



## GENERAL INFORMATION

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## Our Vision

*To build on our reputation as one of the best student-centered, comprehensive universities in the nation.*

For 95 years, Murray State University has been the cornerstone of higher education in the western end of the Commonwealth, providing economic development, cultural experience, fine art, knowledge, and tradition to the people and businesses of this region. The University has grown to an enrollment of over 10,000 since its foundation in 1922, welcoming students from the service region, across the United States, and more than 50 countries to an inclusive campus abounding with opportunity and rich experiences...*hope, endeavour, and achievement.*

Murray State's excellence through academic programs, quality faculty, innovative student initiatives, characteristic facilities, and dedicated staff has resulted in continuous accreditation by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) since 1928, and most recently achieved a perfect review—a goal which institutions strive to achieve. Individual program accreditations have also been awarded in art, chemistry, civil engineering technology programs, communication disorders, counseling, dietetics, engineering physics, journalism and mass communications, music, nursing, occupational safety and health, school administration, social work, speech-language pathology, teacher education, and veterinary technology, as well as several business programs.

Murray State University has a commitment to extend its educational programs throughout the region. Off-campus courses are available at a number of sites including Fort Campbell, Henderson, Hopkinsville, Madisonville, and Paducah. In addition to teaching courses on-site at these locations, the university provides a variety of distance learning alternatives for students who may not be able to attend classes on the main campus.

The international dimension of the university's offerings include summer study-abroad programs in several countries and direct exchange programs for students and faculty with universities on five continents — Africa, Asia, Australia, Central America and Europe. On campus, the English as a Second Language program prepares nonnative speakers of English for full-time study and for future professional careers.

The university's main campus is in Murray, a city of over 17,000 and the winner of the designation, "Friendliest Small Town in America" from Rand McNally and *USA Today*. Being in the renowned lake region of far west Kentucky, Murray offers the faculty, staff, and students a wealth of opportunity to enjoy the outdoors. Land Between the Lakes, a national recreation area situated between Kentucky and Barkley lakes, is a 20-minute drive from campus and there are four of the finest state parks in Kentucky within an hour of the city.

The main campus comprises over 74 major buildings, including classroom and office buildings and two libraries. The Waterfield Library houses the circulating collection, reference sources, government documents, microforms and periodicals. The historic Pogue Library contains special materials relating to the history and culture of west Kentucky and the region.

Noteable campus facilities also beneficial to this region and beyond include:

- The Arboretum, located on a 10-acre section of Murray State's Pullen farm, offering a fully accessible horticultural display for educational and regional use ranging from open prairie to display and community gardens. A functional educational pavilion/outdoor

classroom is available for use by MSU or community groups.

- The CFSB Center, Lovett Auditorium, and the Robert F. Johnson Theatre serve as venues for musical and theatre productions, concerts, and lectures.
- The Price Doyle Fine Arts Center, offering excellent facilities for fine arts programming and featuring year-round art exhibitions, a variety of musical performances, and a season of full-scale theatre productions.
- Listed with the National Registry of Historic Sites, the Wrather West Kentucky Museum, offers programs, exhibits and collections of west Kentucky history, as well as, traveling exhibits.

Four agricultural laboratory/research farms totalling 571 acres, an animal health technology facility, and the Wm. "Bill" Cherry Agricultural Exposition Center are all within a mile of campus. Regional veterinarians and animal owners benefit from the animal disease diagnostic services provided at the new Breathitt Veterinary Center in nearby Hopkinsville, Kentucky; in addition, animal health technology students receive instruction, conduct research, and perform field service investigations at the accredited facility.

Celebrating 95 years of service, Murray State University's mission focuses on undergraduate, graduate, and professional instruction as well as enhancement of the educational, economic, and cultural opportunities of the people of west Kentucky.

## Visiting the University

Murray State encourages and welcomes visitors to campus. Visitors have the opportunity to meet with an admission counselor, tour campus, and meet with faculty in their areas of interest. You may schedule your campus visit on line at [www.murraystate.edu/campus/planvisit](http://www.murraystate.edu/campus/planvisit) or by calling the Office of Recruitment at 800-272-4678 ext. 2. During the fall and spring semesters, office hours are 8:00 a.m. to 4:30 p.m. (CST) Monday through Friday, and at 10:00 a.m. on selected Saturdays. Office hours vary during summer sessions and holidays.

