



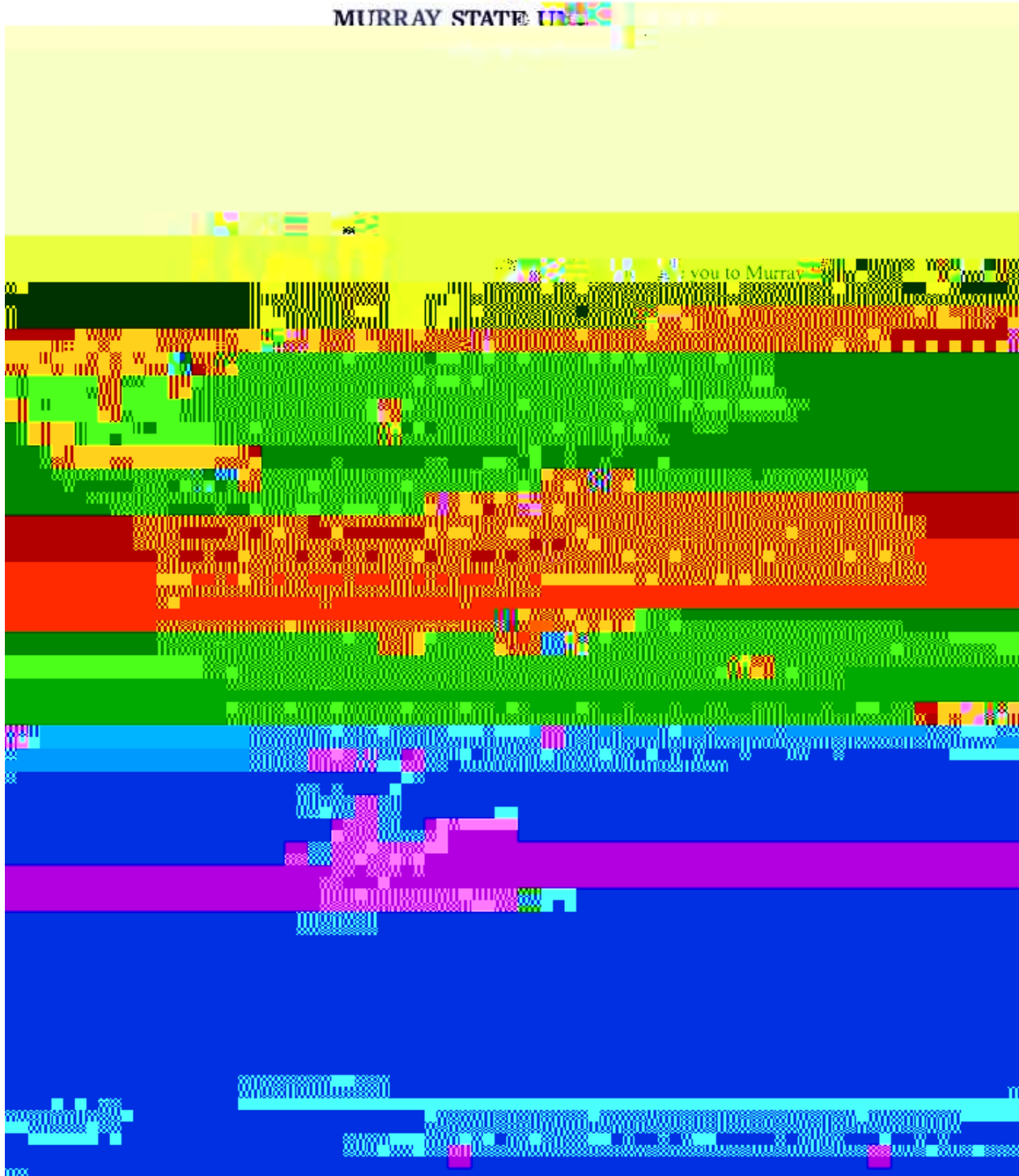
Student Life Handbook

2024-2025

murraystate.edu



MURRAY STATE UNIVERSITY



MISSION

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

STRATEGIC ATTRIBUTES

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

INSTITUTIONAL ACCREDITATION

Murray State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, masters, educational specialist and doctorate degrees. Murray State University also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Murray State University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling 404.679.4500, or by using information available on SACSCOC's website (sacscoc.org). Normal inquiries s

