MURRAY
STATE UNIVERSITY

Student Life Policies, Rules and Procedures

rev. August 2013

www.murraystate.edu

Student Life Policies, Rules and Procedures

For additional policies, procedures and information, faculty, staff and students are advised to consult all official University publications, such as the *Faculty Handbook, Personnel Policies and Procedures Manual, Student Handbook*, and the University bulletins.

These policies, rules and procedures are subject to change at any time.
The most current version is found at http://www.murraystate.edu/studenthandbook

> Statement on Student Rights

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 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 non-voting 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.

> Statement on Confidentiality of Student Records

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 contractor, consultant, volunteer, or other person or entity to which the University has outsourced institutional services or functions, and who is limited as to use, maintenance, and re-disclosure of information; 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 or receive any 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 including one which MSU has outsourced.

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 rescinding that request. Murray State will release directory information to school officials or others with a legitimate educational interest.

4. The right to file a written complaint with the Family Compliance Office of the United States Department of Education concerning an alleged failure by MSU to comply with the provisions of FERPA.

   a) The complaint must contain specific allegations of fact giving reasonable cause to believe that a FERPA violation has occurred. A complaint does not have to allege that a violation is based on a policy or practice at MSU.

   b) To be timely, a complaint should be submitted to the Family Compliance Office within 180 days of the date of an alleged violation. The Family Compliance Office may extend the time limit for good cause shown.

   c) The complaint may be filed at: Family Compliance Office, U.S. Department of Education, 400 Maryland Ave, S.W., Washington D.C., 20202.

Please visit *http://www.murraystate.edu/Academics/RegistrarsOffice/FERPAPrivacyAct.aspx* to determine if this policy has been amended.

> Use of Outside Areas on Campus

1. **Non-University Groups and Individuals.** Murray State University has the duty and responsibility to maintain a safe and orderly environment conducive to its principal mission of education. The University has adopted a policy on the "Use of Outside Areas by Non-University Groups and Individuals" which is found at *http://www.murraystate.edu/campus/CurrisCenter/Forms.aspx* under the heading "Outside Speech Policy." Non-University groups and individuals who wish to use an outside area on campus must be sponsored by a registered MSU student organization, University academic department, or University administrative office. An exception exists if the non-University group or individual wishes to use the Free Speech Zone, located at the Curris Center. In that event, the group or individual must complete the "Free Speech Zone Request" found at *http://www.murraystate.edu/campus/CurrisCenter/Forms.aspx*. The policy on the "Use of Outside Areas by Non-University Groups and Individuals" should be consulted for applicable terms and restrictions.

2. **Recognized Student Groups.** Recognized student organizations wishing to reserve outside areas on campus must make arrangements as follows:

   i. Use of areas around residential colleges or College Courts requires reservation with the Director of Housing.

   ii. Use of areas in or around the Curris Center or use of the Free Speech Zone requires reservation with the Director of the Curris Center.

   iii. Use of areas in or around athletic events requires reservation with the MSU Director of Athletics.

   iv. Use of outdoor areas south of the Curris Center, or of other outdoor areas not addressed here, requires reservation with the Executive Assistant in the Office of the President.

> 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, gender, sexual orientation, religion, age, veteran status, or disability in 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. For more information, contact the Executive Director of Institutional Diversity, Equity and Access (IDEA), 103 Wells Hall, 270.809.3155 (voice), 270.809.3361 (TDD).

> Policy on Combating Sexual Harassment

A. Commitment.

Murray State University does not discriminate on the basis of sex in its educational programs and activities and is required by Title IX and 34 CFR part 106 not to discriminate in such a manner. This non-discrimination in education programs and activities extends to employment and admissions.

Murray State University is committed to maintaining an environment free from unlawful discrimination. Consistent with this, sexual harassment will not be tolerated at Murray State University.

The University will continue to educate the campus with respect to sexual harassment and will continue to provide avenues for redress when issues arise. However, it is the responsibility of all Students, Faculty, Staff, and Regents to avoid sexually harassing behaviors.

B. Definitions.

Sexual harassment is a form of gender discrimination which violates state and federal law and University policy. Students and employees can be the victims, or perpetrators, of sexual harassment. Whether actions constitute sexual harassment depends upon the particular facts surrounding, and law applicable to, the situation in question.

However, in general, sexual harassment may be present if there are unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature and:

1. submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or participation or performance in any course, program, or activity;

2. submission to or rejection of such conduct by an individual is used as a basis for making decisions with respect to the individual's employment or participation or performance in any course, program, or activity; or

3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or participation or performance in a course, program, or activity, or creates an intimidating, hostile, or offensive environment for work or any course, program, or activity.

Sexual harassment can occur in different relationships including that of supervisor-employee, teacher-student, and student-student. Similarly, sexually harassing conduct by third parties, who are not themselves employees or students at Murray State, may be sufficiently serious to deny or limit a student's ability to participate in or benefit from a course, program, or activity. Purely voluntary personal or social relationship without any of the discriminatory effects noted above may not be sexually harassing behavior. However, Regents, administrators, faculty, and staff are strongly urged to avoid relationships of an amorous or intimate nature with individuals, such as subordinates or students, whom they supervise, have an instructional responsibility for, or have or may have the responsibility to evaluate. The existence of a power differential between the parties naturally raises the question whether the relationship is, in fact, voluntary.

Victims of sexual harassment are primarily, but not exclusively, women. Sexual harassment occurs primarily, but not exclusively, between members of opposite sexes.

Sexual harassment takes many forms. It can include sexual innuendo, suggestive or demeaning comments, insults, hostile remarks, humor and jokes about gender or gender specific traits, requests or demands for sexual favors, threats, or suggestive gestures. It can also include touching, pinching, brushing the body, assault, or coerced or nonconsensual sexual intercourse.

C. Reporting Sexually Harassing Behavior.

Murray State University encourages every member of the University community who believes he or she has been the victim of sexual harassment to report the allegations as soon as possible. Time limitations apply to the reporting of claims with Institutional Diversity, Equity and Access and the chance for remedial action may be lost by delay. See Institutional Diversity, Equity and Access Grievance Procedures below.

The University has formal and informal processes for resolving claims of sexual harassment. Victims of sexual harassment are encouraged to report their allegations even if they do not wish to utilize these processes.

Claims of sexual harassment should be made to the following offices:

1. Claims by employees against other employees including their supervisors; claims by students including student workers against Faculty members or other employees; and claims against individuals who are not students or employees should be made with Institutional Diversity, Equity and Access, 103 Wells Hall, telephone number 270.809.3155.

2. Claims by a student against another student should be made to the Associate Vice President for Student Affairs, 425 Wells Hall, 270.809.6831.

3. If the Executive Director of Institutional Diversity, Equity and Access, the Vice President for Student Affairs, or the Title IX Coordinator identified below is the person against whom complaint is made, the report should be made to the President of the University.

4. If the complaint is against the President or a member of the Board of Regents, the report should be made to the Chair of the Board of Regents. If the complaint is against the Chair of the Board, the complaint should be made with the Vice-Chair of the Board.

5. If there is doubt about which office the allegations should be made to, or if assistance is needed with respect to a complaint, Institutional Diversity, Equity and Access should be contacted for help.

In addition, any claim of harassment may be directed to the MSU Title IX Coordinator, who coordinates MSU's responsibilities regarding Title IX. The contact information is MSU Title IX Coordinator, Joshua E. Jacobs, Ed.D., 218 Wells Hall, Murray State University, Murray Ky. 42071; telephone 270.809.3763; facsimile 270.809.3413; e-mail: msu.titleix@murraystate.edu.

Any inquiries regarding the application of Title IX may be referred to MSU Title IX Coordinator, Joshua E. Jacobs, Ed.D., 218 Wells Hall, Murray State University, Murray Ky. 42071; telephone 270.809.3763; facsimile 270.809.3413; e-mail: msu.titleix@murraystate.edu; or the Assistant Secretary for Civil Rights of the United States Department of Education, 400 Maryland Ave., S.W., Washington, DC 20202-1100; telephone 1.800.421.3481; facsimile 202.453.6012; TDD 1.877.521.2172; e-mail OCR@ed.gov

In accordance with law, there will be no retaliation against an individual making a good faith claim of sexual harassment.

D. Remedies.

Any individual charged with sexual harassment will be accorded due process in compliance with established University procedures. Sanctions for sexual harassment may range from written warning to termination (for an employee) or expulsion (for a student).

