

Section III
PROCEDURES RELATED TO STUDENTS

**MURRAY STATE COLLEGE
2009– 2010 STUDENT HANDBOOK**

This handbook is your guide to the services and activities available to you as a student at Murray State College (MSC). It also outlines your rights and your responsibilities. It is your privilege to learn about and take advantage of the services and activities offered, just as it is your responsibility to learn and follow the established rules and procedures of the college.

Murray State College is committed to the academic, personal, and social development of each student enrolled. Testing and interviews are used to compile comprehensive information about students' needs and goals. Free special academic support services including developmental classes, tutoring, seminars, career advisement, and guidance are then utilized, along with the regular curriculum, to help students achieve their goals.

Murray State College is concerned about you. Once your education at MSC is completed we want to help you choose a path that is right for you - this could be employment, further education, technical training, or some other direction. If you have any questions, concerns, needs or suggestions, please contact a member of the administration, faculty, or staff. They are here to serve you, the students of Murray State College.

Murray State College Mission Statement:

Murray State College provides opportunities to maximize student learning and personal growth.

ATHLETICS

Recognizing the popularity of competitive sports and the desire of providing opportunities for physical development and expression, Murray State College offers a well-rounded program of intercollegiate sports, as well as classroom instruction in Physical and Health Education. All interscholastic athletics are under the direction of the faculty/staff. Courses in Physical Education are required for graduation unless waived by the College's Administration.

As a member of the Bi-State College Conference of the NJCAA, Murray State College has teams in women's basketball and softball, men's basketball and baseball. MSC has had many noted achievements. The women's softball team placed 7th in the Softball World Series in 2007, as well as having two All-Americans on the team. The men's baseball team was regional runner-up in 2006, and in 2007 played in the District J Playoffs. The team was 2nd in the nation in homeruns, with a total of 17, and also had an All American Honorable Mention.

Murray State College Athletic Department Policy Statement 2009-2010

The Athletic Department of Murray State College is making every effort to educate and protect our student athletes from the dangers of substance abuse.

At the beginning and periodically throughout each school year, drug education seminars will be held for all Murray State College athletes. These seminars will provide useful information on today's drug abuse problems, the NJCAA and Bi-State drug testing programs and the effects of substance abuse on the well-conditioned athlete.

It is known that the illegal use of drugs poses a danger to the health and safety of the users and possibly people associated with a user, such as a teammate. Drug abuse also damages the integrity and reputation of all student-athletes, the institution, and the athletic department. It also undermines fairness in competition between individual student-athletes and between teams.

Our drug testing program is based on the concern that if an athlete is using illicit drugs he/she may endanger themselves or cause injury to another individual. Given this major concern for the student-athletes' health and safety, the College will also attempt, through drug screening, to deter the illegal use of drugs. The Murray State College Athletic Department will use scheduled and unscheduled urine tests to screen for possible drug abuse. The urine test will be used at any time the athlete's fitness to perform is in question, when their behavior is antisocial, or if they exhibit reasonable suspicion.

Since alcohol clears the human body quickly it is not one of the drugs of abuse included in the NJCAA drug tests. However, the Murray State College Athletic Department discourages the use of alcohol by athletes. In Oklahoma, consumption of alcohol by persons under the age of twenty-one is illegal. Any violation of civil or criminal law involving drugs or alcohol will result in the student-athlete's inclusion into the Murray State College drug program. Drinking alcohol by athletes, cheerleaders, student trainers, and managers on athletic department sponsored trips is against department policy. In the Athletic Department's opinion it is counterproductive for any competitive athlete to drink alcohol at any time.

Smokeless tobacco and any other tobacco use are prohibited during practices and contests by Murray State College and the NJCAA. There is no question of the harmful effects of tobacco products and the athletic department discourages its use.

All student-athletes are subject to compliance with this policy. **The definition of a "student-athlete" is "any participant on an intercollegiate squad, regardless of athletic financial assistance."** All students that accept the privilege of participating in intercollegiate athletics for the college are subject to drug testing. Participants in intercollegiate athletics are free to refuse drug testing; however, those who refuse will not be allowed the privilege

to participate in intercollegiate athletics for the college. Also, refusal to consent to be tested for illegal drug use may result in forfeiture of all financial assistance provided to a student-athlete by the athletic department.

Reasonable effort will be made to ensure confidentiality of the drug tests which will be conducted by a qualified laboratory using a chain of custody procedure to protect the identity and integrity of each urine specimen. Confidentiality of the results will be observed except for the Physician, Athletic Trainer, Director of Drug Education, Athletic Director, and the Head Coach. Prior to testing, individuals will have the opportunity to provide evidence of drugs that they are using under the direction and supervision of their physician or for legitimate treatment of a given medical condition.

Testing Times:

1. **At any time the athlete's fitness to perform is in question.**
2. **Any number routine, unannounced tests, initiated by MSC Athletic Department.**
3. **Random drug screening by the NJCAA.**

Consequence:

1. **Suspension from participation and possible termination of financial aid.**
2. **Termination of Financial Aid.**

Prior to the implementation of suspension from athletic participation and termination of financial aid, the athlete will be given an opportunity to fully discuss the matter with the Athletic Director and present evidence of any circumstances which he/she feels to be of importance.

AUXILIARY ENTERPRISES

For the personal requirements and convenience of Murray State College students, the College Governing Board has authorized a group of activities known as Auxiliary Enterprises. These Activities include the operation of the cafeteria, snack bar, bookstore, student lounge, ballroom, and any other activity involving use of the facilities. The operation of the residence hall is also an auxiliary enterprise, but is discussed under the housing section.

DINING HALL

Meals are served cafeteria style in the dining hall located in the Student Center. Careful attention is given to nutrition, preparation, and the serving of the food, as well as the taste and variety. The preparation and serving of meals is the responsibility of the food services manager and his/her staff, which includes part-time student employees. (Student Center, Ext. 169)

Three meals are served each weekday and two meals are served on both Saturday and Sunday for a total of 19 meals each week. Patrons may purchase 15 or 19 meals-per-week plans or pay cash. Approximate serving hours will be:

WEEKDAYS*:

Breakfast	7:00 am to 8:00 am
Lunch	11:30 a.m. to 1:00 pm
Dinner	5:30 pm to 6:30 pm

WEEKENDS*:

Brunch	10:00 a.m. to 11:00 a.m.
Dinner	5:00 p.m. to 6:00 p.m.

*Times are subject to change.

All students and College employees are welcome to utilize the cafeteria services. Resident Housing residents participate, as a part of their room and board fees in either the 15 or 19 meals-per week plan. Participants in the 19-meal plan can eat all 19 meals served each week; participants in the 15-meal plan can eat any 15 of the 19 meals served each week. Both 15 and 19 meal plans include \$25 of Aggie Bucks, per semester that can be spent in "The Grind" Snack Bar, located in the Student Union. Student ID cards are marked with individual numbers and serve as the meal ticket. **This card must be presented at each meal, and should be carried at all times. Those on the 15-meal plan, who eat more than 15 meals, will be charged the individual meal price for each meal. Meal plans can not be changed from one plan to another, after the first five (5) days of any semester.**

Individual meals may be purchased and Commuter Plans are available for those who wish to purchase a meal ticket. Please check with the cafeteria or Business Office for individual meal prices and/or Commuter Plan pricing.

Meal prices and quantities are figured based on what an average person eats at a meal in the dining hall. For this reason students are not allowed to share meals or carry food (sandwiches, crackers, cereal, fruit, etc.) out of the dining hall to eat later. Trays will be prepared at the request of the Director of Student Life for students who are ill.

In order to be served everyone must wait his/her turn in line and pass by the checker and show his/her college ID. If your meal card is lost or damaged, you may contact the Director of Student Life for a replacement, at an additional cost, NO EXCEPTIONS. Other forms of acceptable payment are cash or meal ticket. Appropriate dress, including shirt and shoes, is required to enter the dining hall. Students are expected to be mannerly, patient, courteous, and cooperative in the cafeteria.

The cafeteria manager has the right to withhold cafeteria privileges from any student who does not exhibit good manners, who uses abusive language, who insists on taking "cuts" in line, or who does not obey the cafeteria rules. Incident reports will be forwarded to the Director of Student Life. Cafeteria personnel may call Campus Security as deemed necessary.

BOOKSTORE

Textbooks, school and office supplies, backpacks, calendars, reference materials, caps, Murray State College apparel and souvenirs, and many other items are sold in the bookstore. (Campus Center, Ext. 168) Hours of Operation: Monday –Thursday, 7:30 a.m. to 4:00 p.m.; Friday, 7:30 a.m. to 12:00 p.m.

BALLROOM

The ballroom is available for use by student groups. To make arrangements for its use contact the office of Plant and Technology or call ext. 221. The ballroom must be reserved at least five (5) days in advance of when it is to be used. Campus activities have top priority in scheduled use of the campus Ballroom and all other facilities on campus.

STUDENT CENTER

Located in Parks Student Union, students will find the Student Center, which includes pool tables, big screen televisions, ping-pong tables, as well as various pieces of exercise equipment. Hours of operation will be posted.

WEIGHT ROOM

Contact Athletic Director, ext. 166 or 371-1711, for free-weight room hours. Hours will be posted in Beames Field House, next to weight room door.

SWIMMING POOL

The swimming pool is open to all full-time students and employees. The swimming pool is located in Beames Field house and is for use year around. Dressing and shower facilities are available. Students have priority in the use of the swimming pool. (Extension 166 or 371-1711) Pool hours will be posted next to the pool door in Beames Field House.

GENERAL SERVICES

ACADEMIC ADVISEMENT

The Academic Advisement Center is the second step in the enrollment process. After admission to the College, services will be discussed relating to the student's academic and vocational needs. The Advisement program offers initial placement testing, general studies advisement, career exploration, career placement, and study skill information. In addition, the Academic Advisement Center provides workshops throughout the semester on a variety of topics. The Academic Advisement Center is located in the Student Services Building, 1st floor, ext. 187.

A.D.A. Documentation Guidelines

Eligibility for Services: Students requesting disability services and accommodations must self-identify the disability and submit a signed request listing the desired requested accommodations to the Academic Advisement Center (or to the MSC suite at AHEC to be forwarded). This should be done upon registration, but in any event it should be done no later than the end of week one of a semester, or within three days of the start of an intersession, or on the first day of a one-week or shorter class. The earlier the request is submitted, the greater the opportunity MSC has to respond to the need following receipt of required documentation.

Documentation Guidelines: Formal written documentation is required by a certified licensed professional. Such documentation must be typed on letterhead of either the practitioner or agency hosting practice. The documentation must be current, and the testing instruments must be appropriate for use with adults. MSC does **not** accept Individualized Educational Programs (IEP) as official documentation. In general, the documentation of disability should include the following:

- ◆ A diagnostic statement identifying the disability, date of the current diagnostic evaluation, and the date of the original diagnosis;
- ◆ A description of the diagnostic criteria used;
- ◆ A description of the current functional impact of the disability for use in establishing the need for and the design of accommodations;
- ◆ Treatments and medications, assistive devices currently prescribed or in use;
- ◆ A description of expected progression or stability of the impact of the disability over time;
- ◆ The credentials of the diagnosing professional(s)

ACADEMIC SUCCESS

Free on-line tutoring with tutor.com, available daily from 2:00 p.m. to 12:00 a.m. Look for tutor.com under “HOT LINKS” on the mscok.edu web page.

ADVISEMENT SERVICES

Advisement services are available through outside organizations to meet the needs of our students. For further information or to schedule an advisement session, please contact the MSC-Tishomingo Academic Advisement Center at (580) 371-1237, ext. 187 or the MSC-Ardmore Advisement Center at (580) 220-2858.

COMMUNICABLE DISEASES

Individuals with a communicable disease shall conduct themselves responsibly according to current medical guidelines. Failure to act responsibly in order to protect others from infections may result in disciplinary actions.

COMMUNITY SERVICE

Murray State College offers a variety of student employment opportunities to students desiring to participate in community service. MSC operates a Fitness Center, Auditorium, America Reads/Counts and pre-school through the Child Development Program that are available and utilized by both MSC students and the general public. Students desiring to work in these areas should contact the Financial Aid Office for additional information.

COMPREHENSIVE MEDICAL COVERAGE

Although Murray State College does not endorse any carrier, several insurance companies make voluntary programs of comprehensive student health protection available. This protection is designed to meet the needs of both single and married students in case of serious illness or accident. The programs provide "year-round" protection to students both during college terms and summer vacations. These forms are available in the Business Office, ext. 117. MSC does not offer any vouchers for medical services. The Family Health Center of Southern Oklahoma, 1040 S. Byrd, Tishomingo, 371-2343, will provide services to MSC students at a reduced rate.

EDUCATIONAL OPPORTUNITY CENTER

The Educational Opportunity Center is committed to assisting its clients enroll in and completing programs of postsecondary education. Trained EOC counselors can help you gain the skills you need to enter or re-enter a college, a university, or an institution of technology training. The Educational Opportunity Center offers many services that are free including: FAFSA services, Career Interest Assessment, Financial Aid Information,

Academic Advice, Campus Tours, Resume Writing, Career Goal Development, and assistance with acquiring documentation and completing applications for admissions.

LIBRARY/LEARNING RESOURCE CENTER – SERVICES

The Library/Learning Resource Center (LRC) is a comfortable, service-oriented facility. A friendly knowledgeable staff is available to assist students in the use of various online library resources; including the MSC catalog, full-text periodical and web-based databases.

In addition to the many books in the library, there are local and national newspapers, and approximately 200 current magazines and journals. Also available are videocassettes, DVDs, CD-ROMs, and audio books. Study groups are encouraged to use the library conference room.

The Help Center located in the Library/LRC offers free tutoring services, by professional tutors, in a variety of subject areas, including writing, math, science, liberal arts, and business. Computers with Internet access are available for student use. An on-line e-library can be accessed from the Murray State College website under the Current Student link. Contact ext. 205 or 208 for more information.

MEDICAL CARE

Murray State College Students can receive services from the Family Health Center of Southern Oklahoma, located at 610 E. 24th Tishomingo, OK. A current Student ID card must be presented before you will be seen. The cost for services is a minimal charge. Any lab work, injections, or x-rays will be at 50% of the normal cost. Please call 580-371-2343 for an appointment and further information.

SECURITY AND SAFETY

The Campus Security Department performs a valuable service in keeping you and your property safe. An officer can also be of invaluable assistance in times of emergencies that range from stalled vehicles to midnight illnesses.

The Campus Security Officer is responsible for the safety of all persons, and for the protection of state and personal property on campus. The Campus Security Officer is a certified officer in the State of Oklahoma as defined in Title 70, Section 3311 of the Oklahoma State Statutes. The role of the Campus Security Officer will fall within the domains of law enforcement, fire protection, and parking and traffic. Some specific duties include: patrolling of the area surrounding residence halls throughout the night, and enforcement of fire prevention practices. He/she is also responsible for enforcement of traffic and parking regulations and assisting college personnel in the enforcement of College rules and regulations.

Campus Security maintains office hours from 8:00 am to 5:00 pm (Campus Security, ext. 181), thereafter you can either call Campus Security at (580)371-1140, or the Johnston County Sheriff's Office at 371-2691 and they will radio information to the Campus Security.

MSC Campus Security works closely with state and local law enforcement authorities. Violations of criminal laws are reported to the Campus Security and to appropriate authorities in accordance with generally accepted reporting standards. Violations of criminal law shall be reported to the Director of Student Life via the Murray State College incident report form. When such violations are violent crimes (murder, rape, robbery, aggravated assault) or when such crimes are burglary, motor vehicle thefts, weapons possession, or possession of a controlled dangerous substance, charges will be filed, and other procedures followed as required by State and Federal Laws.

In addition, internal administrative procedures will be followed. The administrative findings may result in sanctions against the offending students according to the Murray State College Handbook. Students may be suspended pending the implementation of due process when circumstances warrant. Criminal charges against a student on or off campus may result in suspension when in the judgment of College officials the individual poses a threat to the safety of him/herself or the safety or functioning of the campus community.

Non-violent crimes such as liquor law violations and traffic violations, shall be reported to the Director of Student Life via the Murray State College incident report form. These violations shall be handled according to administrative procedures except in the case of repeat violations or when in the judgment of College officials, the severity of the situation requires charges be filed according to applicable criminal laws.

STUDENT ORIENTATION

All first-time, full-time freshmen students on campus, seeking a degree or certificate are required to enroll in the student orientation program.

The program provides the college and student with information essential to improved chances for student success in a program of study. The orientation program awards one semester hour of credit for those students completing the program. The orientation program provides for faculty interaction, and assists students in understanding the college environment. Students gain a better understanding of expectations of college faculty and come to better know the services and personnel available to them at the college.

STUDENT SUPPORT SERVICES

The Mission

The office of Student Support Services is a federally-funded program designed to meet the special needs of the student. The program goal is to improve the retention and graduation rate of targeted students. The main emphasis of the program is to provide a special environment in which students can come for assistance in meeting their academic, personal, career, and social needs.

Who Qualifies?

You must be enrolled as a Murray State College student and need academic support. In addition, you must belong to one of the following student groups:

- First-generation college student (neither parent has a 4-year college degree)
- Financially disadvantaged
- Disability

Services Available

- Academic advisement
- Career counseling
- Personal counseling
- Extensive tutorial assistance
- Financial aid information
- Cultural events
- Field trips
- Advocacy
- Referrals to campus and community resources
- Orientation to campus activities
- Workshops on:
 - Stress management
 - Note taking
 - Career options
 - Test anxiety
 - Parenting skills

Our Commitment

We will do everything within our power to listen to your needs, evaluate your special situation, and then implement the best available strategy to meet your overall college needs.

How to Receive Services

It's simple! *First*, stop by our office in the Student Services Building, 1st floor. *Second*, fill out an application form and meet with the counselor. *Third*, the counselor will develop and recommend the appropriate services available. Appointments and further information can be obtained by calling, (580)371-2371 x203.

HONORS AND AWARDS

PRESIDENT'S HONOR ROLL

To qualify for this award a student must be enrolled in at least twelve (12) hours, and must have received no grade lower than "A". The award is made each semester.

PROVOST HONOR ROLL

To qualify for this award a student must be enrolled in at least twelve (12) hours, and must have received no grade lower than "B". The award is made each semester.

SPECIAL AWARD

At the Student Government Spring Celebration, special awards are given to the students exhibiting academic excellence during the year. The student choice awards, including Mr. and Ms. MSC, Employee of the Year and Faculty of the year, are also given during this event.

Resident Housing Policy and Procedures

Welcome to Murray State College, and Resident Housing, your home away from home. We are excited that you have chosen us for your choice of higher education. We suggest you become active in the Resident Housing Council, study groups, Student Government, and much more. Our Student Life staff will strive to provide a safe, comfortable environment conducive to the educational, social, and overall developmental growth of each resident. Murray State College welcomes residents from all backgrounds and cultures and we hope you will enjoy the diverse community you will experience in our resident housing.

Murray State College reserves the right, in its sole discretion, to refuse to provide housing accommodations to any person, and to terminate housing contracts when deemed in the best interest of the college.

PRIVATE HOUSING

Ordinarily, students under 21 years of age will not be permitted to live in private housing of their choice. Students are not authorized to arrange for this type of housing, unless an official announcement is made that College housing has been filled.

PRIVATE HOUSING RULES

Even though the College may permit some students to choose their own place of residence, it must be understood that the College still expects all of its students to select suitable residence, to conduct themselves properly in them, and to avoid situations which may cause public criticism and complaint.

RESIDENCE HOUSING VISITATION

There will be a limit of two guests per resident as long as the residents and their guests are being respectful to the privacy and space of others. All individuals shall be attired in street wear during the opposite gender visitation period. The host is responsible for the conduct and behavior of the guest. Visitation can be cancelled without notice at the discretion of the Director of Student Life.

Individuals who are not residents may be charged with trespassing if found in campus living quarters without permission. Non-residents must leave the residence housing when asked to do so by a staff member or their host. No guests under the age of 17 and still in high school are allowed in the residence housing (exceptions by approval of the Director of Student Life). **Babysitting is not allowed.**

OVERNIGHT GUESTS

Overnight guests who are not permanent residents of residence housing at Murray State College are required to register with the Housing Manager. Guests must be of the same sex as the host and are the responsibility of their host. Guests are charged \$15 a night, which must be paid at the housing manager's office at the time of registering your guest. Failure to properly register a guest will result in a \$30 fine assessed to the host's account. NO guest may spend more than two (2) nights in residence housing in any thirty-day period.

Required Residence

1. All unmarried students are required to live in College housing as long as resident housing is available on the main campus.

This requirement will not apply to unmarried students who:

- Live with parents or relatives in Tishomingo.
- Commute from a place of residence (parents or relatives outside of Tishomingo).
- Have a financial need to work for room in lieu of paying rent. The Director of Student Life must approve the request.
- Have medical problems which would be aggravated by living in the dorm. A medical doctor must certify this condition. Final approval shall rest with the Director of Student Life.

