Hall, Lovett Auditorium, Clara M. Eagle Gallery, Waterfield Library Gallery, Robert E. Johnson Theatre, Wilson Hall Studio Theatre (310B), and the Performing Arts Hall.

The College of Humanities and Fine Arts also host workshops and lectures by visiting artists open to all students.

Recreation and Sporting Activities

Campus Recreation

The Campus Recreation and Wellness department offers a wide variety of intramural sports activities including but not limited to: basketball, softball, volleyball, flag football and soccer. Men's, women's and coed divisions are offered for all sport leagues and tournaments. The Campus Recreation and Wellness department also offers student employment opportunities as either a sports official or scorekeeper for these programs. All students, faculty and staff are eligible for participation in intramural sports programs. For more information on how to get involved: call 270.809.6000, check out our department's website or go to imLeagues.com.

Recreational Facilities

Countless recreational opportunities are found both on and off campus. In addition to the Wellness Center recreation facility; the Carr Health building houses 2 multipurpose courts, a dance studio and 2 multipurpose rooms that can be utilized for open recreation or reserved for student groups. Around campus you will find many outdoor recreational facilities including tennis courts, outdoor basketball courts, sand volleyball courts, and several grass playing fields.

Off campus you need not look far to see that you are in a recreational paradise. Four state parks, two of the largest man-made lakes in the United States, and the Land Between the Lakes Recreation Area are minutes away. Golf enthusiasts can enjoy pretty days at MSU's own Frances E. Miller Memorial Golf Course just 10 minutes from campus.

STUDENT ACADEMIC POLICIES AND PROCEDURES

If you have any question about information in this section, call 270.809.5630

Catalogs

The Murray State *Academic Bulletin* (available at murraystate.edu/registrar) is the official document regarding academic policies and should be referred to when making decisions. The *Bulletin* should be used in conjunction with advice from your academic advisor and your RACR degree audit (for undergraduate students). It is the student's responsibility to verify that all requirements are met for graduation and to meet all published deadlines. The information contained in this section is designed to call critical items to your attention.

Grades

Official Grades are available on myGate. If you do not have internet access, contact the Office of the Registrar for other options at 270.809.5630. All university classes issue one of the following types of grades to evaluate course work:

A	Exceptional high quality, valued at four points for each credit hour.
B	Good, valued at three points for each credit hour.
C	Fair, valued at two points for each credit hour.
D	Unsatisfactory, but still valued at one point for each credit hour.
E	Failure, no credit, valued at no points but counted as hours attempted.
P	Passing, used in specific pass/fail courses, no quality points, no penalty.
I	Incomplete.
AU	Audit, no credit.
R	Either deferred credit, or course must be repeated (only for certain courses).
W	Withdrawal, no penalty.
NR	Grade not reported by instructor, no credit, no penalty.

You may receive a grade of I (incomplete), if engaged in passing work, and if some relatively small part of the term's work remains undone because of sickness or other reasons satisfactory to the instructor. **This work must be completed and the grade reported by midterm the following semester, excluding summer. Once a final grade is recorded, you may not submit missed work, make changes to already-submitted work, or complete additional assignments to receive a new grade. Students should not register for a class with an incomplete grade in a future semester if completing work for that course.**

> Grade Point Average

Each course you take will carry a specific number of credits. The number of credits a course is worth often, but not always, equals the number of times the class meets each week. The

Bulletin and Racer Academic Completion Report (RACR)/Degree Audit can tell you how many credits a course is worth.

The grade point average (GPA) of a student is defined as the ratio of the total number of quality points to the total number of hours attempted. For example, a student who makes a B average for 128 semester hours would have 384 quality points and a GPA of 3.0.

In order to graduate from MSU, you will have to maintain a minimum 2.0 (C) GPA. Several programs require a higher GPA to receive a degree. The example shown below demonstrates how to calculate a GPA. **NOTE:** Courses in which grades of CR, P, R, AU, I, NR or W are received are not used in calculating GPA.

Incorrect Grade

Grades are recorded in the Office of the Registrar as reported by the faculty at the end of each term. No grade filed in that office may be changed except by the instructor, who must certify an error has been made.

When an error is made in reporting a grade, the instructor must make the necessary change in the Office of the Registrar within 20 days of the next regular semester following the recording of the grade. A grade will not be changed after a degree is conferred. (The policy concerning the changing of I grades was addressed earlier.) If you believe a mistake has been made in your grade, follow the grade appeal process to attempt to correct the situation. **Grade appeals must be filed within the first 20 days of the next term after the grade was received.** Refer to the *Bulletin* for the official grade appeal policy on the Office of the Registrar website, www.murraystate.edu/registrar

Academic Standards

GPA Sample

Class	Earned Credits	Grade	QP	GPA Credits		Quality Points
English	4	A	(4 points)	x 4	=	16
History	3	D	(1 point)	x 3	=	3
Biology	4	C	(2 points)	x 4	=	8
Math	5	C	(2 points)	x 5	=	10
Orientation	1	P	(0 points)	-	=	0
	17			16		37
In order to calculate the grade point average (GPA) in the above example, divide the quality points (37) by the number of GPA credit hours attempted (16). Which yields a 2.31 GPA.						

Minimum Academic Standards

Students are expected to maintain at least a 2.0 cumulative GPA. The conditions and actions described below pertain to students whose GPAs fall below 2.0.

- **Academic Warning** – A student will be placed on **Academic Warning** when their cumulative GPA is less than 2.0 but is at or above the values listed below for the number of hours the student has attempted. A student on **Academic Warning** may enroll for a maximum of 16 credit hours during the fall or spring term.
- **Academic Probation** – A student will be on **Academic Probation** when their cumulative GPA is less than the value listed for the number of hours the student has attempted.

Hours attempted	Cumulative GPA
1-32	1.5
33-64	1.7
65-79	1.9
80+	2.0

- An undergraduate student will be placed on **Academic Probation** at the end of the first grading period in which their cumulative GPA falls below the appropriate threshold listed above. A student on probation may register for a maximum of 16 hours during the fall or spring term.
- **Removal from Probation** – A student will be removed from probation after the probationary semester by reaching or exceeding the appropriate cumulative GPA threshold listed above. Failure to do so will result either in **Probation Continued or Academic Suspension**.
- **Probation Continued** – A student who does not meet the cumulative GPA threshold for their hours attempted, but earns a **term** GPA of at least 2.0 for the probationary semester will remain on probation and may register for a maximum of 16 hours during the fall or spring term.
- **Academic Suspension** – An undergraduate student will be suspended from the University following a probationary semester in which they do not meet the criteria for **Probation Continued or Removal from Probation** (see above). A student suspended for the first time may not re-enroll until one succeeding (fall or spring) term has passed. An undergraduate student who receives a second **Academic Suspension** may not re-enroll for two calendar years.
- **Registration** – It is the student's responsibility to complete all registration transactions through their myGate (add, drop, withdrawal) by published deadlines. Only the student can make registration changes to their schedules. (See the section on Auditing for the audit policy).
- **Academic Suspension Appeals** – A student who has been academically suspended may request reinstatement for the following semester by submitting an Academic Suspension Appeal Form with supporting documentation to the Office of the Registrar if the student feels there were extenuating circumstances beyond their control which led to the suspension. The Academic Suspension Appeal Form can be found on the Office of the Registrar website at www.murraystate.edu/registrar. Submitted academic suspension

appeals will be heard by the Academic Appeals Committee in May, August and January. All appeals must be on file at least seven days before the first day of the semester for the appeal for reinstatement. **Being reinstated does not remove prior academic standings from a student's academic record.**

NOTE: It is possible to be academically eligible to enroll and yet not be eligible for financial aid.

Academic Advisement

In the process of obtaining a degree, front-line assistance is provided by your faculty advisor. A degree audit (RACR) is also available on myGate. You should consult with your advisor prior to planning your schedule, any time you have academic or career questions or if you are thinking of changing your major. All undergraduate students and many graduate students are required to see an academic advisor prior to advance scheduling. Students can see any scheduling holds on myGate and will not be able to schedule until the holds are resolved.

However, please remember that while the student advisement program is designed to aid you in achieving success, you are ultimately responsible for your own education. Become familiar with requirements and policies that will affect your educational decisions.

If you are having difficulty in a particular class, discuss it with your instructor, or faculty advisor. The Center for Student Engagement and Success, the Tutoring Center, and other support offices on campus are available for assistance.

Changing Address/Phone Information

Students are required to keep their addresses and telephone numbers current. Address changes can be submitted through myGate, student self-service.

Changing Majors

It is not unusual for college students to change majors several times before graduation. If you would like some help in choosing a new major, the Counseling Center and the Center for Academic Advising are well equipped to provide you with such assistance. Degree audits (RACR), available on myGate, are also helpful when trying to decide on a new major or minor. "What-if" versions can be run to illustrate the remaining requirements should you decide to change majors.

To change majors, see either your present advisor or your new department chair. After a form is completed, you will be assigned a new advisor. Your current advisor and major are listed on myGate.

Registration

Each semester, information about advanced scheduling and registration dates and times is available on myGate. MyGate usernames are emailed to you when your email account is

created. If you are a new student, you will receive your credentials in your admission letter. If you have not received this letter, you may contact the Service Desk at 270.809.2346. More information is available on the Murray State RacerNet homepage under the link myGate.

Schedules of classes are available in November for the winter term and next spring term, and in April for the following summer and fall terms. The schedule of classes can be viewed on myGate, Academics Tab and online at *murraystate.edu*.

- It is the student's responsibility to be aware of and verify completion of class prerequisites prior to scheduling. Course descriptions which include any required prerequisites are listed in the *University Bulletin*, found on the Office of the Registrar webpage (*murraystate.edu/Registrars*) and on the RACR degree audit by clicking the course.
- It is the student's responsibility to complete ALL registration transactions through their myGate (add, drop, withdrawal) by published deadlines. Only the student can make registration changes to their schedules. (see the section on Auditing for the Audit policy).
- It is the student's responsibility to verify their class schedule via myGate, Academics Tab, view/print my schedule.
- It is the student's responsibility to be aware of and comply with published university add, drop and audit deadlines (www.murraystate.edu/registrar).

For more information contact the Office of the Registrar at 270.809.5630.

NOTE: A student's selected courses will be deleted by the university if fee payment arrangements have not been met by the deadline stated in the Academic Calendar.

Email Accounts

All students are required to monitor their MSU email daily. Murray State's email system is the official means by which the university communicates with students. You will use your *murraystate.edu* email account to receive important information from the Student Financial Services, Office of the Registrar, Student Affairs, etc. It also enables faculty to easily communicate with you about classwork. Check your MSU email daily to ensure that you are aware of all university deadlines and schedules.

Although you as a student have the right to maintain an alternative email account (such as gmail, hotmail or yahoo) for your primary means of communication, you must arrange for your *murraystate.edu* email to be forwarded to any other account you use. For more information call 270.809.6116 or visit the following website: <http://support.murraystate.edu>.

Full-Time Status

An undergraduate student who enrolls for 12 or more hours is considered a full-time student. If you need a letter verifying this fact for insurance companies, or scholarships or loan deferments, you may request an enrollment verification from your myGate Academics tab. For

questions contact the Office of the Registrar, 270.809.5630 or email msu.verifications@murraystate.edu.

Adding, Auditing, or Dropping Classes

After registration each semester, there are designated periods of time in which you may add, drop, or change classes to or from audit. Adding and/or auditing a full-semester course must be completed within the first week of the semester. Review the Academic calendar for specific dates and deadlines.

Auditing a course means to **attend and participate** in class without earning credit or a regular letter grade. **Auditing a class requires the written permission of the course's instructor and, therefore, cannot be processed via myGate. Failure to attend class and complete required work will result in a failing grade.** Submit the instructor approved Audit form to the Office of the Registrar, Sparks Hall by the published deadline to audit a class. You have one week to decide to drop a class without a grade for a full semester class. This is followed by approximately 10 weeks in which you may drop a class and receive a W grade which will not affect your GPA. (Check the Academic calendar for exact dates for all sessions.)

Review the Academic calendar for specific dates and deadlines. It is the student's responsibility to comply with the published deadlines. Check myGate often. Find the Academic Calendar link on your myGate Academics tab, calendar/Deadlines Channel or go to murraystate.edu/Registrar

Dropping Out of School

If you leave the university during the semester and do not officially withdraw, the courses you have been taking will all be recorded on your academic record with failing grades.

