

Section 5
The Students

5.1 SUBJECT: STUDENT RIGHTS

Date Adopted: February 14, 1975
Date Amended: November 14, 2008
Reference: Minute Book: 18 Page: 172

Murray State University is a community whose members include its faculty, students, staff, administrators, and alumni. The basic purpose of this University community is the enlargement, dissemination and application of knowledge. The most basic necessity for the achievement of this purpose is freedom of expression and communication. Without this freedom, effective sifting and testing of ideas cease, and research, teaching, and learning are stifled. Therefore, the University must always strive to strike that balance between maximum freedom and necessary order which best promotes its basic purpose of providing the environment most conducive to the many faceted activities of teaching, learning, research, and public service.

Specifically, students at Murray State University are guaranteed the following rights as members of the University community.

- Students shall be granted freedom of research, freedom of classroom discussion, and freedom to advocate alternative opinions to those presented in the classroom within the structure of the goals and objectives of the course.
- Students shall be free from evaluation based on personal or political beliefs and shall have protection from capricious evaluation or evaluation based on prejudice.
- Students accused of breaches of institutional regulations shall be guaranteed due process within the University community.
- Students residing in University-owned housing shall be free from unreasonable search and seizure. However, University officials reserve the right to enter and inspect students' rooms at any time. Inspections will occur when necessary to protect and maintain the property of the University, the health and safety of its students, or whenever necessary to aid in the basic responsibility of the University regarding discipline and maintenance of an educational atmosphere. In such cases effort will be made to notify the resident(s) in advance and to have the resident(s) present at the time of entry.
- Students shall be free to form groups for intellectual, religious, social, economic, political, or cultural purposes. Organizations wishing to use University facilities must be appropriately registered and comply with University regulations regarding the conditions of use of University facilities.
- Students shall have their views and welfare represented in the formation of University policy through voting or nonvoting membership on all University committees which materially affect students as members of the University community.
- Students shall have the right to freely express themselves, provided such freedom does not substantially interfere with the rights of others in the pursuit of their legitimate goals.
- Consistent with University policy, students shall be permitted to invite and hear speakers of their choice on topics of their choice. University officials shall not withhold approval for the purpose of censorship.
- Student records, including academic, medical, disciplinary, counseling, and personal records shall be kept confidential as required under federal law.

Beyond the rights and obligations a student possesses as a result of his membership in the University community, he continues to have all the rights granted to him and obligations imposed upon him by society as a whole and by the laws of the land. The University provides no shelter from these greater legal rights and obligations. In fact, the University encourages each student to exercise the rights granted to him by society and to accept the concomitant obligations society expects each member to shoulder.

5.2 SUBJECT: STUDENT RECORDS

Date Amended: September 12, 2008

Murray State University observes the provisions of the Family Educational Rights and Privacy Act (FERPA). The responsibility for preparing, publicizing, maintaining, providing education and training on, and revising the University's policy on FERPA is delegated to the President of the University and the Vice President for Student Affairs who may further delegate that responsibility. Any changes to the FERPA policy will appear immediately on the Registrar's website.

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

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. A parent of a dependent student as defined in section 152 of the Internal Revenue Code may request permission to view a student's educational records upon showing proof of dependency.
2. The right to request the amendment of the student's education records that are believed to be inaccurate or misleading. The student should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for an amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent, as follows:
 - a) Disclosure without the student's consent is permissible to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); the University attorney; appropriate community safety and emergency personnel to whom information regarding students is to be provided pursuant to KRS 164.9495; a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. In addition, the following groups are specifically recognized as "school officials" within the definition of FERPA for the limited purpose of receiving at any time listings of names and addresses of students, including in-coming students, and/or student directory information: MSU Alumni Association; Murray State University Foundation, Inc; a person or company who performs a service for MSU that serves a legitimate educational interest; authorized representatives of federal or state supported education programs if disclosure is in connection with an audit or evaluation of supported programs or for the enforcement of or compliance with legal requirements that relate to those programs.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or if the service to or for MSU is of a type that MSU would normally perform itself.

b) FERPA allows the institution to routinely release information defined as "**directory information.**" The following student information is included in the definition: the student's name, addresses, telephone listings, campus e-mail address, date and place of birth, fields of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, enrollment status (including full-time, part-time, not enrolled), degrees (pending and received), awards or honors received and the most recent previous educational institution attended. When a student wants the directory information to remain confidential, an official request form must be completed in the Registrar's Office within the first five days of class of the school term. If a student requests directory information withheld during a term and does not return to Murray state after that term, that request remains in force until such a time as a formal written statement removing that hold is received from the student.

