



2021-2022 STUDENT HANDBOOK

This handbook is your guide to all the services and activities available to you as a Murray State College (MSC) student. It outlines your rights and your responsibilities as a student and as a part of the academic community. It is your responsibility to learn about and take advantage of the services and activities offered throughout your time here, just as it is your responsibility to learn and follow the established rules, policies and procedures of Murray State College.

The College is committed to the academic, personal, and social development of each student enrolled. Annual surveys are conducted to effectively compile comprehensive information about students' needs and goals in an effort to provide the best learning experiences for everyone in the MSC Family. Special academic support services currently offered free of charge include developmental classes, tutoring, seminars, career advisement, and guidance. These are utilized, along with the regular curriculum, to help students achieve their goals.

Murray State College is interested in you, your goals and your future and wants to do whatever we can to help you excel here and beyond. After your education at MSC is complete, we want to help you choose a path that is right for you. This could be employment, further education, technical training, or some other worthwhile endeavor. If you have any questions, concerns, needs or suggestions, please contact a member of the administration, faculty, or staff. We are here to serve you, the students of Murray State College.

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HELP AND WHERE TO FIND IT

Academic Assistance

Where: Student Support Services, Student Services Building, Ste. 116 Phone: 387.7260
Student Success Center, Library Science Building, Phone: 387.7299

Adding Info to Weekly Calendar **Where:** Public Info Office
Administration Building, Ste. 204 Phone: 387.7123

Ambulance- 911 Phone: 371.2419 or 2327

Basic Skills (Reading, Writing, Math, Etc.) **Where:** Student Support Services,
Student Services Building, Ste. 116 Phone: 387.7299
Student Success Center, Library Science Building, Phone: 387.7299

Campus Organizations **Where:** Student Life
Student Services Building, Ste. 100 Phone: 387.7139

Campus Police **Where:** Aggie Suites Rm. 114 Phone: 387.7311 or 580.371.1140 or 911

Change Room in Residence Hall **Who:** Director of Resident Life
Resident Housing Office #1 Phone: 387.7135

Chickasaw Nation Retention Services **Where:** Administration Building, Ste. 115 Phone: 387.7283

Computer Services

Where: Administration Building, Ste. 118, Phone: 387.7160

Career Information

Where: Student Services Building Ste. 116 Phone: 387.7260
Student Success Center, Library Science Building, Phone: 387.7299

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: online.msco.edu/book-online
Student Services Building, Ste. 109 Phone: 387.7201 or 7202

Financial Aid **Where:** Financial Aid
Student Services Building, Ste. 108 Phone: 387.7221

Fire Department **Phone:** 371.2324 or 371.3051 or dial 911

Food Service **Where:** Park Student Union Dining Hall, Phone: 387.7250

Grades **Where:** Welcome Center, Phone: 387.7201, 387-7202

Hospital

Where: Mercy Hospital, 1101 South Byrd Phone: 371.2327

Housing

Who: Director of Resident Life
Resident Housing Office #1 Phone: 387.7135

Library **Where:** Library Science Building, Phone: 387.7301

Lost and Found

Where: Media Center Administration 1st floor, Phone: 387.7171

Media Center

Where: Administration 1st floor, Phone: 387.7170

Resident Mail

Where: Media Center Administration 1st floor, Phone: 387.7170

Off-Campus Housing

Who: Director of Resident Life

Resident Housing Office #1 Phone: 387.7135

Outreach Office Where: Student Services, Ste. 116B Phone: 387.7138

Physical Fitness Center Where: Fitness Center: 387.7580

Physician Where: Family Health Center Phone: 371.2343

Police or 911 Aggie Suites 114, Phone: 387.7314 or Johnston Co. Sheriff's Dept. 371.2691

Public Information Where: Public Info Office Administration Building, Ste. 204 Phone: 387.7123

Refund of a Fee(s) Where: Business Office Student Services Building, Ste. 113 Phone: 387.7210

Reserving Facilities Where: Plant and Technology, Ballroom, Small Dining Room, Lounge, or Auditorium Phone: 387.7320

Student Activities Where: Resident Housing Office #2 Phone: 387.7139

Student Employment Where: Financial Aid

Student Services Building, Ste. 108 Phone: 387.7220

Student Loans, Scholarships, and Grants Where: Financial Aid Student Services Building, Ste. 108 Phone: 387.7220

Student Government

Resident Housing Office #2 Phone: 387.7139

Student Support Services

Where: Student Services Building Phone 387.7260

Student Success –Retention Coordinator

Where: Library, Ste. 109 Phone: 387.7260

Study Skills (Test taking, time management, etc.) Where: Library Resource Center Library Science Building Phone: 387.7301

Transcript Evaluation Where: Registrar's Office Student Services Building, Ste. 109 Phone: 387.7231

Tutoring (Peer and/or Professional) Where: Library Resource Center,
(Professional) Library Science Building Phone: 387.7301 Peer Tutoring - See Program Chair

Web Site

www.msco.edu

Withdrawal from College Where: Registrar's Office, Student Services Building, Ste.109 Phone: 387.7230

STUDENT ASSISTANCE

MSC - ARDMORE

Academic Assistance	Where: MSC Advisement Office, 1 st Floor	Phone: 319.0370
Financial Aid & Student Employment	Where: MSC Advisement Office, 1 st Floor	Phone: 319.0329
Career Information	Where: MSC Advisement Office, 1 st Floor	Phone: 319.0370
Change Major/Withdrawal from College	Where: MSC Advisement Office, 1 st Floor	Phone: 387.0320
Change of Name/Address	Where: MSC Advisement Office, 1 st Floor	Phone: 387.7320
Grades	Where: MSC Advisement Office, 1 st Floor	Phone: 387.7320
Enrollment: Adding or Dropping Course(s)	Where: MSC Advisement Office, 1 st Floor	Phone: 387.7320
Student Loans, Scholarships, Grants	Where: MSC Advisement Office, 1 st Floor	Phone: 319.0329
Student Activities	Where: MSC Advisement Office, 1 st Floor	Phone: 319.0316
Study Skills (Test taking, time management, etc.)	Where: MSC Advisement Office, 1 st Floor	Phone: 319.0340
Transcript Evaluation	Where: MSC Advisement Office, 1 st Floor	Phone: 387.7230
Tutoring (Peer and/or Professional)	Where: MSC Advisement Office, 1 st Floor	Phone: 319.0316
Emergency Situations	Dial 911	
Non-Emergency Numbers	Ambulance: 223.1226 Sheriff: 223.6014	Police: 223.1212 Highway Patrol: 223.8800
Hospital	Mercy Memorial Health Center	Phone: 223.5400
Family Shelter of Southern Oklahoma		Phone: 226.6424
Lighthouse Behavioral Wellness Centers 2530 S. Commerce, Ardmore, OK		Phone: 223.5636 or 1.800.522.1090
Carter County Health Department 101 1 st SW, Ardmore, OK		Phone: 223.9705
Chickasaw Clinic		Phones: 580-226.8181

HOTLINES

Certified Crisis Center
1.800.784.2433

Child Abuse Hot Line
1.800.522.3511

Parenting Helpline
1.855.427.2736

REACH-OUT

Mental Health, Substance Abuse, Domestic/Sexual Violence Hotline
1.800.522.7233

Kevin Morgan
Director of Res Life/Student Conduct
580.387.7135

Quinton Jones
Executive Director of Student Affairs
580.387.7139

Murray State College Mission Statement

Murray State College provides opportunities to maximize student learning, personal growth, professional success and community enhancement.

MURRAY STATE COLLEGE NOTICE OF NON-DISCRIMINATION:

Murray State College, in compliance with Title VI of the civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, gender, sex, age, religion, handicap, or status as veteran in any of its policies, practices, procedures, education programs, or activities. This includes, but is not limited to, admissions, employment, financial aid, and educational services. Compliance responsibilities regarding Section 504 and Title IX of the Education Amendments Act of 1972 are assigned to and maintained by:

Quinton Jones, Executive Director of Student Affairs

Title IX Coordinator

MURRAY STATE COLLEGE
One Murray Campus
Tishomingo, OK 73460
580.387.7139
studentaffairs@mscok.edu

AMERICANS WITH DISABILITIES ACT POLICY/PROCEDURE/GRIEVANCE PROCEDURE

AMERICANS WITH DISABILITIES ACT

Policy Statement (Board Approval Date: 03.22.11; Updated 11.13.13)

Murray State College, in compliance with Title VI of the civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, gender, sex, age, religion, handicap, or status as veteran in any of its policies, practices, procedures, education programs, or activities. This includes, but is not limited to, admissions, employment, financial aid, and educational services. Compliance responsibilities regarding Section 504 and Title IX of the Education Amendments Act of 1972 are assigned to and maintained by:

Charles Coulter
Testing Center
A.D.A. Compliance Office
MURRAY STATE COLLEGE
One Murray Campus
Tishomingo, OK 73460
580.387.7304
ccoulter@mscok.edu

Quinton Jones
Executive Director of Student Affairs
Title IX Coordinator
MURRAY STATE COLLEGE
One Murray Campus
Tishomingo, OK 73460
580.387.7131
qjones@mscok.edu

Procedure Updated 11.13.13; 05.04.21;

1. The Student's Responsibilities:
 - a. The student must self-identify the disability and submit a signed request listing any accommodations requested to the Academic Advisement Office (MSC or UCSO) or A.D.A. Compliance Officer–Charles Coulter. This should be done upon registration, but in any event it should be done as soon as possible. On classes shorter than a semester in length, notification is required at registration or as soon as possible. The earlier this is done, the greater the opportunity MSC has to respond to the need following documentation.
 - b. The student's request must be accompanied by an evaluation from a qualified professional. The professional's evaluation must include a diagnosis with recommended accommodation(s).
2. MSC's Responsibilities to the Student:
 - a. When the Academic Advisement Office or A.D.A. Compliance Officer receives the student's request and the qualified professional's diagnosis with recommended accommodation(s), a thorough individualized assessment is conducted. This may be a collaborative process involving the A.D.A. Compliance Officer the student, and the instructor.
 - b. If cost is involved in the requested accommodation, the Chief Finance Officer must approve the request.
 - c. The A.D.A. Compliance Officer completes the A.D.A Accommodations/Responsibilities form and notifies appropriate College personnel, including instructors, about academic adjustments and auxiliary aids and services (accommodations) approved for a student with a disability in a timely fashion and, whenever possible, prior to the start of a semester or class session.
 - d. The A.D.A. Compliance Officer will document (in letter form) any additional information which may be needed or the accommodation provided which will be addressed to the student and all appropriate College personnel including instructors.
 - e. In the event that a student with a disability provides new disabling conditions or changes in the student's accommodation needs, the College will conduct a thorough, individualized assessment of the information and, as appropriate, change or update the accommodations granted to the student in a timely fashion. The A.D.A. Compliance Officer will document in letter form the changed or updated accommodation provided which will be addressed to the student and all appropriate College personnel including instructors.
 - f. The Academic Advisement Office maintains the student's file including all documentation.
 - g. The Chief Academic Officer ensures that all course syllabi include the following statement: "Murray State College is committed to providing equal access to College programs and services for all students. Under College policy and federal and state laws, students with documented disabilities are entitled to reasonable accommodation to ensure the student has an equal opportunity to perform in class."
 - h. When a student self-identifies a disability, faculty members should direct the student to the A.D.A. Compliance Officer in the Academic Advisement Office (MSC or UCSO).
3. Americans with Disabilities (A.D.A) Title II/Section 504 Student Grievance Procedure: Murray State College, in compliance with Title VI of the civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national

origin, gender, sex, age, religion, handicap, or status as veteran in any of its policies, practices, procedures, education programs, or activities. This includes, but is not limited to, admissions, employment, financial aid, and educational services. Murray State College has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act (A.D.A). Students with A.D.A complaints should follow the Americans with Disabilities (A.D.A) Title II/Section 504 Student Grievance Procedure as published in the printed MSC Student Handbook which can also be found online www.msco.edu for current students and on file in the Office of Academic Advisement Office.