NON DISCRIMINATION STATEMENT

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

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

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

For more information, contact the Title IX Coordinator or the Executive Director of Equal Opportunity and Title IX, 103 Wells Hall, 270.809.3155 (voice), 270.809.3361 (TDD).

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STUDENT LIFE HANDBOOK

Information Sources

Information on	All campus numbers start 270.809. Office/Telephone #
Academic Advising/Major Changes	Academic Advisor or Department Chair
Alumni	Office of Alumni Affairs 100 Easley Alumni Center 5600
Athletic Tickets	Athletic Ticket Office CFSB Center 3000
Campus Security	Murray State Police Department 16 th and Chestnut 2222
Campus Sports Activities/Intramurals	Campus Recreation Susan E. Bauernfeind Wellness Center 6000
Career Services	Career Services Office 100 Oakley Applied Science 3735
Center for Student Engagement and Success	Student Affairs Office 425 Wells Hall 5344
Counseling Center	University Counseling Services 104 Oakley Applied Science Bldg. 6851
Degree Audit	Office of the Registrar 1 st floor, Sparks Hall 5630
Disability Services & Accommodations	423 Wells Hall, 103 Wells Hall 2018/3155, 3361 TDD Student Support Services 264 Blackburn Science Bldg. 4327/3258 TDD Student Disability Services Office 423 Wells Hall 2018/3361 TDD
Handicapped parking	Murray State Police Dept./Parking Office 16 th and Chestnut 4812 Vocational Rehabilitation 117 Wells Hall 3371/5320 TDD 877.678.6734/877.873.4833 TDD

Divisions of the University		
Arthur J. Bauernfeind College of Business	109 Business Building North	4181
College of Education and Human Services	103 Wells Hall	3817
College of Humanities and Fine Arts	100 Faculty Hall	6937

Housing/Residence Life	Housing/Residence Life Offices 206 Stewart Stadium 2310
Identification Cards	RacerCard Office 1 st Floor Hart Hall (west side) 3003

Scholastic Regulations	Office of the Registrar 1 st floor Sparks Hall 5630
Sport Clubs	Intra-Collegiate Sports and Recreation Wellness Center 6791
Student Concerns	Student Affairs Office 425 Wells Hall 6831
Student Government	Center for Student Involvement 2 nd floor Curris Center 6951
Study Abroad	Education Abroad 131 Blackburn Science 2277
Traffic on Campus	Murray State Police Department 16 th and Chestnut 2222
Transcripts	Office of the Registrar 1 st floor Sparks Hall 5630
Tutoring	Student Engagement and Success 2 nd floor Lowry Center 2666
Undergraduate Degree Requirements	Office of the Registrar 1 st floor Sparks Hall 5630
Veterans Services	Veterans Affairs 456 Blackburn Science Bldg. 4677
Wellness Center	Susan E. Bauernfeind Wellness Center 6000
Withdrawal	Office of the Registrar 1 st floor Sparks Hall 5630
Women's Center	Women's Center 103 Oakley Applied Science Bldg. 3016

Career Fairs

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

Graduate School Preparation

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

Counseling Center

The Counseling Center offers free and confidential mental health services provided by licensed mental health professionals or counselors-in-training who are closely supervised by licensed professionals. Some of the things we can help with include anxiety, depression, adjustment to campus, stress, social or relationship issues, or recovering from a traumatic experience. The Counseling Center is located in C104 in Oakley Applied Science. We offer both in-person and virtual counseling sessions, depending on your needs. Walk-in counselors are available 9 a.m. – 2 p.m., Monday – Friday if you need to speak with someone right away. If you are interested in signing up for ongoing counseling sessions, you can call us at 270.809.6851, email us at msu.counselingcenter@murraystate.edu, or visit our website at www.murraystate.edu/CounselingCenter for more information.