In addition, Murray State will take steps to prevent the recurrence of harassment and to correct its effects.

> Policy Statement On Intolerance

The University is committed to creating an educational environment which is free from intolerance directed toward individuals or groups and strives to create and maintain an environment that fosters respect for others. As an educational institution, the University has a mandate to address problems of a society deeply ingrained with bias and prejudice. Toward that end, the University provides educational programs and activities to create an environment in which diversity and understanding of other cultures are valued.

A. Intolerance refers to an attitude, feeling or belief wherein an individual shows contempt for other individuals or groups based on characteristics such as race, color, national origin, marital status, disability, gender, sexual orientation or political or religious belief.

B. Actions motivated by intolerance violate the principles upon which American society is built and serve to destroy the fabric of the society we share. Such actions do untold and unjust harm to those who experience this kind of discrimination and threaten the reputation of the University.

C. The expression of diverse views and opinions is encouraged in the University community. Further, the First Amendment of the United States Constitution assures the right of free expression. In a community which recognizes the rights of its members to hold divergent views and to express those views, sometimes ideas are expressed which are contrary to University values and objectives.

D. When any violation of a University policy, rule or regulation is motivated by intolerance toward an individual or group based

on characteristics such as race, color, national origin, marital status, disability, gender, sexual orientation or political or religious beliefs, the sanction will be increased in severity and may include separation from the University.

Contact the Office of Student Affairs at 270.809.6831, 800.909.1507, fax 270.809.4176 or Institutional Diversity, Equity and Access 270.809.3155 (voice), 270.809.3361 (TDD), fax 270.809.6887 if you have questions about this Policy Statement.

> Institutional Diversity, Equity and Access Grievance Procedures

Murray State University commits itself to investigating and determining all claims or allegations of discrimination in the operation and administration of its programs, services and employment practices.

Any member of the University community adversely affected by a discriminatory act by another student or employee of Murray State University may complain. If a student has a complaint against another student based upon discrimination, the Office of Student Affairs should be contacted at 270.809.6831, 800-909-1507, fax 270.809.4176. Institutional Diversity, Equity and Access should be contacted at 270.809.3155 (voice), 270.809.3361 (TDD), fax 270.809.6887 with all other complaints of discrimination. In case of doubt, Institutional Diversity, Equity and Access should be contacted.

The procedures followed by Institutional Diversity, Equity and Access for handling formal complaints are found on its website at *http://murraystate.edu/IDEA/grievance.* Complaints must be filed with Institutional Diversity, Equity and Access within 180 days of the act about which complaint is made.

Complaints of discrimination made to the Office of Student Affairs will follow the procedures below under "Student Disciplinary Proceedings."

If anyone registering a complaint of discrimination requests confidentiality or that a complaint not be pursued, the Office of Student Affairs or Institutional Diversity, Equity and Access will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation. If a complainant insists that his or her name or other identifiable information not be disclosed, the complainant must realize MSU's ability to respond may be limited. Title IX and University policy prohibit retaliation, and Murray State will not only take steps to prevent retaliation but also take strong responsive action if it occurs. University officials may be obligated to report alleged violations of law to law enforcement authorities. In that event, it may not be possible to honor requests for anonymity. The University may proceed with its disciplinary process without regard to potential action by local, state, or federal authorities.

> Policy On Disruptive Activities

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:

- Bring prompt disciplinary action against the individual(s).
- 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.
- Make application to the courts for injunctive relief.
- Request assistance from University and other appropriate law enforcement agencies.
- 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.

> Policy on Academic Honesty

Murray State University takes seriously its moral and educational obligation to maintain high standards of academic honesty and ethical behavior. Instructors are expected to evaluate students' academic achievements accurately, as well as ascertain that work submitted by students is authentic and the result of their own efforts, and consistent with established academic standards.

Students are obligated to respect and abide by the basic standards of personal and professional integrity.

Violations of Academic Honesty include:

- **Cheating** - Intentionally using or attempting to use unauthorized information such as books, notes, study aids, or other electronic, online, or digital devices in any academic exercise; as well as unauthorized communication of information by any means to or from others during any academic exercise.
- **Fabrication and Falsification**- Intentional alteration or invention of any information or citation in an academic exercise. Falsification involves changing information whereas fabrication involves inventing or counterfeiting information.
- **Multiple Submission**- The submission of substantial portions of the same academic work, including oral reports, for credit more than once without authorization from the instructor.
- **Plagiarism**- Intentionally or knowingly representing the words, ideas, creative work, or data of someone else as one's own in any academic exercise, without due and proper acknowledgement.

Instructors should outline their expectations that may go beyond the scope of this policy at the beginning of each course and identify such expectations and restrictions in the course syllabus. When an instructor receives evidence, either directly or indirectly, of academic dishonesty, he or she should investigate the instance. The faculty member should then take appropriate disciplinary action.

Disciplinary action may include, but is not limited to the following:

1) Requiring the student(s) to repeat the exercise or do additional related exercise(s).
2) Lowering the grade of failing the student(s) on the particular exercise(s) involved.
3) Lowering the grade or failing the student(s) in the course.

If the disciplinary action results in the awarding of a grade of E in the course, the student(s) may not drop the course.

Faculty reserve the right to invalidate any exercise or other evaluative measures if substantial evidence exists that the integrity of the exercise has been compromised. Faculty also reserve the right to document in the course syllabi further academic honesty policy elements related to the individual disciplines.

A student may appeal the decision of the faculty member with the department chair in writing within five working days. Note: If, at any point in this process, the student alleges that actions have taken place that may be in violation of the Murray State University Non-Discrimination Statement, this process must be suspended and the matter be directed to

Institutional Diversity, Equity and Access. Any appeal will be forwarded to the appropriate university committee as determined by the Provost.

> General Student Conduct Regulations

This section establishes the rules and regulations all students and student organizations of Murray State University are expected to follow under the duty and powers inherent in educational institutions to protect their educational purposes through the setting of standards of student conduct and scholarship and through the regulation of the use of University facilities.

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.

CONDUCT RULES

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 Student Disciplinary Proceedings below.) 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.

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 non-existent fire, and tampering with fire alarms, smoke detectors, fire extinguishers, and any other fire safety equipment are prohibited.

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.

Conduct Endangering Safety and Welfare – Any conduct which endangers the safety and welfare of other individuals such as hazing (see definition in section titled "Hazing"), assault, battery, abuse or threat of abuse on University owned or controlled property or at University functions is prohibited.

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.

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.

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.

Disorderly Conduct – Abusive, drunk and disorderly, violent, or excessively noisy conduct on University owned or controlled property or at University functions is prohibited.

Disruptive Activities (see policy on 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:

- Unauthorized occupancy of University facilities or buildings.
- 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.
- Destruction of property or substantial interference with the orderly operations of the University by noise or other forms of disturbance.
- Substantial interference with University pedestrian or vehicular traffic.

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.

Firearms, Weapons, Dangerous Substances - No student may possess, use, or sell on campus any weapon or firearm, sword, bow and arrow, BB, plastic BB, pellet gun, firearm/weapon look-alike, any knife other than a pocket knife with a blade less than 4 inches long, billy club, nightstick or club, blackjack, nuchaku karate sticks, shuriken or death star, or artificial knuckles made from metal, plastic or other similar hard material, or any incendiary, explosive, or destructive device, including fireworks, without authorization.

Illegal Drugs – The unlawful manufacture, distribution, dispensing, possession, or use of controlled substances is prohibited at Murray State University.

Misuse of Keys – A student may not possess a key or any device allowing access to any University facility without proper authorization.

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.

Off Campus Conduct - Any off-campus conduct or behavior, which would be subject to discipline 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.

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.

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.

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.

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.

Unauthorized Entry – A student may not enter, or attempt to enter, any University building or room without proper authorization and legitimate purpose.

> Alcohol Policy

The possession or use of alcoholic beverages in the residence halls is prohibited. No one under 21 may possess alcohol on University property for his/her own use and no one will assist anyone under 21 in having alcohol delivered or served to him/her on University property. Alcohol use or intoxication is prohibited in outdoor areas on University property,

and in classrooms and instructional buildings, administrative offices, cafeterias, and in any other facilities to which the general public and student population have access such as the CFSB Center, Bauernfeind Wellness Center, Roy Stewart Stadium, and the Expo Center.

