



MURRAY STATE
UNIVERSITY

Student Life Handbook

2025-2026

murraystate.edu

updated 7/1/25

Letter from Dr. Patterson coming soon

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 such as admission requirements, financial aid, education programs, etc., should be addressed directly to Murray State University.

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, disability or political or social viewpoint in employment or application for employment, admissions, or the provision of student and employee 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 of the grievance procedures to address allegation of illegal discrimination and/or illegal harassment.

Inquiries concerning the application of these provisions may be referred to: 1) the Executive Director of the Office 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 and Executive Director of the Office of Equal Opportunity and Title IX, 103 Wells Hall, 270.809.3155 (voice), 270.809.3361 (TDD).

RECOGNITION OF RIGHTS

The Recognition of Rights can be found under Board Policy 2.2. This can be found by going to murraystate.edu/boardofregents then click on Board of Regents Policy Manual.

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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 Faulty Hall 6937
Jesse D. Jones College of Science Engineering and Technology	201A Industry and Technology Center 2888
Hutson School of Agriculture	103 Applied Science South 3936
School of Nursing and Health Professions	120 Mason Hall 2193
Drop/Adds	Academic Advisor or Office of the Registrar 1 st floor Sparks Hall, 5630
Drug Information	Health Services, Well Hall 3809 Psychological Center Wells Hall 2504
Employment (Career services)	Career Services Office 100 Oakley Applied Science 3735
Extended campus centers	Paducah 5471 Madisonville 5468 Hopkinsville 1525 Fort Campbell 931.431.5700
Fees	Student Financial Services 5 th floor Sparks Hall 4227
Financial Aid	Student Financial Services 5 th floor Sparks Hall 2546
Food Services	Sodexo Dining Services 101 Curris Center 4600
Graduate Programs	Provost Office 333 Wells Hall 3744
Greek Life	Student Organizations Center for Student Involvement 2 nd Floor Curris Center 6953
Grievances	Student Conduct/Student Affairs 425 Wells Hall 6833 Office of Equal Opportunity 103 Wells Hall 3155/3361 TDD
Health Services	Health Services Wells Hall 3809
Honors College	Honors College Office 304 Lowry Center 3166

Housing/Residence Life	Housing/Residence Life Offices 206 Stewart Stadium 2310
Identification Cards	RacerCard Office 1 st Floor Hart Hall (west side) 3003
International Student Office	Institute for International Studies 169 Blackburn Science 4152
Library Services	Waterfield Library 1 st floor, Reference Desk 2053
Lost and Found	Murray State Police Department 16 th and Chestnut 2222
Meal Plan Info	Sodexo Dining Services 101 Curris Center 4600
Meal Ticket	RacerCard Office 1 st Floor Hart Hall (west side) 3003
Medical Assistance	Health Services Wells Hall 3809
Multicultural Concerns	SEAL Office 1 st floor Curris Center 6836
Office of Recruitment	Admissions Services 1 st floor Curris Center 3741
Parking on Campus	Murray State Police Dept./Parking Office 16 th and Chestnut 4812
Postal Service	University Post Office Hogancamp Building 5415
Public Relations	University Communications 4 th floor Sparks Hall 2198
Psychological Counseling/Assessment	Psychological Center 401 Wells Hall 2504
Records	Office of the Registrar 1 st floor Sparks Hall 5630
Residential Colleges	Student Affairs Office 425 Wells Hall 6831
Residential College Association	Housing/Residence Life Office 206 Stewart Stadium 2310
Resource Center	Oakley Resource Center & Student Lounge C102 Oakley Applied Science 3016
Scholarships	Student Financial Services 5 th floor Sparks Hall 3225

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

STUDENT SERVICES

Campus Recreation and Wellness

The Campus Recreation and Wellness department is housed in the 73,000 square foot Susan E. Bauernfeind Recreation & Wellness Center. The Wellness Center features three basketball courts, two aerobic studios, an indoor track, two racquetball courts, free and selectorized weight machines, and cardio equipment. The facility also includes a natatorium featuring a five-lane lap pool, leisure swim area, whirlpool, and a vortex.

Campus Recreation and Wellness also provides a wide variety of programs to meet the fitness, wellness, and recreational needs of the campus community. These programs include intramural sports, group fitness classes, personal training.

All students, faculty and staff are eligible to participate in any of the programs and utilize the facilities offered by the department.

Campus Recreation and Wellness is also one of the largest employers of students on campus, employing about 200 students annually. Available positions include front desk attendant, weight room attendant, lifeguard, group fitness instructor, personal trainer and sports official.

Stop by the Susan E. Bauernfeind Recreation and Wellness Center so we can help you on your journey to a healthy and active lifestyle. For more information: call 270.809.6000 or check out our department's website.

Career Services

Career Services assists students and alumni in navigating the career development and job search processes. The following FREE services are available to help enhance your career potential.

Send Career Services your resume for basic-level evaluation and suggestions! Email us and editable copy (MS Word) at msu.eresume@murraystate.edu

Career Closet

Need a suit for an interview or a career fair? Of course you do! Career Services can make sure you look your best by inviting you to check out the Career Closet, a professional clothing resource for students. Career Services staff can even help advise on various sizing and outfits. Once you find something that fits and works for you, keep it! It's a great way to add to or start your professional clothing collection.

Career Counseling/Coaching

If you aren't sure where you plan on going after Murray State, OR what you'll do with your degree, Career Services can help! Trained staff members are available to assist you one-on-one or through group presentations with the career planning process. Multiple assessments are available to help you explore career/major choices.

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 Handshake (murraystate.joinhandshake.com).

Graduate School Preparation

Career Services staff are available to review Grad School applications, personal statements and curriculum vitae as well as help with interview preparation. Graduate school resources are available on the Career Services website.

Job Search and Handshake

Register with Handshake, via myGate, to search for full-time jobs and internships as well as the opportunity to market yourself directly to employers. Handshake is the best place to look for internships, part-time, and full-time career opportunities. All on-campus positions (including Federal Work Study) are also posted on this platform. You can easily look for positions, send your resume to recruiters, sign up for interviews and more. Access via MyGate or visit murraystate.joinhandshake.com

Job Search: Information and Preparation

One-on-one career coaching and workshops are available to help you with résumé and cover letter development, interview techniques and job search/networking strategies. Tips and strategies are available on the website and in the Career Handbook.

Mock Interviews

Practice interview skills and learn about the interview process by scheduling a personalized Mock Interview. Participants should dress professionally and bring a resume to these appointments.

On-Campus Interviews

Available on-campus interviews are posted on and scheduled through Handshake. Company information is available through Handshake, LinkedIn, and Career Services. Career Services strongly recommends researching a potential employer prior to interviewing.

Internships

Gain applicable skills, apply classroom knowledge and earn academic credit through an internship. Internships may be full or part time, paid or unpaid and may take place during the academic year or summer. To be eligible, you must be in good academic standing and enrolled at Murray State the semester prior to the work assignment. Enrollment must be concurrent with employment.

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

In addition to our on-campus options, TimelyCare offers several free virtual services, including TalkNow (on-demand counseling), scheduled counseling appointments, health coaching, limited psychiatry services, 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 sandwich and nuggets along with salads and waffle fires, is located in the Stables on the first floor of the Curris Center. It would be our pleasure to serve you!

Starbucks is located on the second floor of the Curris Center. This fully licensed Starbucks features the highest quality of Arabica coffee, and our baristas are ready to whip up all your

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!

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:

- Providing students the opportunity to set and achieve personal goals consistent with their capacities;
- Providing students the opportunity to develop effective vocational and professional competencies moving toward post-baccalaureate and graduate experiences;
- Assisting students in preparing for participation as responsible members of local, regional, national and international communities;

- Developing students' co-curricular and academic partnerships through residential colleges and other experiences.

Departments and Programs in Student Affairs

- Campus Recreation
- Career Services
- Center for Student Engagement and Success
- Center for Student Involvement/Student Government Association
- Council of College Heads
- Counseling Services
- Curris Center/Student Life
- Education Abroad
- Greek Life/Student Leadership Programs
- Institute for International Studies
- Oakley Resource Center and Student Lounge
- Office of Student Enrichment, Academic Excellence and Leadership
- Office of Student Disability Services
- Residence Life
- Residential College Association
- Student Conduct
- Student Support Services
- Talent Search
- Transfer Center
- Undergraduate/Graduate and International Admissions
- Undergraduate Recruitment and Retention
- Upward Bound
- Upward Bound Math and Science
- Veterans and Military Student Services
- Wellness Center

The Division is coordinated through the Vice President for Student Affairs and Enrollment Management, located at 425 Wells Hall (270.809.6831). Students are encouraged to contact any of these offices for assistance and service.

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.

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

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

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

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

Student Employment

Murray State University offers part-time employment to a large number of students each year. The Federal Work-Study Program provides on-campus employment to eligible students who are enrolled. The University Student Employment Program offers jobs to students enrolled at least half-time. All student employees are paid bi-weekly and are required to perform their assigned duties in a satisfactory manner. Graduate assistantships are available at Murray State. This program is offered only to students accepted into a graduate program and enrolled in graduate coursework.

Financial Aid Satisfactory Academic Progress (SAP)

The Department of Education and Kentucky Commonwealth each require students to meet Satisfactory Academic Progress (SAP) requirements in order to maintain eligibility for federal and state loans and grants. Failure to meet the standards as discussed below could lead to loss of eligibility beginning with both federal and state financial assistance.

This policy applies to all students even if the student is not receiving financial aid for the period currently being monitored.

Students who are not meeting the Financial Aid Policy will be notified via Murray State University email and can review their status on their myGate account.

How SAP is Determined:

- A minimum cumulative GPA (earned at Murray State University and all transferred credits)
- A maximum amount of time allowed to complete all degree requirements

- 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 Length	Maximum Attempted Hours
Associate	60	90
Baccalaureate	120	180
Post-Baccalaureate seeking an Associate*	180	270
Post-Baccalaureate seeking a Baccalaureate*	240	360
Graduate/Masters	36	54
Doctoral	79	119
*These hours reflect first Baccalaureate attempted hours.		

Impact of not meeting SAP - Failure to meet any of the SAP requirements will result in a Financial Aid suspension and make you ineligible to receive any additional federal or state financial aid.

Official notice of suspension will be sent to you via your Murray State University email account.

What to do if your financial aid is suspended - If you receive a financial aid suspension, you may want to consider filing an appeal if you believe you have mitigating circumstances.

All appeals must be received within 30 days of the start of the semester for which you are appealing. Appeals received after this timeframe will be administratively denied for that semester.

To initiate a Financial Aid SAP appeal, you must complete a SAP Financial Aid appeal form and provide supporting documentation as outlined below. The form may be obtained from within your myGate account under the “Financial Aid/Scholarship” Tab.

Appeals may fall into one of the following categories and appropriate supporting documentation must be provided:

Medical

- Broken bone
- Cancer
- Catastrophic health or mental illness

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
- 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
- Other supporting documentation depending on situation

*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 Financial Aid, a review of your individual circumstance will be conducted and a determination will be made.