Before you withdraw, please check the Academic calendar regarding withdrawal dates (deadlines apply) and refunds, and check on how withdrawing will affect scholarships, medical insurance, financial aid, deferments, etc. To withdraw properly:

1. Go to myGate Academics tab
2. Click the link, "Withdraw from All Courses," under the Registration tab (select appropriate term)
3. Read the withdrawal instructions
4. To complete the withdrawal process, click the "continue withdrawal process" button
5. Complete the information
6. To submit your withdrawal request, click SUBMIT button at the bottom of the page

Withdrawal requests submitted via email or phone are not permissible. The Office of the Registrar must receive your withdrawal request through myGate to officially withdraw you from all of your classes. If you do not receive a confirmation please follow-up with the

Office of the Registrar at msu.registration@murraystate.edu or call 270.809.5630 immediately.

An email confirmation is sent to your MSU email account notifying you of the successful submission. You will receive a second email once your withdrawal is officially processed.

Your refund, if applicable, is based on the date you complete your withdrawal. See the Refund Deadlines link under your myGate Academics tab for specific details.

Attendance Policy

Students are expected to attend all classes in which they are enrolled for credit or audit purposes including the first day of class. An instructor may establish attendance policies for each class so long as they: (1) are clearly published in the course syllabus, (2) distinguish between excused and unexcused absences and (3) are consistent with university policies as outlined in the *Academic Bulletin*.

Excused absences fall into two broad categories:

1. Absence due to personal illness or death in the immediate family or other extraordinary personal circumstance. Faculty may require appropriate authentication or documentation.
2. Absence due to student participation in a University Sanction Event in which the student serves as a representative of the institution.

University Sanctioned Events shall include those officially scheduled activities (practice and training sessions NOT included) related to intercollegiate athletics, performing groups and teams who represent the university in debate, forensics or other academic competitions. Other activities and events may be added to this listing upon recommendation of the Sanctioned Events Committee and approval by the provost. This committee shall consist of the vice president for Student Affairs, the director of Athletics, the Faculty Senate president, a student appointed by the president of the Student Government Association and the provost or their designee. The official list of approved, sanctioned activities and events shall be maintained in the Office of the Provost.

Attendance and participation in class activities is essential to success in college. Absences, for whatever purposes, can potentially undermine the shared goal of student learning. In cases where student absences are clearly unavoidable, it is essential that students and faculty alike approach the resolution of the difficulty with a clear commitment to the mutual goal of student learning.

>Responsibilities of Students: Students missing class(es) as a result of activities covered above **shall notify the instructor in writing at the beginning of the semester and, in the case of scheduled events, this notification shall not be less than one week prior to the absence.** Students with excused absences are excused from class attendance, but are not excused from work assigned or expected as a part of that class period. Students, in conjunction

with each course instructor, are required to develop a plan for alternative assignments or the make-up of all work missed and must complete this work within a time frame mutually agreed upon with the instructor.

>**Responsibilities of Faculty:** Faculty are expected to plan with students who have excused absences to develop alternatives and make-up assignments. Such alternatives are neither expected to diminish faculty expectations of students, nor reduce opportunities for students to demonstrate performance.

>**Responsibilities of Others:** Deans and department chairs share the responsibility for ensuring proper orientation of all full and part-time faculty regarding the provisions of this policy. Administrators, sponsors and coaches of various student activities share an important role in ensuring that students understand their responsibilities with respect to this aspect of student performance. Specific guidelines and procedures should be developed for each sport or activity to ensure timely communication between students and faculty. Advance lists of participating students along with schedules of away or off-campus activities or matches should be provided to students so that they can share this information with faculty at the beginning of the semester.

>**Questions and Appeals:** In the event of questions or concerns regarding the implementation of this policy in specific classroom situations, students and faculty should be guided by the following:

1. If there is a question regarding whether a specific activity is an officially sanctioned event for which terms of this policy might apply, the inquiry should be addressed to the Office of the Provost.
2. In the event a student is concerned with the implementation of this policy in a specific course, the student should try to resolve the matter by discussing it first with the instructor, then with the department chair, and if resolution is still not reached, then with the collegiate dean. If the matter is not settled through this process, the student may seek resolution through the appropriate collegiate grievance/appeal process.
3. Instances of student abuse or violation of the terms of this policy should be reported to the dean or director responsible for the sanctioned event and to the vice president for Student Affairs.

Important Notice

It is the sole responsibility of each student to know and comply with all special course or enrollment requirements of specific organizations, services or programs that include but are not limited to the following:		
Athletics	Community Based Service	Financial Aid
Fraternities	Honors College	Housing
Immigration	Insurance	JTPA

Scholarships	Sororities	Student Employment
Teacher Education	Veterans' Services	Vocational Rehabilitation

Racer Academic Completion Report (RACR)

— *Murray State University's Degree Audit*

A degree audit is a student service that is designed to enhance the advising and degree certification processes by:

- Providing up-to-date information about a student's progress toward a specific degree and grade point averages overall, at MSU and in the majors and minors.
- Providing timely personal messages to students and advisors about important dates, problems and prerequisites that affect a student's academic progress
- Facilitating the "degree shopping" process for students wishing to explore new major or degree options.
- Documenting any approved exceptions to a student's degree program

A degree audit is available through myGate. More information about degree audits may be found on the Office of the Registrar website or by phone at 270.809.5630, or by email: msu.racr@murraystate.edu.



Graduation Requirements

All candidates for undergraduate degrees are expected to make formal application at least one semester in advance of the commencement at which the degree is to be conferred. Degrees are awarded in December, May and at the end of the summer term. If you plan to graduate in December, you must apply by the April 1 deadline. May graduates must apply by the November 1 deadline, and summer graduates must apply by the March 1 deadline. See the Academic calendar for specific dates. Late applications will result in additional fees or in degrees being conferred at the next available date.

Students must apply for graduation via myGate. The \$50 degree fee must be paid at the time of application. Once filed, changing the expected date of graduation requires completion of a Graduation Information Change Form with the student's signature. A notice of graduation status is furnished to the student and advisor by the Office of the Registrar.

You must pay all fees due the university and be recommended for the degree to the Board of Regents of Murray State before you may graduate. Formal commencement exercises are held at the end of the fall and spring semesters. Specific academic attire is required and may be purchased at the University Store. August graduates are encouraged to participate in the May graduation ceremony of the same year.

Students are assigned to the latest *Bulletin* in effect at the time of admission but may choose to move to a more current *Bulletin* or be required to move to a more current *Bulletin* if they switch majors. Students who are re-admitted or transfer to Murray State may declare any active *Bulletin* since their initial enrollment at any accredited institution.

University Studies

Information on the University Studies curriculum is available in the *Murray State Academic Bulletin*, on the University Studies [webpage](#), or available from your academic advisor.

CENTER FOR STUDENT INVOLVEMENT

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) would like to welcome you to Murray State University and take this opportunity to tell you about our organization and how YOU can become a part of Student Government. The Student Government Association has four branches: Student Senate, Campus Activities Board, Judicial Board and the Residential

College Association. Through these components of the Student Government Association, we can make Murray State University a great experience during our time here.

Student Senate

Students involved in the Student Senate gain experience in Murray State's legislative process. Three senators from each academic college or school of the university, two from each residential college and eight senators-at-large are elected each March through a campus-wide online election. Two freshmen senators are elected in September by the freshman class. Aside from passing legislation at its weekly meetings, the Student Senate provides informational materials, the campus planner, voter registration and a campus voice (Student Regent) to the Board of Regents.

To qualify as a senator, you must maintain a 2.0 cumulative grade point standing during the term of office.

Within the Student Senate there are six positions in which five are appointed by the Senate. They are Public Relations, Elections Ways and Means, University Affairs, Multimedia and Government Relations and Diversity and Inclusion, Enrollment Management and Student Success. Public Relations handles all the publications for the Senate, such as information materials and the campus planner. It also assists in constituency relations. Elections Ways and Means handles all Student Government-sponsored elections and homecoming elections. University Affairs organizes activities such as voter registration for students and rallies for higher education. The Residential College Affairs chairperson, elected in March, presides over the Residential College Association meetings and is responsible for communicating the needs of the Residential Colleges to the Senate.

One duty of the freshman senators is to chair the standing senate committee: Freshman Council. The council consists of freshmen that are selected through an application and interview process. The purpose of the council is to discuss issues, promote services by Murray State and plan activities for the freshman student body.

The Senate sponsors the Ralph Woods Outstanding Student Leadership Award, the Max Carman Outstanding Teacher Award, the Jim Baurer Outstanding Staff Award, and Jeanie Morgan Student Senate Award annually. SGA also supports all functions concerning students and higher education. The Senate's meetings are open to all, and it meets Wednesdays at 4:30 p.m. on the third floor of the Curris Center. To air complaints or offer suggestions, you may either attend the meeting or talk with the senator of your college or a senator at-large. You may get to know your senators by contacting them through the Center for Student Involvement at 270.809.6951.

Campus Activities Board

The Campus Activities Board is composed of 12 chairpersons with committees who plan and promote activities for students and the community. The chairpersons are students appointed by SGA each spring and the Residential College Activities chair, which is elected in the spring. All members must maintain a 2.0 cumulative grade point average while in office.

Activities provided by the CAB include concerts, lectures, comedy and musical acts, the Miss MSU Pageant, Homecoming parade and events, spontaneous events in the Curris Center, multicultural events, freshman and spring weeks, plus much more.

- **Innovative Acts:** Musicians, comedians, magicians, novelty acts, street signs, custom koozies, Fun Flicks, Virtual Reality, Wax Hands and many other activities.
- **Showcasing:** Talented students across MSU who wish to showcase their talent (music, comedy, etc.) to the student body in organized events. Also oversees the movie series.
- **Miss MSU Scholarship Pageant:** Traditionally one of the finest university pageants in the country, which provides a total of \$2,000 in scholarships.
- **Performance:** Some of the biggest names and most interesting topics in the lecture field have appeared on MSU's campus. Past lecturers include Robert Kennedy Jr., Prime Minister Bhutto, Mike Ditka, Edward James Olmos, Dave Ramsey, Danny Glover, President F.W. deKlerk, Maya Angelou, Ben Stein, Blake Mycoskie, Jackie Joyner-Kersey, President Lech Walesa, Archbishop Desmond Tutu, Anthony Ervin, Stephen A. Smith and Bill Nye.
- Nationally known "big name" entertainment is planned by the concert committee. In the past, such acts as George Carlin, Travis Tritt, Alan Jackson, Alison Krauss, Gin Blossoms, Sinbad, Vince Gill, Carrot Top, Jeff Foxworthy, Tracy Lawrence, MTV Campus Invasion Tour with Garbage and Lit, Dave Matthews, Widespread Panic, 3 Doors Down, Lifehouse, Nickelback, The Calling, Michelle Branch, Nelly & the St. Lunatics, K-Ci & JoJo, Default, Nickel Creek, Jars of Clay, Caedmon's Call, Jason Marz, Kanye West, Everson Drive, Matt Kearney, John Mayer, Maroon 5, Old Dominion, Ben Rector, Chase Rice, and Stephen A. Smith have appeared as well as many local blues, reggae and jazz performers.
- **Homecoming/Murray Madness:** A parade, football game, open house, receptions, dances, tent city and halftime activities are each a part of the festivities. Committee members will coordinate Spring Week and other special or thematic programs.
- **Diversity Awareness:** A continuing program of dances, lectures and varied multicultural programs are designed to bring the student population together.
- **Publicity:** Works with all committees of the CAB to organize publicity for all the events planned. The Publicity Committee consists of three members: two computer graphics chairs and one artistic painting/media planning/distribution chair. Publicity Committee members gain experience in graphics, newspaper ads and specialty advertising.
- **Residential College Activities:** To offer entertaining and enlightening programs within the Residential Colleges.
- **Membership:** Communicates with all members of CAB. Is the liaison between the chairs of the committees and the members who wish to be involved on the committees.

The CAB meetings are held on Tuesdays at 6 p.m. at the Center of Student Involvement, first floor Curris Center, and are open to the public.

Judicial Board

The Judicial Board is the judicial body of SGA. To be one of the ten members, applicants must have at least sophomore status, a 2.5 grade point average, and not be an officer or member of any other branch of SGA. These positions are appointed in April of each year. At its meetings, the board reviews parking tickets and hears appeals.

Residential College Association

The Residential College Association (RCA) is a branch of the Student Government Association. Its purpose is to represent the interests of all members of the Residential College system, including all Murray State students as well as faculty and staff of the university. While RCA is charged with representing all Residential College members, it primarily focuses on representing those students who live within the Residential Colleges. Each Residential College will elect at least one RCA representative, who will join the Residential College president and the two elected Residential College senators at each RCA meeting. This group of four Residential College members will work collectively to represent the needs of the residents in all matters brought before RCA.