- a. A complaint should be filed within ten working days after the complainant becomes aware of the alleged violation.
- b. A complaint should be filed in written form containing the name and address of the person filing the complaint and a brief description of the alleged violation of the regulations.
All complaints should be filed with the A.D.A. Compliance Officer in person in the office LS119 in the Testing Center/MSCLibrary Science Building, One Murray Campus Tishomingo, OK 73460 580.387.7717 or via email ada@mscok.edu. If the complaint is filed against the A.D.A. Compliance Officer-Charles Coulter the complaint should be filed with Quinton Jones, Executive Director of Student Affairs, in the Resident Housing Office #2, One Murray Campus, Tishomingo, OK 73460, 580.387.7139, or via email qjones@mscok.edu.
- c. A confidential, adequate, reliable, and impartial investigation will take place. An opportunity for all parties involved to present witnesses and other evidence will be given. The investigation will be conducted by the A.D.A. Compliance Officer.
- d. A written notification/determination as to the validity of the complaint and a description of the resolution, if any, is to be issued by the A.D.A. Compliance Officer or Quinton Jones-Executive Director of Student Affairs and a copy provided to the complainant no later than 10 working days after the complaint has been filed.
- e. The A.D.A. Compliance Officer will maintain detailed recordings of the investigation including notes of interviews, copies of documents reviewed, and other relevant information relating to the complaints filed. Records will be kept in the Office of and under the care of A.D.A. Compliance Officer.
- f. The complainant can request a reconsideration of the case in instances where he/she is dissatisfied with the resolution. The request for reconsideration should be made within 10 working days from the date of receipt of the written determination as set forth in Item C.5. This request for reconsideration should be sent to the President of Murray State College, Murray State College Administration Building, One Murray Campus, Tishomingo, OK 73460, 580.387.7101, president@mscok.edu
- g. The President reviews the materials presented, interviews individuals as deemed appropriate, and renders a final decision within 10 working days. The Oklahoma State Regents for Higher Education has an established claim process to handle complaints above the institutional level.
- h. All information regarding a student's disability is highly confidential and is maintained in separate, secure files with limited access. Information is shared only on a need-to-know basis.
- i. If necessary the College will take steps to prevent the recurrence of any discrimination, and to remedy the discriminatory effects of discrimination, of which it has notice.
- j. Compliance responsibilities regarding Section 504 and Title IX of the Education Amendments Act of 1972 are assigned to and maintained by: Charles Coulter-A.D.A. Compliance Officer, MURRAY STATE COLLEGE, One Murray Campus, Tishomingo, OK 73460, 580.387.7201, 7717 ada@mscok.edu. The Compliance Officer assumes responsibility for seeing that the College is properly interpreting federal regulations requiring the College take such steps as are necessary to ensure that no student with a disability is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination because of absence of reasonable accommodations.

NOTE: The following applies to all complainants: The right of a person to a prompt and equitable resolution of the complaint filed hereunder is not to be impaired by the person's pursuit of other remedies such as the filing of an A.D.A complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies. These rules are construed to protect the substantive rights of interested persons to meet appropriate due process standards and to assure that MSC complies with the A.D.A and implementing regulations.

ACADEMIC POLICIES, PROCEDURES AND GUIDELINES

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:

Hours Attempted:	Retention GPA
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 Appeal 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 Appeal 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.

MURRAY STATE COLLEGE
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 Vice President for Academic Affairs 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:

- a. The explanation of grades section of the transcript will note the courses and semester(s) reprieved.
- b. The transcript will reflect the retention and graduation GPAs excluding reprieved courses/semesters.
- c. 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.

MURRAY STATE COLLEGE
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 Vice Preside for Academic Affairs 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.

MURRAY STATE COLLEGE 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 and is recorded on the college transcript for the student. This grade is based upon several specified grading factors identified in the course syllabus. If a student believes those grading methods were not consistently and accurately followed when the faculty member determined the student's final grade, the following procedures should be used to resolve the issue.

Step 1:

- A. The student shall within thirty (30) days following the issuance of the grade in question, confer with the instructor who issued the grade and outline the reasons why it is felt the grade has been incorrectly issued. Within ten (10) 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 specify the grade change made as a result of the appeal. In either case, the instructor will specify the reasons for the action in writing.
- B. If the student remains dissatisfied following Step 1A, he/she should contact the applicable department chairperson within five (5) working days of receiving the written response from the instructor. The chairperson shall arrange a conference 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 by filing a Grade Appeal. The student shall obtain the Grade Appeal Form available in the Academic Affairs Office. Filling out an issue/concern form is not a grade appeal.

The Grade Appeal form must be received no later than ten (10) working days following the conference with the department chair. Submission of the grade appeal should be made to the Vice President for Academic Affairs, and the Review Committee shall hear the case within twenty (20) working days thereafter.

The Review Committee shall consist of the Vice President for Academic Affairs (or designee) as chairperson, a Department Chair, two faculty, and two students chosen by the Vice President for Academic Affairs.

At such review, the student shall be allowed to appear in person and present any evidence, including the testimony of others, which is reasonable and relevant in determining whether or not the grade in question is, in fact, correct. The burden of proof rests with the student. The proof shall be a preponderance of evidence.

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

The Vice President for Academic Affairs will communicate the decision of the Review Committee in writing within ten (10) working days after the hearing is 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 contact the President of the college in writing the desire to appeal. 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 may:

- A. Meet with the student to gain further clarification of the problem.

- B. Meet with the faculty member, and Vice President for Academic Affairs to gain additional clarification of the problem.

After careful consideration of all facts, but within ten (10) working days, the President will render a decision in writing to the student. The decision of the President will be to:

- 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.)

**MURRAY STATE COLLEGE
STUDENT COURSE GRADE APPEAL FORM**

This form should be completed and submitted to the Student Course Grade Appeal Review Committee, Academic Affairs Office, Room AD 304.

A concise statement explaining the reason for appeal should also be submitted with the form.

Name _____ Date _____

Classification _____ ID # _____

Address _____

Phone Number _____

Course ID _____ Section No _____

Course Title _____

Instructor _____ Semester _____ Year _____

Grade Received _____ Grade Expected _____

Maintain a record of dates/ signatures of all persons identified below who were included in the discussion process.

Signature _____ Date _____

Instructor _____ Date _____

Departmental Chairperson _____ Date _____

Vice President for
Academic Affairs _____ Date _____

Student's Signature _____ Date _____

MURRAY STATE COLLEGE
ACADEMIC INTEGRITY STATEMENT

DEFINITION AND APPLICATION

Murray State College strictly adheres to upholding the principles of academic integrity, while striving to incorporate, assess, and recognize the scholarly excellence of its students. It is the responsibility of the student to maintain the integrity of his/her class-assigned work, and to be familiar with what constitutes academic integrity; it is the responsibility of both student and faculty to deal with infractions against this integrity code.

For many reasons, including a surge in the use of digital technology, the prevalence and availability of electronic and non-electronic sources, and the sometimes lack of earlier educational training in what constitutes plagiarism and misrepresentation, a growing number of students seem unaware of what constitutes academic misconduct. Students practicing integrity will implement honesty and make socially-acceptable choices in creating any academic work. This involves purposefully avoiding such actions as lying, stealing, cheating, or plagiarizing when it comes to any class assignment or project.

ACADEMIC MISCONDUCT

Listed below are examples of, but not limited to, what constitutes academic misconduct in Murray State College classes.

- Plagiarism, intentional or unintentional. It is the student's responsibility to understand what constitutes plagiarism, and take steps to prevent plagiarism in class work. (See below for specifics.)
- Cheating and the use of unauthorized outside sources or unauthorized materials on tests, exams, or any assigned writing or class project
- Improper collaboration between student and unauthorized person(s)
- Submitting the same assignment for more than one class without express permission from instructor(s)
- Lying, fabrication, forgery or alteration of documents, etc. to gain academic advantage
- This deals with, but is not limited to, obtaining an excused absence; gaining additional time to make up or complete an assignment; forging drop slips; falsifying diplomas, transcripts, etc.; fabricating data or sources for research papers or lab work; assisting others with perpetrating academic misconduct; destroying or stealing another's information, work, assignment, etc.; computer manipulation (hacking) to access tests, change grades, etc.; or interfering with or intimidating someone reporting academic misconduct

PLAGIARISM

To plagiarize is defined by the Merriam-Webster online dictionary as "to steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source" (May 2012). Be mindful that plagiarism does not apply only to text; it can also apply to obscure facts or data, photos and graphics, maps, charts, drawings or other images, and even unfounded opinions. Plagiarizing someone else's words, facts or images does more than break Murray State College code; it is also illegal. These words and items are property and have value. They are protected by copyright law. If you cannot copyright the words and ideas presented in your class work, it should be cited. Specifically, plagiarism includes, but is not limited to, the following:

- Copying words and presenting them as your own writing
- Copying exact wordage, even if the source is listed, if the wording is not indicated within quotation marks as being someone else's wording arrangement
- Copying exact wordage and making small, minimal changes ("patchwork" plagiarism), even if the source is listed. The student should paraphrase, which means coming up with his/her own interpretation and complete rewriting of the quoted material.
- Presenting someone else's ideas as your own, even if they are paraphrased (in your own words)
- Plagiarism must be avoided in all class work
- Pleading ignorance as to what constitutes plagiarism is not a defense. It is the student's responsibility to understand what constitutes plagiarism, as well as other forms of academic misconduct

PENALTIES

Academic integrity is of pivotal concern to all students and faculty. Students who participate in academic misconduct not only denote baser character traits among themselves, but also mar the reputation of the college. Therefore, all reports of academic misconduct are treated as serious offenses.