5.3 SUBJECT: CODE OF CONDUCT

Date Amended: September 12, 2008

Date Amended: August 26, 2011

Any of the following actions, or the 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 Policy 6.6 – University Judicial Board and University Appeals Board.) 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.

1. Academic Dishonesty - Cheating, plagiarism, submitting another person's material as one's own, or doing work for another person who will receive academic credit are all impermissible. This includes the use of unauthorized books, notebooks, or other sources in order to secure or give help during an examination, the unauthorized copying of examinations, assignments, reports, or papers, or the presentation of unacknowledged material as if it were the Student's own work. Disciplinary action may be taken beyond academic discipline taken by professors.
2. Bomb Threats, False Fire Reports, and Tampering with Fire Safety Equipment - Reporting the false presence of an explosive or incendiary device, intentionally reporting the existence of a nonexistent fire, and tampering with fire alarms, smoke detectors, fire extinguishers, and any other fire safety equipment are prohibited.
3. Bribery - Any attempt to bribe a University official or to bribe a member of or a witness before a University judicial body shall result in disciplinary action.
4. Conduct Endangering Safety and Welfare - Any conduct which endangers the safety and welfare of other individuals such as hazing, assault, abuse or threat of abuse, on University owned or controlled property or at University functions is prohibited.
5. Commission of a Serious Crime - If a student is arrested and charged with a serious or violent crime, a hearing may be held as soon as possible before the University Judicial Board to determine if his continued presence on campus presents a possible threat of danger to members of the University community.
6. Counterfeiting, Forgery and Altering - 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.
7. 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.
8. Disorderly Conduct - Abusive, drunk and disorderly, violent, or excessively noisy conduct on University owned or controlled property or at University functions is prohibited.
9. Disruptive Activities – Disruptive activities are prohibited on campus. Activities are “disruptive” if they entail substantial disruption or material or significant interference with the educational, administrative, or operational activities of the University, including pedestrian and vehicular traffic. Such

activities include, but are not limited to:

- a. unauthorized occupancy of University facilities or buildings;
 - b. 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 conferences, or for other authorized purposes;
 - c. destruction of property or substantial interference with the orderly operations of the University by noise or other forms of disturbance;
 - d. substantial interference with University pedestrian or vehicular traffic.
10. False Information - 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.
 11. Firearms, Weapons, Dangerous Substances - See Board Policy 2.28, "Policy on Weapons and Dangerous Materials."
 12. Illegal Drugs - The unlawful manufacture, distribution, dispensing, possession, or use of controlled substances is prohibited at Murray State University.
 13. Misuse of Keys - A student may not possess a key or any device allowing access to any University facility without proper authorization.
 14. Misuse of Property - Anyone who misuses, defaces, or damages University buildings, property or Library holdings, or private property located on campus shall be subject to disciplinary action.
 15. Off Campus Conduct - Any off-campus conduct or behavior, which would be subject to disciplinary action if it occurred on campus, will be subject to disciplinary proceedings if it adversely affects or raises reasonable concerns for the safety or well-being of any person or property on campus, or if it is detrimental to the objectives or purposes of the University or any of the University's programs or operations.
 16. Passing Worthless Checks - It is a violation of this Code to intentionally pass a worthless check or to fail to redeem a worthless check unintentionally passed when such check is written to any part of the University.
 17. Residential College Regulations - Students living in or visiting in residential colleges must abide by all regulations of the halls which may be promulgated from time to time.
 18. 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.
 19. Theft and Illegal Possession - The unauthorized taking, misappropriation or possession of any property or Library holdings owned or maintained by the University or by any person on campus is prohibited.
 20. Unauthorized Entry - A student may not enter, or attempt to enter, any University building or room without proper authorization and legitimate purpose.