Decisions will fall into one of four potential categories.

1. Approved without Academic Plan
2. Approved with Academic Plan
3. Denied
4. Administratively Denied

Decisions will be communicated to the student via their Murray State University email.

If your appeal is approved, you will be placed on probation for a minimum of one (1) semester or for the length of the academic plan. At the end of the probationary term, you must meet all requirements of the Satisfactory Academic Progress Policy, or academic plan.

If your appeal is denied, you may continue enrollment without financial aid assistance and attempt to meet all requirements to regain eligibility. You may also seek private loans to fund educational costs.

General Information:

- If you do not meet SAP requirements, to allow consideration for financial aid in future terms, you must still complete the Free Application for Federal Student Aid (FAFSA) in a timely manner.
- Admissions, Academic Standing, Bursar, and Housing appeals are separate application processes. Decisions of these appeals are independent of each other.

If you have additional questions, please contact the Office of Financial Aid at 500 Sparks Hall, 270.809.2546 or 800.272.4678 option 3, or msu.sfa@murraystate.edu.

Health Services

Murray State's health services is located on the first floor of Wells Hall. The phone number is 270.809.3809

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 minor. Programs vary in length from a 9-day Spring Break program to a full academic semester or year. Students have the ability to use their existing financial aid and Murray State scholarship packages while applying for additional education abroad scholarships.

Visit murraystate.edu/educationabroad to learn more and search programs.

Mail Services

Murray State Mailroom, located at 110 General Services Building, receives and distributes all incoming mail for the university's **academic and administrative offices**. They also dispatch all outgoing mail sent out using departmental account numbers. This facility is open from 8 a.m. until 4 p.m., Monday through Friday during the regular school sessions, including summers, and for specified times during periods when Murray State is on break.

If you live in the residence halls the Murray State Post Office will deliver your mail to the Housing Office where staff pick it up daily. You are provided a mailbox automatically when you receive your room assignment. Because all mail is now being coded prior to delivery, the U.S. Post Office requires that your address be correct and specific in order to avoid delays.

Here is the format to use:

Line 1: your name	John Doe
Line 2: (box #) dorm	4000 Hart Hall (or College)*
Line 3: Room	Room 123
Line 4: city, state, ZIP	Murray KY 42071-3326

*Note: The word “Hall” or “College” is acceptable in line two.

Please note that each Hall should have a poster located above the mailboxes with the mailing address for that hall. Every hall has a specific address and +four digit zip.

The Mailroom has now installed package lockers in the Blackburn Science Breezeway and on the first floor of the Curris Center. When you receive a package from UPS, USPS, or FedEx, it will be delivered to the lockers. You will receive an email notifying you that your package is there. The email will come from [no-reply](#). The email will have a QR code that will open the locker with your package in it. You will have 24/7 access to the lockers for package pick up. Due to the limited number of package lockers, please pick up your package promptly to allow delivery of as many packages as possible daily. Students should wait for the email from Murray State prior to attempting package pick-up. Due to the volume of incoming packages, the notification that you receive from the shipper is not an indication that your package has been processed for pick-up. Package pick-up at the Campus Delivery office will not be available until all packages can be processed each day. Pick-up notifications will specify the location of your package pick-up.

College Courts – you will use your college courts address, when you get mail or packages you will receive an email with a QR code that will allow you to pick up your mail in the Curris Center lockers.

To purchase stamps or mail a package, you will need to stop at the University Bookstore. To mail a letter, there is a drop box located by the package lockers.

Murray State RacerCards

The RacerCard is your lifeline to campus. You will use it to access your Residential Hall, purchase meals at a variety of locations on campus such as Starbucks and Chick-fil-A, print your homework with Campus Print, check out items at the library, workout at the Wellness Center and attend athletic events.

Replacement cards are available for a fee of \$20. The RacerCard office accepts cash, checks, debit or credit cards.

Contact information: RacerCard, Located at Hart Hall across from Winslow Dining Hall, first floor, 270.809.3003, or msu.racercard@murraystate.edu. Website: murraystate.edu/racercard

Murray State Police

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. The Murray State Police Department offers night time escort services through the Racer Patrol unit (call 2222 from campus phones or 270.809.2222 from your cell phone or through the Livesafe app). The **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 programmed 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-lit 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 know of drugs or weapons on campus, call the Murray State Police Department at 270.809.2222 or contact us through the LiveSafe App. You do not have to give your name.**

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

Lost or stolen RacerCard:

- Report loss to circulation desk, Waterfield Library
- Report loss to office, Susan E. Bauernfeind Wellness Center
- If you purchased a meal plan, report loss to at racercard@murraystate.edu

- Go to RacerCard office to have a replacement made

Lost or stolen driver's license:

- Kentucky driver's license: Contact your drivers licensing regional office
- Out-of-state driver's license: Contact the licensing agency in your state

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.

Parking

Murray State University was designed to be a walking campus, which means pedestrian travel is intended to be the primary form of transit between buildings and other campus locations. The university offers many convenient parking options, most being within approximately a seven-minute walk to the quad.

Registration is required for all students, faculty, and staff who choose to bring a vehicle to campus. Registration can be completed online through the parking portal available on the myGate homepage. All parking on campus is by permit only, this includes, but is not limited to: timed zones, visitor zones, loading zones, as well as color zones.


Once a permit is purchased, individuals may park in their assigned color zone. Parking Permits are the license plate of the vehicle. This means that the rear plate must be visible from the main lane of traffic; back-in and pull-through parking is prohibited.

All vehicles an individual may drive must be registered with their permit. Additional vehicles can be registered either upon permit purchase or through the portal.

Parking regulations are enforced 24 hours daily and any citations received are delivered to the violator's accounts via email and include the details of the citation. Individuals who believe 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.

	<p>GET THE APP for your peace of mind</p> <p><i>Available in iTunes and Android stores</i></p>
<p>➤ Emergency contact information</p>	<p>➤ Direct communication with dispatch</p>
<p>Making Our World a Safer Place – The LiveSafe app is an effective safety tool that allows individuals to quickly access Murray State's campus safety services to report problems as they happen and prevent incidents before they occur. Murray State students, parents, faculty and staff are encourage to download the FREE LiveSafe app.</p>	

Psychological Center

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

Oakley Resource Center & Student Lounge

The mission of the Resource Center is to assess the concerns of the student body in order to address personal, professional, and academic needs through direct resources and programming. We work to address barriers that prevent full participation in campus life while also creating opportunities to build habits that contribute to success.

The mission of the Student Lounge is to enhance academic success and wellbeing through student collaboration and engagement. Our programs and initiatives connect students with support resources, address the social and emotional needs of students, and promote campus involvement.

Recruitment

The Office of Recruitment provides information and services to all new first-time freshman students of Murray State University. The Office of Recruitment also directs the daily campus visits, Racer Nation Orientation, Racer 101 Camps and Abroad 101; along with many other new student programs. Anyone may request additional information on admissions, housing, scholarships, financial aid and academic programs, etc., by visiting our website (murraystate.edu) and clicking “Request Information” on the homepage. To speak with an admission or recruitment representative call 1.800.272.4MSU (4678) ext. 2.

Scholarships

Murray State University awards a number of academic-based scholarships each year. In order to be considered for those scholarships, students must apply for scholarships each year by submitting the online scholarship application located in the Financial Aid section of myGate. The annual scholarship deadline is posted on the scholarship application and website. The Scholarship Office also serves as a resource for external (non-Murray State) scholarship information. Visit murraystate.edu/scholarships and select the Non-Murray State Scholarships link to get information on external scholarships, and procedures for reporting receipt of external scholarships. Students may contact the Scholarship Office, 500 Sparks Hall, by calling 270.809.3225 (toll-free 1.800.272.4678, ext. 4.) or emailing to msu.scholarships@murraystate.edu.

Student Disability Services

Through an interactive process between the student and SDS staff, student’s eligibility for accommodations will be determined following a review of their reasonable documentation. SDS staff will work to ensure appropriate accommodations are in place in order for the student to have equal access to the University’s resources, and academic programs to promote “equal participation” for students with disabilities in all areas of university life. These disabilities can include, but are not limited to: cognitive (i.e. learning disabilities, attention deficit disorders, and traumatic brain injury) psychological impairments, (i.e. mental/emotional disorders) seizure disorders, autism, sensory, mobility, and physical or other chronic health impairments.

Possible accommodations

All accommodations are based on each student's diagnosed disability. Accommodations may include but are not limited to:

- *Testing accommodations* – this may include: extended testing time, access to a quiet distraction-reduced testing environment, a reader, a scribe, use of assistive technology, etc.
- *Note-taking assistance*
- *Permission to record lectures* (student is required to provide their own device to record)
- *Textbooks in digital format*
- *Housing, Dining, and Parking accommodations*

Enhanced services

Project Mentor is an academic support service of the Office of Student Disability Services. Through this program students receive individualized assistance with learning effective strategies for organizing and studying course-related materials. Each student enrolled in Project Mentor is assigned to work with a trained Academic Mentor on a weekly basis (typically 2-3 hours per week). 1:1 meetings with a mentor may include such topics as the following: writing skills, self-advocacy skills, study skills, time and task management, etc.

Fees for Project Mentor are based on the number of hours each week the student meets with his/her academic mentor. Project mentor fees are \$15/hour.

Project PASS: Project Pass (Program for Achieving Student Success) provides a more comprehensive level of support for incoming freshman or new transfer students who have a documented disability. In addition to ensuring that students receive necessary accommodations, Project PASS provides the following areas of support:

- Scheduling assistance during Racer Nation Orientation
- Participation in our early transition program (Smooth Move), which allows students to move into their on-campus living space three days early. This extra time allows for a more leisurely move-in process, and provides our students the opportunity to participate in our specialized orientation program, to ensure a successful transition to Murray State University.
- Specialized support and study skills classes
- Participation in our Project Mentor program – see information above

Registering with SDS

To register with the Office of Student Disability Services you must:

- Be admitted to Murray State University
- Complete an SDS Registration Form (available online at murraystate.edu/sds)
- Provide current documentation of a disability, and

- Schedule an in-take appointment with and an SDS staff member to discuss services and accommodations.

For more information, contact the Office of Student Disability Services (423 Wells Hall) via

- Email : msu.studentdisabilities@murraystate.edu
- Phone 270.809.2018
- Or visit us online at murraystate.edu/sds

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, swallowing and communication services to students and their dependents at no charge. Students, or their dependents, who are experiencing communication problems such as 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. Services are provided by a graduate student under the direction of a licensed Speech-Language Pathologist (SLP). Students who need services should call 270.809.2446 for an appointment or stop by the Speech and hearing Clinic located at 125 Alexander Hall 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:

- Be a first-generation college student, meaning neither parent has received a baccalaureate degree
- Have an under-resourced household
- Have a documented disability
- Students must also meet academic requirements based on grant guidelines

Student Support Services provides a wide variety of academic and personal support services. SSS strives to help students achieve their academic goals through services such as tutoring referrals, free one to one tutoring, career counseling, course selection, financial aid counseling, financial literacy, personal development and study skills enhancement. For students with disabilities needing additional services and accommodations, the SSS office coordinates with the Office of Student Disability Services. 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 course placement. In order to take the Accuplacer, you must have a laptop/desktop, a webcam, and a stable internet connection. While Murray State does not charge for these exams, the online proctoring service does charge a fee. Accuplacer is also used for admission purposes in the event a significant amount of time has elapsed since taking the ACT or SAT. Accuplacer is a College Board product.