- Are 21 years of age or older.

2. **All students receiving special talent and/or academic scholarships who are 20 years of age or younger, single, no children, and do not provide evidence they are residing with parents or a relative will be required to live in resident housing if such housing is available.** Persons meeting these conditions, but presenting evidence of medical or hardship conditions, may be exempted by the Vice President for Student Affairs.

3. Convicted felons and those convicted of misdemeanors involving violence or drug abuse are not permitted to stay in the residence housing, unless by special permission from the Director of Student Life.

Murray State College reserves the right, in its sole discretion, to refuse to provide housing accommodations to any person, and/or to terminate housing agreements when deemed in the best interests of the college.

IMMUNIZATIONS FOR RESIDENT STUDENTS

Oklahoma Statutes, Title 70 §3243, requires that all students who are first time enrollees in any public or private postsecondary educational institution in this state and who reside in on-campus student housing shall be vaccinated against meningococcal disease. Institutions of higher education must provide the student or the student’s parents or other legal representative detailed information on the risks associated with meningococcal disease and on the availability and effectiveness of any vaccine.

The statute permits the student or, if the student is a minor, the student’s parent or other legal representative, to sign a written waiver stating that the student has received and reviewed the information provided on the risks associated with meningococcal disease and on the availability and effectiveness of any vaccine, and has chosen not to be or not to have the student vaccinated. Waivers are available in the Resident Housing Managers Office (580) 371-0007.

Deposit

A two hundred dollar (\$200) deposit will be charged to all students living in resident housing, and will remain on deposit as long as the student resides on campus. Of the deposit, \$50.00 is non-refundable. The deposit, paid prior to enrollment, will reserve a space for the student until the first day of classes. Deposits, less any charges for damages, will be refunded when the student withdraws from college. The room deposit is forfeited if the student: a) decides not to attend the institution; b) leaves school prior to the end of a semester; or, c) moves out of the dorm prior to the end of a semester. NOTE: A student will forfeit the deposit when moving out of housing voluntarily, or as a result of cancellation of the housing agreement.

Moving In

Prior to moving in, a two hundred dollar (\$200) room deposit must be made. This deposit not only reserves a space for the student, but it will also serve as a damage and contract deposit. Residents are required to check into their assigned room and complete the following paperwork: Housing Agreement, Room Inventory, and Emergency Contact Information. Residents will be held responsible for all contents therein. At the beginning of each fall semester, the Resident Hall Manager inventories each room to assess conditions. Upon moving in the resident must verify the Room Inventory and at that time must make any changes if deemed necessary. When the resident checks out, charges will be assessed for any damages or removal of furnishings that were made after the Room Inventory was completed and signed. *If damage occurs in the hallways, bathrooms, or any common area, all residents in the unit with damage will be financially responsible.* If any accidental damage occurs during the school year it is the responsibility of the resident to report it to the Resident Hall Manager so that changes can be made accordingly.

Room Damage/Replacement Charges

Following is a list of basic charges that may be assessed to the resident as applicable. Charges are assessed up to the following amounts, and subject to per student:

Replacement Mail Key \$150	Night Stand \$150
Replacement Suite Key \$150	Coffee Table \$150
Replacement Suite/Unit door Locks \$275	Light Fixture \$75
Window Breakage \$175	Smoke alarm \$50
Bedroom Unit door \$285	Missing Smoke Alarm Battery \$25
Closet/Bathroom door \$222	Damaged Window Blinds \$150

Towel Rack \$20
Formica Counter Top \$600
Ceiling Fan \$125
Return Air Vent \$25

Exterior Door \$300
Microwave \$100
Refrigerator \$200

If damages are in the hall or common areas, residents will be assessed a pro rata share for each occurrence.

Moving Out

To insure protection for the resident, proper check-out procedures must be followed. It is the responsibility of the resident to contact the Resident Hall Manager about vacating the room. After all personal items are removed and the room returned to the original state (empty and clean), the Resident Hall Manager will check-out each resident using the Room Inventory sheet, to assess any charges, along with completing a Housing Clearance Form. The room/front door key must be returned at this time. Failure to notify the Resident Hall Manager and to properly check-out will automatically result in forfeiture of the \$150 refundable deposit amount. Residents are required to vacate the residence housing within 24 hours of their *last exam*, unless they are participating in May commencement exercises. Property left in rooms will be held for 30 days, and then disposed of as determined by the Resident Hall Manager or Director of Student Life.

Termination of the Contract by Resident

After the resident has signed a student housing contract, the contract may be terminated by the resident only for official withdrawal from the college or upon graduation. **When the resident withdraws from the college or moves out of resident housing during the contract period he/she is responsible for room and board charges for that academic term and the security deposit is forfeited.**

Housing Payments

Room and board payments are due by the first day of classes, rule 5 in Student Housing Contract, unless other arrangements have been made through the business office.

Holiday Housing

Resident Housing is offered during official MSC vacations for those with extenuating circumstances and those who enroll in Intersession classes. (Thanksgiving, Christmas and Spring Break). However, the dining hall will be officially closed during that time. Room and board rates are established under the assumption that the cafeteria is not open during these times. **In the event you wish to stay in resident housing during any period of vacation, you are required to complete an Extended Stay Housing form no later than two weeks prior to the time you intend to stay. This form is located in the housing manager's office.**

Room Assignments

Every attempt is made to accommodate student preferences for room assignments. Returning students will have first priority for room assignments, however, they must re-confirm their intent to live in housing before July 10. All other accommodations will be on a first-come first-served basis.

Room Changes

All room changes must be approved by the Resident Housing Manager and may not be requested during the first two weeks of the semester. Room changes are not automatic as a reconciliation process will be required by each roommate to help promote learning and growth. If a resident desires a room change, the proper paperwork must be completed by all suitemates involved. The resident must go to the Resident Housing Manager and get a "Request for Room Change" form there upon completing all information and submitting it back to the Resident Housing Manager for consideration. Moving without permission will result in your room change being denied and you will be required to return to your assigned room. Noncompliance will result in the resident being charged a two hundred dollar (\$200) room fee.

Decorating of Rooms

Residents are allowed and encouraged to decorate their room, however they are expected to maintain standards of good taste and decency. **No nails, screws or bolts are allowed on/in the room walls, ceiling, floor, or doors. Graffiti, writing or painting on residence doors, desks, or walls is not permitted.** Exhibiting or possessing road signs or other property belonging to the state, county, city, or College are not allowed and may result in legal action. Residents are responsible for all damages that may occur in the units and will be assessed charges

accordingly.

Smoking Area

All Resident Housing Buildings are non-smoking buildings. Smoking is not allowed within 25 feet of any entrance. **If the areas become littered with smoking by-products, smoking privileges will be revoked for all. There will be NO smoking in the breezeways. Cigarette butt cans have been provided. Please use them and do not throw cigarettes on the ground. There will be fines imposed if you are caught littering.**

Room Furniture

Students may add their own furniture to that which is provided as long as it does not create a health or fire hazard, or cause damage to walls and ceilings. Over-sized items must have the approval of the Residence Hall Manager **before** moving it in. Furniture is not allowed to be moved from one suite to another. The College keeps an accurate record of all its property, and each piece of furniture has a serial number. If furniture is traded from one room to another or loaned out, there is a chance it may not be located at the end of the semester, or that it could be returned in damaged condition. The person (s) who originally possessed the article could be charged for the loss or damages. Students are asked to leave all furniture in the room in which it was found.

Electrical Appliances

The following electrical appliances **are allowed**: clock, fan, personal computer, electric blanket, hair drier, razor, iron, stereo, lamps, and small coffee makers. **Due to fire and safety hazards, any type of grill, personal heaters, cooking stoves, and sun lamps are not permitted.**

Candles and Incense

Candles, decorative or scented, incense or potpourri pots are not allowed to be burned in the rooms. **They will be confiscated and you will be fined.** Continued violations will result in disciplinary action.

Pets

For health reasons, **NO PETS OR ANIMALS OF ANY TYPE** (including lab specimens) are permitted in the Aggie Suites or McKee Hall. This is for cleanliness and hygienic reasons, as well as consideration for those with allergies.

Inspection of Rooms/Violations

The College respects the privacy of each individual resident, but reserves the right to enter and inspect the unit for the purposes of maintenance and repair, random room checks, whenever it appears College property may be damaged, or when it appears that College policy is being violated. Random room checks will be made on a weekly basis in resident housing. The College reserves the right to inspect any room during a search for illegal substances when there is just cause, i.e., odor, detection by canine, paraphernalia. If found to be in violation of any campus policy, you may either be assessed fines, Campus Community Service, or depending on the severity, removed from campus housing. Campus Police/security reserve the right to inspect, at anytime, in any building, fire safety equipment.

Violations and charges

Charges may be incurred during routine room inspections for violation of health and safety practices. We ask residents to keep their rooms/suites clean and free from debris and trash.

General Housing Information

Mail

All mail is delivered to your **mailing** address. The physical address will be used to notify the telephone, cable, and internet companies.

Your **mailing** address is as follows:

Resident's Name

MSC Aggie Suites MSC McKee Hall

1079 S. Byrd, **Box** — One Murray Campus

Tishomingo, Oklahoma 73460 Room # _____

Tishomingo, OK 73460

Telephones

There are no phones available in resident housing for student use. If a resident wants phone service in his/her individual room, arrangements must be made through Southwestern Bell, 800-464-7928.

Cable TV

Cable television is provided in all common areas of both the Aggie Suites and McKee Hall. Arrangements for cable TV service to individual rooms can be made through CommuniComm Services, (580) 924-2367.

Internet Access

Arrangements for internet access can be made through the internet provider of your choice. With a phone line, Southwestern Bell can provide you with service or Communicom Cable can provide Internet Access, without a phone line.

Maintenance

In the event of a maintenance problem (burned-out light bulb, leakage from the ceiling, faulty door lock, etc.) a maintenance request form needs to be completed in the Resident Hall Managers' office, who will then sent the report to the appropriate department. Please report any repairs immediately.

Laundry

The laundry room is located west of Resident Housing, behind the Student Union building. To operate washers and dryers tokens must be used, and may be purchased from the Resident Housing Managers office, during office hours. Out of common courtesy please remove clothes promptly from washers and dryers when the cycle is finished. The College is not responsible for items lost, stolen or damaged in the laundry facility. The cleaning of the laundry facility is your responsibility. Please be considerate of others and make sure the area is clean after each use.

Dining Hall

Meals are served cafeteria style in the dining hall located in the Student Center. Careful attention is given to nutrition, preparation, and the serving of the food, as well as the taste and variety. The preparation\ and serving of meals is the responsibility of the food services manager and her/his staff, which includes part-time student employees. (Student Center, ext. 169) Three meals are served each weekday and two meals are served on both Saturday and Sunday for a total of 19 meals each week. Patrons may purchase 15 or 19 meals-per-week plans or pay cash.

Please see Dining Hall under Auxiliary Enterprises to be reminded of cafeteria services.

Snack Bar/Commons & Fitness Center

The Snack Bar is located in the Park Student Union Building. Hours of operation are posted in the lobby of the Student Union. The Commons & Fitness Center is adjacent to the Snack Bar and is available to use. Hours of operation will also be posted.

Room and Mailbox Keys

Students who lose their key should contact the Residence Hall Manager\ or the Director of Student Life immediately. If the key cannot be located, another key may be made, with a possible cost of up to \$150.00 to the student. If you become locked out of your room, contact the resident housing manager for assistance. Please keep your key with you at all times. Repeated occurrences may be subject to fines. Student will also be issued a mailbox key, for which they will be responsible for. Replacement cost for this key is \$150.00

Theft

You are encouraged to lock your door every time you leave your room as a security measure against loss of personal property. When possessions are missing a resident should first check with the Resident Housing Manager. If you feel the items have been stolen, contact the Director of Student Life and Campus Police as soon as possible. Large sums of money and other valuables should not be kept in the resident suites. Murray State College does not carry insurance covering loss, damage, or theft of an individual's personal belongings. Residents desiring such protection must make arrangements for the necessary coverage at their own expense. Remember the best protection against theft is to keep your door locked at all times.

Housing Policies and Procedures

Quiet Hours

Quiet hours are from 10:00 pm until 10:00 am, 7 days a week. Residents are expected however to maintain reasonable quiet at all times so that others may study, sleep, etc. Conversation and visiting should be confined to individual rooms or common rooms. Radios, stereos, and televisions should be kept to a low volume. Failure to do so will result in disciplinary action being taken and the possible loss of the privilege to keep your radio, stereo or TV in the suite.

Fire and Disaster

Housing residents are urged to be familiar with emergency procedures of resident housing. The residence housing staff and Campus Police are trained and responsible for issuing specific instructions and supervision of subsequent actions when an emergency arises. Each resident is requested to observe the following practices to prevent fires:

1. Do not throw cigarettes or matches in any waste receptacle.
2. Dispose of trash before it accumulates.
3. Do not use or keep flammable or explosive substances, such as gasoline, cleaning solvent, etc., in housing areas.

Tampering with Fire Control Equipment or Systems

Tampering with fire control equipment or systems is a menace to human life and will not be tolerated in resident housing. Any person who disregards the rights and property of others by tampering with fire control equipment not only is in violation of College policy, but also subjects himself to civil charges. Any student caught tampering with the fire alarm, sprinklers, and/or fire extinguishers will have their housing contract terminated immediately.

Fire Procedures

Fire and emergency procedures will be explained to you in resident hall meetings. In the event that evacuation is necessary you should proceed according to the primary plan in your area, and use the alternate route if the primary exit is blocked. Although everyone hopes a fire in resident housing will never become a reality, it is important to know what action to take if a fire should occur. Practice drills will be conducted periodically. All students must vacate when the fire alarm sounds. Failure to do so will result in disciplinary action. Campus housing is equipped with a sprinkler system in case of a fire.

In case of a major fire students should:

1. Recall exit plans. These plans are posted on floor bulletin boards. Take time to plan your exit. DO NOT PANIC OR RUN. Walk down steps and through breezeways.
2. If smoke or other evidence of a fire is detected, report it at once to the resident housing manager, or any other campus administrator.
3. Close all doors. Close all windows and turn off exhaust fans.
4. Feel doors before they are opened. If they do not feel hot then brace with your foot, hold your head away and open the door slightly. Put your hand

across the opening to test the heat of the air.

5. If the breezeway appears safe, then use the planned exit you have been assigned. For your complete safety go to the opposite side of the street from your exit.

6. As an added precaution, cover your head with wet towels or sheets when possible as you make your

exit.

7. If the breezeway is not safe for you to exit, plug any openings or cracks by which smoke, super heated air, or toxic gas may enter using towels, blankets, sheets, etc., then open a window slightly and stay near it.

Housing Violations*

In order to maintain protection of the rights, health, and welfare of all residents, please refrain from the following violations:

1. Horseplay, wrestling or bouncing/throwing balls.
2. Contributing to unsanitary conditions or poor house-keeping.
3. Possession of residence hall or other campus key other than your own.
4. Noise violation (although quiet hours are from 10PM until 10AM you should be respectful of fellow residents by maintaining a reasonable level of noise at all times).
5. Unauthorized entry or unauthorized presence in any College building, residence hall room, or stairway.
6. Propping open a security/fire door.
7. Smoking in a non-smoking area.
8. Obscene or abusive language.
9. Threatening, intimidating, or coercing fellow students or employees.
10. Insubordination or refusal to obey/follow directions of Student Affairs staff or other College staff.
11. Fighting or disorderly conduct.
12. Immoral conduct or indecency.
13. Stealing private or College property.
14. Deliberate destruction/abuse of private or College property.
15. Personal conduct dangerous to self or others.

16. Loitering.
17. Violation of safety rules/regulations.
18. Illegal trespassing.
19. Possession of fire arms or explosives not registered with the College.
20. Disturbing the peace.
21. Arson.
22. Alcoholic beverages possession, drinking, or intoxication on campus.
23. Sexual harassment.
24. Bringing, using, or under the influence of drugs on campus.
25. Driving under the influence (DUI) or while impaired (DWI).
26. Failure to pay College for damages assessed.
27. Presenting false information to a College official/hearing body.
28. Tampering with fire control equipment, video or other electronic equipment.
29. Physical abuse/assault.
30. Rape.
31. Refusal to show I.D. card to College personnel when requested.
32. Burning of candles/incense.

This is not intended to be a complete listing.

Crime Awareness

Crime Awareness: **DON'T** leave campus with strangers; don't leave checkbooks, money, or valuables in view; and don't leave your doors or windows unlocked while away or sleeping. **DO** be alert at night, go in-groups, lock your vehicles; lock your room when you leave, and, have friends around when meeting new people. Sexual assault and acquaintance rape prevention efforts involve the whole campus community. Attend the Sex Crimes Seminar. Report strangers or strange behaviors to the Campus Security. At the beginning of each fall semester, both students and employees are informed of campus security procedures and crime prevention.

Gambling

Gambling of any kind is prohibited in resident housing and on campus.

Campus Security

Murray State College has a police department within itself to ensure the safety of the student population. MSC security officers are state certified peace officers and hold all the powers and authority of any other security officer in the state of Oklahoma, they are here to help you, the student.

Alcohol and Drug Policy

NO ALCOHOL/DRUG OR ALCOHOL/DRUG PARAPHERNALIA is allowed on campus at Murray State College. Residents found drinking, possessing, or in the presence of alcohol or drugs are subject to disciplinary action. Paraphernalia includes, but is not limited to, bottles, caps, shot glasses, and boxes (packaging for containers), and any drug related items. All these items will be confiscated and thrown away. Any type of alcohol/drug violation will result in immediate probation or suspension from resident housing. **Conviction under Federal of State law involving the possession of sale of a controlled substance shall make a student ineligible to receive any grant, loans, or work assistance, beginning with the date of conviction and ending as follows: (1) conviction for possession of a controlled substance: first offense – 1 year; second offense – 2 years; third offense – indefinite; (2) sale of a controlled substance; first offense – 2 years; second offense – indefinite** Students may regain eligibility earlier than specified by completing a rehabilitation program or other requirement as specified in the regulations.

Resident Housing Council

Resident Housing Council is formed each year to address issues of students living in resident housing. The Council shall promote college activities, and functions and encourage participation of other housing residents. Each floor, of each building, should have a minimum of two (2) representatives. The council will meet once per month. Any student interested in participating in Resident Housing Council should contact the Director of Student Life.

Littering

In order to promote a safe healthy living environment, throwing trash and/or cigarette butts on the grounds is prohibited. Any resident caught littering will be subject to fines and/or campus community service.

Trash

Trash receptacles are located in each breezeway. These are for small items such as empty pop/water bottles. DO NOT put your room trash here. A dumpster is located on the west end of building three, for this purpose. DO NOT leave the trash from your room outside the door of your suite, take it to the dumpster. Violation of this policy will result in fines and/ or campus community service.

Vehicle Registration Policy

Residents with vehicles are required to complete a vehicle registration form (contact the Campus Police or the Director of Student Life). The hang tag permit must be displayed at all times during which your car is on campus. Parking in emergency, fire, handicapped, delivery lanes or on the grass, will result in a fine. If using more than one vehicle, please complete a registration form for each

Mandatory Meetings

There will be at least one mandatory meeting for residents each semester. ALL residents must attend, without exception. Residents will be given important rules and regulations as well as updates on campus policies. The meeting will begin with a fire drill. Disciplinary action will result if a resident does not attend a mandatory meeting

STUDENT ACTIVITIES

Murray State College believes that many of the most beneficial experiences and lasting impressions in college are those acquired in co-curricular or student activities. The College tries to provide student activities that will appeal to the interests or meet the personal needs of every student enrolled in the College.

All student activities must have the approval of the Director of Student Life and be sponsored by a member of the faculty/staff. Any funds collected by student organizations must be deposited with and processed through the College Business Office.

Murray State College will be offering a wide variety of activities, involving competitive and non-competitive activities. Everyone is welcome to participate, and the Director of Student Life is always willing to discuss possible activities with any student. (Director of Student Life, ext. 180)

INTRAMURAL SPORTS

Murray State College offers intramural sports as students express an interest. Information regarding organization of these activities is available in the Office of the Director of Student Life. (Director of Student Life, ext. 180)

Student Expenses

STUDENT'S RESIDENCE

A student's residence status is determined by the policy on student residency promulgated by the Oklahoma State Regents for Higher Education. A resident of Oklahoma is one who has lived continuously in Oklahoma for at least 12 continuous months duration and whose domicile is in Oklahoma. A person's domicile is his/her true, fixed, permanent home or habitation. The legal residence of a dependent person is that of his/her parent(s), or legally appointed guardian, or anyone else with whom he/she habitually resides, in the absence of a formal legal assignment.

