MURRAY
STATE UNIVERSITY

Student Life Handbook

2012-2013

your world to explore

www.murraystate.edu

MURRAY
STATE UNIVERSITY

STUDENT LIFE HANDBOOK

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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 Director of Equal Opportunity; Murray State University; 103 Wells Hall; Murray, KY 42071-3318; telephone 270.809.3155 (voice) or 270.809.3361 (TDD).

Dear Student:

It is with genuine pleasure that I welcome you to Murray State University. You will find that Murray State puts students first and provides an enriching environment that will foster your academic, social and cultural growth.

Your college years will be among the most exciting and challenging in your lives. You will not only grow intellectually, but you will also form new friendships that will change and enhance your life experience. Please do not forget that faculty and staff stand ready to assist you in making your educational experience the best possible.

As you become part of our University Community, we hope that you will broaden your perspective of other individuals whose diversity of backgrounds enriches the environment of our campus. One of the sure markings of an educated person is the quality and depth of understanding that they have for others who are different from themselves.

As President of Murray State I look forward to seeing and getting to know many of you during the course of your career at this wonderful University.

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

Sincerely,

Randy J. Dunn

Randy J. Dunn
President

> QUICK HELP GUIDE

American Disabilities Act ADA
Contact Student Disability Services, 403 Wells Hall, 270.809.3155/3361 TDD.

Appealing a Parking Citation
Contact Murray State Parking Department, 270.809.4812.

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

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

Check Cashing
Checks up to $20 can be cashed on campus at the University Store, Curris Center, or the Cashier's Office, Sparks Hall.

Computers
Computer lab facilities are located on the first floor of Hart Hall, in room 307N of the Applied Science Building and in Waterfield Library. Computers are also available in the residential colleges, Curris Center, second floor of the Business Building, and third floor of Blackburn Science Building. Laptops are available for checkout in Waterfield Library for in-library use.

Copy Machines
Coin-operated copy machines are located in the Waterfield Library, the Pogue Library, the University Post Office in the Curris Center, and Copy Express in the Business Building. Card-operated machines are located in the library. Copy Cards are available in the Waterfield Library.

E-mail

- All enrolled MSU students can receive a free e-mail account. If you have not received an account, bring your Racer ID to the Center for Teaching, Learning and Technology, 309 North in Applied Science. Contact CTLT (270.809.6116) for more information.
- High-speed internet access is available to students through networked labs on campus. You can obtain a lab directory from CTLT, or online at http://campus.murraystate.edu/apex/labs.htm.
- There are several seminars held throughout the semester and staffed computer labs to provide assistance. All documentation is online at http://campus.murraystate.edu/ctlt/. You may also contact CTLT (270.809.2535) or by e-mail at msu.ctlt@murraystate.edu for assistance.

Emergency Help
Call Murray State Police Department, 270.809.2222 or 911.

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

Grade Appeals
Registrar's Office, 113 Sparks Hall, 270.809.5630.

Greek Information
For more information contact the Center for Student Involvement, 270.809.6953.

Grievances (student)
Judicial/Student Affairs, 116 Ordway Hall, 270.809.6833.

Health and First Aid Needs
The Health Center is located on the first floor of Wells Hall, 270.809.3809.

IDs
Information about having IDs made, validated or replaced is available in the Racer Card Office, first floor of the Curris Center, 270.809.3003.

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

MISSION

Murray State University serves as a nationally recognized residential comprehensive university, with a strong extended campus and online presence, offering high-quality associate, baccalaureate, masters, specialist and doctorate degrees. Academic programs are offered in the core areas of arts and sciences, agriculture, business, health and human services, teacher education, communications, engineering and applied technologies, and nursing. Teaching, research, and service excellence are core values and guiding principles that promote economic development and the well-being of the citizens of the Commonwealth of Kentucky and the region. Murray State University places a high premium on academic outreach, collaborative relationships with alumni, the public schools, business and industry, governmental agencies, and other colleges and universities at home and abroad. Murray State University prepares graduates to function in a culturally diverse, technologically oriented society and increasingly interdependent world. The University is committed to international education as an integral dimension of the university experience. Murray State University emphasizes student-centered learning and educational experiences that include first year experience, the honors program, internships, study-abroad programs, service learning, research and creative projects, residential colleges, and student organizations. In sum, Murray State University fosters an exciting and challenging learning environment.

INSTITUTIONAL ACCREDITATION

Murray State University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACSCOC) 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.

Job Placement
Information about job opportunities, co-op programs and part-time, off-campus work can be obtained from the Career Services Office, 100 Oakley Applied Science, 270.809.2906. Information about part-time, on-campus jobs can be obtained from the Financial Aid Office located on the 5th floor of Sparks Hall, 270.809.2629.

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

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

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

Reporting Crimes
Call Murray State Police Department, 270.809.2222 or 911.

Scheduling Events
To schedule events in the Curris Center call 270.809.6985.

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

> Information Sources *all campus numbers have 270.809 prefix*

Information on	Office/Telephone
Academic advisement	Academic advisor or department chairman
Admission	Admissions Services, 1st Floor Curris Center **3741**
Adult Student Lounge	Lobby, Ordway Hall **4486**
Adult Student Services	Center for Continuing Education and Academic Outreach 2 1/2 floor, Lowry Center **2186**
Alumni	Office of Alumni Affairs 100 Easley Alumni Center **5600**
Athletic tickets	Athletic Ticket Office CFSB Center **4895**
Automobile registration	Murray State Police Department 16th and Chestnut **4812**
Campus security	Murray State Police Department 16th and Chestnut **2222**
Campus sports activities	Campus Recreation Susan E. Bauernfeind Wellness Center **6791**
Career planning and counseling	Career Services Office 100 Oakley Applied Science **3735**
Changing a major	Academic advisor or department chairman
Clubs and organizations	Student Organizations Center for Student Involvement **6953**
College Courts	Housing Office, 206 Stewart Stadium **2310**
Community College	2nd floor, Lowry Center **2666**
Cooperative education	Career Services Office 100 Oakley Applied Science **3117**
Counseling Services	Counseling Services 104 Oakley Applied Science Building **6851**
Disability Services	423 Wells Hall, 103 Wells Hall **3155/3361 TDD** Student Support Services, 264 Blackburn Science Bldg. **4327/3258 TDD** Student Disability Services Office, 423 Wells Hall **2018/3361 TDD** Reasonable Housing Accommodation Housing/Residence Life Office **2310** Handicapped Parking Murray State Police Department, 16th and Chestnut **4812** Vocational Rehabilitation, 117 Wells Hall **3371/5320 TDD** **877.678.6734/ 877.873.4833 TDD**

Information on	Office/Telephone
Divisions of the university	College of Business 109 Business Building North **4181** College of Education 103 Wells Hall **3817** College of Health Sciences and Human Services 107C Applied Science Center **3590** College of Humanities and Fine Arts 100 Faculty Hall **6937** College of Science, Engineering and Technology 201A Industry and Technology Center **3391** School of Agriculture 103 Applied Science South **3328** School of Nursing 120 Mason Hall **2193**
Drop/adds	Academic advisor or Registrar's Office, 1st floor, Sparks Hall **3776**
Drug information	Health Services, Wells Hall **3809** or the Psychological Center in Wells Hall **2504**
Employment (Career services)	Career Services Office 100 Oakley Applied Science **3735**
Employment (Student part-time)	Financial Aid Office 5th Floor Sparks Hall **3429**
Escort service (24 hours)	Murray State Police Department 16th and Chestnut **2222**
Extended campus centers	Paducah at PCC **5471** Madisonville at MCC **5468** Hopkinsville at HCC **1525** Fort Campbell **931.431.5700**
Fees	Bursar's Office (inquiries) 1st Floor Sparks Hall **4226** Cashier's Office (payments) 2nd floor, Sparks Hall **4438**
Financial aid	Financial Aid Office 5th Floor Sparks Hall **2546**
Food services	Dining Services Office 101 Curris Center **4600**
Fraternities	Center for Student Involvement 111 Curris Center **6953**

Information on	Office/Telephone
Graduate programs	Provost Office 333 Wells Hall **3744**
Grievances	Judicial/Student Affairs , 116 Ordway Hall **6833** Office of Equal Opportunity, 103 Wells Hall **3155/3361 TDD**
Health insurance	Health Services 1st floor, Wells Hall **3809**
Health Services	Health Services 1st floor, Wells Hall **3809**
Honors Program	Honors Program Office, 324 Wells Hall **3166**
Housing	Housing Office, 206 Stewart Stadium **2310**
Identification cards	Curris Center 1st floor, Racercard Office **3003**
International student office	Institute for International Studies 165 Woods Hall **4152**
Library Services	Waterfield Library 1st floor, Reference Desk **2053**
Lost and found	Murray State Police Department 16th and Chestnut **2222**
MAP reports	Registrar's Office, 1st floor, Sparks Hall **3754**
Married housing	Housing Office, 206 Stewart Stadium **2310**
Meal Plan Info	Dining Services Office 1st floor, Curris Center **3003**
Meal ticket	Racercard Office 1st floor, Curris Center **3003**
Medical assistance	Health Services 1st floor, Wells Hall **3809**
Multicultural concerns	Multicultural Affairs 1st floor, Curris Center **6836**
National Student Exchange	Career Services Office 100 Oakley Applied Science **3735**
Parking on campus	Murray State Police Department 16th and Chestnut **4812**
Postal service	University Post Office 2nd floor, Curris Center **6890**
Public relations	University Communications 4th floor, Sparks Hall **2198**
Psychological counseling	Psychological Center 401 Wells Hall **2504**

Information on	Office/Telephone
Records	Registrar's Office 1st floor, Sparks Hall **3758**
Residential Colleges	Housing Office, 206 Stewart Stadium **2310**
Residence Hall Association	Housing Office, 206 Stewart Stadium **2310**
Room assignments	Housing Office, 206 Stewart Stadium **2310**
Scholarships	University Scholarship Office 5th Floor Sparks Hall **3225**
Scholastic regulations	Registrar's Office 1st floor, Sparks Hall **3758**
Sororities	Center for Student Involvement **6953**
Sport clubs	Intra-Collegiate Sports and Recreation Wellness Center **6791**
Student concerns	Student Affairs Office 116 Ordway Hall **6831**
Student Government	Center for Student Involvement **6951**
Study Abroad	165 Woods Hall **2277**
Testing	Counseling Services 104 Oakley Applied Science Building **6851**
Traffic on campus	Murray State Police Department 16th and Chestnut **2222**
Transcripts	Registrar's Office 1st floor, Sparks Hall **3753**
Tutoring	1st floor, Lowry Center **2666**
Undergraduate Degree requirements	Registrar's Office 1st floor, Sparks Hall **3778**
Veterans services	Veterans Affairs 1st floor, Sparks Hall **6837**
Wellness Center	Susan E. Bauernfeind Wellness Center **6000**
Withdrawal	Registrar's Office 1st floor, Sparks Hall **3776**
Women's Center	103 Oakley Applied Science Building **3140**

> STUDENT SERVICES

Career Services Office

Career Services provides students and alumni with a variety of opportunities and assistance in all aspects of career development. Please feel free to utilize the following FREE services to enhance your career potential.

■ Employment Postings

Information on full-time and part-time employment and daily, updated listings of job vacancies on and off campus are available on the website and in the Career Services Office.

■ Career Counseling

Trained professional staff members are available to assist you one-on-one or through group orientation with career planning, job search techniques and Internet searches. A computerized program called Discover is also available for you to explore job choices.

■ Career Fairs

Career Services sponsors various events throughout the year, including Fall and Spring Career Fairs and Education Career Fairs. All students and alumni are encouraged to attend and network with company representatives. Additional information and a calendar of events can be obtained in the Career Services Office or on the website.

■ Job Search Information

Career Services offers one-on-one counseling, as well as workshops to assist you with resume and cover letter development, interview techniques and job search strategies. Additional job search information is available on the Career Services website or in the office. For your convenience, documents may be emailed to *career.services@murraystate.edu* for critiquing.

■ Online Recruiting

Register with Career Services through Experience, our networking database for internships and employment opportunities. Through the system, individual employers may view your resume and Career Services can forward your resume to prospective employers. You can upload multiple resumes and manage your own credentials electronically on a continuous basis.

■ Mock Interviews

Mock interviews are designed for you to learn about the interview process and gain interviewing skills. Mock interviews can be arranged on an individual basis for most any type of interview setting and are held in the Career Services office, unless otherwise stated.

■ On Campus Interviews

Announcements of employers interviewing on campus are posted on the Career Services website and throughout campus. You can schedule an interview with a recruiter through an Experience account. Company information is available in the office and on the web and should be reviewed prior to interviewing.

■ Internships

By participating in an internship, you have the opportunity to apply skills and knowledge learned in the classroom to actual on-the-job experience while gaining course credit. The work experience can be a full-time or part-time, paid or non-paid, career-related position. You can elect an internship for a summer, semester or academic year. To be eligible for this program, you must be in good academic standing and be enrolled at MSU the semester prior to the work assignment. Enrollment must be concurrent with employment.

■ KHEAA Work-Study Program

The Kentucky Higher Education Assistance Authority Work-Study Program provides job opportunities to eligible students by placing them in career-related positions. You must be a Kentucky resident, have at least a 2.00 GPA, and be progressing satisfactorily toward completion of a degree.

■ National Student Exchange Program

Through the NSE network, an undergraduate student has the opportunity to study for up to one year at one of over 180 colleges and universities at little or no more cost than attending MSU. This program allows you to take advantage of the academic strengths of the other universities in their chosen programs.

■ Graduate School Information

The staff in the Career Services office can assist individuals interested in graduate or professional school by providing information on applications, interviews, scholarships, testing and admission requirements. We have listed excellent links for information through our website.

Contact Information
Call: 270.809.3735
Fax: 270.809.3516
Email: msu.careerservices@murraystate.edu
100 Oakley Applied Science
Murray, KY 42071-3345
www.murraystate.edu/careerservices

Center for Academic Advising

Have you not yet declared a college major? Have you declared a major but feel unsure about your choice? If you are one of the many students who want more information before choosing a college major, then the Center for Academic Advising can offer you special academic advising for university studies and for exploring possible majors.

In fact, the office serves as your official academic advisor until such time you decide on a major field of study. This office offers a freshman orientation course for undeclared majors. If you need assistance, feel free to drop in at the Center for Academic Advising, 102F Oakley Applied Science Building or email astewart@murraystate.edu.

Check Cashing

Checks made payable to Murray State University may be cashed for up to $20 by the University Store cashiers and checks from relatives may be cashed in the University Store office. Each remittance of payment by check is considered authorization to convert that particular check into an electronic fund transfer. If your check is unable to be converted, it may be processed as a check replacement document drawn against your account. Remember, your student ID card must be shown when cashing checks.

If a check is returned for any reason, you will have to pay a $20 service charge. A fourth returned check will result in the loss of check writing/cashing privileges on campus.

All local banks operate offices within easy walking distance of the residential colleges, and automatic teller machines are located in the Curris Center. In addition, there are several savings and loan associations in Murray. For convenience, it is a good idea to transfer your account to one of these banks; however, many businesses in town will accept checks from out-of-town banks.

CLEP Credit

Some students arrive at college exceedingly well prepared in some fields of study. If you think you know enough about a topic to pass a basic college course on the subject, you may be able to earn credit through a CLEP (College Level Examination Program) test in this subject area or a departmental challenge examination. Some students also receive credit for advanced work they did in high school through the Advanced Placement Program (APP). To find out if CLEP, APP, or challenge credit is available in a particular area, see the Counseling and Testing Center, 104 Oakley Applied Science Building.

Community College

Do you need a tutor? Do you have difficulty reading and understanding your textbooks? Do you have poor study habits? Are you struggling with writing assignments? Are you out of practice with mathematics?

If you answered "yes" to any of the above questions, you should visit the Community College, located in the Lowry Center. The Community College houses a variety of developmental courses and the university's peer tutoring program. The Community College is open 8 a.m. - 4:30 p.m. Monday through Friday. Tutoring hours vary. For more information call 270.809.2666.

■ Tutoring Program

The Community College, located in Lowry Center, provides free tutoring for university studies courses. Open to all students enrolled in the university, the tutoring program utilizes peer tutors in small-group settings. For specific courses and times when tutoring will be offered, call 270.809.2666.

Counseling Services

Everyone seeks help at one time or another. You may be confused about a personal problem or may be feeling depressed or anxious. You may be concerned about an academic or work-related decision such as selecting a major or going to graduate school. You may share your problems and concerns with friends, classmates or relatives. But there are times that professional counseling is necessary to help you through difficult or confusing times.

Many fellow students and staff of our university community have visited the Counseling and Testing Center. After all, we all face problems at various times in our lives. If you haven't heard about these visits, it's because you won't learn about them unless your friends tell you. You see, our services are confidential. (That's one of the advantages of going to professional counselors.)

■ Testing Program

You may need to complete various tests or assessments in order to receive your degree, be admitted to graduate programs or professional schools, or to be certified in various professions. Our center offers most paper and computer-based standardized examinations from the ACT corporation, Educational Testing Services and Psychological Corporation. Contact your advisor for assistance in determining which test you may need to take.