## Mission

Murray State University places our highest priority on student learning and excellent teaching, blending the range of educational opportunities often experienced at research institutions with the nurturing student-teacher interactions usually found at smaller universities. We offer relevant undergraduate and graduate degree programs with core studies in the liberal arts and sciences, leading to degrees from certificates to advanced practice doctorates that prepare students for success. Through effective and creative teaching, the opportunity to apply knowledge and skills to real-world situations, and academic and student support services, our quality faculty and staff foster student growth in knowledge, critical inquiry, and innovative thinking. As a public comprehensive university dedicated to diversity, global awareness, and intellectual curiosity, we actively engage students, faculty, staff, and the community in collaborative scholarship, creative activity, and research. We invest in our communities through thoughtful public service in our 18-county service region and beyond. Our uniqueness arises from our combination of academic excellence, welcoming atmosphere, and dedication to student success through mentored, real-world learning opportunities in an open-minded and supportive learning environment.

## Values

- **Accessibility**  
Murray State values broad, equal, and affordable educational access for all.
- **Academic Freedom**  
Murray State values the generation and free exchange of ideas in a peaceful and orderly environment that encourages communication and the resolution of differences.
- **Accountability**  
Murray State values a comprehensive accountability system through outcomes assessment and institutional effectiveness, supporting our primary mission as a university.
- **Diversity**  
Murray State values attracting, developing, and maintaining a diverse, high-quality faculty, staff, and student body.
- **Excellence**  
Murray State values a sustained commitment to teaching, research, and service excellence.
- **Integrity**  
Murray State values an environment that demands high levels of professional and academic ethics.
- **Nurturing Environment**  
Murray State values a safe, friendly, and supportive campus and community environment.
- **Shared Governance**  
Murray State values a culture of shared governance, open communication, and understanding among administration, faculty, staff, and students.
- **Student-Centered Learning**  
Murray State values an environment that fosters the engagement of the student in the learning process both in and beyond the classroom.

## Characteristics of the Murray State University Graduate

The excellence of a university's baccalaureate program is ultimately best demonstrated by the qualities, characteristics, and performance of its graduates. Murray State University sets as its goal a baccalaureate experience that ensures graduates who:

- I. Engage in mature, independent, and creative thought and express that thought effectively in oral and written communication;
- II. Understand and apply the critical and scientific methodologies that academic disciplines employ to discover knowledge and ascertain its validity;
- III. Apply sound standards of information gathering, analysis, and evaluation to reach logical decisions;
- IV. Understand the roles and applications of science and technology in the solution of the problems of a changing world;
- V. Demonstrate a critical understanding of the world's historical, literary, philosophical, and artistic traditions;
- VI. Understand the dynamics of cultural diversity, of competing economic and political systems, and of complex moral and ethical issues;
- VII. Understand the importance of and engage in ethical behavior and responsible citizenship;
- VIII. Understand the importance of the behaviors necessary to maintain a healthy lifestyle;
- IX. Demonstrate mastery of a chosen field of study; and
- X. Value intellectual pursuit and continuous learning in a changing world.

## Organization of the University

The government of the university is vested in the Board of Regents of Murray State University, a corporate body established by statute and enjoying all immunities, rights, privileges and franchises of an educational governing body.

The president serves as the chief executive officer of the university and as such is ultimately responsible to the Board of Regents for all matters pertaining to the institution. The president reports directly to the board.

Following the organizational structure established by the Board of Regents, responsibility for most operational units of the university is divided between four executive officers who report to the president: the provost and vice president for academic affairs, the vice president for finance and administrative services, the vice president for university advancement, and the vice president for student affairs. These four vice presidents serve as the president's management team, advising the president on the operation of the university, making recommendations on the establishment of administrative policy, and executing responsibilities, both individually and collectively, within the university governance system. The vice president for academic affairs is the senior vice president.

## Academic Units

Murray State University is comprised of four colleges and two schools. The colleges are Business; Education and Human Services; Humanities and Fine Arts; and Science, Engineering and Technology. The School of Agriculture and the School of Nursing and Health Professions complete the academic structure. Students are offered unique programs of human endeavor with interdisciplinary study to provide a broad educational perspective.