Foreign Nationals

An individual who is not a United States national may become eligible for classification as an Oklahoma resident provided that he/she hold lawful permanent residence status as defined by U.S. Citizenship and Immigration Services (USCIS), evidenced by whatever documents may be required under applicable federal law, who has resided in Oklahoma for at least 12 consecutive months, and who meets other applicable criteria for establishment of domicile as set forth by the Oklahoma State Regents for Higher Education policy.

In accordance with Senate Bill 596 of the 2003 Oklahoma legislature (70 O.S., Section 3242), an individual who is not a United States national and has not obtained lawful permanent residence status with the USCIS but who has graduated from a public or private high school in Oklahoma or successfully completed the General Education Development (GED) exam may be eligible for enrollment, resident tuition, and state student financial aid if he/she meets the following criteria:

1. Resided in the state with a parent or legal guardian for as least the two years prior to graduation from high school or successful completion of the GED;
2. Satisfied admission standards for the institution; and
3. Either holds a valid temporary visa or has filed an affidavit with the institution stating that he/she has done one of the following with the USCIS toward legalizing their immigration status: a) filed an application; b) has a petition pending; or c) will file an application as soon as he/she is eligible to do so.

Military Personnel

A student attending an institution while on full-time active duty in the armed forces is considered as having a temporary residence in the state in which he/she is attending school; therefore, a student neither gains nor loses residence status solely by such military service. Members of the armed services stationed in Oklahoma, their spouses and dependent children shall be admitted without the payment of nonresident tuition and without the 12 month domiciliary requirement, so long as they continue to be stationed in the state in full-time military service and under military orders.

Dependent children of military personnel that establish residency as described in Section II of the Oklahoma State Regents for Higher Education policy shall maintain residence status if their parents are subsequently stationed out-of-state. Dependents of military personnel who have not established residency according to policy may maintain non-resident waiver status if their parents are subsequently stationed out-of-state.

A student who is in doubt about residence should discuss his/her situation with the Registrar. Conversely, the College may initiate a check of an individual student's residence status.

STUDENT EXPENSES

GENERAL FEES *

	MSC- TISHOMINGO	MSC- ARDMORE
Oklahoma Residents (per semester hour)	\$ 81.00	
Student Activity Fee	7.00	
Student Union Fee	5.00	
Cultural & Recreational Fee	1.00	
Total Per Semester Hour	\$ 94.00	\$ 106.00
Nonresidents of Oklahoma	\$ 208.00	
Student Activity Fee	7.00	
Student Union Fee	5.00	
Cultural & Recreational Fee	1.00	
Total Per Semester Hour	\$ 221.00	\$ 233.00

*** Disclaimer: All fees were correct at time of printing and are subject to change without notice. Consult the most current version of the MSC catalog for further information.**

*** Fees are subject to State Regents' policy.**

GENERAL FEE REFUND POLICY

The following refund policy applies to refunds of general fees when a student withdraws from college:

During the first two weeks of class days of a regular semester or during the first two class days of a summer term during the 1st class day of an intercession - 100%

Thereafter No Refund

After the enrollment adjustment period of a regular semester (or summer term), no adjustments will be made in general fees for students continuing in college. All fees and other obligations must be paid before semester grades or transcripts can be issued. **RECIPIENTS OF FINANCIAL AID:** Withdrawal from courses or college may cause a refund or repayment to be owed to the financial aid programs you are receiving. In addition, withdrawal from courses or college may affect future eligibility for financial aid. Refer to the Satisfactory Academic Progress Guidelines printed in the College catalog.

FEES FOR SPECIAL ACTIVITY PURPOSES:

STUDENT I.D. CARD	MSC-TISH	MSC-AHEC
Per Semester/Term	\$10.00	\$10.00
SPECIAL FEES		
Advanced Standing Examination (per semester hour)	\$25.00	
American College Testing Program Test	\$35.00	
Service Charge for Late Enrollment	\$20.00	
Graduation Fee	\$40.00	\$40.00
International Student Fee	\$50.00	
OFF CAMPUS TUITION (Per semester hour)		
Internet/Off Campus/SOSU/ECU	\$101.00	\$126.00
Non-Resident	\$228.00	\$253.00
ACTIVITY FEE (Per semester hour)	\$7.00	\$1.50

*Various Applied Science Programs will have additional expenses for uniforms, insurance, etc. Students should contact the appropriate department for exact amounts, i.e. nursing, veterinary technology, gunsmithing, etc.

NOTE: All fees are subject to change. Check with the business office for current information.

STUDENT ORGANIZATIONS

Student organizations at Murray State College vary slightly from year to year in accordance with changes in student needs and interests. Some organizations are primarily social, whereas others are academic, professional, or service in nature. The Student Government is the chartering body for new organizations.

All student organizations are required to operate under constitutions which conform to the educational objectives and regulations of the College. Any funds collected by student organizations must be deposited with and dispensed through the College Business Office. An accounting of all monies must be made to the Business Office according to accepted audit standards. Failure to observe College fiscal or activity policies may result in probation or suspension of a club or organization.

Any student organization sponsoring an activity (on or off campus) must file an "Activity Registration" form with the Director of Student Life at least five (5) days prior to the event. Also, the Student Government Office will maintain an event calendar to aid organizations and groups with their planning of events. It is recommended that all events be placed on the event calendar to aid in total campus community planning of activities. (Director of Student Life Office, Ext. 180)

ACTIVITY CLUB

"M CLUB"

The purpose of this organization is to promote the enrichment of education, athletics and recreational/social activities of students participating in collegiate activities such as women's and men's basketball, baseball, and softball.

DELTA PSI OMEGA

Delta Psi Omega is a nationally recognized honorary fraternity for students who are interested in theater. In order to become a member, a student must participate in a major acting or technical role for each semester's full-length production. Delta Psi Omega members participate in the full-length production in various capacities. In addition, they participate in community service projects and fund-raisers while working toward educational trips, such as attendance at professional production performances or other cultural events.

DEPARTMENTAL CLUBS

Among the active departmental clubs on campus are the Collegiate FFA, Child Development, Characters and Gunsmithing Clubs.

MURRAY STATE COLLEGE ROPING TEAM

This club is an active departmental club comprised of students who are interested in team roping and other external activities involving horses. This club assists the Collegiate FFA in their endeavors and consists of a group of individuals interested in Team Roping. Please contact sponsor, Courtney Kreger for further information at 580-371-2371 X108. The MSC Horse Center and Arena are operated by the Team Roping Club. Horse stalls are available for enrolled students only, for a minimal monthly fee. For safety reasons, there are to be no animals unloaded on the premises without contacting the Horse Center Manager at ext. 108 or (580)-371-7685. Health papers are required, prior to bringing an animal to campus.

MURRAY STATE COLLEGE ASSOCIATION OF VETERINARY TECHNICIANS

All students enrolled in veterinary technology courses are eligible for membership in the association. Leadership is vitally important for any profession. This association allows students to experience the responsibilities that go along with being a member of a professional organization such as holding an elected office, following a constitution, conducting meetings, adhering to Roberts Rule of Order, promoting continuing education and

community services in the field of Veterinary Technology. Involvement in these activities while in school fosters the development of leaders within the profession. Students are encouraged to become members of the Oklahoma Veterinary Technicians Association.

NURSES ALUMNI ASSOCIATION

All graduates of the nursing program are members of the association. The purposes of the association are to stimulate continuing education and to foster continued communication among the graduates and with the nursing program.

OCCUPATIONAL THERAPY ASSISTANT (OTA) STUDENT ASSOCIATION

All students enrolled in the second year OTA Program are eligible for membership in the association. The purpose of the organization is to help prepare the OTA student for active participation in the professional associations, American Occupational Therapy Association and the Oklahoma Occupational Therapy Association (AOTA/OOTA), upon graduation.

PHI BETA LAMBDA

Phi Beta Lambda is a national association of nearly 12,000 students interested in becoming more successful in the business world. Students are given opportunities to interact with area business leaders and to test their business skills in state and national competitions. The MSC Chapter re-activated is charter in 2008. Local chapter activities include regularly scheduled meetings, business tours, social activities and study sessions to prepare for competition. Any student interested in a business or business-related field is welcome to join.

PHI THETA KAPPA

Phi Theta Kappa is the National Honor Society for junior colleges. To become a member of Phi Theta Kappa, a student must meet the following standards: 1) Have completed no fewer than fifteen semester hours of course work and not more than fifty-nine at the time initiated. 2) Be enrolled in at least fifteen hours the semester during which initiation takes place, unless forty-five hours have been completed, in which case admittance can be attained with enrollment of fewer than fifteen hours. 3) Have a grade point average of 3.5, or above. Final selection for membership in the organization is made by a faculty committee and is based not only on the scholastic requirement, but also on qualities of character and leadership. Invitations to join are extended once during the fall semester and once during the spring semester each year.

PHYSICAL THERAPIST ASSISTANT (PTA) STUDENT ASSOCIATION

All students enrolled in 2nd year PTA program are eligible for membership in the association. The purpose of the organization is to help prepare the student for active participation in the professional associations, American Physical Therapist Assistant and the Oklahoma Physical Therapist Assistant (APTA/OPTA), upon graduation.

STUDENT CHAPTER OF NATIONAL ASSOCIATION OF VETERINARY TECHNICIANS IN AMERICA

National Association of Veterinary Technicians in America (NAVTA) is a national association for veterinary technicians. Murray State College veterinary technology holds a student chapter membership which provides an individual membership for each veterinary technology student. Membership enables students to experience the responsibilities that go along with being members of a national professional organization and allows them the opportunity to further develop an understanding of the profession beyond Oklahoma by providing a network with other veterinary technology students throughout the United States and other countries.

STUDENT GOVERNMENT ASSOCIATION

The Student Body of Murray State College each year elects a Student Government Association (SGA) to represent it in college affairs. SGA is composed of a president, vice president/parliamentarian, secretary/treasurer and media relations officer. These officers are elected from the student body at large. All officers and representatives of SGA are required to maintain good standing in order to continue as representatives. Violation of College policies, or civil or criminal law may result in removal from office at the discretion of the Director of Student Life after consultation with the Student Government Executive Committee. The Student Government is empowered to recommend any rules considered necessary for the betterment of the College, to grant charters to clubs and organizations, and to sponsor and supervise many extracurricular activities of the College.

STUDENT NURSES ASSOCIATION

All students enrolled in nursing courses are eligible for membership in the association, which is a constituent of the Oklahoma Nursing Student Association. The purpose of the organization is to help prepare the student for assumption of professional responsibilities.

VETERINARY TECHNOLOGY ALUMNI ASSOCIATION

Graduates of the Veterinary Technology program are members who, as role models, promote Veterinary Technology career enrichment projects.

STUDENT POLICIES

STUDENT'S OBLIGATION TO POLICIES AND REGULATIONS

Each student assumes an obligation to obey all rules and regulations made by the properly constituted authority, to preserve faithfully all property provided by the State for his or her use, and to discharge all duties as a student with diligence, fidelity, and honor. Failure to observe the following regulations will subject the student to disciplinary action.

ACCESS TO CAMPUS FACILITIES

Reference: Manual of Governing Policies, Board of Regents of Murray State College, Chapter III. G. Use of College Property (promulgated according to the Oklahoma Procedures Act for publishing in The Oklahoma Administrative Code as 470:10-5-4). Access to Campus Facilities EXCEPT those under the bond system (residence halls etc.) shall be during normal working days and hours (8:00 a.m. to 5:00 p.m. Monday through Friday) except those holidays as listed in the College Calendar. After 5:00 p.m. and/or on weekends, college students enrolled in regularly scheduled courses, work/study students scheduled to work in designated areas, and college employees ONLY have access to the facilities. Loitering is prohibited on the Murray State College campus. EXCEPTIONS: Scheduled events open to the public in those designated facilities ONLY. Visitors accompanied by a faculty or staff member. Library is open during posted hours.

Facilities under the bond system:

- Student Center: Scheduled events open to the public
- Cafeteria and Snack Bar: During posted hours

Violation of housing or campus access regulations

Violation of College housing regulations, including regulations applicable to students living in private off-campus housing, or violation of campus access regulations, shall render the violator subject to disciplinary action. If such violation leads to termination of the student's housing contract, the housing deposit is forfeited.

ARSON

Anyone who willfully and knowingly causes a fire or performs other acts of arson in or on College-owned or College-controlled property, facilities, and equipment is committing a major crime. Any student, student organization, or group of students in violation of the above will be referred to the Student Conduct Committee with a recommendation for separation from the College, and subject themselves to criminal charges being filed against them in District Court.

COMPUTING AND ELECTRONIC COMMUNICATIONS

The computing and electronic communications facilities and services at Murray State College are primarily intended for teaching, educational and administrative purposes. All applicable College policies, including sexual harassment, copyright, student and employee disciplinary policies, as well as applicable federal, state, and local laws govern their use.

Use of Murray State College computing and electronic communications facilities and services is a privilege, which may be revoked for inappropriate conduct. Use of any information obtained via the Internet is at your own risk.

STUDENT COMMUNICATION AND INFORMATION

Murray State College has adopted electronic delivery as the accepted process for the delivery of required information to faculty, staff and students. This delivery will be used for the required distribution of such information as the campus crime report, bi-annual drug and alcohol report, student handbook, and any other communications.

Students will be required to follow the instructions listed in the student handbook to obtain their personal e-mail account. This can be found under the title section, **Student Accounts**.

E-MAIL NOTIFICATION

E-mail is the accepted protocol for the delivery of required information and communication with students at Murray State College. The College has the right to send official communications to students by e-mail and the right to expect that students will receive e-mail and will read e-mail in a timely fashion. This protocol will not prevent the College from engaging in traditional types of communication that are determined to be the most effective in promoting student involvement and academic success.

At the College all students will be assigned an official MSC e-mail address. All official College communications will be sent to this official e-mail address. This address will be maintained in the official College e-mail directory for each student.

CONFIDENTIALITY OF STUDENT RECORDS

The academic record of anyone admitted to the college is confidential, if the student is under 18, the parent's examination; and, the official use of the college in compliance with the "Family Education Rights and Privacy Act of 1974"(PL 93-380), as amended by Public Law 93-568.

Family Educational Rights and Privacy Act

Under the provisions of the Family Educational Rights and Privacy Act (FERPA), you have the right to:

- ◆ inspect and review information contained in your education records,
- ◆ challenge the contents of your education records,
- ◆ request a hearing if the outcome of the challenge is unsatisfactory,
- ◆ submit an explanatory statement for the education record if the outcome of the hearing is unsatisfactory,
- ◆ prevent disclosure with certain exceptions of personally identifiable information,
- ◆ secure a copy of the institution policy, and
- ◆ file a complaint with the Department of Education concerning alleged failures by institutions to comply with the Act. Written complaints should be directed to FERPA, Department of Education, Room 4074, Switzer Building, Washington, D.C. 20202.

Directory Information

The Family Educational Rights and Privacy Act (FERPA) of 1974 protects the privacy of your education records. However, the following information is considered public or directory information and may be released to anyone unless you inform the Office of the Registrar that you do not wish any information released:

- ◆ name, phone number, e-mail address
- ◆ major field of studies
- ◆ dates of attendance
- ◆ degrees and awards received
- ◆ full or part-time enrollment status
- ◆ educational institutions attended
- ◆ and for athletes: date-of-birth, weight and height

DISORDERLY ASSEMBLY

It is forbidden that any group of students gather in such a manner as to disturb the public peace, do violence to any person or property, or disrupt the function of the College or interfere with the faculty, staff, or other students in the performance of their duties and studies. No student shall encourage, or in any way participate, in the formation or prolonging of such a gathering.

DISTURBING THE PEACE OR DESTRUCTION OF PROPERTY

Whenever any student, group of students, or student organization disturbs the peace, destroys, molests, defaces or removes state or College property (theft, introduction of a computer virus, vandalism), or does intentional personal injury (including hazing), the students and the officers of the organization shall be subject to disciplinary action and/or criminal prosecution.

FALSIFICATION OF RECORDS

Any student, who knowingly falsifies or is a party to the falsification of any College record, including forging staff signatures to any document, shall be subject to disciplinary action.

FIREARMS, AMMUNITION, BOWS AND ARROWS, FIRECRACKERS, FIREWORKS, OR EXPLOSIVES

The possession of firearms, ammunition, bows and arrows, firecrackers, or explosives by students is prohibited on campus and in any college owned residence, except as used in officially approved College programs. Unauthorized possession of and/or exploding of fireworks and other explosives and unauthorized possession and/or discharging of shotguns, rifles, pistols, and other lethal weapons on campus by students will subject them to any or all of the following penalties:

1. Disciplinary probation.
2. Arrest and fine.
3. Immediate suspension from the College.

Any such items found on campus will be confiscated.

HAZING

Oklahoma Statute, Section 1190, Title 21: No student organization or any person associated with any organization sanctioned or authorized by the governing board of any public or private school or institution of higher education in this state shall engage or participate in hazing. Any organization sanctioned or authorized by the governing board of a public or private school or of an institution of higher education in this state which violates Subsection A of this section, upon conviction, shall be guilty of a misdemeanor, and may be punishable by a fine of not more than One Thousand Five Hundred Dollars (\$1,500.00) and the forfeit for a period of not less than one (1) year all of the rights and privileges of being an organization organized or operating at the public or private school or at the institution of higher education. Any organization violating this directive shall cease to operate and forfeit all organizational rights and privileges. A copy of Section 1190 is on file in the Registrar's Office.

IMMUNIZATIONS

Oklahoma Statutes, Title 70 §3244, requires that all students who enroll as a full-time or part-time student in an Oklahoma public or private postsecondary institution provide documentation of vaccinations against hepatitis B, measles, mumps and rubella (MMR).

The statute requires that Institutions notify students of the vaccination requirements and provide students with educational information concerning hepatitis B, measles, mumps and rubella (MMR), including the risks and benefits of the vaccination.

The statute permits that when the vaccine is medically contraindicated and a licensed physician has signed a written statement to that effect, such student shall be exempt from the vaccination. Further, the statute permits a student or if the student is a minor, the student's parent or other legal representative, to sign a written waiver stating that the administration of the vaccine conflicts with the student's moral or religious tenants.

Note: For more information, please contact the Office of the Registrar, ext. 171

HANDICAPPED PARKING

Murray State College has designated specially marked handicapped parking areas. Parking permits for these special areas can be obtained by students who are non-ambulatory, are semi-ambulatory, or who are uncoordinated due to brain, spinal, or peripheral nerve injury, muscular dystrophy, multiple sclerosis, etc.

Any student of Murray State College may apply for a handicapped-parking permit in the Office of the Director of Student Life. The Director of Student Life shall make the determination for award of all handicapped parking permits, but a negative determination may be appealed through the campus appeals committee. All Handicapped decals will be placed immediately adjacent to, or above, the regular parking permit. Cars without Handicapped decals will be towed at owner's expense.

MOTOR VEHICLE REGULATIONS

1. All motor vehicles (cars, trucks, motorcycles, motor scooters, and motor bikes) must be registered at the time of enrollment.
2. This registration is valid for the regular academic year.
3. Failure to register a motor vehicle will result in a fine. Vehicles acquired after the start of a semester should be registered immediately, or the user will be subject to a fine.
4. Student use of automobiles on campus can be restricted at the discretion of Campus Police and/or the Director of Student Life.
5. Junking or abandoning of automobiles or other vehicles on campus or repairing parts of vehicles in student rooms is prohibited. Vehicles will be towed at owner's expense.

PARKING PERMIT INFORMATION

1. The Student Life office will assign a hang tag parking permit to each vehicle registered. This permit must be obtained when the student pays his/her fees. It should be affixed to the rear view mirror at all times, in which the car is parked on campus.
2. Permits are not transferable.
3. When a permit becomes illegible, or if a student acquires the use of another motor vehicle, a new permit must be obtained office within twenty-four (24) hours. There is no charge for the new permit.
4. If a student disposes of his/her motor vehicle, it is his/her responsibility to remove the permit, otherwise he/she will be held responsible for any violation noted against the permit.

TRAFFIC REGULATIONS

1. All College, city, and state traffic regulations governing the use of motor vehicles shall be observed at all times.
2. The campus speed limit is 15 miles per hour.

PENALTIES FOR MOTOR VEHICLE VIOLATION

The student who registers a motor vehicle is responsible for all violations noted against that motor vehicle.

Violators of motor vehicle regulations are penalized as follows:

FIRST OFFENSE

Parking - Fine of up to \$75

Moving vehicle violation - According to State Law

SECOND AND SUBSEQUENT OFFENSE

Parking - Revocation of college registration

Moving vehicle violation - Revocation of college registration and/or disciplinary action and car is restricted from campus.

Fines are to be paid in the Office of Campus Police, located in the Parks Student Center.

Traffic violation appeals made be made to the Director of Student Life, on a case by case basis.