A comprehensive testing program is available to you. The tests offered include:

- American College Test
- College Level Examination Program—available in over 25 subjects, to receive academic credit by obtaining an acceptable score
- Graduate Record Examination
- Law School Admissions Test
- PRAXIS
- Miller Analogies Test
- Pharmacy College Admissions Test

The Counseling and Testing Center is located at 104 Oakley Applied Science Building. For more information, feel free to come by our office or call 270.809.6851.

Curris Center

Murray State University is proud of the Curris Center, which is located in the center of campus. Students can relax in informal lounges, enjoy a meal in one of two dining facilities, hold meetings in the various conference rooms, watch a movie and surf the Internet.

Dining Services

The university is responsible for nine dining service facilities throughout campus.

- **Winslow Dining Center** is located in the heart of the residential college complex. Although it is used primarily by student meal plan customers, we welcome faculty and staff to dine at Winslow. Winslow accepts meal plans, declining balance, flex dollars and cash. Customers must present valid meal card, cash, or credit card for entrance to dining facility. Winslow pizza delivery and pick-up program is serviced out of the Winslow Dining Center. The program operates daily. The program accepts flex dollars, declining balance, cash.
- **The Fast Track C-store** is located on the north side of Winslow Dining Center. This facility offers a variety of fast and convenience foods, fresh pizza, assorted hot foods, and numerous bottled, fountain and canned beverages. The Fast Track accepts flex dollars, declining balance, cash, and credit cards. The hours of operation are daily from 11 a.m.-midnight.

The Curris Center is home to several dining services establishments—Thoroughbred Room, Dunker's Deli and Curris Center Thoroughbrewed Café (CCTB).

- The **Thoroughbred Room** offers daily hot specials, salad bar, soups, pre-made salads and sandwiches. It offers chicken strips and sandwiches, the grille, signature desserts, numerous bottled and fountain beverage choices and features Green Mountain Fair Trade Coffee. The Thoroughbred Room is open Monday-Friday 7 a.m.-2:30 p.m. Thoroughbred Room accepts flex dollars, declining balance, cash, and credit cards.
- **Dunker's Deli** offers subs and sandwiches that are custom-made to your specification. All breads are made fresh throughout the day. Dunker's Deli accepts flex dollars, declining balance, cash, and credit cards. The hours of operation are Monday-Thursday 10:30 a.m.-7 p.m. and Friday 10:30 a.m.-3 p.m.
- **Curris Center Thoroughbrewed Café** (CCTB) offers assorted Starbuck's Coffee drinks plus fresh pastries, pre-made sandwiches, salads and assorted beverages. Hours of operation are Monday-Thursday 7:30 a.m.-6:30 p.m. and Friday 7:30 a.m.-6 p.m. The CCTB accepts flex dollars, declining balance, cash, and credit cards.

Dining Services offers limited service food carts in the following buildings:

- **Business Building Food Cart** offers pre-made sandwiches, salads, desserts and beverages. Hours of operation are Monday-Friday 8 a.m.-2 p.m. The business building food cart accepts declining balance, flex dollars, cash, and credit cards.
- **Waterfield Library Food Cart** offers premade sandwiches, salads, sushi, desserts and beverages. Hours of operation are Monday-Thursday 7:30 a.m.-10 p.m., Friday 7:30 a.m.-2 p.m., Sunday 5 p.m.-10 p.m. The Waterfield Library Food Cart accepts declining balance, flex dollars, meal exchange, cash, and credit cards.
- **Hart Starbuck's Café** located in Hart residential college offers diverse choice of prepackaged convenience foods. This location accepts declining balance, flex dollars, cash, and credit cards. Hours of operation are Monday-Friday 8 a.m.-11 p.m. Hart Café is open Saturday and Sunday from noon – 11 p.m.

The dining service program takes great pride in serving the needs of our student population and welcomes suggestions and ideas on how we can better serve our customers. Representatives from dining services attend weekly meetings of the SGA, RCA, BSC, ISO and the Student Food Service Advisory Committee. We also provide a "Leave a Comment" space on our website at www. murraystate.edu/dining/. The Dining Services office is located at 101 Curris Center.

Racercard Services is located at 101 Curris Center. The Racercard is used for access to your residential college and to your meal plan. It is also used in the library, for cashing checks in the Bursar's office and in some academic classrooms for attendance. Remember to treat it like a credit card and if it is ever lost or stolen please report your lost or stolen ID card via email to *msu.racercard@murraystate.edu.* If your card is used after this period of time it will not work. If your card is lost on a weekend you may request a temporary meal pass at Winslow for up to three meals until the Racercard office reopens. Once your card has been reported lost or stolen you will need to report to the Racercard office to either purchase a replacement or if you find your lost card, to re-activate that card. The cost to replace a stolen or lost Racercard is $20.00.

Division of Student Affairs

The Division of Student Affairs' primary concern is the student. This concern encompasses retention; welfare; and growth and development in all dimensions of student life including educational, vocational, social-cultural, civility and tolerance, psychological, values, clarification and physical. The division provides a variety of educational and administrative services, programs and activities in

support of the Strategic Plan of the university. It is committed to excellence in and the integration of curricular and co-curricular activities to ensure a supportive living-learning environment for the whole student.

The division's purpose is best defined by the following paragraph:

"The division is committed to offer students the opportunity (1) to seek self-realization consonant with their capacities; (2) to develop effective vocational and professional competencies; and (3) to prepare for participation as responsible members of local, regional, national and international communities."

The guiding concepts for the division are those of human growth and development; personal discipline; an open, supportive environment; and the integration of the cognitive and affective dimensions so essential for personal growth.

The Division of Student Affairs includes

- Admissions Services
- Campus Recreation
- Career Services
- Center for Student Involvement
- Counsel of College Heads
- Counseling Services and Academic Enhancement
- Curris Center
- Dining Services
- Governor's Minority Student College Preparation Program
- Greek Affairs
- Health Services
- Housing
- Judicial Affairs
- LGBT Programs
- Office of Multicultural Affairs
- Office of Recruitment
- Office of Student Disability Services
- Residential College Association
- Retention Office
- Student Financial Aid
- Student Support Services
- University Scholarships
- University Store
- Upward Bound Math/Science
- Wellness Center
- Women's Center

The division is coordinated through the vice president for student affairs, who is located on the first floor of Ordway Hall (270.809.6831). Students are encouraged to contact any of these offices for assistance and service.

Financial Aid/Scholarship Office

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

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

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

- Federal Pell Grant
- Federal Perkins Loan
- Federal PLUS (Parent) Loan
- Federal Subsidized Stafford Loan
- Federal Supplemental Education Opportunity Grant (SEOG)
- Federal Unsubsidized Stafford Loan
- Federal Work-Study (part-time employment)
- Kentucky Educational Excellence Scholarship (KEES)
- Kentucky Higher Education Assistance Authority Grant (CAP)
- KHEAA Teacher Scholarship
- Norris (short-term) Loan
- Nursing Student Loan
- Owen Student Loan Fund
- Scholarship
- Federal Teachers Grant
- University Student Employment (part-time employment)

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

■ Student Employment

Murray State University offers part-time employment to a large number of students each year. The Federal Work-Study Program provides on-campus employment to eligible students who are enrolled. The University Student Employment Program offers jobs to students enrolled at least half-time who do not qualify for the federal program. All student employees are paid bi-weekly and are required to perform their assigned duties in a satisfactory manner.

Graduate assistantships are available at Murray State, and inquiries should be directed to the department head in the student's graduate field.

■ Policies Governing Satisfactory Academic Standing, Progress and Financial Aid Eligibility

Federal regulations state that all students who receive, or will receive, assistance from the Federal Pell Grant, Federal Perkins Loan, Federal PLUS , Federal Subsidized Stafford Loan, Federal Supplemental Educational Opportunity Grant, Federal Teachers Grant, Federal Unsubsidized Stafford Loan, Federal Work-Study, or KHEAA (CAP) Grant loan programs will be required to make measurable academic progress toward a degree in order to assure the completion of their degree program within a "reasonable period of time." This policy also applies to the KHEAA Work-Study Program, Nursing Student Loan, Norris Student Loan and all KHEAA-administered programs (including teacher scholarships).

Murray State's policy complies with these federal requirements. Failure to maintain satisfactory academic progress will result in the termination of your financial assistance or your financial aid eligibility. You may re-establish eligibility for financial assistance when the minimum requirements of the policy are satisfied. You must appeal and provide documentation (copy of grade report, doctor's statement, etc.) to the Financial Aid Office at Murray State. Academic transcripts and grade report information do not automatically come to the Financial Aid Office. It is your responsibility to secure and provide full written appeal information to the Financial Aid Office. Appeals cannot be accepted by calling the office or by visiting and verbally giving your reason for not making satisfactory progress/standing. Federal regulations require full written documentation for all appeals.

As an undergraduate student, based upon full-time status (minimum of 12 hours per semester), you will be required to earn a minimum of 24 semester hours within that academic year (fall and spring semesters). You will be permitted a maximum of 150 percent completed hours for completion of a baccalaureate degree(s), three (3) years for an associate degree(s), and two (2) years for a certificate program for financial aid purposes.

As a graduate student, based upon full-time status (a minimum of nine hours per semester), you will be required to earn a minimum of 18 semester hours within that academic year. You will be permitted a maximum of 150 percent completed hours for completion of a master's degree program for financial aid purposes.

Students attending less than full time or for one semester only must adhere to an equivalent rate, as established by the Financial Aid Office.

Academic standing: In addition to the requirement to complete a minimum number of credit hours each academic year within a maximum time frame, you must also meet the minimum requirement for satisfactory academic standing as follows:

If you are on probation with Murray State, the MSU probation rules now apply. As long as you increase your cumulative grade point average each semester while on probation you will be eligible to re-enroll at MSU and will have met the financial aid grade point guidelines.

Repeat or unrelated courses: If you excessively repeat courses or take courses not related to a degree objective, you will not be making satisfactory progress toward graduation and will be subject to loss of eligibility for financial aid.

Withdrawals: If you have more than three (3) official academic and/or administrative

withdrawals from school while attending Murray State, you will not be considered making satisfactory academic progress.

Incompletes: Incompletes will not be considered until credit is recorded on the official MSU academic transcript.

Audits: Audit of a class cannot be counted in any manner for financial aid purposes.

Full-time status: If you enroll as a full-time student and then drop below full-time status, you will be treated as a full-time student for purposes of this policy. Example: An undergraduate student who enrolls as a full-time student and then drops below 12 academic hours for the semester will be required to earn the minimum of 24 credit hours for the academic year (fall and spring semesters).

If you fail to meet the standards of the satisfactory academic progress policy, financial assistance will not be available to you until the required number of hours are completed and/or you meet the academic requirements during the semester that you are on academic probation as stated in the above policy, or until an appeal is approved. You may make up the hours and/or regular semester(s) at your own expense. After completing the required number of hours, it is your responsibility to notify the Financial Aid Office and provide a copy of all grade reports. Eligibility may be continued, upon appeal, for students who, through no fault of their own, were unable to complete a semester under normal circumstances; e.g., accident, unexpected medical problems, or death in the immediate family (brother, sister, mother, father, spouse, child).

If you have been denied financial assistance because of a failure to make satisfactory academic standing/progress, you have the right to appeal through the Financial Aid Office. If you wish to appeal the decision of the Financial Aid Office, you may request a final hearing before the Financial Aid Appeals Committee. All decisions of the committee are final. If you wish to file an appeal, you must complete the Financial Aid Appeal Form. This form is available in the Financial Aid Office. Your appeal documentation and any mitigating circumstances will be reviewed, and you will be advised, in writing, of the appeal decision.

Other information:

- Satisfactory academic standing is monitored at the end of each semester.
- Satisfactory academic progress is monitored at the end of each academic year.
- Withdrawals from Murray State will be counted commencing with the first day of classes for each fall semester.
- The time frame to complete your degree will be established by taking the total number of academic credit hours earned, as of October 1 each year, and dividing by 15 for undergraduates or 9 for graduates. This will provide the total equivalent number of semesters/years you have been working on your degree requirements. Example: An undergraduate with 75 academic hours earned would have a time frame equivalent of five semesters (75+15) or 2 $^1/_2$ years.
- Academic requirements stated in the *MSU Bulletin* in regard to academic warning, probation and suspension and the academic requirements for graduation are followed under this policy to ensure that academic standing consistent with graduation requirements is maintained.
- Student academic records are monitored for purposes of this policy for two full academic years.

For information: If you have any questions in regard to this policy, you may call or visit the Financial Aid Office, Sparks Hall, 270.809.2546 or 1.800.272.4678 (ext. 3).

NOTE:

(1) If you do not meet the requirements, you should still file financial aid forms for future terms on a timely basis. This will permit your being considered for financial aid if your appeal is approved.

(2) Financial aid appeals are separate from appeals to the Admissions Office. Decisions of these appeals are independent of each other.

Return of Financial Aid when a Student Officially Withdrawals *(effective fall 2000)*

Federal financial aid will be returned for anyone who either officially or unofficially withdraws from the semester before more than 60 percent of the term is completed. These Federal Return of Title IV regulations view aid as a resource for the entire term; aid is earned for the number of days in school, but unearned for the days that will be missed due to withdrawal. Unearned aid must be returned to the appropriate aid programs.

The date when the student provides official notification to the Registrar's office of his/her intent to completely withdraw from the University is used as the date of the withdrawal for return of Title IV purposes only. This date refers to the earlier of: "today's date" on the withdrawal form or the date the correspondence to withdraw is received by the Registrar's office.

A simple calculation is used to determine how much Federal Title IV financial aid is required to be returned to the federal programs. Contact the Financial Aid Office at 270.809.2546 for the exact amount. However, when the earned aid is greater than 60 percent, without rounding, then federal aid is not returned.

At the time you withdraw, MSU will automatically use any credit that may be on your account as payment toward what must be returned. However, the total amount to be returned may be more than the institutional refund on classes, which will leave you owing the University and/or the government. You will be notified or billed for any funds that must be repaid to MSU. *The amount returned to your lender is deducted from what you owe on your loan; however you are still responsible to your lender for the remaining balance.*

Overpayment funds that are not repaid by the specified due date will be reported to the National Student Loan Data System and turned over to the Department of Education for collection.

Return of Student Financial Aid When a Student Quits Attending and Doesn't Withdraw ("Unofficial Withdrawal")

Federal regulations require Murray State University to perform a Return of Title IV funds calculation to determine if any federal financial aid funds need to be returned to the federal programs when any student quits attending classes without withdrawing. The student would be classified as unofficially withdrawing from the University. Unofficial withdraw is a term used to describe a student who quit attending classes but didn't officially withdraw.

Any student who fails to earn any credit hours (has received any combination of all E's, I's, or X's) for any given semester may be subject to Federal Return of Title IV regulations and could be considered unofficially withdrawn at the midpoint of the semester. Without acceptable proof of attendance or participation in a class-related activity beyond the 60 percent point of the semester, the Federal Title IV financial aid credited for the term is returned to the aid program(s) from which it came at the rate of 50 percent of University charges (50 percent is earned, 50 percent is unearned). Loans are returned before grants.

It is the student's responsibility to ensure that the Financial Aid office receives either a letter on department letterhead or an email from one of your instructor(s) or academic advisor noting the last date of a student's presence in class or involvement in a class-related activity. Financial aid recipients who did not earn any credit hours for a given semester are notified by mail from the Financial Aid office of the deadline for submitting documentation of class attendance or participation for that particular term. Late certification will not be accepted.

Examples of class-related activities are an exam, a tutorial, computer-assisted instruction, academic counseling, and academic advisement, turning in a class assignment, or attending a study group that is assigned by the school.

The University is obligated by federal statute to handle aid for students who fail to earn any credit in this manner. Failure to do so would result in monetary fines to the University and jeopardize our continued participation in federally funded aid programs. The assumption behind this law is that a student receiving all E's, I's, or X's grades probably did not complete the semester, but rather walked-away from school without officially withdrawing.

The complete text of the regulation is

contained in Federal Regulations 34 CFR § 668.22. If you have any questions, contact the Financial Aid Office at 270.809.2546.

Health Services

Health Services is located at ground level in the north wing of Wells Hall. The clinic is open for student visits from 8-11:30 a.m. and from 1-4 p.m. on weekdays when classes are in session. However, the clinic is closed after 11:30 a.m. each Wednesday for health education presentations at other sites on campus.

Primary health care is offered on an outpatient basis. This includes health education; health promotion; health maintenance; health history and physical assessment; first aid, including bandages and crutches; routine clinical laboratory procedures such as throat and urine cultures; tests for anemia, pregnancy and sexually transmitted diseases; and treatment for illnesses.

Students are seen on a drop-in basis and are screened by professional nurses. They may be treated or referred to the physician or nurse practitioner, depending on the nature of the visit. When a specialist's care is indicated, personnel will assist with the referral. The local hospital provides physician services on a 24-hour basis for emergencies.

All enrolled students are eligible for free services at the clinic. During the summer, students must be enrolled in the current session to be eligible for services. All services with other health care providers or agencies are at the student's own expense.

The United States Centers for Disease Control and Prevention recommends that you be informed of the availability of the meningitis vaccine. The State of Kentucky requires that you be informed of the availability of the meningitis and hepatitis B immunizations.