5.4 SUBJECT: POLICY ON DISRUPTIVE ACTIVITIES

Date Amended: September 12, 2008

Murray State University guarantees to its students the right of free discussion and expression, peaceful demonstration, the right to petition, and peaceful assembly. However, students may not engage in activities which substantially disrupt or materially or significantly interfere with the educational, administrative, or operational activities of the University, including pedestrian and vehicular traffic. If individuals are engaged in disruptive activities,, the President or his delegate will inform them to cease such activity at once. If the individuals fail to heed the official request, one or more of the following courses of action may be taken:

1. bring prompt disciplinary action against the individual(s);
2. impose interim suspension on the individual(s), provided due process consistent with the circumstances is afforded before the suspension by the President or his/her designee and a hearing before the University Judicial Board is granted within five (5) working days;
3. make application to the courts for injunctive relief;
4. request assistance from university and other appropriate law enforcement agencies; and/or
5. institute such other legal actions deemed necessary by the President to protect lives and property and to provide for the orderly operation of the University.

(See Policy 2.14.1 – Use of Outside Areas by Non-University Groups and Individuals.)

5.5 SUBJECT: STUDENT GROUPS

Date Amended: September 12, 2008

The Student Organizations Office is responsible for registering all student groups on campus. Any student organization wishing to use university facilities or property, the university name, or to solicit membership on campus must register with the Student Organizations Office no later than the third Friday in September each year. At that time a list of current presidents and advisors is compiled and available to students, faculty and staff. Newly formed groups may register at any time during the school year and may hold two meetings on campus for organizational purposes prior to registering with the university. In order to be a recognized organization, a group must have a full-time faculty or staff member serve as an advisor. The registration form must include a clear statement of purpose for the organization and signatures from the advisor and club officers confirming that they will abide by university policies and state and federal laws regarding hazing and membership requirements.

5.6 SUBJECT: REGULATION OF STUDENT GROUPS

Date Amended: September 12, 2008

The Student Organizations 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:

1. hazing;
2. misuse of University facilities;
3. violations of University rules or policies or city, state, or federal laws;
4. discriminating contrary to state or federal law against any person due to race, sex, age, religion, disability, or national origin;
5. recurrent non-payment of legitimate debts to the University; or
6. 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 Life Policies)

1. 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;
2. 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;
3. Denial of use of University facilities;
4. Restriction placed on membership solicitation;
5. Forfeiture of right to representation in the Student Handbook, University Bulletin, or other University publications;
6. Denial or forfeiture of the right to function as a campus organization for a definite or indefinite period of time;
7. Forfeiture of right to representation in other University organizations such as IFC, intramurals; or
8. 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 .

5.7 SUBJECT: DISCIPLINARY PROCEEDINGS

Date Revised: March 27, 1982
Date Amended: September 12, 2008
Date Amended: August 26, 2011
December 11, 2015

Reference: Minute Book: 27 Page: 48

The disciplinary powers of Murray State University are inherent in its responsibility to protect the rights of its students, to promote its educational purposes and to regulate the use of its facilities through the setting of standards of conduct and scholarship for the students who attend the University.

The University will provide and publish procedures to be used in connection with its student disciplinary processes. The University may proceed with its disciplinary process without regard to potential action by local, state or federal courts.

The President is authorized, without additional approval, to make any amendments to these policies and procedures as may be deemed necessary. The only exception to the preceding is that the Board of Regents must approve any amendment which changes the entity who formally adjudicates a complaint.

5.8 **SUBJECT: RESIDENTIAL COLLEGE LIFE**

Date Adopted: May 19, 1984
Date Amended: September 12, 2008
Reference: Minute Book: 31 Page: 48

The residential colleges at Murray State University were developed to incorporate academic guidance, social functions and recreational facilities into the residential setting. The University seeks to make residential college life a meaningful part of student life through the employment of qualified faculty and staff, the encouragement of residential college self-government, the respect for individual privacy, and conscientious efforts to provide safe, high quality housing at a fair price.