VIOLATION OF MOTOR VEHICLE REGULATIONS

Violation of motor vehicle regulations shall render the violator subject to the sanctions under the campus motor vehicle regulations, and in the event of repeated or serious violations shall render the violator subject to disciplinary action.

PLAGIARISM

Murray State College does not condone cheating or plagiarism. The penalties imposed by an individual instructor or the college may range from an unsatisfactory grade on a particular assignment or examination to expulsion from the college.

SEXUAL HARASSMENT

Murray State College has policies against sexual harassment, consensual sexual relationships, and sexual assault. These policies may be reviewed in the Library or the Registrar's Office. A copy of the Campus Crime Report is available for review in the Library, Business Office, on the Murray State College website www.msco.edu and the Registrar's Office. See the Campus Crime Report and Sexual Harassment Procedure in this handbook.

SMOKING & NON-SMOKING POLICY

There shall be no smoking in any building or near any entryway on the Murray State College campus or in any college-owned or leased vehicle, except as listed below:

1. Administration building -- outside the north entrance.
2. Engineering Building -- outside the west entrance.
3. Library Science Building -- outside the east entrance.
4. Gymnasium -- outside the northwest entrance.
5. Nursing/Allied Health Bldg.-south entrance.
6. President's Home -- tenant's discretion.
7. Fletcher Auditorium -- outside the south entrance.
8. Student Center – outside main entrance, 25 ft. from the door.
9. Fred Chapman Complex -- outside the west entrance.
10. Veterinary Technology -- outside the west entrance.
11. Welding Shop -- outside north entrance.
12. Ballroom- on covered porch adjoining ballroom on south side.
13. Memorial Gardens Area -- inside the garden areas.
14. Campus Center – outside west entrance.
15. Resident Housing – North and South Sidewalks only. Not in Breezeways.
16. Littering of cigarette butts will result in a fine.

Smoking may be discontinued at the discretion of the administration with ratification by the board at any time when the cost of keeping the above-listed smoking areas free of tobacco-related litter becomes prohibitive.

VIOLATION OF CIVIL OR CRIMINAL LAWS

All students are expected to conform to all city, state, and federal laws.

STUDENT SANCTIONS

The following sanctions may be imposed by any of the following: Director of Student Life, Vice President of Student Affairs, the Student Conduct/Appeals Committee, or by the President. Any student who has received a scholarship during the semester in which sanctions are imposed may forfeit such scholarship for the full term of the semester. Whenever a student is placed on conduct probation, suspended, or expelled, he/she may automatically lose any financial assistance awarded him/her by the College, e.g., Board of Regents scholarship, fee waiver, or other institutional-based aid, etc.

Reprimand - A verbal or written reprimand may be given for first offenses of violations of regulations associated with noise, or personal conduct. In some cases the reprimand may involve the imposing of specified restrictions on a student's activities or privileges.

Restitution and other stipulations - Students will be charged for all damages or misappropriation of property, which occurs in the violation of a rule or regulation. Restitution may be monetary compensation, replacement or repair. Community service hours will be performed in an area of the College or a community agency for a specified number of hours. Professional Advisement and/or specific restrictions may be used in conjunction with various sanctions.

Probation - Specified terms and conditions of conduct probation can be imposed for violations such as deliberate destruction of property, possession or consumption of alcoholic beverages on campus, disturbing the peace, verbal abuse of College employees and/or certain other offenses.

Suspension - A student may be suspended for violation(s) of disciplinary regulations for a definite period of time. The time of the suspension may range from one day up to a year. Students who were on suspension at the end of a semester must apply for readmission to the College prior to the beginning of the semester in which their suspension ends.

Expulsion - A student may be permanently expelled from the College for repeated violations of disciplinary rules and regulations, or for any violation(s), which involve function of the College or interfere with College employees.

NOTE: For the purposes of these sanctions repeated violations shall be defined as any violation following a first violation during a student's enrollment at Murray State College.

POSSESSION AND/OR USE OF ALCOHOLIC BEVERAGES OR ILLICIT DRUGS

The possession and/or use of alcoholic beverages, including but not limited to beer, wine, or spirits, or the possession and/or use of illicit drugs or narcotics in any form on the campus, in College housing, or at any affair sponsored by or for a student organization is forbidden. Drug dogs may be taken through campus buildings and grounds at anytime. According to the Criminal Laws in the State of Oklahoma, a person found in possession of a controlled dangerous substance, within this State, such as marijuana, "cannabis," or methamphetamine, and/or drug paraphernalia (pipes, roach clips, cocaine spoons, etc.) shall be placed under arrest. Penalties for drug violations will be determined by the state or city courts.

The following describes possible consequences of alcohol related behavior violations:

Disciplinary measures will be at the discretion of the Director of Student Life and/or the V.P. of Student Affairs.

1st Incident

\$50.00 fine and/or
10 hours campus beautification

2nd incident

\$100.00 fine and/or
20 hours campus beautification
Letter to Parents

3rd Incident

\$200 fine and/or
40 hours campus beautification
Letter to Parents
Complete Alcohol 101 Program and/or
suspension/expulsion from the college

VIOLATION OF RULES AND POLICIES

The following list of violations and penalties is to be used as examples of violations that warrant a reprimand, probation, suspension, or expulsion. It is not intended to cover all possible violations and variances will be made, if in the opinion of the Director of Student Life, they are warranted due to the circumstances of a particular violation or violations. Depending upon the nature of a violation, the Director of Student Life may apply a sanction more severe than that normally associated with a first offense, i.e. arson, bodily threat to others, etc.

VIOLATIONS:

1. Horseplay, wrestling, or throwing things
2. Contributing to unsanitary conditions or poor house-keeping/resident housing
3. Possession of resident housing key other than your own
4. Noise Violation
5. Unauthorized entry or unauthorized presence in any College building, residents room, hallway or stairway
6. Propping open a security/fire door
7. Smoking in a non-smoking area
8. Obscene or abusive language
9. Threatening, intimidating, or coercing fellow students or employees
10. Insubordination or refusal to obey/follow directions of Student Services staff or other College staff
11. Fighting or disorderly conduct
12. Immoral conduct or indecency
13. Stealing private or College property
14. Deliberate destruction/abuse of private or College property
15. Personal conduct dangerous to self or others
16. Loitering
17. Violation of safety rules/regulations
18. Illegal trespassing
19. Possession of firearms or explosives not registered with the College
20. Disturbing the peace
21. Arson
22. Sexual harassment
23. Bringing, using, or under the influence of drugs and/or Alcohol on campus
24. Driving under the influence (DUI) or while impaired (DWI)
25. Failure to pay College for damages assessed
26. Presenting false information to a College official/hearing body

27. Tampering with fire control equipment, video or other electronic equipment/security systems

29. Rape

30. Refusal to show I. D. card to College personnel when requested

28. Physical abuse/ Assault

NOTE: The sanction of restitution will be assessed, when damage to property or a monetary loss has occurred. Failure to respond to the request to meet with the administrator at the designated time shall be an admission that the allegations contained in the complaint are true. In such case, disciplinary sanctions shall be imposed.

NOTIFICATION TO PRESIDENT AND PARENTS

When a student is placed on conduct probation, temporarily suspended, suspended for a definite period of time, or expelled, the President of the College and the student's parents may be notified.

STUDENT RIGHTS

A student against whom an allegation charging violation of the disciplinary rules shall have the following rights:

- ◆ To bring to any and all hearings an advisor of his/her choice including legal counsel, provided that such counsel shall be duly admitted to the practice of law in the State of Oklahoma by the Supreme Court.
- ◆ To BRING witnesses on his/her behalf, and to compel the production of documents or other information necessary to the presentation of his/her case, NOT PROHIBITED FROM DISCLOSURE BY LAW.
- ◆ To cross-examine and confront witnesses.
- ◆ To present evidence and argument on his/her own behalf.
- ◆ Appeal decisions involving the imposition of specified restrictions, conduct probation suspension or expulsion.

**POLICIES AND PROCEDURES
SECTION III**

Chapter I	Academic Standing
Chapter II	Campus Security and Safety
Chapter III	Computer, Network, and Communications Use
Chapter IV	Disciplinary Regulation/Procedure
Chapter V	Drug and Alcohol Abuse Prevention Policy
Chapter VI	Sexual Harassment/Offenses Procedures
Chapter VII	Student Conduct Appeal Procedure
Chapter VIII	Student Appeal of Course Grade Procedure
Chapter IX	Student Grievance Procedures
Chapter X	Orientation Course Outline

**CHAPTER I
ACADEMIC STANDING GUIDELINES**

RETENTION STANDARDS

A grade point average (GPA) of at least 2.00 is required for graduation from Murray State College. A student who fails to meet the following requirements will be placed on academic probation:

<u>Hours Attempted:</u>	<u>Retention GPA</u>
0-30	1.7
Greater than 30	2.0

Freshman students, 30 or fewer credit hours, with a GPA of 1.7 to less than 2.0 will be placed on academic notice. Any student not maintaining satisfactory progress toward his/her academic objective as indicated above will be placed on probation for one semester. At the end of that probationary semester, the student must have a semester GPA of 2.0, not to include activity or performance courses, or meet the minimum cumulative GPA standard

required above, in order to continue as a student. Students not meeting either of these criteria will be immediately suspended and may not be readmitted until one regular semester (fall or spring) has elapsed.

A student may appeal academic suspension for immediate reinstatement by submitting a written request to the Admissions and Residence Committee within three days of notification of suspension. The written appeal must document extraordinary personal circumstances. Students whose appeals are denied and other suspended students may, after one regular semester (fall or spring), petition the Admissions and Residence Committee for readmission on probation. Suspended students can be readmitted only one time. Students readmitted on academic probation must maintain a 2.0 GPA each semester or meet the minimum standard required as listed above or be suspended again.

Should a reinstated student be suspended a second time, he/she cannot return to Murray until such time as he/she has demonstrated, by attending another institution, the ability to succeed academically by raising his/her cumulative GPA to the retention standards.

REPEATED COURSES

A student has the prerogative to repeat courses and have only the second grade earned, even if it is lower than the first grade, count in the calculation of the GPA, up to a maximum of 4 courses or 18 credit hours but not to exceed 18 hours in courses in which the original grade earned was a "D" or "F." The first attempt shall be recorded on the transcript with the earned grade. The second course with its grade will be listed in the semester earned. The Explanation of Grades section of the transcript will note that only the second grade earned is used in the calculation of the retention and graduation GPAs. If a student repeats an individual course more than once, all grades earned, with the exception of the first, are used to calculate the retention and graduation GPAs. Students repeating courses above the first 4 courses or 18 credit hours of "Ds" or "Fs" repeated may do so with the original grades and repeat grades averaged.

GUIDELINES FOR REQUEST FOR ACADEMIC REPRIEVE

A student may request an academic reprieve according to the following guidelines:

1. At least three years must have elapsed between the period in which the grades being requested reprieved were earned and the reprieve request.
2. Prior to requesting the academic reprieve, the student must have earned a GPA of 2.0 or higher with no grade lower than a "C" in all subsequent regularly graded course work (minimum of 12 hours) excluding activity or performance courses. This course work may have been completed at any accredited higher education institution.
3. The request may be for one semester or term of enrollment or two consecutive semesters or terms of enrollment. If the reprieve is awarded, all grades and hours during the enrollment period are included. If the student's request is for two consecutive semesters, MSC may choose to reprieve only one semester.
4. The student must petition for consideration of an academic reprieve by submitting a written request (with an accompanying transcript) listing which semester(s) are being requested for reprieve and outlining extenuating circumstances that resulted in poor grades. The request must be submitted to the Provost for review and action.
5. All courses remain on the student's transcript, but are not calculated in the student's retention/graduation GPA. Course work with a passing grade included in a reprieved semester may be used to demonstrate competency in the subject matter. However, the course work may not be used to fulfill credit hour requirements.
6. The student may not receive more than one academic reprieve during his/her academic career.

For students receiving academic reprieve:

1. The explanation of grades section of the transcript will note the courses and semester(s) reprieved.
 2. The transcript will reflect the retention and graduation GPAs excluding reprieved courses/semesters.
 3. The transcript will also note the cumulative GPA, which includes all attempted regularly graded course work.
- Note:** Students who receive a reprieve and who plan to transfer to another college/university should be aware that the receiving institution has the **option** of honoring the academic reprieve received at MSC.

For students who transfer to MSC from another State System institution, MSC has the **option** of honoring course work/semesters reprieved at that institution. The Academic Council Subcommittee for Review of Academic Reprieve Requests will make that determination.

GUIDELINES FOR REQUEST FOR ACADEMIC RENEWAL

A student may request an academic renewal according to the following guidelines:

1. At least five years must have elapsed between the last semester being renewed and the renewal request.
2. Prior to requesting the academic renewal, the student must have earned a GPA of 2.0 or higher with no grade lower than a "C" in all regularly graded course work (minimum of 12 hours) excluding activity or performance courses. This course work may have been completed at any accredited higher education institution.
3. The request will be for all courses completed before the date specified in the request for renewal.
4. The student must petition for consideration of an academic renewal by submitting a written request (with an accompanying transcript) listing which semester(s) are being requested for renewal and outlining extenuating circumstances that resulted in poor grades. The request must be submitted to the Provost for review and action.
5. All courses remain on the student's transcript, but are not calculated in the student's retention/graduation GPA. Neither the content nor credit hours of renewed course work may be used to fulfill any degree or graduation requirements.
6. The student may not receive more than one academic renewal during his/her academic career.

For students receiving academic renewal:

1. The explanation of grades section of the transcript will note the courses and semester(s) renewed.
 2. The transcript will reflect the retention and graduation GPAs excluding renewed courses/semesters.
 3. The transcript will also note the cumulative GPA, which includes all attempted regularly graded course work.
- Note:** Students who receive a renewal and who plan to transfer to another college/university should be aware that the receiving institution has the **option** of honoring the academic renewal received at MSC.

CHAPTER II **CAMPUS SECURITY AND SAFETY**

MAINTAINING YOUR SAFETY

During new student orientation, you heard tips on crime prevention. **REMEMBER** you are your best protection- here are some safety tips.

- ◆ Don't leave campus with strangers.
- ◆ Don't leave checkbooks, money, or valuables in view.
- ◆ Do be alert at night, go in groups, lock your vehicle, and keep room locked.
- ◆ Avoid vulnerable / no exit areas.
- ◆ Report strange behaviors that make you feel uncomfortable.
- ◆ Report all incidents immediately.

CAMPUS SECURITY INFORMATION

Murray State College is committed to providing a safe and secure environment for its students and staff. The MSC campus police department is responsible for the safety of all persons and for the protection of State and personal property on campus. Campus Police Officer(s) are certified officer(s) by the state of Oklahoma as defined in Title 70, Section 3311 of the Oklahoma State Statutes. Campus Police investigate all crimes that are reported. To report a crime, call the Campus Police Department, ext.181, 580-371-1140, or the Office of the Vice President of Student Affairs, ext. 192, between 8 a.m. and 5 p.m. At other times call the Johnston County Sheriff's Office at (580) 371-2691 and they will contact the MSC officer(s). You are encouraged to report all crimes, even though the crime may be insignificant to you. Campus Police work closely with state and local authorities. Violation of criminal law is reported to the appropriate authorities in accordance to accepted standards. Murray State College has developed a working relationship with the local law enforcement agencies, and monitors any criminal activity related to students of the institution.

ACCESS TO CAMPUS FACILITIES

Access to campus facilities EXCEPT resident housing, student center and library, shall be during normal business hours (8 a.m. till 5 p.m., Mon-Fri) excluding holidays listed on the College Calendar. Any access after 5 p.m. will

need the approval of an instructor or staff. EXCEPTIONS: Scheduled events open to the public in designated areas only. Library, Snack Bar, Fitness Center are accessible only during posted hours.

ADVISEMENT

The victim of a serious crime can request referral to Advisement services off-campus during or after reporting. Information on sex crimes and sexual assault prevention is provided during New Student Orientation, and seminars during the academic year. The Campus Police Department is available to present crime prevention seminars or answer your questions individually. A nightly security report is provided to the Director of Student Life. With your help, working together, MSC will have a secure and safe environment for students, faculty and staff.

ALCOHOL & DRUG POLICY

The illegal possession and/or use of alcoholic beverages, including but not limited to beer, wine, spirits, or the possession of/use of illicit drugs or narcotic in any form on the MSC campus or at any student affairs sponsored event is forbidden. MSC subscribes to the National Drug Free Campus Policy.

DEFINITION	OF	TERMS
A.	<i>Rape</i>	<i>1</i>

Rape is an act of sexual intercourse involving vaginal or anal penetration accomplished with a male or female who is not the spouse of the perpetrator and who may be of the same or opposite sex as the perpetrator under any of the following circumstances

1. The victim is under 16 years old
2. The victim is incapable of giving consent through unsoundness of mind or mental defect
3. Where force or violence or the threat there of is used or threatened by a party capable of doing so
4. The victim is intoxicated by a narcotic or anesthetic agent
5. The victim is unconscious
6. The victim consents to intercourse under the belief that the perpetrator is a spouse
7. The victim is under legal custody or supervision of the state
8. The victim is at least 16 years old, but under 20 years old, and under supervision of a public educational institution, the perpetrator is at least 18 years old and under employment of said facility.

B. Rape 2

Any rape not defined in rape 1 constitutes rape 2

C. Forcible Sodomy

Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

D. Rape by Instrumentation

The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

E. Forcible Fondling

The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

F. Incest

Persons who, being within degrees of consanguinity within which marriages are by the laws of the state declared incestuous and void, intermarry with each other, or commit adultery or fornication with each other.

G. Statutory Rape

Sexual intercourse with a person who is under the statutory age of consent. The age of consent is 16, statutory rape is rape 2

Crime definitions from the Uniform Crime Reporting Handbook

Aggravated Assault: an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property, etc.

Burglary: The unlawful entry of a structure with the intent to commit a crime. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned-including joy riding).

Murder: The willful killing of another human.

First Degree Manslaughter: Homicide is manslaughter in the first degree in the following cases, 1. when perpetrated without design to effect death by a person while engaged in a misdemeanor. 2. When perpetrated without design to effect death, and in the heat of passion, but in a cruel and unusual manner, or by means of a dangerous weapon; unless committed under such circumstances that constitute justifiable homicide. 3. When perpetrated unnecessarily either while resisting an attempt by the person killed to commit a crime, or after such attempt shall have failed.

Second Degree Manslaughter: Any killing of one human being by the act, procurement or culpable negligence of another, which, under the provisions of this chapter, is not murder, nor manslaughter in the first degree, nor justifiable homicide, is manslaughter in the second degree.

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force, violence, and/or causing the victim fear.

Weapon Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

Drug Abuse Violations: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (enzedr, methadones); and dangerous non-narcotic drugs (barbiturates, enzedrine).

Liquor Law Violations: The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are also included in the statistics.)

Location Definitions from the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*

On-Campus: (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution’s educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1), that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor).

Non-Campus Building Or Property: (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

The following tables reflect crime statistics mandated by the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* that have been compiled by the MSC Police Department and the City of Tishomingo. These tables include all reports made to the Tishomingo Police as well as officials of Murray State College who have significant responsibility for student and campus activities. The Public Property portion of the tables, reflect those statistics that the City of Tishomingo Police Department provided.

Campus Residence: Resident Housing.

Campus Other: non-residential facilities, parking lots, and open areas on the College’s academic campus.

Public Property: public streets passing through the campus; public property and streets immediately adjacent to and accessible from the campus as reported to the Tishomingo Police Department and other local law enforcement agencies.

**MURRAY STATE COLLEGE
CAMPUS CRIME REPORT**

	00	01	02	03	04	05	06	07	08
Aggravated Assault	0	0	0	0	0	1	0	0	0
Assault	3	2	6	0	0	1	1	0	
Burglary		3	1	9	5	5	4	3	6
Larceny		3	4	6	6	2	7	2	4
Drug Arrest	0	0	1	0	0	0	0	2	
Alcohol Arrest	0	2	4	1	0	1	1	2	
Murder/ Non-Negligent	0	0	0	0	0	0	0	0	
Manslaughter	0	0	0	0	0	0	0	0	
Robbery		0	0	1	0	0	0	0	0
Sex Offenses-Forcible	0	0	0	0	0	0	0	0	
Sex Off- Non-Forcible	0	0	0	0	0	0	0	0	
Motor Vehicle theft		0	0	0	2	1	0	2	0
Weapon Poss. Arrest	0	0	0	1	0	0	1	0	
Negligent Manslaughter	0	0	0	0	0	0	0	0	
Hate Crimes	0	0	0	0	0	1	0	0	
Accidental Shooting		0	0	0	0	0	0	1	0

CRIMES BY LOCATION 2008

	ON-CAMPUS	RESIDENCE HALL	OFF-CAMPUS	NON-CAMPUS BLG.
Aggravated Assault	0	0	0	0
Assault	0	0	0	0
Burglary	5	1	0	0
Larceny	0	4	0	0
Drug Arrest	0	2	0	0
Alcohol Arrest	0	2	0	0
Murder/ Non-Negligent	0	0	0	0
Manslaughter	0	0	0	0
Robbery	0	0	0	0
Sex Offenses-Forcible	0	0	0	0
Sex Off- Non-Forcible	0	0	0	0
Motor Vehicle theft	0	0	0	0
Weapon Poss. Arrest	0	0	0	0
Negligent Manslaughter	0	0	0	0
Hate Crimes	0	0	0	0
Accidental Shooting	0	0	0	0

SEXUAL HARASSMENT DEFINITION

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when submission to or rejection of this conduct explicitly or implicitly affects an individual’s employment or academic standing, unreasonably interferes with an individual’s work performance or creates an intimidating, hostile or offensive work or academic environment.