Information concerning the Murray State University Alcohol and Drug Policy is available on the Student Life Handbook website. You can access the information online at *http://www.murraystate.edu/studenthandbook*, and then click on Student Life Policies.

Additional information regarding HIV/AIDS is available on the Health Services website at *http://www.campus.murraystate.edu/health/health*. Or you may also call the Kentucky AIDS hotline at 270.420.7431 or the National AIDS hotline at 800.232.4636.

■ MSU Policy and Information on Controlled Drugs and Alcohol

In compliance with federal regulations Murray State is a drug-free campus. University policies and pertinent federal and state regulations regarding controlled substances and alcohol are printed in the MSU Student Life Handbook which is available online at *murraystate.edu/studenthandbook* click on Student Life Policies.

■ HIV and AIDS

The virus that causes the syndrome AIDS is called human immunodeficiency virus (HIV). Given currently available information it appears that without treatment most people with HIV infection will develop serious symptoms at some point in the future.

HIV is not transmitted by casual contact. HIV can be transmitted by particular kinds of sexual contact, by direct exposure to infected blood or from an HIV infected woman to her fetus during pregnancy or childbirth or possibly to her infant during breast feeding. For more information or assistance please contact: Kentucky AIDS Hotline- 270.420.7431 or MSU Health Services- 270.809.3809.

■ Hepatitis B and Bacterial Meningitis

Immunizations for hepatitis B, bacterial meningitis and other communicable diseases are available. For further information, contact your local health department or private health care provider, or contact MSU Health Services- 270.809.3809.

Honors Program

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

Institute for International Studies

■ International Student Services

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

■ Study Abroad Opportunities

To help all MSU students meet the challenges of today and tomorrow in a global environment while broadening the education experience, Murray State University offers an extensive array of programs abroad. With the assistance of study abroad advisors and the guidance of the student's academic advisor, a study abroad program can be devised to satisfy individual needs in nearly any major or minor.

Murray State students are fortunate to have more than 170 study abroad options for international study available to them. Study abroad programs are offered on every continent, for periods of study as short as one week and as long as one academic year.

In brief, with good guidance from advisors and thoughtful assessment by the student, students may choose to study

- in 45 countries around the world
- for a period of time that best suits them.
- in MSU-credited courses applicable to their program of study.
- in English as the language of instruction in most cases.
- in the language of the country they visit, if the student wishes to enhance his/her language skills.
- at a reasonable cost.

All students who feel that they might wish to participate in some sort of international study are strongly encouraged to inquire at the Institute for International Studies, 270.809.2277 or e-mail: studyabroad@murraystate.edu. The study abroad unit welcomes questions and will spend time with students, trying to help them match their interests and needs with an appropriate international study experience.

Libraries

Library facilities at Murray State University include Waterfield Library (the main library), Forrest C. Pogue Library (housing special collections and University archives) and the James O. Overby Law Library.

The University Libraries offer a blend of print and electronic resources including full-text journal articles, indexes, dictionaries, encyclopedias, books, videos, Internet resources and more. Electronic resources can be accessed both on-campus and off-campus. Popular materials are also available, as the library has DVDs, CDs, bestselling books and even iPods and iPads available for checkout.

Research assistance is available from the Libraries' faculty and staff. Stop by the Information Desk in Waterfield Library, or visit our website at *lib.murraystate.edu* to see other ways we can be contacted, including chat and text messaging.

Quiet and group study spaces, as well as the Racer Writing Center and the Racer Oral Communication Center, are available within Waterfield. Enjoy a cup of coffee from our coffee shop Starbooks, or use Copy Express for specialized printing tasks.

The James O. Overby Law Library is the only law library in the Jackson Purchase area of Kentucky. All materials are for use within the building and the space serves as an excellent location to study.

The Forrest C. Pogue Special Collections & University Archives contains unique and rare materials documenting the cultural history of Murray State University and the Jackson Purchase area of southwestern Kentucky and northwestern Tennessee. The Special Collections Library houses published and printed regional and county histories, manuscript materials, oral histories, photographs and other significant historic items. The University Archives contains the institutional memory of the college.

Find more information about MSU Libraries at: *http://lib.murraystate.edu* or call 270.809.2053 or toll-free at 866.774.6612.

Mail Services

The MSU Mailroom, located on the second floor of the Curris Center, receives and distributes all incoming mail for the university's **academic and administrative offices**. They also dispatch all outgoing mail sent out using departmental account numbers. Within the facility there is also a Mail Center where you can rent personal mailboxes, buy stamps and money orders, and mail your letters and parcels. This facility is open from 8 a.m. until 4 p.m., Monday through Friday during the regular school sessions, including summers, and for specified times during periods when MSU is on break.

If you live in the residence halls the MSU Post Office will deliver your mail to the mailroom of your residential college. If you receive a package that was sent via the United States Postal Service (USPS) and it has a tracking number on it, you will be required to show a picture ID and sign for it at the Curris Center Post Office. Anything sent via UPS or FEDEX will be delivered straight to your residential college. You are provided a mailbox automatically when you receive your room assignment. If you live in College Courts, you will receive mail in the box assigned to your unit. Mail for these facilities is delivered by the federal post office located at 1105 Chestnut Street, **not by the MSU Mailroom**. Please call the federal post office at 270.753.1512 if you have questions about your mail or to receive a key for your College Courts mailbox.

Because all mail is now being coded prior to delivery, the U.S. Post Office requires that your address be correct and specific in order to avoid delays. Here is the format to use:

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

Please **do not** use any of these words or symbols in your address: "Box", "PO Box", "#". Using "Murray State University" is okay if it is above or immediately below your name, but NOT in the last two lines. There is no need to include your room number since mail is not actually delivered to the rooms. Also, please do not use any address other than your dorm address. If you do so it will result in your mail not being delivered in a timely manner.
*Note: The word "Hall" or "College" is acceptable in line two.

MSU Racercards

You will be issued an official student identification card—your Racercard—when you arrive on campus. Your Racercard is required to enter your assigned residential college, to cash checks, pick up financial aid checks, sell books back to the bookstore, make copies at Copy Express, check out library materials, obtain meals at all food locations and pay fees at the cashier's office. Your Racercard is also required at numerous facilities and student activities such as voting, theatre productions, game room/fitness center, CFSB Center, Carr Health building and athletic events. A photo ID, such as the Racercard, is needed to obtain any information from the Registrar's Office. Completion of class scheduling and fee payment requirements each semester are necessary for appropriate ID activation. If you happen to lose your ID card, report it to Winslow Dining Center or by calling the Racercard office at 3003. A replacement fee of $20 must be paid prior to receiving a duplicate ID card. The Racercard Office will accept cash, checks, debit or credit cards. Questions about the Racercard can be answered at the Racercard Office at 101 Curris Center, or by calling 270.809.3003 or emailing msu.racercard@murraystate.edu.

Multicultural Affairs

The Office of Multicultural Affairs was established with the purpose of providing ongoing assistance and support to Murray State's ethnic student population prior to and following their enrollment. We are committed to clearly affording multicultural students the opportunity to be successful. Multicultural Affairs serves as a clearing-house, a referral service, and it also acts as a liaison among administration, academic units, alumni and the community. **For additional information, contact the Office of Multicultural Affairs at 270.809.6836**.

Murray State Public Safety Department

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

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

Police officers aid in the protection of students, faculty and staff by enforcing city and state laws in the university community. Murray State Police Department offers nighttime escort service through the Racer Patrol (call 2222 on campus). The Emergency Number is 911.
NOTE: University police officers have full police powers.

One of the functions of the department is vehicle registration and parking. All students, faculty and staff must register their vehicle and display a current parking permit when parking on the MSU campus. Parking regulations are enforced 24 hours daily.

The Murray State Parking Business Office is open for official business from 8 a.m. to 4 p.m. weekdays, and police officers are on duty 24 hours daily. The Murray State Parking Department Business Office number is 270.809.4812.

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

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

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

1. Lost or stolen ID card:
   a. Report loss to circulation desk, Waterfield Library
   b. Report loss to office, Carr Health Building
   c. If you purchased a meal plan, report the loss to staff at racercard@murraystate.edu.
   d. Go to the cashier's office, Sparks Hall, to pay for a duplicate.
   e. Go to the Racercard office to have a replacement made.
2. Lost or stolen driver's license:
   a. Kentucky driver's license: Notify circuit

court clerk, Judicial Building, Murray, Ky., or circuit court clerk in your county.
   b. Out-of-state driver's license: Call or email license agency in your state or county.
3. Lost or stolen parking permit:
   a. Go to the Murray State Public Safety Office to file an affidavit.
   b. You may pick up a temporary parking permit while you search for a misplaced permit.
   c. A replacement permit must be purchased. Please contact the Murray State Parking Office for assistance with this process at 809.4812.
4. Lost or stolen credit cards:
   a. If in your parents' name, call them at once.
   b. If in your name, call the company at once and follow up with a certified letter of confirmation requesting a "return receipt" and retain a copy of the letter.
   c. You may also notify a local company, but be sure to carry out steps A and B.
5. Lost or stolen personalized checks or bank card:
   a. Notify your bank and call your parents.
   b. Notify local banks.
   c. Notify cashier's office.
   d. Notify University Store.
6. Lost or stolen property:
   a. Report model, make and serial number if applicable.
   b. Report detailed description: size, color, brand, etc.
7. Lost or stolen books:
   a. Report loss immediately to the Murray State Police Department. Book thieves are frequently caught.
8. Lost or stolen residence college room key:
   a. Report loss immediately to your hall desk.
   b. Report any suspected theft to the MSU Police at 270.809.2222.

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

Parking

Murray State University was designed to be a "walking campus;" however, the number of students who attend the university and bring cars to the campus increases each semester.

If you wish to bring a car to the campus, you must register your vehicle and purchase a parking permit. Permits may be applied for and purchased by going to your MyGate account to the MSU Parking Channel. If you need any assistance with your permit application/payment, please contact the MSU Parking Office at 270.809.4812 or by email at msu.publicsafety@murraystate.edu.

PLEASE NOTE: A vehicle is not considered registered until the permit is properly displayed in the vehicle. All motorized vehicles require a parking permit. This includes cars, motorcycles, motor scooters and mopeds. Fines for parking violations are $15, $30, $45 and $50. All parking questions regarding permits, citations, or appeals should be addressed to the Parking Office by calling 270.809.4812 or via email at msu.publicsafety@murraystate.edu. Payment of citations may be completed online through your MyGate account or at the Cashier's Office, 2nd Floor, Sparks Hall. Parking Office Business hours are 8 a.m.-4 p.m. Monday-Friday.

Parking citations may be appealed within 5 school days of the issuance of citation, if violation is eligible for appeal. Appeals are available on-line via your MyGate account on the Parking Channel link by choosing "Outstanding Citations." If your appeal exceeds the 5 school day limit, you forfeit your right to appeal. The appeal decision process is final. Please contact MSU Parking Office for assistance.

Campus parking policies are on the web at ***www.murraystate.edu/publicsafety*** under the link "Parking Management." To avoid parking problems, familiarize yourself with the parking regulations. The Public Safety and Emergency Management Department has numerous brochures available, including those concerning safety on the campus. For additional information concerning parking and safety, contact the Murray State Police Department located at the corner of 16th and Chestnut streets, or call 270.809.2222 for Police and 270.809.4812 for Parking.

Psychological Center

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

Recruitment

The Office of Recruitment provides information and services to all new freshman students of Murray State University. Anyone may refer the name of a prospective student to the Office of Recruitment. That student will then be mailed information on admission, housing, scholarships, financial aid and academic programs. The Office of Recruitment also directs the university's Summer Orientation program.

Scholarships

Murray State University awards a number of academic-based scholarships each year. In order to be considered for those scholarships, students must apply for scholarships each year by submitting the online scholarship application located at www.murraystate.edu/scholarships.aspx. The annual scholarship deadline is January 15.

The Office of Financial Aid/Scholarship also serves as a resource for off-campus scholarship information. See the previously mentioned website and select the Outside Scholarship link to get information on outside scholarships, search engines, and policy/procedure for reporting receipt of outside scholarships.

Students may contact the Office of Financial Aid/Scholarship, 500 Sparks Hall, by calling 270.809.3225 or toll-free 1.800.272.4678, ext. 4.

Student Disability Services

The Student Disability Services Office, located at 423 Wells Halls, provides reasonable accommodations and academic support for students with documented disabilities. Accommodations, including audio textbooks, note takers and extended testing time are provided based on appropriate documentation of a disability. Students requesting accommodations must bring current documentation of their disability and meet with a SSD staff member. Academic support may include college credit courses to assist the student in developing needed strategies and skills, academic guidance, peer support and information regarding other campus services. For additional information please see the SSD website: *http://www.murraystate.edu/HeaderMenu/Administration/StudentAffairs/departments/StudentDisabilityServices/SSLD.aspx*

■ Project Mentor

Project Mentor is an academic support program of the SSD office that offers enhanced services to students who have documented disabilities. Students voluntarily access the services provided through Project Mentor. These services include individualized assistance with learning effective strategies for organizing and studying course-related materials and assignments. Fees for Project Mentor are based on the number of hours each week the student meets with his/her academic mentor. For additional information please see the Project Mentor website: http://www.murraystate.edu/HeaderMenu/Administration/StudentAffairs/departments/StudentDisabilityServices/SSLD/ProjectMenton.aspx

Speech and Hearing Clinic

The Speech and Hearing Clinic offers a full range of professional speech, language, and audiological services to students at no

charge. Students who are experiencing communication problems due to speech sound errors or differences, stuttering, reduced voice or vocal quality, language problems, or hearing problems may be seen for diagnosis and/or therapy. Students who need services should call 270.809.2446 for an appointment or for further information.

Student Support Services

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

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

- Be a first-generation college student, meaning neither parent has received a baccalaureate degree.
- Demonstrate a financial need.
- Have a documented disability.

Students must also meet academic requirements based on grant guidelines.

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

Student Support Services provides a wide variety of academic and personal support services for students and serves as a liaison between students and their instructors. SSS strives to help students achieve their academic goals through services such as free tutoring, career counseling, course selection, financial aid counseling, financial literacy, personal development and study skills enhancement. For students with disabilities needing additional services and accommodations, the SSS office coordinates with the Office of Student Disability Services.

For more information, please feel free to visit the SSS office located at 261 Blackburn, or call us at 270.809.4327.

University Store

Located on the second floor of the Curris Center, the University Store serves students, faculty and staff with a broad selection of products and services. Items available in the University Store include: new, used, rental and e-book textbooks; leisure books including *New York Times* best sellers sold at 25% off every day; official Murray State apparel; Greek accessories, school and art supplies; computer software; graduation regalia and personalized items like class rings; and much more. Services offered by the University Store include: textbook prepackaging, book buyback every day of the year, free on-campus delivery, special orders, and charging eligible purchases to student accounts. The University Store is also host to several on-campus events including fall and spring Senior Salutes and in-store author book signings. The University Store is not-for-profit; all proceeds earned by the store stay within the university to enhance and provide additional services to students. Visit the University Store Monday through Thursday from 8 a.m. to 6:30 p.m., Friday from 8 a.m. to 6 p.m., Saturday from 10 a.m. to 4 p.m., and Sunday from 1 p.m. to 4 p.m. Contact the University Store by phone (270.809.4388) or e-mail (msu.books@murraystate.edu) or find us on the web at www.murraystate.edu/bookstore.

Veterans Affairs

The Office of Veterans Affairs is located in Sparks Hall. The primary mission of this office is to assist the veteran student with the successful transition from military life to the university campus. Eligible candidates should contact this office immediately concerning general procedures and documents that are required to complete enrollment certification with the VA regional office. This will help ensure prompt payment of your educational benefits.

Programs being certified:

- Montgomery G.I. Bill (Chapter 30)
- National Guard or Selected Reserve (Chapter 1606/1607).
- People who have a disability rating will continue to receive funding through the Voc/Rehab program (Chapter 31).
- Children, spouses, and widow(er)s of veterans who, while serving in the armed forces of the United States, were killed on active duty or during training, or who have died as a result of a service-connected disability, or who are permanently and totally disabled, or are prisoners of war, or are missing in action qualify for benefits under the Survivors and Dependents Educational Assistance Program (Chapter 35).
- Post 911/Chapter 33, available after Aug.1, 2009.

Tuition fees may be waived at any state-supported institution of higher education in Kentucky for those children, spouses and widow(er)s of Kentucky residents who, while serving in the armed forces of the United States or the Kentucky National Guard, were killed on active duty or during training, or who have died as a result of a service-connected disability, or who are permanently and totally disabled, or who served as prisoners of war, or who have been declared missing in action. Dependents of living, qualifying veterans must be between the ages of 17 and 23.

The Office of Veterans Affairs and the School Certifying Officer are located in 107 Sparks Hall. Both may be reached by calling 270.809.3754.

The Veterans Affairs Liaison who assists students with admission to the university and other support services is located in the Transfer Center and can be reached at 270.809.5796. A veteran student services organization is now available to all veterans. Contact the Veterans Affairs Liaison for more information.

■ Yellow Ribbon

We are proud to announce that Murray State University is now a Yellow Ribbon School!