How an academic misconduct incident is handled rests first and primarily with the faculty member overseeing the work assignment or project, and details and severity should be addressed in the class syllabus. Penalties include, but are not limited to, the following:

- Admonition (warning) and possible assignment grade reduction – The instructor may admonish the student in various ways. This may result in a grade reduction that does not exceed the value of the assignment; requiring the assignment to be redone and resubmitted; or simply assigning a zero (0) or failing (F) score to the particular assignment. Admonishment is for lesser offenses only.
- Failure in and/or suspension from the class – The instructor may drop the student immediately from class with an “F” (failing) or “AW” (administrative withdrawal) grade. This action should be accompanied by a written detailed account to the Department Chair of the incident, including supporting document(s) if possible, and the instructor’s recommendation of action.
- Administrative suspension from college – Especially in the case of a second misconduct incident and other mitigating circumstances, the instructor may choose to take the issue to the Vice President of Academic Affairs and request the student be withdrawn from the college with an “F” (failing) grade. This action should be accompanied by a written detailed account of the incident, including supporting document(s) if possible, and the instructor’s recommendation of action.
- Incidents of academic dishonesty should be reported by memorandum to the Vice President for Academic Affairs.

APPEAL

A student accused of academic misconduct may choose to appeal the decision of his/her instructor by going to the Vice President for Academic Affairs for rescinding the instructor’s decision or for validation of that decision. The student (someone taking at least one current class) must bring his/her grievance in writing within ten (10) days of the instructor’s decision as announced to the student. If the student wishes to pursue grievance resolution beyond the second validation of penalty, he/she must provide a complete, formal Written Grievance Request (see “Student Grievance Procedures” in the Murray State College Student Handbook).

MURRAY STATE COLLEGE 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. Directions for using these accounts are located on the MSC website. The current website contains this information under Administration/IT Department/Computer Accounts. Your student username is the first four characters of your last name and the last four digits of your Student ID number. Then your default password is your entire Student ID number – all 9 digits, including any leading zeros.

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)

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

INTRODUCTION

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
- 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 TX 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

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.

MURRAY STATE COLLEGE 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

Computer laboratory users are required to honor the following rules:

- Food or drinks are prohibited
- MSC is a tobacco and smoke free campus including vape products
- 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

MURRAY STATE COLLEGE
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
- 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.

DRUG-FREE CAMPUS/WORKPLACE (DRUG AND ALCOHOL ABUSE PREVENTION)

Policy Statement (Board Approval Date: 03/22/11)

All Students and Employees Regarding the Drug-Free School and Communities Act: The Board, 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).

Murray State College is committed to providing an alcohol- and drug-free environment in which to learn and work. Therefore, employees and students of MSC are expected to abide by all applicable local, state, and federal laws prohibiting use of alcohol and illegal drugs.

PROCEDURE

1. Standards of Conduct: The illegal possession and/or illegal use of alcoholic beverages or illicit drugs on College property, in College housing, or at any College-sponsored activity by students and/or employees of the College are forbidden.

SANCTIONS

1. College Sanctions for Students: The following sanctions may be imposed by any of the following: Director of Resident Life, chief student affairs officer, 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, and/or 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 counseling, referral to a rehabilitation program, and/or specific restrictions may be used in conjunction with various sanctions.
2. College Sanctions for Employees: The Board has adopted a Drug-Free Workplace Policy that the MSC 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 dismissal 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 MSC Library/Learning Resource Center. 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 Oklahoma Criminal Laws, 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.) will 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 5 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 40 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 10 years' imprisonment and fines of not more than \$10 million, or both, to

not less than 20 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.

- Refer to Current Oklahoma State Law at: <http://norml.org/laws/item/oklahoma-penalties-2>

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.

MEDICAL MARIJUANA

In June 2018, State Question 788 became law in Oklahoma. This state question was an initiative to legalize medical marijuana. Despite passage of State Question 788, the use, possession, sale, or distribution of marijuana (including medical marijuana, edibles, and products containing marijuana) on any college-owned or controlled property or at any college event remains illegal pursuant to the Controlled Substances Act, the Drug Free Schools and Communities Act, and the Drug Free Workplace Act, and against Murray State College policy. You may not bring marijuana on any college property or to any college event, or smoke or consume marijuana or any product containing marijuana on any college property or at any college event, and you may not come to class or work under the influence of any illegal substance, including marijuana. Even though medical marijuana is now legal under Oklahoma law, it remains illegal under federal law. As a recipient of federal funding, Murray State College must abide by federal law, which prohibits the unlawful manufacture, distribution, possession, and use of illegal drugs, including medical marijuana. Regardless of having a license for medical marijuana, its use on campus or at college events is strictly prohibited and violation of Murray State College policy regarding controlled substances such as marijuana may result in disciplinary action.

HEALTH RISKS

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. Anabolic steroids 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, may 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.

Referral Services for MSC employees and students:
TREATMENT PROGRAMS AND HELP AGENCIES

A.D.A Area Chemical Dependency Center: Out-Patient Services

A.D.A: 580.332.3001

Alcoholics Anonymous

405.949.0910 (OKC)
405.524.1100 (Hotline)

Advisement Inc.: Family/Youth Svcs. Tishomingo: 580.371.3551 or
580.371.3576

Brief Interventions (Madill)

580.677.9013
Substance Abuse Advisement, Evaluations, DUI School and
Assessments

**Broadway Safe House for Men Half-Way House for
Drug/Alcohol** 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
1800.662.HELP 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

Family Crisis Center, Inc.:

Domestic Violence & Sexual Assault Services
A.D.A: 580.436.3504

Drug Recovery

(Inpatient/ Outpatient: Adults/Youth

OKC: 405.424.4347

Families First Inc.

(Out-Patient Advisement Services) Ardmore: 580.226.9388
A.D.A: 580.310.9000

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

Lighthouse Behavioral Wellness Centers

(Acceptance contingent upon application)

Ada: 580.436.2690

Ardmore 580.223.5636

Durant 580.924.7330

Pauls Valley 405.238.7311

Tishomingo 580.371.3019

Seminole 405.382.4507

Tishomingo 580.371.3019

Hotline 1.800.522.1090

Mercy Memorial Health Center (Ardmore)

580.220.6700

National Council on Alcoholism

(24 ours a day) 1.800.622.2255

Pregnancy Resource Center of Southern

Oklahoma 580.223.7218

Reach-Out Hotline

(Mental health and/or substance abuse issues,
crisis intervention & referrals)

1.800.522.9054

Rolling Hills (A.D.A)

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

Wichita Mountain Prevention Network

Lawton: 580.355.5246

Mental Health Services and Referrals for Students

A referral for counseling should be considered when faculty/staff believe a student's problems go beyond their own experience and expertise, or when they feel uncomfortable helping a student with some issue. Faculty/Staff might refer a student to the Executive Director of Student Affairs (580.387.7139) because of the way the student's problems are interfering with their academic work or with instruction, or because observation of a student's personal behavior raises concerns apart from their academic work.

Student Affairs staff are available to consult with students and faculty around a variety of mental health-related issues such as:

Concerns about the welfare/mental health of a particular student

- Concerns about the college community's reaction to a traumatic event
- Suggestions/help on how to refer someone for services

Signs of Concern

- Marked decline in the quality of a student's coursework and/or class participation; increased absence from class and/or failure to turn in work
- Prolonged depression, suggested by a sad expression, apathy, weight loss, sleeping difficulty, tearfulness
- Nervousness, agitation, excessive worry; irritability, aggressiveness, non-stop talking
- Bizarre, strange behavior or speech
- Extreme dependency on faculty/staff, including spending much of their time visiting during office hours or at other times
- Marked change in personal hygiene
- Direct statements indicating family problems, including personal losses such as the death of a family member or the break-up of a relationship
- Expressions of concern about a student by peers
- Talk of suicide, either directly or indirectly such as, "I won't be around to take that exam anyway? Or "I'm not worried about getting a job; I won't need one"
- Comments in a student's paper that arouse concern

Everyone experiences stress differently, and many disturbances may be relatively transient. However, faculty/staff may become alarmed by even brief changes that are extreme or by significant changes that continue for some time. If there is doubt about the seriousness of the problem, they are encouraged to consult Student Affairs at 580.387.7131.

How to Refer a Student

If a student agrees that counseling might be useful, there are several steps to take, depending on the urgency of the situation.

- Direct the student to call Student Affairs at 580.387.7139 for immediate referral.
- Accompany the student to the Office of Student Affairs-Resident Housing Office #2 if needed.
- If you don't expect to speak to a student in-person (e.g., only through emails), or you have an urgent concern, the Executive Director of Student Affairs can reach out to him/her in a more active way.

Working with Students Yourself

In some cases, students who seek help may work more effectively with faculty/staff rather than being referred to counseling. An employee's willingness to listen is very important to those students. Faculty/Staff may also choose to work with the students on improving their academic work without focusing on the psychological issues that underlie the behavior. Faculty/Staff can always consult Student Affairs on how to best handle either of these approaches.

Students' Confidentiality

We treat all of our contacts with students confidentially and in accordance with State of Oklahoma mental health regulations governing our professional professions. We adhere to the HIPAA laws which further ensure that student's protected health information is properly managed. We can disclose that a student is receiving psychological services/has followed through with a referral only if the student signs an authorization giving us permission to do so. We can release information without a student's written consent only in those circumstances in which there is imminent danger to the student or to others; in cases of child or elder abuse; when court-ordered to do so; or when otherwise required by law.

CURRENT PROGRAMS AND SERVICES

Name	Location	Cost	Purpose
Student Support Services	Ardmore & Tishomingo	FREE, if you meet requirements	To enhance academic skills, increase retention, graduation, and transfer rates for eligible first-generation, low-income or disabled students who have an academic need for program services.
Student Veterans Assoc.	Ardmore & Tishomingo	FREE	To provide a support network for veteran students, spouses, and dependents of veterans and to assist other veteran-related groups and programs in our communities.
Lighthouse Behavioral Wellness Centers	Ardmore, Ada, Durant, Pauls Valley, Tishomingo, Seminole	Depends on insurance	To empower those suffering from mental illness, so they may thrive.
Oklahoma Dept. of Veteran Affairs	Ardmore	FREE	Behavioral health providers believe mental health concerns and stress can affect the entire family. They have open services available that can include the family unit.
Tishomingo Behavioral Health Clinic, Chickasaw Nation	Tishomingo	YOU PROVIDE -Citizenship Card -Driver's License -Birth Certificate ELIGIBILITY -Chickasaw Citizen -Native American -Services available to all ages -Patient of the Chickasaw Nation Dept. of Health	To offer affordable, high-quality care to our patients through comprehensive services.
Family Health Center of Southern Oklahoma	Tishomingo	\$20 student co-pay. For others they accept insurance, Medicare, Medicaid, SoonerCare and they charge based on a sliding scale according to income.	

ATHLETICS

Murray State College Athletic Department Policy Statement on Alcohol and Drug 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 MSC are subject to drug testing. 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 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 test will be conducted at any time the athlete’s fitness to perform is in question, when their behavior is antisocial, or if they exhibit reasonable suspicion.

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 school sponsored trips is strictly prohibited and against department policy. The Athletic Department at Murray State College makes every effort to educate and protect our students and student-athletes from the dangers of substance abuse and tobacco use. Smokeless tobacco and any other tobacco use are prohibited during practices and contests by Murray State College and the NJCAA.