Timely Care

The university is offering a new service this year, in addition to our on-campus options. TimelyCare offers several free virtual services, including TalkNow (on-demand counseling), scheduled counseling appointments, health coaching, and other self-help resources. Their services are available 24/7 and can be accessed at timelycare.com/murraystate or through the TimelyCare app. For more information, or to compare the mental health services available on campus, go to murraystate.edu/CounselingCenter.

Curris Center

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

Dining Services

Racer Dining by Sodexo provides a wide variety of dining options all across campus. Winslow Dining Hall is in the residential circle and features all-you-care-to-eat options. Whether you're in the mood for pizza, pasta, salads, sandwiches, or one of our daily hot line offerings, you're sure to find something you love. Winslow has tons of daily specials, holiday celebrations, weekly events, and healthy options.

Chick-fil-A, the ever-popular home of the original chicken sandwi1 0 0u,nn/F1 :3(-)00 0u,nn a08virCwbq aith

favorites: lattes, frappuccinos, mochas, shaken teas, and more! It also features bakery items, as well as a full menu of breakfast and lunch options.

Mein Bowl is located in the Curris Center's Thoroughbred Room (food court). Mein Bowl offers healthy, fresh, made-to-order Asian cuisine, with menus built on flavorful spices, fresh vegetables, rice, and proteins. Enjoy a customizable combination of authentic flavors.

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

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

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

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

Engineered Coffee is located on the second floor of the Timothy D. Jones Gateway at the Engineering and Physics building and serves a variety of hot and cold drinks as well as sushi, salads, and other dining favorites.

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

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

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

Division of Student Affairs and Enrollment Management

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

Center for Student Engagement and Success

Need help and don't know where to start? Start with us!

The Center for Student Engagement and Success is committed to the success and retention of all students through guidance, support, and cultivation of their personal well-being and academic success. We are empowering every student to reach their fullest potential through thoughtful programming and caring and competent staff. **Learn more at murraystate.edu/success or email msu.success@murraystate.edu**

Supporting Students to:

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

Programming for Students:

- First-Generation Resources and Thrive Lounge
- First-Year Professional Dual Advising
- Racers Empower: Healthy Minds, Healthy Campus
- Student Success Coaching
- Starfish Student Success Network
- Tutoring
- Undeclared major academic advising
- And so much more!

Financial Aid

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

- A minimum percentage of completed hours earned
- A maximum withdrawal count

Qualitative Standard:

Minimum GPA - The minimum GPA requirements for Murray State University (as shown in the chart below) are determined by the number of credit hours the student has attempted. If an Academic Probation period leads to Academic Suspension, the students' aid will also be suspended.

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

Quantitative Standard:

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

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

Actions impacting course completion when calculating attempted and earned hours:

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

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

Additional Information

- The same timeframe to completion requirements apply even if changing majors.
- Financial Aid reviews SAP at the end of each spring semester and covers the preceding summer, fall, and spring terms.

- Financial Aid SAP requirements are not the same as the Academic SAP regulations – each requires a separate appeal process.
- You may review your SAP status on your myGate account.

Degree Type

Published

Program

Documentation needed:

- Official documentation from medical provider reflecting confirmed diagnosis and dates of illness or injury
- If recurring illness or other health issue, please provide a statement explaining what has changed to enable you to perform better going forward
- Provide additional documentation if there is a change in medication for recurring illness which addresses your ability to improve performance

Severe personal or family problems

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

Documentation needed (depending upon circumstance):

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

Academically Related

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

Documentation needed:

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

Extenuating Circumstances

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

Documentation needed:

- Letter from employer on company letterhead verifying termination of employment or reduced work hours

- Statement explaining what has changed financially to enable you to perform better going forward
- Official documentation from the military organization verifying time frame of required training and/or deployment

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

Next Steps:

Once a completed appeal and all supporting documentation is received by the Office of

Honors College

Entering students who possess outstanding academic records may apply to join the Honors College. The program is designed to enrich the educational experience of highly motivated students by offering the following opportunities: interaction with excellent faculty in ongoing research, study abroad experiences, engaging seminar-style courses, and a unique living-learning community. The program offers a diverse range of academic, cultural and social activities. Information is available at the Honors College office, 304 Lowry Center, phone 270.809.3166.