The Arthur J. Bauernfeind College of Business offers programs in accounting, advertising, business administration, computer science, economics, economic development, finance, graphic communications management, information systems, journalism, logistics and supply chain management, management, marketing, mass communications, organizational communication, public relations, telecommunications systems management, and television production.

The College of Education and Human Services offers programs in career and technical education, communication disorders, criminal justice, education administration, elementary education, health and physical education, human development and leadership, interdisciplinary early childhood education, learning and behavior disorders, library media, middle school education, nonprofit leadership studies, postsecondary education, reading and writing, school counseling, secondary education, social work, special education, speech-language pathology, and teacher education and professional development. The college also offers an Ed.D. in P-20 and Community Leadership.

The College of Humanities and Fine Arts offers programs in art, creative writing, English, French, German, history, international studies, Japanese, liberal arts, music/music education, music business, philosophy, political science, psychology, public administration, sociology, Spanish, teaching English to speakers of other languages, and theatre. A doctorate is offered in English pedagogy and technology.

The Jesse D. Jones College of Science, Engineering and Technology offers programs in applied engineering and technology management, applied physics, biology, chemistry, civil engineering technology, electromechanical engineering technology, engineering graphics and design, engineering physics, geosciences, industrial technology, manufacturing engineering technology, mathematics, occupational safety and health, physics, sustainability studies, telecommunications systems management, and wildlife and conservation biology.

The Hutson School of Agriculture offers programs in agriculture, agriculture science, and animal technology.

The School of Nursing and Health Professions offers the Bachelor of Nursing, the Master of Science in Nursing with options in several specialized nursing careers, and the Doctor of Nursing Practice. Health profession programs are offered in athletic training, public

and community health, exercise science, and nutrition, dietetics and food management.

Murray State University maintains high academic standards in a wide variety of programs, offers close student/faculty relationships, and provides career and job placement counseling.

## International Education

**International Education Policy.** The mission of Murray State University includes as a priority the commitment to international education in order to prepare students to function in an increasingly interdependent world. Through its Institute for International Studies and related efforts, the university supports and encourages the development of international content across the curriculum, the provision of opportunities for international experience for both students and faculty, the active and continuous exploration of international issues on campus, and the meaningful involvement in the life of the university of international students and scholars.

**Institute for International Studies.** The Institute for International Studies (IIS) was created for the unified coordination of international programs and activities at Murray State University. Evolving from the separately created Center for International Programs (1981) and the English Language Institute (1993), IIS supports Murray State's commitment to international education as an integral dimension of the university experience. IIS provides the following services to students, faculty and the community:

- **Assistance to International Students and Scholars.** Full-time international student advisors provide assistance in addressing the academic, personal, intercultural, and immigration needs of international students. Additionally, IIS provides students, research scholars and visiting faculty with orientation programs, immigration advising; and cultural enrichment activities. The International Student Organizations offer an active, caring community of support for almost 500 students from more than 60 countries.
- **Study Abroad.** The Education Abroad unit of IIS supports and trains students, faculty, and staff to participate in programs abroad. Faculty and Professional Staff are invited to submit program ideas annually and receive training and support for program development. Student programs abroad are supported through a team of advisors, an extensive scholarship program, and widespread academic and administrative support across campus. MSU provides opportunities to study across the globe in all academic areas in both English-speaking and foreign language environments. Students can study with their own MSU faculty on Signature Programs for semesters, winter break, spring break, or summer break; through direct enrollment semester and year exchange programs in universities abroad; or through one of several consortia providing semester, summer, and winter programs, including the Cooperative Center for Study Abroad (CCSA), International Business Seminars (IBS), and the Kentucky Institute for International Studies (KIIS). Study abroad programs combine formal academic coursework with hands-on experiences on location.
- **Special Program Development.** IIS is involved in initiating special programs with an international emphasis. Internal and external groups can work to develop programs to support their specific interests. *These have ranged from lecture series to longer curricular programs designed for language study, ESL training, or professional development.*
- **Curriculum Support.** With IIS support, the university has also developed and refined an international affairs curriculum on campus, initiated an English-as-a-Second-Language Program, created professional development seminars abroad, supported the development of a graduate TESOL program, and worked toward the creation of degree programs at home and abroad.
- **English as a Second Language Program.** The ESL Program prepares nonnative speakers of English for full-time study at Murray State

or other North American schools. Through careful assessment, intensive instruction, and out-of-class activities such as field trips, seminars, and a mentoring program, international students receive the personal attention they need to advance their English skills. For more information, see the section on International Student Admission in *Undergraduate Admissions* or *Graduate Admissions*.