What is the Yellow Ribbon Program?- The Yellow Ribbon Program is a provision of the law that was created by the Post 9/11 GI Bill. This program is available for institutions of higher learning (degree-granting institutions) in the U.S. or at a branch of such institutions located outside of the U.S. The program allows approved institutions of higher learning and the VA to partially or fully fund tuition and few expenses that exceed the established thresholds under the Post 9/11 GI Bill.

How will The Yellow Ribbon Program benefit you?- If your charges exceed the in-state tuition and fee amounts payable under the Post-9/11 GI Bill and you are enrolled at a participating school, additional funds may be available to you through the Yellow Ribbon Program. Institutions of higher learning that enter into a Yellow Ribbon Program Agreement with VA will choose the amount of funds they will contribute toward your tuition and fees. VA will match that amount and issue payment directly to the institution on your behalf.

Am I eligible?- Only veterans entitled to the maximum benefit rate or their designated transferees may receive this funding. Active duty service members and their spouses are not eligible for this program. However, some child transferees of active duty service members may be eligible if the service member is qualified at the 100% rate. There you may be eligible if:

- You served an aggregate period of active duty after Sept. 10, 2001, of at least 36 months.
- You were honorably discharged from active duty for a service connected disability and you served 30 continuous days after Sept. 10, 2001.
- You are a dependant eligible for Transfer of Entitlement under the Post-9/11 GI Bill based on a veterans service under the eligibility criteria listed above.

How do I apply?- The VA will determine eligibility for the Post-9/11 GI Bill, and issue a Certificate of Eligibility. The Certificate of Eligibility will advise you if your service meets the requirements for the Yellow Ribbon Program. Murray State University has volunteered to participate in the Yellow Ribbon Program. Therefore, you must bring/

send this application, the Certificate of Eligibility, and a request to certify enrollment to your campus Veterans' Program Administrator.

Vocational Rehabilitation

Located in suite 117 of Wells Hall, the Kentucky Department of Vocational Rehabilitation office provides services to individuals who have a physical or mental impairment that results in a substantial impediment to employment. Reasonable expectation that vocational rehabilitation services will benefit the individual in terms of employment outcome must exist. Services provided include vocational assessment, vocational counseling, rehabilitation technology, training (tuition, books, fees, etc.), job placement, and other services as needed on an individual basis. The amount provided is based on financial needs assessment and availability of funds. Telephone: 270.809.3371 or 877.678.6734.

Wellness Center

The Susan E. Bauernfeind Student Recreation and Wellness Center is a 73,000 square foot state-of-the-art exercise facility. The Wellness Center features: three full-size basketball courts with hardwood floors, aerobics studio with hardwood floors, a variety of aerobics courses, spinning classes, both free weights and selectorized weight machines, two racquetball courts, approximately 50 pieces of cardio equipment and an indoor 1/11th mile track. The facility includes an indoor swimming pool featuring a lap pool, leisure pool area, whirlpool and vortex. The Wellness Center also houses the Healthy Horse Outfitters and a lounge with internet access. You can contact the Susan E. Bauernfeind Student Recreation and Wellness Center by calling 270.809.6000.

Women's Center

Murray State University's Women's Center serves as an advocate of women's issues on campus. It provides a variety of educational and support services including walk-in crisis counseling, support groups, peer education programs and seminars of interest to the entire campus community. Topics commonly addressed include rape, issues related to women's physical health, relationship violence, harassment and the changing role of women in society.

The center is located at 103 Oakley Applied Science Building. Services are provided free-of-charge to the campus community.

SPECIAL AND TRADITIONAL EVENTS

Homecoming is the most notable and colorful of traditional campus events. Homecoming features a parade, Tent City, a football game, as well as scores of open houses, receptions, 5K run through campus, dances, reunions and special observances.

In addition, in conjunction with Homecoming, Murray State frequently sponsors a special Black Alumni Reunion in cooperation with the Alumni Association, and Multicultural Affairs.

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

Campus Lights is an all-student musical production presented each February.

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

All Campus Sing is traditionally held in late spring. Various campus organizations participate in this event as each vies for trophies.

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

Honors Day held each May, is a very special time in which the university pauses to pay tribute to student achievement.

Greek Week is a celebration of Greeks on campus.

Greek Assemblies occur during fall and spring semesters.

Great Beginnings is a series of events to welcome entering freshmen and transfer students.

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

> CULTURAL, SOCIAL, RECREATIONAL AND SPORTING ACTIVITIES

Away from Home

You are now in the often warm, often sunny lake region of west Kentucky. Outdoor activities abound—swimming, boating, hiking, golf, tennis, horseback riding, camping, fishing, sailing, water skiing, and more. If you like the great outdoors, you've come to the right place.

Summer is the dominant season in Murray. From March to November the days are generally warm. Of course, into each life some rain must fall, so remember to bring wet weather gear too. December usually heralds our short winter season featuring occasionally heavy snow and ice, some very cold days, some warmer days, clouds, and wetness.

But the blustery spring season arrives early and beautifully to the Jackson Purchase region, and the school year closes out on a note of flowers, greenery, and warm, sunny days once more.

The city of Murray has much to offer you. There is a modern cinema to entertain those who are interested in the big screen. The theater is a short walk from campus. Also, Murray is home to an active and excellent community theater which performs at the Playhouse in the Park located in the city-county park just two blocks from campus.

Three Kentucky state parks, one Tennessee state park, and the Land Between the Lakes, a huge national recreation area, are within a half-hour drive from campus.

Murray has a wide variety of stores. There are department stores, clothing stores, shoe stores, drug stores, boutiques and craft shops of every description. There is also a large number of grocery stores and restaurants to keep the calorie count high, and banks to make or break your pocketbook.

But above all, Murray offers a friendly town, clean air, and outdoor recreational opportunities.

Campus Communications

Three student publications, a campus radio station, and a campus cable television station operate at Murray State University.

The Murray State News, a student-produced newspaper, is published every Friday during the spring and fall semesters. Copies are available in all residential colleges and most buildings across campus, as well as off campus.The newspaper was named a Silver Crown winner in 2004, recognizing it as one of the top 18 collegiate newspapers in the U.S. The student staff is advised by a faculty member from MSU's department of journalism and mass communications.

WKMS-FM and MSU TV-11 occupy 17,000 square feet of space—the entire top floor of the Price Doyle Fine Arts Center. Facilities feature a 100,000-watt stereo FM radio station and television studios. The stations produce regional specials of local interest and also air programs of general entertainment interest. TV-11 contains programming of educational interest that airs over Charter Communications and Murray Electric in Murray and Mayfield.

MSU Athletics

■ Statement of Philosophy

As the primary purpose of the university, the educational experience for the student-athlete will be stressed at all times, which is to state that, academic achievement precedes any participation in intercollegiate athletics. Thus, Murray State University recognizes its athletics program as a substantial adjunct to the accomplishments of university objectives in education, research and service. In like manner, the athletics department embraces a wide variety of interests and believes that intercollegiate athletics offers a more attractive environment for prospective students seeking admission while enhancing retention of those students already admitted.

Additionally, athletics fosters a positive atmosphere for the student body, the university community, the alumni and the regional community, and as such; is greatly affected by the image portrayed by our student-athletes both on and off the playing surface. Therefore, athletics has a substantial responsibility and obligation to these constituencies for outreach and community service coupled with an obligation to the Ohio Valley Conference as well as the National Collegiate Athletic Association to adhere to all collectively held principles of ethical conduct and sportsmanship.

To meet both of these primary objectives of athletics for Murray State University, athletics will seek to recruit student-athletes who are capable of academic success while providing support and development opportunities that will allow the physically as well as academically gifted and talented an environment to express themselves to their maximum potential.

The MSU athletics program will be conducted in a manner that exercises fair and equitable treatment of student-athletes as well as personnel regardless of gender or race. The department of athletics will undergo regular and periodic evaluations to maintain its course in meeting these stated objectives.

■ Philosophical Direction

The following six (6) guidelines provide direction for the successful implementation of the philosophy of MSU athletics.

1. The university shall strive for excellence in a balanced program of intercollegiate athletics, which achieves a close integration of education and athletics competition of those directly involved. A close cooperation between intercollegiate athletics, academics, and student affairs programs of the university shall at all times be encouraged.
2. The athletics program shall seek to complement and supplement the values and goals of the university to insure the development of the ideal MSU graduate.
   These characteristics are:
   - Engage in mature, independent thought and express that thought effectively in oral and written communication;
   - Understand and apply the critical and scientific methodologies that academic disciplines employ to discover knowledge and ascertain its validity;
   - Apply sound standards of information gathering, analysis and evaluation to reach logical decisions;
   - Understand the roles and applications of science and technology in the solution of the problems of a changing world;
   - Demonstrate a critical understanding of the world's historical, literary, philosophical and artistic traditions;
   - Understand the dynamics of cultural diversity, of competing economic and political systems, and of complex moral and ethical issues;
   - Understand the importance of and engage in ethical behavior and responsible citizenship;
   - Understand the importance of the behaviors necessary to maintain a healthy lifestyle;
   - Demonstrate mastery of a chosen field of study; and
   - Value intellectual pursuit and continuous learning in a changing world.
3. The intercollegiate athletics program shall strive to achieve maximum social and safety benefits to participants, spectators, and to the university and local communities.
4. As authorized by the Ohio Valley Conference and the NCAA, the university will provide financial assistance, as funds permit, for the education of students who can contribute to the success of the teams, and at the same time meet the prescribed academic standards.

5. The intercollegiate contest shall be harmonious with campus life, shall observe a proper relationship to student body convenience, to academic pursuits, and especially to scheduled examination periods. The contests shall always be conducted in the best possible environment, regarding facilities and conditions.
6. The administrators, coaches, and support staff in intercollegiate athletics shall strive:
   a. to work with faculty and staff to promote academic success among student-athletes.
   b. ***to make intercollegiate athletics a positive educational experience, which complements that, provided in the classroom***.
   c. to achieve appropriate university level competition in all sports.
   d. to maintain the highest and most honorable conduct in recruiting contacts.
   e. to recognize the support of friends of the University, but to make it implicit that financial support always be channeled through the appropriate university offices.
   f. ***to insure that the institution is committed to following all regulations of the OVC and the NCAA.***
   g. to insure that all student-athletes are treated with dignity and respect while being informed of their rights concerning due process in all matters pertaining to their welfare.

(Adopted by the Intercollegiate Athletic Council - May, 1994)

MSU Speech and Debate Union

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

Performing and Visual Arts Opportunities

Cultural offerings abound on campus and in the community. These include art exhibits, concerts, recitals, musical theatre and drama attractions as well as lectures, readings and film festivals.

The Murray Civic Music Association series is free to students upon presentation of a valid MSU ID and features three or more world-class performing arts attractions each year. Recent attractions have included such nationally-known artists as Chanticleer and the Urban Bush Women.

The College of Humanities and Fine Arts sponsors student and faculty programming and brings outside attractions to the campus as well. The college publishes a calendar of events each semester with most events being free of charge and open to the general public. Weekly events are listed in *The Murray State News,* or you may call "ARTS"(2787) for a current events message.

Students are encouraged to participate in art, drama, dance, music and creative writing. Often the desire to participate is more important than experience or a student's major. Inquire through the College of Humanities and Fine Arts (270.809.6936) or the appropriate department.

Special places on campus for cultural programming include the Farrell Recital Hall, Lovett Auditorium, Clara M. Eagle Gallery, Curris Center Gallery, Robert E. Johnson Theatre, the Wilson Hall Studio II (310B), and the Performing Arts Hall.

Recreation and Sporting Activities

■ Campus Recreation

Each year students are provided an opportunity for fun, fitness, and competition through a wide variety of activities sponsored by the Campus Recreation office. Organized team and individual competition for both men and women are offered. Sport clubs are ongoing programs in which students may participate. The Campus Recreation office also offers students employment opportunities as either a sports official or a supervisor. All students paying an activity fee, as well as faculty and staff, are eligible for participation in any program offered by the department. Stop by the office, located in the Susan E. Bauernfeind Wellness Center, and find out how you can become involved in these and other activities.

■ Intercollegiate Athletics

Murray State University is a member of the National Collegiate Athletic Association (NCAA) and is a charter member of the Ohio Valley Conference (OVC). The university takes pride in maintaining a balanced athletic program with teams challenging for conference championships in almost every sport each year. The university's athletic teams have demonstrated continued excellence through their consistent high placement in the OVC's all-sports trophy competition.

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

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

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

■ Recreational Facilities

Countless recreational opportunities are found both on and off campus. The Carr Health Building houses basketball, swimming, volleyball, racquetball and more. Around campus you will find tennis courts, outdoor basketball courts, sand volleyball courts and several playing fields.

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

> Student Academic Policies and Procedures

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

Catalogs

The university catalogs (*Undergraduate Bulletin* and *Graduate Bulletin*) that are available on MSU's website (*www.murraystate.edu/Academics/RegistrarsOffice.aspx*) are the official documents regarding academic policies and should be referred to when making decisions. The catalogs should be used in conjunction with advice from your academic advisor and your degree audit (for undergraduate students). It is the student's responsibility to verify that all requirements are being met for graduation and to meet all published deadlines. The information contained in this section is designed to call critical items to your attention.

Grades

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

A Exceptional high quality, valued at four points for each credit hour.
B Good, valued at three points for each credit hour.
C Fair, valued at two points for each credit hour.
D Unsatisfactory, but still valued at one point for each credit hour.
E Failure, no credit, valued at no points but counted as hours attempted.
P Passing, used in specific pass/fail courses, no quality points, no penalty.
I Incomplete.
AU Audit, no credit.
R Either deferred credit, or course must be repeated (only for certain courses).
W Withdrawal, no penalty.

You may receive a grade of I (incomplete) if some relatively small part of the term's work remains undone because of sickness or other reasons satisfactory to the instructor. This work must be completed and the grade reported eight weeks into the following semester.

Once a final grade is given, you may not complete extra work to receive a new grade or complete and submit missing work to receive a new grade.

■ Grade Point Average

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

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

In order to graduate from MSU, you will have to maintain a minimum 2.0 (C) average. Several programs require higher GPAs to receive a degree. The example shown below demonstrates how to calculate a grade point average.

NOTE: Courses in which grades of CR, P, R, AU, I or W are received are not used in calculating GPA.

■ Incorrect Grade

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

When an error is made in reporting a grade, the instructor may make the necessary change in the Registrar's Office within the next regular semester following the recording of the grade. A grade will not be changed after a degree is conferred. (The policy concerning the changing of I grades was addressed earlier.)

If you believe a mistake has been made in your grade, you may follow the grade appeals process to attempt to correct the situation. **Grade appeals must be filed within the first 20 days of the next term after the grade was received.** Refer to the catalog for the official grade appeal policy.

Academic Status

Minimum Scholastic Standards

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

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

- **Academic Probation** – A student will be on **Academic Probation** when his or her cumulative GPA is less than the value listed for the number of hours the student has attempted.

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

An undergraduate student will be placed on **Academic Probation** at the end of the first grading period in which his or her cumulative GPA falls below the appropriate threshold listed above. A student on probation may register for a maximum of 16 hours during fall or spring.

- **Removal from Probation** – A student will be removed from probation after the probationary semester by reaching or exceeding the appropriate cumulative GPA threshold listed above. Failure to do so will result either in **Continued on Probation** or **Academic Suspension**.

- **Continued on Probation** – A student who does not meet the cumulative GPA threshold for his or her hours attempted, but earns a **term** GPA of at least 2.0 for the probationary semester will remain on probation and may register for a maximum of 16 hours during the fall or spring term.

- **Academic Suspension** – An undergraduate student will be suspended from the University following a propbationary semester in which he or she does not meet the criteria for **Contined on Probation** or **Removal from Probation** (see above). A student suspended for the first time may not re-enroll until one succeeding (fall or spring) term has passed.

GPA Sample

Class	Earned Credits	Grade	QP	GPA Credits		Quality Points
English	4	A	(4 points)	x 4	=	16
History	3	D	(1 point)	x 3	=	3
Biology	5	C	(2 points)	x 4	=	8
Math	5	C	(2 points)	x 5	=	10
Orientation	1	P	(0 points)	-	=	0
	17 credit hours			16 hrs		37 pts

In order to calculate the grade point average (GPA) of the above example, just divide the quality points (37) by the number of GPA credit hours attempted (16). Which yields a 2.31 GPA.

- **Academic Dismissal** – An undergraduate student who receives a second **Academic Suspension** may not re-enroll for two calendar years. An undergraduate student who receives a third **Academic Suspension** will be indefinitely dismissed from the University.

- **Academic Appeals** – A student who has been academically suspended may appeal in writing to the Registrar's office for special consideration when a documented repeated or lengthy illness or family emergency has been the cause of excessive absences from class and when the absences have been beyond the control of the student. A student must submit all appeals at least 14 days before the first day of class of the relevant term. *www.murraystate.edu/Academics/RegistrarsOffice/AcademicAppeal.aspx*

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

Academic Advisement

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

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

If you are having difficulty in a particular class, discuss it with your instructor. You may be surprised at the concern faculty members demonstrate in dealing with the problems of their students.

Changing Address/ Phone Information

Students are required to keep their addresses and telephone numbers up-to-date in the Registrar's Office. Address changes can be submitted through myGate, student self-service.