Institute for International Studies

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

Education Abroad

The Education Abroad Office develops, promotes, and supports participants and leaders in educational programs abroad for students, faculty, and staff, offering quality programs that follow industry standards and enhance student knowledge of their academic field through comparative, cultural, and experiential learning.

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 academic needs in nearly any major

or rograms

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

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

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

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

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

Lost or stolen credit cards:

- If in your parent's name, call them immediately
- If in your name, call the company immediately

Lost or stolen personalized checks or bank card:

- Notify your bank immediately

Lost or stolen property:

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

Lost or stolen books:

- Report loss immediately to the Murray State Police Department.

Lost or stolen residence hall room key:

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

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

citations were issued in error may participate in the appeals process online through their parking portal, which will then be ruled on by the Judicial Board.

Parking Services also provides free bicycle registration for all students, faculty, and staff who bring a bicycle to campus. Bicycle registration increases the likelihood of a bicycle being returned after its been lost or stolen. Bicycle registration can be completed in the parking Services' office.

Parking Services can provide assistance for permit purchase, vehicle registration, citations, and other parking related matters. Please reach out to Parking Services via phone, email or in-person with any questions: 270.809.4812 or msu.parkingoffice@murraystate.edu, 101 Police Building.

GET THE APP

for your peace of mind

Available in iTunes and Android stores

Student Enrichment

Student Enrichment, Academic Excellence & Leadership (SEAL) was established to provide ongoing assistance and support to Murray State University's student population prior to, during and following their enrollment. SEAL provides tutoring, mentoring, leadership, and professional development and serves as a clearinghouse and referral service. SEAL acts as a liaison among administration, academic units, alumni and the community. SEAL provides opportunities for students to develop and enhance their leadership development. SEAL is committed to affording all student the opportunity to be successful. For additional information, contact us at 270.809.6836 or visit us at murraystate.edu/seal.

Speech and Hearing Clinic

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

Student Support Services

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

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

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the Office of Student Disability Services. The SSS office located in 261 Blackburn. For more information, please contact us at 270.809.4327 or by email at *msu.sss@murraystate.edu*.

Testing Center

Placement Testing is available to students with no current test scores (ACT, SAT, etc.) or to those students who are below the Kentucky Center for Postsecondary Education (CPE) benchmarks. Placement testing gives students the opportunity to assess their basic skill proficiency in English Composition, Reading and Math. This testing (combined with high school GOA and advising sessions) can help determine the best way the university can support a student's path to success and can determine the need for students to be placed in co-requisite courses.

Brief overview of placement exams offered:

Accuplacer – A single online exam that covers Reading, Writing, and Mathematics, used for

Circulation Desk. The **Racer Writing Center** and the **Racer Oral Communication Center** provide assistance to improve the quality of your papers and oral presentations. Other services include: **Text-a-Librarian** (270.681.3811), etc. Our goal is to help you achieve your academic goals. Find more information about the University Libraries at: lib.murraystate.edu or call 270.809.2053.

University Store

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

You can visit our course materials counter, request our popular textbook “Racer Book Bundle” program or place an online order at bookstore.murraystate.edu. Textbook options include new, used, new rental, used rental and e-books as available. Purchase or rent your textbooks and required course materials by the semester deadline and you may be able to charge it to your student account! The University Store buys back books during the months of April, May, November and December.