The President of the University and the Vice President of Student Affairs, and their delegates, may implement reasonable policies and regulations governing residential college life in order to maintain security and educational a positive learning environment.

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 students entrance/exit to the residential college. All entrances may be locked 24 hours a day for the safety and security of the residents. The main entrance may remain unlocked certain hours of the day. The front desk staff of each residential college is responsible for checking identification of students entering the building and responding to student requests.

Each residential college sets its visitation hours and procedures, although for all residential colleges, each guest must be signed in at the front desk area. The visitor, as well as the resident, is required to surrender a photo identification card. The resident must escort the guest in the building at all times including when checking the visitor out at the end of the visit. Guests must sign out when leaving the building at any time. Guests are not permitted to stay in the building when the resident he or she is visiting is not in the building.

5.9 SUBJECT: INSURANCE - INTERNATIONAL STUDENTS

Date Adopted: April 25, 1987
Date Amended: September 12, 2008
Reference: Minute Book: 37 Page: 21

International students are required to provide proof of adequate health insurance coverage before being enrolled in classes.

5.10 SUBJECT: APPLICATION FEE

Date Adopted: April 28, 1984

Date Amended: September 12, 2008

Reference: Minute Book: 31

Page: 27

All students are charged a non-refundable application fee.

5.11 **SUBJECT: ANTIHAZING**

Date Adopted: September 13, 1986
Date Amended: September 12, 2008
Reference: Minute Book: 36 Page: 17

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] his 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 disfiguration, 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 Standards in Disciplinary Proceedings of the Student Life Policies. 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.

5.12 SUBJECT: ADMISSION GUIDELINES

Date Adopted: February 16, 1985
Revised: February 7, 1987
November 18, 1993
Date Amended: September 12, 2008
Reference: Minute Book: 32 Page: 60
Minute Book: 37 Page: 10
Minute Book: 56 Page: 17

A. Completion of the following pre-college curriculum:

- English I, II, III and IV (or AP English)
- Algebra I, Algebra II and Geometry
- 1 life science, 1 physical science and 1 earth/space science (one of these must have a lab)
- any 3 of the following: US History, economics, government, world geography or world civilization
- ½ unit of health
- ½ unit of physical education
- 1 unit of history and appreciation of visual/performing arts
- 2 credits of foreign language
- 5 electives *

* For students graduating from high school in 2004 or after, two units of a foreign language will be required, changing the number of electives to five.

Note: *Kentucky residents under the age of 21 must complete the state-mandated pre-college curriculum. Applicants who are not residents of Kentucky must complete a comparable college-preparatory curriculum.*

B. Ranking in top half of graduating class or cumulative GPA of 3.00 or above

C. ACT composite of 18 or above.

An applicant who meets the requirements in A, B and C will be admitted.

All other applicants will be reviewed for **possible** admission as follows:

- An applicant who meets **A** and meets the requirement in either **B** or **C** will be "admitted with conditions," which include a course-load limit of no more than 16 hours a semester and a requirement to complete the following before becoming a sophomore:
 - Pass FYE 098 Orientation and ENG 101
 - Complete any required developmental courses or any courses required due to pre-college curriculum deficiencies.
- For spring and summer terms only, a resident of Kentucky or the Tennessee counties of Henry, Obion, Stewart or Weakley who has a minimum ACT composite of 14, but who does not meet the criteria for "admitted" or "admitted with conditions" will be considered for "**admitted with restrictions**" status. Students admitted with restrictions will be limited to 16 hours each semester and will be required to do the following:
 - Satisfactorily complete an 8-hour required block of classes (FYE 098, ENG 095, REA 095 and COM 161) with no more than two (2) attempts. (If a student enrolled in these block courses completely withdraws from MSU for that term, that attempt will not be counted as one of the two attempts.) These block courses are only available during summer and spring terms, on a limited basis.
 - Be recommended for advancement by the director of MSU's Community College.
 - Complete the requirements for "admitted with conditions" as stated above.