KYOTE – Individual in-person exams in English, reading, math readiness, college algebra, and calculus that are free for all students. KYOTE exams are also used for admission purposes in the event a significant amount of time has elapsed since taking the ACT or SAT. These exams are only good in the state of KY and only at Universities that accept the scores.

Learn more at murraystate.edu/testing or by emailing swilliams85@murraystate.edu.

University Libraries

The University Libraries serve as a learning commons for on-and off-campus students. Each facility on campus is dedicated to student growth; these include: **Harry Lee Waterfield Library** (main library), the **Forrest C. Pogue Special Collections Library and University Archives**, and the **Wrather West Kentucky Museum**.

Every student from every discipline can access the resources they need for success. The Research and Instruction Librarians offer subject-specific research assistance. The libraries have designated quiet and collaborative noise zones, so you can do research and write in the space you work best. Waterfield Library has a **Makerspace** that houses equipment for 3D printing and scanning, VR, laser cutting, latex printing, photography, sewing, audio/video recording as well as workstations with cutting-edge software for 3D modeling, video editing, sound production, and game creation, and other digital editing tools and maker technology. Waterfield Library also offers individual study rooms, group study spaces, recumbent bike desks, and other spaces and furnishings that encourage learning and collaboration. The computer labs include printer and scanner access, and students can check out laptops at the Circulation Desk. The **Racer Writing Center** and the **Racer Oral Communication Center** provide assistance to improve the quality of your papers and oral presentations. Waterfield Library also houses Einstein Bros. Bagels. 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 Success

The Office of Veteran and Military Student Success (VMSS) 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

Veteran students are allowed to schedule the first day advanced scheduling begins in the fall and spring semesters.

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 VMSS directly for more information at 270.809.3754 or msu.va@murraystate.edu.

Veterans are encouraged to participate in our Student Veterans of America (SVA) and use our Veterans Lounge. Call (270.809.3754) or email (msu.va@murraystate.edu) us today for more information. For more information about the OVMSS at Murray State University, please visit Office of Veteran and Military Student Success at murraystate.edu/military/veterans

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-running musical production in the south – going strong since 1938 – that is produced and performed by students.

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

All Campus Sing is a campus tradition held in late spring. For 60 years now, student groups from across campus have competed against one another in song and dance on the steps of Lovett Auditorium.

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

Greek Week is a celebration of Greek organizations on campus, while Greek Assemblies occur during the fall and spring semesters.



Great Beginnings is a series of events to welcome entering freshman and transfer students at the start of the fall semester.

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

CULTURAL, SOCIAL, RECREATIONAL AND SPORTING ACTIVITIES

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. The city of Murray has even been recognized nationally by USA Today as a "Best Small College Town".

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 rain. But, before too long, spring arrives early in the Jackson Purchase region to allow the school year to close with a note of flowers, greenery and warm, sunny days once more. Above all else, though, Murray offers a friendly town, clean air, countless entertainment options and outdoor recreational activities. Welcome home.

Campus Communications

The *Murray State News* is the award-winning student-produced news organization on campus. *The News* is now a digital-first news organization that publishes timely content on its website, TheNews.org, and on its social media (Facebook, Instagram, X and TikTok). *The News* produces a monthly newspaper and two print magazines (Gateway and Racer Guide) that are distributed on campus in academic and residential buildings as well as in the community. Publication dates for *The Murray State News* are usually mid-month during the academic year. Gateway and Racer Guide are distributed during the spring semester. Additional multimedia content, such as podcasts and videos are available on the website. The organization is open to all students who have an interest in journalism and media, including writing, editing, photography, videography, advertising sales, design, and social media. Paid and volunteer positions are available. A faculty member in the department of journalism and mass communications advises the organization.

WKMS is the award-winning National Public Radio affiliate located on the 8th floor of the Doyle Fine Arts Center. WKMS covers the region, and its content is available at 91.3 on the FM dial and at wkms.org. WKMS airs an eclectic mix of music as well as NPR and local programming.

MSU TV-11, the student cable station, airs KET 2 and local programming. Students who major in Television Production or minor in Media Production have the opportunity to create content that can be distributed on MSU TV-11 and through other resources. They can gain experience as media producers, content creators, camera operators, audio operators and lighting technicians. The studios are located on the eighth floor of the Price Doyle Fine Arts Building.

MSU Athletics

Intercollegiate Athletics - Murray State University is a member of the National Collegiate Athletic Association (NCAA) and is a member of the Missouri Valley Conference (MVC) and the Missouri Valley Football Conference (MVFC). The university takes pride in maintaining a balanced athletic program, with teams competing for and winning championships in every sport each year.

Men's teams from Murray State compete in football, basketball, baseball, cross country and golf, while the Racers' women's teams compete in basketball, volleyball, softball, soccer, indoor and outdoor track, cross country, golf, and tennis. The Racers also compete in coeducational rifle, which has won three NCAA team national championships and five-straight conference titles.

Murray State student-athletes who have gone on to become professional athletes include Ja Morant, Cam Payne, Quincy Williams, among many more. Former rifle student-athlete Ivan Roe recently represented the United States of America and Murray State in the 2024 Olympic Games.

As a full-time student, you receive free admission to all home athletic events by becoming a member of The Winner's Circle student section.

MSU Speech and Debate Union

The Murray State Speech & Debate Union (SDU) is a nationally ranked and highly competitive team comprised of students committed to bettering themselves as public speakers, critical thinkers, and advocates. Although the SDU is housed in the Department of Organizational Communication & Leadership, team members of all majors and departments across campus travel the nation and compete on behalf of Murray State University. Members of the travel team meet 2-3 times per week to hone their skills and prepare for tournaments.

The SDU also provides opportunities for students to develop speech and debate skills to perform on campus. Murray State is committed to promoting open debate and discussion about local, regional, national, and international issues. Patterned after Oxford University's Union, the SDU serves as the umbrella organization comprised of the eight residential college debate societies. The SDU meets twice a month throughout the year within the various residential colleges to conduct skill-building workshops and prepare for competitions between residential college teams. Teams from each residential college participate in the Dean's

Debate (fall semester) and the Provost premiere (spring semester) competitions. Top-performing members as these events may also have the opportunity to travel to state and national competitions. Membership in the residential college debate societies is open to all students. Those interested in these activities should contact Dr. Goke at 270.809.4460.

Performing and Visual Arts Opportunities

The College of Humanities and Fine Arts sponsors numerous events on campus and in the wider community, including theatre performances, lectures, literary readings, art exhibits, concerts, recitals, film screenings, and more. Such programs showcase the talent, knowledge, and skill of our faculty and students as well as those of invited guest artists, performers, and scholars. They also support CHFA's mission to prepare students to communicate effectively, think critically, develop the analytical skills necessary to solve problems, learn on their own, understand human behavior, and imagine alternative ways of viewing problems – all of which are durable skills that help students succeed in a rapidly changing job market.

While many students who participate in CHFA activities are majors in one of our programs, it is not a requirement for involvement. Most organizations and clubs in CHFA are open to students from all majors at the university. In addition, most events in the college are free and open to the public to attend.

Campus locations for these events include Faculty Hall 208, Farrell Recital Hall, Lovett Auditorium, Clara M. Eagle Gallery, Waterfield Library Gallery, Robert E. Johnson Theatre, Wilson Hall Studio Theatre (310B), and the performing Arts Hall. Students interested in participating or attending our events are encouraged to follow CHFA social media accounts (@murraystatechfa) or the accounts of the department or program, visit the department campus offices, and check the university event calendar online (murraystate.edu/calendar). A directory of all student organization is available murraystate.edu/campus.

Recreation and Sporting Activities

Campus Recreation

The Campus Recreation and Wellness department offers a wide variety of intramural sports activities including but not limited to: basketball, softball, volleyball, flag football and soccer. Men's, women's and coed divisions are offered for all sport leagues and tournaments. The Campus Recreation and Wellness department also offers student employment opportunities as either a sports official or sports supervisor for these programs. All students, faculty and staff are eligible for participation in intramural sports programs. For more information on how to get involved: call 270.809.6791, check out our department's website or go to imLeagues.com.

Recreational Facilities

Countless recreational opportunities are found both on and off campus. In addition to the Wellness Center recreation facility; the Carr Health building houses 2 multipurpose courts, a

dance studio and 2 multipurpose rooms that can be utilized for open recreation or reserved for 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 Recreation Area are minutes away. Golf enthusiasts can enjoy pretty days at MSU's own Frances E. Miller Memorial Golf Course just 10 minutes from campus.

STUDENT ACADEMIC POLICIES AND POCEDURES

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

Catalogs

The Murray State *Academic Bulletin* (available at murraystate.edu/catalog) is the official document regarding academic policies and should be referred to when making decisions. The *Bulletin* should be used in conjunction with advice from your advisor and your RACR degree audit. It is the student's responsibility to verify that all requirements are met for graduation and to meet all published deadlines. The information contained in this section is designed to call critical items to your attention.

Grades

Official grades are available on myGate. NOTE: Grades shown on Canvas are not the official final grade. All university classes issue one of the following types of grades to evaluate course work:

A	Exceptional high quality, valued at four points for each credit hour.
B	Good, valued at three points for each credit hour.
C	Fair, valued at two points for each credit hour.
D	Unsatisfactory, valued at one point for each credit hour.
E	Failure, no credit, valued at no points but counted as GPA hours.
P	Passing, used in specific pass/fail courses, no quality points, no penalty.
I	Incomplete. Computed as non-punitive and converts to an E with punitive value if not completed and changed by published deadlines.
AU	Audit, no credit.
R	Either deferred credit, or course must be repeated (only for certain courses).
W	Withdrawal, no penalty.
NR	Grade not reported by instructor, no credit, no penalty.
CR	Credit earned, not computed in GPA

You may receive a grade of I (incomplete), if engaged in passing work, and if some relatively small part of the term's work remains undone because of sickness or other reasons satisfactory to the instructor. **This work must be completed and the grade reported by midterm the following semester, excluding summer. Once a final grade is recorded, you may not submit missed work, make changes to already-submitted work, or complete additional assignments to receive a new grade. Students should not register for a class with an incomplete grade in a future semester if completing work for that course.**

> Grade Point Average

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

Bulletin and Racer Academic Completion Report (RACR)/Degree Audit can tell you how many credits a course is worth.

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

In order to graduate from MSU, you will have to maintain a minimum 2.0 (C) GPA. Several programs require a higher GPA to receive a degree. The example shown below demonstrates how to calculate a GPA. **NOTE:** Courses in which grades of CR, P, R, AU, I, NR or W are received are not used in calculating GPA.