REPORTING SEXUAL HARASSMENT

To report incidences of sexual harassment you may contact the following:

- ◆ Director of Student Life, x180 or (580) 371-8984
- ◆ Vice President of Student Affairs, x191
- ◆ MSC Security (580) (580)371-1140

These numbers are posted in Housing Office, Beames Field House, Library, and Student Union.

SEX OFFENDER INFORMATION

Students can obtain information about any registered sex offender who may be on campus (pursuant to 42 U.S.C. §14071(j)) by contacting MSC Security at extension 192 or you may obtain information concerning sex offenders in the state of Oklahoma at http://www.doc.state.ok.us/DOCS/offender_info.htm

The Family Educational Rights and Privacy Act (FERPA) makes it clear there is nothing in this section that may be construed to prohibit Murray State College from disclosing information provided to us under section 170101 of the Violent Crime Control and Law Enforcement Act of 1994 (42 U.S.C. 14071) concerning registered sex offenders who are required to register under such section.

(The Campus Crime report is issued by the Student Affairs Office and updated annually.)

CHAPTER III
OPERATIONAL RULES FOR MURRAY STATE COLLEGE
COMPUTER, NETWORK, AND COMMUNICATIONS USE

INTRODUCTION

Murray State College (MSC) is committed to maintaining our progressive, modern, information technology systems in a manner that facilitates successful achievement of the mission of our college. A critical aspect of this is a responsible use procedure for students, faculty, staff, and others who use MSC's computers, network, distance learning facilities, and/or other communications technology.

All technology users have the responsibility of using technology in an effective, efficient, and ethical manner. The standards stated in this procedure are derived from common sense and common decency that apply to the use of all public resources within the college.

PURPOSE

The purpose of developing and maintaining information technology at MSC is to promote access, use, and exchange of knowledge and information. This technology is intended to: a) promote learning, research, and other scholarly activities and b) conduct official MSC business and activities. Resources and technology for this purpose include telephones, FAX machines, photocopiers, computers and peripherals, distance learning resources, a local area network, and network connections to Internet via the Oklahoma State Regents for Higher Education's OneNet.

USER RESPONSIBILITIES, VIOLATIONS, AND ABUSE

Rules and conditions apply to all users of MSC technology. Violations of any of these are considered unethical. Some violations are also unlawful. MSC considers the use of technology and related facilities as a privilege, not a right, and seeks to protect legitimate technology users by imposing sanctions on those who abuse the privilege. This is to ensure that legitimate users will have the maximum resources possible.

To retain the privilege of technology use, individuals must accept responsibility to protect the rights of all users by adhering to all rules and conditions for use. Abuse of rights and privileges may constitute just cause for disciplinary action such as Advisement, withdrawal of use privileges, dismissal, and/or legal action. The following are examples of abuse:

- interference with the intended use of technology;
- unauthorized access or attempted access to confidential resources and information;
- unauthorized modification of any technology, programs, files, or other resources;
- unauthorized destruction, dismantling, or disfigurement of any technology, programs, files, or other resources;
- violation of privacy of other individuals or entities who are users or providers of information resources;
- violation of copyrights, patents, authorization agreements, licensing agreements, and/or other actual or implied contractual agreements;
- harassment of another individual on the network or connected systems and/or developing or using programs which harass other computer users;
- use of technology, including telephones, to send fraudulent, harassing, obscene, indecent, profane, intimidating, or other unlawful messages according to state or federal law;
- any for-profit use, including but not limited to transmission of commercial or personal advertisements, solicitations, and promotions;
- transmission of messages in support of illegal activities; and
- transmission of destructive programs

COPYRIGHTS

Additional elaboration on copyrights is warranted. All software protected by copyright shall not be copied except as specifically stipulated by the owner of the copyright. Protected software is not to be copied into, from, or by any MSC system except in accordance with applicable licensing agreements. Thus, the number and distribution of copies of programs may not be done in such a way that the number of simultaneous users exceeds the number of original copies purchased unless otherwise stipulated in the purchase contract.

Images and written materials available via electronic resources may be subject to copyright laws. Individual users are responsible for acquiring the appropriate permissions for any uses of such materials. Additional information on copyright information is available in a separate MSC copyright procedure.

DISPLAY OF OFFENSIVE MATERIALS

Display of potentially offensive ethnic, sexual, or otherwise offensive materials where other persons can view such material is prohibited. Special arrangements may be made for research or projects that require viewing such potentially sensitive materials. Students, faculty, staff, and other users of MSC technology and facilities may complain of sexual or racial harassment by virtue of being exposed to obscene images, video, or text. In such cases, the user responsible for publicly displaying such material may have their user privileges revoked if evidence is presented that substantiates the complaints.

LIMITING USE

MSC reserves the right to limit a computer user's sessions if there are insufficient resources or if the user violates or abuses user rights. The protection of rights of all computer and other technology users depends on the protection of the integrity of the MSC system as a whole. Users are responsible for reporting any abuses by other users, defects in system accounting, or defects in system security to the Associate Director of Computer Services or a member of the Computer Services staff immediately upon discovery.

PASSWORDS

System security is maintained in large part by password protection of computer accounts. By law, a computer user who has been authorized to use an account may be subject to both civil and criminal liability if that account is made available to unauthorized persons without appropriate permission. If account sharing is necessary, it is strongly recommended that all persons involved obtain written permission, including Computer Services. Protect your passwords as you would a key to your car or house.

MONITORING

The only individuals authorized to monitor information technology resources for potential abuse are persons specifically named by the President of MSC. Reports of suspected violations of this procedure would be reported to the appropriate direct supervisor or administrator. Violations supported by evidence will be handled in the same manner as for any other violation of campus procedure according to the applicable procedures for Advisement students, staff, faculty, and administrative personnel.

WEB PAGE DEVELOPMENT

The World Wide Web offers MSC the opportunity to provide a broad spectrum of information in the multimedia format to large numbers of people. Institutional information published on the Web by MSC users must meet certain basic standards and represent MSC in a coherent, positive, and appropriate manner. These standards are presented in a separate MSC Web Page Development Guide.

STUDENT USE OF COMPUTERS AND COMPUTER PERIPHERALS

ACCEPTABLE USES

Computers and peripherals located in MSC's computer laboratories and library are primarily, though not exclusively, intended for classroom-related use by MSC students who have been assigned an account. Acceptable uses include the following:

- uses directly related to course assignments (both computer courses and other courses);
- uses directly related to official MSC functions, official MSC business such as performance of work-study responsibilities, and other official MSC activities such as Student Government and other MSC club work;
- personal uses such as preparing or conducting classroom assignments and activities; and
- other personal uses that are consistent with the General Rule section of this document.

LIMITS ON USE OF MATERIAL RESOURCES

For any uses where material resources are expended, printing should be limited to a reasonable number of

personal hard copies. Printing may be monitored and logged. Printing quotas may also be enforced. Special exceptions may be granted by supervising personnel, if warranted.

GAME PLAYING AND INTERNET CHAT

Any secondary use such as game playing and Internet chat that interferes with primary uses will be cause to terminate a student session if other students or other users are waiting for access to the computer being used. Any secondary use that consumes significant resources or interferes with normal operation of the MSC system is strictly prohibited.

APPLICATION OF GENERAL RULE

Students are expected to follow all provisions of the General Rule section of this document. Programs or utilities that interfere with other computer users, or that infiltrate or modify the MSC system or an account, are strictly prohibited. This includes anything that could affect network links or damage software or hardware components of the system.

COMPUTER LABORATORY PROCEDURES AND RULES

COMPUTER LABORATORY HOURS

Laboratory hours will be posted. Hours may change from time to time, depending on availability of personnel and/or patterns of demand. A computer laboratory may be closed without prior notice in the event that a lab attendant is not available for supervision or if emergency work/maintenance on computers or the local area network is required.

LABORATORY STAFF RESPONSIBILITIES

Computer laboratory staff, including work-study students, may not be used by any faculty, staff, or students for services not within their normal responsibilities. Except in special circumstances, individuals without a computer/network account with MSC will not be given access to MSC technology. Due to licensing limitations, do not expect staff to load all software on every computer (see copyrights).

LABORATORY RULES

All computer laboratory users are required to honor the following rules:

- Food or drinks are prohibited.
- Smoking is not allowed.
- No children or visitors are allowed in the lab.
- Unauthorized duplication or sharing of software programs is prohibited.
- Downloading and storage of copyrighted material is prohibited.
- Writing or sending abusive messages is prohibited.
- Do not reveal personal addresses or telephone numbers.
- Use of vulgarities and other offensive language is prohibited.
- All communications and information should be considered private property unless clearly labeled otherwise.
- Do not provide your password to any other user.
- Do not display video, graphics, or any other material that may reasonably be considered ethnically, racially, or otherwise offensive to other laboratory users.
- Do not make excessive noise that could disrupt the concentration of other laboratory users.
- Do not make multiple copies of the same document.
- Printing with laser printers will normally be limited to reasonable use.
- Users are required to sign in for lab usage and sign out when session is complete.

COMPUTER AND INTERNET ACCOUNTS

TYPES OF ACCOUNTS

MSC provides three types of accounts: 1) the Faculty Account, 2) the Student Account, and 3) the Affiliate Account.

FACULTY ACCOUNTS

These accounts are for MSC faculty. They are the property of MSC and are to be used primarily for academic or administrative purposes in accordance with applicable policies, copyrights, intellectual property rights, and federal and state laws. Authorization for these accounts is the responsibility of the appropriate dean or area supervisor who will report names to the Computer Services Office. Home directories will also be issued with Faculty Accounts.

STUDENT ACCOUNTS

These accounts are for MSC students. They are the property of MSC. Student Accounts are to be used primarily for educational work in accordance with applicable policies, copyrights, intellectual property rights, and federal and state laws. Students with valid MSC identification cards and documentation of current enrollment at MSC may apply for a Student Account with the Computer Services Office. Upon approval, students will be given a user logon name, password, email address, and home directory.

Directions for using these accounts are located at <http://www.msco.edu/life/accounts.htm> or click the “Student Center” button located on the MSC main website.

AFFILIATE ACCOUNTS

These accounts are for individuals or groups who are not directly associated with MSC but whose access to the network has a clear and distinct connection to the accomplishment of the mission of the college. Affiliate Accounts are the property of MSC. They are subject to all applicable policies, copyrights, intellectual property rights, and federal and state laws. Authorization of Affiliate Accounts is the responsibility of the appropriate dean, vice president, or the college President who will provide the names of authorized individuals or groups to the Computer Services Office.

HOME DIRECTORIES

One home directory will be issued to each faculty and student account. These directories are designed for MSC business and academic affairs. MSC reserves the right to monitor all contents of these directories.

EMAIL ADDRESS

One email address will be issued to each faculty and student account. These addresses are designed for MSC business and academic affairs. MSC reserves the right to monitor all contents of these addresses.

RIGHT TO REVOKE ACCOUNT RIGHTS

MSC reserves the right to bar any technology user who does not abide by applicable policies, copyrights, intellectual property rights, and federal and state laws. Initial Violation: Student account will be disabled and the student is required to visit with Computer Services Administrator. Second Violation: All User privileges are permanently revoked. (End of “Acceptable Use” Policy)

CHAPTER IV STUDENT DISCIPLINE AND APPEAL PROCEDURES

The following constitutes the disciplinary regulations of Murray State College and the administrative procedure pertinent to the regulations.

Murray State College, as is the case with any community, has regulations reflecting the values to which the College is committed, and which are designed to help ensure order in the College community. Students enrolled at Murray State College will be expected to conform to the ordinary rules of polite society, to be truthful, to respect the rights of others, and to have regard for the preservation of state property, as well as the private property of others. This judicial system has been established to deal with students who are accused of violating College policies, and is comprised of students and College employees.

The members of this system are committed to conducting fair hearings and following due process, as well as being concerned with both the education and personal development of individual students, and upholding the values to which Murray State College is committed.

A student disciplinary case is not considered a case for criminal law, nor is a disciplinary hearing considered to be a courtroom procedure. The procedures used at Murray State College concerning disciplinary action are directed toward assurance of a fair judgment for the student through complete case information, opportunity to be heard, opportunity for friendly counsel, and such safeguards of rights as may be easily understood by educators, laymen, and students who have mutual confidence in one another.

SCOPE OF REGULATIONS

1. All students who are enrolled in the College are subject to the rules and regulations of the institution.
2. The Director of Student Life is responsible for initial investigations concerning any allegations of violations of College disciplinary regulations by any student or group of students. Based upon the findings of the investigation, the Director of Student Life may impose a combination of the penalties cited in these disciplinary regulations.
3. The **STUDENT CONDUCT/APPEALS COMMITTEE** is appointed, by the Vice President of Student Affairs when deemed necessary, to consider the case of a student involved in a violation of College regulations. The student referred to the Student Conduct Appeals Committee may appeal a general conduct disciplinary decision involving suspension or expulsion made by the Director of Student Life. The request and reason for the appeal should be made in writing to the Chair of the Student Conduct/Appeals Committee.
4. The regulations for the administrative procedure of hearing and the statements regarding provision for counsel, for due process, and for appeals are on file in the Director of Student Life office, or may be accessed on-line in the student handbook. These are available to all students.

WHEN THE COLLEGE'S RULES AND REGULATIONS GOVERN

All students who are enrolled in the College, their guests, and other visitors are subject to the rules and regulations of the institution while on College premises or engaged in a sponsored activity. Conduct off-campus should also, be of such a nature as to not reflect adversely on the reputation of the individual or the College.

HANDLING OF COMPLAINTS OF VIOLATIONS OF DISCIPLINARY RULES AND REGULATIONS

Any student or College employee may file a report of a College policy violation. The report form is available from residence hall staff, Campus Police, and the Student Affairs Office. The report asks for the name of the accused student, the specific details of the violation, and the signature of the person filing the report.

1. Allegations of violations shall be referred to the Director of Student Life.
2. Upon receipt of the allegations, the Director of Student Life will investigate the alleged violations, i.e. gather additional information and witnesses, and determine whether or not there is sufficient evidence and information to charge a student with the alleged violation.
3. After the initial investigation the Director of Student Life may:
 - a. Take no action.
 - b. Take administrative action to counsel, advise or admonish the student.

- c. Take disciplinary action against the offending student ranging from reprimands to recommending suspension or expulsion.
4. Where suspension or expulsion is recommended, eviction from College housing is not automatic. However, should the circumstances warrant, in the estimation of the Director of Student Life and the President of the College, or his/her designee, a student may be immediately suspended from the College campus pending the College's due process procedures. Such action shall be authorized by the President of the College (or in the event of his absence the President's designee). Such extreme measures will be implemented when the student is considered to be dangerous, hazardous, a menace to others and/or himself/herself or interferes with the educational process or orderly operation of the College in the opinion of the above mentioned College officials. Criminal charges against a student on or off campus may result in suspension when in the judgment of College officials the individual poses a threat to the safety of him/herself or the safety or functioning of the campus community.
5. In cases where direct action involving suspension or expulsion is taken by the Director of Student Life and the President, the student will be informed of his/her right to appeal, and to have a hearing before the Student Conduct Appeals Committee. This does not preclude the right of the Director of Student Life to suspend a student temporarily until a hearing is arranged, providing such opportunity for a hearing is within a reasonable time (usually five working days).
6. Informal disposition may be made of any case by stipulation or agreement between College authorities and the student, or by consent or default on the part of either party, and in such instances a hearing is not necessary.
7. In cases where the Director of Student Life takes action against a student, the decision of the Director of Student Life will be furnished to the student, or students, in violation of College rules in writing within seven (7) working days after the decision.
8. Students, against whom the Director of Student Life has taken disciplinary action, may appeal the decision of the Director of Student Life to the Student Conduct Appeals Committee. In cases involving a reprimand, restitution, or probation the Committee on Student Conduct may request a hearing if they feel a hearing is warranted. In cases involving suspension or expulsion either the student or the committee may request a hearing.

CHAPTER V

DRUG AND ALCOHOL ABUSE PREVENTION POLICY

Policy Statement For All Students And Employees Regarding The Drug-Free School And Communities Act The Board of Regents for Murray State College, recognizing that the illegal possession, use or distribution of drugs and alcohol by students or employees is not only harmful to one's health, but also subjects the individual to civil and criminal litigation, accepts and supports the Drug-Free Schools and Communities Act and Amendments of 1989(Public Law 101-226).

STANDARDS OF CONDUCT

The illegal possession and/or use of alcoholic beverages or of illicit drugs on college property, in college housing, or at any college sponsored activity by students and /or employees of the College, is forbidden.

SANCTIONS

College Sanctions for Students: The following sanctions may be imposed by any of the following: Director of Student Life, Vice President of Student Affairs, the Student Conduct/Appeals Committee, or by the President. The severity of the imposed sanctions will be appropriate to the violation; possible sanctions include probation, suspension, expulsion, loss of institutional aid, restriction of student's activities or privileges. Students will be charged for all damages or misappropriation of property, which occurs in the violation of a rule or regulation. Restitution may be monetary compensation, replacement or repair. Community service hours will be performed in an area of the College or a community agency for a specified number of hours. Professional Advisement, referral to a rehabilitation program, and/or specific restrictions may be used in conjunction with various sanctions.

**The following describes possible consequences of alcohol related behavior violations:
Disciplinary measures will be at the discretion of the Director of Student Life and/or the V.P. of Student Affairs.**

<u>1st Incident</u>	<u>2nd incident</u>	<u>3rd Incident</u>
\$50.00 fine and/or	\$100.00 fine and/or	\$200 fine and/or
10 hours campus beautification	20 hours campus beautification	40 hours campus beautification
	Letter to Parents	Letter to Parents
		Complete Alcohol 101 Program and/or suspension/expulsion from the college

College Sanctions for Employees: The Board of Regents has adopted a Drug-Free Workplace Policy that the Murray State College workplace is to be free from illegal manufacture, distribution, dispensation, possession or use of any controlled substance. Such actions are grounds for disciplinary action up to and including termination of employment. A workplace is defined as any place an employee functions within the scope of his/her job responsibilities. Employees convicted of any workplace related drug offense, which does not result in discharge, or forfeiture of position may be required to successfully complete a recognized drug treatment or rehabilitation program. A video is available for checkout in the Murray State College Library. All employees must notify the employer of any criminal drug statute conviction for a violation occurring while performing within the role and scope of their respective responsibilities.

Any employee or student found to be in violation of the federal and/or state laws pertaining to the use or abuse of alcohol and/or illicit drugs may be referred to the legal system for prosecution.

LEGAL SANCTIONS – DRUGS

Federal and state laws impose grave penalties on those who illegally possess, use, or distribute drugs or alcohol. According to the Criminal Laws in the State of Oklahoma, a person found in possession of a controlled, dangerous substance, within this State, such as marijuana, cannabis, or methamphetamine, and/or drug paraphernalia (pipes, roach clips, cocaine spoons, etc.,) shall be placed under arrest. All vehicles, or any other means of transportation used to transport a controlled, dangerous substance and money, weapons, or devices therein, are subject to forfeiture. Upon conviction, penalties range from fines, to a year in the County Jail, to life in the State Penitentiary, and/or both.

The Uniform Controlled Substance Act sets up five schedules of controlled substances based on dangerousness and medical uses. It prohibits the manufacture, distribution, sale or acquisition by misrepresentation or forgery of controlled substances except in accordance with the Act as well as the knowing possession of controlled substances unlawfully acquired. Penalties for first-time violators of the Act range from not less than five years imprisonment and fines of not more than \$250,000 or both for possession or distribution of a small amount of marijuana or hashish, not for sale, to forty years or \$10 million or both for the manufacture or delivery of a Schedule I or II narcotic. (Marijuana is a Schedule I Controlled Substance.) Second offense penalties range from not more than 10 years imprisonment and fines of \$500,000, to not less than ten years imprisonment and fines of not more than \$10 million or both, to not less than twenty years imprisonment and fines of not more than \$20 million or both.