Student Senate

To be elected as a senator or an executive officer, you must apply at the CSI office/ online to have your name on the ballot and must adhere to SGA campaign guidelines.

To be appointed a Senate chairperson, you must apply at the CSI office/online. You will interview before the executive officers of the Senate and be confirmed by the Senate members.

To be a member of the Freshman Council, you must be a freshman and be selected through an application and interview process.


Senate members must maintain a 2.0 cumulative grade point standing while in office. The Senate meets every Wednesday at 4:30 p.m. in the Barkley Room of the Curris Center. CSI is located on the 1st floors of the Curris Center

Campus Activities Board

Except for the Residential College Affairs chairperson, all other chairs must file an application in the office and interview before a committee made up of members from the four branches of SGA. Members of CAB must maintain a 2.5 cumulative grade point standing during their term in office. Anyone may serve on a committee. The CAB meets each Tuesday at 6 p.m. in the Center for Student Involvement first floors Curris Center. Meetings are open to the public.

Judicial Board

To be eligible to serve on the Judicial Board, you must file an application in the office and have at least a sophomore status, a 2.5 grade point average and not be an officer or member of any other branch of SGA. You will interview before the Senate members



Residential College Association Elections for RCA officers will be held two weeks after the SGA elections in April. To be elected as an RCA officer, you must apply in the RCA office to have your name on the ballot. All candidates for office must adhere to RCA campaign guidelines. Candidates will be elected to their position by a popular vote of the student body. The elections will be held over a two-day period, and polling stations will be set up in each Residential College. The other members of the RCA, including the Residential College presidents, senators, and RCA representatives, are elected by popular vote within each Residential College and according to their respective election processes. RCA committee chairpersons are appointed by the RCA president, and are confirmed by the RCA Executive Board. All members of RCA must maintain a 2.0 minimum cumulative GPA for their entire term of office. The Residential College Association meets every Monday at 5 p.m. in the Barkley Room of the Curris Center.

Check out our website: murraystate.edu/campus/orgsrecreation/studentorganizations/sga

STUDENT ORGANIZATIONS

Regulation of Student Groups

The Center for Student Involvement Office is charged with the registration and general supervision of all recognized student groups.

The Student Affairs/Judicial Affairs office is charged with the disciplining of those organizations found guilty of any of the following offenses:

- Hazing
- Misuse of university facilities
- Violations of University rules or policies as stated in the Code of Conduct or city, state, or federal laws
- Discriminating, contrary to state or federal law, against any person due to race, sex, age, religion, disability, or national origin
- Recurrent non-payment of legitimate debts to the university
- Failure to properly clear on-campus events and facilities usage through the appropriate channels

Any group found guilty of any of the above offenses may be penalized via one or more of the following denials of privileges and may be subject to sanctions listed in the Student Life Handbook. (see Student Disciplinary Rules and Procedures.)

- Warning – Written notification that the organization’s actions are unacceptable and that a continuation or repetition of such actions will result in more severe disciplinary action
- Probation – A definite period of observation and review of conduct not to exceed twelve (12) months’ duration. Violations of University regulations during a probationary period may result in the removal of University recognition
- Denial of use of University facilities
- Restriction placed on membership solicitation
- Forfeiture of right to representation in the Student Handbook, *Academic Bulletin*, or other University publications
- Denial or forfeiture of the right to function as a campus organization for a definite or indefinite period of time
- Forfeiture of right of representation in other University organizations such as IFC, intramurals, etc.
- May be required to develop and participate in self-improvement and educational programs

All appeal procedures will be consistent with the appeal process as stated in the Student Life Handbook. (See Student Disciplinary Rules and Procedures)

Clubs and Organizations

Murray State University clubs and organizations extend learning from the classroom and textbooks to real-life situations. By becoming involved in one of more than 170 groups,

students gain skills in areas such as leadership, problem solving, goal setting, public relations and diplomacy. Student organization directories are available on the Student Organizations website. The directories include information about a group such as its purpose, advisor, and president and how to get in contact with the group.

Registration Process

Any student organization wishing to use university facilities or property, the university name, or to solicit membership on campus must register with the Center for Student Involvement office no later than the second Monday in September each year. Registration is available online at the Student Organization website.

A copy of the organization's constitution, a clear statement of purpose and requirements and obligations of members must be turned in to the Center for Student Involvement in order to complete the registration process. Also included must be a statement that (1) membership is limited to students (2) there is no discrimination in membership selection unless stated legal purposes of the organization require limitations to sex or religion; and (3) the organization will abide by the regulations of the laws of the land.

Newly formed groups may register online at any time during the school year and may hold two meetings on campus for organizational purposes prior to registering with the university.

Any student organization may be denied registration privileges or have its registration withdrawn if it is determined through established review processes that the goals and purposes of the organization are in conflict with the goals and purposes of the university.

Advisory Support Statement

The university recognizes the importance of student clubs and organizations in providing laboratories for learning, social contact, and leadership development. Advisors are important contributors of support and advice to these groups. This statement is provided to help clubs and organizations better understand the role of advisors at Murray State University.

Each club must understand that the collective group is responsible for compliance with all applicable rules and regulations of the university as well as state and federal laws. Individual members are responsible for their own behavior.

Advisors are volunteers and do not control the club. Their role is one of support. They provide advice, recommendations and suggestions when asked. The advisor does not assume to take responsibility for actions or conduct of club members.

Statement on Hazing

Murray State University recognizes that student organizations exist for the purpose of extending opportunities for education, social interaction, leadership and skill development, and personal growth beyond the classroom. Therefore, the practice of hazing associate members, initiates or members is antithetical to the purposes of registered student organizations at Murray State University and is strictly prohibited by the University and a violation of Chapter 164 of Kentucky Revised Statutes. In pertinent part, the Statute reads as follows:

“(This Statute) prohibits any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation or affiliation with any organization ... in the case of a student or faculty violator, (violation of this Statute shall result in) suspension, expulsion or other appropriate disciplinary action and, in the case of an organization which authorizes such conduct, (violation shall result in) rescission of permission for that organization to operate on campus property. Such penalties shall be in addition to any penalty pursuant to the penal law or any other chapter (of Kentucky Revised Statutes) to which a violator or organization may be subject.”

Murray State University defines hazing as any on-campus or off-campus activity which results in mental or physical harassment, humiliation, degradation, ridicule, shock, endangerment, physical disfigurement, excessive fatigue, danger to health or the involuntary consumption of alcohol or drugs.

This prohibition against hazing applies equally to student organizations, individual students, faculty and staff members, visitors to the campus, and licensees and invitees on the campus. Anyone who witnesses an act of hazing should report it at once to Student Affairs.

Any student who participates in hazing as defined above has violated the Murray State University Code of Conduct and will be subject to disciplinary action as described in the Student Disciplinary Rules and Procedures. Any organization which authorizes or permits hazing to occur has violated the policy statement on Regulation of Student Groups and will be subject to group disciplinary action as outlined in that policy.

Greek Life

Through fraternities and sororities, students have the opportunity to develop leadership skills, personal responsibility, accountability and many lasting friendships. The Murray State University Greek Community is a very strong and significant part of the campus community. Many registered student organization officers and campus leaders are also affiliated with a Greek organization. Greek students consistently maintain high GPAs and are active both as students and alumni.

Each fraternity and sorority has its own set of standards and values, and these organizations are also held to community standards of leadership, service and philanthropy, brotherhood and

sisterhood, and scholarship. These organizations commit to making a well-rounded experience for their members while at Murray State University and preparing them for life after college.

The Greek community at Murray State University is comprised of 24 individual fraternities and sororities, one honor society and three governing councils.

- The Collegiate Panhellenic Council (CPC) is the governing body of the women's fraternities and sororities. The CPC is responsible for ensuring all of its member organizations are in accordance with the National Panhellenic Conference (NPC) agreements, policies and procedures, planning sorority recruitment, providing educational opportunities to its member organizations and serving as the liaison with the university and community.
- The Interfraternity Council (IFC) is the governing body of the men's fraternities. The council advocates on behalf of the fraternities, encourages collaboration amongst organizations and educates the community on fraternity life. It also establishes policies for its members in accordance with the North-American Interfraternity Conference (NIC), plans fraternity recruitment and serves as a liaison with the university and community.
- The National Pan-Hellenic Council (NPHC) is the governing body of the historically African-American fraternities and sororities at Murray State University. The NPHC provides social, cultural and educational programming to its members, plans the annual Homecoming Step Show and serves as a liaison with the university and community on behalf of its member organizations.

RESIDENCE LIFE

Residential Colleges

The residential college is the hub of the collegiate living and learning experience at Murray State University. The residence hall is at the heart of each residential college and is the focal point for residential college activities.

Each residential college is composed of residential and commuting students from a variety of academic majors, grade classifications, ethnic backgrounds, and extra-curricular interests. This residential college is a tradition that dates back to the Yale-Princeton model. It is more than an organizational structure; it is a very personal way for the student to become involved in college and to succeed.

Students benefit from the nurturing environment of a small college atmosphere by daily interaction with the faculty and staff from the respective colleges. The residential college concept promotes the development of student leadership skills, the responsibility of self-governance, and results in the establishment of traditions, enduring friendships, and lasting bonds.

Every undergraduate student belongs to one of the residential colleges. Each college has approximately 1,000 students assigned to the college. These students are both residential and commuting students.

Our Mission

The Department of Housing and Residence Life has the primary responsibility to provide reasonably priced, secure, and well-maintained on-campus housing for the residential population at Murray State University. We support the residential college system by providing residence halls to serve as the focal point of each college; by training and supervising hall staff; and by encouraging interaction between faculty, staff and residential students, involvement in campus activities, academic success, and personal growth.

The mission may be accomplished through the following strategies:

- Developing living-learning environments that enhance and promote the growth and development of a diverse population
- Providing facilities that are well maintained, safe, and clean for students and that can accommodate residential life programs
- Providing management services that ensure the orderly and effective administration of all aspects of the program, and related services that effectively meet institutional and residential life program goals

The success of the campus experience depends on the student, and it is the department's hope and challenge that the student will take an active role in determining that success. The student's commitment, consideration, and cooperation will be significant in making their group living experience rewarding and satisfying.

At Murray State University, residence life can mean:

- A challenging and supportive environment conducive to personal growth
- Effective utilization of resources
- Clean, comfortable facilities
- The personalization of individual space
- An emphasis on programming
- Community membership and interaction
- Leadership opportunities
- Mutual respect and consideration of others
- Participation in student governance
- Competent and committed staff
- Academic opportunities

Living on Campus

In today's inflationary times, living on campus is rapidly becoming one of life's great bargains. In addition to being reasonably priced, living on campus offers an irreplaceable and

unforgettable living experience. The residential colleges are full of activity; social, academic, interpersonal, and educational opportunities abound. The residential college program at Murray State is a key component of the Student Affairs division; it plays a very important role in the overall growth and development of the student.

A key component to the success of each residential college is the College Head, who is typically a tenured faculty member. Each College Head works with a variety of student leaders including the College Head Assistant and the Athletic Director. The College Head also works with the Residential College Council (RCC) President and serves as the advisor to the RCC, as well as various other responsibilities that they have both in the college and in their academic unit. Each building also has a Residence Director, Resident Advisors, desk workers, and student rovers. These staff members are committed to the residential college concept and to making the residential college experience the best it can be. Staff members are there to assist students and to help provide an environment conducive to developing skills in living and working with diverse individuals.

The residential colleges offer a range of programs that focus on a positive wellness model. Each College Head will work with staff to foster programs that include academic assistance, student skills, and a multitude of social and educational programs.

All residential colleges except one are co-ed. This means both men and women are assigned to the same building; however, the genders are separated by floor or wing. The single-gender building is Springer College.

Each residential college is governed by a residential college governing council (RCC) composed of students selected by residents and commuters of the college. These governing councils carry out numerous college-wide social, recreational, and educational programs. These councils also have the responsibility to help set policies and guidelines for their residential college. Council members participate in leadership/service projects, and they have an opportunity to be on committees. Each council sends representatives to serve on the nationally recognized Residential College Association (RCA).

The Residential College Association, as a part of the Student Government Association, actively advises the university administration on a variety of topics relating to the operation of the university's residential colleges and food service. This body speaks on behalf of the 2,800 campus residents. RCA also sponsors many activities for Murray State University students. Fall Fest and Hanging of the Green are just a couple of these programs. Each residential college council has representation in this organization. RCA also is nationally recognized by NACURH (National Association of College and University Residence Halls) and NRHH (National Residence Hall Honorary). Representatives of this organization have opportunities to attend leadership conferences on the state, regional, and national levels. RCA affords many students the opportunity to become involved in the residential community and university activities.