The University Store is the home of official Murray State gear! Boast your school spirit with logo merchandise from brands including Under Armour, Nike, Champion, Columbia, and Tervis. The University Store also offers a wide selection of art supplies, general school supplies, Greek accessories, graduation regalia, laptops, technology items and much, much more.

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

Veteran and Military Student Services

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

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

Chapter 33, Post 9/11

Chapter 30, Montgomery GI Bill Active Duty

Chapter 1606, Montgomery GI Bill Select Reserve and National Guard

Chapter 31, Vocational Rehabilitation & Employment
Chapter 35, Survivors' & Dependents' Educational Assistance (DEA)
Fry Scholarship

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

For information about the state-funded tuition waiver available to select dependents of disabled or deceased Kentucky veterans, please visit KDVA website at veterans.ky.gov

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

Veterans are encouraged to participate in our Veterans Student Organization (VSO) and use our Veterans Lounge. Call (270.809.3754)

SPECIAL AND TRADITIONAL EVENTS

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

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



Campus Lights takes place every February and is the longest-



CULTURAL, SOCIAL, RECREATIONAL AND SPORTING ACTIVITIES

Home Away from Home

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

Summer is the dominant season in Murray with generally warm days from March to November. December usually includes the beginning of our short winter season, which occasionally features heavy snow and ice, some very cold days, some warmer days, clouds and r

national competitions. Membership in the residential college debate societies is open to all students. Those interested in these activities should contact Dr. Goke at 270.809.4460.

Performing and Visual Arts Opportunities

The College of Humanities and Fine Arts sponsors numerous events around campus and in the

student groups. Around campus you will find many outdoor recreational facilities including tennis courts, outdoor basketball courts, sand volleyball courts, and several grass playing fields.

Off campus you need not look far to see that you are in a recreational paradise. Four state parks, two of the largest man-made lakes in the United States, and the Land Between the Lakes

STUDENT ACADEMIC POLICIES AND POCEDURES

If you have any question about information in this sectio

Bulletin and Racer Academic Completion Report (RACN33

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

Academic Advisement

In the process of obtaining a degree, front-line assistance is provided by your faculty or professional advisor. A degree audit (RACR) is also available on myGate. You should consult with your advisor prior to planning your schedule, any time you have academic or career questions or if you are thinking of changing your major. All undergraduate students and many graduate students are required to see an academic advisor prior to advance scheduling.

Students can see any scheduling holds on [rb4a4\(te\)-7TJETQq0.00000912 0 612 792 reW* nBT/F1 12 Tf1 0 0](#)

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

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

For more information contact the Office of the Registrar at 270.809.563 G(F)J432 0 612 7b in

Auditing a course means to **attend and participate** in class without earning credit or a regular letter grade. **Auditing a class requires the written permission of the course's instructor and, therefore, cannot be processed via myGate.** Submit the instructor approved Audit form to the Office of the Registrar, Sparks Hall by the published deadline to

Attendance Policy

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. Attendance in classes, labs, clinicals, practicums, or other required experiences shall be limited to enrolled students only, except in infrequent cases where a guest(s) of an enrolled student has prior approval of the instructor.

Attendance and participation in class activities are 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.

Excused absences fall into two broad categories:

1. Absence due to personal illness or death in the immediate family or other extraordinary personal circumstances.
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 designee. The official list of approved, sanctioned activities and events shall be maintained by the office of the Provost.

Responsibilities of Students:

In the case of singular illnesses or personal circumstances that may require missing less than 10% of total course meetings or equivalent for online or hybrid coursework in a regular semester, individual instructors may request and require appropriate documentation.