Changing Majors

It is not unusual for college students to change majors several times before graduation. If you would like some help in choosing a new major, the Counseling and Testing Center and the Center for Academic Advising are well equipped to provide you with such assistance. Degree audits (see p.17), available on myGate, are also helpful when trying to decide on a new major or minor. "What-if" versions can be run to illustrate the remaining requirements should you decide to change majors.

To change majors, see either your present advisor or your new department chair. After forms are filled in, you will be assigned a new advisor by the chair of your new department. The change of major form **must** be submitted to the Registrar's Office. Your current advisor and major are listed on your myGate page.

Registration

Each semester, information about advance scheduling and late registration dates and times is available on myGate. myGate usernames are e-mailed to you when your e-mail account is created. If you are a new student, you will receive your credentials in your admission letter. If you have not received this letter, you may contact the Help Desk at 270-809.2346. More information is available on the MSU RacerNet homepage under the link myGate. Schedules of classes are available in October for the winter term and next spring term, and in February for the following summer and fall terms. The schedule of classes can also be viewed online at www.murraystate.edu and in myGate.

- It is the student's responsibility to verify his/her class schedule via myGate.
- It is the student's responsibility to be aware of and comply with published university add, drop and audit deadlines.

For more information contact the Registrar's Office at 270.809.2394 during office hours 8 a.m. to 4:30 p.m.

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

E-mail Accounts

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

Although you as a student have the right to maintain an alternative e-mail account (such as hotmail or yahoo) for your primary means of communication, you must arrange for your murraystate.edu e-mail to be forwarded to any other account you use. For more information call 270.809.6116 or visit the following website: http://campus.murraystate.edu/mailhelp/newemail.html.

Full-Time Status

An undergraduate student who enrolls for 12 or more hours is considered a full-time student. Often you will need a letter verifying this fact for insurance companies, scholarships or loan deferments. You may request an enrollment verification from myGate or visit the Registrar's Office.

Adding, Auditing, or Dropping Classes

After registration each semester, there are designated periods of time in which you may add, drop, or change classes to or from audit. Adds must be completed within the first week of classes. Auditing a class requires the written permission of the course's instructor and, therefore, cannot be processed via myGate. To audit means to attend and participate in class without earning credit or a regular letter grade. Failure to attend class and complete required work will result in a failing grade. You have one week to decide to drop a class without a grade for a full semester class. This is followed by approximately 10 weeks in which you may drop a class and receive a W grade which will not affect your GPA. (Check the university calendar for exact dates for all sessions as they are SUBJECT TO CHANGE.)

Review the University Calendar for specific dates and deadlines. It is the student's responsibility to comply with published university deadlines. Check myGate often.

Dropping Out of School

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

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

1. Get a withdrawal form from the Registrar's Office or from the Registrar website, *www.murraystate.edu/registrar*. If you are not on campus, call 270.809.3776 for instructions.
2. Have the form signed by the various university offices indicated.
3. Return the form to the Registrar's Office in Sparks Hall after all the signatures have been obtained.

At the end of the semester you will receive the appropriate W status in each course. No grades for full semester classes are given if you withdraw during the first week of the semester.

Phone-in withdrawals are not permissible. **The Registrar must receive a signed request to withdraw a student from school.** You may not use myGate to withdraw from all of your classes. Your refund is based on the date you complete your withdrawal. See the *Schedule of Fees* for specific details. *www.murraystate.edu/Admissions/BursarsOffice.aspx*

Attendance Policy

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

Excused absences fall into two broad categories:

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

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

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

■ **Responsibilities of Students:** Students missing class(es) as a result of activities covered above **shall notify the instructor in writing at the beginning of the semester and, in the case of scheduled events, this notification shall not be less than one week prior to the absence.** Students with excused absences are excused from class attendance, but are not excused from work assigned or expected as a part of that class period. Students, in conjunction with each course instructor, are required to develop a plan for alternative assignments or the make-up of all work missed and must complete this work within a time frame mutually agreed upon with the instructor.

■ **Responsibilities of Faculty:** Faculty are expected to plan with students who have excused absences to develop alternatives and make-up assignments. Such alternatives are not expected to diminish faculty expectations of students, nor may they reduce opportunities for students to demonstrate performance.

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

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

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

Murray State University Degree Audit

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

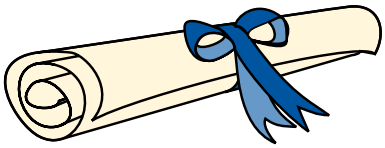
- Providing up-to-date information about a student's progress toward a specific degree and grade point averages overall, at MSU and in the majors and minors.
- Providing timely personal messages to students and advisors about important dates, problems and prerequisites that affect a student's academic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

A degree audit is available through myGate. More information about degree audits can be obtained in the Registrar's Office by phone at 270.809.6855, or by e-mail: ***msu.degreeaudits@murraystate.edu***.

Important Notice

It is the sole responsibility of each student to know and comply with all special course or enrollment requirements of specific organizations, services or programs that include but are not limited to the following:

Athletics
Community Based Service
Financial Aid
Fraternities
Honors Program
Housing
Immigration
Insurance
JTPA
Scholarships
Sororities
Student Employment
Teacher Education
Veterans' Services
Vocational Rehabilitation



Graduation Requirements

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

Students must apply for graduation via myGate. The $30 degree fee must be paid at the time of application. Once filed, changing the expected date of graduation requires completion of a Graduation Information Change Form with the student's signature. A notice of graduation status is furnished to the student and advisor by the Registrar's Office.

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

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

> University Studies

The University Studies component of the Murray State University undergraduate program aims to provide students with a broad-based, liberal arts and sciences education as a foundation for their academic specialty. University Studies courses should: develop students' communication skills; encourage students to think creatively while gathering, analyzing, and evaluating information to reach logical decisions; and familiarize students with the roles and applications of science and technology toward resolving problems in an ever-changing world. Furthermore, students will gain a critical understanding of the world's historical, literary, philosophical and artistic traditions. Within this broad context, students will come to understand the dynamics of cultural diversity, of competing economic and political systems, of social responsibility, and of complex moral and ethical issues.

The core of the University Studies program consists of five courses (or requirements). Students completing a bachelor's degree at Murray State University must complete one semester of composition (ENG 105 or ENG 150), one semester of Humanities (HUM 211), one semester of World History (CIV 201 or CIV 202), one course in mathematics, and a science course with a lab. Students pursuing a Bachelor of Arts degree will also take a minimum of six hours in a single foreign language, culminating in proficiency at 202 level or above in Chinese, French, German, Japanese, or Spanish.

The program is organized thematically to emphasize the focus of an undergraduate education at MSU:

- **Oral and Written Communication**
- **Scientific Inquiry, Methodologies and Quantitative Skills**
- **World's Historical, Literary and Philosophical Traditions**
- **Global Awareness, Cultural Diversity and the World's Artistic Traditions**
- **Social and Self-Awareness and Responsible Citizenship.**

Individual courses included under these rubrics encourage students to think independently and creatively while applying sound standards of information gathering, analysis and evaluation to reach logical decisions. These foundational approaches provide the basis for students to write well and to speak clearly and coherently. Additionally, Murray State University undergraduates will become familiar with the roles and applications of science and technology in the solution of the problems facing a changing world.

In order to better understand how change occurs in the world around them, students will gain a critical understanding of the world's historical, literary, philosophical and artistic traditions. Within this broad context, students will come to understand the dynamics of cultural diversity, of competing economic and political systems, and of complex moral and ethical issues.

> BA Degree Plan

Oral and Written Communication.....7 hrs*
ENG 105
COM 161

Scientific Inquiry, Methodologies and Quantitative Skills..... 7-10 hrs
One science course with lab (4-5 hrs)
One math course (3-5 hrs)

World's Historical, Literary and Philosophical Traditions..... 9 hrs
One required course in world civilizations
One required course in humanities (HUM 211)
One elective in this category

Global Awareness, Cultural Diversity and the World's Artistic Traditions..... 9-15 hrs***
Minimum of six hours in a single foreign language, culminating in proficiency at 202 level or above
One elective in this category

Social and Self-Awareness and Responsible Citizenship..... 6 hrs
Two courses, one from each category:
Ethics, Social Responsibility, and Civic Engagement
Social science

University Studies Approved Electives ..... 6 hrs
Choose from the list of University Studies electives

..... TOTAL: 43-52 hours***

> BS Degree Program Plan

Oral and Written Communication.....7 hrs*
ENG 105
COM 161

Scientific Inquiry, Methodologies and Quantitative Skills.....10-15 hrs
One science course with lab (4-5 hrs)
One math course (3-5 hrs)
Science or math elective (3-5 hrs)

World's Historical, Literary, and Philosophical Traditions..... 6 hrs
One required course in world civilizations
One required course in humanities (HUM 211)

Global Awareness, Cultural Diversity and the World's Artistic Traditions..... 3 hrs
One elective in this category

Social and Self-Awareness and Responsible Citizenship..... 6 hrs
Two courses, one from each category:
Ethics, Social Responsibility, and Civic Engagement
Social science

University Studies Approved Electives ..... 9 hrs
Choose from the list of University Studies electives. No more than two courses from any one University Studies category and no more than one course from the Enrichment Electives category.

.....TOTAL: 40-45 hours

* In addition, each degree program must include a course designated as "writing intensive" and a course designated as "technology intensive." These may be a single course or a set of courses identified by the academic department to reinforce writing and technology skills as appropriate to the discipline. It is envisioned that these courses will be part of the existing degree programs, and thus would not constitute additional hours of general education.

*** Includes the possibility of up to 6 hours of 100-level language prerequisites

> University Studies Courses by Thematic Categories: 2012– 2013

Required Courses for all Bachelor's Degrees

ENG 105 (or ENG 150)
CIV 201 or CIV 202 (or HON 151 or 152)*
COM 161 (or HON 165)
HUM 211 (or HON 251)

ORAL AND WRITTEN COMMUNICATION

CHN 101	Elementary Chinese I
CHN 102	Elementary Chinese II
CHN 201	Intermediate Chinese I
CHN 202	Intermediate Chinese II
COM 161	Introduction to Public Speaking
COM 181	Introduction to Interpersonal Communication
ENG 105	Critical Reading, Writing and Inquiry
ENG 204	Advanced Expository Writing
ENG 205	Writing for the Social Sciences
ENG 214	Introduction to Creative Writing
ENG 224	Writing in the Professions
FRE 101	Fundamental Communication in French
FRE 102	Social Interactions in French
FRE 110	Basic Conversational French
FRE 201	Intercultural Communications in French
FRE 202	Practical Applications in French
FRE 210	Intermediate French Conversation
GER 101	Fundamental Communication in German
GER 102	Social Interactions in German
GER 110	Basic Conversational German
GER 201	Intercultural Communications in German
GER 202	Practical Applications in German
GER 210	Intermediate Conversational German
HON 165	Honors Seminar in Communication
JPN 101	Elementary Japanese I
JPN 102	Elementary Japanese II
JPN 110	Basic Conversational Japanese
JPN 201	Intermediate Japanese I
JPN 202	Intermediate Japanese II
JPN 210	Intermediate Conversational Japanese
SPA 101	Fundamental Communication in Spanish
SPA 102	Social Interactions in Spanish
SPA 110	Basic Conversational Spanish
SPA 201	Intercultural Communications in Spanish
SPA 202	Practical Applications in Spanish
SPA 210	Intermediate Conversational Spanish

SCIENTIFIC INQUIRY, METHODOLOGIES AND QUANTITATIVE SKILLS

Science Category

AST 115/116	Introduction to Astronomy/Lab
BIO 101	Biological Concepts
BIO 109	The Biology of Cancer
BIO 216	Biological Inquiry and Analysis
BIO 221	Zoology: Animal Form and Functions
BIO 222	Botany: Plant Form and Functions
CHE 101	Consumer Chemistry
CHE 105	Introduction Chem I
CHE 106	Introduction Chemistry II
CHE 111	Essentials of Chemistry and BioChemistry
CHE 201	General College Chemistry
CHE 202	Gen. Chemistry and Quantitative Analysis
CHE 210	Brief Organic Chemistry
CHE 215	Organic Chemistry Lab
GSC 101	The Earth and the Environment
GSC 102	Earth Through Time
GSC 125	Weather and Climate
GSC 199	Earth Science
PHY 105	The Science of Sound
PHY 125/126	Brief Intro Physics/Lab
PHY 130/131	Gen. Physics/Lab
PHY 132/133	Gen. Physics II/Lab
PHY 235/236	Mechanics, Heat and Wave Motion/Lab
PHY 255/256	Electricity, Magnetism and Light/Lab

Mathematics Category

HON 262	Honors Seminar in Mathematics
MAT 117	Mathematical Concepts
MAT 130	Technical Math I
MAT 135	Introduction to Probability and Statistics
MAT 140	College Algebra
MAT 145	Trigonometry
MAT 150	Algebra and Trigonometry
MAT 220	Business Calculus
MAT 230	Tech. Math II
MAT 250	Calculus and Analytic Geometry I
MAT 308	Calculus and Analytic Geometry II
MAT 309	Calculus and Analytic Geometry III
MAT 330	Technical Math III

WORLD'S HISTORICAL, LITERARY AND PHILOSOPHICAL TRADITIONS

ART 211	Introduction to Art History I
ART 212	Introduction to Art History II
CIV 201/202	World Civilization (formerly CIV 101/102)
ENG 201	Appreciation of Literature
ENG 213	Film and Literature
ENG 243	Literary Masterpieces
HIS 201	Modern Europe
HIS 221	American Experience to 1865
HIS 222	American Experience since 1865
HON 100	Interdisciplinary Humanities and Fine Arts
HON 201	Honors Seminar in Social Science I
HON 202	Honors Seminar in Social Science II
HON 251	Seminar in Literature and Philosophy
HON 252	Seminar in Literature and Philosophy II
HUM 205	Humanistic Traditions Abroad
HUM 211	Western Humanities Tradition
PHI 103	Critical Thinking
PHI 201	Introduction to Philosophy
PHI 202	Ethics
POL 261	Introduction to Political Theory
RGS 200	Introduction to Comparative Religions

GLOBAL AWARENESS, CULTURAL DIVERSITY, AND THE WORLD'S ARTISTIC TRADITIONS

AGR 353	World Food, Agriculture and Society
ANT 140	Introduction to Cultural Anthropology
ARC 150	Introduction to Archaeology
ART 105	Studio Art for Non-Majors
ART 121	Art Appreciation
ART 211	Introduction to History of Art I
ART 212	Introduction to History of Art II
CHN 101	Elementary Chinese I
CHN 102	Elementary Chinese II
CHN 105	Contemporary Chinese Culture
CHN 201	Intermediate Chinese I
CHN 202	Intermediate Chinese II
CIV 290	Special Topics in World Civilizations
FRE 101	Fundamental Communication in French
FRE 102	Social Interactions in French
FRE 105	Introduction to French Culture
FRE 110	Basic Conversational French
FRE 201	Intercultural Communications in French
FRE 202	Practical Applications in French
FRE 210	Intermediate French Conversation
GDS 201	Introduction to Gender and Diversity
GER 101	Fundamental Communication in German
GER 102	Social Interactions in German
GER 105	Introduction to German Culture
GER 110	Basic Conversational German
GER 201	Intercultural Communications in German
GER 202	Practical Applications in German
GER 210	Intermediate Conversational German
GSC 110	World Geography
HON 161	Honors Seminar in Visual Arts
HON 162	Honors Seminar in Music
HON 163	Honors Seminar in Theatre
HON 164	Honors Seminar in Arts and Culture Abroad
HON 351	Honors Seminar in International Affairs
HUM 215	Humanities in the Modern World
JPN 101	Elementary Japanese I
JPN 102	Elementary Japanese II
JPN 105	Introduction to Japanese Culture
JPN 110	Basic Conversational Japanese
JPN 201	Intermediate Japanese I
JPN 202	Intermediate Japanese II
JPN 210	Intermediate Conversational Japanese
MUS 104	Introduction to Jazz History
MUS 105	Introduction to Music History
MUS 106	Music in Film
MUS 107	Introduction to American Music Theater
MUS 108	Introduction to World Music
MUS 109	Introduction to Music Theory
POL 250	Introduction to International Relations
POL 252	Contemporary Political Systems
RGS 200	Introduction to Comparative Religions
SPA 101	Fundamental Communication in Spanish
SPA 102	Social Interactions in Spanish
SPA 105	Introduction to Spanish Culture
SPA 110	Basic Conversational Spanish
SPA 201	Intercultural Communications in Spanish
SPA 202	Practical Applications in Spanish
SPA 210	Intermediate Conversational Spanish
THD 101	Dance Appreciation
THD 104	The Theatre Experience

SOCIAL AND SELF-AWARENESS AND RESPONSIBLE CITIZENSHIP

Ethics, Soc. Responsibility and Civic Engagement

BIO 103	Saving Planet Earth
BIO 308	Ethics in Biology
COM 260	Communication Ethics
ENG 226	Argument and Discourse
HIS 176	History of the U.S. Constitution
HIS 221	American Experience to 1865
HIS 222	American Experience since 1865
LOR 101	Research in the Information Age
POL 140	American Government
PHI 202	Ethics
YNL 290	Current Trends and Issues in Youth and Human Services

Social Science

AGR 199	Contemporary Issues in Agriculture
ECO 140	Contemporary Economics
ECO 230	Principles of Macroeconomics
ECO 231	Principles of Microeconomics
EDP 260	Psychology of Human Development
EDU 103	Issues and Practice of Am. Education
FIN 230	Personal Financial Planning
GDS 201	Introduction to Gender and Diversity
HON 180	Honors Seminar in Psychology
HON 232	Honors Seminar in Economics
POL 250	Introduction to International Relations
PSY 180	General Psychology
SOC 133	Introduction to Sociology
SOC 231	Social Problems

Enrichment Electives

Includes all courses under the thematic categories listed above

Technology-Intensive

CSC 101	Introduction to Problem Solving
CSC 125	Internet and Web Page Design
CSC 199	Introduction to Information Technology

* Students who have completed CIV 101 or CIV 102 will have satisfied the CIV course requirement

> Center for Student Involvement

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association would like to welcome you to Murray State University and take this opportunity to tell you about our organization and how YOU can become a part of Student Government. The Student Government Association has four branches: Student Senate, Campus Activities Board, Judicial Board and the Residential College Association. Through these components of the Student Government Association, we can make Murray State University a great experience during our time here.