Residence Life Information

Each room is equipped with twin beds, desks, chairs, closets, drawer space and blinds. The students furnish most other items. Additional suggested items include towels, linens, blankets, clock, area rug, and lamp.

Washers, dryers, vending machines, kitchenettes (with stoves and microwave ovens), study lounges are available in the residential colleges.

Residents are encouraged to personalize their rooms but must do so within university guidelines. For specific restrictions, residents are advised to consult the Residence Director or the Housing Office. Residents must be careful and should not damage walls, ceilings, floors, doors, furniture, etc. Repair expenses or damage charges will be charged to the resident causing the damage.

The university cannot purchase insurance to cover the theft or loss of personal property; therefore, the university cannot accept responsibility for any such loss or theft. Residents and/or parents should check their homeowner's insurance to assure these items are covered.

On-Campus Housing Requirement

All students attending Murray State University are required to live on campus for 2 years, 4 full-time semesters (excluding summer) post high school graduation.

Exemption

All students attending Murray State University are required to live on campus for 4 full time semesters. Exempted from this policy are students who have reached their twenty-first (21) birthday prior to the first day of classes for the semester they are applying for the exemption; served two (2) years of military services including national Guard; married; living with dependent children; who graduated from a high school located within 50 miles of main campus in Murray Kentucky and are commuting from their parent's or legal guardian's primary home; attending at least 50% of their courses at one of the Murray State Regional Campuses; enrolled in 100% on-line courses; studying abroad; who have completed four (4) full time post-secondary education semesters post high school graduation (excluding summer); and disability and/or medical reason (personal statement and medical documentation required).

Deposit Information

New Student Deposit Refund Process: Students who cancel their housing application and request a refund by June 30 prior to their first semester are eligible for 50% refund of the housing deposit. Students granted an exemption from the housing requirement are requesting a refund by June 30 prior to their first semester are eligible for 100% refund of the housing deposit. Students granted an exemption from the housing requirement and requesting a refund by August 1 prior to their first semester are eligible for 50% refund of the housing deposit.

Returning Student Deposit Refund: Students who cancel their housing application for Fall semester must cancel by June 1st and December 1st to receive a full refund on their housing deposit.

Application and Assignments

The application for university housing is available online. To apply, students must be admitted to the university and have a university-issued M#. Students log into myGate to begin the process. Once in myGate, click on the money tab in the blue area on the left hand side of the page. Once on the money tab, click on the blue online housing application link on the right side of the page. Students will need their M# available throughout the process to use as their electronic signature. Students will be asked to pay the \$150 housing deposit before they can continue with the application. Failure to complete the entire online application can keep a student from being assigned to a room. Questions about the process may be directed to the Housing Office at 270.809.2310 or msu.housing@murraystate.edu.

A housing application may be denied or canceled prior to the beginning of the semester because of the student's past record as a resident. New students are assigned to a room and a roommate according to the date of application and deposit. Assignments are made without regard to race, creed, religion or nationality. No guarantee can be made for college, floor, room or roommate requests.

In March, returning students will be asked to go back into the online housing application system to submit a new application for the next academic year. During this time, returning students are able to reserve their current room or a different room in this process. The student must complete the application to reserve a room. Failure to complete the application appropriately could result in the student losing priority on their desired room. In addition, if a resident fails to complete the online application by the designated time, the resident will lose priority on their room and the room deposit may be forfeited.

The university reserves the right to deny or cancel at any time the housing contract of a student evidencing an inability to abide by applicable laws or rules while living in housing at Murray State University, or believed to be a potential threat or danger to the university community, including students, faculty, and staff. The university reserves the right to deny or cancel at any time the housing contract of any student who evidences the inability to successfully attend class regularly or maintain sufficient academic progress throughout the academic year. A student who is denied or otherwise excluded from residence in university housing may appeal to msu.housingexemptions@murraystate.edu. Appeals must be received within five (5) working days from the date of the original decision denying or cancelling university housing.

Housing Accommodation Assignments

A student, or a parent or advocate on behalf of the student, with a documented disability, medical, or safety concern may make a written request for reasonable housing accommodation(s) or a housing exemption. Said request should include appropriate documentation of the student's disability, medical, or safety concern. The request for the

housing accommodation or exemption form will be available online or in the Housing Office. The request form shall be forwarded to the ADA Subcommittee of the Affirmative Action Committee, 423 Wells Hall, Murray State University, Murray, KY 42071, for a determination. The decision of the ADA Subcommittee of the Affirmative Action Committee will then be emailed by the Office of Student Disability Services to the student. Please note that the resulting housing assignment, if any, will be made available on the student's myGate account. It should be noted that requests for accommodations can be initiated at any time. However, it is recommended that requests for the semesters be received by May 31st, for spring semesters by December 15th and for summer terms, one month prior to the first day of class.

Requests for accommodations or a housing exemption made after the start of any semester or term shall be processed in like manner. A determination shall be made as soon as possible but no later than two (2) weeks following the date the request is received.

A student (or the student's parent or advocate on behalf of the student) who is dissatisfied with the decision of the Subcommittee as to the requested accommodation(s) or housing exemption (i.e. does not believe that the housing assignment or denial of exemption accommodates the student's disability or in some way endangers the student's safety or health) may file a written appeal to the Office of Institutional Diversity, Equity and Access, 103 Wells Hall, Murray State University, Murray, KY 42071, along with any supporting documentation. Said appeal shall be filed in the Office of Institutional Diversity, Equity and Access within ten (10) days from the date of receipt of the original decision by the Subcommittee as to the request for reasonable accommodation(s)/housing exemption. No one involved in the initial decision by the Subcommittee shall be involved in the determination on appeal which shall be made by the Office of Institutional Diversity, Equity and Access. Institutional Diversity, Equity and Access shall make a written determination within thirty (30) days from the date it received the appeal. The decision of the Office of Institutional Diversity, Equity and Access shall be final.

Consolidation

Consolidation is the process of moving together residents who are paying for a double occupancy but for some reason are in a room without a roommate. Students will be notified via email and will be provided a list of names of same gender residents who are also without a roommate. Residents who may find themselves in this situation should consider this process as an opportunity to find someone that they would like to have as a roommate. Our goal is not to inconvenience our residents; rather encourage our students to find someone that they would feel comfortable sharing a room with. This ultimately creates a better living environment and fosters academic achievement.

College Courts

The university offers apartments in the College Courts apartment complex located on the north end of campus. There are 144 apartments available: 132 one-bedroom apartments and 12 two-bedroom apartments. These apartments are available for married students, single parents with children, graduate students, non-traditional students, and undergraduate students who are at least 21 years of age by the first day of registration. These apartments are fully furnished and

include the following amenities, electricity, internet, cable, sewage, trash, and laundry. College Courts residents are considered Murray State University housing residents and are therefore required to follow the Housing Regulations as outlined in the Student Life Handbook. Exceptions to these regulations include visitation and cooking equipment. For further information contact the Housing Office at 270.809.2310 or *msu.housing@murraystate.edu*.

HELPFUL THINGS TO KNOW...

Check-In

Residents must initially check-in to housing through the residential college they have been assigned. Check-in takes place at the front desk with the staff. The resident will be issued a key and asked to sign a housing contract. Signing in at the front desk, accepting a room key, or moving things into the room constitutes binding acceptance of the housing contract and obligates the resident for the full amount of the year's room rent. A \$10.00 charge is placed on each resident's account to help defray the cost of activities and services offered within their college.

Residents will be given a completed Room Condition Form which assesses the condition of the room at the time of check-in. Residents should review this form in their room and alert an RA if there is a discrepancy on the form. This form will also be used when residents check out of their room and charges for any damages made to the room during the resident's stay in the room will be assessed then.

Check-Out

Residents must check out of the building within 24 hours after the resident's last final examination, or within 24 hours after withdrawal from school. Graduating seniors may make arrangements with their Resident Advisor to check out of the building the day of commencement. Residents should always make courtesy arrangements with their resident advisor for a convenient date and time for check-out.

To check out of a room properly, the following steps should be taken:

1. Remove all personal property. Unless special arrangements are made with the residence director prior to check-out, any remaining personal property will be removed by university personnel and disposed of appropriately.
2. Remove all trash and dispose of it in designated trash facilities.
3. Clean and sweep the room.
4. Clean the adjoining bathroom (when applicable).
5. Have a staff member inspect the resident's room for cleanliness and damages. The room condition form completed during check-in should be reviewed and signed by the resident and staff member.

6. Return the proper room key. Should the resident fail to return a room key, a \$75 charge will be made for a lock change.
7. Leave a forwarding address with the staff member completing the check-out process. Please allow four to six weeks after checkout to receive the room deposit.

Failure to check out of the room properly with staff personnel could result in the forfeiture of the housing deposit and other charges.

Break Information (Thanksgiving, Winter, Spring) and Interim Housing

Most residential colleges are not open during break periods, and housing prices do not include housing during these periods. Students who need housing during the break can sign up for interim housing. Two halls will remain open during the breaks when the university is closed. Students who reside in these halls can sign up to stay over the breaks, but there is an additional daily charge for break housing. Students who do not live in these two halls can also request interim housing, but there is limited space and housing is not guaranteed. If a student who does not live in the break halls requests interim housing and does not use the interim housing, that student will be charged for the nights reserved for them. If temporary housing is needed during bad weather contact the Housing Office. Accommodations for students with disabilities are available in the residential colleges. For assistance with any questions or special needs, contact the Housing Office, Murray State University, at 270.809.2310 or by email at msu.housing@murraystate.edu.

Building Closings

As part of the normal closing process, members of the housing staff will enter each room in order to ensure its safety and security. The housing staff will check to see if lights or appliances are on or if windows are open. The staff also will check all doors to ensure they are locked. Friends and relatives are not allowed to enter a resident's room without being personally escorted by that resident, or having written permission to do so.

Room Deposit

The \$150 deposit paid during the online housing application shall be held by the university as long as the resident resides on campus. Once the resident has moved permanently from campus, the room deposit shall be refunded within four to six weeks provided the resident has complied with the terms of the contract. Any unpaid costs for damages to the room, items missing from the room, or outstanding debts to the university will be deducted from the deposit prior to any monies being refunded.

Rights of Privacy/Room Inspection, Entry and Search

The housing prior to the staff respects residents' right to privacy but must sometimes enter a room, as outlined here and in the housing contract. The university reserves the right to have duly authorized personnel enter a residential college room under reasonable and restrained conditions for purposes such as to provide maintenance; to ensure the personal health, safety, and security of college residents; or to enforce the rules when there is reasonable cause to believe that rules are being violated.

Room and Building Damages

The resident accepts responsibility and is held liable for the condition of the room after check-in. The resident accepts full responsibility for the conduct of their guests. The resident agrees to pay the charges for any damages as determined by the university. All residents of a building will be charged as a group for damages resulting from vandalism in public areas of their building.

Room Maintenance Requests

All maintenance requests should be reported at the front desk of the college. The resident should be explicit about the details of the location and description of the repairs requested. The Facilities Management department and student handymen employed by the Housing Office perform repairs in the residential colleges.

Floor and College Meeting

Residents should attend all floor and college meetings. Important information, future plans, and the latest news are shared with residents by staff members. The sessions are kept informal to discuss problems and suggest improvements. Participation in college and floor meetings allows residents direct input in college governance. The first floor meeting of each semester is very important, therefore it is mandatory that all residents attend, and record of their attendance will be taken.

Mailbox Assignments

Mailbox assignments will be made at the front desk when students check in to their residential college. Residents may pick up their mail on the main level of their college where the mailboxes are located.

Residents will be notified of packages delivered to lockers in the Blackburn Science Breezeway by an email from jsmith1@murraystate.edu. Residents are encouraged to check their mailboxes frequently. Residents need to contact the housing office immediately if they have a problem with mail.

Use of Student Mailboxes

- Persons, groups, or organizations not connected with the university must use the U.S. mail to distribute materials to individuals.
- Individually addressed items may be distributed through the residential college post offices from one resident to another.
- Residential college post offices will distribute:
 1. Mail sent through the U.S. mail.
 2. Mail sent through the campus mail service.

- Residential college post offices will distribute individually addressed mail (which includes name and box number) from university organizations or groups if the following conditions are met:
 1. The group or organization must be registered through the Student Organizations office or a university department.
 2. Each piece of mail must be identified with the name of the organization or department and the return address and number.