Murray State College Athletics participates in drug testing of our athletes. Reasonable effort will be made to ensure confidentiality during the collection and processing of specimens and results. Confidentiality of the results will be observed except for the person administering the test, Athletic Director and Head Coach. The Student Compliance/Director of Drug Education may be informed if the student-athlete participates in a Drug Education Program. 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.

Drug Testing will be:

1. At any time, the athlete’s fitness to perform is in question
2. Routine or unannounced tests, initiated by MSC Athletic Director in conjunction with the VP for Student Affairs
3. Random drug screening by MSC or the NJCAA
4. Team Testing

Drug Testing results of POSITIVE incur the following consequence for the student-athlete:

1. Suspension from participation pending 2 additional negative drug screens
2. Possible termination of Financial Aid
3. Termination of Financial Aid
4. Expulsion from Student Housing

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. Students with a positive test results will also be required to complete, at their own expense, a drug counseling program conducted by a licensed drug counseling practitioner. Such drug counseling must be approved in advance by the Executive Director of Student Affairs. Prior to returning to team activities, students with positive test results must provide written documentation of the completed drug counseling program. Students with a first positive result are subject to reasonable suspicion follow-up testing at any time while remaining a student athlete at MSC. The student-athlete will be required to produce two subsequent drug screens with verified NEGATIVE results before consideration of participation in his/her sport. The required drug screens will be administered one week apart with the first required test one week from the first positive result. Student-athletes are free to refuse drug testing; however, those who refuse will not be allowed to participate in intercollegiate athletics for the college. Refusal to consent to be tested for illegal drug use may result in forfeiture of all financial assistance provided to a student-athlete. Since alcohol clears the human body quickly it is not one of the drugs of abuse included on NJCAA drug tests. Note: Suspicion characteristics are not limited to but can include;

Behavioral Characteristics that may contribute to suspicion

- absenteeism; tardiness
- behavioral changes such as mood swings, irritability, decreased productivity
- isolation/withdrawn from teammates
- decreased or fluctuating classroom performance/productivity
- inappropriate physical appearance
- inconsistent communication patterns
- odor/scent of chemicals or unlawful substance

Physiological Characteristics that may contribute to suspicion

- flushed face
- red eyes
- abnormal pupil construction or dilation
- unsteady gait
- slurred speech
- declining health

Murray State College

Drug Testing for Student Athletes

You need to Know

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It's the Law

LEGAL SANCTIONS – DRUGS

Federal and state laws impose grave penalties on those who illegally possess, use, or distribute drugs or alcohol. According to the Oklahoma Criminal Laws, 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.) will 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.

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.

SANCTIONS

College Sanctions for Students: The following sanctions may be imposed by any of the following: Director of Student Compliance, Chief Student Affairs Officer, 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, and/or 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 counseling, referral to a rehabilitation program, and/or specific restrictions may be used in conjunction with various sanctions.

I acknowledge that I fully understand the Drug Testing Procedure as well as, the federal law, state law and Murray State College's policy. Violation could constitute just cause for disciplinary action.

Name (Print)

Date

Signature

ATHLETIC INSURANCE AND RISK MANAGEMENT

All MSC Athletes who participate in any sport will provide proof of primary health insurance to the Athletic Director before any practice or official play takes place. Athletes are expected to maintain primary health insurance while they are active in the athletic program at MSC. Any athlete who does not provide proof of coverage to the Athletic Director will not be allowed to practice or play. All athletes will complete the MSC PROOF OF COVERAGE FOR HEALTH INSURANCE ACKNOWLEDGEMENT.

The Athletic Risk Management Group consists of the Athletic Director, Assistant Athletic Director, Vice President for Administration and Finance, and the Executive Director of Student Affairs. When any athletic injury occurs the injury must be reported by the coach to the Athletic Director who will convene the Athletic Risk Management Group for a consultation prior to any athlete being referred for treatment. The Group will document the injury type and course of action to be kept on file in the office of Student Affairs. Murray State College insurance is secondary and will be utilized after the primary health insurance has been utilized for an injury claim.

AUXILIARY ENTERPRISES

For the personal requirements and convenience of Murray State College students, the College Governing Board has authorized a group of enterprises known as Auxiliary Enterprises. These enterprises include the operation of The Firing Range, The Horse Center, Dining Services, The Grind, and The Murray on Main Retail Stores, The MSC Bookstore, The MSC Student Union and other areas that some student groups utilize involving the use of facilities. The operation of the residence hall is also an auxiliary enterprise, but is discussed under the housing section.

Ballroom

The ballroom is available for use by student groups. To make arrangements for the use of the ballroom you may contact the office of Facilities/Maintenance at 580.387.7320 Campus activities have top priority in scheduled use of the MSC Ballroom and all other facilities on the MSC campus.

Bookstore/Murray On Main

Textbooks, school and office supplies, backpacks, calendars, reference materials, caps and gowns, Murray State College apparel, and many other items are sold in the MSC Bookstore in Tishomingo. (Campus Center, 580.387.7242) Hours of Operation: Monday – Friday, 7:30 a.m. to 4:30 p.m. The phone number for the MSC Bookstore in Ardmore at Murray on Main is 580.319.7599. Hours of Operation are: Monday – Saturday, 9:00 a.m. to 5:00 p.m. The address for Murray on Main is 106 E. Main.

Dining Services

Meals are served cafeteria style in the dining hall located in the Park Student Center. Careful attention is given to nutrition, preparation, and the serving of meals, as well as the taste and variety. The preparation and serving of meals is the responsibility of the Great Western Dining food services manager and his/her staff, which includes part-time student employees. You may contact Great Western Dining by calling 580.387.7250. When the MSC campus is closed due to inclement weather or holiday, where resident housing remains open, meal times will follow the same schedule as a weekend.

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:

*Times are subject to change but students will be notified via student email

WEEKDAYS*:		WEEKENDS*:	
Breakfast	7:00 a.m. to 9:00 a.m.		
Continental Breakfast	9:00 a.m. to 10:00 a.m.	Brunch	10:00 a.m. to 12:00 a.m.
Lunch	11:00 a.m. to 1:00 p.m.	Dinner	5:00 p.m. to 6:00 p.m.
Dinner (Mon-Thur)	4:30 p.m. to 6:30 p.m.	Sunday Brunch	12:00 p.m. to 1:00p.m.
Dinner (Fri)	4:30 p.m. to 6:00 p.m.		

For any extended academic or athletic program, the students/coaches will be required to make alternate meal arrangements during times in which the cafeteria is closed, i.e. Thanksgiving break, Christmas break, and Spring break. All students and College employees are welcome to utilize dining services. Resident Housing residents participate, as a part of their room and board fees in either the 15 or 19 meals-per week plan. Individual meals may be purchased and Commuter Plans are available for those who wish to purchase a meal ticket on the M2 Card System. Please check with dining services or the Business Office for meal prices. Cash is always accepted for your meal purchases if you desire. Please remember sharing meals or carry out services are not provided by dining services.

If your M2 Meal Card is lost or damaged, contact the Business Office. A cost may be associated with M2 Card replacement. Appropriate dress including shirt and shoes are always required to enter the dining hall, the Sodexo Manager has the right to refuse service to anyone. Students are expected to maintain appropriate behavior during meal times. Participants in the 19-meal plan will be served all 19 meals each week. Participants in the 15-meal plan may select any 15 of the 19 meals served each week. The 15 meal plan includes \$50.00 of Aggie Bucks, and 19 meal plans include \$100.00 of Aggie Bucks, per semester that can be spent in "The Grind" Snack Bar, located in the Student Union. Student ID cards loaded with the appropriate meal plan and are personalized with identification on the M2 Card for each student/employee. This card must be presented at each meal, and should be carried at all times. Individuals who purchase the 15-meal plan and exceed that plan will be charged the individual meal price for each meal over the 15 initially purchased. Meal plans will not be changed after the first five (5) days of any semester.

Park Student Center

Located in Parks Student Center are enterprises and services for students including: dining services, the ballroom, the snack bar, student game room, and the student computer lounge. Hours of operation conclude at 10:00 p.m.

CAMPUS POLICE

The Campus Police 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. Campus Police is responsible for the safety of all persons, and for the protection of state and personal property on campus. The Campus Police 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 Police 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 assisting college personnel in the enforcement of College policies, procedures, rules and regulations.

The Campus Police Department is located in Building A of the Aggie Suites on the Tishomingo Campus. The office telephone number is 580.387.7311 and cell number is 580.371.1140. If you have utilized both numbers and have received no response, call the Johnston County Sheriff's Office at 371.2691 and they will radio information to the Campus Police.

IF AN EMERGENCY OCCURS THREATENING LIFE OR SAFETY CALL 911.

MSC Campus Police work closely with state and local law enforcement authorities. Violations of criminal laws are reported to Campus Police and to appropriate authorities in accordance with generally accepted reporting standards. Violations of criminal law shall be reported to the Director of Resident Life via the Murray State College incident report form and logged on the Daily Crime Log in accordance with the Cleary Act. When violations are violent crimes charges will be filed, and other procedures followed as required by State and Federal Laws.

Administrative findings may result in sanctions against the offending student(s) according to the Murray State College Student Handbook. Students may be temporarily suspended pending the implementation of due process. Criminal charges against a student on or off campus may result in permanent suspension at the discretion of College officials, especially if the individual poses a threat to the safety of others, the campus community, or poses a threat to themselves.

All crimes shall be reported to the Director of Resident Life via the Murray State College incident report form and logged on the Daily Crime Log by Campus Police. These violations shall be handled according to administrative procedures except in the case of repeat violations. Repeat offenders and their behavior are subject to sanctions imposed by College officials when in their opinion warrant additional consideration. Charges will be filed by College officials as needed according to applicable criminal laws.

Campus Police 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.**
- ◆ **Report strange behaviors that make you feel uncomfortable.**
- ◆ **Report all incidents immediately.**

IN THE EVENT OF ANY EMERGENCY

College Communication of Emergency: Emergencies may range from inclement weather to Building evacuations to campus closures, and the College has a variety of tools to communicate with the public in the event of these and other possible emergencies. The institution will without delay, and taking into account the safety of the community, determine the content of the notification. Students, employees, and visitors will be immediately notified upon confirmation of a significant emergency or dangerous situation involving an immediate threat to health or safety. Depending on the type of emergency, some or all of the following tools may be used to communicate with students, employees, and visitors (unless issuing notification will compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency):

1. Siren System- This system is tested at about noon on the first Wednesday of every month. It delivers a siren warning and public address in the event of certain outdoor emergencies.
2. Emergency Web Site Posting-The College Web site, <http://www.msco.edu> will be updated with information during actual

emergencies or campus closures.

3. College Information Line for Emergency Notifications, 580.387.7000. Students and employees may call this main number for information about emergencies and campus closures. The Director of Communications will record the appropriate emergency notification should it become necessary.
4. Campus Television Emergency Announcement System - Emergency announcements will be displayed on LEF monitors across campus, instructing the viewer where to go for additional information.
5. HyperReach from Johnston County-Emergency announcement via text and phone call.