GPA Sample

Class	Earned Credits	Grade	QP	GPA Credits		Quality Points
English	4	A	(4 points)	x 4	=	16
History	3	D	(1 point)	x 3	=	3
Biology	4	C	(2 points)	x 4	=	8
Math	5	C	(2 points)	x 5	=	10
Orientation	1	P	(0 points)	-	=	0
	17			16		37
In order to calculate the grade point average (GPA) in the above example, divide the quality points (37) by the number of GPA credit hours attempted (16), yielding a 2.31 GPA.						

Incorrect Grade

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

When an error is made in reporting a grade, the instructor must make the necessary change by submitting a Grade Change Request through their myGate portal (Teaching/Advising tab) within 20 days of the next regular semester following the recording of the grade. A grade will not be changed after a degree is conferred. (The policy concerning the changing of I grades was addressed earlier.) If you believe a mistake has been made in your grade, follow the grade appeal process to attempt to correct the situation. **Grade appeals must be filed within the first 20 days of the next term after the grade was received.** Refer to the *Bulletin* for the official grade appeal policy on the Office of the Registrar website, www.murraystate.edu/catalog

Academic Standards

Minimum Academic Standards

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

- **Academic Warning** – A student will be placed on **Academic Warning** when 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 maximum of 16 credit hours during the fall or spring term.
- **Academic Probation** – A student will be on **Academic Probation** when their cumulative GPA is less than the value listed for the number of hours the student has attempted.

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

- An undergraduate student will be placed on **Academic Probation** at the end of the first grading period in which their cumulative GPA falls below the appropriate threshold listed above. A student on probation may register for a maximum of 16 hours during the fall or spring term.
- **Removal from Probation** – A student will be removed from probation after the probationary semester by reaching or exceeding the appropriate cumulative GPA threshold listed above. Failure to do so will result either in **Probation Continued or Academic Suspension**.
- **Probation Continued** – A student who does not meet the cumulative GPA threshold for their hours attempted, but earns a **term** GPA of at least 2.0 for the probationary semester will remain on probation and may register for a maximum of 16 hours during the fall or spring term.
- **Academic Suspension** – An undergraduate student will be suspended from the University following a probationary semester in which they do not meet the criteria for **Probation Continued or Removal from Probation** (see above). A student suspended for the first time may not re-enroll until one succeeding (fall or spring) term has passed. An undergraduate student who receives a second **Academic Suspension** may not reenroll for two calendar years. An undergraduate student who receives three academic suspensions will be indefinitely dismissed from the University.
- **Academic Suspension Appeals** – A student who has been academically suspended may request reinstatement for the following semester by submitting an Academic Suspension Appeal Form with supporting documentation to the Office of the Registrar if the student feels there were extenuating circumstances beyond their control which led to the suspension. The Academic Suspension Appeal Form can be found on the Office of the Registrar website at www.murraystate.edu/registrar. Submitted academic suspension appeals will be heard by the Academic Appeals Committee in May, August and January. All appeals must be on file by noon on the Monday before the Appeals hearing. **Being reinstated does not remove prior academic standings from a student's academic record.**

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

Academic Advisement

In the process of obtaining a degree, front-line assistance is provided by your faculty 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 myGate and myRegistration and will not be able to schedule until the holds are resolved.

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

If you are having difficulty in a particular class, discuss it with your instructor, or advisor. The Center for Student Engagement and Success, the Lowry Tutoring Center, and other support offices on campus are available for assistance.

Changing Address/Phone Information

Students are required to keep their addresses and telephone numbers current. Address changes can be submitted through myGate, student self-service, and should be verified/updated each semester through the Pre-registration verification form.

Changing Majors

It is not unusual for college students to change majors several times before graduation. If you would like some help in choosing a new major, the Counseling Center and the Center for Student Engagement and Success and Career Services are well equipped to provide you with such assistance. Degree audits (RACR), available on the Academics tab of myGate, are also helpful when trying to decide on a new major or minor. “What-if” versions can be run to illustrate the remaining requirements should you decide to change majors.

To change majors, enrolled undergraduate students should complete the undergraduate online change of major form, located on the Academics tab of myGate. The undergraduate change of major form is available through the 5th day of the Fall and Spring semester and reopens on October 1st (for changes effective for the Spring semester) and March 1st (for changes effective for the Fall semester).

Registration

Each semester, information about advanced scheduling and registration dates and times is available on myGate. MyGate usernames are emailed to you when your email account is created. If you are a new student, you will receive your credentials in your admission letter. If you have not received this letter, you may contact the Service Desk at 270.809.2346. More information is available on the Murray State RacerNet homepage under the link myGate.

Schedules of classes are available in October for the winter and spring terms, 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 270.809.5630.

Email Accounts

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

Although you as a student have the right to maintain an alternative email account (such as gmail, hotmail or yahoo) for your primary means of communication, you must arrange for your murraystate.edu email to be forwarded to any other account you use. For more information call 270.809.6116 or visit the following website: <http://support.murraystate.edu>.

Full-Time Status

An undergraduate student who enrolls for 12 or more hours and a graduate student who enrolls in 6 or more hours is considered a full-time student. If you need a letter verifying your enrollment for insurance companies, scholarships, or loan deferments, you may request an enrollment verification from your myGate Academics tab. For questions contact the Office of the Registrar, 270.809.5630 or email msu.verifications@murraystate.edu.

Adding, Auditing, or Dropping Classes

After registration each semester, there are designated periods of time in which you may add, drop, or change classes to or from audit. Adding and/or auditing a full-semester course must be

completed within the first week of the semester. Review the Academic calendar for specific dates and deadlines.

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 audit a class. You have one week to decide to drop a class without a grade for a full semester class. This is followed by approximately 10 weeks in which you may drop a class and receive a W grade which will not affect your GPA. (Check the Academic calendar for exact dates for all sessions.)

Review the Academic calendar for specific dates and deadlines. It is the student's responsibility to comply with the published deadlines. Check myGate often. Find the Academic Calendar link on your myGate Academics tab, calendar/Deadlines Channel or go to murraystate.edu/Deadlines

Dropping Out of School

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

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

1. Go to myGate Academics tab
2. Click the link, "Withdraw from All Courses," under the Registration tab (select appropriate term)
3. Read the withdrawal instructions
4. To complete the withdrawal process, click the "continue withdrawal process" button
5. Complete the information
6. To submit your withdrawal request, click SUBMIT button at the bottom of the page

Withdrawal requests submitted via email or phone are not permissible. The Office of the Registrar must receive your withdrawal request through myGate to officially withdraw you from all of your classes. If you do not receive a confirmation please follow-up with the Office of the Registrar at msu.registration@murraystate.edu or call 270.809.5630 immediately.

An email confirmation is sent to your MSU email account notifying you of the successful submission. You will receive a second email once your withdrawal is officially processed.

Your refund, if applicable, is based on the date you complete your withdrawal. See the Refund Deadlines link under your myGate Academics tab for specific details.

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.

Definition of an excused absence:

Students who will not attend a required course meeting must notify the instructor(s) as soon as they are able, particularly if they expect the absence to be considered excused. Excused absences should not count against a student's grade, but may when considering prior excessive absences within the same course. Students, in the guidance of the instructor, will initiate a plan for alternative assignments or the make-up of all work missed and complete this work within a time frame mutually agreed upon with the instructor. Instructors are expected, whenever possible, to make adjustments to course work or requirements missed due to absences that are considered excused.

Excused absences fall into two broad categories:

1. Absence due to personal illness, a 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, academic conferences endorsed by an academic department, 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:

Absence due to illness, death of a family member, or extraordinary personal circumstances:

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, the student should contact instructors directly as soon as they are able. 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), the Registrar's Office (msu.registration@murraystate.edu; 270.809.5630), and all instructors. If instructors are notified by students directly, instructors should notify Student Affairs and the Registrar's Office by email or by raising a flag in Starfish.

Student Affairs and/or the Registrar's Office will collect appropriate documentation in a timely manner. Student Affairs and/or the Registrar's Office will distribute information to instructors as needed.

Instances of student abuse or violation of the terms of this policy should be reported to the Vice President for Student Affairs.

Absences due to sanctioned events:

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 email or phone or by raising a flag in Starfish. Instructors are encouraged to make adjustments to course work or requirements missed due to absences of those circumstances. Instructors may require documentation from students to support their absence(s).

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)

— Murray State University's Degree Audit

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

- Providing up-to-date information about a student's progress toward a specific degree and grade point averages overall, at MSU and in the majors and minors.
- Facilitating the “what-if” degree audit option for students wishing to explore new major or degree options.
- Documenting any approved exceptions to a student's degree program

A degree audit is available through myGate. More information about degree audits may be found on the Office of the Registrar website or by phone at 270.809.5630, or by email: msu.racr@murraystate.edu.



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

The Center for Student Involvement (CSI) encompasses Student Government Association, Registered Student Organizations, Greek Life, and Student Leadership Programs. CSI is located on the 2nd floor of the Curris Center room 202.

STUDENT GOVERNMENT ASSOCIATION

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

Student Senate

Students involved in the Student Senate gain experience in Murray State's legislative process. Three senators from each academic college or school of the university, two from each residential college and eight senators-at-large are elected each March through a campus-wide online election. Two freshmen senators are elected in September by the freshman class. Aside from passing legislation at its weekly meetings, the Student Senate provides informational materials, voter registration and a campus voice (Student Regent) to the Board of Regents.

To qualify as a senator, you must maintain a 2.0 cumulative grade point standing during the term of office.

Within the Student Senate there are six director positions appointed by the Senate and Executive Committee. They are Public Relations, Elections Ways and Means, University Affairs, Government Relations, Community Relations, Enrollment Management and Student Success. Public Relations handles all the publications for the Senate, such as information materials and official social media channels. It also assists in constituency relations. Elections Ways and Means handles all Student Government-sponsored elections and homecoming elections. University Affairs organizes activities such as voter registration for students and blood drives through the American Red Cross. Community Outreach ensures the senate is active in supporting the community of Murray and the University as a whole. Government Relations is responsible for coordinating any political advocacy efforts on behalf of SGA. Enrollment Management and Student Success is in charge of the Freshman Council and staying in touch with how the freshman experience has been for new student at Murray State.

One duty of the freshman senators is to chair the standing senate committee: Freshman Council. The council is open to all Freshmen and will meet bi-weekly throughout the year. The purpose of the council is to discuss issues, promote services by Murray State and plan activities for the freshman student body.

The Senate sponsors the Ralph Woods Outstanding Student Leadership Award, the Max

Carman Outstanding Teacher Award, the Jim Baurer Outstanding Staff Award, and the Jeanie Morgan SGA Awards annually. SGA also supports all functions concerning students and higher education. The Senate's meetings are open to all, and it meets Wednesdays at 4:30 p.m. on the third floor of the Curris Center. To air complaints or offer suggestions, you may either attend the meeting or talk with the senator of your college or a senator at-large. You may get to know your senators by contacting them through the Center for Student Involvement at 270.809.6951 or msu.studentorganizations@murraystate.edu.