In the case of a prolonged illness, death of a family member, or extraordinary personal circumstance, students should notify Student Affairs (msu.success@murraystate.edu; 270.809.6831; or raise a flag in Starfish) and all instructors. Please be aware that if instructors are notified by students directly, they should notify Student Affairs by raising a flag in Starfish. Student Affairs will collect appropriate documentation in a timely manner for any singular circumstance where students are likely to miss more than 10% of total course meetings and/or content, or equivalent for online or hybrid courses, as determined by the course credits and part of term (full semester, 5-week summer, etc.). Student Affairs will distribute to instructors as needed, along with information regarding the number of days for excused absences due to

bereavement. The policy for the number of days will align with those in the MSU Employee Policies and Procedures Manual for faculty and staff, and will utilize the same considerations for responsibility and travel. Instructors are encouraged to make adjustments to course work or requirements missed due to absences of these circumstances.

Students missing class(es) as a result of University Sanctioned Event 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 student to demonstrate performance.

If instructors are notified by a student directly that the student's attendance will be impacted by a prolonged illness, death of a family member, or extraordinary personal circumstance, instructors should notify Student Affairs by raising a flag in Starfish. Instructors are encouraged to make adjustments to course work or requirements missed due to absences of those circumstances.

Responsibilities of Others:

Deans and department chairs share the responsibility for ensuring proper orientation of all full and part-time faculty regarding the provision 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 section of the Bulletin.

Important Notice

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

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

Racer Academic Completion Report (RACR)

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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; January, May and August. If you plan to graduate in December, you must apply by the April 1 deadline. Winter (January) graduates must apply by the October 1 deadline. May graduates must apply by the November 1 deadline, and summer graduates must apply by the March 1 deadline. See the Academic calendar for specific dates. Late applications will result in additional fees or in degrees being conferred at the next available date.

Students must apply for graduation via myGate. The \$50 degree fee must be paid at the time of application. Once filed, changing the expected date of graduation requires the student to email msu.graduation@murraystate.edu from their msu email account. A notice of graduation status is furnished to the student and advisor by the Office of the Registrar.

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

Students are assigned to the latest *Bulletin* in effect at the time of admission. Students who are re-admitted or transfer to Murray State may declare any active *Bulletin* since their initial enrollment at any accredited institution.

University Studies

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

CENTER FOR STUDENT INVOLVEMENT

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) would like to welcome you to Murray State

The CAB meetings are held at the Center of Student Involvement, second floor Curris Center, and are open to the public. Please contact the office at 270.809.6951 for an updated meeting schedule.

Judicial Board

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

Residential College Association

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



STUDENT ORGANIZATIONS

Regulation of Student Groups

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

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

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

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

- Warning – Written notification that the organization’s actions are unacceptable and that a continuation or repetition of such actions will result in more severe disciplinary action
- Probation – A definite period of observation and review of conduct not to exceed twelve (12) months’ duration. Violations of University regulations during a probationary period may result in the removal of University recognition
- Denial of use of University facilities
-

students gain skills in areas such as leadership, problem solving, goal setting, public relations and diplomacy. Student organization directories are available on the Student Organizations website. The directories include information about a group such as its purpose, advisor, and president and how to get in contact with the group. This directory can be found at <https://www.murraystate.edu/campus/orgsRecreati>

Many registered student organization officers and campus leaders are also affiliated with a Greek organization. Greek students consistently maintain high GPAs and are active both as students and alumni.

Each fraternity and sorority has its own set of standards and values, and these organizations are also held to community standards of leadership, service and philanthropy, brotherhood and sisterhood, and scholarship. These organizations commit to making a well-rounded experience for their members while at Murray State University and preparing them for life after college.

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

- The Collegiate Panhellenic Council (CPC) is the governing body of the women's fraternities and sororities. The CPC is responsible for ensuring all of its member organizations are in accordance with the National Panhellenic Conference (NPC) agreements, policies and procedures, planning sorority recruitment, providing

(of Kentucky Revised Statutes) to which a violator or organization may be subject.”