Cable Television

Each room in the residential colleges is equipped with a cable outlet for each student to use. Services are provided through Spectrum Cable. When students move in, they will receive a channel listing and information on how to access the cable package. If you encounter problems with the cable outlet, please contact the Service Desk at 270.809.2346.

RESNET

RESNET is the computer network exclusively for Murray State University housing and residence life students. Wired and wireless access is available in each room. Residents preferring to use the wired network port will need to request their network port be activated, either by calling the Service Desk at 270.809.2346, or by accessing the Service Catalog from within myGate, and submitting the request form for “Activate a Wired Port on ResNet.” Students using the wired network port will need to provide their own network cable.

All wired and wireless devices accessing ResNet will need to be registered through Bradford. Students can register their gaming, cellular, and other personal devices by visiting resnet.murraystate.edu. Students needing additional assistance may call the Service Desk at 270.809.2346, or may bring their device(s) to the Service Desk, 3rd Floor, North Applied Science. Office hours are Monday-Friday, 8:00AM-4:30PM.

SAFETY AND SECURITY...

Security in the Residential Colleges

It is Murray State University’s policy that the residential colleges are equipped with ID card access systems and closed circuit security camera systems. There are cameras and ID card readers on each entrance/exit of the residential college. All entrances may be locked 24 hours a day for the safety and security of the residents.

Each residential college front desk is staffed 24 hours a day by student night clerks, day clerks and Resident Advisors. The front desk staff is responsible for checking identification of individuals entering the building and responding to student requests. In addition, there is a staff member on-call in the building 4:30p.m. to 8a.m. each day. These on-call staff members complete periodical rounds of the building to check outside entrances and safety equipment throughout the building, in addition to responding to other situations that may occur in the building.

Walking on Campus at Night

Residents should act responsibly when walking on campus at night. Acting responsibly means staying in well-lit areas, not walking alone, and using the escort service provided by the Murray State Police Department. This escort service is available seven days a week. Call 270.809.2222 or use the LiveSafe app to contact an escort. It is always wise to take safety seriously.

Theft in the Residential College

Residents should immediately report in detail any item that has been stolen from their room to the Resident Advisor and the Murray State Police Department (270.809.2222). The university cannot purchase insurance to cover the theft or loss of personal property and cannot accept responsibility for missing articles. Residents should check their parents' homeowner's insurance policy to see if it covers personal belongings in the room.

HOUSING REGULATIONS (HR)

Each resident of university housing, by signing the housing contract, agrees to abide by all laws and the housing and university rules as contained in the MSU Student Life Handbook. Violation of any of these rules could result in disciplinary action and/or termination of the room and board contract. If the resident's housing contract is canceled for this reason, the room and board fee will not be refunded.

Students and student organizations have a right to expect enforcement of these rules and regulations. The University also has the right to expect good-faith efforts to enforce these rules and regulations. The University also has the right to expect students and student organizations to abide by the rules and regulations as befits the responsibilities of students as members of the University community. Knowledge of these rules and regulations can prove most beneficial to students and student organizations in utilizing and protecting their guarded rights. It is important to add, however, that unfamiliarity with institutional regulations or rules is no ground for excusing infractions.

Any of the following actions, or attempting, aiding, abetting, inciting, encouraging, or supporting of any of the following actions constitutes an offense for which students may be subject to disciplinary action ranging from warning to expulsion. (See Student Disciplinary Rules and Procedures) In all these cases, students shall have the right to appeal actions taken against them. Under some circumstances, a student may also be subject to action by law enforcement authorities; however, such action by law enforcement authorities will not forestall disciplinary action by the university.

The following misconduct will be subject to disciplinary action:

HR 1: Conduct Endangering Personal Safety and Welfare- Any conduct which endangers the safety and welfare of other individuals such as hazing, assault, battery, abuse or threat of abuse on University owned or controlled property or at University functions is prohibited.

HR 1.1: Assault/Physical Confrontation- Any physical confrontation including, but not limited to, fighting and assault that leads to harm or possible harm to others is prohibited.

HR 1.2: Harassment- Mental, emotional, or physical harassment is prohibited, including harassing languages or behavior of any kind, particularly sexual and discriminatory harassment. Discriminatory harassment is defined as physical acts, threats, verbal slurs, or referring to an individual's race, ethnicity, religion, sex, sexual orientation, creed, national origin, ancestry, age, or handicap that are made with the purpose of injuring the person to whom the words or actions are directed and that are not made as part of a discussion or exchange of an idea, ideology, or philosophy. Practical jokes aimed at other students or their rooms and harassing or annoying communications such as physical mail, email, text messages, social media, and phone calls are also included under harassment.

HR 1.3: Hazing- Any on-campus or off-campus activity which results in mental or physical harassment, humiliation, degradation, ridicule, shock, endangerment, physical disfigurement, excessive fatigue, danger to health, or the involuntary consumption of alcohol and/or drugs is prohibited. This prohibition against hazing applies equally to student organizations, individual students, faculty and staff members, visitors to the campus, and licensees and invitees on the campus. Any student who participates in hazing as defined above has violated the Murray State University Code of Conduct and will be subject to disciplinary action.

HR 1.4: Sexual Misconduct- For complete policies and procedures involving sexual misconduct, see the Policies and Procedures and Student Disciplinary Rules and Procedures.

HR 1.5: COVID-19 - during the COVID-19 pandemic, it is a violation of this section to fail to comply with University rules and precautions designed to mitigate the spread of COVID-19 which may include, but are not limited to, requirements to wear face coverings and practice social distancing.

HR 2: Disruptive Activities- Activities are “disruptive” if they entail substantial disruption or material or significant interference with the educational, administrative, or operational activities of the University and are prohibited.

HR 2.1: Access- Substantial interference with the rights of students or faculty to gain access to any college facility for the purpose of attending classes, participating in interviews and/or conferences, or for other authorized purposes is prohibited.

HR 2.2: Destruction/Defacement of Property- Destroying or defacing university property or the property of others or the community is prohibited. Acts of vandalism may also be reported to law enforcement authorities.

HR 2.2.1: Room Decorating- Each room comes equipped with basic room furnishings such as beds, desks, closets and lamps, but residents are encouraged to bring some of the things needed to make their room a home. Residents are not allowed to paint the rooms. Residents who paint their room will be assessed the cost of returning the room to an acceptable color. The charge will be based on the cost of supplies and the cost of labor to repaint the room. Damage charges may be assessed for damages to the room or furniture contained within their room.

HR 2.3: Disorderly Conduct- Abusive, drunk and disorderly, indecent, obscene, violent, or excessively noisy conduct on University owned or controlled property or at University functions is prohibited.

HR 2.4: Gambling- Gambling in any form is prohibited in the building.

HR 2.5: Horseplay- Horseplay including, but not limited to, playing football or basketball, using athletic equipment, Frisbees, skateboards, skates, roller-blades, water guns, or golf equipment in hallways or other common areas including the exteriors of the residential buildings (within 50 feet) is prohibited.

HR 2.6: Inappropriate behavior- The authorized occupant(s) of any room is (are) responsible for all behavior that takes place in that room. Authorized occupants of a community are also responsible for the behavior of any guest that they bring into the community. Certain inconsiderate behaviors include but are not limited to:

- Threatening language or behavior
- Intentionally provoking conflict with residents or staff
- Defacing university or personal property
- Behavior that endangers the safety of others
- Other inappropriate behaviors or actions as determined by the Housing Office to be disruptive to the community living environment

HR 2.7: Large Group Gatherings- Students participating in the formation or prolonging of large groups to disturb the peace, to do violence to any person or property, or in order to disrupt the performance of duties shall be subject to university disciplinary action.

HR 2.8: Noise- In an effort to create a positive educational study environment, any noise or conduct that is considered loud, indecent, or obscene is forbidden in the residential community. Residents who fail to comply with requests to keep noise to reasonable levels may forfeit the privilege of having musical equipment or other noise producing equipment in their rooms. These courtesy hours are in effect at all times.

HR 2.8.1: Musical Instruments- The use of loud musical instruments including, but not limited to, band or amplified instruments, that may disturb other residents are not allowed.

HR 2.8.2: Quiet Hours- Quiet hours are established between 11 p.m. and 9 a.m. daily. Residents may set additional quiet hours for their specific floor or wing by

collective decision. The Residential College Council may vote to set certain quiet hours for all residents in the building. Residents have a voice as quiet hours are decided; once the hours are set, residents are expected to honor the hours and be considerate of their fellow residents. Prior to and during final exams, 24-hour quiet hours are enforced in the halls to assist residents as they prepare for their examinations.

HR 2.8.3: Specialty Living Areas- Each residential college has designated quiet floors or wings that have extended quiet hours. Residents may request a room in these areas by specifying their preference on the housing application or room reservation form. Residents residing on a quiet floor/wing must abide by the hours established by the members of the quiet floor/wing community.

HR 2.9: Occupancy- Unauthorized occupancy of University facilities, buildings, or restricted areas is prohibited.

HR 2.10: Sales Activities- The use of university facilities and/or property for commercial sales activities by individual or non-university organizations is prohibited.

HR 2.11: Traffic- Any activity that results in substantial interference with University pedestrian or vehicular traffic is prohibited.

HR 3: Fire Safety and Community Welfare- The presence of any item or activity that endangers or threatens to endanger the university and residential communities is prohibited. Because of the dangers and risks to residents and fire fighters associated with false fire alarms and intentional fires, the penalties for intentionally setting any fire or intentionally causing any false fire alarm, for vandalizing or tampering with any fire alarm or fire protection equipment (including sprinklers), and/or for violating requirements limiting use of electrical equipment are severe. Probable sanctions are removal from the residential college, suspension from the university, and/or criminal prosecution.

HR 3.1: Criminal Conduct – Any conduct on campus or at University functions which constitutes a violation of the criminal codes of the City of Murray, the Commonwealth of Kentucky, or the United States may be grounds for campus disciplinary action.

HR 3.2: Evacuations- All residents *must* leave the building when the fire alarm sounds. Residents may not re-enter the building until the all-clear signal is given.

HR 3.3: False Reports- Anyone who knowingly makes a false oral or written statement to any University committee, judicial body, office, or to any member of the faculty, administration, staff, or student body with the intent to deceive may be disciplined accordingly.

HR 3.3.1: Altering, Counterfeiting, or Forgery- It is impermissible to counterfeit, tamper with, or alter in any way, manner, shape, or form, any record, document, or identification form used or maintained by the University.

HR 3.3.2: Bomb Threats- Reporting the false presence of an explosive or incendiary device is prohibited.

HR 3.3.3: Fire/Threat of Fire: Reporting the existence of a non-existent fire or threat of fire is prohibited.

HR 3.3.4: False Alarms: Creation of false alarms and/or evacuations through non-emergency or use unauthorized by university officials of fire alarms or other emergency management devices is prohibited. False reports of a danger to the university or residential community will not be tolerated.

HR 3.4: Hanging Objects- The University reserves the right to remove, or have removed, any foreign object, attached in any way to the inside or outside of any residential college room door or window, that is a potential safety and/or maintenance hazard or is deemed harmful/detrimental to the community environment in the residential college and College Courts. **Hanging items from sprinkler heads or sprinkler pipes is prohibited.**

HR 3.4.1: Ceilings- Nothing may be hung from or on the ceiling in the residential college rooms or College Courts. This includes fabric, posters, exercise poles, fans, or lights. Lights, sprinkler heads, and emergency signs cannot be covered in any way.

HR. 3.4.2: Maximum wall coverage- No more than 20% of a wall can be covered in accordance with guidelines provided by the state and campus fire marshal.

HR 3.5: Health and Safety Inspections- All rooms will be inspected monthly and prior to the end of each semester in order to ensure compliance with health and safety standards. Particular attention will be given to cleanliness, trash in rooms, locks on windows, and plugged-in electrical appliances. Additional checks may be performed by staff as needed (e.g. if an issue or incident is reported).

HR 3.5.1: Cleanliness- Residents are responsible for the cleanliness of their rooms. Residents should keep their rooms neat and orderly. The cleanliness of bathrooms and common spaces is the responsibility of all those who use them. If a residential college student consistently fails to maintain an appropriate standard of cleanliness, as assessed by the Residence Director and/or other housing officials, the student may face disciplinary sanctioning which may include the cancellation of their housing contract if their compliance to keeping their space clean is not met satisfactorily. Definitions of unclean include but are not limited to trash, food, or food containers throughout the room, unsanitary living conditions, excessive clutter, or smell. Vacuums, brooms, and dustpans may be obtained from the front desk. Pest control in each room is directly related to the cleanliness of each room. Assistance with pest control may be requested at the front desk of the residential college.