## Student Affairs

The primary concern of Student Affairs 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. Student Affairs 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.

Student Affairs' offices include Adventures in Math and Science; Campus Recreation/Wellness Center; Career Services; Curris Center; Governor's Minority Student College Preparation Program; Health Services; LBGT Programs; Multicultural Affairs; Student Conduct; Student Disability Services; Student Government; Student Involvement; Student Organizations; Student Support Services; University Counseling Services; University Post Office; and the Women's Center. These units are coordinated through the Office of Student Affairs, located on the fourth floor of Wells Hall, 270-809-6831. Students, their families, and the public are encouraged to contact any of these offices for information and assistance with any student-related concern. To view the *Student Life Handbook*, visit [www.murraystate.edu/headermenu/administration/studentaffairs/policies.aspx](http://www.murraystate.edu/headermenu/administration/studentaffairs/policies.aspx).

## Statement on Research Involving Human Subjects

Murray State University faculty and students must adhere to strict rules regarding the use of human subjects in research. All research involving human subjects (including, but not limited to the use of existing records as well as the collection of new data) must be reviewed and approved in advance by the University Institutional Review Board (IRB). Failure to obtain IRB approval or to follow IRB approved research protocols can result in serious penalties as well as restrictions on the use and dissemination of research findings. Faculty and students should consult the *IRB Procedures and Guidelines* for information on this subject.

## General Student Complaint Procedure and Request to Amend an Educational Record

Murray State University recognizes that there are times in which a student might have a grievance with University staff or faculty that does not fit the scope of other formal complaint/grievance policies or procedures. The following procedure provides a formal avenue for the resolution of a student complaint in the event that such differences cannot be resolved informally, including any student who desires to amend an educational record.

### Definitions.

**Complainant:** one who has a grievance or complaint within the scope of this procedure.

**Respondent:** one against whom a grievance is asserted.

**Days:** Calendar days.

**Faculty:** all persons, whether full or part-time, who are responsible for, assist in, or administer the instructional program. (See Sec. 2.1 of the *Faculty Handbook* for a complete definition.)

**Staff:** employees of Murray State University in non-teaching activities of various types in support of the educational, research, and service programs of the University. (See Sec. II.A of the *MSU Personnel Policies and Procedures Manual* for a complete definition.)



**Grievance:** an allegation by a student of improper treatment of that student or of violation, misinterpretation, or improper application of existing policies, rules, regulations, practices, and/or procedures which the student believes to be unfair, inequitable, or a hindrance to that student's effective performance. The term "grievance" shall also include an allegation by a student that the student's educational record(s) contain information which is inaccurate, misleading or in violation of the student's rights of privacy, hereinafter referred to as a "Records Challenge". In regards to a Records Challenge, the student shall request in the grievance that said records be amended.

Disputes which are addressed in University, College, and Departmental policies or procedures should be resolved under those provisions and will not be considered under these procedures. For instance, disputes related to grades are addressed by the Grade Appeals Policy, allegations of discrimination against a University employee are addressed by the University policy, "Reporting Allegations of Discrimination and Discrimination Grievance Procedures," and grievances related to student employment are handled through the Student Employment Grievance Procedures published in the Student Employment Handbook. Disputes between students should be directed to the Associate Vice President of Student Affairs.

**Submitting Documents.** Any complaint, response, appeal, notice, or other document which is to be submitted in writing by a party must be submitted to the employee designated and must be submitted by hand-delivery or U.S. mail. No such document should be submitted electronically by, for example, email. Any such document will be deemed timely if it is postmarked within the time period for submitting the document.

**Limitations.** A written grievance (other than a Records Challenge) as provided in Step 3 must be initiated within forty-five (45) days of the most recent alleged incident giving rise to the grievance. Any special circumstances or request involving the time limitation set forth above will be considered and evaluated by the appropriate Academic Dean in the case of a faculty or staff respondent employed in Academic Affairs, or Director in the case of a grievance filed against a staff member employed in a non-Academic Affairs unit. In the event of a Records Challenge, same may be filed at any time.