Campus Activities Board

The Campus Activities Board (CAB) is composed of 10 directors who plan and promote activities for students and the community. The directors are students appointed by an SGA committee each spring through an application and interview process.

All members must maintain a 2.0 cumulative grade point average while in office.

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

- **Entertainment:** Musicians, comedians, lecturers, magicians, novelty acts, street signs, custom koozies, virtual reality, wax hands and many other activities/giveaways.
- Some of the biggest names and most interesting topics in the lecture field have appeared on MSU's campus. Past lecturers include Robert Kennedy Jr., Prime Minister Bhutto, Mike Ditka, Edward James Olmos, Dave Ramsey, Danny Glover, President F.W. deKlerk, Maya Angelou, Ben Stein, Blake Mycoskie, Jackie JoynerKersey, President Lech Walesa, Archbishop Desmond Tutu, Anthony Ervin, Stephen A. Smith and Bill Nye.
- In the past, such musical acts as George Carlin, Travis Tritt, Alan Jackson, Alison Krauss, Sinbad, Vince Gill, Carrot Top, Jeff Foxworthy, Tracy Lawrence, MTV Campus Invasion Tour with Garbage and Lit, Dave Matthews, 3 Doors Down, Lifehouse, Nickelback, Nelly & the St. Lunatics, K-Ci & JoJo, Nickel Creek, Jars of Clay, Jason Marz, Kanye West, John Mayer, maroon 5, Old Dominion, Chase Rice, and Stephen A. Smith have appeared as well as many local blues, reggae and jazz performers.
- **Miss MSU Scholarship Pageant:** Traditionally one of the finest university pageants in the country, which provides a total of over \$2,000 in scholarships.
- **Homecoming/Special Events:** A parade, football game, open house, receptions, dances, tent city and halftime activities are each a part of the festivities. Also in charge of any special events that are planned throughout the year.
- **Publicity:** Works with all directors of CAB to organize publicity for all the events planned.
- **Residential College Activities:** To offer entertaining and enlightening programs within/surrounding the Residential Colleges.
- **Membership:** Communicates with all members of CAB. Is the liaison between the directors and the members who wish to be involved.

- **Commuter Activities:** Communicates to commuter students about events that CAB is planning and implementing. In addition this director is responsible for planning events that are catered toward students that don't reside on campus.
- **Athletic Engagement:** Works with the athletic department to increase student attendance at various sporting events and support our student athletes.
- **Campus Life:** This director is responsible for coordinating events with departments across campus and registered student organizations to increase the amount of students CAB can impact.

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, msu.studentorganizations@murraystate.edu, or direct message @murraystatesga on Instagram for an updated meeting schedule.

Residential College Association

The Residential College Association (RCA) is a branch of the Student Government Association that oversees the Residential Colleges. This branch is responsible for shared governance between the Residential Colleges, as well as programming and leadership development. The RCA also represents Murray State and our Residential Colleges at state, regional and national conferences.

There are many ways to be involved in the RCA, as an executive member, RCA college representative or through the individual Residential College Councils. If you are interested, check with your College Head, RCC President or Residence Director for meeting times and more information.

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.

Check out our website: murraystate.edu/sga

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
- Restriction placed on membership solicitation
- Forfeiture of right to representation in the Student Handbook, *Academic Bulletin*, or other University publications
- Denial or forfeiture of the right to function as a campus organization for a definite or indefinite period of time
- Forfeiture of right of representation in other University organizations such as IFC, intramurals, etc.
- May be required to develop and participate in self-improvement and educational programs

All appeal procedures will be consistent with the appeal process as stated in the Student Life Handbook. (See Student Disciplinary Rules and Procedures)

Clubs and Organizations

Murray State University clubs and organizations extend learning from the classroom and textbooks to real-life situations. By becoming involved in one of more than 150 groups,

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

Registration Process

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

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

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

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

Advisory Support Statement

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

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

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

Resources

The Center for Student Involvement encourages student organizations to communicate with our staff to answer any questions they may have by visiting our office on the 2nd floor of the Curris Center or via email at msu.studentorganizations@murraystate.edu. The center provides 300 FREE copies/prints to every Registered Student Organization each academic year, advisement, and help with booking campus facilities for events. An authorized representative must visit the office to utilize these free prints. More information and resources can be found at murraystate.edu/studentorgs

Greek Life

Through fraternities and sororities, students have the opportunity to develop leadership skills, personal responsibility, accountability and many lasting friendships. The Murray State University Greek Community is a very strong and significant part of the campus community. 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 educational opportunities to its member organizations and serving as the liaison with the university and community.
- The Interfraternity Council (IFC) is the governing body of the men's fraternities. The council advocates on behalf of the fraternities, encourages collaboration amongst organizations and educates the community on fraternity life. It also establishes policies for its members in accordance with the North-American Interfraternity Conference (NIC), plans fraternity recruitment and serves as a liaison with the university and community.
- The National Pan-Hellenic Council (NPHC) is the governing body of the historically African-American fraternities and sororities at Murray State University. The NPHC provides social, cultural and educational programming to its members, plans the annual Homecoming Step Show and serves as a liaison with the university and community on behalf of its member organizations.

Statement on Hazing

Murray State University recognizes that student organizations exist for the purpose of extending opportunities for education, social interaction, leadership and skill development, and personal growth beyond the classroom. Therefore, the practice of hazing 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**.

[Kentucky Revised Statute 508.180](#) et seq. makes the act of hazing a criminal offense.

The federal Stop Campus Hazing Act defines Hazing as the following:

Any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or person to participate, that –

- (I) Is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and
- (II) Causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including –
 - (a) whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
 - (b) causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
 - (c) causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
 - (d) causing, coercing, or otherwise inducing another person to perform sexual acts;
 - (e) any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
 - (f) any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and
 - (g) any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law

Murray State University defines hazing as any on-campus or off-campus activity which results in mental or physical harassment, humiliation, degradation, ridicule, shock, endangerment, physical 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.

Anyone who witnesses an act of hazing should report it at once to Student Affairs or [complete the form linked here](#).

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 [Student Disciplinary Rules and Procedures](#). 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.

Hazing Awareness and Prevention

Murray State University is committed to educate and eliminate hazing. Campus education includes but is not limited to the following:

1. Online Hazing Prevention – hazing prevention program through United Educators which all students will be required to complete through Canvas
2. Training of Student Organizations – In person training for all student organization presidents. This training will be led by the Coordinator of Student Conduct. Topics will include – hazing policy, Stop Campus Hazing Act, prevention strategies, reporting requirements, and campus resources
3. Student Athletes – hazing prevention and resources are presented by the Athletic Department to all student athletes.
4. Faculty and Staff training will be available as the module is released from United Educators.

Description of the online training – Recognize and Prevent Hazing

This course helps students understand how to recognize and respond to incidents of hazing, and how to find the hazing policy at Murray State University. This course will help learners with the following: - describe the harm hazing can cause – recall justifications for hazing and why they are not valid – determine if an activity is hazing – learn where to report

Reporting and Records

A report of hazing may be submitted via the following:

1. Office of Student Conduct, 425 Wells Hall, phone 270-809-6833
2. Murray State University Police, 101 Police Building, phone 270-809-2222
3. Online, click [here](#) for the online reporting form
4. Live Safe App, the LiveSafe app is free for students to use and to text the Murray State University Police Department.

HOUSING & RESIDENCE LIFE

Residential Colleges

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

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

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

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

Our Mission

The Departments of Housing and Residence Life have the primary responsibility to provide reasonably priced, secure, and well-maintained on-campus housing for the residential population at Murray State University. We support the residential college system by providing residence halls to serve as the focal point of each college; by training and supervising hall staff; and by encouraging interaction between faculty, staff and residential students, involvement in campus activities, academic success, and personal growth. The mission may be accomplished through the following strategies:

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

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

At Murray State University, residence life can mean:

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

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 the opportunity to become involved in the residential community and university activities.

Housing Information

Each room is equipped with twin xl beds, desks, chairs, closets/wardrobe, drawer space and blinds. The students furnish most other items. Additional suggested items include towels, linens, blankets, trash can, area rug, and lamp. For a full list of what to bring and what not to bring, please visit the Murray State Housing website.

Laundry facilities, vending machines, kitchens and study lounges are available in the residential colleges.

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

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

On-Campus Housing Requirement

All students attending Murray State University are required to live on campus for 2 years, 4 full-time semesters (excluding summer) post high school graduation.

Exemption

All students attending Murray State University are required to live on campus for 4 full time semesters. Students can apply to be exempt from living on campus. If approved for a Housing Exemption, the approval is for one academic year. If the student is required to live on campus in the next academic year, the student will have to submit a new Housing Exemption. New students starting in the Spring semester are only approved for Spring semester and will have to submit a new Housing Exemption for the next academic year. The following are reasons for exemptions:

- Students who have completed four (4) full time semesters living in a residence hall on campus

- 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: All students residing on campus are required to pay a \$50.00 non-refundable housing application fee and a \$100 security deposit to complete their housing application. The security deposit will be refunded minus any charges pending when the resident moves out of University housing.

Returning Student Deposit Refund: Students who cancel their housing application for the Fall semester must cancel by June 1st and by December 1st for the Spring semester to receive a full refund on their housing deposit.

Application and Assignments

The application for university housing is available online. To apply, students must be admitted to the university and have a university-issued M#. Students log into myGate to begin the process. Once in myGate, click on the money tab in the blue area on the left hand side of the page. Once on the money tab, click on the blue online housing application link on the right side of the page. Students will need their M# available throughout the process to use as their electronic signature. Students will be asked to pay a \$50.00 non-refundable housing application fee and a \$100 security deposit to complete their housing application before they can continue with the application. Failure to complete the entire online application can keep a student from being assigned to a room. Questions about the process may be directed to the Housing Office at 270.809.2310 or msu.housing@murraystate.edu.

A housing application may be denied or canceled prior to the beginning of the semester because of the student's past record as a resident. New students are assigned to a room and a roommate according to the date of application and deposit. Assignments are made without regard to race, creed, religion or nationality. No guarantee can be made for college, floor, room or roommate requests.

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 refundable deposit will be held until we hear from the student.

The university reserves the right to deny or cancel at any time the housing contract of a student evidencing an inability to abide by applicable laws or rules while living in housing at Murray State University, or believed to be a potential threat or danger to the university community, including students, faculty, and staff. The university reserves the right to deny or cancel at any time the housing contract of any student who evidences the inability to successfully attend class regularly or maintain sufficient academic progress throughout the academic year. A student who is denied or otherwise excluded from residence in university housing may appeal to msu.housingexemptions@murraystate.edu. Appeals must be received within five (5) working days from the date of the original decision denying or cancelling university housing.