> Intellectual Property Policy

A copy of the MSU Intellectual Property Policy addressing students may be found at www.murraystate.edu/policymall, MSU Faculty Handbook, Section 2.13.2.

> Information Technology Policies

Murray State University has promulgated policies applicable to all users of its information technology resources. The Information Technology Policies address topics such as proper use of MSU's information technology resources, privacy, and sanctions for policy violations. MSU's Information Technology Policies will be changed, amended, and added to as technology changes and develops. All persons or entities who use MSU's information technology resources are responsible for being familiar and complying with the most recent version of each policy. The Information Technology Policies are available at *https://sites.google.com/a/murraystate.edu/information-security/policy*. Users are also responsible for following other University policies, federal and state statutes and applicable vendor policies, a list of which can be obtained from the office of the Chief Information Officer, in their use of MSU's information technology resources. The Chief Information Officer may be contacted at 112 Industry and Technology Building, MSU, Murray, Ky. 42071; telephone 270.809.2154; facsimile 270.809.3465

Particular attention should be paid to the Information Technology Acceptable Use and Privacy Policies. The Acceptable Use Policy is found at *https://sites.google.com/a/murraystate.edu/information-security/policy/aup* and the Privacy Policy is found at *https://sites.google.com/a/murraystate.edu/information-security/policy/privacy.*

Protection of Information Technology Resources and Institutional Data

To protect the integrity of the University's information technology facilities and the users thereof against unauthorized or improper use of those facilities, MSU reserves the right, without notice, to temporarily limit or restrict any individual's use and to inspect, copy, remove, or otherwise alter any data, file, or system resource which may undermine the authorized use of any information technology facility.

Monitoring and Access of Information

MSU, as a regular part of its business, monitors its information technology resources in an effort to ensure they are used in accordance with law and University policy, that they are operating efficiently, that there are no threats to them, and that they are regularly maintained and up-dated. This regular monitoring may result in MSU's accessing information technology resources you use including email and communications you send or receive, viewing or scanning files or software you have placed on MSU's information technology resources, and retrieving, copying, and distributing information found. Appropriate action will be taken if this regular monitoring reveals violations of law or any University policy.

MSU may as a regular part of its business also monitor and access the information technology resources you use. This includes email and communications you send or receive or files or software you have placed on MSU's information technology resources. MSU may retrieve, copy, and distribute information found if such actions are taken by an employee as a regular and necessary part of his/her job duties, or if such actions are determined to be in the best interests of MSU by the Chief Information Officer or higher level of University management. This may occur, for example, in the event there are reasonable grounds to believe:

1. There is a threat to the University's information technology resources, or if such access is needed to ensure the efficient operations of any MSU information technology resources
2. That a violation of University policy or an illegal act has occurred or may occur
3. There is a threat to University property or the rights of the University
4. There is an emergency affecting the safety of persons or property
5. Access is needed in order for MSU to conduct its regular business affairs efficiently
6. Litigation involving the University or its agents or employees is possible or on-going.
7. A work document, to which a department needs access, is on an employee's computer but the employee is absent.

MSU's monitoring and access may occur without notice to you. The fact that any information technology resource is password protected will not prevent monitoring and access by MSU. Monitoring and access may include physically accessing information resources wherever located.

Copyright

Copyright is a form of legal protection. It gives the copyright holder certain rights including the exclusive right to copy and distribute the work or material to which the copyright applies. Literary and musical works, motion pictures, sound recordings, and photographic images are examples of works which may be protected by copyright. *See generally "Copyright Basics," United States Copyright Office, http://www.copyright.gov/.* Materials found on the internet may be protected by copyright.

Students are warned that unauthorized use of copyrighted materials is illegal and that copyright violation carries civil and criminal penalties. Illegal uses include unauthorized copying or distribution of copyrighted sound recordings, motion pictures, images, and software. Peer to peer (p2p) file sharing often involves works which are protected by copyright and unauthorized uploading or downloading protected music or movies is a violation of law. *See for example "Is it legal to download works from peer-to-peer networks and if not, what is the penalty…" found at "Frequently Asked Questions About Copyright," United States Copyright Office, http://www.copyright.gov/help/faq/.*

Violators may be sued by copyright holders for their illegal activities; even a user who is not aware and has no reason to believe his/her acts violate copyright may be liable for damages. A violator may be ordered to pay the fees of the other party's attorney; statutory civil damages can be as high as $150,000 for each work infringed if a violation is committed willfully. Copyright infringement can also be a crime. A first time offense can carry a prison term of from 1 to 5 years plus fines depending upon the facts and circumstances.

The use of MSU's information technology resources, such as University computers and internet resources, in connection with copyright violations is not only against the law but is prohibited by the University and is subject to disciplinary action. The penalty for a first offense may include loss of technology resources privileges and referral to the Vice President for Student Affairs for disciplinary action. Under certain circumstances the appropriate law enforcement agency may be advised of the illegal behavior.

Helpful information about copyrights is available on-line from the United States Copyright Office whose address is *http://www.copyright.gov/*. The site contains helpful publications such as "Copyright Basics" and useful "Frequently asked questions," both of which are referenced above.

Anyone aware of any use the University's information technology resources in a way which violates copyright is encouraged to notify the University's Chief Information Officer, 112 Industry and Technology

Building, MSU, Murray, Ky. 42071; telephone 270.809.2154; facsimile 270.809.3465

Investigation and Review of Information Technology Policy Infractions

1. University sanctions for violations of its Information Technology Policies are imposed by the appropriate University authority and may include, but are not limited to, limitation or revocation of rights to access information technology resources and/or reimbursement to the University for all costs incurred in detecting and proving the violation of these rules, as well as from the violation itself. See Section V of the Acceptable Use Policy, *https://sites.google.com/a/murraystate.edu/information-security/policy/aup* for a complete discussion of sanctions and appeals.

2. Users must use only those information technology resources which the University has authorized for their individual use. The unauthorized use of information technology resources as well as the providing of false or misleading information for the purpose of obtaining access to information technology facilities is prohibited and may be regarded as a criminal act and treated accordingly. Users must not use University information technology facilities to gain unauthorized access to other institutions, organizations or individuals.

3. Failure to comply with one or more of the specific requirements of the Acceptable Use Policy may jeopardize access to or use of Murray State's information technology facilities and services and could result in a review and investigation into the identified violation.

4. Supervisors of systems and facilities have the authority to immediately terminate any program or access that is suspected to be inappropriate or detrimental to operations.

For more information go to Acceptable Use Policy found at *https://sites.google.com/a/murraystate.edu/information-security/policy/aup.*

> Student Disciplinary Proceedings

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.

PRE-HEARING PROCEDURES

Any member of the University community may present to the Office of Student Affairs allegations that a student or a student organization has violated University policies, rules, or procedures ("rules"). The person bringing the allegations is referred to as the "complainant," and the student or student organization against whom or which allegations are made is referred to as the "charged student" or "charged student organization." If it appears the complaint should be handled by Institutional Diversity, Equity and Access, the Office of Student Affairs will refer the matter to that office. The allegations will be put into the form of a written complaint.

University officials may be obligated to report alleged violations of law to law enforcement authorities. The University may proceed with its disciplinary process without regard to potential action by local, state, or federal authorities.

The allegations will be put into the form of a written complaint. The Office of Student Affairs will investigate the complaint and estimate its seriousness, and may consult with the complaining party as to the advisability of pursuing the complaint. The Office of Student Affairs may also decide the mechanism for resolving the complaint is one of the following courses of action:

- In cases which could not result in suspension or expulsion, there may be an informal hearing before an Office of Student Affairs staff member. Informal hearings will not be used in instances involving allegations of sexual assault.
- In cases which could result in suspension or expulsion, there must be a hearing before the University Judicial Board.
- In cases where any party requests a hearing before the University Judicial Board, the case will be forwarded to the University Judicial Board for a hearing.

As noted above, under "Equal Opportunity Grievance Procedures," "If a complainant insists that his or her name or other identifiable information not be disclosed, the complainant must realize MSU's ability to respond may be limited."

If a hearing is to be held, the charged student or charged student organization will be notified in writing of the alleged wrongdoing including the factual circumstances surrounding the alleged wrongdoing, the specific rules allegedly violated, and the possible penalties. The charged student/student organization will be given an opportunity to respond as stated in the notice.