HR 3.5.2: Disposal of Sharp Objects- Due to potential injury of employees handling trash bags, students are urged to place objects such as razor blades, broken glass, and needles (hypodermic, sewing, etc.) in protective enclosures prior to discarding in trash bags.

HR 3.5.3: Egress- Egress cannot be blocked, and all pathways must remain clear of trip hazards. Cords cannot be placed on the floors across hallways or doorways, and

should not cross a room space unless secured to the floor and highly visible. Door function must remain unrestricted by decorations, furniture placement, clutter, and other hindrances.

HR 3.5.4: Food Storage- To assist control of pests and safeguard the health of the residents, all food must be kept in closed containers. Refrigerators must be kept in open view for necessary ventilation and may not be connected with an extension cord.

HR 3.5.5: Smoke Detector Checks- Smoke detectors are checked monthly to ensure they are working correctly. If a smoke detector has been found to be tampered with (disconnected or covered by an object) during these checks, the student will be subject to university disciplinary sanctions and/or civil penalties since this is a violation of state laws.

HR 3.6: Misuse, tampering with and/or abuse of university property- Misuse, tampering with and/or abuse of university property including, but not limited to peepholes, elevators, fire alarms, smoke detectors, fire equipment, sprinklers, door security systems, furniture, security cameras, tapes, DVR's, and other associated hardware is subject to university disciplinary action and may be subject to civil court action.

HR 3.6.1: University Furniture- University furniture is not to be moved into residents' rooms from public areas, such as lounges, or removed from the building or apartment. This includes trash and recycling bins.

HR 3.7: Open Flames/Threat of Fire- Open flames of any kind are prohibited (e.g., lighters, candles, incense burners). Items with an active heat source (hair straighteners, irons, steamers, candle warmers, cooking equipment previously used in residence hall kitchens, etc.) should be monitored while in use and until properly cooled and should be stored and used appropriately to prevent threat of fire or combustion. Kitchens left unattended while in use may result in loss of kitchen privileges and/or other disciplinary sanctions.

HR 3.8: Tobacco Use/Smoking- Tobacco use is prohibited on campus. This includes, but is not limited to, e-cigarettes, vaping equipment, chewing tobacco, and hookahs.

HR 4: Animals in University Housing – A student who is found having an animal in their residence hall room that is not a service animal, a permitted pet as per this policy, or an ESA that is approved by the Student Disability Services Office will:

- be given 3 business days to register with SDS, and provide appropriate documentation for the ADA Subcommittee of the Affirmative Action Committee to review to determine if the animal is to be recognized as an ESA or
- the student will be expected to remove the animal from campus within 3 business days
- failure to comply will result in disciplinary action up to and including possible removal from university housing

HR 4.1: Pets – Fish in an enclosed aquarium (10-gallon size maximum per resident) are the only pets allowed in the Residence Halls and College Courts.

HR 4.2: Emotional Support Animals (ESA) – Emotional Support Animals are not defined as pets per the University and may reside within the residence halls and college courts as a reasonable accommodation to MSU’s no pet policy, where granted by the Student Disability Services (SDS). Residents **MUST** register with the Office of Student Disability Services, and provide documentation from a qualified medical provider to support the need for having an Emotional Support Animal (ESA) in their on-campus residence **PRIOR** to bringing their ESA to campus. For information on Emotional Support and Service Animals, please visit <https://murraystate.edu/headermenu/administration/StudentAffairs/departments/StudentDisabilityServices/accommodations.aspx>

HR 4.3: Service Animals – Service Animals are not defined as pets per the University and may reside within the Residence Hall and College Courts in compliance with the American’s with Disabilities Act (ADA). Per the ADA, the only animals that can be accommodated as Service Animals are dogs and miniature horses. Residents are not required to register their Service Animals with the University or Student Disability Services, but are strongly encouraged to do so.

HR 4.4: Policies and Procedures for Maintaining an Animal in Murray State Housing – All animals on campus must comply with the above regulations as well as the Policies and Procedures for Maintaining an Animal in Murray State Housing as outlined here: <https://forms.gle/y53ZdRe5UiSzCpUv8>

HR 5: Security in the Residential Colleges- It is Murray State University's policy that residence halls are equipped with ID card readers on each entrance/exit of the residential college. All entrances to the hall are locked for the safety and security of the residents. Each residence hall front desk is staffed 24 hours a day by student night clerks, day clerks, and Resident Advisors. In addition, there is a staff member on call in the building 4:30pm to 8am each day. These on-call staff members complete periodical rounds of the building to check outside entrances and safety equipment throughout the building, in addition to responding to other situations that may occur in the building.

HR 5.1: Response to Official Requests- Students must comply promptly with the legitimate and reasonable directions and requests of University officials or law enforcement officers in the performance of their duties. Failure to comply with reasonable requests from housing staff, i.e., presenting ID cards, providing other information, respond to meeting requests, or refusing to keep noise down is grounds for disciplinary action.

HR 5.2: Room Keys- Should a resident lose a key, \$75 will be charged to the resident for each lock changed. This is done automatically to provide security for the room. Keys belonging to the university may not be duplicated. Possession and/or use of keys other than those officially issued and modification of university locks are in violation of residential college regulations. The security of a resident’s room, personal property, and the property of roommates is dependent upon responsible care of keys and conscientiously locking the door each time the

room is left unattended. If a resident loses a key, the roommate and neighbors should be notified in case someone should find the key and attempt to enter the room. The resident should be aware of the location of the room key at all times to ensure the security of the room. If a resident is locked out of the room, a key can be checked out at the residential college desk. Keys can only be checked out for a 24-hour period. After five key check-outs, the resident must meet with the Residence Director. A student may not possess a key or any device allowing access to any University facility without proper authorization.

HR 5.3: Showing Identification- The front desk staff is responsible for checking the identification of individuals in the building. Anyone entering the residence hall must show their identification to the front desk staff member. Entering the residential area of a building without providing authentication of residency or without being signed in at the desk and escorted is prohibited.

HR 5.4: Solicitation- To protect residents from a constant flow of salesmen and to protect their privacy, the university does not permit door-to-door solicitation, including solicitation by students. This prohibition includes, but is not limited to, the solicitation of membership, ideas, products, and services. Also, advertisements may not be delivered to each door. All flyers and information disseminated in or around the residence halls must be approved by the Housing Office. Residents may invite salespeople into their room to talk with them whenever they wish as long as they comply with the visitation policy. Residents should contact the Murray State University Police Department (2222) immediately upon being approached by a solicitor in the residential colleges.

HR 5.5: Visitation- Visitation allows residents an opportunity to have guests, regardless of gender, to visit in their residential college and rooms. All guests who do not reside in their hall must register at the front desk and complete the guest/sign-in registration form. Visitors, as well as the resident signing in the visitor, are required to surrender a state/government issued photo identification. Guests must be signed out when leaving the building at any time. Guests who do not reside in the hall are not permitted to go further than the front lobby when they are not checked in. Students who infringe on the rights of the roommates/suitemates and/or disrupt the community environment as the result of overnight visitors will receive strict disciplinary action including, but not limited to, suspension of visitation privileges. Exceptions to visitation policies can be made on a case by case basis by the Residence Director or the housing professional staff (e.g. long weekends/special events). Visitors or guests who are wanting to park on campus must register their car online by going to the Murray State Parking website and following the instructions for visitor registration.

HR 5.5.1: Escorting guests- Residents must escort guests in the building at all times, including when checking visitors out at the end of the visit. Residents must always escort guests to gender appropriate restrooms in the building.

HR 5.5.2: Maximum number of guests- Each resident is permitted to sign in and have two guests at one time in the room.

HR 5.5.3: Minor Visitation- All minors (those under the age of 18) must exit the building between the hours of 9 p.m. to 9 a.m., unless permission has been granted prior to the visit. (see overnight policy below). Those seeking exceptions to this policy can access the permission form through the front desk of the residence hall or the Residence Director, who approves these requests. Guests under the age of 5 will not be granted visitation without a non-resident parent/guardian present. Residents may not babysit in the residence halls.

HR 5.5.4: Overnight Guests/Cohabitation- Overnight guests are not allowed from Sunday at 9 p.m. through Friday at 9 a.m in the residence halls. An “overnight guest” during the week is further defined as anyone who stays more than 6 hours between the hours of 9 p.m.-9 a.m. from Sunday night-Friday morning (6 hours total, not 6 consecutive hours). Overnight guests are allowed from Friday 9 a.m.-Sunday 9 p.m. All regular visitation policies must be followed. Residents seeking approval for overnight guests under 18 or requesting an exception to any visitation policy must obtain written approval from the Residence Director at least one week prior to the expected visitation date.

HR 5.5.4.1: College Courts- Overnight visitation is permitted in College Courts and in guest and staff apartments. However, guests staying in these locations shall not be permitted for more than 7 nights consecutively or 10 nights total within a one month period, as this constitutes cohabitation. Exceptions are only allowable with prior written consent of the Director of Housing.

HR 5.5.4.2: Regents College – Overnight visitation is permitted in Regents. However, guests staying in these locations shall not be permitted for more than 7 nights consecutively or 10 nights total within a one month period, as this constitutes cohabitation. Exceptions are only allowable with prior written consent of the Director of Housing. All other visitation policies remain applicable (escorting guests, minors, checking in, etc.).

HR 5.6: Windows and Ledges- Residents will be held liable for damages to property or personal injury resulting from items being thrown from windows or falling from ledges. For safety precautions, ledges are not to be used for storage. Activities that have the potential for damaging or defacing property, causing personal injury, or disrupting the campus community will result in sanctions.

HR 5.6.1: Defenestration- Projecting, throwing, or launching any object or substance directed to, from, into, or onto University windows, doors, terraces, ledges, roofs, or other areas is prohibited. This includes laser pointers.

HR 5.6.2: Rappelling and/or being on roof- The use of any residential college building for climbing and/or rappelling and climbing in or out of windows is prohibited. Students are not permitted on roofs.

HR 5.6.3: Window Screens- Window screens must remain securely on the windows at all times.

HR 5.7: Window and Exterior Door Decorations- Residents should give consideration to the uniqueness of the university and the diverse population it serves, if the resident chooses to decorate the windows and/or doors of the room. Designs for exterior room doors and windows will have to meet the approval of Housing and Residence Life Departments. Proposed designs should be discussed with and approved in writing by the Residence Director prior to being put on the door or window. Residents must monitor any bulletin boards and white boards they place. The Housing Office will contact the students regarding inappropriate objects or decorations in the windows or on doors facing hallways or public areas. Unapproved items are subject to removal and confiscation.

HR 6: Use of Equipment/Prohibited Items- The possession or use of the following items is prohibited in the residence halls and College Courts (unless under the conditions were exceptions are granted below). Items found in violation of this policy are subject to confiscation.

HR 6.1: Bunk Beds/Lofts- Only university- built/purchased bunk beds are permitted in residents' rooms. Only lofts provided by a Housing Office approved vendor are allowed for use in the residential colleges. Homemade loft units are not permitted in the residential colleges.

HR 6.6.1: Headboards – Only headboards provided by the university are permitted in the residence halls

HR 6.2: Bicycles- Storing bicycles in residents' rooms is not allowed unless disassembled and stored either under the bed or in a closet. Students may walk their bicycles to their room with both wheels attached but one wheel must be removed once in their room.

HR 6.3: Candles and incense- The use of candles and incense is prohibited in the buildings. Students may possess candles for decorative purposes or on wax warmers only if the wicks have been cut out/down or if the candle remains in the original cellophane wrap. This includes College Courts. Candles or incense that have been burned will not be returned to the resident following confiscation.

HR 6.4: Cooking in the Building- Cooking is only allowed in the designated areas of the residential college such as in kitchenettes. Certain cooking utensils may be available for check-out at the college desk. Microwave ovens are available for students in the buildings; check at the desk for location and instructions for use.

HR 6.4.1: Cooking equipment- Microwaves, Keurig coffee makers, blenders, and mini-refrigerators are the only appliances allowed in the residence halls.

HR 6.4.2: Cooking equipment in College Courts – Cooking appliances are allowed in the Colllege Courts apartment complex, with the exception of pressure cookers and oil fryers. Additional exceptions may be made as appliances are evaluated by the University.

HR 6.5: Darts/Dart Boards are not permitted.

HR 6.6: Free weights- Free weights over 50 pounds are prohibited.

HR 6.7: Gasoline, lighter fluid, and other accelerants are not permitted.