5.13 SUBJECT: TUITION AND FEES

Date Adopted: March 18, 1978
Date Amended: September 12, 2008
Reference: Minute Book: 21 Page: 171

Certain fees and charges assessed by the University require approval by the Board of Regents. See Policy 2.6 FEE ESTABLISHMENT.

5.14 **SUBJECT: EXTENDED CAMPUS FEE**

Date Adopted: May 9, 1992

Date Amended: September 12, 2008

Reference: Minute Book: 52

Page: 13

1. Full-time students (undergraduates taking at least 12 hours and graduates taking at least nine (9) hours per semester excluding WEB/Kentucky Virtual University (KYVU) courses) pay the full-time rate.
2. Part-time students (undergraduates taking fewer than 12 hours and graduates taking fewer than nine (9) hours per semester excluding WEB/KYVU courses) will pay the part-time rate times the number of hours scheduled.
3. WEB/KYVU Course Tuition and Fees are separate and in addition to Regular Tuition and Fees. There is no maximum on WEB/KYVU Course Tuition and Fees charged.
4. Some courses have additional fees. Refer to the current year [Schedule of Fees](#) available on the University web site for courses and related fees.
5. Students enrolled at MSU are entitled to the University's [health services](#), admission to athletic events, Murray Civic Music Association performances, and certain activities sponsored by the University Campus Activities Board by presenting their MSU [Racer ID card](#).

5.15 SUBJECT: DEGREE FEES

Date Adopted: February 16, 1985

Date Amended: September 12, 2008

Reference: Minute Book: 32

Page: 63

Students are assessed a degree fee for Associate, Baccalaureate, Master's, and Specialist degrees. Hoods may be purchased individually, if desired.

5.16 SUBJECT: GRADUATE ASSISTANT TUITION REDUCTION

Date Adopted: March 30, 1970
Date Amended: September 12, 2008
Reference: Minute Book: 14

Page: 260

In addition to earning a stipend for work, non-resident (out of state) graduate assistants are charged in-state tuition during all fall and spring semesters in which they are actively employed as graduate assistants. A student who has, or will have an approved graduate assistantship may request an in-state equivalency for one summer for each full academic year he or she is a graduate assistant.. Assistantships may only be awarded to an individual student for a maximum of four semesters (excluding summers). Stipends for assistantships may vary in amount by department.

5.17 SUBJECT: RACER ID CARD

Date Adopted: November 12, 1988
Date Amended: September 12, 2008
Reference: Minute Book: 42 Page: 26

Students pay a fee for a personalized Racer ID card. A valid Racer ID Card is used to access student meal plans and declining balance accounts. It also provides personal identification for security measures and entitles students to services, events and activities sponsored by the University.

5.18 SUBJECT: DEPARTMENTAL CHALLENGE EXAMINATION

Date Adopted: January 31, 1973
Date Amended: September 12, 2008
Reference: Minute Book: 16 Page: 199

A fee of \$5.00 per credit hour shall be charged for each course for which academic credit is requested by examination. Credits earned by successful completion of an examination shall be accepted as equivalent to credits earned through regular classroom attendance.

5.19 SUBJECT: STUDENT GOVERNMENT SCHOLARSHIPS

Date Adopted: April 29, 1968
Date Adopted: March 13, 1993
Date Amended: September 12, 2008
Reference: Minute Book: 13 Page: 35
Reference: Minute Book: 54 Page: 19

The executive officers of the Student Government Association shall receive the following compensations honoraria:

1. President - \$4,000 per semester in-state or \$6,000 per semester out of state
2. Vice President - \$2,000 per semester
3. Secretary - \$1,500 per semester
4. Treasurer - \$1,500 per semester
5. Residential College Association (RCA) President - \$600 per semester

5.20 SUBJECT: MONTHLY INSTALLMENT PAYMENT PROGRAM

Date Adopted: May 11, 1988

Date Amended: September 12, 2008

Reference: Minute Book: 41

Page: 12

Newly admitted and re-admitted students must establish a payment arrangement with the Office of the Bursar. Acceptable payment arrangements include:

1. Payment in full of all tuition, fees, room and board for a given academic term
2. Enrollment in the Murray State University payment plan with required initial payment
3. Assessment of interest on any unpaid balance