Housing Accommodation Assignments

A student, or a parent or advocate on behalf of the student, with a documented disability, medical, or safety concern may make a written request for reasonable housing accommodation(s) or a housing exemption. Said request should include appropriate documentation of the student's disability, medical, or safety concern. The request for the housing accommodation or exemption form will be available online or in the Housing Office. The request form shall be forwarded to the ADA Subcommittee of the Affirmative Action Committee, 423 Wells Hall, Murray State University, Murray, KY 42071, for a determination. The decision of the ADA Subcommittee of the Affirmative Action Committee will then be emailed by the Office of Student Disability Services to the student. Please note that the resulting housing assignment, if any, will be made available on the student's myGate account. It should be noted that requests for accommodations can be initiated at any time. However, it is recommended that requests for the semesters be received by May 31st, for spring semesters by December 15th and for summer terms, one month prior to the first day of class.

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

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

shall make a written determination within thirty (30) days from the date it received the appeal. The decision of the Office of Institutional Diversity, Equity and Access 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. College Courts apartments are limited in availability to married students, single parents with children, or students with medical accommodations. Station 74 apartments are offered to 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 Regulation 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 mus.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. Remove all trash and dispose of it in designated trash facilities.
3. Clean and sweep the room.
4. Clean the adjoining bathroom (when applicable).
5. Have a staff member inspect the resident's room for cleanliness and damages. The room condition form completed during check-in should be reviewed and signed by the resident and staff member.
6. Return the proper room key. Should the resident fail to return a key, a \$75 charge will be made for each lock change needed.
7. Update your forwarding address in myGate.

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

Break Information (Thanksgiving, Winter, Spring) and Interim Housing

Most residence halls are not open during break periods, and housing prices do not include housing during these periods. Students who need housing during the break can sign up for interim housing. Two halls will remain open during the breaks when the university is closed. Students who reside in these halls can sign up to stay over the breaks, but there is an additional daily charge for break housing. Students who do not live in these two halls can also request interim housing, but there is limited space and housing is not guaranteed. If a student who does not live in the break halls requests interim housing and does not use the interim housing, that student will be charged for the nights reserved for them. If temporary housing is needed during bad weather contact the Housing Office. Accommodations for students with disabilities are available in the residence halls. For assistance with any questions or special needs, contact the Housing Office, Murray State University, at 270.809.2310 or by email at msu.housing@murraystate.edu.

Building Closings

As part of the normal closing process, members of the housing staff will enter each room in order to ensure its safety and security. Residents will be given a checklist of items that need to be completed prior to each building closing. Housing Staff will go through to verify that items

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

Room Deposit

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

Rights of Privacy/Room Inspection, Entry and Search

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

Room and Building Damages

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

Room Maintenance Requests

All maintenance requests should be reported at the front desk of the college. The resident should be explicit about the details of the location and description of the repairs requested. The Facilities Management department, Coordinator of Operations, and student handymen employed by the Housing Office perform repairs in the residence halls.

Floor and College Meeting

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

Mailbox Assignments

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

Residents will be notified of packages delivered to lockers in the Blackburn Science Breezeway by an email from noreply. Residents are encouraged to check their mailboxes frequently. Residents need to contact the housing office immediately if they have a problem with mail.

Use of Student Mailboxes

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

RESNET

RESNET is the computer network exclusively for Murray State University housing and residence life students. Wired and wireless access is available in each room. Residents preferring to use the wired network port will need to request their network port be activated, either by calling the Service Desk at 270.809.2346, or by accessing the Service Catalog from within myGate, and submitting the request form for “Activate a Wired Port on ResNet.” Students using the wired network port will need to provide their own network cable.

All wired and wireless devices accessing ResNet will need to be registered through Bradford. Students can register their gaming, cellular, and other personal devices by visiting resnet.murraystate.edu. Students needing additional assistance may call the Service Desk at 270.809.2346, or may bring their device(s) to the Service Desk, 3rd Floor, North Applied Science. Office hours are Monday-Friday, 8:00AM-4:30PM.

SAFETY AND SECURITY...

Security in the Residence Halls

It is Murray State University’s policy that the residence halls are equipped with ID card access systems and security camera systems. All entrances and exits may be locked 24 hours a day for the safety and security of the residents.

Each residence hall front desk is staffed 24 hours a day by student night clerks, day clerks and Resident Advisors. The front desk staff is responsible to ensure all residents swipe their RacerCard and check identification of guests at the front desk and responding to student

requests. In addition, there is a staff member on-call in the building 4:30 p.m. to 8 a.m. each day. These on-call staff members complete periodical rounds of the building to check outside entrances and safety equipment throughout the building, in addition to responding to other situations that may occur in the building.

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 (270.809.2222). The university does not purchase insurance to cover the theft or loss of personal property; and the university does not accept responsibility for any such loss or theft. Residents and/or parents' should check their homeowner's insurance or obtain renter's insurance to assure these items are covered.

HOUSING REGULATIONS (HR)

Each resident of university housing, by signing the housing contract, agrees to abide by all laws and the housing and university rules as contained in the MSU Student Life Handbook. Violation of any of these rules could result in disciplinary action and/or termination of the room and board contract. If the resident's housing contract is canceled for this reason, the room and board fee will not be refunded.

Students and student organizations have a right to expect enforcement of these rules and regulations. The University also has the right to expect good-faith efforts to enforce these rules and regulations. The University also has the right to expect students and student organizations to abide by the rules and regulations as befits the responsibilities of students as members of the University community. Knowledge of these rules and regulations can prove most beneficial to students and student organizations in utilizing and protecting their guarded rights. It is important to add, however, that unfamiliarity with institutional regulations or rules is no ground for excusing infractions.

Any of the following actions, or attempting, aiding, abetting, inciting, encouraging, or supporting any of the following actions constitutes an offense for which students may be subject to disciplinary action ranging from warning to expulsion. (See Student Disciplinary Rules and Procedures) In all these cases, students shall have the right to appeal actions taken against them. Under some circumstances, a student may also be subject to action by law enforcement authorities; however, such action by law enforcement authorities will not forestall disciplinary action by the university.

The following misconduct will be subject to disciplinary action:

HR 1: Conduct Endangering Personal Safety and Welfare- Any conduct which endangers the safety and welfare of other individuals such as hazing, assault, battery, abuse or threat of abuse on University owned or controlled property or at University functions is prohibited.

HR 1.1: Assault/Physical Confrontation- Any physical confrontation including, but not limited to, fighting and assault that leads to harm or possible harm to others is prohibited.

HR 1.2: Harassment- Mental, emotional, or physical harassment is prohibited, including harassing languages or behavior of any kind, particularly sexual and discriminatory harassment. Discriminatory harassment is defined as physical acts, threats, verbal slurs, or referring to an individual's race, ethnicity, religion, sex, sexual orientation, creed, national origin, ancestry, age, or handicap that are made with the purpose of injuring the person to whom the words or actions are directed and that are not made as part of a discussion or exchange of an idea, ideology, or philosophy. Practical jokes aimed at other students or their rooms and harassing or annoying communications such as physical mail, email, text messages, social media, and phone calls are also included under harassment.

HR 1.3: Hazing- 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 and/or drugs is prohibited. 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.

HR 1.4: Sexual Misconduct- For complete policies and procedures involving sexual misconduct, see the Policies and Procedures and Student Disciplinary Rules and Procedures.

HR 2: Disruptive Activities- Activities are "disruptive" if they entail substantial disruption or material or significant interference with the educational, administrative, or operational activities of the University and are prohibited.

HR 2.1: Access- Substantial interference with the rights of students or faculty to gain access to any college facility for the purpose of attending classes, participating in interviews and/or conferences, or for other authorized purposes is prohibited.

HR 2.2: Destruction/Defacement of Property- Destroying or defacing university property or the property of others or the community is prohibited. Acts of vandalism may also be reported to law enforcement authorities.

HR 2.2.1: Room Decorating- Each room comes equipped with basic room furnishings but residents are encouraged to bring some of the things needed to make their room a home. Residents are not allowed to paint the rooms or use unapproved adhesives or mounting devices to attach items to the walls. Residents who paint or damage their rooms will be assessed

the cost of returning the room to an acceptable color and condition. Damage charges may be assessed for damages to the room or furniture contained within their room.

HR 2.3: Disorderly Conduct- Abusive, drunk and disorderly, indecent, obscene, violent, or excessively noisy conduct on University owned or controlled property or at University functions is prohibited.

HR 2.4: Gambling- Gambling in any form is prohibited in the building.

HR 2.5: Horseplay- Horseplay including, but not limited to, playing football or basketball, using athletic equipment, Frisbees, skateboards, skates, roller-blades, water guns, or golf equipment in hallways or other common areas including the exteriors of the residential buildings (within 50 feet) is prohibited.

HR 2.6: Inappropriate behavior- The authorized occupant(s) of any room is (are) responsible for all behavior that takes place in that room. Authorized occupants of a community are also responsible for the behavior of any guest that they bring into the community. Certain inconsiderate behaviors include but are not limited to:

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

HR 2.7: Large Group Gatherings- Students participating in the formation or prolonging of large groups to disturb the peace, to do violence to any person or property, or in order to disrupt the performance of duties shall be subject to university disciplinary action.

HR 2.8: Noise- In an effort to create a positive educational study environment, any noise or conduct that is considered loud, indecent, or obscene is forbidden in the residential community. Residents who fail to comply with requests to keep noise to reasonable levels may forfeit the privilege of having musical equipment or other noise producing equipment in their rooms. These courtesy hours are in effect at all times.

HR 2.8.1: Musical Instruments- The use of loud musical instruments including, but not limited to, band or amplified instruments, that may disturb other residents are not allowed.

HR 2.8.2: Quiet Hours- Quiet hours are established between 11 p.m. and 9 a.m. daily. Residents may set additional quiet hours for their specific floor or wing by collective decision. The Residential College Council may vote to set certain quiet hours for all residents in the building. Residents have a voice as quiet hours are decided; once the hours are set, residents are expected to honor the hours and be considerate of their fellow residents. Prior to and during final exams, 24-hour quiet hours are enforced in the halls to assist residents as they prepare for their examinations.

HR 2.8.3: Specialty Living Areas- Each residence hall has designated quiet floors or wings that have extended quiet hours. Residents may request a room in these areas by specifying their preference on the housing application or room reservation form. Residents residing on a quiet floor/wing must abide by the hours established by the members of the quiet floor/wing community.

HR 2.9: Occupancy- Unauthorized occupancy of University facilities, buildings, or restricted areas is prohibited.

HR 2.9.1: Unauthorized Entry- Utilizing emergency exits, falsifying information, or employing any measure in order to provide or obtain unauthorized access to a university facility is prohibited. This includes circumventing the residence hall visitation process or front desk ID verification process by “sneaking in.”

HR 2.10: Sales Activities- The use of university facilities and/or property for commercial sales activities by individual or non-university organizations is prohibited.

HR 2.11: Traffic- Any activity that results in substantial interference with University pedestrian or vehicular traffic is prohibited.

HR 2.12: Vulture Culture/Taxidermy – Hobbyist taxidermy based on the collection and preservation of animals remains (i.e. Vulture Culture) is prohibited within the residential halls and university apartments. This includes but is not limited to possession of partially decomposed animal remains, animals that have insects within the specimen, skin or skeletal remains with flesh still connected, and/or the use of chemicals to advance the decomposition process within the residential halls and university apartments. Additionally, animals may not be cleaned or dismembered in the residence halls or university apartments.