The Office of Student Affairs shall send all involved parties a notice of any hearing including the time and place of the hearing. The timing of the hearing will allow opportunity for all parties to prepare and will be not less than seven working days from the date notice of the hearing is calculated to be received. The Office of Student Affairs may extend the time for any hearing if there is good reason.

The notice to the charged party/student organization of the alleged wrongdoing and the notice to the parties of any hearing shall either (a) be mailed via registered mail to the address last noted on the parties' official records at the University or (b) be hand delivered to the parties. The president and/or faculty advisor of the student organization will be notified on behalf of a student organization. No such notice will be regarded as defective if the student or student organization hides, refuses mail, or has failed to notify the University of a current address. It is the responsibility of each party involved in any disciplinary proceeding to ensure that the Office of Student Affairs has the proper address to which all notices, including any decision, may be mailed to that party. Each party is responsible for arranging to monitor his/her/its mail regularly while any matter is pending so that mail may be received and proper action in response to any notice or decision may be taken in a timely fashion. In addition, each party should provide the Office of Student Affairs with other current contact information, such as cell phone number, so that the party can be reached on short notice.

Any party can meet with a Student Affairs staff member to discuss the issues involved, preparation, hearing procedures, possible outcomes, and the rights which he or she will be free to exercise in the hearing.

INFORMAL HEARING PROCEDURES

If an informal administrative hearing is held, a Student Affairs staff member shall meet with the parties who will be able to present information in support of their position. An informal hearing related to sexual harassment may be terminated at any time and a hearing before the University Judicial Board may be begun. If the parties are unable to agree upon a resolution, the staff member may take one of the following courses of action:

- Find for or against the charged student or charged student organization. A finding against the charged student/charged student organization will be based upon a preponderance of the information presented.
- Impose the sanctions of warning, referral, loss of privileges, probation, and/or restitution as defined under "University Judicial Board Authority and Jurisdiction," found below.

- Make a decision to pass the case on to the University Judicial Board.
- The Office of Student Affairs may assist the student against whom discipline is imposed with his/her behavioral and/or personal difficulties. The Office of Student Affairs may also offer assistance to a student who filed a complaint.

In order to impose any sanction related to off campus conduct, there must be a finding that the conduct adversely affects or raises reasonable concerns for the safety or well-being of any person or property on campus, or is detrimental to the objectives or purposes of the University or any of the University's programs or operations.

If either party disagrees with the finding of the Student Affairs staff member and/or the sanction imposed, he/she may seek review of the decision by giving notice in writing to the Associate Vice President of Student Affairs, 425 Wells Hall, MSU, Murray, Ky. 42071 no later than five working days after the date of the decision in the administrative hearing. See "Appeals from Informal Proceedings" below.

If the matter proceeds to the University Judicial Board, the staff member with the Office of Student Affairs involved in the informal hearing may serve as the hearing officer for purposes only of ensuring that proper procedures are followed.

> The University Judicial Board

Composition – The University Judicial Board shall be composed of three members of the Student Judicial Board, three faculty members and one administrative staff member. A hearing officer will conduct the hearing only to ensure proper procedures are followed. The three representatives from the Student Judicial Board shall be chosen by a random drawing for each hearing by the chairman of the Student Judicial Board. The three faculty members shall be elected by the faculty as a whole for staggered three-year terms. One administrative staff member shall be appointed by the President of the University for a one-year term. A quorum of the board shall consist of any five members present and voting. The University Judicial Board shall elect its own chairperson.

Hearing Procedures – If a hearing before the University Judicial Board is warranted or requested, the Office of Student Affairs shall call a meeting of the board to hear the case. The University Judicial Board shall maintain a record of the pertinent information presented in each case and a copy of the Judicial Board's decision.

At the hearing, each party will be allowed to present information to support or rebut the allegations. This information may consist of witnesses as well as documents and other information. Any questioning of witnesses will be by the University Judicial Board and the parties will be provided the opportunity to submit questions to the Board. Technical rules of evidence are not applicable.

Each party will have the right to have during the hearing an advisor who shall be another student, a faculty member, a staff member or a parent, but none of who may be an attorney. No one, including the University Judicial Board, shall be advised by an attorney during the hearing unless criminal charges arising from the same set of facts are pending in state or federal court. In that event, the charged student may have an attorney advisor in which event the complainant will be afforded the same opportunity. Any advisor or attorney will be permitted to be present at the hearing in order to advise a party. However, neither the advisor nor the attorney will participate in the hearing.

No decision for the imposition of sanctions may be based solely upon the failure of the charged student to answer the complaint or to appear at the hearing. In such a case, the information in support of the complaint shall be presented and considered and sanctions imposed only if the alleged violations are proven.

A party's character, reputation, and prior disciplinary record shall not be considered to establish that a violation did or did not occur. However, the board may consider the character, reputation and prior disciplinary record of a charged student/charged student organization in determining appropriate disciplinary action after a violation has been found.

All hearings before the University Judicial Board shall be closed, unless a request is made for a public hearing within the terms, conditions, and limits established by the Kentucky Open Meetings Law and the Federal Family Educational Rights and Privacy Act.

Decisions – All decisions that a violation occurred shall be based upon the preponderance of the information produced at the hearing. A determination that a violation occurred and the imposition of sanctions shall be by majority vote of those members present and voting, except that expulsion shall require a two-thirds vote. In order to impose any sanction related to off campus conduct, there must be a finding that the conduct adversely affects or raises reasonable concerns for the safety or well-being of any person or property on campus, or is detrimental to the objectives or purposes of the University or any of the University's programs or operations.

A sanction of disciplinary suspension or expulsion shall automatically be reviewed by the University Appeals Board. A written copy of the decision of the University Judicial Board shall be sent to the charged student, to the Office of Student Affairs and, in the case of a sanction of disciplinary suspension or expulsion, to the University Appeals Board. The decision letter shall contain information regarding the student's right to appeal. In the event the decision found in favor of the student charged with a violation, the complainant will be advised of his/her appeal rights.

The outcome in matters regarding sexual harassment will be provided in writing to the complainant. The complainant will also be advised of any sanctions imposed which relate to the complainant (e.g., the harassing student is to stay away from the harassed student or the harassing student is suspended from MSU.) In matters involving forcible and non-forcible sex offenses, the complainant will be advised of the final outcome of the hearing as well as any sanctions imposed. A complainant who is a victim of a crime of violence will be advised of the final outcome of a hearing. The University may release the final outcome of disciplinary proceedings if a student is found to have committed a crime of violence (including a forcible sex offense) or non-forcible sex offense, but will not release the name of any other student including any victim or witness without the consent of that student.

Authority and Jurisdiction – The University Judicial Board shall have original jurisdiction in all disciplinary cases involving students in which suspension or expulsion might result and in those cases passed on to it by the Office of Student Affairs or the Office of Academic Affairs. The University Judicial Board shall have appellate jurisdiction from the informal administrative hearings of the Office of Student Affairs.

The University Judicial Board shall have the authority either to find in favor of the charged student or to impose one or more of the following sanctions:

- **Referral to alternative services**, such as counseling. This sanction may be accompanied by other sanctions.
- **Warning.** Written notification that the student's actions are unacceptable and that a continuation or repetition of such action will result in more severe disciplinary action.
- **Loss of Privileges.** Denial of participation in specified activities, removal from a living group, denial of use of specified facilities, or other loss of privileges consistent with the offense committed. This sanction may be accompanied by other sanctions.
- **Probation.** A definite period of observation and review of conduct not to exceed twelve months' duration. Violations of University regulations during a probationary period may result in action leading to suspension or expulsion.

- **Restitution.** Reimbursement by transfer of money or services to the University or to a member of the University community in an amount not to exceed the damage or loss incurred. Restitution may be accompanied by other sanctions.
- **Self Improvement and Educational Programs.** A program of self development or educational development to assist students in realizing the significance of their behavior.
- **Suspension.** Exclusion from the University for a definite period of time and/or exclusion until specified conditions set out by the Judicial Board are met. The effective commencement date of such exclusion shall be specified by the University Judicial Board.
- **Expulsion.** Permanent termination of student status and permanent exclusion from the campus. The effective commencement date of such expulsion shall be specified by the University Judicial Board.