#### **Procedures.**

**Step 1.** Before a formal grievance may be filed, the Complainant must discuss the grievance with the member of the faculty or staff with whom the dispute exists. In the event that the Respondent is a teaching assistant, the faculty supervisor should also be present during these discussions. In the event of a Records Challenge, the Complainant must discuss the grievance with the person who maintains custody of the record(s) challenged as being inaccurate, misleading or a violation of the student's rights of privacy. A decision regarding the informal grievance must be made within 3 days of the meeting and any agreement reached between the parties will be reduced to writing.

**Step 2.** Should the matter not be resolved to the satisfaction of the Complainant, and within 5 days of completion of Step 1, informal discussion should be sought with the Respondent's supervisor. A decision regarding the grievance must be made within 3 days of the meeting and any agreement reached between the parties will be reduced to writing.

In the event the Respondent's supervisor is the Dean or Director of the area in which the Respondent is employed, the Complainant should proceed to Step 3.

**Step 3.** Once the means of informal resolution on the collegiate/unit level as described above have been exhausted, and within the time stated above under Limitations, the Complainant must provide his/her complaint in writing to the Academic Dean (in case of a faculty or staff respondent employed in Academic Affairs) or to the unit Director (in the case of a staff respondent who is not employed

in Academic Affairs). The written statement shall (1) state the nature of the complaint and date of occurrence(s), (2) state how the Complainant has been affected, (3) state which University policies are involved (if applicable), (4) state how the Respondent is involved in the grievance, (5) state the facts upon which the complaint is based. If the complaint involves a Records Challenge, the Complainant shall state specifically which records are of concern and specify what information contained in the records is believed to be inaccurate, misleading or a violation of the student's privacy rights, and (6) state the relief requested by the Complainant and if a Records Challenge, state specifically in what manner the Complainant desires the record(s) to be amended.

**Step 4.** The Academic Dean or Director will immediately forward a copy of the complaint to the Respondent. The Respondent may submit a written response to the Dean or Director within 7 days from the time the complaint is hand delivered or 10 days from the date the complaint is mailed to the Respondent. A copy of any response from the Respondent will be provided to the Complainant.

**Step 5.** The Academic Dean or Director will proceed with the review of the complaint. The Academic Dean or Director will conduct such review as is believed is warranted. The Dean/Director may determine that the complaint can be decided based upon the written documents provided by the parties. The Dean/Director may determine additional proceedings are warranted. This may include meeting with the Complainant and the Respondent to gather additional facts and information about the allegations in the complaint. At any such meeting, the parties may be allowed to present other documents and individuals who may have relevant information. If the parties are able to reach an agreement regarding the grievance, the agreement will be reduced to writing.

The parties will be kept informed as to the progress of the review and will be advised of, and given the chance to respond to, any new information.

Once the review is finished, a report will be prepared by the Academic Dean or Director and distributed to the Complainant and Respondent. The report will review the allegations in the complaint and any response and the factual findings from the review. The report will be based on assertions and allegations to which the parties have had the opportunity to respond. The report will also state the Dean/Director's conclusions as to whether the complaint is valid. If the complaint is supported, the Dean/Director will determine the relief, if any, to be provided to the Complainant. In the event of a Records Challenge, should the report determine that the student's record(s) should not be amended, the report shall include information in regard to the student's right to a hearing.

**Step 6.** If the report of the Dean or Director is unsatisfactory to either party, that party may appeal to the Vice President of the area in which the Respondent is employed. That party will have seven days from the time the report is hand delivered or 10 days from the date the report is mailed to submit an appeal.

The appeal will be instituted by the appealing party's presenting to the Vice President a detailed written statement of the grounds for appeal; the party appealing will also provide the Vice President with a copy of the decision from the Dean/Director. In the event of a Records Challenge, the student may request a hearing in accordance with 34 C.F.R. §99.20-§99.21 which shall be granted. In such event, the hearing shall be scheduled within thirty (30) days of the request and the student shall be provided with written notification of the date, time and place no later than fourteen (14) calendar days prior to the scheduled hearing date. A copy of the written statement will be provided to the other party who will have 7 days from the time the report is hand delivered or 10 days from the date the report is mailed to submit a response to the Vice President. The Vice President will provide a copy of any response to the party filing the appeal.