CAMPUS SECURITY INFORMATION

MSC 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, 580.387.7311, or 580.371.1140, or the Office of the VP for Student Affairs, 580.387.7131, 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 Advise ment 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 Resident 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 MSC sponsored event is forbidden. MSC subscribes to the National Drug Free Campus Policy. No Alcohol/Drug or Alcohol/Drug Paraphernalia is allowed on the MSC Campus. Residents found drinking, possessing, or in the presence of alcohol/drugs are subject to disciplinary action. Paraphernalia includes, but is not limited to: bottles, caps, shot glasses and boxes (packing for containers), and any drug related items. All items will be confiscated and thrown away. Any type of alcohol/drug violation will result in immediate disciplinary actions up to and including suspension or possible expulsion.

DEFINITION OF TERMS

A. Rape 1

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 thereof 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/ attempted theft of a motor vehicle. (Classify 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 or manslaughter in the first degree, or 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 and manufacturing, of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Benedrine, methadone); and dangerous non-narcotic drugs (barbiturates, Benedrine).

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 CLEARY 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 Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act that have been compiled by the Campus 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.

ANNUAL SECURITY REPORT (ASR)

Please refer to the MSC Website: <https://www.msco.edu/about-msc/consumer-information>. The Annual Security Report can be found under Health and Safety.

DAILY CRIME AND FIRE LOG

In accordance with the Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, the Department of Police & Public Safety must keep a crime log of all reported crimes that occur on and near property owned or controlled by Murray State College for the most recent 60-day period. Additionally, the college must keep a fire log of all reported fires that occur in on-campus student housing facilities for the most recent 60-day period. Crime and Fire logs are open to public inspection, upon request, during normal business hours. Crime and Fire logs that are older than 60 days are available within two business days of a request for public inspection. An electronic version of the combined Daily Crime and Fire Log is posted on our website within two business days of receiving a report, and is also made available, in hard-copy format, to walk-in customers from the Student Affairs Office located in Resident Housing Office #2. The Student Affairs Office is open to the public Monday through Friday, 8:00 a.m. to 5:00. Additionally, you may request Daily Crime and Fire Logs that aren't available on the website by e-mailing the Cleary Compliance Coordinator at qjones@msco.edu

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 Resident Life, 580.387.7135 or 214.600.2868
- ◆ Executive Director of Student Affairs, 580.387.7139

- ◆ Campus Police 580.371.1140 or 580.387.7311

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 Campus Police 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.)

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 Resident Life or Executive Director of Student Affairs) or campus police.

MSC will ensure all obligations under Title IX regarding sexual violence are upheld.

- To file a formal written grievance, students utilize the existing Student Grievance Procedure
- The student has the right to notify the appropriate law enforcement authorities (Campus Police Department or other local law enforcement agencies.).
- Formal grievance must be filed within 180 working days of the allegations.

False/Bad Faith Accusations

- An individual who believes that he or she has been wrongfully accused of sexual harassment may file a complaint.
- 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.

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.

DISABILITY SERVICES PROCEDURE

DISABILITY SERVICES PROCEDURE

1. **Equal Access:** Murray State College is committed to inclusion and equal access of individuals with disabilities. Individuals will not be discriminated against on the basis of disability or be denied equal access and appropriate accommodation to the educational opportunities available at MSC. “No otherwise qualified person with a disability in the United States shall, solely on the basis of disability, be denied access to, or the benefits of, or be subjected to discrimination under any program or activity in any institution receiving federal financial assistance.” – Section 504 of the Rehabilitation Act of 1973.
2. **Admissions:** Admission decisions are made without regard to disabilities. All prospective students are expected to apply to MSC presenting all necessary documents and testing scores required. Prospective students with disabilities are not required to identify themselves upon admission or upon enrollment. However, those interested in receiving academic accommodations are encouraged to meet with, or contact the A.D.A. Compliance Officer as early as possible to allow for a review of documentation and the formulation of an accommodation plan.
3. **MSC Disability Services Offered:** Murray State College works to make programs and facilities available to all students. The A.D.A. Compliance Officer – Charles Coulter or designee is responsible for receiving a request for academic or physical accommodations. These individuals will work with the student to obtain and review the required documentation and will assign reasonable accommodations based on documentation that supports the student’s request. Academic accommodations include, but are not limited to:
 - a. Alternative testing formats
 - b. Allowance to tape lectures
 - c. Volunteer student note takers
 - d. Copy of lecture notes
 - e. Adaptive technology

EMERGENCY PROCEDURES

Evacuation Procedures

1. Walk; do not run to the nearest exit, if you are indoors.
2. If you are on an upper floor, take the stairs. Do not use the elevator.
3. Assist any disabled/injured persons who are not able to leave the area quickly by themselves.
4. Evacuate to the outside of the Buildings. Go to a pre-established Evacuation Assembly area or away from Buildings.
5. Notify the Emergency Operations Center if there are disabled/injured persons needing assistance.

Fire Procedures

Fire and emergency procedures will be explained to you in resident hall meetings. In the event an 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. 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 fire students should:

- Recall exit plans. These plans are posted on bulletin boards on each floor. Do not panic or run.
- If smoke is detected, report it at once to the Housing Manager or any MSC employee.
- Close all doors and windows.
- Before opening a door feel for heat. If does not feel hot, lean back and open slightly. Use hand to feel for heat.
- If the breezeway or hall appears safe please proceed with exit away from the building.
- If necessary, use wet towels or sheets to cover your head during exit.
- If the breezeway or hall is not safe for exit plug all visible openings and open a window slightly and stay near it.

Tornado/Threatening Weather Procedures

Information monitors are located throughout campus. In the event of severe weather, a notification will be posted on the monitors. Upon receiving a National Weather Service Advisory for a tornado warning, all students should:

1. Take shelter within a building by moving to the center hallways; avoid large open rooms, gymnasiums and auditoriums.
2. Students living in Resident Housing shall evacuate their room and go to the basement of the Health Sciences Building. Handicapped students will go to the first floor of the Administration building.
3. Remain calm and evacuate the building or area in an orderly manner if there is sufficient time to go to the emergency shelter located in the basement of McKee Hall.
4. Building Monitors will check for injured persons in your Building /area. Do not move any injured person unless there is serious danger to the person's safety pending.

GENERAL INFORMATION

Academic Advisement Services

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, 580.387.7200. The Ardmore Academic Advisement Center is located on the first floor of the University Center Campus. Telephone numbers are as follows: MSC-Tishomingo Academic Advisement Center at 580.387.7200 or the MSC-Ardmore Advisement Center at 580.319.0370.

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 accommodation to the Academic Advisement Center (The Ardmore Academic Advisement Center located in Suite 100 on the bottom floor of the University Center). This should be done upon registration, but in any event should be done no later as soon as possible. The earlier the request is submitted, the greater the opportunity MSC has to respond to the need following receipt of required documentation.

Documentation Guidelines require Formal Written Documentation by a certified licensed professional and:

- Documentation must be typed on letterhead of either the practitioner or agency hosting practice.
- Documentation must be current, and the testing instruments must be appropriate for use with adults
- Individualized Educational Programs (IEP) are not accepted by Murray State College
- Documentation should include a diagnostic statement identifying the disability, date of the current diagnostic evaluation, and the date of the original diagnosis
- Documentation should include a description of the diagnostic criteria used
- Documentation should include a description of the current functional impact of the disability for use in establishing the need for and the design of accommodations
- Documentation should include treatments and medications as well as assistive devices currently prescribed or in use
- Documentation should include a description of expected progression or stability of the impact of the disability over time
- Documentation should include the credentials of the diagnosing professional(s)

Classroom Behavior

All students are entitled to an atmosphere which permits and encourages learning. You are expected to behave in the classroom in a manner that will not interfere with the rights and learning of other students. While in the class, the faculty and other students expect that you will treat them respectfully and politely even if classroom discussions become heated. If you violate accepted behavior standards, you may be subject to disciplinary actions. Acceptable classroom behavior is expected regardless of the type of instructional delivery such as zoom, on-line, etc.

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, Sports Complex, Horse Center and pre-school through the Child Development Program that 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. Community Service Options will also be utilized to correct unacceptable student behavior. College officials reserve the right to require student participation in Community Service hours as deemed necessary according to the offense.

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 Administration Finance Office 580.371.7121 MSC does not offer vouchers for medical services. Students may take advantage of services offered by the Family Health Center of Southern Oklahoma (FHCSO) in Tishomingo for a reduced rate. A wide variety of medical, dental and mental health services are provided by FHCSO.

Library/Learning Resource Center-Services

MSC Library/Learning Resource Center is a comfortable service-oriented facility. A friendly knowledgeable staff is available to assist students in the use of various online library resources; which include the MSC catalog, full-text periodicals, and web-based databases. In recreational reading. 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. Contact 580.387.7301 for additional information. In addition to books, e-books, DVD's, and audio books, the library also subscribes to local newspapers and has magazines available for recreational reading. 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. Contact 580.387.7301 for additional information.

Medical Care

MSC Students can receive medical services at a reduced rate, from the Family Health Center of Southern Oklahoma, located at 610 E. 24th Tishomingo, OK. Students must make an appointment and take a current Student ID card and schedule before you will be seen. 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.

Mental Health Referrals and Additional Options for Students

Students are encouraged to take advantage of a free listening service through www.7cups.com. 7 Cups is an on-demand emotional health service and online therapy provider that is bridging technology anonymously and securely connects real people to real listeners in one-on-one chat. Anyone who wants to talk about whatever is on their mind can quickly reach out to a trained, compassionate listener through the network. They have hundreds of listeners who come from all walks of life and have diverse experiences. People connect with listeners on 7 Cups for all kinds of reasons, from big existential thoughts to small, day-to-day things that we all experience. Unlike talking to family or friends, a 7 Cups listener doesn't judge or try to solve problems and say what to do. Their listeners just listen. They understand. They give you the space you need to help you clear your head.

MENTAL HEALTH SERVICES AND REFERRALS FOR STUDENTS

Procedure

A referral for counseling should be considered when you believe a student's problems go beyond your own experience and expertise, or when you feel uncomfortable helping a student with some issue. You might refer a student to the VP for Student Affairs (580.387.7131) because of the way the student's problems are interfering with their academic work or with your instruction, or because observation of a student's personal behavior raises concerns apart from their academic work.

Student Affairs staff are available to consult with students and faculty around a variety of mental health-related issues such as:

Concerns about the welfare/mental health of a particular student

- Concerns about the college community's reaction to a traumatic event
- Suggestions/help on how to refer someone for services

Signs of Concern

- Marked decline in the quality of a student's coursework and/or class participation; increased absence from class and/or failure to turn in work
- Prolonged depression, suggested by a sad expression, apathy, weight loss, sleeping difficulty, tearfulness
- Nervousness, agitation, excessive worry; irritability, aggressiveness, non-stop talking
- Bizarre, strange behavior or speech
- Extreme dependency on faculty/staff, including spending much of their time visiting during office hours or at other times
- Marked change in personal hygiene
- Direct statements indicating family problems, including personal losses such as the death of a family member or the break-up of a relationship
- Expressions of concern about a student by peers
- Talk of suicide, either directly or indirectly such as, "I won't be around to take that exam anyway? Or "I'm not worried about getting a job; I won't need one"

- Comments in a student's paper that arouse concern

Everyone experiences stress differently, and many disturbances may be relatively transient. However, you may become alarmed by even brief changes that are extreme or by significant changes that continue for some time. If there is doubt about the seriousness of the problem, you are encouraged to consult Student Affairs at 580.387.7131.