HR 3: Fire Safety and Community Welfare- The presence of any item or activity that endangers or threatens to endanger the university and residential communities is prohibited. Because of the dangers and risks to residents and fire fighters associated with false fire alarms and intentional fires, the penalties for intentionally setting any fire or intentionally causing any false fire alarm, for vandalizing or tampering with any fire alarm or fire protection equipment (including sprinklers), and/or for violating requirements limiting use of electrical equipment are severe. High level or repeated fire safety violations may be subject to fines starting at \$50 per violation. Other probable sanctions are removal from the residence hall, suspension from the university, and/or criminal prosecution.

HR 3.1: Criminal Conduct – Any conduct on campus or at University functions which constitutes a violation of the criminal codes of the City of Murray, the Commonwealth of Kentucky, or the United States may be grounds for campus disciplinary action.

HR 3.1.1 Illegal Possession – Possession of any item that is not allowable in accordance with state and federal guidelines will be reported to Murray State University Police and confiscated. This include but is not limited to the possession of legally age-restricted items, traffic-related paraphernalia, items from indigenous burial grounds, and parts or remains of endangered or protected wildlife.

HR 3.2: Evacuations- All residents *must* leave the building when the fire alarm sounds. Residents may not re-enter the building until the all-clear signal is given.

HR 3.3: False Reports- Anyone who knowingly makes a false oral or written statement to any University committee, judicial body, office, or to any member of the faculty, administration, staff, or student body with the intent to deceive may be disciplined accordingly.

HR 3.3.1: Altering, Counterfeiting, or Forgery- It is impermissible to counterfeit, tamper with, or alter in any way, manner, shape, or form, any record, document, or identification form used or maintained by the University.

HR 3.3.2: Bomb Threats- Reporting the false presence of an explosive or incendiary device is prohibited.

HR 3.3.3: Fire/Threat of Fire: Reporting the existence of a non-existent fire or threat of fire is prohibited.

HR 3.3.4: False Alarms: Creation of false alarms and/or evacuations through non-emergency or use unauthorized by university officials of fire alarms or other emergency management devices is prohibited. False reports of a danger to the university or residential community will not be tolerated.

HR 3.4: Hanging Objects- The University reserves the right to remove, or have removed, any foreign object, attached in any way to the inside or outside of any residence hall room door or window, that is a potential safety and/or maintenance hazard or is deemed harmful/detrimental to the community environment in the residence halls and university apartments. **Hanging items from sprinkler heads or sprinkler pipes is prohibited.**

HR 3.4.1: Ceilings- Nothing may be hung from or on the ceiling in the residence halls and university apartments. This includes fabric, posters, exercise poles, fans, or lights. Lights, sprinkler heads, and emergency signs cannot be covered in any way.

HR. 3.4.2: Maximum wall coverage- No more than 50% of a wall can be covered in accordance with guidelines provided by the state and campus fire marshal.

HR 3.5: Health and Safety Inspections- All rooms will be inspected monthly and prior to the end of each semester in order to ensure compliance with health and safety standards. Particular attention will be given to cleanliness, trash in rooms, locks on windows, and plugged in electrical appliances. Additional checks may be performed by staff as needed (e.g. if an issue or incident is reported).

HR 3.5.1: Cleanliness- Residents are responsible for the cleanliness of their rooms. Residents should keep their rooms neat and orderly. The cleanliness of bathrooms and common spaces is the responsibility of all those who use them. If a resident consistently fails to maintain an appropriate standard of cleanliness, as assessed by the Residence Director and/or other housing officials, the student may face disciplinary sanctioning which may include the cancellation of their housing contract if their compliance to keeping their space clean is not met satisfactorily. Definitions of unclean include but are not limited to trash, food, or food containers throughout the room, unsanitary living conditions, excessive clutter, or smell. Vacuums, brooms, and dustpans

may be obtained from the front desk. Pest control in each room is directly related to the cleanliness of each room. Assistance with pest control may be requested at the front desk of the residence hall.

HR 3.5.2: Disposal of Sharp Objects- Due to potential injury of employees handling trash bags, students are urged to place objects such as razor blades, broken glass, and needles (hypodermic, sewing, etc.) in protective enclosures prior to discarding in trash bags.

HR 3.5.3: Egress- Egress cannot be blocked, and all pathways must remain clear of trip hazards. Cords cannot be placed on the floors across hallways or doorways, and should not cross a room space unless secured to the floor and highly visible. Door function must remain unrestricted by decorations, furniture placement, clutter, and other hindrances.

HR 3.5.4: Food Storage- To assist control of pests and safeguard the health of the residents, all food must be kept in closed containers. Refrigerators must be kept in open view for necessary ventilation and may not be connected with an extension cord.

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. A \$50 pet waste fee can occur if the animal feces is not properly disposed of and cleaned up.

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>

HR 4.3: Service Animals – Service Animals are not defined as pets per the University and may reside within the Residence Hall and university apartments in compliance with the Americans with Disabilities Act (ADA). Per the ADA, the only animals that can be accommodated as Service Animals are dogs and miniature horses. Residents are not required to register their Service Animals with the University or Student Disability Services, but are strongly encouraged to do so.

HR 4.4: Policies and Procedures for Maintaining an Animal in Murray State Housing – All animals on campus must comply with the above regulations as well as the Policies and Procedures for Maintaining an Animal in Murray State Housing as outlined here: <https://forms.gle/y53ZdRe5UiSzCpUv8> Failure to comply with these policies may result in reconsideration of the approval for the animal's presence on campus. Residents found not properly cleaning up after and/or disposing of animal waste will be subject to a \$50 fine per violation.

HR 5: Security in the Residence Halls- It is Murray State University's policy that residence halls are equipped with ID card readers on each entrance/exit of the residence halls. All entrances to the hall are locked for the safety and security of the residents. Each residence hall front desk is staffed 24 hours a day by student night clerks, day clerks, and Resident Advisors. In addition, there is a staff member on call in the building 4:30 pm to 8 am 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.

HR 5.1: Response to Official Requests- Students must comply promptly with the legitimate and reasonable directions and requests of University officials or law enforcement

officers in the performance of their duties. Failure to comply with reasonable requests from housing staff, i.e., presenting ID cards, providing other information, respond to meeting requests, or refusing to keep noise down is grounds for disciplinary action.

HR 5.2: Room Keys- Should a resident lose a key, \$75 will be charged to the resident for each lock changed. This is done automatically to provide security for the room. Keys belonging to the university may not be duplicated. Possession and/or use of keys other than those officially issued and modification of university locks are in violation of Housing regulations. The security of a resident's room, personal property, and the property of roommates is dependent upon responsible care of keys and conscientiously locking the door each time the room is left unattended. If a resident loses a key, the roommate and neighbors should be notified in case someone should find the key and attempt to enter the room. The resident should be aware of the location of the room key at all times to ensure the security of the room. If a resident is locked out of the room, a key can be checked out at the residence hall desk. Keys can only be checked out for a 24-hour period. After five key check-outs, the resident must meet with the Residence Director. A student may not possess a key or any device allowing access to any University facility without proper authorization.

HR 5.3: Showing Identification- The front desk staff is responsible for checking the identification of individuals in the building. Anyone entering the residence hall must show their identification to the front desk staff member. Entering the residential area of a building without providing authentication of residency or without being signed in at the desk and escorted is prohibited.

HR 5.4: Solicitation- To protect residents from a constant flow of salesmen and to protect their privacy, the university does not permit door-to-door solicitation, including solicitation by students. This prohibition includes, but is not limited to, the solicitation of membership, ideas, products, and services. Also, advertisements may not be delivered to each door. All flyers and information disseminated in or around the residence halls must be approved by the Housing Office. Residents may invite salespeople into their room to talk with them whenever they wish as long as they comply with the visitation policy. Residents should contact the Murray State University Police Department (2222) immediately upon being approached by a solicitor in the residence halls or university apartments.

HR 5.5: Visitation- Visitation allows residents an opportunity to have guests, regardless of gender, to visit in their residence halls and rooms. All guests who do not reside in their hall must register at the front desk and complete the guest/sign-in registration form. Visitors, as well as the resident signing in the visitor, are required to surrender a state/government issued photo identification. Guests must be signed out when leaving the building at any time. Guests who do not reside in the hall are not permitted to go further than the front lobby when they are not checked in. Students who infringe on the rights of the roommates/suitemates and/or disrupt the community environment as the result of overnight visitors will receive strict disciplinary action including, but not limited to, suspension of visitation privileges. Exceptions to visitation policies can be made on a case by case basis by the Residence Director or the housing professional staff (e.g. long weekends/special events). Visitors or guests who are wanting to park on campus must register their car online by going to the Murray State Parking website and following the instructions for visitor registration.

HR 5.5.1: Escorting guests- Residents must escort guests in the building at all times, including when checking visitors out at the end of the visit. Residents must always escort guests to gender appropriate restrooms in the building.

HR 5.5.2: Maximum number of guests- Each resident is permitted to sign in and have two guests at one time in the room.

HR 5.5.3: Minor Visitation- All minors (those under the age of 18) must exit the building between the hours of 9 p.m. to 9 a.m., unless permission has been granted prior to the visit. (see overnight policy below). Those seeking exceptions to this policy can access the permission form through the front desk of the residence hall or the Residence Director, who approves these requests. Guests under the age of 5 will not be granted visitation without a non-resident parent/guardian present. Residents may not babysit in the residence halls.

HR 5.5.4: Overnight Guests/Cohabitation- Overnight guests are not allowed from Sunday at 9 p.m. through Friday at 9 a.m in the residence halls. An “overnight guest” during the week is further defined as anyone who stays more than 6 hours between the hours of 9 p.m.-9 a.m. from Sunday night-Friday morning (6 hours total, not 6 consecutive hours). Overnight guests are allowed from Friday 9 a.m.-Sunday 9 p.m. All regular visitation policies must be followed. Residents seeking approval for overnight 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 and guests are not required to complete the guest sign in/registration process. 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.

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

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 where 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 university housing (see HR 3.7 Open Flames/Threat of Fire). 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. 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.

Apartment residents may also have standard kitchen knives. 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- Free weights over 50 pounds are prohibited.

HR 6.7: Gasoline, lighter fluid, and other accelerants are not permitted. This includes Lithium Battery Powered Lighters (Tesla coil lighters, flux lighters, arc lighters, double arc lighters) Torch lighters (Butane lighters, blue flame lighters, jet flame lighters) and lighters that use liquid fuel but do not have an absorbent lining Residents may possess one absorbed-liquid lighter that is equipped with a safety cap or similar means of protection to prevent unintentional activation of the heating element, but these may not be used for any reason in university housing (see HR 3.7 Open Flames/Threat of Fire).

HR 6.8: Items that were created to contain alcohol- Shot glasses, wine glasses, beer steins, pint glasses, and similar items created for the consumption of alcohol are permissible for decorative use only. The possession or use of these items in conjunction with a suspected alcohol violation may result in their confiscation. Flasks are not permitted.