This is only a summary of legal sanctions. Additional federal and state penalties may apply.

OTHER FEDERAL SANCTIONS

In addition to fines and prison terms, federal sanctions for the possession or distribution of illicit drugs may include the forfeiture of federal Financial Aid eligibility for a period of one or more years. If the conviction occurs while the student is enrolled and receiving aid, the student may be required to repay all federal aid received. Eligibility may be regained by completing an acceptable drug rehabilitation program.

OTHER, LESS UNDERSTOOD OFFENSES

Misdemeanors (M) are punishable by imprisonment in county jail for not more than one year and/or a fine not exceeding \$500 unless a different amount is specified for the Offense. Felonies (F) are punishable by imprisonment in the state corrections system for up to two years and/or a fine not exceeding \$1,000 unless a different amount is specified for the offense.

- ◆ **Unlawfully selling/delivering alcoholic beverages (M):** Knowingly sell, deliver or furnish alcoholic beverages to any person under age 21.
- ◆ **Unlawful possession of (drug) paraphernalia (M/F):** Deliver/use/possession/manufacture of drug paraphernalia to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain, conceal, inject, ingest, inhale or otherwise introduce into the human body a dangerous substance. Delivery by a person age 18 or over to a person under 18 at least three years his junior is a felony. Otherwise, violation is a misdemeanor.
- ◆ **Driving while impaired/intoxicated (M/F):** Any person operating a motor vehicle shall be deemed to have given consent to a test for alcohol concentration and/or presence and concentration of any other intoxicating substance. Any person may refuse a test, but refusal shall result in revocation of driving privileges for 180 days. Test results showing an alcohol concentration of .10 or greater shall result in revocation of driving privileges for 90 days. An alcohol concentration of more than .05 but less than .10 is relevant evidence that driving ability is impaired. An alcohol concentration of .10 or more is prima facie evidence that the person was under the influence of alcohol. First offense is a misdemeanor. Second and subsequent offenses may be felonies and may result in suspension of driving privileges for six months.
- ◆ **Unlawful use of driver license (M):** Loan to or knowingly permitting the use of a driver license by another. Display/cause to be displayed/possession of a driver license that bears altered information.
- ◆ **Unlawful use of driver license (F):** Create/publish/manufacture Oklahoma or other state license, identification or facsimile thereof OR create/manufacture/possess device for the printing of an Oklahoma or other state license. Display/cause to be displayed/possess any state counterfeit/fictitious license. Display/cause to be displayed/possess any state license bearing the photograph of a person other than the one named thereon. Display/represent as one's own any license not issued to him for the purpose of misleading a peace officer.

Conviction of a felony can render person ineligible for licensure/certification/employment in their career profession; examples are law, medicine, engineering, architecture, accounting, teaching, law enforcement/public safety and military. It can also prevent acquisition of a security clearance necessary to many other jobs.

HEALTH RISKS

The use of alcohol and other drugs represents a serious threat to health and the quality of life. More than 25,000 people die each year from drug-related accidents or health problems. With most drugs, it is possible that users will develop psychological and physical dependence. The general categories of drugs and their effects are as follows:

Alcohol produces short-term effects that include behavioral changes, impairment of judgment and coordination, greater likelihood of aggressive acts, respiratory depression, irreversible physical and mental abnormalities in newborns (fetal alcohol syndrome) and death. Long-term effects of alcohol abuse include damage to the liver, heart and brain; ulcers; gastritis; malnutrition; delirium tremens; and cancer. Alcohol combined with barbiturates and other depressants can prove to be a deadly mixture.

Amphetamines/stimulants (speed, uppers, crank, caffeine, etc.) speed up the nervous system and can cause increased heart and breathing rates, higher blood pressure, decreased appetite, headaches, blurred vision, dizziness, sleeplessness, anxiety, hallucinations, paranoia, depression, convulsions, and death due to a stroke or heart failure.

Anabolic steroids seriously affect the liver, cardiovascular and reproductive systems. Can cause sterility in males and females as well as impotency in males.

Barbiturates/depressants (downers, Quaaludes, valium, etc.) slow down the central nervous system and can cause decreased heart and breathing rates, lowered blood pressure, slowed reactions, confusion,

distortion of reality, convulsions, respiratory depression, coma and death. Depressants combined with alcohol can be lethal.

Cocaine/crack stimulates the central nervous system and is extremely addictive, both psychologically and physically. Effects include dilated pupils, increased heart rate, elevated blood pressure, insomnia, loss of appetite, hallucinations, paranoia, seizures and death due to cardiac arrest or respiratory failure.

Hallucinogens (PCP, angel dust, LSD, etc.) interrupt the functions of the part of the brain that controls the intellect and instincts. May result in self-inflicted injuries, impaired coordination, dulled senses, incoherent speech, depression, anxiety, violent behavior, paranoia, hallucinations, increased heart rate and blood pressure, convulsions, coma, and heart and lung failure.

Cannabis (marijuana, hashish, hash, etc.) impairs short-term memory comprehension, concentration, coordination and motivation. May also cause paranoia and psychosis. Marijuana smoke contains more cancer-causing agents than tobacco smoke. The way in which marijuana is smoked – deeply inhaled and held in the lungs for a long period – enhances the risk of getting cancer. Combined with alcohol, marijuana can produce a dangerous multiplied effect.

Narcotics (heroin, morphine, Demerol, percodan, etc.) initially produces feelings of euphoria often followed by drowsiness, nausea and vomiting. An overdose may result in convulsions, coma and death. Tolerance develops rapidly and dependence is likely. Using contaminated syringes to inject such drugs may result in AIDS.

Tobacco/nicotine causes death among some 170,000 people in the United States each year due to smoking-related coronary heart disease. Some 30 percent of the 130,000 cancer deaths each year are linked to smoking. Lung, larynx, esophagus, bladder, pancreas, and kidney cancers strike smokers at increased rates. Emphysema and chronic bronchitis are 10 times more likely among smokers. Smokeless tobacco has been associated with other types of cancers, as well as heart disease. It can speed tooth decay, cause your gums to recede, stain your teeth, and give you bad breath. In addition, high nicotine levels (higher than cigarettes) make this kind of tobacco extremely addictive.

TREATMENT PROGRAMS AND HELP AGENCIES

The following is a listing of referral services available to Murray State College employees and students:

Ada Area Chemical Dependency Center: Out-Patient Services

Ada: 580-332-3001

Alcoholics Anonymous Inter-group Service Office for local meeting referrals

405-949-0910 (OKC)

405-524-1100 (Hotline)

Advisement Inc.: (Provides Family & Youth Services)

Tishomingo: 580-371-3551 or 580-371-3576

Brief Interventions, INC (Madill)

580-677-9013

Substance Abuse Advisement, Evaluations, DUI School and Assessments

Broadway Safe House for Men (Half-Way House For Alcoholics & Drug Addicts)

Ardmore : 580-226-3252

Bryan County Advisement Center

Durant: 580-924-0564

Carter County Health Department
580-223-9705 - Tuesday, Thursday, and Friday

Center for Substance Abuse & Treatment
1-800-662-HELP (information/referral service)
M-F 8:30-4:30

C/Sara Foundation: Crisis Support & Resource Association
Ardmore: 580-226-7283 or 580-226-7291

Crisis Control Center (Durant)
Physical, Emotional, Sexual Abuse
580-924-3030

DAI Center
Ardmore: 580-226-9222

Department of Human Services
Tishomingo 580-371-4000

Drug Recovery (Inpatient & Outpatient Services For Adults & Adolescents)
Oklahoma City: 405-424-4347 (Community House-Inpatient)
405-396-2921 (House of Life-for adolescents)
405-235-9709 (Out-patient Advisement-waiting list)

Family Crisis Center, Inc.: Domestic Violence & Sexual Assault Services
Ada: 580-436-3504

Families First Inc. (Out-Patient Advisement Services)
Ardmore: 580-226-9388 (accepting new clients)
Ada: 580-310-9000 (accepting new clients)

Family Health Center of Southern Oklahoma Mental Health
Tishomingo 580-371-2343

Family Shelter of Southern Oklahoma (crisis hotline-24 hours/7 days a week)
Ardmore: 580-226-6424

Helen Holliday House for Women
Lawton: 580-357-8114

Johnston County Health Department
580-371-2470
Mondays - (Personal Advisement services free through the Health Dep.)

Mental Health Services of Southern Oklahoma
Ada 580-436-2690 (acceptance contingent upon application)
Ardmore 580-223-5636 (acceptance contingent upon application)
Atoka 580-889-6459
Durant 580-924-7330 (accepting only severely mentally ill)
Madill 580-795-5564
Marietta 580-276-3323 (residential services only)
Tishomingo 580-371-3019 Hotline 1-800-522-1090

Mercy Memorial Health Center (Ardmore)
580-220-6700

National Council on Alcoholism (24 hours a day)
1-800-622-2255

Pregnancy Resource Center of Southern Oklahoma
Ardmore: 580-223-7218 or 1-800-305-7927

Providence of Oklahoma (Madill)
580-795-7439

Reach-Out Hotline (mental health and/or substance abuse issues, crisis intervention, & referrals)
1-800-522-9054

Rolling Hills (Ada)
580-436-3600; 1-800-522-9505

Safe-Line
800-522-7233 (referral hotline for issues related to domestic violence)

Vantage Point (28 Day Inpatient Treatment for Drugs & Alcohol)
Ardmore: 580-226-5048

Vocational Rehabilitation
Ada 580-993-0237
Ardmore 580-226-1808 or 1-800-487-4042
Durant 580-924-2677

CHAPTER VI **SEXUAL HARASSMENT OFFENSES PROCEDURES**

Reporting Harassment - Members of the College community (students or employees) who believe they may be victims of sexual harassment may endeavor to eliminate the offensive behavior by confronting the individual causing the problem and/or by discussing the offensive behavior with a student services officer (Director of Student Life or Vice President of Student Affairs) or campus police. When informal methods to resolve the problem are unsatisfactory to the complaining party, a formal grievance may be filed by the one of the following methods:

- A. To file a formal written complaint or grievance, students utilize the existing Student Complaint and Grievance Procedure when filing a complaint against a staff member, or the Student Incident Report Procedure when filing a complaint against another student. All verbal or written complaints to a student services officer or campus police officer must be investigated immediately.
- B. The student has the right to notify the appropriate law enforcement authorities (Campus Police Department or other local law enforcement agencies.).
- C. Verbal or written complaints of the alleged sexual harassment or formal grievance must be filed within 180 working days of the occurrence.

False/Bad Faith Accusations

- A. An individual who believes that he or she has been wrongfully accused of sexual harassment may file a complaint.
- B. Bad faith allegations or use of this procedure for purposes other than those for which it is intended may result in disciplinary action against the accuser. Disciplinary actions against

employees may include but are not limited to: warnings, reprimand, demotion, suspension, or dismissal. Disciplinary actions against students may include but are not limited to: warnings, reprimand, probation, suspension, or expulsion.

Retaliation

Retaliation against those who report sexual harassment or contribute information in a complaint may result in disciplinary action against those responsible.

Disciplinary Actions*

If one or more allegations are proven correct, disciplinary actions against employees may include but are not limited to: warnings, reprimand, demotion, suspension, or dismissal. Disciplinary actions against students may include but are not limited to: Warnings, reprimand, probation, suspension, or expulsion.

* Compliance with this paragraph does not constitute a violation of the Family Education Rights Privacy Act (20 U.S.C. 1232g)

Notification

Mental health services that are available to students involved in an incident of sexual harassment or assault will be provided to the student. The Institution will change a victim's academic and living arrangements after an alleged sex offense, if those changes are requested by the victim and are reasonably available.

CHAPTER VII **STUDENT CONDUCT/APPEALS COMMITTEE**

The Student Conduct/Appeals Committee shall consist of four College employees, appointed by the Vice President of Student Affairs, whose primary duties do not involve the administration of student conduct and affairs, and three student members nominated by the Student Government and appointed by the Vice President of Student Affairs.

APPEAL TO THE STUDENT CONDUCT/APPEALS COMMITTEE

1. Any student adversely affected by the decision of the Director of Student Life may file a written request for a hearing before the Student Conduct Appeals Committee within ten (10) consecutive days.
2. Upon receipt of the request for an appeal hearing, the Director of Student Life will schedule a hearing, and notify the student requesting the appeal of the day and time of the scheduled hearing as soon as is reasonably possible. At the same time, the student will be informed as to the procedure used at the hearing and the student's right to friendly counsel.

USUAL HEARING PROCEDURE

1. The Student Conduct/ Appeals Committee Chair distributes a short synopsis of the case in writing to the student and to the Committee. The Chair will then request oral presentation of the facts from the Director of Student Life.
2. Questions by the committee to clarify the facts and allegations.
3. An opportunity for the student to speak to, explain, or contradict allegations; to appeal for understanding or clemency; to present contrary evidence; to make known the existence of other testimony; or to raise clarifying questions.
4. The Committee will then deliberate and make a decision on the appeal. The decision of the committee may be one of the following:
 - a. Uphold the decision of the Director of Student Life.
 - b. Modify the decision of the Director of Student Life by reducing the penalties, changing the penalties, or increasing the penalties.
 - c. Dismiss the charges against the student.
 - d. Take other action as deemed appropriate.

ATTENDANCE AT THE APPEAL HEARING

A typical appeal hearing will involve only the appearance of the Director of Student Life, the student (with friendly counsel, if desired), and the members of the Committee. Deviation may be made from this by the committee chair on consultation with the committee members when in his/her considered opinion such is necessary in order to insure complete information and fairness. Either the Director of Student Life or the student may request the appearance of others alleged to have relevant knowledge of the case before the committee.

The honoring of these requests is at the discretion of the committee. Any witness who may appear to make statements shall be open to questions by all parties, and any documentary evidence presented open to examination by all parties. The committee itself may call upon expert assistance, or may call before it any person having helpful information or knowledge.

COUNSEL

The student has the right of counsel during the hearing procedure. The council may be a parent, other adult, or a licensed attorney at student's own expense. Appearance of an attorney on behalf of a student also entitles the Student Conduct Appeals Committee to the presence of legal counsel throughout the proceedings.

No student, or his council, has the right to speak or behave discourteously or disrespectfully to the committee or any other person involved in the hearing. Breaches of common courtesy or respect by a party in a hearing may result in the offending party's removal from the proceedings by the committee chair, and the termination of the party's rights to any further hearing in the disposition of that particular case.

RECORDS

The records of a hearing shall be a summary and not a transcript. However, records should be sufficient enough to include the more significant facts presented, allegations made, statements of views, and decisions reached. Hearings shall be tape-recorded and such recordings preserved for a minimum of seven (7) working days. A copy of the record of the case shall be placed in the disciplinary record file of the student, and the chair of the committee shall keep copies of all records. Such records are open to review by a higher College authority, such as the President, but shall not otherwise be available to any person or party except on court order. An exception to this procedure may be if the student applies for admission to any other college or university, and requests that a clarifying statement be sent to explain a notation which may appear on the student's transcript in regard to his probationary, suspension, or dismissal status.

NOTICE OF ACTION

The committee may notify the student orally of action not involving suspension or expulsion. Notification of suspension or expulsion must be in writing and signed by the chairman of the committee, the Director of Student Life, and the President of the College. Notice of action must be given within ten (10) working days. Suspension or expulsion of a student is not final until authorized in writing by the President of the College.

APPEAL BEYOND THE STUDENT CONDUCT/APPEALS COMMITTEE

An appeal of any action taken by the Committee may be made to the President of the College within five (5) working days. Reasons for the appeal must be stated in writing and presented to the President. The President may exercise his discretion as to whether or not to re-open the case, to adjust the penalty, to set aside the penalty, or to order a reconsideration of the case or a new hearing by the committee. The President is not bound by the formal rules of hearing in his investigation or appraisal.

CHAPTER VIII **STUDENT APPEAL OF COURSE GRADE PROCEDURE**

The evaluation of student performance reflected in the final course grade becomes a part of the permanent student record of the college and is recorded on the college transcript for the student. This grade is based upon several specified factors relating to the achievement of course objectives as demonstrated by the student and assessed by the instructor according to the policies of the college and shall be considered final unless an appropriate appeal is filed by a student.

Whenever a student has a legitimate concern with a course grade issued by the instructor; i.e., the grade was incorrectly issued, miscalculated or inequitable, the following appeal procedure and no other may be followed by such student.

Step 1:

- A. The student shall obtain the Grade Appeal Form available in the office of the Vice President of Academic Affairs.
- B. The student shall within thirty (30) days following the issuance of the grade in question confer with the instructor who issued such grade and outline the reasons why it is felt the grade has been incorrectly issued. Within five (5) working days following this conference, the instructor shall advise the student in writing of his/her action. The instructor may leave the grade unchanged, or he/she may specify the grade change made as a result of the appeal. In either case, the instructor will specify the reasons for the action. In the event the instructor fails to respond to the appeal within five (5) working days or the response is not satisfactory to the student, the student will proceed to Step 1C.
- C. If the student is still dissatisfied after following Step 1B, he/she should contact the area department chairperson within five (5) working days. The chairperson shall arrange a three-way meeting with the student, instructor, and the chairperson. A written record of the meeting and decision is to be kept.

Step 2:

If the student's dissatisfaction persists, he/she may request that the case be reviewed at a hearing before a Review Committee. The Review Committee shall consist of the Vice President of Academic Affairs as chairperson, the chairperson of the department involved, two faculty chosen randomly, and two Student Government officers.

Such request shall be received no later than fourteen (14) working days following the date the instructor communicates his/her decision in Step 1 above. Such request shall be made to the Vice President of Academic Affairs, and the Review Committee shall hear the case within ten (10) working days thereafter.

At such review the student shall be allowed to appear in person and present any evidence, including the testimony of others, which is reasonably relevant for a termination as to whether or not the grade in question was in fact correct.

The instructor who issued the grade will be given the opportunity for further clarification as to how the grade was determined.

The Vice President of Academic Affairs will communicate the decision of the Review Committee in writing within ten (10) working days after such hearing is finally closed.

Step 3:

If the student is dissatisfied with the decision rendered in Step 2, he/she will have an additional five (5) working days after notification of the decision to appeal it to the President. After receiving the report of the Review Committee, the President will determine if Steps 1 and 2 were followed. If Steps 1 and 2 have been followed, the President will:

- A. Talk with the student to get further clarification of the problem.
- B. Talk with the faculty member, divisional chairperson and Vice President of Academic Affairs to get further clarification of the problem.

After careful consideration of all facts, but within five (5) working days, the President will render a decision in writing to the student. The decision of the President will be to either:

- A. Sustain the action of the Review Committee, or
- B. Refer the appeal back to the Review Committee if new information is brought forward in Step 3, or
- C. Refer the appeal back to the Review Committee for additional study and review of procedures followed.

The President shall take any other actions necessary to protect the student's right to due process and the instructor's right to academic freedom.

Step 4:

If the student is dissatisfied with the decision rendered by the President in Step 3, he/she may appeal the decision to the Board of Regents for Murray State College.

The procedures for addressing the Board of Regents are outlined in the Manual of Governing Policies (available in the President's office).

CHAPTER IX

STUDENT GRIEVANCE PROCEDURES

Policy Statement

When a student, or group of students, has a complaint/ grievance against a college employee, policy, or department the following procedure should be used to resolve the problem without a fear of recrimination.