Student Senate

Students involved in the Student Senate gain experience in Murray State's legislative process. Forty-six senators comprise the Student Senate: three from each of the five academic colleges and from the Hutson School of Agriculture, two from the School of Nursing and each of the eight residential colleges, eight "at-large" senators elected through a campus-wide online election each April, and two freshman senators elected in September by the freshman class. Aside from passing legislation at its weekly meetings, the Student Senate provides informational brochures, the campus planner, voter registration and a campus voice (student regent) to the board of regents.

To qualify as a senator, you must maintain a 2.5 cumulative grade point standing during the term of office.

Within the Student Senate there are five positions of which four are appointed by the Senate. They are Publications and Public Relations, Election Ways and Means, University Affairs and SGA Webmaster. Publications and Public Relations handles all the publications for the Senate, such as informational brochures and the campus planner. It also assists in constituency relations. Election Ways and Means handles all SGA-sponsored elections and Homecoming elections. University Affairs organizes activities such as voter registration for students and rallies for higher education. The Residential College Affairs chairperson, elected in April, presides over the Residential College Association meetings, and is responsible for communicating the needs of the Residential Colleges to the Senate. All positions are filled at the end of the spring semester.

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

The Senate sponsors the Ralph Woods Outstanding Student Leadership Award, the Max Carman Outstanding Teacher Award and the Jim Baurer Outstanding Staff Award annually. SGA also supports all functions concerning students and higher education. The Senate's meetings are open to all, and it meets Wednesdays at 5 p.m. on the third floor of the Curris Center. To air complaints or offer suggestions, you may either attend the meeting or talk with the senator of your college or a senator at-large. You may get to know your senators by contacting them through the Center for Student Involvement at 270.809.6951.

Campus Activities Board

The Campus Activities Board is composed of 15 chairpersons with committees who plan and promote activities for students and the community. The chairpersons are students appointed by SGA each spring and the Residential College Activities chair, which is elected in the spring. All members must maintain a 2.5 cumulative grade point average while in office.

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

• **Innovative Acts:** Musicians, comedians, magicians, novelty acts, video buttons, Fun Flicks, Virtual Reality, Wax Hands and many other activities.

• **Showcasing:** In charge of recruiting talented students across MSU who wish to showcase their talent (music, comedy, etc.) to the student body in organized events.

• **Ms MSU Scholarship Pageant:** Traditionally one of the finest university pageants in the country, which provides a total of $2,000 in scholarships.

• **Lectures:** Some of the biggest names and most interesting topics in the lecture field have appeared on MSU's campus. Recent lecturers were Robert Kennedy Jr., Prime Minister Bhutto, Mike Ditka, Edward James Olmos, Dave Ramsey, Danny Glover, President F. W. deKlerk, Maya Angelou, Ben Stein, Blake Mycoskie, Jackie Joyner-Kersee, President Lech Walesa and Archbishop Desmund Tutu.

• **Homecoming/Murray Madness:** A parade, football game, open house, receptions, dances, tent city and halftime activities are each a part of the festivities. Committee members will coordinate Spring Week and other special or thematic programs.

• **Concerts:** Nationally known "big name" entertainment is planned by the concert committee. In the past, such acts as George Carlin, Travis Tritt, Alan Jackson, Alison Krauss, Gin Blossoms, Sinbad, Vince Gill, Carrot Top, Jeff Foxworthy, Tracy Lawrence, MTV Campus Invasion Tour with Garbage and Lit, Dave Matthews, Widespread Panic, 3 Doors Down, Lifehouse, Nickelback, The Calling, Michelle Branch, Nelly & the St. Lunatics, K-Ci & JoJo, Default, Nickel Creek, Jars of Clay, Caedmon's Call, Jason Marz, Kanye West, Everson Drive, Matt Kearney, John Mayer and Maroon 5 have appeared as well as many local blues, reggae and jazz performers.

• **Diversity Awareness:** A continuing program of dances, lectures and varied multicultural programs are designed to bring the student population together.

• **Publicity:** Works with all committees of the CAB to organize publicity for all the events planned. The Publicity Committee consists of three members: two computer graphics chairs and one artistic painting/media planning/distribution chair. Publicity Committee members gain experience in graphics, newspaper ads and specialty advertising.

• **Production-Sound:** Obtain hands-on, technical experience in setting up and producing mini-concerts and coffeehouse programs. This committee will also assist the concert chairman with major shows.

• **Non-Traditional/Commuter:** This position was created to provide information and services for non-traditional students and for those students who don't live on campus.

• **Residential College Activities:** To offer entertaining and enlightening programs within the Residential Colleges.

• **Membership:** Communicates with all members of CAB. Is the liason between the chairs of the committees and the members who wish to be involved on the committees.

The CAB meetings are held on Tuesdays at 5 p.m on the third floor of the Curris Center and are open to the public.

Judicial Board

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

Residential College Association

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

Check out our website:
www.msusga.com

HOW DO I BECOME INVOLVED IN THE FOUR BRANCHES OF THE STUDENT GOVERNMENT ASSOCIATION?

Student Senate

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

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

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

Senate members must maintain a 2.5 cumulative grade point standing while in office. The Senate meets every Wednesday at 5 p.m. in the Barkley Room of the Curris Center. CSI is located on the 1st floor of the Curris Center.

Campus Activities Board

Except for the Residential College Affairs chairperson, all other chairs must file an application in the office and interview before a committee made up of members from the four branches of SGA. Members of CAB must maintain a 2.5 cumulative grade point standing during their term in office. Anyone may serve on a committee. The CAB meets each Tuesday at 5 p.m. on the third floor of the Curris Center. Meetings are open to the public.

Judicial Board

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

Residential College Association

Elections for RCA officers will be held two weeks after the SGA elections in April. To be elected as an RCA officer, you must apply in the RCA office to have your name on the ballot. All candidates for office must adhere to RCA campaign guidelines. Candidates will be elected to their position by a popular vote of the student body. The elections will be held over a two-day period, and polling stations will be set up in each Residential College.

The other members of the RCA, including the Residential College presidents, senators, and RCA representatives, are elected by popular vote within each Residential College and according to their respective election processes. RCA committee chairpersons are appointed by the RCA president, and are confirmed by the RCA Executive Board.

All members of RCA must maintain a 2.0 minimum cumulative GPA for their entire term of office. The Residential College Association meets every Monday at 5 p.m. in the Barkley Room of the Curris Center.

STUDENT ORGANIZATIONS

Regulation of Student Groups

The Student Organization Office is charged with the registration of all student clubs and organizations. The university cannot directly supervise the conduct of the numerous registered campus student organizations. Hence, the university disavows any liability or responsibility for the activities of student organizations.

However, the membership of each student organization may be responsible, individually or collectively, for the consequences of their behavior. If the university becomes aware of breaches of any university regulations, the Student Affairs/Judicial Affairs office may take disciplinary action against those organizations found guilty of any of the following offenses:

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

Any group failing to meet these standards may be penalized via one or more of the following denials of privileges and may be subject to sanctions listed in the Student Life Handbook. (see Student Life Policies.)

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

All appeal procedures will be consistent with the appeal process as stated in the Student Life Handbook. (See Student Life Policies)

Clubs and Organizations

Murray State University clubs and organizations extend learning from the classroom and textbooks to real-life situations. By becoming involved in one of more than 150 groups, students gain skills in areas such as leadership, problem solving, goal setting, public relations and diplomacy. Student organization directories are available on the Student Organizations website. The directories include information about a group such as its purpose, advisor, president and how to get in contact with the group.

Registration process

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

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

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

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

Advisory Support Statement

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

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

Individual members are responsible for their own behavior.

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

Statement on Hazing

Murray State University recognizes that student organizations exist for the purpose of extending opportunities for education, social interaction, leadership and skill development, and personal growth beyond the classroom. Therefore, the practice of hazing pledges, associate members, initiates or members is antithetical to the purposes of registered student organizations at Murray State University and is strictly prohibited by the university.

Furthermore, as of July 1986, hazing is a violation of Chapter 164 of Kentucky Revised Statutes. In pertinent part, the statute reads as follows:

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

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

This prohibition against hazing applies equally to student organizations, individual students, faculty and staff members, visitors to the campus, and licensees and invitees on the campus.

Any student who participates in hazing as defined above has violated the Murray State University Code of Conduct and will be subject to disciplinary action as described in the Standard in Disciplinary Proceedings of the Student Life Policies section of this handbook.

GREEK Life

Through fraternities and sororities, students are given the opportunity to develop leadership, responsibility and many lasting friendships. The Murray State University Greek system is a very strong and significant part of campus. Most organization officers

and campus leaders are associated with a Greek organization. Greek students maintain higher GPAs and are very active as students and alumni.

The Greek community at Murray State University is composed of three administrative groups, as well as the 22 individual fraternities and sororities.

The fraternities and sororities each follow a set of standards and values that center around leadership, service and philanthropy, brotherhood and sisterhood, and scholarship. These organizations commit to making a well-rounded experience for each of its members.

The **Interfraternity Council** is the governing body over the men's fraternities. The council establishes rules and regulations for all members in accordance with the North-American Interfraternity Conference (NIC), assists the chapters with recruitment and serves as a liaison with the university and community.

The **National Pan-Hellenic Council** serves as the official coordinating agent of the historically black Greek letter fraternities and sororities. NPHC organizations embrace a service for life philosophy and aim to assure the continuance of social action, political empowerment and economic development.

The **Panhellenic Council** is the local governing body of women's sororities. It is responsible for local Panhellenic operation in accordance with the National Panhellenic Conference agreements, policies and procedures.

> Residence Life

Residential Colleges

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

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

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

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

Our Mission

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

The mission may be accomplished through the following strategies:

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

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

At Murray State University, residence life can mean:

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

Residential Living

In today's inflationary times, residential living is rapidly becoming one of life's great bargains. In addition to being reasonably priced, residential living offers an irreplaceable and unforgettable living experience. The residential colleges are full of activity; social, academic, interpersonal and educational opportunities abound. The residential college program at Murray State is a key component of the Student Affairs division; it plays a very important role in the overall growth and development of the student.

The staff include a college head (a tenured faculty member), para-professional staff (a residence director and resident advisors) desk workers, student maintenance workers, and student security guards. These staff members are committed to the residential college concept and to making the residential college experience the best it can be. Staff members are there to assist students and to help provide an environment conducive to developing skills in living and working with a diversity of individuals.

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

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

Each residential college is governed by a residential college governing council (RCC) composed of students selected by residents and commuters of the college. These governing councils carry out numerous college-wide social, recreational, and educational programs.

These councils also have the responsibility to help set policies and guidelines for their residential college. Council members participate in leadership/service projects, and they have an opportunity to be on committees. Each council sends representatives to serve on the nationally recognized Residential College Association (RCA).

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

College Courts

The university offers apartments in the College Courts apartment complex located on the north end of campus. There are 144 apartments available: 132 one-bedroom apartments and 12 two-bedroom apartments. These apartments are available for married students, single parents with children, graduate students, non-traditional students and undergraduate students who are at least 21 years of age by the first day of registration. These apartments are fully furnished and are offered at a reasonable price. For further information contact the Housing Office at 270.809.2310.

Residence Life Information

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

Washers, dryers, vending machines, kitchenettes (with stoves and microwave ovens), study lounges and computer rooms are available in the residential colleges. Hart and White residential colleges each have expanded computer labs with internet access that are available for all students to use.

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

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

■ **On-Campus Housing Requirement –** Freshman and sophomore students (defined as students who have completed fewer than sixty hours of college credit) are required to live in university housing for at least four semesters (excluding summer). Exempted from this policy are students who have reached their twenty-first birthday prior to the first day of registration; veterans of at least two years' active military service; married students; students who commute to school daily from the permanent, legal residence of their parents (within a fifty-mile radius); students who have resided in the residential college four semesters (excluding summers); and students who have been enrolled full time at a postsecondary institution for four semesters (excluding summers). The exemption for students wanting to commute daily from their parents' permanent legal residence cannot be approved until the student completes an On-Campus Housing Exemption Application, a Housing Exemption Agreement of Understanding form and provides a notarized letter from the student's parents or legal guardians stating that the student will be commuting from the parent's permanent, legal residence. This documentation must be submitted to the Housing Office. The letter needs to indicate why the parent is requesting the exemption rather than having the student live in the residence halls. Students must complete the exemption request process prior to the first day of classes. Exemptions will not be granted after the semester ends. Appeals must be submitted in writing with any supporting documentation. The student should present the appeal to the Assistant Vice President of Student Affairs in 116 Ordway Hall. Appeals must be received within five working days from the date of the original exemption decision.

■ **Regional Tuition Discount** – Residents of Alabama, Illinois, Indiana, Missouri, Ohio and Tennessee will be assessed out-of-state tuition. A tuition discount will be credited for the difference between Murray State University's out-of-state tuition and an average in-state rate, based on colleges from the student's state of residency. In order to receive the regional tuition discount, undergraduate students must be eligible for admission, enroll full time and pay for university housing. Seniors and graduate students are not required to pay for university housing.

■ **Tennessee Reciprocity and Instate Tuition Discount** – Students from Henry, Obion, Stewart and Weakley counties in Tennessee fall under the Tennessee Reciprocity Agreement approved by the KY Council on Postsecondary Education. Students from the four counties in Tennessee are treated as Kentucky students in relation to admission and housing/dining policies. Students are assessed the out-of-state tuition and given a tuition discount to equal the difference between the higher of the Kentucky instate rate or the average Tennessee instate rate. Montgomery County in Tennessee is treated the same as the other four counties except for the admission policy.

Students from Massac County in Illinois and Posey, Vanderburgh or Warrick counties in Indiana are eligible for the instate tuition discount. Students are assessed out-of-state tuition and receive a tuition discount for the difference between in-state and out-of-state tuition rates. Students from these counties will be treated as Kentucky students in relation to housing and dining policies.

■ **Application and Assignments** – Students wishing to apply for university housing must submit a deposit of $150 along with a completed application. Cash, personal checks, money orders, Visa, MasterCard, Discover and Novus credit cards may be used for payment of a deposit. Scholarships do not cover the housing deposit. In addition, students must be admitted academically to the university before moving into university housing. Room deposits should be made payable to Murray State University. If students have a specific roommate preference, it is helpful if both applications are submitted at the same time.

A housing application may be denied or canceled prior to the beginning of the semester because of the student's past record as a resident.

New students are assigned to a room and a roommate according to the date of application and deposit. Assignments are made without regard to race, creed, religion or nationality. No guarantee can be made for college, floor, room or roommate requests.

Returning residents need to complete a room reservation form. This form enables the housing staff to know the residents' plans and to attempt to meet room and/or roommate requests. In addition, if a resident fails to complete the online reservation form by the designated time, the resident will lose priority on their room and the room deposit may be forfeited.

The university reserves the right to deny or cancel at any time the housing contract of a student evidencing an inability to abide by applicable laws or rules while living in housing at Murray State University, or believed to be a potential threat or danger to the university community, including students, faculty or staff. The university reserves the right to deny or cancel at anytime the housing contract of

any student who evidences the inability to successfully attend class regularly or maintain sufficient academic progress throughout the academic year. A student who is denied or otherwise excluded from residence in university housing may appeal in writing with any supporting documentation to the Assistant Vice President of Student Affairs in 116 Ordway Hall. Appeals must be received within five (5) working days from the date of the original decision denying or cancelling university housing.

The university reserves the right to make room assignments, authorize or deny room and roommate changes, and to require a resident to move from one room or building to another in an attempt to achieve a more effective or efficient program. Residents left in a room without a roommate and are not paying for a private room may be asked to consolidate or move in with a person who is also in a room alone.

Private rooms can never be guaranteed. However, they may be made available if space permits. Normally, each resident is permitted to move only once, and only after the move is approved the housing office. Requests for room changes within a college can be made by completing a room change request form and submitting that form online. Once the move is approved, the student must properly checkout or the request becomes null and void. A proper room change includes being checked out of the old room before moving into the new room. Room-to-room changes will be made only in exceptional cases after the residents have worked with the staff to resolve roommate conflicts or other difficulties.