HR 6.9: Simulated Weapons – Air guns, Orbeez guns, water guns, compressed air guns, simulate weapons/firearms that are intended to fire a projectile, simulated explosives/devices, and realistic replicas of weapons or explosive devices are prohibited and are subject to confiscation.

HR 6.10: Maximum wattage- Each circuit in the hall has a maximum capacity of 1500 watts. No single appliance or combination of appliances should be utilized on a single circuit beyond this capacity.

HR 6.10.1: Microwaves- Only *one* microwave, no larger than 700 watts, is allowed per resident room.

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.

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, saber, dagger, or sword. Throwing knives are prohibited.
- Artificial knuckles made from metal, plastic, or other similar hard material
- Axes and hatchets
- Billy, nightstick, escrima sticks, or club
- Blackjack or slapjack
- Bo staff
- Flare guns
- Ice Axes and Ice Picks
- Kama
- Nunchaku karate sticks
- Sai
- Shuriken, throwing stars, or death star
- Slingshots and slingshot pellets
- Tasers, stun guns and other electric weapons

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

- Any explosive device
- Fireworks, including sparklers, poppers, and smoke devices
- Incendiary device
- Toxic or poisonous chemicals or disease organisms
- Chemicals from university labs
- Hazardous chemicals or products, including non-commercially available cleaning products or those not intended for residential use

- Bomb
- Grenade
- Mine
- Rocket
- Any similar device or material and includes the unassembled components from which such a device or any of the preceding can be made

HR 8: Alcohol- MSU prohibits the manufacturing, distribution, dispensing, possession, or use of alcoholic beverages in residence halls. Students found in the presence of these activities will also be found in violation of the alcohol policy. Students are not permitted to possess for any reason containers of alcohol (e.g. kegs, bottles, cans, boxes, or pouches), items that have ever contained alcohol, or alcohol paraphernalia (e.g. beer funnels, beer bongs, or drinking game materials) in the residence halls. Alcohol and other controlled and/or illicit substances possessed or consumed and/or paraphernalia in violation of this policy are subject to confiscation.

HR 8.1: Alcohol in University Apartments: Individuals of legal drinking age (21+) who reside in university apartments and their guests of legal drinking age (21+) may have and consume alcohol in their residential spaces. Individuals under the age of 21 are not permitted to consume or possess alcohol in accordance with state law. With the exception of policies relating directly to possession and consumption of alcohol and alcohol-related paraphernalia, all other university policies regarding alcohol on campus will be upheld.

HR 9: Drugs and Controlled and/or Illicit Substances- The unlawful manufacturing, distribution, dispensing, possession, or use of controlled substances is prohibited at Murray State University. The prohibitions contained in state and federal laws and in university policies regarding controlled substances apply to the residence hall and university apartments. Any violations of such laws or policies constitutes a violation of the student code of conduct. Alcohol and other controlled and/or illicit substances possessed or consumed and/or paraphernalia in violation of this policy are subject to confiscation.

Specifically, alcohol and drug violations are broken down into the following categories:

Alcohol and Drug Policy Violations

Category A:

- Possession of, being in the presence of, or consumption of alcohol
- Exhibiting drunken or intoxicated behavior (vomiting, impaired coordination, incoherent or slurred speech, belligerent attitude/actions, etc.) on university property
- Possession of items that contain, were created to contain, or previously contained alcohol
- Possession of or use of alcohol-related paraphernalia
- Possession of drug-related paraphernalia

- Misrepresentation of age or possession of false documentation of age in regards to alcohol or drug-related incidents

Category B:

- Acute intoxication defined by medical assessment
- High-risk alcohol and other drug use (harm to self, others, or property; intoxication requiring medical assessment and/or transportation)
- Providing alcohol to a clearly intoxicated person
- Possession of marijuana

Category C:

- Hosting a gathering in the residence halls that involves alcohol (hosting is defined as having more persons triple the room's assigned occupancy present)
- Possession of a keg in a residence hall or university apartment
- Possession of a controlled substance, including but not limited to, methamphetamine, any narcotics, LSD (lysergic acid diethylamide), PCP (phencyclidine), GHB (gamma hydroxybutyric acid), flunitrazepam (Rohypnol, or roofies), or any other illicit drugs.

Category D:

- Providing or selling alcohol to a person under 21
- Distribution of a controlled substance, including but not limited to, methamphetamine, any narcotics, LSD (lysergic acid diethylamide), PCP (phencyclidine), GHB (gamma hydroxybutyric acid), flunitrazepam (Rohypnol, or roofies), or any other illicit drugs.

Violation	1st Offense	2nd Offense	3rd Offense	4th Offense
Category A	\$50	\$100	\$150	\$200 & Suspension
Category B	\$100	\$150	\$200 & Suspension	
Category C	\$200 fine and/or suspension; or expulsion	\$400 fine and/or suspension; or expulsion	\$600 fine and/or suspension; or expulsion	

Category D	\$500 fine and/or suspension; or expulsion	\$750 fine and/or suspension; or expulsion		
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SANCTIONS

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

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

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

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

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

Restitution for Damages – In addition to the penalties described previously, a resident may be required to pay compensation for damage to university property; provided, however, that such compensations shall be limited to the actual cost of repair or replacement of such property. Restitution charges for university property will be added to the resident’s university bill. Restitution charges to a third party or non-university entity could result in further disciplinary action, such as a Judicial Board. See University Policies, Rules and Procedures for more details.

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

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

- Attend and/or assist with a campus program
- Attend and/or assist with a residential college program
- Critique magazine or newspaper articles

- Perform community rounds with housing staff
- Referral to Counseling and Testing Center
- Write a reflection or research paper

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

Completion of Required Coursework- Certain violations, such as those involving alcohol and drugs, will require the completion of associated coursework. Deadlines will be provided for these sanctions. Proof of completion must be provided to the Hearing Officer.

Deferred Suspension- In the event of major violations, including but not limited to those that endanger the safety and well-being of an individual or the community, or in the event of repeated minor violations, an official recommendation for suspension for further violations may be issued. This is generally the final step before an official suspension occurs.

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



EMERGENCY PROCEDURES

Fire Emergency Instructions

In case of a fire:

- Sound the fire alarm
- Call the Fire Department (911) MSU PD 270-809-2222
- Call the hall desk or staff member on duty in hall
- Remain calm and act quickly
- Wear protective clothing such as a coat and shoes, and carry a damp towel for use in heavy smoke
- Close the room door and windows
- Walk in an orderly manner to the nearest exit. **NEVER USE THE ELEVATOR**
- Move a safe distance away from the building and out of the way of fire department personnel
- Remain outside until told by staff it is safe to return

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

- If the door does not feel hot, open it slightly, holding your head away and bracing the door with your foot
- Put your hand across the opening to test the heat of the air
- If the door is hot and the hallway unsafe, use wet towels, sheets, or blankets to stop smoke entering room
- If smoke does enter the room, open the window (break if it is sealed)
- Do no jump; make your presence known and wait for rescue In case of minor fire:
- Pull the fire alarm
- Use a wastebasket full of water, a fire extinguisher, or a blanket to smother out the fire. (Fire hoses are to be used by Fire Department personnel only)
- Do not use water on an electrical or grease fire
- Call the staff member on duty in your hall
- Never risk your personal safety

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





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). If this happens, the instructions below should be followed:

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

Important Phone #'s

Murray State Police – 270.809.2222

Murray City Police – 270.753.1621

Murray Calloway County Hospital – 270.762.1100



Adults Belong in College

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

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

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

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

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

Integrated Studies

Integrated Studies is degree designed for the non-traditional student who is willing to assume responsibility for learning but cannot pursue a traditional degree because of various responsibilities. Murray State University offers this alternative degree program which was a first, not only in Kentucky but also in this general region. If you have at least 60 hours of previously earned college credit, you are eligible to apply to this program. Through this program you may transfer credit hours already earned. If you have served in the military, you may receive credit for that experience. You may design your own program of study to suit

your needs, interest and busy schedule. It is possible to earn credit for life experience via 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 Store, be certain it is the required text edition. It's difficult to estimate the cost of books because the number and type of texts used vary from course to course. The price will also vary depending on whether you buy new or used books. Always keep your textbook receipts and understand the return policy. If you drop a class early in the semester, you need to know what your return options are

Military Service Credit

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

- Credits recommended by American Council on Education on a Joint Services Transcript
- Credits recommended by American Council on Education based on military coursework appearing on a DD214 or 295
- Credits earned at Community College of the Air Force

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 floor of the Curris Center in the Enrollment Services Office 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 Adult Student Liaison office, call 270.809.5796.

Tips from Adult Students

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

- Don't overload yourself. Take it slow and work your way up. If you need to start with just a couple of classes, then that's okay.
- Don't isolate yourself from the other adult students. You will need their support and advice. Also, depend on your family members for help. A college student needs many support systems to succeed!
- Be realistic about your abilities when you first come back. Don't sign up for upper-level classes just because you were a good student 10 or 20 years ago. The only way I can really explain it is to compare it to an athlete. If you were a star athlete years ago in high school, it doesn't mean that you can perform at the same level now without extensive training.
- Take advantage of the many free and helpful services that are available on campus. Such as the Counseling Center, Career Services, and free tutoring.

> 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 style="text-align: center;">Don Robertson...6839 Vice President for Student Affairs and Enrollment Management</p> <p style="text-align: center;">Roslyn White...5344 Assistant Vice President for Enrollment Management</p> <p style="text-align: center;">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
Currus Center and Student Life	Director	Re’Nita Avery	6984
Education Abroad	Director	Steven Guns	3861
English as a Second Language (ESL)	Director	Weihong Gao	4103
First Generation Student Programs	Assistant Director	Jennifer Smith	2684
Greek Life and Leadership Programs	Coordinator		6953
Health Services	Murray Calloway County Hospital		3809

Institute for International Studies	Director	Guangming Zou	4152
Oakley Resource Center and Student Lounge	Director	Abigail Cox	3016
Residential College Association	President	Kat Stark	3574
Residence Life	Associate Director	Casey Rowe	2310
Student Enrichment, Academic Excellence and Leadership	Executive Director	S.G. Carthell	6836
Student Disability Services	Director	Ken Ashlock	4888
Student Engagement and Success	Director	Jordan Garner	2274
Student Government Association	President	Ali Khatib	6883
Student Organizations/Center for Student Involvement	Coordinator	Kade Gambill	6987
Student Support Services	Director	MeLissa Cooper	4510
Talent Search	Director	Audrey Neal	3526
Undergraduate Admissions Transfer Center / Graduate Admissions/ Graduate Retention	Executive Director	Maria Rosa	4225
Undergraduate Recruitment	Director	Shawn Smee	2853
Upward Bound Tri-State	Director	Buffy Blanton	2059
Upward Bound Christian and Henderson Counties	Director	Leigh Conyers	4866
Upward Bound Math and Science	Director	Amy Cox	5429
University Counseling Services	Director	Angie Trzepacz	6861
Veterans Services	Coordinator	Josh Williams	5343

We Are RACERS!