Appeal from Informal Proceedings - In an appeal from an informal hearing with a Student Affairs staff member, the University Judicial Board will review any materials presented to the Student Affairs staff member. The University Judicial Board will advise the parties that they may provide written statements in support of the appeal and in support of the decision of the Student Affairs staff members, copies of which will be shared with all parties. Any party bringing an appeal from an informal hearing must demonstrate:

1. Prejudicial procedural errors occurred with respect to the previous proceedings;
2. The decision of the Student Affairs staff member is not supported by substantial evidence on the basis of the information in the whole record;
3. Any imposed sanction is inappropriate for the violation the charged student/charged student organization was determined to have committed; or
4. Newly discovered evidence, which could not with reasonable diligence have been presented during the informal proceedings, is sufficient to affect the decision of the Student Affairs staff member.

If the decision of the Student Affairs staff member is upheld, the matter will be considered finally concluded unless further appeal is pursued. If the decision is not upheld, the University Judicial Board will find for the appealing party if the decision is not supported by substantial evidence, or will return the matter to the Student Affairs staff member for another hearing if there was a prejudicial procedural error or is newly discovered evidence which would affect the decision, or, if the reason not to uphold the decision relates only to the penalty imposed, for reconsideration of the penalty.

> The University Appeals Board

Composition – The University Appeals Board shall be composed of nine members — six faculty members, and three students. Two faculty members shall be named by the Board of Regents each year to serve three-year terms, and three students shall be named by the Board of Regents each year for one-year terms. A quorum of the Appeals Board shall be any five members present and voting. The Appeals Board shall elect its own chairperson.

Appeals Procedure – Any party may appeal a decision of the University Judicial Board to the Appeals Board by sending a letter containing the grounds for the appeal in detail to the Associate Vice President of Student Affairs, 425 Wells Hall, MSU, Murray, Ky. 42071 no later than five working days after the date of the University Judicial Board decision. When the University Judicial Board has imposed suspension or expulsion, appeal to the University Appeals Board is automatic, and the charged student need not appeal in writing.

Decision – The Appeals Board will review the record presented to it from the University Judicial Board. The Appeals Board may request written statements in support of the appeal and in support of the decision of the University Judicial Board, copies of which will be shared with all parties. Any party bringing an appeal from the University Judicial Board must demonstrate:

1. Prejudicial procedural errors occurred with respect to the previous proceedings;
2. The decision of the University Judicial Board is not supported by substantial evidence on the basis of the information in the whole record;
3. Any imposed sanction is inappropriate for the violation the charged student/charged student organization was determined to have committed;
4. Newly discovered evidence, which could not with reasonable diligence have been presented at the University Judicial Board hearing, is sufficient to affect the decision of the University Judicial Board.

If the decision of the University Judicial Board is upheld, the matter will be considered finally concluded unless further appeal is allowed.

If the decision is not upheld, the Appeals Board will find for the appealing party if the decision is not supported by substantial evidence, or return the matter to the University Judicial Board for another hearing if there was prejudicial procedural error or is newly discovered evidence which would affect the decision, or, if the reason not to uphold the decision relates only to the penalty imposed, for reconsideration of the penalty.

If the decision from the University Judicial Board which is not upheld related to its review of an informal hearing by a Student Affairs staff member, the Appeals Board will find for the appealing party if the decision is not supported by substantial evidence or the matter will be returned to the Student Affairs staff member for another hearing if there was prejudicial procedural error or is newly discovered evidence which would affect the decision, or, if the reason not to uphold the decision relates only to the penalty imposed, for reconsideration of the penalty.

The written decision of the University Appeals Board shall be sent to the parties and to the Office of Student Affairs. If the penalty involved is suspension or expulsion, the charged student shall be informed in the decision letter of his/her right of appeal to the Board of Regents. Notice of the outcome of a matter before the University Appeals Board will be provided as with the University Judicial Board.

> Board of Regents

Pursuant to KRS 164.370, a student suspended or expelled for disciplinary reasons may appeal the decision to the Board of Regents. The appeal will be instituted by the student's presenting a detailed statement of the grounds for appeal to the President of the University no later than five working days after the date of the decision of the University Appeals Board. The President will advise the members of the Board of Regents and refer the appeal to the members of the Board's Student Disciplinary Committee.

The Student Disciplinary Committee will review the appeal. The Student Disciplinary Committee may determine from the statement of appeal that the appeal can be decided based upon a review of the previous proceedings. In that case, it will afford all parties the opportunity to present arguments, will review the record and the arguments presented, and will submit its recommended outcome to the Board of Regents which may accept or reject the recommendation or determine that a hearing or additional proceedings are warranted. If the Student Disciplinary Committee believes that a hearing or other proceedings are warranted, it will refer the matter to the Board of Regents. The Board will develop its rules of procedure for any matter before it. The final decision in all such appeals will be made by the Board of Regents.

Policy on Sexual Misconduct, Unwanted Pursuit and Relationship Violence

> Introduction

The University is committed to providing a safe and respectful environment for its students to live, work, study and learn. Interpersonal violence of any kind will not be tolerated on the MSU campus.

The Board of Regents of Murray State University has specifically condemned sexual offenses, unwanted and repetitive pursuit and other forms of relationship violence committed by or against any member of the campus community. The University is committed to the eradication of such offenses on campus by means of preventative educational programs, victim advocacy and strict enforcement of this policy. Because sexual misconduct, unwanted pursuit, and relationship violence violate the standards of civility and respect expected of all members of the campus community, Murray State will take appropriate action to respond to, investigate, and impose sanctions for behavior found to violate this policy.

The University will cooperate with law enforcement officials in the prosecution of individuals who violate this policy. Behaviors addressed here may be defined differently by law enforcement agencies, and punishments imposed by outside agencies may be significantly different from what is described here. Moreover, the fact that the University does not address particular conduct in this policy does not prohibit its punishment if the behavior is otherwise prohibited by University policies or regulations.

All members of the University community share a responsibility for creating a university where all its constituents feel safe and supported and where healthy, respectful relationships as well as a culture of nonviolence prevail. Therefore, Murray State administrators, faculty, staff, and students are urged to report their knowledge of any nonconsensual sexual activity, sexually exploitive behavior, unwanted pursuit, and/or relationship violence.

> Definitions of Sexual Misconduct, Unwanted Pursuit and Relationship Violence

SEXUAL MISCONDUCT

Sexual misconduct may occur as follows.

Non-Consensual Sexual Activity

Non-consensual sexual activity involves a touching of one individual by another individual in a sexual manner without consent. The touching prohibited by this policy need not be forcible.

Consent obtained by intimidating/threatening behavior or coercion is ineffective. Consent may not be obtained from a person who is mentally or physically incapacitated. MSU condemns nonconsensual sexual activity which includes:

- intentional contact with the breasts, buttocks, groin, or genitals (or the clothing covering these intimate body parts);
- touching another person with any of the body parts listed previously or making another person touch you or themselves with or on any of these body parts (or the clothing covering these intimate body parts);
- intercourse, however slight, meaning vaginal penetration by a penis, object, tongue, or finger; anal penetration by a penis, object, tongue, or finger; and, oral copulation (mouth to genital contact or genital to mouth contact);
- knowingly transmitting HIV or any sexually transmitted infection to another student.

EXAMPLE: Andrew and William have been flirting with each other all night at a party. Around 12:30 a.m., William excuses himself to find a bathroom. Andrew notices William slurring his speech. He wonders if William went to the bathroom to vomit. When William returns, the two begin flirting more heavily and move to a couch. As the conversation continues, the two become more relaxed and more physically affectionate. Andrew soon suggests they go back to his room, and William agrees. As they walk down the stairs, Andrew notices that William looks unstable and offers his arm for support and balance. When they get back to his room, Andrew leads William to the bed and they begin to become intimate. William becomes increasingly passive and appears disoriented. Andrew soon begins to have sexual intercourse with him. The next morning, William thinks they had sex but cannot piece together the events leading up to it. *This is a violation of University policy. William was clearly under the influence of alcohol and thus unable to freely consent to engage in sexual activity with Andrew. Although Andrew may not have known how much alcohol William had consumed, he saw indicators from which a reasonable person would conclude that William was intoxicated, and therefore unable to give consent. Andrew in no way obtained consent from William.**

Sexually Exploitative Behavior

Murray State University will not tolerate ***any*** behavior on campus which jeopardizes the safety and welfare of its students. See, e.g., the "General Student Conduct Regulations" found in the ***Student Handbook***. This behavior includes, but it not limited to, acts occurring on campus of a criminal nature. The type of behavior condemned is not limited to that which occurs within a sexual context. However, MSU's condemnation of acts of a sexual nature that threatens the safety and welfare of students extends beyond the non-consensual activity described above.