The Vice President will review the appeal. If the appeal does not involve a Records Challenge, the Vice President may determine from the statement of appeal and response that the appeal can be decided based upon the previous decision and the documents from the parties. In that case, the Vice President will review the decision and the arguments presented, and will submit a decision with supporting reasons to the parties and the Dean/Director. If the Vice President believes that additional proceedings are warranted in order to consider the appeal fully, or in the event that a hearing has been requested in connection with a Records Challenge, he/she will develop rules or procedures consistent with this policy which shall be provided to the Complainant and Respondent no later than fourteen (14) days prior to the scheduled proceeding/hearing.

The final decision in all such appeals will be made by the Vice President. If the complaint is supported the Vice President will determine the relief, if any, to be provided to the Complainant. The decision of the Vice President shall be made within twenty (20) days of the last date of submission or, if applicable, the hearing. The decision shall be based solely on the evidence presented and shall include a summary of the evidence and the reasons for his/her decision.

In the event of a Records Challenge, the Vice President shall conduct a hearing within thirty (30) days of the date the request for a hearing is received by the Vice President. Written notice of the hearing, including the date, time and place, shall be provided to the student and the Respondent at least fourteen (14) days prior to the scheduled hearing. The student shall also be notified of the right to be represented at the hearing by one or more individuals (at the student's expense) including representation by an attorney. The Vice President shall render a decision within twenty (20) days of the hearing. Same shall be in writing with copies provided to the student and the Respondent. The decision shall be based solely on the evidence presented and shall include a summary of the evidence and the reasons for the decision.

In the event of a hearing on a Records Challenge, if it is determined that the information contained in the student's educational record is inaccurate, misleading or in violation of the privacy rights of the student, the record(s) in question shall be ordered to be amended accordingly and the student shall be notified of same in writing. If, as a result of the hearing in a Records Challenge it is determined that the information contained in the educational record is not inaccurate, misleading or in violation of the privacy rights of the student, the student shall be notified of same in writing along with information advising the student that he/she has the right to place a statement in the record commenting on the contested information in the record or stating why the student disagrees with the decision. In such event, the statement by the student shall be maintained with the contested record(s) for as long as the record(s) are maintained and shall be disclosed whenever the portion of the student's record(s) to which the statement relates is disclosed.

**General.** In the event the applicable Dean or Director is the Respondent, the Complainant should notify the applicable Vice President at the completion of Step 1 and the Vice President will appoint an individual to fulfill the functions of that Dean/Director under these procedures. The matter will then proceed to Step 3.

In the event the applicable Vice President is the Respondent, the Complainant will notify the Office of the President after Step 1. The President will appoint individuals to perform the function of both the Dean/Director and Vice President. The matter will then proceed to Step 3.

In the event the Respondent is employed in an area which is not overseen by a Vice President, the President, upon written notice from the Complainant, will appoint an individual who will perform the duties and functions of a Vice President with respect to the complaint.

The parties may have an advisor, including an attorney. Advisors will not participate in any reviews or meetings. Exception: In the event of a hearing for a Records Challenge, the student at his/her own expense may be represented by one or more individuals of his or her own choice, including an attorney. Any person representing a student in a Records Challenge may fully participate on behalf of the student in the Records Challenge hearing.

University employees involved in each step recited above will maintain records of each grievance received and provide them, upon request, to an appropriate University office.

University employees are expected to cooperate with reviews by the Dean/Director/Vice President. All relevant information not privileged will be available to the Dean/Director/Vice President.

It is the purpose of these procedures to address grievances of students as provided here. These procedures are not intended to be used as a disciplinary mechanism against Complainants or Respondents.

It is the intent of these procedures that grievances be resolved as expeditiously as possible.