College-to-college moves are not a part of the residential college model. In the event that a resident would like to apply for a college-to-college move, a resident must complete a college-to-college move form and submit it online. On the form the resident must include why there are specific circumstances to require a move. If a resident wishes to room with another individual, the other individual should also complete the form online. Students moving from one college to another college will be required to purchase a new Racer ID card with the correct college displayed to finalize the move when approved.

Please note that residents are not permitted to withdraw from university housing to move to an off-campus residence during the year unless the resident officially withdraws from the university, in which case the resident is required to move from the building within 24 hours. The resident may be eligible for a refund of the unused portion of the rent, following the current tuition refund table. A resident who completes the official withdrawal process will receive a refund based on the actual date the resident checked out of the residential college and the corresponding refund percentage in effect on the check-out date. A resident who becomes married during a semester and moves out of a residential college also may receive the unused portion of rent paid.

■ Housing Disability Assignments

A student with a documented disability or a parent or advocate on behalf of the student and with the student's permission may make a written request for reasonable housing accommodation(s) or a housing exemption. Said request should include appropriate documentation of the student's disability. The request for the housing accommodation or exemption form will be available in the Housing Office.

The request form shall be forwarded to and reviewed by the Affirmative Action Subcommittee. The student will receive notification of the decision from the Director of the Office of Student Disability Services. Please note that the resulting housing assignment, if any, is mailed by the Housing Office. It should be noted that requests for accommodations can be initiated at any time. However, it is recommended that requests for the fall semesters be received by June 30, for spring semesters by December 15 and for summer terms, one month prior to the first day of class.

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

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

Helpful Things To Know ...

Check-In – Residents must initially check-in to housing through the residential college they have been assigned. Check-in takes place at the front desk with the staff. The resident will be issued a key and asked to sign a housing contract. Signing in at the front desk, accepting a room key, or moving things into the room constitutes binding acceptance of the housing contract and obligates the resident for the full amount of the year's room rent. A $3.50 charge is placed on each resident's account to help defray the cost of activities and services offered within their college.

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

Consolidation – Students who are paying for double occupancy but for some reason find themselves without a roommate are required to move in with another student or have another student move in with them. Each resident will be notified in writing what day consolidation will begin and of possible roommates available.

If a resident fails to consolidate on his/her own, a consolidation assignment will be made for them based on seniority. If space permits, each resident may have the option of selecting a private room at an additional cost. Once the resident receives the consolidation notice with their new assignment, they will have three days to complete the move unless otherwise notified. Students who fail to cooperate with Consolidation procedures may face disciplinary sanctions and a private room charge.

Housing Contract Cancellations – When a reservation has been made and a contract signed for an upcoming academic year, cancellations can be made before the specified deadline without penalty. However, cancellations after the deadlines will result in the forfeiture of the deposit. There are two cancellation deadlines for the fall semester. Students canceling before June 1st will receive a refund of their entire deposit. Students, who cancel after June 1st and before July 1st, will receive 50% of their deposit refunded. Students who cancel after July 1st will forfeit their entire deposit. For the spring semester, students who cancel after December 1st will forfeit their entire deposit. During the contractual period a student may be released from the contract for the following reasons only: (1) official withdrawal from the university, (2) graduation, (3) student teaching, (4) dismissal from the residential college or university or (5) marriage. If the resident vacates during the contracted period, he/she is liable for the full payment of the contract.

The resident may TERMINATE this contract at the end of the fall semester of the academic year only if he/she is student teaching, completing an internship or exchange, graduating, withdrawing, academically ineli-

gible, transferring schools, leaving for military duty, getting married, or is a freshman or sophomore student who decides to commute from the permanent, legal residence of his or her parents (within 50 miles).

The resident who has accumulated at least 60 earned hours of academic credit (junior status) may LIQUIDATE this contract at the end of the fall semester for the spring by agreeing to pay 25 percent of the current room rate or by receiving a refund of 75 percent of the prepaid rent for the spring semester. THIS OPTION IS NOT AVAILABLE AFTER THE RESIDENT SIGNS FOR OR MOVES INTO THE ROOM FOR THE SPRING SEMESTER. THE LIQUIDATION OPTION IS ONLY AVAILABLE FOR THE SPRING SEMESTER.

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

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

1. Remove all personal property. Unless special arrangements are made with the residence director prior to check-out, any remaining personal property will be removed by university personnel and disposed of appropriately.
2. Remove all trash and dispose of it in designated trash facilities.
3. Clean and sweep the room.
4. Clean the adjoining bathroom (when applicable).
5. Have a staff member inspect the resident's room for cleanliness and damages. The room condition form completed during check-in should be reviewed and signed by the resident and staff member.
6. Return the proper room key. Should the resident fail to return a room key, a $75 charge will be made for a lock change.
7. Leave a forwarding address with the staff member completing the check-out process. Please allow four to six weeks after check-out to receive the room deposit.

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

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

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

Visitation – Visitation hours allow residents an opportunity to have male and female guests visit both in their residential college and rooms. Guest must be 18 years of age or older, unless they are a family member of the student that is signing them in at the front desk of the building. Each resident is permitted to sign in and have two guests at one time in the room (exception: family members). Each guest must be signed in at the front desk. Visitors, as well as the resident signing in the visitor, are required to surrender a state/governmental issued photo identification (exception: family members). The resident must escort the guest in the building at all times including when checking the visitor out at the end of the visit. Guests must sign out when leaving the building at any time. Guests are not permitted to stay in the building when the resident they are visiting is not in the building. Residents within each college are allowed to go and to leave from common areas unescorted but they are not permitted to loiter or walk on any floor of the opposite gender without being escorted.

This does not mean males and females are permitted to stay overnight in the room of the opposite gender. Violations of this policy will result in disciplinary action for both host/hostess and guests.

It is the responsibility of the resident to be aware of all visitation policies.

Overnight Guests/Cohabitation – Overnight guests of the opposite gender are not allowed. Any violation of this policy will result in disciplinary action for the resident. Overnight guests of the same gender is permissible with roommate/suitemate approval. All overnight guests must be registered in advance with the Residence Director. All guests must register at the front desk and complete the guest/sign-in registration form. Guests must be escorted at all times. Guests are not permitted to stay in the building when the resident they are visiting is not in the building without prior approval of the Housing and Residence Life Department staff.

Overnight guests/cohabitants cannot stay more than three nights consecutively more than once in a 30 day period. Students who continually infringe upon the rights of the roommate/suitemates and/or disrupt the community environment as the result of visitors cohabiting will result in strict disciplinary action including but not limited to suspension of visitation privileges.

Noise and Quiet Hours – In an effort to create a positive educational study environment, any noise or conduct that is considered loud, indecent or obscene is forbidden in the residential community. Residents who fail to comply with requests to keep noise to reasonable levels may forfeit the privilege of having musical equipment or other noise producing equipment in their rooms.

Quiet hours are established between midnight and 9 a.m. daily. Extended quiet hours may exist on some floors/wings that are established as quiet floors. Residents residing on a quiet floor/wing are expected to abide by the hours established by the members of the quiet floor/wing community.

Residents living in other areas of the building may set quiet hours for their specific floor or wing by collective decision. The college council may vote to set certain quiet hours for all residents in the building. Residents have a voice as quiet hours are decided; once the hours are set, residents are expected to honor the hours and be considerate of their fellow residents.

Any violations of these policies will be documented by housing staff members and appropriate disciplinary sanctions will be issued.

Special Living Areas – Each residential college has designated floors or wings that have extended quiet hours. Residents may request a room in these areas by specifying their preference on the housing application or room reservation card.

Security in the Residential Colleges

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

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

Theft in the Residential College

Residents should immediately report in detail any item that has been stolen from their room to the resident advisor and the Murray State Police Department (2222). The university cannot purchase insurance to cover the theft or loss of personal property and cannot accept responsibility for missing articles. Residents should check their parents' homeowner's insurance policy to see if it covers personal belongings in the room.

Discipline in the Residential Colleges

Each resident of university housing, by signing the housing contract, agrees to abide by all laws and the housing and university rules as contained in the *MSU Student Life Handbook*.

Violation of any of these rules could result in disciplinary action and/or termination of the room and board contract. If the resident's housing contract is canceled for this reason, the room and board fee will not be refunded.

Housing Regulations

The following misconduct will be subject to disciplinary action:

Drugs – The prohibitions contained in state and federal laws and in university policies regarding controlled substances apply to the residential colleges. Any violation of such laws or policies constitutes a violation of the student code of conduct.

Alcoholic beverages and containers – MSU prohibits the use or possession of alcoholic beverages in residential colleges. Students are not permitted to possess for any reason containers of alcohol (kegs, bottles, cans or beer bongs) empty or full, in the Residential Colleges or College Courts.

Hazing and harassment – Mental or physical hazing or harassment in any form is prohibited, including harassing language or behavior of any kind, particularly sexual and discriminatory harassment. Discriminatory harassment is defined as physical acts or threats or verbal slurs or referring to an individual's race, ethnicity, religion, sex, sexual orientation, creed, national origin, ancestry, age or handicap that are made with the purpose of injuring the person to whom the words or actions are directed and that are not made as part of a discussion or exchange of an idea, ideology, or philosophy. Practical jokes aimed at other students or their rooms and harassing or annoying e-mail and phone calls are also included under harassment.

Firearms, weapons, explosives, and dangerous substances – A student may not possess, use, or sell on campus any weapon (including, but not limited to, knives and bows and arrows) or firearm or any incendiary, explosive or destructive device, including fireworks. Further, a student may not possess, use, or sell on campus any dangerous article or substance which could injure or discomfort another person. This includes air guns, simulated weapons/firearms and simulated explosives/devices.

Misuse, tampering with and/or abuse of university property – Misuse, tampering with and/or abuse of university property including, but not limited to, peepholes, elevators, fire alarms, smoke detectors, fire equipment, sprinklers, door security systems, furniture, security cameras, tapes, DVR's and other associated hardware is subject to university disciplinary action and may be subject to civil court action. University furniture is not to be moved into residents' rooms from public areas such as lounges or removed from the building.

Failure to evacuate a building for fire alarm – All residents must leave the building when the fire alarm sounds.

Use or possession of equipment – Rules for the use or possession of equipment are as follows:

- **Only *one* refrigerator** of 4.6 cubic feet or less is allowed in residents' rooms.
- **Only *one* microwave oven,** no larger than 700 watts, is allowed in residents' rooms.
- **Halogen lamps** are not permitted in the residents' rooms.
- **Sunlamps, lava and lava-like lamps** are prohibited in residents' rooms.
- **Free weights** are prohibited in residents' rooms.
- **Waterbeds** are not permitted in residents' rooms due to the risk of damage in the event of an accident and the excessive weight of the units.
- **Bunkbeds.** Only university-built/purchased bunkbeds are permitted in residents' rooms. Only lofts provided by a Housing Office approved vendor are allowed for use in the residential colleges. Homemade loft units are not permitted in the residential colleges.
- **Bicycles**. Storing bicycles in residents' rooms is not allowed unless disassembled and stored either under the bed or in a closet. Students may walk their bicycle to their room with both wheels attached but one wheel must be removed once in the room.
- **Candles and incense.** The use of candles and incense is prohibited in the buildings. Students may possess candles for decorative purposes only if the wicks have been cut out/down or if candles remain in the original cellophane wrap.

Visitation – Residents and their guests must observe all visitation policies as outlined in the Visitation and Quiet Hours section.

Behavior in your room – The authorized occupant(s) of any room is (are) responsible for all behavior that takes place in that room. Certain inconsiderate behaviors include but are not limited to:

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

Loud, indecent or obscene conduct – Any conduct that may be considered loud, indecent or obscene is forbidden in the residential community. This includes loud stereos and other noise issuing from windows.

Musical instruments – Loud musical instruments including, but not limited to, band or amplified instruments that may disturb other residents are not allowed.

Noise – This includes, but not limited to, loud stereos, televisions, and CD players. Students who fail to comply with requests to keep noise to a reasonable level may forfeit the privilege of having musical equipment in their rooms. Students residing on quiet floors/wings must abide by the hours established.

Gambling – Gambling in any form is prohibited in the buildings.

Pets – Fish in an enclosed aquarium are the only pets allowed in the residential colleges and college courts. All other pets will be removed immediately at the owner's expense to protect the health, safety, and comfort of other residents in the building.

Throwing objects from residential college windows – Throwing objects, materials, or liquids from residential college windows is prohibited. This could result in injury to a person below.

Removing screens – Window screens must remain securely on the windows at all times.

Furniture – Personal items of furniture may be added to a resident's room as long as it does not become a safety hazard. University furniture may not be removed from the room.

Hanging objects – The university reserves the right to remove, or have removed, any foreign object, attached in any way to the inside or outside of any residential college room door or window, that is a potential safety and/or maintenance hazard or is deemed harmful/detrimental to the community environment in the residential college.

Ceiling Decorations/Tapestries - Nothing may be hung from or on the ceilings in the residential college rooms. This includes fabric, posters, or Christmas lights.

Large group gatherings – Students participating in the formation or prolonging of large groups to disturb the peace, to do violence to any person or property, or to disrupt the performance of duties shall be subject to university disciplinary action.

Destruction of property – Destroying university property or the property of others is prohibited.

Physical confrontations – Any physical confrontation including, but not limited to, fighting and assault that leads to harm or possible harm to others is not allowed.

Horseplay – Horseplay including, but not limited to, playing football or basketball, using athletic equipment, weights, frisbees, skateboards, skates, rollerblades, waterguns or golf equipment in hallways or other common areas including the exteriors of the residential buildings (within 50 feet) is prohibited.

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

Unauthorized taking of property – Unauthorized taking, use, possession, or moving of university property or the property of others is forbidden.

Failure to comply with staff requests – Failure to comply with reasonable requests from housing staff, i.e., presenting ID cards, providing other information, or refusing to keep noise down is grounds for disciplinary action.

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

Smoking–Smoking is prohibited in the residential colleges.

Code of Conduct – The student agrees to abide by all laws and the housing and university rules as contained in the MSU *Student Life Handbook.*

Sanctions

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

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

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

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

Transfer to another building or termination of university housing contract – This sanction requires that the resident move from the building to reduce any chance of additional problems. The move may be either to another building or off campus. The effect the decision of transfer may have on the other building will be considered. Usually a period of probation will accompany any such required move.

Restitution for Damages – In addition to the penalties described previously, a resident may be required to pay compensation for damage to university property; provided, however, that such compensations shall be limited to the actual cost of repair or replacement of such property. Failure to comply with this sanction by a specified date will result in the charge being added to the resident's university bill.

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

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

- Referral to Counseling and Testing Center.
- Attend a college program.
- Attend a campus program.
- Go on duty rounds with housing staff.
- Critique magazine or newspaper articles.

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

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

Other Policies

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

Window and Exterior Door Decorations – Residents should give consideration to the uniqueness of the university and the diverse population it serves, if the resident chooses to decorate the windows or doors of the room. Designs for exterior room doors and windows will have to meet the approval of the director of housing and residence life. Proposed designs should be discussed with and approved in writing by the residence director prior to being put on the door or window. The Housing Office will contact students regarding inappropriate objects or decorations in the windows or on doors facing hallways or public areas.

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

As part of the normal closing process, members of the housing staff will enter each room in order to ensure its safety and security.

The housing staff will check to see if lights or appliances are on or if windows are open. The staff also will check all doors to ensure they are locked.

Friends and relatives are not allowed to enter a resident's room without being personally escorted by that resident, or having written permission to do so.

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

Student Storage – Each residential college may have areas assigned for student storage of items such as refrigerators, rugs, and other items on a short-term basis. This storage area is available on a first-come, first-served basis and is very limited. The university cannot accept any responsibility for losses of or damages to residents' property while in student storage. For more information about student storage see your residence director.

How to Use the Telephone in Your Room:

For on-campus calls (prefix 809) dial ONLY the last four digits of the telephone number. For local off-campus calls dial 8, then dial all seven digits of the telephone number. Long distance calls may not be billed to your room telephone number. Long distance calls may be made collect (dial 8, then 0 for the long distance operator), or the resident may apply for long distance service (Sprint, MCI, etc.); follow instructions of the vendor.

For repair of the telephone jack or line only, call the campus telephone office at 4400. Charges may be assessed for a service call unless the problem is with the telephone line or jack.

Cable Television

Each room in the residential colleges is equipped with a cable outlet for each student to use. The basic cable television package (approximately 22 channels) is provided for each residential college student. Students may contact the contracted cable television provider to purchase additional service packages at the student's expense.

RESNET

RESNET is the computer network exclusively for Murray State University housing and residence life students. There are two data ports in each room that allow both residents to access the Internet and their university e-mail account. For students to successfully use the RESNET system, they must have a network interface card installed on their personal computer. The campus technology fee covers the cost of this service. For more information, refer to the following website http://www.murraystate.edu/informationsystems/helpdesk.aspx or call the CTLT Helpdesk at 270.809.2346.

Room Maintenance Requests

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

Floor and College Meeting

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

Mailbox Assignments

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

Some packages (any item too large to fit in the mailbox) are delivered to the front desk of each building, while others are kept at the post office located on the second floor of the Curris Center. Packages that are delivered to the front desk will be listed on a package board located in each building's front lobby. Residents will be notified of packages delivered to the Curris Center either by notice in their mailbox or by a listing on the package board.