How to Refer a Student

If a student agrees that counseling might be useful, there are several steps to take, depending on the urgency of the situation.

- Direct the student to call Student Affairs at 580.387.7131 for immediate referral.
- Accompany the student to the Office of Student Affairs-Administration Building Suite 104 if needed.
- If you don't expect to speak to a student in-person (e.g., only through emails), or you have an urgent concern, the Executive Director of Student Affairs can reach out to him/her in a more active way.

Working with Students Yourself

In some cases, students who seek your help may work more effectively with you rather than being referred to counseling. Your willingness to listen is very important to those students. You may also choose to work with the students on improving their academic work without focusing on the psychological issues that underlie the behavior. You can always consult Student Affairs on how to best handle either of these approaches.

Students' Confidentiality

We treat all of our contacts with students confidentially and in accordance with State of Oklahoma mental health regulations governing our professional professions. We adhere to the HIPAA laws which further ensure that student's protected health information is properly managed. We can disclose that a student is receiving psychological services/has followed through with a referral only if the student signs an authorization giving us permission to do so. We can release information without a student's written consent only in those circumstances in which there is imminent danger to the student or to others; in cases of child or elder abuse; when court-ordered to do so; or when otherwise required by law.

Social Media Guidelines

For information on social media guidelines please see the following: <https://www.msocok.edu/about-msoc/consumer-information>
>General Institutional Information>Social Media Guidelines

Student Orientation

All first-time, full-time freshmen students seeking a degree or certificate from MSC are required to enroll in the New Student Orientation Course. This course provides the student with information essential to improved chances for student success in a program of study. The class awards one semester hour of credit upon completion. The class 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.

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:

- Be a U.S. citizen or national of the United States or met the residency requirements for Federal student financial assistance

You must also meet any one of the following criteria:

- First generation college student (neither parent has a baccalaureate degree)
- Be a qualified individual with a disability
- Meet certain federal financial eligibility guidelines

Services Available include: academic advisement, career counseling, personal counseling, tutorial assistance, financial aid information, cultural events, advocacy, referrals to campus and community resources, orientation to campus activities and workshops. Workshop topics include: Stress Management, Note Taking, Career Options, Text Anxiety, and Money Management.

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 North Annex. Second, fill out an application form, have your eligibility for program services documented and meet with a SSS staff member. Third, the SSS staff member will develop and recommend the appropriate services available. Appointments and further information can be obtained by calling, 580.387.7261

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 awards are made each semester and certificates are processed through the President's Office.

Vice 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 "B". The awards are made each semester and certificates are processed through the Academic Affairs Office.

RESIDENT HOUSING POLICY, PROCEDURES, AND GENERAL INFORMATION

We are excited that you have chosen Murray State College for your choice of higher education. We suggest you become active in the Student Government or one of our student clubs or organizations. Our Student Affairs staff will strive to provide a safe, comfortable environment conducive to the educational, social, and overall developmental growth of each resident. MSC welcomes residents from all backgrounds and cultures and we hope you will enjoy the diverse community you will experience in our resident housing.

MSC reserves the right to refuse to provide housing accommodations to any person, and to terminate housing contracts when deemed in the best interest of the college. Students who reside in resident housing are under a contractual obligation to abide by the rules and regulations of residence life, as well as being bound by college catalogs and all other college rules, regulations, policies or procedures.

Cable TV

Arrangements for cable TV service in resident can be made through Vyve 1.855.367.8983.

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 student fines will be issued. Continued violations will result in disciplinary action.

Contract Fee

A \$50 non-refundable Housing Contract Fee is required if you are a contractor for on campus housing. This contract does not guarantee availability of rooms.

Conflict Resolution

For tips on how to handle conflict please see the following:

<https://www.pon.harvard.edu/daily/conflict-resolution/conflict-resolution-strategies/>

Dining Hall

Meals are served cafeteria style in the dining hall located in the Park 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 foodservices manager and her/his staff, which includes part-time student employees. 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 for further cafeteria service information or call 580.387.7250.

Electric Billing

MSC administration allows \$110.00 a month for each Aggie Suite. Electric bills overages on each bill are the responsibility of the suite residents. Any suite that goes over the allowed \$110.00 per month will be divided by the students that live in the suite and charged to the students account.

Electrical Appliance Not Allowed

Due to fire and safety hazards, any type of grill, personal heaters, cooking stoves, rice cookers, hot plates, sun lamps, or halogen lamps are not allowed.

Fire

Housing residents are urged to be familiar with emergency procedures of resident housing. MSC Staff are trained and responsible for issuing specific instructions when an emergency arises. Each resident is requested to observe the following practices to prevent fires:

1. Dispose of trash before it accumulates.
2. Do not use or keep flammable or explosive substances, such as gasoline, cleaning solvent, etc., in housing areas.

Fire Evacuation

1. Recall exit plans. These plans are posted on the bulletin boards of each floor. 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 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.

Fire Procedures

Fire and emergency procedures will be explained to you in resident hall meetings. In the event an 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. 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 fire students should:

- Recall exit plans. These plans are posted on bulletin boards on each floor. Do not panic or run.
- If smoke is detected, report it at once to the Housing Manager or any MSC employee.
- Close all doors and windows.
- Before opening a door feel for heat. If does not feel hot, lean back and open slightly. Use hand to feel for heat.
- If the breezeway or hall appears safe please proceed with exit away from the Building.
- If necessary, use wet towels or sheets to cover your heat during exit.
- If the breezeway or hall is not safe for exit plug all visible openings and open a window slightly and stay near it.

Housing Payments

Room and board payments are due by the first day of classes according to the housing contract, unless other arrangements have been made through the business office.

Hoverboards, Skateboards, Scooters, Rollerblades

Due to safety issues related to the charging and operation of hoverboards, and out of an abundance of caution, Murray State College will implement several temporary restrictions on the use of hoverboards on campus.

The following restrictions are effective immediately:

- Hoverboards will not be allowed in college housing or college facilities.
- Hoverboards cannot be recharged in any college owned /leased facility or building.
- Individuals who choose to ride hoverboards on campus must follow all traffic and pedestrian laws.

Restrictions will remain in place until safety concerns are resolved. All items with wheels except, bicycles are prohibited in Resident Housing. If you do bring a bicycle with you it is to be kept outside, locked on the bike racks outside the housing facility.

Immunizations for Resident Students

Oklahoma Statutes, Title 70 §3243, requires 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, minor 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 Housing Office 580.387.7135

Inspection of Rooms/Violations

MSC respects the privacy of housing residents but reserves the right to enter/inspect any unit for the purposes of maintenance or room checks. Periodic room checks will be made to ensure damages do not occur. MSC 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 reserve the right to inspect, at any time, in any Building, fire safety equipment.

Laundry

The laundry room is located behind the Park Student Union Building and on the bottom floor of McKee Hall. The College is not responsible for items lost, stolen or damaged in the laundry facility. Please be considerate of others and make sure the area is clean after each use.

Littering

In order to promote a safe healthy living environment, littering is prohibited. Any student caught littering will result in the following sanctions:

First Violation -\$35.00 fine

Second Violation-\$75.00 and 10 hours Community Service

Third Violation -\$150.00 and Resident Hall Probation

Mail

All student mail is delivered to the Media Center located on the 1st floor of the Administration Building.

Your mailing address is as follows:

Resident's Name, (list dorm name & building) Room # _____
One Murray Campus
Tishomingo, OK 73460

The physical address will be used to notify the telephone, cable, and internet companies.

Resident's Name, MSC Aggie Suites Room # _____
1079 S. Byrd Room # _____
Tishomingo, OK 73460

The physical address will be used to notify the telephone, cable, and internet companies.

Resident's Name, MSC Aggie Flats Room # _____
1500 W. Main St
Tishomingo, OK 73460

Maintenance

In the event a maintenance need or issue (burned-out light bulb, leakage from the ceiling, faulty door lock, etc.) please submit any maintenance request to the Director of Resident Life who will report repair needs immediately.

Mandatory Resident Housing 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 fails to attend a mandatory meeting.

Moving IN

Prior to moving in, a Housing Contract must be returned with a \$50.00 contract fee. This contract fee reserves a space for the student.

Note: If the contract fee is not paid a room cannot be guaranteed for the student. Residents are required to check into their assigned room and complete the following paperwork: Housing Agreement, Room Inventory, and Emergency Contact Information. Failure to check-in properly will result in a \$200.00 fine. Residents will be held responsible for all contents therein. At the beginning of each fall semester, the Director of Resident Life inventories each room to assess conditions. Upon moving in the resident must verify the Room Condition Form 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 Condition Form 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 Director of Resident Life so that changes can be made accordingly.

Moving Out

Proper check-out procedures must be followed. It is the responsibility of the resident to contact the Director of Resident Life before vacating the room or a \$200.00 fee will be charged to your business account. After all personal items are removed and the room returned to the original condition (empty and clean), the Director of Resident Life will check-out each resident using the Room Condition Form, to assess any charges, in addition to completing a Housing Clearance Form. The room/front door key must be returned at this time. Residents are required to vacate resident housing within 24 hours of their last exam, unless they are participating in May commencement exercises. Property left in rooms will be disposed of as determined by the Director of Resident Life. All students must move out and remove all personal belongings at the end of the spring semester, even if you will be attending summer session. You will receive notification from the Director of Resident Life as to the dates of summer check-in. Failure to check-out properly at the end of each semester will result in a \$200.00 fine.

Overnight Guests

Overnight guests who are not residents in housing at MSC are required to register with the Housing Office and pay a charge of \$15.00 per night /maximum visit (2) nights in 30 days. Guests must be of the same sex as the host and are the responsibility of their host. Failure to properly register a guest will result in a \$50.00 fine assessed to the host's account.

Personal Hygiene

Maintaining good personal hygiene helps fight infection by removing substances that allow bacteria to grow on the surface of your skin. Personal hygiene includes health practices such as bathing, washing your hair and hands, brushing your teeth, and washing your clothes. Please be courteous of everyone you come in contact with and maintain proper personal hygiene.

Pets

See Service Animal/Support Animal Procedure.

Quiet Hours

Quiet hours are weekly from 10:00 p.m. - 10:00 a.m. Residents are expected to maintain reasonable quiet at all times. 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 and the possible loss of the privilege to keep your radio, stereo or TV in your room. Visitation hours in resident housing are from 10:00 a.m.-12:00 midnight.