1. Title
This procedure shall be known as the “Student Grievance Procedure” and shall govern only students of Murray State College as defined herein.
2. Definitions:
 - A. Student - “Student” means an individual who is enrolled at Murray State College in at least one credit hour as a student.
 - B. Reference to Gender - Any use of grammatical gender references shall be interpreted as applying equally to males and females.
 - C. Complaint - See 3.A.
 - D. Grievance - See 4.A.
3. Complaint and Resolution
 - A. Definition
A “complaint” is a student’s timely (normally within 10 working days) written expression of dissatisfaction with a specific area within the institution’s control, but is outside the student’s control.
 - B. Complaint Resolution
A complaint must be brought to the attention of a student service’s representative (Director of Student Life, Vice President of Student Affairs), who must respond within 15 working days, and if it is not resolved at that level, it must be referred to the next higher administrative level according to the organizational chart in effect at that time. That level will normally respond within 15 working days.
[If the complaint is academic in nature it must be filed with the Vice President of Academic Affairs. (i.e., Grade Appeal)]
4. Grievances and Resolution
 - A. Definition
A “grievance” is a timely (normally within 10 working days) written complaint that has not been resolved to the satisfaction of the student after informal discussion of the complaint through regular administrative channels set forth in the organizational chart. A grievance must be presented in writing and must relate to student life, academic advisement, business affairs, campus security, risk management or disability services, and must state whether the student believes discrimination due to race, color, national origin, religion, sex, qualified handicap, disability, age or status as a veteran is involved. **Any disability service complaint must follow the ADA Grievance Procedure.** A grievance may be filed against a particular individual, employee or employees.
 - B. Grievance Resolution
If discussion fails to resolve the complaint, the complainant may request in writing that a grievance committee be formed to insure the rights of the individual student. A Student Services Designee will be responsible to question the complainant as to whether the administrative chain of command was followed in attempts to resolve the issue. If it was, the designee will ask that a committee hear the appeal and distribute copies of the grievance to both the complainant and the person against whom the complaint was made with copies of written policies and procedures relating to grievance, and a copy of the written request for grievance adjudication. If it was not, the designee will counsel the complainant on the appropriate channels, i.e. chain of command.
5. Information to be Contained in Written Grievance Request: No written request for grievance adjudication shall be considered by the Student Grievance Committee unless it contains the following information:

- name, address and telephone number;
 - personnel involved;
 - a statement of the grievance together with supporting evidence;
 - the specific remedial action or relief sought;
 - a brief summary of the results of previous discussions on the issues involved;
 - a statement of reasons why the remedial action or relief is sought; and
 - a statement that illegal discrimination is, or is not, alleged. Forms may be obtained from the Director of Student Life, Vice President of Student Affairs, or Registrar
6. Formation of a Grievance Committee: Within ten (10) working days after receipt of a written request for the formation of a grievance committee, a grievance committee shall be selected by random choice from a listing of employees. Both parties to the grievance shall be notified of the time and place for selection of the grievance committee, and each shall have the right to be present during the selection.
7. Composition of a Grievance Committee: The Grievance Committee shall consist of seven (7) members, consisting of three (3) members from the Student Government, chosen at random, three (3) college employees, chosen at random, whose primary duties do not conflict with the grievance filed by the student, and the Vice President of Student Affairs or President's designee. NOTE: If the grievance is against the listed administrator or a supervisor, the peer group for committee selection purposes will be considered those with supervisory responsibilities. The grievant and the other party involved in the grievance shall each be allowed to challenge one (1) selection from the six (6) committee members chosen at random without showing cause (preemptory challenges) and any other selection for cause. Challenges may be made after a full potential committee has been selected. The Vice President of Student Affairs or the President's designee shall chair the committee and must cast a vote.
8. Responsibilities of the Grievance Committee Chair
- A. The chair shall establish a date and time for the grievance hearing. The hearing must be held within ten (10) working days of the organizational meeting of the committee.
 - B. The Chair must provide, in writing:
 1. Notify both parties of the dates and time of the scheduled grievance hearing.
 2. Request that the lists of potential witnesses be provided no later than forty-eight (48) hours prior to the hearing.
 3. Request that notification be provided no later than five (5) working days prior to the hearing if either party is to be accompanied by legal counsel or other persons.
 4. If such notification (item 8.B.3) is received, notify other party immediately.
 - C. Establish a reasonable time limit for opening and closing statements and announce the time limit prior to or at the beginning of the hearing.
 - D. Establish specific time parameters for the hearing. Specify when it will start and end.
 - E. Remind all participants of the confidentiality of the grievance and hearing.
 - F. Conduct the hearing in an impartial manner and observe procedures consistent with fairness to all parties concerned.
 - G. Since only evidence relevant to the grievance may be introduced, make decisions regarding relevance of evidence.
 - H. Maintain focus and ensure that discussions are pertinent to the grievance.
 - I. After the hearing is concluded, preside over deliberations by the Grievance Committee.
 - J. Write a report of the findings and recommendations of the Grievance Committee within five (5) working days of the end of the hearing.
 - K. Present a copy of the report to the Grievant and to the President of the College.
9. Responsibility for Serving on a Committee: All members selected shall be expected to serve on the Grievance Committee except in cases of illness, necessary absence from the campus, service on a Grievance Committee in the current semester, or other extreme hardship. The President's designee shall decide whether a chosen member should be excused from service and may replace such member by the same procedure used for the original selection. Members of the Grievance Committee shall commit themselves to observe procedures consistent with fairness to all parties concerned; for example, the

committee members shall not discuss the case with anyone outside of the hearings and shall not be influenced in making a decision or recommendation by any consideration other than the evidence presented to them in meetings in which all affected parties are present. In the event of serious illness, necessary absence, or extreme hardship during the course of the hearing, the President's designee will contact the alternate already selected and if that individual cannot serve a new alternate will be selected by the same procedure used in section 7. In the event a committee member is replaced in the course of the hearing, the successor will review the record of the proceedings to become familiar with the positions of the parties and their evidence.

10. Organizational Meeting

The Grievance Committee shall meet within five (5) working days of its selection. The Committee Chair (see Section 7) shall schedule a hearing within ten (10) working days of the organizational meeting.

11. Notices and Agendas

All notices and agendas for the committee members, if any, shall be the responsibilities of the chair.

12. Opportunity to Obtain Evidence

Both parties to the grievance will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence. The parties will be responsible for contacting their own witnesses and the administration of the College will attempt to secure the cooperation of such witnesses as applicable. The parties will provide the chair with a list of potential witnesses at least forty-eight (48) hours prior to the hearing and parties will notify them of their appearance as close to the time of call as possible to avoid undue waiting. (This shall not preclude the calling of additional witnesses with the concurrence of the Committee.) The College will make available necessary documents and other evidence within its control. No employee of the institution, regardless of position, should be excluded or excused from appearing before the Committee, if called.

13. Grievance Consultant

At any step in the grievance procedures, the Affirmative Action Officer, if discrimination is alleged, may be requested by either or both parties to the grievance or by the Committee to serve as a consultant in an advisory capacity only.

14. The Grievance Hearing

- A. The hearing shall be conducted by the Grievance Committee. Either party may submit oral or written evidence. The formal rules of evidence shall not apply in the proceeding before the Grievance Committee, with the exception that the Committee shall give effect to the rules of privilege recognized by law with respect to: communications between attorney and client made in that relation; communications made by a patient to a licensed practitioner of the healing arts; and communications between minister and communicant made in that relation.
- B. Grievance hearings are considered student/personnel-related matters and as such are not for open attendance.
- C. A confidential tape recording of the grievance hearing shall be made and will be accessible to the parties, the Committee, the President of the College, and authorized representatives on a "need-to-know" basis. Either party to the grievance may request a typed transcript. The party making the request shall pay the cost of the transcription.
- D. Either party or member of the Grievance Committee shall have the right to call witnesses and the right to question witnesses for a full and true disclosure of the facts. Witnesses may be recalled for additional questioning if requested by either party or a member of the Committee. All information discussed in the Grievance Committee is considered personal information. Information discussed in the meetings shall not be discussed outside the Committee meetings, and therefore the meetings are considered "closed" meetings.
- E. Documentary evidence may be received in copy form or original. Upon request, the parties will be given an opportunity to compare the copy with the original.
- F. The grievant shall be heard first in all phases of the hearing.
- G. A reasonable time limit should be established for opening and closing statements and shall be announced prior to or at the beginning of the hearing.

- H. Length of hearing sessions may be established in advance; every effort should be made to conduct the hearings as expeditiously as possible. Either party may be accompanied by legal counsel or other person of his/her choice; however, legal counsel may not testify. If either party is to be accompanied by legal counsel or other person, the chair of the Committee shall be notified at least five (5) working days prior to the meeting. The chair will notify the other party immediately.
- I. Only evidence relevant to the grievance may be introduced. Questions of relevance shall be decided by the chair.
- J. To insure documentation of the proceedings, a record of the hearing will be made, maintained, and filed with the Administrative Secretary of the Board. The record will include:
 - 1. Copies of the evidence and exhibits received or considered at the hearing
 - 2. The tape recording of the hearing
 - 3. The recommendations of the Grievance Committee
 - 4. Transcript, if one is made

15. Grievance Committee Finding and Report

The finding and recommendations of a Grievance Committee shall be formalized in a written opinion to be rendered by the chair of the Grievance Committee within (5) working days of the end of the hearing and made a part of the record of the hearing. Findings of fact shall be based exclusively on the evidence presented at the hearing and such findings shall be separately stated. The Grievance Committee shall present its report and findings and recommendations to the President of the College.

16. Right to Withdraw Grievance

At any point in the proceedings prior to the time at which the Committee reaches its final decision, the grievant may withdraw any portion or the entire grievance. In all cases of withdrawal of a grievance, the grievant shall not have the privilege of reopening the same grievance at any time in the future.

17. Time Schedule:

- A. Formation of a Grievance Committee: A committee shall normally be selected within 10 working days after a person has filed a timely written request for the formation of the committee. (See Section 6).
- B. Organizational Meeting of Grievance Committee: The Grievance Committee shall meet within five (5) working days of its selection. (See Section 10).
- C. For Hearings and Reporting Findings: A hearing shall be scheduled within ten (10) working days of the Grievance Committee's organizational meeting. The hearing/s and report of the Grievance Committee shall normally be completed as expeditiously as possible, with a report being forwarded within five (5) working days of completion of the hearing/s.
- D. Final Institutional Decision. The President of the College shall be presented with the report and findings of the Grievance Committee. (See Section 15.) An appeal may be made to the President of the College within five (5) working days of receipt of the report. The President of the College will make the final institutional decision within five (5) working days of the appeal.

In any case in which the grievance is filed at a time when holidays and vacations will interfere with the time for Committee selection, the President's designee shall notify all persons involved in writing of the amended time schedule. In any case in which the Committee deems these time schedules to be inadequate, the chair shall notify all parties involved in writing of the amended time schedule.

HELP AND WHERE TO FIND IT

Academic Assistance

Where: Academic Advisement Center, Student Services Building, 1st Floor
 Phone: 371-2371, ext. 186

Adding Information to the Weekly Calendar

Where: Academic Affairs, Administration Building
 Phone: 371-2371, ext. 105

Ambulance- 911

Phone: 371-2419 or 2327

Basic Skills (Reading, Writing, Math, Etc.)

Where: Academic Advisement Center, Student Services Building 1st floor

Phone: 371-2371, ext. 186

Campus Organizations

Where: Director of Student Life, Student Services Building, 1st floor

Phone: 371-2371, ext. 180

Campus Police/Security

Where: Paul Parks Student Center

Phone: 371-2371, Ext. 180 or (580)371-1140 or 911 or 371-2691 (Johnston County Sheriff's Office)

Career Information

Where: Academic Advisement Center, Student Services Building, 1st floor.

Phone: 371-2371, ext. 186

Change Major

Where: Academic Advisement Center, Student Services Building, 1st floor

Phone: 371-2371, ext. 186

Change Residence-Off Campus

Who: Director of Student Life, Student Services Building, 1st floor

Phone: 371-2371, ext. 180

Change Room in Residence Hall

Who: Director of Student Life, Student Services Building, 1st floor

Phone: 371-2371, ext. 180

Chickasaw Nation Retention Services

Where: Classroom Building, 1st floor

Phone: 371-2371 ext. 239

Computer Services

Where: Administration Bldg.

Phone: 371-2371, ext. 134

Counseling (psychological)

Where: Academic Advisement Center, Student Services Building, 1st floor

Phone: 371-2371 X186

Copy Center

Where: Classroom Bldg.

Phone: ext. 197 or 199

Educational Opportunity Center

Where: Student Services Building, 1st floor

Phone: 371-2371 ext. 213

Emergency Telephone Numbers - 911 or:

Ambulance: 371-2419 or 371-2327

Fire: 371-1213 or 371-3051

Police: 371-3133 or 371-2319

Sheriff: 371-2691

Enrollment: Adding or Dropping Course(s)

Where: Advisement Center, Student Services Building, 1st floor

Phone: 371-2371, ext. 186

Financial Aid

Where: Student Services Building, 1st floor

Phone: 371-2371, ext. 143

Fire Department

Phone: 371-2324 or 371-3051 or dial 911

Food Service

Where: Student Center, Dining Hall

Phone: 371-2371, ext. 169

Grades

Where: Adviser

Phone: 371-2371

Hospital

Where: Johnston Memorial, 1101 South Byrd

Phone: 371-2327

Housing

Who: Director of Student Life, Student Services Building 1st floor

Phone: 371-2371, ext. 180

Who: Resident Housing Manager, Aggie Suites, Building 1, 1st floor

Phone: 371-0007

Library

Where: Library Science Building

Phone: 371-2371, ext. 205 or 208

Lost and Found

Where: Student Affairs Office, Administration Building

Phone: 371-2371, ext. 192

Resident Mail

See Resident Housing Manager for information

Phone: 371-0007

Off-Campus Housing

Who: Director of Student Life, Student Services Building, 1st floor

Phone: 371-2371, ext 180

Physical Fitness Center & Student Common Area

Where: Student Center

Phone: 371-2371, ext. 180

Physician

Where: Johnston Memorial Hospital
Phone: 371-9714 OR Mercy Health Clinic 371-2343

Police 911 or

Where: Parks Student Center
Phone: 371-2371, ext. 181 or 580-371-1140 or Johnston Co. Sheriff's Dept. 371-2691

Public Relations

Where: Public Information Office, Student Services Building, 1st floor
Phone: 371-2371, ext. 155

Refund of a Fee(s)

Where: Business Office, Student Services Building, 1st floor
Phone: 371-2371, ext. 116

Reserving Facilities

Ballroom, Small Dining Room, Lounge, or Auditorium
Where: Plant and Technology
Phone: 371-2371, ext. 221

Student Activities

Where: Student Activities Office, Student Services Building, 1st floor
Phone: 371-2371, ext. 180

Student Employment

Where: Financial Aid, Student Services Building, 1st floor
Phone: 371-2371, ext. 143

Student Loans, Scholarships, Grants

Where: Financial Aid, Student Services Building, 1st floor
Phone: 371-2371, ext.143

Student Government

Where: Student Government Office, Student Services Building, 1st floor
Phone: 371-2371 ext. 180

Student Success –Retention Coordinator

Where: Administration Building, 2nd floor,
Phone: 371-2371 ext. 114

Study Skills (Test taking, time management, etc.)

Where: Library Resource Center, Library Science Building
Phone: 371-2371, ext. 203

Swimming pool

Where: Beames Field House
Phone: 371-2371 ext. 166

Transcript Evaluation

Where: Registrar's Office, Student Services Building, 1st floor
Phone: 371-2371, ext. 108

Tutoring (Peer and/or Professional)

Where: Library Resource Center, (Professional) Library Science Building

Phone: 371-2371, ext. 229

Peer Tutoring - See Program Chair

Tutor.com

Where: MSC website www.mscoke.edu (Links: Administration, Library, Help Center)

Free tutoring and Live Homework Help

Web Site

www.mscoke.edu

Withdrawal from College

Where: Advisement Center, Student Services Building, 1st floor

Phone: 371-2371, ext. 186

**STUDENT ASSISTANCE
MSC - ARDMORE**

Academic Assistance

Where: MSC Advisement Office, Building A

Phone: 220-2858

Financial Aid & Student Employment

Where: MSC Advisement Office, Building A

Phone: 220-2861

AHEC Library

Where: AHEC Main Building

Phone: 220-2855

Mon. – Thur.: 8:00 am – 9:00 pm & Friday: 9:00 am - Noon and 1:00 pm - 4:00 pm

Campus Organizations

Where: MSC Advisement Office, Building A

Phone: 220-2858

Career Information

Where: MSC Advisement Office, Building A

Phone: 220-2858

Change Major/Withdrawal from College

Where: MSC Advisement Office, Building A

Phone: 220-2858

Change of Name/Address

Where: MSC Advisement Office, Building A

Phone: 220-2858

Grades

Where: MSC Advisement Office, Building A

Phone: 220-2858

Enrollment: Adding or Dropping Course(s)

Where: MSC Advisement Office, Building A

Phone: 220-2858

Student Loans, Scholarships, Grants

Where: MSC Advisement Office, Building A

Phone: 220-2861

Student Activities

Where: MSC Advisement Office, Building A

Phone: 220-2858

Study Skills (Test taking, time management, etc.)

Where: MSC Advisement Office, Building A

Phone: 220-2858

Transcript Evaluation

Where: MSC Advisement Office, Building A

Phone: 220-2858

Tutoring (Peer and/or Professional)

Where: MSC Advisement Office, Building A

Phone: 220-2858

**MSC-ARDMORE
STUDENT RESOURCES**

Emergency Situations

Dial 911

Non-Emergency Numbers

Ambulance: 223-1226

Police: 223-1212

Sheriff: 223-6014

Highway Patrol: 223-8800

Hospital

Mercy Memorial Health Center

Phone: 223-5400

Family Shelter of Southern Oklahoma

Phone: 226-6424

Mental Health & Substance Abuse Centers of Southern Oklahoma

2530 S. Commerce

Ardmore, Oklahoma

Phone: 223-5636 or 1-800-522-1090

Carter County Health Department

101 1st SW

Ardmore, Oklahoma

Phone: 223-9705

HOTLINES

Certified Crisis Center

1-800-784-2433

Child Abuse Hot Line

1-800-522-3511

Parenting Helpline

1-877-446-6865

REACH-OUT

Mental Health, Substance Abuse, Domestic/Sexual Violence Hotline

1-800-522-9054

ORIENTATION COURSE OUTLINE

Session 1: Becoming Familiar

Session 2: Blackboard/Library Resources

Session 3: Setting Goals

Session 4: Aggie Time

Session 5: Learning Styles

Session 6: Study Time

Session 7: Career Corner

Session 8: Academic/Enrollment Procedures/Wrap-up

SESSION ONE OUTLINE

Session 1: Becoming Familiar

Session Objectives:

1. Introduction of students and Ice Breaker activity
2. Review Course Outline and Syllabus/Identify Course Requirements
3. Review Student Handbook
4. Discuss add/drop dates
5. Discuss Early Alert Plans
6. Identify Location of Student Computer Labs
7. Discuss Blackboard and Login Procedures

Before Next Session Assignments:

1. Obtain Student ID Number (ID number can be obtained from an instructor, your advisor, Registrar Office, Business Office or Academic Advisement)
2. Login to blackboard and...
3. Check student e-mail and send a greeting to your orientation instructor
4. Complete Scavenger Hunt

Other Items That May Need To Be Completed:

1. Obtain Student I.D. (Student Services Building contact Linda Robins)
2. Obtain Parking Permit (Student Services Building contact Linda Robins)
3. Complete add/drop slips if necessary (see Academic Advisement Office)
4. Pay Fees
5. Contact Financial Aid Office if necessary

MSC Student Handbook

Topics to cover:

- Student's Obligation
- Arson
- Confidentiality of Student Records
- Hazing
- Firearms
- Plagiarism
- Sexual Harassment
- Alcohol/Drug Use and Possession

Add/Drop

During the first 10 days of school students are given the option of adding or dropping classes without being financially responsible for the class. After the 10 day period students can still drop a course but they will be responsible for paying for that course. To add or drop a course within the 10 day period, come by the Academic Advisement Office. After the 10 day add/drop period is over and you would like to drop a class, go to the Registrar Office for assistance.

Early Alert Plans

The faculty and staff at Murray State College want to help you succeed in college. Part of this includes academic work in the classroom, attendance and other personal obstacles that students may face. If an instructor is concerned about your academic progress in the course they will try to contact you for an appointment to discuss the issue. An Early Alert Plan will be started – the hopeful outcome will be a productive plan between you and your instructor for success. If this cannot be reached, in many cases the instructor will recommend that you drop the course or they will Administratively (AW) withdraw you from the course in question. It is very important for the student to take responsibility for the classes they are enrolled in here at Murray State College. If for whatever

reason you are no longer able to attend your classes you MUST officially withdraw. You can start the withdraw process in the Academic Advisement Office.

My MSC E-mail Address is:

[@student.msco.edu](mailto:student.msco.edu)

Computer Service Introduction

During your first semester at Murray State College, a campus user ID, a campus password, and campus E-mail address are set up for each student. These allow the student to access the College's computer network as well as the Internet. As long as a student stays continuously enrolled (fall and spring semesters) they will be able to access their E-mail accounts.

Each student is also given a subdirectory where they may store files. Your subdirectory can only be accessed with your login and password.

How to Login

1. Press "Ctrl" "Alt" "Delete"
2. In the NAME line, type your user name. Your user name is the first four letters of your last name and the last four numbers of your ID number...
EXAMPLE:
John Jordan 000055555
User Name = jord5555
3. In the password line type you entire ID number.