*NOTE: If at any point in this process, it is determined that the grievance is covered by any other University policy or procedure, then such other policy or procedure will be followed.*

### Policy on Academic Honesty

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

#### Violations of Academic Honesty include:

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

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

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

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

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

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

A student may appeal the decision of the faculty member with the department chair in writing within five working days. **Note:** If, at any point in this process, the student alleges that actions have taken place that may be in violation of the Murray State University Non-Discrimination Statement, this process must be suspended and the matter be directed to the Office of Institutional Diversity, Equity and Access. Any appeal will be forwarded to the appropriate university committee as determined by the Provost. (*Revisions adopted by Board of Regents, June 2012.*)

## Policy on Attendance

Students are expected to attend all classes in which they are enrolled for credit or audit purposes. 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 this 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, teams who represent the university in debate, forensics or other academic competitions, and absences occurring when a student is out of the country for a study abroad experience. 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 ensuring proper orientation of all full and part-time

faculty regarding the provisions of this policy. Administrators, sponsors and coaches of various student activities share an important role in ensuring that students understand their responsibilities with respect to this aspect of student performance. Specific guidelines and procedures should be developed for each sport or activity to ensure timely communication between students and faculty. Advance lists of 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.

**For absences directly related to military service or veterans affairs, see the *Registration and Academic Records* chapter.**

## Policy on Combating Sexual Harassment

**Commitment.** Murray State University is committed to maintaining an environment free from unlawful discrimination. Consistent with this, sexual harassment will not be tolerated at Murray State University. The University will continue to educate the campus with respect to sexual harassment and will continue to provide avenues for redress when issues arise. However, it is the responsibility of all Students, Faculty, Staff, and Regents to avoid sexually harassing behaviors.

**Definitions.** Sexual harassment is a form of gender discrimination which violates state and federal law and University policy. Students and employees can be the victims, or perpetrators, of sexual harassment. Whether actions constitute sexual harassment depends upon the particular facts surrounding, and law applicable to, the situation in question. However, in general, sexual harassment may be present if there are unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature and:

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

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

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

Sexual harassment can occur in different relationships including that of supervisor-employee, teacher-student, and student-student. Purely voluntary personal or social relationship without any of the discriminatory effects noted above may not be sexually harassing behavior. However, Regents, administrators, faculty, and staff are strongly urged to avoid relationships of an amorous or intimate nature with individuals, such as subordinates or students, whom they

supervise, have an instructional responsibility for, or have or may have the responsibility to evaluate. The existence of a power differential between the parties naturally raises the question whether the relationship is, in fact, voluntary.

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

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

**Reporting Sexually Harassing Behavior.** Murray State University encourages every member of the University community who believes he or she has been the victim of sexual harassment to report the allegations as soon as possible. Time limitations apply to the reporting of claims and the chance for remedial action may be lost by delay.

The University has formal and informal processes for resolving claims of sexual harassment. Victims of sexual harassment are encouraged to report their allegations even if they do not wish to utilize these processes. Claims of sexual harassment should be made to the following offices:

1. Claims by employees against other employees including their supervisors, and claims by students including student workers against Faculty members or other employees should be made with the Office of Institutional Diversity, Equity and Access, 103 Wells Hall, telephone number 809-270-3155.

2. Claims by a student against another student should be made to the Vice President for Student Affairs, 449 Wells Hall, 270-809-6831.

3. If the Director of the Office of Institutional Diversity, Equity and Access is the person against whom complaint is made, the report should be made to the President of the University.

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

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

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

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

### Policy 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 Chap. 164 of Kentucky Revised Statutes. In pertinent part, the statute reads as follows:

**“(This statute) prohibits any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation or affiliation with any organization. . . . In the case of a**

**student or faculty violator, (violation of this statute shall result in) his suspension, expulsion, or other appropriate disciplinary action and, in the case of an organization which authorizes such conduct, (violation shall result in) rescission of permission for that organization to operate on campus property. Such penalties shall be in addition to any penalty pursuant to the penal law or any other Chap. (of Kentucky Revised Statutes) to which a violator or organization may be subject.”**

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 disfigurement, excessive fatigue, danger to health, or the involuntary consumption of alcohol or drugs.

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

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

### Policy on Intolerance

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

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

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

C. The expression of diverse views and opinions is encouraged in the university community. Further, the First Amendment of the United States Constitution assures the right of free expression. In a community which recognizes the rights of its members to hold divergent views and to express those views, sometimes ideas are expressed which are contrary to university values and objectives. Nevertheless, the university cannot impose disciplinary sanctions upon such expression when it is otherwise in compliance with university regulations.

D. When any violation of a university policy, rule or regulation is motivated by intolerance toward an individual or group based on characteristics such as race, color, national origin, gender, sexual orientation, or political or religious beliefs, the sanction will be increased in severity and may include separation from the university.