Examples of prohibited sexually exploitative behavior which jeopardizes the safety and welfare of students includes but are not limited to:

- non-consensual video/audio-taping or photographing of sexual activity;
- posting or distribution of materials involving the sexual activity of another person using University facilities or information resources;
- observing without consent a person who is naked, in the process of undressing, or engaging in sexual acts;
- exposing one's genitals to another under conditions which are likely to cause alarm to the other;
- inducing incapacitation in another for the purpose of engaging in sexual conduct.

EXAMPLE: Liz and Tom have been together for six months. She often tells her friends stories of Tom's sexual prowess, and decides to prove it to them. One night, she and Tom engage in consensual sexual intercourse in Liz's residential college room. Without Tom's knowledge, Liz sets up her digital camera to videotape them having sex. The next evening, using MSU information technology resources, she uploads the video to

an online video-sharing site and discusses it with her friends online. *This is a violation of this policy. Tom's consent to engage in sexual intercourse with Liz did NOT mean Liz had obtained his consent to videotape it. This is a form of sexual exploitation.* *

UNWANTED PURSUIT

Unwanted pursuit means to engage in a course of repeated, intentional conduct directed at a specific person which is of a type that would cause a reasonable person to suffer emotional distress or perceive a hostile environment; which seriously alarms, annoys, intimidates, frightens, or harasses the other person; and which serves no legitimate purpose.

Depending upon the facts and circumstances, the following behaviors may constitute unwanted pursuit:

- Repeated, unwanted, intrusive, and frightening communications from the perpetrator by telephone, written letters, and/or electronic means (e.g., email, Facebook, instant messaging, My Space, etc);
- Repeatedly leaving or sending victim unwanted items, presents, or flowers;
- Following or pursuing the victim;
- Obtaining personal information about the victim by going through the victim's garbage;
- Surveillance or other types of observation.

EXAMPLE: Amber was uneasy with the unsigned notes left on her windshield because the words indicated the writer knew her movements. However, the content was benign; for example, one note said, "I liked your hair today." Another read, "How did you do on the speech you gave in class?" Amber didn't connect the notes with an encounter a few weeks earlier with Bryan, a former high school acquaintance. She had been surprised to "run into" him outside her residential college; he walked with her and ate with her at Winslow. Everything seemed okay until he started saying things like he forgave her for going out with her current boyfriend. She didn't know what to say; she quickly made an exit. Subsequently, Amber started getting numerous phone calls from Bryan and even at her parents' house the weekend she went home. Facebook and AOL messages from him wouldn't stop. The content of some of the messages indicated Bryan was familiar with her routine and these scared her. She never answered and deleted him as a friend. He tried to add her again; she didn't respond. One day after class in Alexander Hall, she went to her car and found a huge display of roses on the hood of car with a note indicating they were from Bryan. She finally contacted Public Safety after he followed her around campus one night. *Bryan exhibited several behaviors consistent with unwanted pursuit: following, leaving unwanted gifts, and repeated communication with no response from her. Amber did nothing to suggest she wanted any sort of contact with Bryan. Bryan's behavior violates this policy.*

RELATIONSHIP VIOLENCE

Unwanted violent behavior is no less harmful merely because it occurs between two participants in a relationship. Similarly, acts of violence do not become justified because one member of a relationship commits them against another. The threat or use of violence does not have to be directed at the partner but may also be directed towards his/her property, pets, children, or other friends or family members.

Relationship violence is defined as a pattern of behavior used to frighten, threaten, injure, and control an intimate partner. Relationship violence rarely begins with severe physical abuse; it's more subtle at first. Over time, the abusive behaviors increase in severity and frequency. Forms of relationship violence include physical, verbal/emotional, sexual, economic, and/or psychological abuse.

Examples of relationship violence include, but are not limited to:

- Attempting or committing an act that causes fear of injury (e.g., showing a weapon, restraining a person to show physical strength, putting hands tightly around the partner's neck, cutting self or the partner, etc.);
- Intentionally causing physical harm to another (e.g., kicking, slapping, shoving, pulling hair, choking, etc.);
- Threatening to or actually committing a crime of violence or damaging property (e.g., abusing a pet, smashing objects, etc.);
- Controlling access to daily activities such as social interactions, eating, sleeping, class attendance, studying, access to the person's own money and possessions etc.;
- Systematically degrading an intimate partner's self-worth (e.g., name-calling, demeaning comments, forcing the person to perform humiliating acts, repeated actions to imply the partner is crazy, etc.).

EXAMPLE: When Sarah met Brad, it was "love at first sight." From the beginning, he cared so much about her—he was attentive and romantic. He called often, left Facebook messages, and dropped by just to see how she was doing. Sarah wasn't used to a guy wanting to be with her so much; she felt special. Her friends expressed concern about how quickly the relationship was moving. Sarah told Brad; he got angry and said they were jealous. He told her good friends would be happy for her. When she defended her friends, they argued and Brad shoved her. He quickly apologized, explaining that he loved her so much and hated her friends' interference. Two weeks later in a friend's residential college room, Brad got really angry when Sarah talked to another guy. He accused her of dressing like a slut that night and flirting. He began then to make rules for Sarah. She wasn't allowed to talk to other guys or be friends with them. He told her what she could and couldn't wear out in public. Brad's angry outbursts increased until one night in front of other people in the residential college, he started yelling horrible things at her, shoved her, and then picked her up and threw her against a door. Another time while visiting in the same building, he pushed her down a flight of stairs while screaming demeaning things. After each outburst, Brad was always sorry. Finally, a few of Sarah's friends convinced her to break up with him. He continued to call, threatening her and her friends. *Brad's behavior is consistent with an abuser and Sarah is a victim of relationship violence. Brad's behavior violates this policy.*

* For additional examples, see "Sexual Misconduct, Unwanted Pursuit, and Relationship Violence: What Everyone Needs to Know" brochures.

DEFINITION OF OTHER PERTINENT TERMS

Consent involves a reasoned, knowing, and voluntary willingness to engage in behavior. Sexual activity between students must be consensual. Consent must be expressed in words or actions that clearly indicate voluntary agreement to engage in mutually agreed-upon sexual activity. It is the responsibility of the person initiating sexual contact to be certain that consent is freely and knowingly given by the other person.

Consent obtained via physical force, by intimidating/threatening behavior, or coercion are ineffective. Consent cannot be obtained from a person who is mentally or physically incapacitated. Silence, passivity, or lack of active resistance may demonstrate a lack of consent. In addition, consent on a particular occasion may be absent despite a current or previous dating or sexual relationship, and consent to one form of

sexual activity does not imply consent to other forms of sexual activity. Furthermore, consent may be withdrawn at any time and must be respected by the other person(s) to avoid violation of this policy.

It is important ***not*** to make assumptions. If confusion or ambiguity on the issue of consent arises anytime during the sexual interaction, it is crucial that the person initiating the sexual activity stops to clarify, verbally, willingness to continue.

The consumption of alcohol or other drugs often results in lowered inhibitions and create an atmosphere of confusion over whether consent has been freely and effectively obtained. Voluntary intoxication is not a viable excuse for violations of this policy.

Intimidating/threatening/coercive behavior involves actions which take away from another the ability to consent voluntarily and freely. Such actions may involve threats or implied threats of harm or other forms of duress. For example, if a person makes the following statement: "If you do not do what I want you to do, I'll do what I did to my last girlfriend," he is guilty of using intimidating/threatening behavior.

The presence of intimidating/threatening/coercive behavior depends upon objective and subjective factors—were the conditions and circumstances such that a reasonable person should have known that his/her conduct was intimidating, threatening, or coercive, and did the other person feel intimidated, threatened, or coerced?

Coercion may occur when someone makes clear that he or she does not want sex, wants to stop, or doesn't want to go past a certain point of sexual interaction, and the other person continues to pressure the person beyond that point. Real or perceived power differentials between individuals can create an atmosphere of coercion that can significantly impair the ability to consent. In addition, environmental factors, such as isolation, can constitute coercive behavior. For example, driving another person to a remote or unknown area and refusing to take her/him home, would constitute coercion because feeling trapped in a situation interferes with a person's ability to freely say "no."