How to Log Out

1. Press "Ctrl" "Alt" "Delete"
2. Click on LOGOUT
3. Click on OK

SCAVENGER HUNT

1. Who is the President of Murray State College? _____
2. Who is the Provost? _____
 - a. Where is his office located? _____
3. Who is the Vice President of Student Affairs? _____
4. Who is listed as your advisor? _____
5. What is your listed major? _____
6. Where is your advisor's office located? _____
7. Name one club or organization offered at MSC: _____
8. What is the MSC mascot? _____
9. Name three people enrolled in your Orientation course:
 1. _____
 2. _____
 3. _____
10. When are tutors available for Math? _____
11. When are tutors available for English? _____
12. What hours is the library open on week-ends? _____
13. What hours is the Math Lab available for students? _____
14. Are personal counseling services offered at MSC? _____
15. What are MSC's college colors? _____
16. When is Financial Aid disbursement for this semester? _____

SESSION TWO OUTLINE

Session 2: Blackboard/Library Resources

Session Objectives:

1. Exhibit the ability to navigate Blackboard
2. Become familiar with Library resources

Before Next Session Assignments:

1. Login to Blackboard and complete goal setting assignment.

Getting Started with Blackboard

Logging in to Blackboard

Go to the Murray State College Home Page

Click on Internet Students

Click on Blackboard Icon

Click on User Login

Type Username and Password

Navigating Blackboard

The first page you see when logged in should say in the top left corner: Hello, (your name). The courses that you are enrolled in will be listed to the right. Click on the name of the class you would like to view. It is best to use the Course Tools Menu to navigate your page. Menu items will vary from course to course depending on the tools your instructor decides to make available to you.

If you are new to Blackboard, it may seem confusing at first, explore and get familiar with the set-up, it is the best way to learn. Most instructors will require some components of the course to be done using Blackboard and so it is in your best interest to become comfortable with its workings.

SESSION THREE OUTLINE

Session 3: Setting Goals

Session Objectives:

1. Understand the concept of goal setting (long-term & short-term)
2. Create Academic Goals
3. Create Career Goals
4. Create Personal Goals

Before Next Session Assignment:

1. Complete the Time Management assignment

Why Set Goals?

In general people are a goal setting race – we plan, we prepare, we achieve, we motivate, we accomplish and we go places whether they are good places or bad. Here are a few reasons it's important to set goals.

1. *Goals can give you something to aim for* – very few people stay motivated if they do not have a target to reach, somewhere to go.
2. *Goals can help you focus your time and effort* – you are more likely to spend your time wisely if you have structure and measurable deadlines.
3. *Goals can provide motivation and inspiration* – a person without goals aimlessly lives life. People who have a dream, a goal are motivated and inspired to do what it takes to accomplish the task.
4. *Goals can help you establish priorities* – setting goals gives you a timeline of when you want to accomplish things in your life. By doing this you can measure where you are in achieving the things you would like to do with your life.

SMART Goals

Specific

Measurable

Attainable

Realistic

Timely

Specific goals are goals that state clearly and concisely what you want to accomplish – the what, why and how of the goal.

Measurable goals are goals that state what you want to achieve and when you want to achieve it. You should be able to measure your progress towards completing your goal by setting up small achievement markers within your goal.

Attainable goals are goals that are set to stretch you but are reasonable for you to achieve.

Realistic goals are “doable” goals. Do not confuse realistic goals with easy goals, realistic goals are simply goals that are reasonable to accomplish with the means you possess.

Timely goals are goals that are set on a timetable. By setting a time your goal will be achieved you hold yourself accountable to accomplishing that goal. You have a deadline to keep you focused on the end result.

Take the time now to think about goals that you would like to achieve. Construct these goals in writing in the spaces provided using the SMART goal outline.

Academic Goal:

Career Goal:

Personal Goal:

Today's Date: _____ **Target Date:** _____ **Start Date:** _____

Date Achieved: _____

Goal: _____

Verify that your goal is SMART

Specific: *What exactly will you accomplish?*

Measurable: *How will you know when you have reached this goal?*

Achievable: *Is achieving this goal realistic with effort and commitment? Have you the resources to achieve this goal? If not, how will you get them?*

Relevant: *Why is this goal significant to your life?*

Timely: *When will this goal be achieved?*

This goal is important because:

The benefits of achieving this goal will be:

Take Action!

Potential Obstacles

Potential Solutions

Who are the people you will ask to help you?

Specific Action Steps: *What steps need to be taken to get you to your goal?*

What?	Expected Completion Date	Completed
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

SESSION FOUR OUTLINE

Session 4: Aggie Time

Session Objectives:

1. Learn to Prioritize/Time Management Skills
2. Identify Stress Management Techniques

Before Next Session Assignment:

1. Identify your learning style
2. Take the Stress Test

Where Does the Time Go?

In this day and age time is precious and we always seem to not have enough of it. When adding college and all it entails into our already busy schedules it is essential that we learn to manage our time wisely so that we can be successful in the different areas and aspects of our lives.

The Importance of a Planner:

With all the helpful tools and gadgets available, there is no excuse for us to forget a test, a paper or an assignment. Most cell phones that we carry have a planner, most e-mail accounts have a planner, there is the good old fashion, write it down and carry it with you planner like the one in the back of this book!

One of the first things you should do when you begin a semester and receive the Syllabi from your various classes is to take some time and write in the important dates that your instructor has highlighted within their Syllabus. This prepares you so that you know what to expect through-out the semester and it gets you thinking about managing your time to meet the demands of the class. Of course everything is subject to change but at least you have established a foundation.

In class when an important date is mentioned, write it down right there. Don't leave it and forget. You might find it helpful to keep a daily/weekly planner as well as a monthly planner. You should review your monthly planner a couple of time a week to ensure that you are meeting all of your deadlines and have not forgotten something. The more you have going on like work, school, sports, kids, the more you need to train yourself to be organized with a planner. This will help eliminate the need to worry about dates and times and reduce your stress level so that you can focus that energy on other areas.

Prioritize:

When reviewing Time Management it is important to review prioritizing your tasks at hand. Evaluate what you have to do, determine the importance of each task, estimate the time it will take to attend to each task and make a list accordingly. For example if you have a test on Tuesday and a paper due on Friday, you are probably going to want to study and prepare for the test on Tuesday and then focus your energies to the paper that is due on Friday. Sometimes it is motivational to accomplish small tasks and cross them off your list so that you feel productive to accomplish the larger tasks.

Stress:

Stress can be as positive thing as well as a negative thing. A little bit of stress is healthy and can motivate us to get the job done. When we have the pressure to accomplish something within a time limit we often will focus until the task is done. Too much stress however can derail us from our tasks. When we feel overwhelmed with stress many times we choose to shut down and nothing can get accomplished. That is why it is so important to assess our stress levels and do everything we can to minimize that negative stress. Being prepared and establishing routine is key in managing stress levels. When you are prepared for a test you feel a lot better about taking it, your mind is clear and you are able to focus and feel good about your answers. When you are not prepared however, you tend to feel anxious and stressed, your mind can't focus and you feel anything but good. Time equals prepared!

SESSION FIVE OUTLINE

Session 5: Learning Styles

Session Objectives:

1. Identify Your Preferred Learning Style
2. Understand What Your Learning Style Means in Terms of Learning and Vocations

Before Next Session Assignment:

1. Take the Study Skills Inventory
2. Take the Study Environment Analysis

Visual Learners:

Visual learners learn the best by seeing things, flashcards, pictures, charts, movies, reading text, etc. It benefits a visual learner to write things down repeatedly so they see the words on paper. Possible careers for a visual learner are:

- Artist
- Writer
- Editor
- Graphic Arts

Auditory Learners:

Auditory learners learn the best by hearing things, tape recorders, movies, video cassettes, lectures, etc. Listening is the best way for an auditory learner to gather information. Auditory learners often excel in lecture type courses vs. visual courses or courses that involve a lot of graphs, charts and hands on material. Possible careers for an auditory learner are:

- Musician
- Counselor
- Public Speaking/communications

Kinesthetic Learners:

Kinesthetic Learners like to work with their hands. They learn best when they are doing something and are engaged in the activity. It is important for kinesthetic learners to minimize distractions and to work/study in short power sessions. Kinesthetic learners will benefit from jotting down lots of notes, dates and assignments – long lectures are hard for this type of learner. Possible careers for a kinesthetic learner are:

- Teacher/coach
- Chef
- Surgeon
- Nurse
- Mechanic

Your Learning Style

Directions: Indicate which items below BEST describe you by marking in each space with a 3, 2, 1 or 0.

3 = Usually

2 = Sometimes

1 = Seldom

0 = Never

- A ___ I prefer getting directions verbally.
 K ___ I prefer hands-on learning.
 V ___ I enjoy colorful things.
 A ___ I use my fingers to follow along as I read.
 K ___ I can assemble things without reading directions.
 V ___ I enjoy doing artistic things.
 A ___ I would rather hear a story than read it.
 K ___ I can solve things through trial and error.
 V ___ I have a hard time understanding verbal directions.
 A ___ I hate writing and my work is often sloppy.
 K ___ I need frequent breaks when studying.
 V ___ I need quiet when studying because some sounds distract me.
 A ___ I don't know how to read body language or facial expressions.
 K ___ I am well coordinated and have athletic ability.
 V ___ I remember things best when I write them down.
 A ___ I get headaches when I write things down.
 K ___ I think better when I am moving around.
 V ___ I am not comfortable talking on the phone and would rather see the person.
 A ___ I don't like reading others' handwriting.
 K ___ I am uncomfortable giving verbal directions and explanations.
 V ___ I enjoy doodling while taking notes.

Add all the A items

Total =

This represents Auditory function

Add all the K items

Total =

This represents Kinesthetic function

Add all the V items

Total =

This represents Visual function

SESSION SIX OUTLINE

Session 6: Study Time

Session Objectives:

1. Identify effective study strategies.
2. Identify useful test taking skills

Before Next Session Assignment:

1. Take one of the Free Career Interest Tests linked in blackboard.
2. Think of an area of interest you might have vocationally and research what degree you need to be employable in that area.

Note Taking Skills:

- If the instructor writes something down or repeats an idea then it is usually a key point and you should write it down.
- Try to sit towards the front and center of the class where you'll be less distracted and can hear your instructor.
- Bring a tape recorder so that you can listen to the lecture later if you have a hard time keeping up with your instructor.
- Do reading assignments or homework before class; it is easier to take notes when you know what the instructor is talking about.
- Have lots of paper for note taking so that you can space your notes out and go back and fill in with more detail later.
- Date your notes so that you can go back and review.
- Make sure that you write legibly so that you can read your notes later.
- If you missed something ask the instructor right then or after class.
- Compare notes with a person in your class to make sure you didn't miss anything.
- Write down terminology and if you don't have enough time to write the definition leave a space to be able to go back later.

The Study Environment:

- Find a well lit area to study.
- Minimize distractions i.e. phones, televisions, radio, etc.
- Find a comfortable place to study but try not to study on your bed.
- Everyone is different and different things work for different people the key is to experiment with your environment until you find what suits you best.

Study Tips:

- Review material right after class when it is still fresh in your memory.
- Space out your study time and try not to leave studying until the night before a test.
- Have all your study material in front of you: lecture notes, course textbooks, study guides and any other material.
- Learn the general concepts first; don't worry about learning the details until you have learned the main ideas.
- Take short breaks frequently.
- Study a little every day.
- Make sure you understand the material – don't just try to memorize it.
- If studying in groups, make sure that the people you are studying with are serious about studying.
- Test yourself in weak areas or have someone test you.
- Try to study at a time of day when you are most alert.

Multiple Choice Tests

- Read the question before you look at the answers.
- Try to come up with the answer in your head before looking at the possible answers.
- Eliminate the answers that you know are not right.
- Read all the choices before choosing your answer.
- If there is no additional penalty for wrong answers, always take an educated guess and select an answer.
- Don't keep on changing your answer; read the question and answers carefully and make your decision, this usually ends up being the correct answer.
- In "All of the above" and "None of the above" choices, if you are certain one of the statements is true don't choose "None of the above" or one of the statements is false don't choose "All of the above."
- In a question with an "All of the above" choice, if you see that at least two statements are correct, then "All of the above" is probably the answer.
- A positive choice is more likely to be true than a negative one.
- Usually the correct choice is the answer with the most information.

True-False Test Tips:

- On most tests there are usually more true answers.
- You have a 50% chance of getting the right answer so always make a choice.
- Read through each statement carefully and pay attention to the qualifiers and keywords.
- Qualifiers like "never, always and every" mean that the statement must be true all of the time. Usually these type of qualifiers lead to a false answer.
- Qualifiers like "usually, sometimes and generally" mean that the statement can be considered true or false depending on the circumstances. Usually these type of qualifiers lead to an answer of true.
- If any part of the question is false, then the entire statement is false, but just because part of a statement is true does not necessarily make the entire statement true.

Short Answer Test Tips:

- Use flashcards, writing the key terms, dates and concepts on the front and the definition, event and explanations on the back.
- Try to anticipate questions that will be asked on the test and prepare for them. Usually what your instructor emphasizes in class will be on the test.
- Try not to leave an answer blank, show your work/write down your thoughts, even if you don't get the exact answer, partial credit is usually awarded.
- If you don't know the answer, come back to it after you finish the rest of the test and make an educated guess. Other parts of the test may give you clues to what the answer may be.
- If you can think of more than one answer for a question, ask the instructor what to do.
- Read the question carefully and make sure that you answer everything that it asks for; some short answer questions have multiple parts.

Essay Test Tips:

- Read the directions carefully.
- Pay close attention to whether you are supposed to answer all the essays or only a specified amount.
- Make sure that you write down everything that is asked of you and more. The more details and facts that you write down, the higher your grade is going to be.
- Watch your time; don't spend the entire test time on one essay.
- If the question is asking for facts then give facts, not your personal opinion.
- When writing your essay try to write legibly.
- Make an outline before writing your essay. This way your essay will be more organized and fluid. If you happen to run out of time, most instructors will give you partial credit for the ideas that you have outlined.
- Don't write long introductions and conclusions, the bulk of your time should be spent on answering the question.
- Focus on one main idea per paragraph.
- If you have time left at the end proofread your work and correct any errors.

Cramming Techniques:

- Eat something to give you energy but try to limit the sugar.
- An apple does a better job at keeping you focused and awake than caffeine.
- Keep a positive attitude.
- Since your time is limited focus on the information that will give you the most points on the exam.
- Focus on main ideas and learn key formulas.
- Highlight the important points in your notes and text and focus on that.
- Read the chapter summaries.
- Try to get at least 3 hours of sleep before the exam – this helps retain information.

Reducing Test Taking Anxiety:

- Being well prepared for the test is the best way to reduce test taking anxiety.
- Space out your studying over a few days or weeks to give your mind time to process the information and to minimize stress.
- Get a good night's sleep before the test.
- Show up to class early.
- Stay relaxed, if you begin to get nervous take a few deep breaths slowly to relax yourself and then get back to work.
- Read the directions slowly and carefully.
- If you don't understand the directions on the test, ask the instructor to explain them to you.
- Skim through the test so that you have a good idea how to pace yourself.
- Write down important formulas, facts, definitions and/or keywords in the margin first so that you won't worry about forgetting them.
- Do the simple questions first to help build your confidence for the harder questions.
- Don't worry about how fast other people finish their test; just concentrate on your own test.
- If you don't know a question, skip it and come back to it.
- Focus on the question and don't let your mind wander on other things.

Visit TestTakingTips.com for more test taking help.

SESSION 7 OUTLINE

Session 7: Career Corner

Session Objective:

1. Explore possible careers of interest
2. Identify useful skills – resume writing, interviews.

Before Next Session:

1. Make sure you know who your advisor is and what their office hours are.
2. Beware of enrollment/withdraw dates.
3. Take the course evaluation.

Narrowing Your Career Options:

The United States of America is a highly unique, diverse country with countless opportunities vocationally. There are careers and jobs available that most people don't even know exist. So how do you find out about careers and what might interest you in the long run?

1. Do an internet search
 - With the World Wide Web at our fingertips we have an incredible tool available to research jobs, careers and educational degrees.
2. Attend Career Fairs
 - Career Fairs are designed for employers and potential employees to meet each other in a casual environment. Even if you are not in the market for a job attending a Career Fair can give you great insight on the jobs available in the area, what employers are looking for as far as education and credentials, and allow you to visit with people in the job market to better understand what is expected of you.
3. Job Shadow
 - This is a great tool to use when you are unsure what a job really entails. Most people and companies welcome students to come and visit their businesses and are more than happy to allow you to follow someone and see the ins and outs of their career. This gives you plenty of opportunities to ask questions and get a hands on approach to different careers.
4. Internships
 - Many business offer internships for students to come and work for them. Some internships pay while others simply pay in experience. The benefits of doing an internship whether it pays or not are priceless. You gain work experience, you meet people in the work force, you begin to develop relationships and referrals and possibly a job offer at the place you internship. It is crucial that you make the most of this experience and you leave your internship on a positive note.

Resumes:

Studies show that regardless of how long you labor over your resume; most employers will spend 10 seconds looking at it. Knowing this it is important to think about how to write up your experience and education in a targeted, clear, bulleted, detail-rich prose.

Resumes should focus on ability and not claim responsibility. Applicants applying for specific job openings must customize their resume for each position. It is important to get the attention of the employer detailing what you bring to the position. First impressions are important and often times you don't necessarily have to be the most qualified if you present yourself in the most attractive package. It is important to start thinking of these things now while you are in college. You will be developing key skills that will help you in the workforce and it is important to take advantage of all learning situations.

A great resource for templates for resumes and cover letters can be found in Microsoft Word online. Downloading a template gives you the structural bases and then all you have to do is customize it by entering your personal information and data. Searching the thousands of different templates that are offered can give you ideas and you might find combining several ideas may work for you best. Getting creative while still maintaining structure and order may be what puts you over the top of other applicants.

Interviews:

College is a great “dress rehearsal” for the corporate world. You are expected to meet deadlines, handle yourself in a professional manner and wake-up for 8:00 a.m. classes (most jobs start at 8:00 a.m.). Developing your communication skills in college will help you when you get ready for that “all important” job interview. Here are some things to remember when interviewing:

- Maintain solid eye contact and a firm handshake.
- Small talk and how you handle yourself is just as important as the actual interview.
- Relax - you will be more comfortable and confident if you allow yourself to relax.
- Answer small talk questions briefly, honestly, diplomatically and tactfully.
- Research the company you are interviewing with and prepare some specific questions showing that you did your research.
- Listening skills are essential – pay attention to what the employer is saying as well as what their body language is saying. By paying attention to these things you will know when to expand your answers and when to leave them short.
- It is encouraged to bring a notepad and it is okay to take notes during the interview if you think of something you would like to ask. Doing this shows you take the initiative and are genuinely interested in the company.
- Focus on the interview and interviewer.
- Be honest, any lies you may tell about your background and achievements will come back to haunt you later.
- Use tactful humor, most people want to know that you can relate through humor.
- If you know you want the job let that be known.

SESSION 8 OUTLINE

Session 8: Academic/Enrollment Procedures/Wrap-up

Session Objectives:

1. Understand enrollment procedures for the next semester.
2. Understand about mid-term grades, how to check them and what they mean.
3. Answer any other questions students may have before class dismisses.

Enrollment:

It is important to identify the early enrollment date for current students. Enrolling within this week gives you preference for courses before enrollment is open to all students. Leaving enrollment until the last minute may result in closed classes and not getting the courses of your choice.

Know who your advisor is and where to go for enrollment. Getting a copy of the class schedule and looking through the courses picking out classes you think you might like to take is always helpful to do before you meet with your advisor. Students who take the initiative to know about their degree and what is required empower themselves to be successful and eliminate any surprises about course work when they get ready to graduate.

If you are a student who is planning to transfer from Murray State College to another school to complete a degree it is wise to print that degree program you wish to transfer into to ensure what you are taking here will benefit your ultimate academic goal. Familiarizing yourself early on with the requirements of your ultimate academic goal will help you know where you need to be and what you need to be taking.

Midterm:

Midterm grades are available on I.Q. Web at the end of 8 weeks, just before Fall Break and Spring Break. The purpose of these grades is for the student to know their academic standing half way through the semester. If you are not happy with your mid-term grade this gives you 8 weeks to kick it into gear and do what it takes to finish strong. It is a good idea to visit with your instructors about your grades and find out exactly what needs to be done to be successful in their course.

If at mid-term you have a U, D or F you will be placed on the “D&F List”. This list is provided to advisors for the purpose of knowing where their advisees stand. You may receive a letter in the mail encouraging you to speak with your advisor about your grades. In most cases your advisor will encourage you to speak with your instructors, find out what you need to do to be successful, use the tutors that are available and set yourself on a tight schedule to get it done in these last 8 weeks. At this point if you feel like there is no way that you can be successful in the course in question you may want to consider withdrawing from the course completely. This can be done out of the registrars office.

Wrap-up:

This is the completion of this course. Congratulations! For most of you this is your first college credit hour earned! Remember to be an active participant in your education. Take the initiative, ask questions, learn and grow so that you can be what you want to be. The Faculty and Staff here at Murray State College want to help you succeed so please utilize our services. We don't know you are struggling unless you come to see us. Never be afraid to seek out assistance and we look forward to working with you as you continue your education with us. It will be an honor and a privilege to watch you walk across our stage at graduation!