Murray State University defines hazing as any on-campus or off-campus activity which results in

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

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

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

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

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

The Residential College Association, as a part of the Student Government Association, actively advises the university administration on a variety of topics relating to the operation of the university's residential colleges and food service. This body speaks on behalf of the 2,800 campus residents. RCA also sponsors many activities for Murray State University students. Fall Fest and Hanging of the Green are just a couple of these programs. Each residential

college council has representation in this organization. RCA also is nationally recognized by NACURH (National Association of College and University Residence Halls) and NRHH (National Residence Hall Honorary). Representatives of this organization have opportunities to attend leadership conferences on the state, regional, and national levels. RCA affords many

Students who have reached their twenty-first (21) birthday prior to the first day of classes of the semester they are applying for the exemption.

Served two (2) years of military services including National Guard

Married and/or Living with dependent children

Graduated from a high school located within 50 miles of main campus in Murray, Kentucky, **AND** commuting from their parent's or legal guardian's primary home. **Must complete both the exemption and the commuter notary form.**

Students attending at least 50% of their courses at one of the Murray State Regional Campuses.

Students enrolled in 100% online course

Student studying abroad

Students who have completed four (4) full time post-secondary education semesters post high school graduation (excluding summer)

Students with a disability and/or medical reason (personal statement and medical documentation required)

Deposit Information

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

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

The university reserves the right to deny or cancel at any time the housing contract of a student evidencing an inability to abide by applicable laws or

Subcommittee shall be involved in the determination on appeal which shall be made by the Office of Equal Opportunity and Title IX. The Office of Equal Opportunity and Title IX shall make a written determination within thirty (30) days from the date it received the appeal. The decision of the Office of Equal Opportunity and Title IX shall be final.

Consolidation

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

College Courts and Station 74

The university offers apartment-style living in the College Courts and Station 74 apartment complexes. 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. Additional eligibility must be approved by the Director of Housing. College Courts and Station 74 residents are considered Murray State University housing residents and are therefore required to follow the Housing Regulations as outlined in the Student Life Handbook. Exceptions to these regulations include visitation and cooking equipment. For further information contact the Housing Office at 270.809.2310 or msu.housing@murraystate.edu.

HELPFUL THINGS TO KNOW...

Check-In

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

Residents will be asked to complete a Room Condition which assesses the condition of the room at the time of check-in. Residents should review this inventory and note any discrepancies. This inventory will also be used when residents check out of their room and charges for any damages made to the room during the resident's stay in the room will be assessed then.

Check-Out

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

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

1. Remove all personal property. Unless special arrangements are made with the residence director prior to check-out, any remaining personal property will be removed by university personnel and disposed of appropriately.
- 2.

on the list have been completed. During this check, staff will also note any issues or violations in the space.

Room Deposit

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.

Walking on Campus at Night

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

Theft in the Residence Halls

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

Residents residing on a quiet floor/wing must abide by the hours established by the members of the quiet floor/wing community.

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

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

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

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

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

HR 4: Animals in University Housing – A student who is found having an animal in their residence hall room that is not a service animal, a permitted pet as per these policies, or an ESA that is approved by the Student Disability Services Office will incur a fee of \$50 per day per animal until the animal is removed or approved.

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

HR 4.1.1: Pets in University Apartments: Residents of university apartments may apply to have one pet. Information about this application process, the list of animals that can be approved through this process, the pet deposit, and monthly pet fee can be obtained by the Housing Office or the Residence Directors of these areas.

HR 4.2: Emotional Support Animals (ESA) – Emotional Support Animals are not defined as pets per the University and may reside within the residence halls and university apartments as a reasonable accommodation to MSU's no pet policy, where granted by the Student Disability Services (SDS). Residents **MUST** register with the Office of Student Disability Services, and provide documentation from a qualified medical provider to support the need for having an Emotional Support Animal (ESA) in their on-campus residence **PRIOR** to bringing their ESA to campus. For information on Emotional Support and Service Animals, please visit

<https://murraystate.edu/headermenu/administration/StudentAffairs/departments/StudentDisabilityServices/accommodations.aspx>

providing authentication of residency or without being signed in at the desk and escorted is prohibited.

HR 5.4: Solicitation

guests under 18 or requesting an exception to any visitation policy must obtain written approval from the Residence Director at least one week prior to the expected visitation date.