Incapacitation involves the inability to control one's physical actions or incapacity to make rational, reasonable decisions about their sexual behavior. A person who is mentally or physically incapacitated because of a physical or mental disability, unconsciousness, sleep, or bodily restraint is incapable of giving consent. In addition, engaging in sexual activity with a person who is temporarily incapacitated due to consumption of alcohol or other drugs is a violation of this policy. A person who is "mentally or physically incapacitated" as a result of alcohol or other drug consumption is incapable of giving effective consent when s/he lacks the ability to appreciate the fact that a situation is sexual, cannot rationally and reasonably appreciate the nature and extent of the situation, and/or is physically unable to resist sexual advances.

The presence of incapacitation depends upon objective and subjective factors—were the conditions and circumstances such that a reasonable person should have known the other person was incapacitated and was the other person incapacitated?

Blackouts: The result of extreme alcohol or drug consumption can lead to "blacking out." Blackouts have two different possible manifestations, short of outright unconsciousness. Some will lose all conscious awareness or memory of their actions, though they may maintain physical ability and control. Thus, they do things they cannot remember doing. In contrast, other people who black out experience it as physical paralysis, with mental clarity. In other words, they have mental awareness of a situation but lack the physical ability to react to it because the alcohol or drugs inhibit their motor skills. If a person initiating sexual contact is uncertain if the other person is incapacitated, it is suggested that s/he asks the person the following questions: "who is s/he with, where are they at the present time, when and how did they get here, and what are they getting ready to engage in. If the person is unable to readily answer these questions correctly, s/he is probably incapacitated and unable to give consent to sexual activity.

Harassing behavior as it relates to unwanted pursuit refers to engaging in a course of conduct directed at a specific person that causes substantial emotional distress in that person or causes that person to experience a hostile environment and serves no legitimate purpose.

> WHAT TO DO IF YOU OR A FRIEND IS A VICTIM OF SEXUAL MISCONDUCT, UNWANTED PURSUIT, OR RELATIONSHIP VIOLENCE

- Remember that sexual misconduct, unwanted pursuit, and relationship violence are never the victim's fault; don't blame yourself or your friend.

- If you are a friend of a victim, listen, be supportive, and communicate that you care and want to help.

- The paramount concern is the safety of the victim. In emergency situations where a victim fears contact with the perpetrator, s/he or a friend should call Public Safety @ 809.2222 (if on campus) or 911 (if off campus). The police can provide immediate assistance to a victim, determine the need for securing the area, detain suspects, and coordinate the arrival of any appropriate outside law enforcement for incidents that occur on campus. They can also provide transportation to a victim needing immediate medical care.

- Seeking medical help is also important and should be given serious consideration. Such action is vital to test for sexually transmitted infections (STIs), prevent pregnancy (if addressed within 72 hours of intercourse), and for evidence collection should a victim decide to press charges. Medical attention at Student Health Services is free but limited to STI and pregnancy testing. Victims can also be treated at the Murray/Calloway County Hospital (MCCH) Emergency Room (refer to MCCH information under "Resources"). To leave your options for pressing charges open and to be eligible for Victim's Assistance (a state fund which pays for hospital expenses), you should have evidence collected by the hospital within 96 hours of a sexual assault. It is important to take any clothing worn at the time of the nonconsensual sexual contact with you—do not place in a plastic bag which will contaminate the evidence. In addition, victims should NOT bathe or douche. It often helps if someone the victim trusts accompanies her/him to the hospital. Hospital personnel will offer to contact a trained volunteer from the Purchase Area Sexual Assault Center or Merryman Domestic Violence Crisis Center who will gladly meet a victim at the hospital. A victim may also request that the MSU Women's Center Director come to the hospital to provide information, advocacy, and support.

- Hospital emergency room personnel must report any alleged sexual assault of their patients and/or suspected act of relationship violence to local police who will send an investigator to the hospital. Victims have the right to refuse to speak to the police. However, in order to receive funds from victims' assistance to cover emergency room costs, a victim must make a police report.

- Victims understandably find sexual misconduct, unwanted pursuit, and relationship violence upsetting and painful to discuss. However, it is important to report an incident as soon as possible. All members of the campus community who have knowledge that sexual misconduct, unwanted pursuit, or relationship violence has occurred should complete an anonymous third party reporting form and submit it to Public Safety as soon as possible. All members of the campus community who have been designated as "campus security authorities" (*) shall immediately report violations of this policy to Public Safety. A

victim should also be encouraged, but not bullied or badgered into calling Public Safety (809.2222) or the local police (see phone # for local police in Section VI.) regardless of whether the person intends to press charges.

- Due to the need for a victim to be able to regain a sense of control of their life, it is important that friends help the person be aware of options (e.g., the resources on and off campus that may be helpful). Friends should not pressure or make choices for a victim.

- Victims and their friends are encouraged to call the Purchase Area Sexual Assault Center (1.800.928.7273) or National Domestic Violence hotlines (1.800.799.7233) for support, suggestions, and information regarding ways to help.

- Murray State will assist a victim in changing his/her academic and living situations after an alleged offense if so requested by the victim and if such changes are reasonably available.

- Reporting an incident does not obligate a victim to press charges. However, if for some reason (e.g., several reports have been made against this perpetrator) the county attorney or commonwealth attorney wants to prosecute, the decision is legally in the hands of the prosecutor.

- A victim may press charges through the local police and/or file charges under the university judicial system. All formal complaints made to Public Safety or the Office of Student Affairs will be investigated and perpetrators are subject to university sanctions as well as civil and criminal penalties. Refer to Section IV of this policy for an explanation of the grievance procedures.

- It often helps if victims have support from a relative, good friend, resident advisor or counselor. Free and confidential counseling is available on campus at the Counseling and Testing Center, the Women's Center, and the Psychological Center, and off campus at the Purchase Area Sexual Assault Center or Merryman House Domestic Violence Crisis Center. Victims will be informed of their right to file a complaint and the support and assistance available if they choose to file a formal report, but unless required by law (*) his/her information will NOT be shared with others until permission is given in writing by the victim. See Section VI for phone numbers and locations.

- Anyone who cares about the well-being and safety of a victim should encourage the person to seek counseling. In addition, friends are urged to take care of themselves. It often helps them to talk to someone about how the victimization of someone they care about has affected them. Learning from an expert about trauma recovery and how to be an "ally in healing" can also prove beneficial.

*"Campus security authority" means campus police, security officers, and any official at a postsecondary education institution who has significant responsibility for student and campus activities, including student discipline, student housing, student judicial affairs, and student life administration. Professional mental health, pastoral, and other licensed counselors when functioning in that capacity are not considered campus security authorities. **(KRS 164.9481, 164.9483 and 164.9485)**

> Grievance Procedures

Depending on the employment status of the alleged perpetrator (i.e., student, faculty or staff), there are several routes through which grievances are filed. The following is a summary of the processes.

1. If the alleged perpetrator is a staff or faculty member, the grievance should be directed to Institutional Diversity, Equity and Access.

2. A student who wishes to file a complaint against another student through the University (potentially leading to a University hearing) should notify the Office of Student Affairs located at 425 Wells Hall; phone: 809.6833). Any student considering filing a complaint is encouraged to meet with a Student Affairs representative who will explain support options, outline the process for filing a complaint, and relate University investigative steps and hearing procedures that will be followed if a complaint is filed. The procedures for a hearing against another student are found in the Student Handbook.

3. The accuser and accused are entitled to the same opportunities to have others present during any hearing.

4. Both parties will be notified of the outcome of the campus proceedings.

Any retaliatory action taken toward an alleged victim as a consequence of their decision to report a violation, pursue conduct action, or criminal prosecution, is prohibited. Any retaliatory behavior taken towards an alleged perpetrator is also prohibited. Retaliation by either party will lead to immediate judicial action.

Campus disciplinary proceedings may proceed regardless of the disposition of off-campus proceedings. The goals of campus proceedings and criminal proceedings are different. The requirements of a criminal procedure are more exact. (i.e., the requirements under criminal law are "proof beyond a reasonable doubt" whereas the university's procedure is based on a "preponderance of evidence.")

Due to the severe nature of these offenses, the university reserves the right to deal with matters internally whenever such matters are brought to the university's attention. Victims shall be encouraged to contact appropriate law enforcement agencies in addition to pursuing the matter through the university system.

Note: Confidentiality will be respected. However, confidentiality cannot be maintained following the decision to commence advisory proceedings.