Resident Housing Council

Resident Housing Council addresses issues of students living in resident housing. The Council promotes college activities and functions and encourages participation of other housing residents. Each floor, of each building, should have a minimum of one (1) representative. The council will meet once per month. Any student interested in participating in Resident Housing Council should contact the Director of Resident Life at 580.387.7135.

Resident Housing Visitation

There will be a limit of (2) guests per resident as long as the residents and their guests are being respectful to the privacy and space of others. 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 Resident Life or Executive Director of Student Affairs.

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

Residency Requirement

MSC has a freshman residency requirement for single, under 21, enrolled in Murray State classes, freshman who live more than 30 miles from the MSC Campus. Any student who has earned less than 28 credit hours is considered a freshman for the MSC residency requirement. Students, who have earned more than 28 credit hours, live less than 30 miles from campus with a parent/guardian, or married students are not required to live on campus. Possible consideration for an exemption may exist for medical or special circumstance requests. Documented medical problem which would be aggravated by living in resident housing must be certified by a medical physician. Final approval for exemption shall rest with the Director of Resident Life. Violation of required residency may/will result in cancellation of college enrollment.

All students receiving special talent or academic scholarships who are under 21 years of age or younger, single, no children, and do not provide evidence they are residing with parents or immediate family members will be required to live in resident housing. Persons meeting these conditions, but presenting evidence of medical or hardship conditions, may be exempted by the Director of Resident Life.

Convicted felons and those convicted of misdemeanors involving violence or drug abuse are not permitted to stay in residence housing, unless by special permission from the Director of Resident Life. Murray State College reserves the right, in its sole discretion, to refuse to provide housing accommodations to any person, or to terminate housing contracts when deemed in the best interests of the college.

Room and Hallway Keys

Students who lose their key should contact the Housing Office immediately. Lost keys result in a significant replacement cost (which could include replacement of all associated core locks, resulting in considerable charges) so please guard your key wisely. If you

become locked out of your room, contact the Director of Resident Life or Resident Assistants after 5:00 p.m. for assistance. A lock-out fee will be imposed upon any student who locks themselves out of their room more than once. Fees for unlocking a student's door are as follows:

- 1st time-free
- 2nd time and subsequent times \$25.00; \$40 after Mid-Night

This charge will be placed on the student's account via the Business Office by the Director of Resident Life. Never give your room key to another person. Anyone possessing a MSC room key that is not their own will be sent to the Campus Police office and an investigation will follow.

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 indicate their intent to live in housing before July 10. All other accommodations will be on a first-come first-served basis. All athletic room assignments will be made by the Athletic Director. If at any time a student is no longer an active part of an athletic team MSC will re-locate that student to a non-athletic dormitory to avoid disruptions that occur due to athletic travel. **NOTE:** MSC reserves the right to consolidate vacancies by reassignment or adjusting the occupancy of an apartment to maximize the use of space at any time.

Room Changes

Requests for room changes are not automatic and must be approved by the Director of Resident Life. The "Request for Room Change" form is located in the Housing Office. This form must be completed and submitted for consideration. Moving without permission will result in your return to the original room and a \$200.00 improper checkout fee will be charged to the student.

Room Damage/Replacement Charges

Charges are assessed up to the following amount for damages:

- | | |
|---|-----------------------------------|
| Replacement Suite Key \$150 | Missing Smoke Alarm Battery \$25* |
| Replacement Suite/Unit door Locks \$275 | Window Blinds Damaged \$150 |
| Window Breakage \$200 | Towel Rack Damaged \$20 |
| Bedroom Unit door \$285 | Formica Counter Top Damaged \$600 |
| Closet/Bathroom door \$222 | Ceiling Fan Damaged \$150 |
| Night Stand \$150 | Return Air Vent Damaged \$25 |
| Coffee Table \$150 | Exterior Door Damaged \$300 |
| Light Fixture \$75 | Exterior Lights \$250* |
| Smoke alarm \$500 | Microwave Damaged \$100 |
| Replacement Hard Key \$125 | Refrigerator Damaged \$200 |

If damages are in the hall or common areas, residents will be assessed a pro rata share for each occurrence. Replacement charges are subject to change, based on market value of the replacement at the time of damage. This list is not all inclusive and if other damages occur the anticipated damage charge will be determined by administration and applied to the student account.

Note: Exterior lights are for public safety light and tampering with exterior lights will result in a \$250 fine and second offenses will result in consequences up to and including dismissal from the college. Missing bulbs or removing bulbs from exterior lights will result in shared tenant sanctions. This equipment is necessary for the safety and security of our student body. Smoke detectors are for public safety and tampering with smoke detectors will result in a \$500 fine and second offenses will result in consequences up to and including dismissal from the college. Missing smoke alarm battery or damage to smoke alarm will result in shared tenant sanctions. Emergency Exit doors found propped open or being used in non-emergent events will result in a \$200 fine. Second violation will result in contract termination.

Room Decorating

Residents are encouraged to decorate their room however they are expected to maintain standards of decency. No nails, screws or bolts are allowed on/in the walls, ceiling, floor, or doors. Graffiti, writing or painting on college property is not permitted. Residents are responsible for all damages that may occur and damages will be assessed.

Room Furniture

Furniture is not allowed to be moved from one suite to another. Students are asked to leave all furniture in the room in which it was originally found. A student medical condition preventing them from sleeping on the bed provided by MSC requires a physician's letter before the use of a privately owned orthopedic bed will be allowed. No outside furniture such as couches, love seats, reclines, personal mattresses, etc., are allowed in any dorm with the exception that, in the Aggie Suites only, a couch or recline may be allowed if the suite is not equipped with the 4 blue chairs provided. However, if the furniture is not removed upon move out and left for Housing Staff to remove it a \$200 fine will be applied to each students account.

Smoking/Tobacco/E-Cigarettes

Murray State College and Resident Housing is Tobacco Free. By Executive Order of the Governor, Murray State College does not allow e-cigarettes on any campus including resident housing.

Tampering with Fire Control Equipment or Systems

Tampering with fire control equipment or video systems is considered to be 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 or video systems not only is in violation of College policy, but also subjects himself/herself to civil charges. Any student caught tampering with the video systems, fire alarm, sprinklers, and/or fire extinguishers will have their housing contract terminated immediately.

Propping of Secured Doors will result in the following sanctions:

First Violation- \$100.00 fine

Second Violation- \$200.00 fine

Third Violation- Suspension from housing

Telephones

There are no land line phones available in resident housing for student use. If a resident needs telephone service in an individual room, arrangements must be made through Southwestern Bell by calling 1.800.464.7928.

Termination of the Housing Contract by Resident

After the student has signed a 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.

Theft

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 Housing Office. If you feel the items have been stolen, contact the Campus Police. Large sums of money and other valuables should not be kept in resident housing. Murray State College is not responsible for and does not carry insurance covering loss, damage, or theft of an individual's personal belongings. Residents desiring such protection must obtain renters insurance at their own expense.

Trash

A dumpster is located on the west end of building three of the Aggie Suites and south of the cafeteria for McKee Hall residents. DO NOT leave the trash from your room outside the door of your room/suite or in the hallway, take it to the dumpster. Violation of this practice will result in fines and/ or community service.

Vehicle Registration

All students with vehicles are required to complete a vehicle registration form obtained by the College Bookstore. You must present the Bookstore with a copy of your student ID before a Parking permit will be issued. The vehicle permit must be displayed at all times while your vehicle is on campus. Parking in emergency, fire, handicapped, delivery lanes or on the grass, is prohibited and will result in a fine. If using more than one vehicle, please complete a registration form for each.

Violation of Rules/Policies/Procedures/Practices/Charges

See pages 82-83 of this handbook for a list of violations/penalties that warrant a reprimand, probation, suspension or expulsion. This list is not intended to cover all possible violations and variances will be made by the Director of Resident Life as circumstances warrant. The Director may apply a sanction more severe than that normally associated with a first offense if deemed necessary. We ask residents to keep their rooms/Suites clean and free from debris and trash as it could result in charges being assessed during health and safety inspections.

What to Bring and What Not to Bring

See the housing website. www.msco.edu>Future Students>Resident Housing>What to Bring and What Not to Bring

COVID-19 Guidelines and Recommendations

- Students are responsible for helping to maintain the health and safety of students living in the residence hall.
- Maintain Social Distancing standards
- Wearing a mask is strongly recommended
- Wash hands often
- Visitor's will not be allowed in campus housing (Violators are subject to contract termination)
- All MSC Students/Staff/Faculty will be required to complete Coronavirus Training through SafeColleges.
- If you are sick, please notify the Director of Resident Life immediately

STUDENT ACTIVITIES

Murray State College believes 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. 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 Executive Director of Student Affairs is always willing to discuss possible activities with any student. (Executive Director of Student Affairs, 580.387.7139)

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 Executive Director of Student Life. (Executive Director of Student Affairs at 580.387.7139)

Social Events

Social events sponsored by student organizations and other college groups are encouraged. There is no charge for approved student organizations to use most campus facilities, but they must follow the procedures outlined:

1. Contact the Student Life Office for approval and scheduling of any event.
2. Obtain the services of an employee to serve as sponsor, who will complete an Activity/Fundraising Form.
3. Any funds collected by student organizations must be deposited /processed through the College Business Office.
4. Notify the Student Life Office at 580.387.7139, if there are changes in the event as approved or if the event is cancelled. Please be reminded, that the conduct of students and non-students at the event is the responsibility of the sponsoring organization. Additionally, all college rules and regulations must be observed.

STUDENT CLUBS AND 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 in addition to, all MSC clubs and organizations will abide by all of the requirements stated in the MSC Student Handbook to maintain active status. 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 Executive Director of Student Affairs at least five (5) days prior to the event. The Executive Director of Student Affairs and/or the Vice President for Student Affairs may suggest modifications to the fundraiser as needed. 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. (Executive Director of Student Affairs Office, 580.387.7139)

Murray State College requirements for maintaining fall active status as a club/organization:

- Hold regular meetings at least once a month. Meeting dates and times to be put on the SGA calendar as soon as possible. Student Life Office and SGA Director of Media Relations to be notified of club/organization meeting dates 7 days before the meetings are held.
- Maintain an up to date Constitution, Charter, and Strategic Plan.
- Have a sponsor (a full time employee) who attends meetings and club/organization functions.
- Handle financial matters honestly and transparently.
- Have a member in attendance at each SGA meeting.
- Have an updated information link on the MSC Student Life homepage (social media links, etc.).
- Have at least TWO social media links (approved by Activities Coordinator). Options can include Facebook, Twitter, Instagram, or any other MSC approved social media site.
- Have a club/organization officer designated to manage all social media.
- Each club/organization will execute one mandatory philanthropy project per semester. This may be on or off campus. The Executive Director of Student Affairs has final approval of philanthropy commitments. There does not have to be a financial part to philanthropy projects (examples – spending a day helping Habitat for Humanity or doing a beautification project at a school).
- Each sponsor will complete an End of Year Club/Organization Audit Form (link to the form is under Student Life on the MSC main webpage) to be completed by the sponsor and signed by the sponsor and the club/organization President.
- Officers must maintain at least a 2.4 GPA to retain their office.
- Clubs/Organizations will submit meeting minutes electronically to the Executive Director of Student Affairs within 5 days of meetings.
- All student clubs/organizations will submit times and dates for their meetings, events, and philanthropies to the Director of Student Life and the SGA Director of Media Relations to be put on the SGA Student Event Calendar.