HR 6.8: Items that were created to contain alcohol- Shot glasses, wine glasses, beer steins, pint glasses, and similar items created for the consumption of alcohol are permissible for decorative use only. The possession or use of these items in conjunction with a suspected alcohol violation may result in their confiscation. Flasks are not permitted.

HR 6.9: Orbeez Guns – Orbeez guns are prohibited on campus.

HR 6.10: Maximum wattage- Each circuit in the hall has a maximum capacity of 1500 watts. No single appliance or combination of appliances should be utilized on a single circuit beyond this capacity.

HR 6.10.1: Microwaves- Only *one* microwave, no larger than 700 watts, is allowed per resident room.

HR 6.10.2: Refrigerators- Only *one* refrigerator of 4.6 cubic feet or less is allowed per resident room.

HR 6.11: University Equipment Check Out- There are a variety of items available for checkout at the front desk of the residence halls and the College Courts community center. These items should be used for their intended purpose and returned in their original condition. These items must be returned after use of the item is no longer needed so that they are available for other students. Items may not be checked out for longer than 24 hours.

HR 6.12: Skateboards, longboards, rollerblades, trampolines, scooters, etc. may be stored in resident rooms. The use of these items within the residence halls is prohibited. **The use or possession of a hoverboard or electric skateboard on campus is prohibited.**

HR 6.13: Sunlamps, halogen lamps, and lava and lava-like lamps are prohibited.

HR 6.14: Technology Usage- The use of personal routers on the ResNet system is prohibited. Illegal downloads are monitored and traced to your network account.

HR 6.15: Waterbeds are not permitted.

HR 6.16: Pools/Water slides – Purchased and/or homemade pools or water slides are not permitted in the residence halls or College Courts.

HR 6.17: Space Heaters – Space heaters are prohibited in the Residence Halls and Colleges Courts as they present a fire hazard.

HR 7: Weapons, explosives, and dangerous substances- A student may not possess, use, or sell on campus any weapons (including, but not limited to, knives, bows, and arrows), firearms, or any incendiary, explosive, or destructive device, including fireworks. Furthermore, a student may not possess, use, or sell on campus any dangerous article or substance which could injure or

discomfort another person. This includes air guns, simulated weapons/firearms, and simulated explosives/devices. Items found in violation of this policy are subject to confiscation

For purposes of this policy, “weapons” is defined as:

- Any item readily capable of producing death, bodily harm, or physical injury
- Any bow and/or arrow
- Any firearm, ammunition for firearms, BBs, and pellet guns
- Any knife, other than an ordinary pocket knife with a blade less than 4 inches long, or sword. Throwing knives are prohibited.
- Artificial knuckles made from metal, plastic, or other similar hard material
- Billy, nightstick, escrima sticks, or club
- Blackjack or slapjack
- Bo staff
- Kama
- Nunchaku karate sticks
- Sai
- Shuriken or death star
- Slingshots and slingshot pellets
- Tasers or stun guns

For purposes of this policy, “dangerous items” is defined as:

- Any explosive device
- Fireworks, including sparklers, poppers, and smoke devices
- Incendiary device
- Toxic or poisonous chemicals or disease organisms
- Bomb
- Grenade
- Mine
- Rocket
- Any similar device or material and includes the unassembled components from which such a device or any of the preceding can be made

HR 8: Alcohol- MSU prohibits the manufacturing, distribution, dispensing, possession, or use of alcoholic beverages in residential colleges and College Courts. Students found in the presence of these activities will also be found in violation of the alcohol policy. Students are not permitted to possess for any reason containers of alcohol (e.g. kegs, bottles, cans, boxes, or pouches), items that have ever contained alcohol, or alcohol paraphernalia (e.g. beer funnels, beer bong, or drinking game materials) in the residential colleges or College Courts. Alcohol and other controlled and/or illicit substances possessed or consumed and/or paraphernalia in violation of this policy are subject to confiscation.

HR 9: Drugs and Controlled and/or Illicit Substances- The unlawful manufacturing, distribution, dispensing, possession, or use of controlled substances is prohibited at Murray State University. The prohibitions contained in state and federal laws and in university policies regarding controlled substances apply to the residential colleges. Any violations of such laws or policies constitutes a violation of the student code of conduct. Alcohol and other controlled and/or illicit substances possessed or consumed and/or paraphernalia in violation of this policy are subject to confiscation.

Specifically, alcohol and drug violations are broken down into the following categories:

Alcohol and Drug Policy Violations

Category A:

- Possession of, being in the presence of, or consumption of alcohol
- Exhibiting drunken or intoxicated behavior (vomiting, impaired coordination, incoherent or slurred speech, belligerent attitude/actions, etc.) on university property
- Possession of items that contain, were created to contain, or previously contained alcohol
- Possession of or use of alcohol-related paraphernalia
- Possession of drug-related paraphernalia
- Misrepresentation of age or possession of false documentation of age in regards to alcohol or drug-related incidents

Category B:

- Acute intoxication defined by medical assessment
- High-risk alcohol and other drug use (harm to self, others, or property; intoxication requiring medical assessment and/or transportation)
- Providing alcohol to a clearly intoxicated person
- Possession of marijuana

Category C:

- Hosting a gathering in the residence halls that involves alcohol (hosting is defined as having more persons triple the room's occupancy present)
- Possession of a keg in a residence hall or university apartment
- Possession of a controlled substance, including but not limited to, methamphetamine, any narcotics, LSD (lysergic acid diethylamide), PCP (phencyclidine), GHB (gamma hydroxybutyric acid), flunitrazepam (Rohypnol, or roofies), or any other illicit drugs.

Category D:

- Providing or selling alcohol to a person under 21

- Distribution of a controlled substance, including but not limited to, methamphetamine, any narcotics, LSD (lysergic acid diethylamide), PCP (phencyclidine), GHB (gamma hydroxybutyric acid), flunitrazepam (Rohypnol, or roofies), or any other illicit drugs.

Violation	1st Offense	2nd Offense	3rd Offense	4th Offense
Category A	\$50	\$100	\$150	\$200 & Suspension
Category B	\$100	\$150	\$200 & Suspension	
Category C	\$200 fine and/or suspension; or expulsion	\$400 fine and/or suspension; or expulsion	\$600 fine and/or suspension; or expulsion	
Category D	\$500 fine and/or suspension; or expulsion	\$750 fine and/or suspension; or expulsion		

SANCTIONS

Residents found violating housing codes may receive one or more of the following penalties:

Administrative Warning – A less formal, intermediate step that recognizes resident misconduct. Its intent is to declare that the behavior in this incident was inappropriate within the residential community. It is to be issued for minor violations only.

Disciplinary Warning – Written notification that the resident’s actions are unacceptable and that a continuation or repetition of such action will result in more severe disciplinary action. This can be used in conjunction with other sanctions.

Disciplinary Probation – A resident on disciplinary probation is deemed not to be in good standing with the Housing Office, and conditions may be imposed at the time the resident is placed on disciplinary probation. If the resident is found in violation of the housing regulations prior to the completion of the probation period, the resident may be subject to termination of the resident housing contract or other sanctions. The duration of the probation period and conditions imposed will be in direct proportion to the degree of seriousness attached to the misconduct. This probation period is not to exceed a year.

Transfer to another building or termination of university housing contract – This sanction requires that the resident move from the building to reduce any chance of additional problems. The move may be either to another building or off campus. The effect the decision of transfer

may have on the other building will be considered. Usually a period of probation will accompany any such required move.

Restitution for Damages – In addition to the penalties described previously, a resident may be required to pay compensation for damage to university property; provided, however, that such compensations shall be limited to the actual cost of repair or replacement of such property. Restitution charges for university property will be added to the resident's university bill. Restitution charges to a third party or non-university entity could result in further disciplinary action, such as a Judicial Board. See University Policies, Rules and Procedures for more details.

Community Service – This refers to a specified number of hours that a resident works for a department on campus or community. Under direct supervision, the resident performs the community service hours without compensation. Proof of completion must be provided to the Hearing Officer.

Creative Educational Sanctions – May include, but are not limited to:

- Attend and/or assist with a campus program
- Attend and/or assist with a residential college program
- Critique magazine or newspaper articles
- Perform community rounds with housing staff
- Referral to Counseling and Testing Center
- Write a reflection or research paper

Restriction of Privileges – Certain privileges or practices of resident(s) involved in the infraction may be limited or prohibited. Examples include, but are not limited to, visitation privileges, being banned from a residential college(s), holding office in RCA or RCC, participating on the judicial board, and attaining or keeping a resident advisor position. Beginning and ending effective dates for this sanction will be indicated.

Completion of Required Coursework- Certain violations, such as those involving alcohol and drugs, will require the completion of associated coursework. Deadlines will be provided for these sanctions. Proof of completion must be provided to the Hearing Officer.

Deferred Suspension- In the event of major violations, including but not limited to those that endanger the safety and well-being of an individual or the community, or in the event of repeated minor violations, an official recommendation for suspension for further violations may be issued. This is generally the final step before an official suspension occurs.

Serious or repeated violations may also be referred to the Assistant Director of Residence Education or the Coordinator for Student Conduct in the Office of Student Affairs. All decisions shall be based upon the preponderance of the evidence in the case as a whole. A determination of guilt and the imposition of sanctions will be made by the hearing officer. A copy of the decision of the hearing officer shall be sent to the resident; the decision letter shall contain information regarding the student's right to appeal.

EMERGENCY PROCEDURES

Fire Emergency Instructions

In case of a fire:

- Sound the fire alarm
- Call the Fire Department (911)
- Call the hall desk or staff member on duty in hall
- Remain calm and act quickly
- Wear protective clothing such as a coat and shoes, and carry a damp towel for use in heavy smoke
- Close the room door and windows
- Walk in an orderly manner to the nearest exit. **NEVER USE THE ELEVATOR**
- Move a safe distance away from the building and out of the way of fire department personnel
- Remain outside until told by staff it is safe to return

If you think there is a fire in the hallway, you should feel the door before opening it.

- If the door does not feel hot, open it slightly, holding your head away and bracing the door with your foot
- Put your hand across the opening to test the heat of the air
- If the door is hot and the hallway unsafe, use wet towels, sheets, or blankets to stop smoke entering room
- If smoke does enter the room, open the window (break if it is sealed)
- Do no jump; make your presence known and wait for rescue

In case of minor fire:

- Pull the fire alarm
- Use a wastebasket full of water, a fire extinguisher, or a blanket to smother out the fire. (Fire hoses are to be used by Fire Department personnel only)
- Do not use water on an electrical or grease fire
- Call the staff member on duty in your hall
- Never risk your personal safety

Remember: Be cautious of potential fire hazards!! **DO NOT** burn candles in your room. **ALWAYS** keep the fire doors closed. **DO NOT** cook, or let anyone else cook in the room. Your life is in jeopardy when someone violates fire safety rules in your hall. **ALWAYS** unplug your iron. **DO NOT MISUSE** fire equipment; you may seriously need it sometime. **NEVER** activate a false alarm or tamper with a smoke detector. This is a violation of state law and will be dealt with as such. **ALWAYS** vacate the building immediately anytime the fire alarm sounds.



Fire Safety cont.

Smoke detectors have been installed in every room for the safety of the residents. These devices are checked monthly by housing staff to ensure they are working correctly. If a smoke detector has been found to be tampered with (disconnected or covered by an object) during one of these checks, the student will be subject to university disciplinary sanctions and/or civil penalties since this is a violation of state laws.

Earthquake Emergency Procedures

The chance of an earthquake exists in our area because of the New Madrid fault which runs through this region of the country. Should there be an earthquake and you are indoors, stay there. Get under a desk or table or stand in a doorway or corner. Stay in the building on the same floor; DO NOT use the elevator. If you are outside, get into the open away from buildings, trees, walls and power lines. Avoid open flames.

Tornado Emergency Procedures

Should a tornado be spotted in the area, warning sirens will go off (a wavering tone). If this happens, the instructions below should be followed:

1. Move quickly to a low floor of the building in an interior corridor away from windows.
2. Do not use the elevator.
3. Remain there until you receive an “all clear” message from the staff.
4. Do not pull the fire alarm.



Important Phone #'s

Murray State Police – 270.809.2222

Murray City Police – 270.753.1621

Murray Calloway County Hospital – 270.762.1100

Adults Belong in College

Welcome to Murray State University! You are a part of the growing national trend of adults returning to college. You are probably excited as well as apprehensive about making good grades and fitting in at college. More than likely you will do well in the classroom because you have realized the importance of a good education. You have the motivation and determination to succeed in college, and you will make the sacrifices necessary to earn your degree.