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

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

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

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

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

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

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

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

HR 6.1: Bunk Beds/Lofts- Only university- built/purchased bunk beds are permitted in residents' rooms. Only lofts provided by a Housing Office approved vendor are allowed for use in university housing.

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

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

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

HR 6.4: Cooking in the Building- Cooking is only allowed in the designated areas of the residence halls. Certain cooking utensils may be available for checkout at the college desk.

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

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

HR 6.5: Darts/Dart Boards are not permitted.

HR 6.6: Free weights-

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

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

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

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

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

HR 6.15: Waterbeds are not permitted.

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

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

HR 7: Weapons, explosives, and dangerous substances- A student may not possess, use, or sell on campus any weapons (including, but not limited to, knives, bows, and arrows), firearms, or any incendiary, explosive, or destructive device, including fireworks. Furthermore, a student may not possess, use, or sell on campus any dangerous article or substance which could injure or discomfort another person. This includes air guns, simulated weapons/firearms, and simulated explosives/devices. Items found in violation of this policy are subject to confiscation

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

Any item readily capable of producing death, bodily harm, or physical injury

Any bow and/or arrow

Any firearm, ammunition for firearms, BBs, and pellet guns

Any knife, other than an ordinary pocket knife with a blade less than 4 inches long, or sword. Throwing knives are prohibited.

Artificial knuckles made from metal, plastic, or other similar hard material

Billy, nightstick, escrima sticks, or club

Blackjack or slapjack

Bo staff

Kama

Nunchaku karate sticks

Sai

Restitution for Damages – In addition t



EMERGENCY PROCEDURES

Fire Emergency Instructions

In case of a fire:

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Fire Safety cont.

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

Earthquake Emergency Procedures

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

Tornado Emergency Procedures

Should a tornado be spotted in the area, warning sirens will go off (a wavering tone).



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

Distance Learning

Flexible learning options are available for adult students. Specific courses and select programs are offered at each of our regional campuses in Fort Campbell, Henderson, Hopkinsville, Madisonville, and Paducah. In addition, a variety of online courses and programs are available. If you are self-motivated and comfortable using technology, online learning may be for you! To view a listing of online courses and programs, visit www.murraystate.edu/online or call 270.809.4159 for more information

Scholarships

Adult students may qualify for nontraditional scholarships. Contact the University Scholarship Office at murraystate.edu/scholarships for more information. Apply online for the Adults Belong in College and other non-traditional student scholarships. The deadline is June 1st. In order to be considered for other competitive scholarships, such as academic and departmental awards, it is recommended that you be admitted and apply for the Competitive General Scholarships by the February deadline.

Purchasing Books

The cost of textbooks and other educational materials is not included in your tuition and fees. Books may be purchased through our Book Bundle program at the University Store on the second floors of the Curris Center, from other students, at privately owned bookstores in Murray, or online. A word of warning: If you buy a book from some source other than the University S/ \$!

Special Services for Adult Students

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

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

To contact the

> Division of Student Affairs

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

<p>Don Robertson...6839 Vice President for Student Affairs and Enrollment Management</p> <p>Roslyn White...5344 Assistant Vice President for Enrollment Management</p> <p>Jennifer Caldwell...6833 Coordinator of Student Conduct and Special Projects</p>

270.809.			
Campus Recreation and Wellness Center	Director	Jordan Williams	6791
Career Services	Director	Matt Purdy	3375
Council of College Heads	Chair	Chris Trzepacz	5375
Student Enrichment, Academic Excellence and Leadership	Executive Director	S.G. Carthell	6836
Greek Life and Leadership Programs	Coordinator	Kimberly Newbern	6953
Health Services			3809
Institute for International Studies	Director	Guangming Zou	4152
LGBT Programs	Contact	Abigail Cox	5040
New Student Programs	Associate Director	Beth Acreman	3316

Post Office Residential College Association	Supervisor President	James Smith	5415
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