Residents are encouraged to check their mailboxes frequently. The resident needs to contact the housing office immediately if he/she has a problem with mail.

Use of Student Mailboxes

- Persons, groups, or organizations not connected with the university must use the U.S. mail to distribute materials to individuals.
- Individually addressed items may be distributed through the residential college post offices from one resident to another.
- Residential college post offices will distribute:
  1. mail sent through the U.S. mail.
  2. mail sent through the campus mail service.
- Residential college post offices will distribute individually addressed mail (which includes name and box number) from university organizations or groups if the following conditions are met:
  1. The group or organization must be registered through the Student Organizations office or a university department.
  2. Each piece of mail must be identified with the name of the organization or department and the return address and number.

Parking on Campus

If you wish to bring a car to the campus, you must register your vehicle and purchase a parking permit. **(See p. 10 of this publication for more specifics on parking.)** Students should acquaint themselves with all campus parking policies by reading the parking regulations on the Parking Management webpage at www.murraystate.edu/publicsafety.

Freshmen residing in the north housing complex are required to purchase a parking permit and are also required to park at the football stadium parking lot (large lot only). Freshmen may bring vehicles up to the residential colleges after noon on Fridays, but cars must be back in the stadium parking lot by 6 p.m. Sunday evening.

Violation of some parking codes may result in the total loss of parking privileges on the Murray State University campus. The theft of parking permits will result in the loss of parking privileges and extensive fines.

Motorcycles, motor scooters, mopeds – Motorcycles, motorscooters and mopeds must be registered with the Murray State Parking Department. Motorcycles, motor scooters, motorbikes and mopeds must be parked only in areas designated for motorcycle parking or on traffic islands in the housing complex. Motorcycles, motor scooters, motorbikes and mopeds may not be parked on the residential college lawns, in interior stairwells, or stored in any building.

Handicap Permit – Contact the Murray State Parking Department.

Cleanliness Counts . . .

Room Cleanliness – Residents are responsible for the cleanliness of the rooms. Residents should keep the rooms neat and orderly. The cleanliness of the connecting bathrooms is the responsibility of the suitemates. If a residential college student consistently fails to maintain an appropriate standard of cleanliness, as assessed by the Residence Director and/or other housing officials, the student may face disciplinary sanctioning which may include the cancellation of their housing contract if

their compliance to keeping the room clean is not met satisfactorily. Definitions of *unclean* include but are not limited to trash, food, or food containers throughout the room, unsanitary living conditions, excessive clutter, or smell. Vacuums, brooms and dustpans may be obtained from the front desk.

Pest control in each room is directly related to the cleanliness of each room. Assistance with pest control may be requested at the front desk of the residential college.

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

Safety and Security . . .

False Fire Alarms – Because of the dangers and risks to residents and fire fighters associated with false fire alarms and intentional fires, the penalties for intentionally setting any fire or intentionally causing any false fire alarm, for vandalizing or tampering with any fire alarm or fire protection equipment (including sprinklers), and/or for violating requirements limiting use of electrical equipment are severe.

Do not hang anything from the sprinkler head or the sprinkler pipes. Probable sanctions are removal from the residential college, suspension from the university, and/or criminal prosecution.

Health and Safety Inspections – All rooms will be inspected prior to the end of each semester in order to ensure compliance with health and safety standards. Whenever possible, advance notice will be given to residents regarding when the inspections will occur. Particular attention will be given to trash in rooms, locks on windows and plugged-in electrical appliances.

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

Open Flame Burning – Open flame burning of any kind is prohibited (e.g., candles, incense burners).

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

Screens – Screens must be left on windows. For safety precautions, ledges are not to be used for storage. Residents will be held liable for damages to property or personal injury resulting from items being thrown from windows or falling from ledges. Sanctions may result depending on the actions of the individual(s) and/or the outcome of these actions.

Room Keys – Should a resident lose a key, $75 will be charged to the resident for a lock change. This is done automatically to provide security for the room. Keys belonging to the university may not be duplicated. Possession and/or use of keys other than those officially issued and modification of university locks are in violation of residential college regulations.

The security of a resident's room, personal property and the property of roommates is dependent upon responsible care of keys and conscientiously locking the door each time the room is left unattended. If a resident loses a key, the roommate and neighbors should be notified in case someone should find the key and attempt to enter the room. The resident should be aware of the location of the room key at all times to ensure the security of the room. If a resident is locked out of the room, a key can be checked out at the residential college desk. Keys can only be checked out for a 24-hour period. After four key check-outs, the resident must meet with the residence director.

Walking on Campus at Night – Residents should act responsibly when walking on campus at night. Acting responsibly means staying in well-lighted areas, not walking alone, and using the escort service provided by the Murray State Police Department. This escort service is available seven days a week. Call 2222 for an escort. It is always wise to take safety seriously.

Lost-and-Found Procedures

Any items found on campus should be turned in to the Murray State Police Department, which maintains the official lost-and-found department for the university. If an item is lost on campus, go to the Murray State Police Department at once and file a missing property form. If theft is suspected, the missing items should also be reported to the City of Murray Police Department.

Lost or Stolen ID Card

- Report loss to circulation desk, Waterfield Library, at once.
- Report loss to officials of the Carr Health Building, at once.
- If the student purchased a meal ticket, report loss to staff at the Food Service office, first floor, Curris Center.
- The student should go to the Food Service office, first floor, Curris Center, to secure a duplicate identification card.

Lost or stolen personal property

- Report model, make, and serial number, if applicable.
- Report detailed description: size, color, brand, etc.

Lost or stolen books

- Report loss immediately to the University Store. Book thieves are frequently caught.

Lost or stolen residential college room key

- Report loss immediately to the college desk. Lock changes are required at a charge of $75.

The chances of recovering missing property are greatly improved if identification numbers are placed on all possessions. The Murray State Police Department will lend students an engraver free of charge to engrave identification numbers on stereos, radios, televisions and other personal property.

Other Important Information

Most residential colleges are not open during vacation periods, and room rent does not include housing during these periods. Students do have the option of signing a 10-month contract and choosing a 10-month college which remains open during all holidays. This contract allows the resident to stay in the building during those times.

If temporary housing is needed during bad weather contact the Housing Office. A few guest rooms in the residential college may be available for students to rent for a nominal fee.

Accommodations for students with disabilities are available in the residential colleges. For assistance with any questions or special needs, contact the Housing Office, Murray State University at 270.809.2310 or by e-mail at housing@murraystate.edu

EMERGENCY PROCEDURES

■ Fire Emergency Instructions

In case of a fire:

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

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

- If the door does not feel hot, open it slightly, holding your head away and bracing the door with your foot.
- Put your hand across the opening to test the heat of the air.
- If the door is hot and the hallway unsafe, stop up any opening or cracks through which smoke may enter, using wet towels, sheets, blankets, etc.
- If smoke does enter the room, open the window for ventilation; break it if it is sealed.
- Do not jump; make your presence known and wait for rescue.

In case of a minor fire:

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

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

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

■ Earthquake Emergency Procedures

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

■ Tornado Emergency Procedures

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

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

> Adults Belong In College

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

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

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

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

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

Integrated Studies

Integrated Studies is an external degree designed for the adult who wants to continue learning, wants the satisfaction of a college degree, and is willing to assume responsibility for learning but cannot pursue a traditional degree because of time, travel, work, or family responsibilities. Murray State University now offers this external degree program which is a first, not only in Kentucky but also in this general region. If you have at least 60 hours of previously earned college credit, you are eligible to apply to this program. In addition, the flexible curriculum may allow you to complete your degree while working and taking care of numerous responsibilities simultaneously.

Through this program you may transfer credit hours already earned. If you have served in the military, you may receive credit for that experience. You may design your own program of study to suit your needs, interest and busy schedule. It is possible to earn credit for life experience via portfolio credit, CLEP testing or departmental challenge exams. You proceed at your own pace and at your convenience, since it only takes six hours of earned credit per academic year to remain active in the program. Credit is earned through various methods. Learning may be done independently through learning contracts and portfolios, and away from traditional on-campus classrooms through online courses, regional campus courses, correspondence courses, KET courses and interactive television courses.

For more information on the Integrated Studies program, please visit www.murraystate.edu/integratedstudies or call 1.800.669.7654 to speak to an advisor.

Distance Learning

Because you are busy adults, you may find it convenient to take a distance education course. Go to www.murraystate.edu/distancelearning for options such as interactive TV, telecourses, online courses and classes offered at our extended campus sites.

Scholarships

Adult students may qualify for upperclassmen scholarships. Often these are awarded according to your county of residence or your major; i.e., a scholarship for biology majors from Marshall County, Ky.

Fortunately, several scholarships are now available for adult students. Contact the University Scholarship Office at www.murraystate.edu/fas for more information and for applications.

Purchasing Books

The cost of textbooks and other educational materials is not included in your tuition. Books may be purchased at the University Store on the second floor of the Curris Center, from other students, at privately owned bookstores in Murray, or online.

A word of warning: If you buy a book from some source other than the University Store, be certain it is the required text edition.

It's difficult to estimate the cost of books because the number and type of texts used vary from course to course. The price will also vary depending on whether you buy new or used books.

Always keep your textbook receipts and understand the return policy. If you drop a class early in the semester, you need to know what your return options are.

Military Service Credit

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

- Credits recommended by American Council on Education on an AARTS or SMART transcript.
- Credits recommended by American Council on Education based on military coursework appearing on a DD214 or 295.
- Credits earned at Community College of the Air Force.

Comfort Zone

The adult lounge, called the Comfort Zone, is a wonderful place to check your email, make new friends, just relax, talk, study, laugh or even cry. Coffee, tea and tissues are always available. It's nice to be able to come in and talk with someone who knows what you are experiencing. The gang at the Comfort Zone is great to offer encouragement when you need it. Some students come in and bring their lunch, others stop to do a little studying, or use the computer, but most come in for companionship. Anyone who comes in gets an immediate sense of belonging. It is a great place to talk out your problems, let off steam, or have a good laugh. Topics range from life at home, the kids, spouses, to what subjects to take, and tips on scheduling. Lockers are available, free of charge, but you provide the lock. The Comfort Zone is located on the first floor of Ordway Hall, and the phone number is 270.809.4486.

Housing During Bad Weather

If you need a place to stay during bad weather, contact the housing office or the Curris Center to see if there are vacant rooms, which you might rent for a nominal fee.

Alpha Gamma Epsilon

Alpha Gamma Epsilon is an organization that was formed to help serve the needs of adult students at Murray State. Anyone who is a nontraditional student (someone who has had a break in his/her formal education) is welcome. The purpose of the club is threefold: to offer a support system for the older students, to help raise money for the scholarship fund established for non-traditional students, and to plan social events for non-traditional students and their families.

The club also tries to gain publicity and support for adult students so they are recognized as an integral part of the campus community.

Meetings are held in Ordway Hall. Check the Comfort Zone or call the Adults Belong in College office at 270.809.2186 for specific day and time.

Special Services for Adult Students

If you have been out of school for a while, returning to or enrolling in college can be a frightening experience. The Adults Belong in College office, located on the 2 1/2 floor of the Lowry Center, provides the following services to adults entering or considering college:

- Information about how to be admitted.
- O.A.S.I.S. - Orientation for Adult Students in School.
- Adult student lounge, club, honor society and scholarships.

To contact the ABC office, call 270.809.2186 or 800.669.7654.

Tips from Adult Students

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

- Don't overload yourself. Take it slow and work your way up.
- Just do the necessary things and forget about (as much as possible) the trivial things.
- The reading and study skills class (REA 120) is a good course to help you get in the swing of college studying. If you have been out of school a long time, think about it. It has really helped me tremendously.
- Don't isolate yourself from the other adult students. You will need their support and advice. Also, depend on your family members for help. It wouldn't kill your husband to do some of the housework, or your parents to help baby-sit. A college student needs many support systems to succeed!
- Be realistic about your abilities when you first come back. Don't sign up for upper-level classes just because you were a good student 10 or 20 years ago. The only way I can really explain it is to compare it to an athlete. If you were a star athlete years ago in high school, it doesn't mean that you can perform at the same level now without extensive training.
- The Community College, located in the Lowry Center, offers many services that can help you. At the Community College, you will get suggestions on studying for tests, improving your note-taking, and reading your textbooks. You can also get tutoring in several basic topics.
- Take advantage of the many free and helpful services that are available on campus such as Health Services and the Counseling and Testing Center where you can get personal or career counseling.
- Try to stay ahead in all your classes. Then if you have a family emergency or get sick, you won't get so far behind.

14 Ways to Cope with it All

You may find a situation is getting the better of you. Here are 14 ways to help you cope.

1. **Talk to Someone** – Don't bottle up your problems. Go to someone you trust and get it off your chest. Sometimes just verbalizing the problem can help you to see it in a different light. If things get bad enough, visit your counseling center and set up an appointment with a counselor.
2. **Make Your Escape** – Taking a break from a difficult situation can do wonders for your frame of mind. Your escape doesn't have to be as elaborate as a vacation; a shopping trip, movie or walk in the park can do the trick.
3. **Let It Out** – Release your frustration in a productive way; a hard game of racquetball, for example, will ease your tension.
4. **Forget About It** – Sometimes you've just got to say "This isn't important enough to give my time to," and move on from whatever's got you down.
5. **Do Something Nice** – If you find you're thinking about your own worries too much, focus on someone else who's dealing with a tough situation. You'll get a good feeling from doing something nice for the person, and you'll forget about your own troubles.
6. **Do One Thing at a Time** – If your work load seems overwhelming, don't get discouraged. Take the most important task that's haunting you and start in on it. Accomplishing even one of your 'to dos' can make you feel like you're back in control.
7. **Give Yourself a Break** – Some people create stress by setting standards that are too high to reach. Don't try to be perfect—sometimes you have to be satisfied with 'good enough.'
8. **Be Resilient** – It's easier to deal with life if you can adapt to any situation. For example, if you can be hardworking and dedicated at exam times, yet be able to leave it all behind when exams are over, you'll be better able to handle whatever you face.
9. **Be Tough** – You have to be able to look after yourself. People may hurt you or gossip about you, but it's important to keep their actions from affecting you. Before you react, though, be certain you are interpreting others' behavior correctly. What you may perceive as a hurtful act may not have been intended as such. Stress can make you blow things out of proportion.
10. **Keep Laughing** – A good way to keep a positive outlook is to hold on to your sense of humor. Don't take things too seriously, and you'll be better able to keep things in perspective.
11. **Be Open-Minded** – It's easy to be critical of a situation or professor, especially if those around you are doing so. Don't let others be a negative influence on you. Keep an open mind, come to your own conclusions, and you'll enjoy things more fully.
12. **Meet New People** – One of the best therapies for depression is to go out and meet new people or participate in a new activity. You may find that despite your difficulties there's still a lot out there to enjoy.
13. **Don't Sweat the Small Stuff** – A renowned cardiologist's philosophy for dealing with stress: (1) Don't sweat the small stuff. (2) It's all small stuff.
14. **Use the Five-Year Rule** – Ask yourself: "Five years from now, how important will this problem be?" Nine times out of ten, the answer is "Not very important." The five-year rule can keep you from blowing the situation out of proportion.

> Division of Student Affairs

The Division of Student Affairs' primary concern is the student. This concern encompasses retention, welfare, and growth and development in all dimensions of student life including educational, vocational, social-cultural, civility and tolerance, psychological, values, clarification, and physical. The division provides a variety of educational and administrative services, programs, and activities in support of the Strategic Plan of the university. It is committed to excellence in, and the integration of, classroom and non-classroom activities to ensure a supportive living-learning environment for the whole student.

We're here when you need us...
1.800.909.1507
We're Murray State University Student Affairs

The guiding concepts for the division are those of human growth and development; personal discipline; an open, supportive environment; and the provision of programs, activities and services for personal growth.

A complete Division of Student Affairs directory is listed below.

Don Robertson 6839
Vice President for Student Affairs

Mike Young 6833
Associate V.P. Student Affairs

			270.809.
Admissions Services	Director	Lesa Harris	3750
Campus Recreation	Director	Steven Leitch	4458
Career Services Office	Director	Ross Meloan	3735
Counsel of College Heads	Chair	Paul Lucko	2785
Counseling Services	Director	Angie Trzepazz	6861
Dining Services	Director	Paula Amols	6879
Enrollment Management	Executive Director	Fred Dietz	3592
Financial Aid and Scholarship	Director	Lori Mitchum	2596
Health Services	Director	Kim Paschall	3809
Housing	Director	David Wilson	2310
LGBT Programs	Coordinator	Jody Cofer	3192
Multicultural Affairs	Director	S.G. Carthell	6836
Recruitment	Director	Shawn Smee	2853
Residential College Association	President	Dustin Rediess	3574
Retention	Director	James Mantooth	5344
Student Activities	Coordinator	Jeanie Morgan	6951
Student Disabilities Services	Director	Velvet Wilson	5737
Student Government	President	Jeremiah Johnson	6883
Student Learning Disabilities	Coordinator	Cindy Clemson	2018
Student Life and Curris Center	Director	Renita Avery	6984
Student Support Services	Director	Shanna Burgess	2059
University Store	Director	Karol Hardison	6992
Upward Bound Math/Science	Director	Doris Clark-Sarr	5429
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Women's Center	Director	Vacant	3016

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