Generally speaking, professors enjoy having adult students in class because of your high level of motivation, your interest in the subject, and your willingness to question and discuss. You are good consumers of education. One faculty member reported the following: “When I announce that my class will be canceled, the 18-year-olds say, ‘Good,’ and the adults say, ‘When are we going to make it up!’”

For further encouragement read the following descriptions of adults who have returned to school.

How does it really feel to go back to school at age 25, or 35, or 45? For Barbara Artson, now a practicing psychotherapist in San Francisco, enrolling at San Francisco State College at age 33 was a turning point. “It was in college that I discovered for the first time in my life that I was actually bright. I never knew that before,” she said in a local newspaper interview. “I remember my first day on campus. I was crying. I couldn’t believe that after all of those years I was finally, officially, in college.”

Sharon Nord, who enrolled at Triton Junior College in River Grove, Ill., after 15 years at home, talked about the early adjustments in *The Second Flighter*, a campus newsletter directed to adult students: “The first six weeks I was overwhelmed and seriously questioning my choice. It was so hard to study and to adjust. I studied in the kitchen and found that I would keep getting distracted. Every time I looked up and saw a household chore that needed to be done, I would have to get up and do it. I lost a lot of sleep trying to do everything and found myself studying through the late hours of the night, wondering if it would ever ease up. But I learned about better study skills and habits, discipline, readjusting my priorities, and in about the sixth week I could feel a change. Now I look back at that tough transitional time and see my progress and feel so proud of myself. This experience has been great for my self-image. I am learning so much and applying it to my life, taking more risks and not fearing rejection, increasing my self-confidence, communicating better with all kinds of people, and understanding people much better.”

Integrated Studies

Integrated Studies is degree designed for the non-traditional student who is willing to assume responsibility for learning but cannot pursue a traditional degree because of various responsibilities. Murray State University offers this alternative degree program which was a first, not only in Kentucky but also in this general region. If you have at least 60 hours of previously earned college credit, you are eligible to apply to this program. Through this program you may transfer credit hours already earned. If you have served in the military, you

may receive credit for that experience. You may design your own program of study to suit your needs, interest and busy schedule. It is possible to earn credit for life experience via educational portfolio credit, CLEP testing or departmental challenge exams. Learning may be done independently through educational portfolios, and away from traditional on-campus classrooms through online courses and regional campus courses. More information on the Integrated Studies program, please visit www.murraystate.edu/integratedstudies.

Distance Learning

Flexible learning options are available for adult students. Courses are offered at each of our regional campuses in Fort Campbell, Henderson, Hopkinsville, Madisonville, and Paducah. In addition, a variety of online courses and programs are available. If you are self-motivated and comfortable using technology, online learning may be for you! To view a listing of online courses and programs, visit www.murraystate.edu/online or call 270.809.2159 for more information

Scholarships

Adult students may qualify for nontraditional scholarships. Contact the University Scholarship Office at murraystate.edu/fas for more information. Apply online for the Adults Belong in College and other non-traditional student scholarships. The deadline is June 1st.

Purchasing Books

The cost of textbooks and other educational materials is not included in your tuition. Books may be purchased at the University Store on the second floors of the Curris Center, from other students, at privately owned bookstores in Murray, or online. A word of warning: If you buy a book from some source other than the University Store, be certain it is the required text edition.

It's difficult to estimate the cost of books because the number and type of texts used vary from course to course. The price will also vary depending on whether you buy new or used books. Always keep your textbook receipts and understand the return policy. If you drop a class early in the semester, you need to know what your return options are

Military Service Credit

Credit will be awarded for military service based on the following:

- Credits recommended by American Council on Education on a Joint Services Transcript
- Credits recommended by American Council on Education based on military coursework appearing on a DD214 or 295
- Credits earned at Community College of the Air Force

Alpha Gamma Epsilon

Alpha Gamma Epsilon is an organization that was formed to help serve the needs of adult students at Murray State. Anyone who is a nontraditional student (someone who has had a break in their formal education) is welcome. The purpose of this organization is to offer a

support system for the adult students and to plan social events for non-traditional students and their families. The club also tries to gain publicity and support for adult students so they are recognized as an integral part of the campus community.

Special Services for Adult Students

If you have been out of school for a while, returning to or enrolling in college can be a frightening experience. The Adults Belong in College contact is located on the 1st floors of the Curris Center and provides the following services to adults entering or considering college:

- Information about how to be admitted.
- Orientation for Adult Students
- Honor society and scholarships

To contact the ABC office, call 270.809.5796 or 855.668.8886

Tips from Adult Students

We asked our successful adult students to give you advice, and these are their suggestions:

- Don't overload yourself. Take it slow and work your way up.
- Just do the necessary things and forget about (as much as possible) the trivial things.
- The reading and study skills class (ESS 120) is a good course to help you get in the swing of college studying. If you have been out of school a long time, think about it. It has really helped me tremendously.
- Don't isolate yourself from the other adult students. You will need their support and advice. Also, depend on your family members for help. A college student needs many support systems to succeed!
- Be realistic about your abilities when you first come back. Don't sign up for upper-level classes just because you were a good student 10 or 20 years ago. The only way I can really explain it is to compare it to an athlete. If you were a star athlete years ago in high school, it doesn't mean that you can perform at the same level now without extensive training.
- Take advantage of the many free and helpful services that are available on campus. Such as the Counseling Center and Career Services.

> Division of Student Affairs

The Division of Student Affairs' primary concern is the student. This concern encompasses retention, welfare, and growth and development in all dimensions of student life including educational, vocational, social-cultural, civility and tolerance, psychological, values, clarification, and physical. The division provides a variety of educational and administrative services, programs, and activities in support of the Strategic Plan of the university. It is committed to excellence in, and the integration of, classroom and non-classroom activities to ensure a supportive living-learning environment for the whole student. The guiding concepts for the division are those of human growth and development; personal discipline; an open, supportive environment; and the provision of programs, activities and services for personal growth. A complete Division of Student Affairs directory is listed below.

<p>Don Robertson...6839 Vice President for Student Affairs and Enrollment Management</p> <p>Roslyn White...5344 Interim Assistant Vice President for Enrollment Management</p> <p>Jennifer Caldwell...6833 Coordinator of Student Conduct and Special Projects</p>			
			270.809.
Campus Recreation and Wellness Center	Director	Jordan Williams	6791
Career Services	Director	Matt Purdy	3375
Council of College Heads	Chair	Chris Trzepacz	5375
Multicultural Initiatives, Student Leadership and Inclusive Excellence	Executive Director	S.G. Carthell	6836
Greek Life and Leadership Programs	Coordinator	Kimberly Newbern	6953
Health Services	Primary Care	Bob Hughes	3809
Institute for International Studies	Director	Guangming Zou	4152
LGBT Programs	Contact	Abigail Cox	5040
New Student Programs	Associate Director	Beth Acreman	3316

Post Office	Supervisor	James Smith	5415
Residential College Association	President	Nick Novotka	3574
Residential Life	Assistant Director	Casey Rowe	2310
Student Disability Services	Director	Ken Ashlock	4888
Student Engagement and Success	Director	Peggy Whaley	2274
Student Government Association	President	Ellie McGowan	6883
Student Life and Curris Center	Director	Re’Nita Avery	6984
Student Organizations	Student Activity Advisor /Admin. Asst. to SGA	Jeanie Morgan	6987
Student Support	Director	MeLissa Cooper	4510
Talent Search	Director	Audrey Neal	3526
Undergraduate Admissions Transfer Center	Director	Maria Rosa	4225
Undergraduate Recruitment	Director	Shawn Smee	2853
Upward Bound Classic	Director	Buffy Blanton	2059
Upward Bound Christian Co	Director	Leigh Conyers	4866
Upward Bound Math and Science	Director	Amy Cox	5429
University Counseling Services	Director	Angie Trzepacz	6861
Veterans Affairs	Coordinator	AJ Cunha	5343
Women’s Center	Director	Abigail Cox	3016

We are here when you need us...

1.800.909.1507

We are Murray State University Student Affairs

INDEX

A

Academic success, 36
Academic policies and procedures, 36
Academic status, 37
Academic progress, 41, 44
 (degree audits)
Adult student information, 80
 Alpha Gamma Epsilon, 81
 Books, purchasing, 81
 Distance Learning, 81
 Integrated Studies, 80
 Military service credit, 81
 Scholarships, 81
 Special Services, 82
 Tips from adult students, 82
American Disabilities Act, preface
Athletics, 33
Attendance, 42
Auditing classes, 41

B

Board of Regents
 See PRP**
 Appeal procedures, PRP**
 Decision, PRP**

C

Campus communications, 33
 MSU TV, 33
 The Murray State News, 33
 WKMS-FM, 33
Campus Recreation and Wellness, 7, 35
Career Services, 7
Catalogs, 36
Center for Student Involvement, 45
Changing address, 39
Changing majors, 39
CLEP credit, 28
Code of Conduct, PRP**
Counseling, 9
Clubs and organization, 50
Curris Center, 9

D

Degree Audits (RACR), 44
Dining Services, 9
Disability Services, 25, 57
Disciplinary proceedings, PRP**
Discrimination, PRP**
Dropping and adding classes, 41
Dropping out of school, 41

E

Education Abroad, 19
Email, 40

F

False fire alarms, 67, PRP**
Financial Aid, 13
Financial Aid eligibility, 13

G

Grade point average, 36
Grade point system, 37
Graduation requirements, 45
Greek Life, 52
Grievances, PRP**

H

Hazing Statement, 52, 64
Health Services, 18
Honors College, 19
Housing, 53

I

Institutional Diversity, Equity and Access
 (IDEA) – preface
Identification cards, 21
Incorrect grades, 37
Information sources, 1
Intercollegiate Athletics, 33
International students, 19

J

Judicial Board, 48, PRP**

Composition
Decision
Jurisdiction (authority)
Hearing procedures
Probation
Recommendation of expulsion
Recommendation of suspension
Referral to alternate services
Restitution
Self-improvement and educational programs
Warning

L

Learning disability students services, 26
LGBT Programming, 20
Libraries, 29
LiveSafe, 24
Lost and Found, 23

M

Mail Services, 20
Mailboxes, 20
Multicultural Affairs, 21
Murray State Police Dept., 21

P

Parking, 23
Performing arts, 34
Physical disability student services, 25
Psychological Center, 24

Q

Quick help guide, 1

R

Racer Academic Completion Report (RACR), 44
RacerCards, 21
Recreation – campus 35
Recreation facilities, 35
Recruitment, 25
Registration, 39, 51
Residence Life, 53

Application and assignment, 57
Check-in, 59
Check-out, 59
College Courts, 58
Consolidation, 58
Discipline, 63
Emergency procedures, 78
Noise and quiet hours, 65
On-campus housing requirements, 56
Overnight guests, 71
Reasonable Housing accommodations/appeals, 57
Regulations, 63
Residential Colleges, 53
Room deposit, 56, 60
Sanctions, 76
Security, 62, 69
Theft, 63
Visitation, 70

S

Safety and security, 78
Scholarships, 25
Services for Students with Disabilities, 25
Sexual harassment, PRP**
Speech and Debate, 34
Speech and Hearing clinic, 27
Student Affairs, 11, 83
Student Affairs Directory, 83
Student Disability Services, 25
Student employment, 14
Student Government Association, 45
Campus Activities Board, 46
Judicial Board, 48
Residential college Association, 48
Student Senate, 46

Student Life Policies, PRP**

Academic dishonesty
Affirmative action and equal opportunity

Alcoholic beverages
Appeals procedure
Bomb threats and false fire reports
Bribery
Campus solicitation
Conduct rules
Confidentiality of student records
Counterfeiting and altering
Disorderly conduct
Disruptive activities
Drugs
Fraud
Grievance procedures
Informal hearing procedures
Intolerance
Non-university speakers
Passing worthless checks
Payment of accounts
Possessing firearms or weapons on campus
Pre-hearing procedures
Racial harassment
Sexual assault policy
Sexual harassment
Student conduct regulations
Student rights
Theft and illegal possession
Student Organization, 50
Student Support Services, 27

T

Testing Center, 27

U

University and department clubs, 50
University Libraries, 29
University Store, 29
University Studies, 45

V

Visual Arts, 34
Veterans Affairs, 30

W

Wellness Center, 7
Withdrawing from school, 41
Women's Center, 31

PRP** - The Policies and Procedures, as well as the Student Disciplinary Rules and Procedures Handbook can be found online at -
<https://www.murraystate.edu/about/Administration/StudentAffairs/policies.aspx>