> Sanctions

A sanction may not be levied on the accused unless a determination of responsibility for a policy violation is made. Sanctions for a finding that a student has violated this policy include, but are not limited to, expulsion, suspension, disciplinary probation, recommended counseling, and/or other educational sanctions deemed appropriate by the hearing body. In cases where the perpetrator is an employee of the University, sanctions range from a reprimand to termination.

> Prevention Efforts

INSTITUTIONAL

The university is committed to the elimination of sexual misconduct, unwanted pursuit, and relationship violence on campus by means of preventative educational programs, attention to physical surroundings, strict enforcement of this policy, and victims' advocacy. The University continually reviews and modifies the physical surroundings to foster safety and security. MSU examines such factors as campus lighting, emergency phones, and locking procedures. The University takes appropriate steps to alert the campus via electronic communication in a timely manner whenever situations arise that warrant immediate notification of the University community. The University community is made aware of the report, the need to be watchful, and of the importance of sharing any information regarding the situation with Public Safety.

As part of the commitment to prevent sexual misconduct, the University distributes literature (e.g., brochures, posters, flyers, newspaper articles, public service announcements, etc.) across campus, in academic buildings as well as in the residential colleges. The Sexual Misconduct,

Unwanted Pursuit, and Relationship Violence Policy is reviewed and updated annually and then published in the *Student Handbook* each year. In addition, the policy is published and distributed to new faculty and staff each fall. Printed copies of brochures on *Sexual Misconduct, Unwanted Pursuit, and Relationship Violence: What Everyone Needs to Know* are disseminated across campus where other literature is on display.

Numerous educational programs are offered throughout the year, beginning with a theatrical performance and follow-up discussion during the pre-school orientation for incoming new students. Prior to the arrival of new students, freshmen year leaders (FYLs) and residential college staff (RAs and RDs) receive training regarding all aspects of this policy, with specific emphasis on responding appropriately to reports of sexual misconduct, unwanted pursuit, and relationship violence. During the first four weeks of classes in the fall semester, programming within the residential colleges places an emphasis on helping students distinguish healthy from unhealthy relationships. Fall programming also includes a week-long, campus-wide focus on defining, understanding, reducing, and responding to sexual misconduct. The annual event known as B.E. S.A.F.E. (Be Educated on a Sexual Assault-Free Environment) Week is held in late September or early October. In conjunction with National Domestic Violence Awareness Month each October, the University distributes literature and hosts educational events and programs about all types of violence in interpersonal relationships. Unwanted pursuit is the focus of educational endeavors in January (in keeping with National Stalking Awareness Month). Programming and information dissemination continues in the spring in classrooms, residential colleges, and across the entire campus. Speakers, theatrical performances, classroom presentations, self-defense workshops, films, etc. help raise awareness.

Public Safety, Health Services, Residential Colleges' staff, the Women's Center, several academic departments, the Coalition for Alcohol Risk Education, and the Purchase Area Sexual Assault Center assist with education efforts, often working in collaboration to create a safer campus free of sexual misconduct, unwanted pursuit, and relationship violence.

INDIVIDUAL

Both men and women must take responsibility to prevent sexual misconduct and relationship violence. Although no single method will prevent the occurrence of sexual misconduct or relationship violence, adopting the following practices may reduce the likelihood.

- Be honest and clearly communicate your desires and limits; never assume.
- Learn as much as you can about an individual prior to dating a person. When you do not know a person well, meet in a public place until you feel comfortable.
- Do not use drinking as a way to get to know someone.
- When drinking alcohol in social settings, make arrangements with a friend ahead of time so you can leave together.
- Approximately 70 percent of all sexual assaults involve alcohol; avoid excessive use.
- At a party, do not take a drink from a punch bowl or accept a drink from an open container from anyone.
- If offered a drink at a party, club, or bar, accompany the person to get the drink, watch it being poured, and carry it yourself. Do not leave a drink unattended.
- Listen and accept being told "no"—don't be manipulative or coercive. Also, remember that saying "no" is not a rejection of another person. Anyone has a right to say "no" at any time to any behavior.
- Be assertive. If you say "no," say it clearly and mean it and say "yes" when you mean "yes."
- Ensure that your verbal and nonverbal messages are consistent.
- Be wary of persons who portray a domineering, unrealistic or hostile attitude toward your gender.
- Trust your instincts. If you suspect something is wrong, you're probably right. If possible, get out of the situation immediately.
- Learn self-defense techniques and be willing to use them even when with someone you know.
- Do not give in to psychological pressure to be sexual with someone to avoid making the person angry or hurting their feelings.
- If you sense any hesitancy in your partner, stop whatever you are doing and talk about it.
- Do not make assumptions about someone's desire to engage in sexual activity on her/his dress, behavior, or previous sexual activity with you or someone else.
- Be aware of sex stereotypes and don't play into harmful ones.
- Do not believe that past a certain point, you cannot stop.
- Be alert to what is going on around you.
- Be willing to inconvenience others to ensure your own safety and well-being.
- Have a friend who knows who you are with, where you are, and who periodically checks to see if you're doing okay.
- Plan a way to get home without relying on a date. Do not leave a party or bar with someone you have just met.
- Watch out for your friends; pay attention to potentially troublesome situations and intervene.
- If a friend appears very intoxicated, take steps to ensure the person's safety.

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, Georgia 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.

RESOURCES

All departments/agencies listed below are aware of the resources available to victims and will provide information and encourage utilization of these local, potentially beneficial resources. Each one will make every effort to help victims access the various resources. In addition, all institutional personnel will assist a victim in notifying law enforcement upon request.

Murray State Public Safety (2222);
Location: Corner of 16th and Chestnut St.

- A police reporting agency
- Transportation to the hospital upon request
- Immediate assistance with securing a safe environment
- Escort service (Racer Patrol)

Counseling Services (6851);
Location: Suite 104, Oakley Applied Science Building

- Individual counseling (free and confidential)
- Support to friends and family members of the victim

Women's Center (3140);
Location: Suite 103, Oakley Applied Science Building

- Crisis counseling (free and confidential)
- Advocacy and judicial system assistance (both on and off campus)
- Accompany victims to on-campus hearings and meetings with police or other officials upon request
- Support to friends and family members of the victim
- Educational programs for students, faculty and staff

Psychological Center (2504);
Location: 400 Wells Hall

- Individual counseling (free and confidential)
- Support to family members and friends of the victim

Health Services (3809);
Location: Wells Hall, facing the quadrangle on the end nearest Faculty Hall

- Physical exams, pregnancy and STI testing (free and confidential)
- Notifies Public Safety regarding violations of this policy

Student Affairs Office (6831);
Location: 425 Wells Hall

- Assist the student immediately regarding options and resources
- Handles formal complaints of sexual misconduct, unwanted pursuit, and relationship violence between students
- Notifies Public Safety regarding violations of this policy

Residential College Head

- Notifies the Office of Student Affairs when told about any violation of this policy
- Helps ensure a safe/secure immediate environment for a victim
- Notifies Public Safety regarding violations of this policy

Residential College staff

- Notifies Public Safety and Office of Student Affairs regarding violations of this policy
- Provides on-going support
- Assists in securing a safe living environment for a victim
- Awareness and prevention educational programs for residents

Institutional Diversity, Equity and Access (3155);
location: 103 Wells Hall

- Notifies Public Safety of known violations of this policy
- Handles formal complaints between a student and staff or faculty member.

Purchase Area Sexual Assault Center
(1.800.928.7273 or 753.5777)
All services are free and confidential.

- 24-hour hotline
- Immediate crisis counseling and support during hospital exams and interviews
- Victim advocacy/judicial system assistance
- Medical and legal information
- Support groups
- Individual counseling

Merryman House Domestic Violence Crisis Center (1.800.585.2686)
All services are free and confidential.

- 24-hour hotline
- Immediate crisis counseling and support during hospital exams and interviews
- Emergency shelter
- Victim advocacy/judicial system assistance
- Medical and legal information
- Support groups
- Individual counseling

Murray Police (911 or 753.1621)
or **Calloway County Sheriff** (753.3151)

- Police reporting agencies
- Transportation to the local hospital
- Reports sent to district attorney's office

Murray/Calloway County Hospital
(762.1100); location: 803 Poplar Street

- Medical exams
- Collection of forensic evidence (results go directly to the local police)

NOTE: Victims may be billed for the emergency room visit, physician's care, or any medical procedures and lab work directly related to the sexual or physical act of violence.