If a club/organization does not have any financial activity (deposits or withdrawals) for one academic year, the organization will be declared dormant by the Executive Director of Student Life and the VPSA. The funds of that club/organization will then be moved to the Student Activities General Fund before the end of the fiscal year.

DEFUNCT STATUS FOR CLUBS

CLUB BECOMES DEFUNCT

Possible reasons for becoming defunct:

- Failure to comply with college, municipal, or state laws, policies, or procedures
- Failure to abide by the club/organization Constitution
- Inactivity for two years

Procedures following a ruling of defunct:

- Club would remain defunct for a one-year period
- Club would apply for reinstatement having written a new Charter, Constitution, and Strategic Plan
- Funding for the organization would begin at \$0 and a new request for funding would have to be done through the VPSA office.

A club/organization may be deemed dormant by the Director of Student Life or the VP of Student Affairs. A club/organization may be shut down (deemed defunct) by the VPSA.

DORMANT STATUS FOR CLUBS

If necessary, the Director of Student Life will notify a club sponsor and the club President of his/her intent to classify a club/organization as inactive. The organization's President will then be given an opportunity to present a case on behalf of the club/organization. This hearing will be with the VP of Student Affairs, the Director of Student Life and one other fulltime employee to be named at the time of need. Possible reasons for potentially being classified as dormant are as follows:

- Failure to maintain a faculty advisor
- Failure to provide a list of Officers by the specified date
- Failure to notify the Student Life Office of Constitutional changes within 10 days of said changes
- Failure to complete a philanthropy by the end of the semester
- Failure to comply with Murray State College policies or any authorized directive from an authorized college official

Until the club/organization corrects all noted deficiencies, the following actions will be in place:

- No financial support from the college
- Name will be removed from all relevant College publications and website mentions
- Ineligible for Club Awards

POINT SYSTEM

- Club of the year
- Student of the Year (M/F)
- Points for being at SGA meetings (2 reps per meeting max)
- Points for having club meetings (2 per month) (75% of club members must be present for the meeting to count)
- Points for each hour of community service/volunteer time
- Points for event attendance (individual/club points)

ACS CHEMICAL SOCIETY

The ACS Chemical Society will be geared towards Chemistry majors at MSC but will be open to any student with an interest in subjects related to chemistry. The club will be associated with the national group The American Chemical Society (ACS). For more information, contact the MSC Science Department in the Library Science Building.

Alpha Beta Gamma

The Lambda Charter of Murray State College is a member of Alpha Beta Gamma, which is a National Business Honor Fraternity for junior colleges established to recognize and encourage scholarship among college students in business curricula. To be eligible for membership, a student must meet the following criteria:

1. Be a declared major within the Business Division – Business, Business Management, Computer Science or Computer Information Systems.
2. Have completed a minimum of 40 credit hours toward a degree.
3. Have an overall academic excellence of 3.5 GPA or higher.

Final selection for membership in the organization is made by Business Division faculty whose selection is based not only on the scholastic requirement but also on qualities of character and leadership. Invitations to join are extended once each year during the Spring semester.

CHARACTERS CLUB

The Characters Club will be open to anyone who is interested in acting and any others aspects of theater related to the stage (stage crafting, set design, etc.). Upon meeting certain goals, members of the Characters Club may be eligible to join Delta Psi Omega, a national fraternity for those interested in theater.

CHEMISTRY CLUB

The Chemistry Club will be geared towards Chemistry majors at MSC but will be open to any student with an interest in subjects related to Chemistry. This club will be associated with the national group, the American Chemical Society (ACS).

CHILD DEVELOPMENT CLUB

The Child Development Club is open to Child Development majors at MSC and students who are interested in child development.

COLLEGIATE FFA CLUB

The Collegiate FFA is open to all Agriculture majors at MSC and those interested in agriculture and leadership. Collegiate FFA works livestock shows and helps with surrounding FFA events among many other activities that benefit the community.

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.

GUNSMITHING CLUB

The Gunsmithing Club is open to all students who are Gunsmith majors at MSC. The Gunsmithing Club has a number of fundraisers and makes trips to NRA and gun maker conventions as well, allowing for excellent professional experiences for students.

JUDGING TEAM ORGANIZATION

The Judging Team Organization is open to all students who have an interest in livestock judging and agricultural subjects. The Judging Team works many livestock shows regionally and nationally and provides a number of generous scholarship opportunities and great experiences for students in this organization.

“M” Club

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

MSC ALUMNI ASSOCIATION

The Mission of the MSC Alumni Association is to promote a lifelong relationship between MSC graduates and friends. Our purpose is to engage alumni, students and friends in programs, events and services. Our goals are to serve support, involve and inform.

MSC Criminal Justice Club (Justice League)

The MSC Criminal Justice Club, also known as the Justice League, seeks to promote the advancement of criminal justice students by providing networking opportunities, field trips and career development.

MURRAY STATE COLLEGE TEAM ROPING CLUB

The Team Roping Club at Murray State College allows students to participate in all collegiate rodeo events. Murray State College does not have a Rodeo Team, only the club. Members of the club have the opportunity to use the college arena and facilities. Currently, there are team ropers, calf ropers, barrel racers, and break away ropers on the MSC Team Roping Club.

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.

NATIVE

The purpose of Native is to provide opportunities for students of Murray State College (MSC) to develop a greater understanding and

appreciation for traditional Native American culture and modern issue experienced by Native American students. This organization represents about 20% of our student population ethnically, but it will have an impact on all MSC students. This organization will play an active role in the MSC community and support the instructional goals of the NASNTI grant. The students in this organization will help MSC celebrate Native American culture and build cohesive student centered activities.

Native will work to promote a sense of civic and personal responsibility to both Native American and non-Native American students. Members will work together with Tribes, organizations and community to build cultural and civic understanding and responsibility.

The specific goal of Native is preservation of Native American culture, through the education of students, faculty and the community, in order to preserve our history and build a better future for all involved.

NICHE

NICHE is to foster interaction between students, faculty, professionals and the community by providing opportunities for students of Murray State College to gain experience and knowledge through volunteering as well as have fun and make new friends. NICHE is to help educate students and community about environmental concerns, the importance of volunteering and education about protecting wildlife.

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.

National Association of Veterinary Technicians in America

Murray State College Student Chapter of National Association of Veterinary Technicians in America (NAVTA) is a national association for veterinary technicians.

MSC 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.

OCCUPATIONAL THERAPY ASSISTANT STUDENT ASSOCIATION (OTA)

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 (PBL)

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 its 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 (PTK)

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, 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 STUDENT ASSOCIATION (PTA)

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.

PI CLUB

The Remainders Club is open to all students at MSC who have an interest in Mathematics.

STUDENT CHAPTER OF NATIONAL ASSOCIATION OF VETERINARY TECHNICIANS IN AMERICA

National Association of Veterinary Technicians in America (NAVTA) is an association for veterinary technicians. MSC veterinary technology holds a student chapter membership providing individual membership for veterinary technology students. 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 (SGA)

The Student Body of Murray State College each year elects Student Government Association (SGA) Executive Officers as representatives 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 Executive Director of Student Affairs 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 who wish to become officially recognized, and to sponsor and supervise many extracurricular activities of the College.

SGA EVENTS CALENDAR TO INCLUDE:

- Student Life Activities
- SGA Meetings
- Club meetings, events, philanthropies
- Other events (Scholastic, Collegiate FFA, etc.)

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.

STUDENT VETERANS ASSOCIATION

The purpose of this organization is to provide a support network for veteran students, spouses and dependents of veterans and to assist other veteran related groups and programs in our communities. Membership Requirements: Active – Must be a Veteran of the Armed Forces of the United States, or a dependent of a Veteran that may or may not be utilizing Veteran benefits towards education. Inactive – Prior active standing, meeting the minimum requirements and who Prior active standing, meeting the minimum requirements and who is currently deployed, or is not enrolled in the minimum units required (Unless he/she is a graduating senior). Alumni – Must be MSC Alumni: who is either a Veteran or a dependent of a Veteran of the Armed Forces of the United States who utilized Veteran benefits for schooling.

Honorary - Honorary membership is available for MSC students who are NOT Veterans, but still would like to support and be a part of SVA.

TRIBAL (Today's Role in Becoming America's Leaders)

A Native American student organization at Murray State College; however, students do not have to be Native American to be a member. The organization is open to anyone interested in learning about and educating the public about Native American culture, both past and present. Membership is \$10.00 for the Fall/Spring semesters.

VETERINARY TECHNOLOGY ALUMNI ASSOCIATION

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

MSC CLUBS, ASSOCIATIONS, and ORGANIZATIONS**SPONSORS**

Aggie Ambassadors Club	Shawna Eames
Alpha Omega Tau Honors Society MSC OTA	Jayne Campanini
Characters Club	Susan Yeager
Child Development Club (Inactive)	Amy McCain
Collegiate FFA Association	Brian Cothran, Blaine Red
Drama Organization	Susan Yeager
Gunsmithing Club	Chad Mercer, Scott Self
Judging Team Organization	Blaine Red
NATIVE Club	Raven Tabbytosavit
NICHE Club	Michele Elmer, Dan Moore
Nursing Club	Robin Coppedge
Nursing Alumni	Robin Coppedge
OTA Student Association	Tanya Bearden
Phi Theta Kappa Organization	Rebecca Davis, Paula Henley
Phi Theta Kappa Club	Rebecca Davis, Paula Henley
Phi Beta Lambda Organization	David Brantley
Phi Beta Lambda Club	David Brantley
Pi Society	David Brantley
PTA Student Association	Gary Robinson, Debbie Paul
President's Scholars Program	Lainey Tibbs
Science Club	Wes Reddish, Lisa Atwood
Student Government Association	Shawna Eames
Student Nurses Association (Club)	Robin Coppedge
Student Veterans Association (Club)	Vacant
Team Roping Club	Todd Smith
TRIBAL Club	Don Loving
Veterinary Technician Student Association	Laura Sandmann, Christen Puckett-Smith

Baseball Club	Sam Bjorling
Men's Basketball Club	Kevin O'Connor
Men's Golf Club	Joel Plummer
Men's Soccer	John Connor
Softball Club	Aaron Mullens
Women's Basketball Club	Stephen Lowe
Women's Golf Club	Joel Plummer
Women's Soccer Club	Gary Akin
Livestock Judging Club	Blaine Red
E-Sports Club	Bretton Pollock
Shooting Sports Club	Sam Holt

Students:

We here at Murray State would love to see our clubs grow and provide you all with opportunities for learning and teamwork that will enhance the learning experiences you will get in the classroom. If you would like to join any of the following clubs, please email the sponsor listed above at your earliest convenience and attend their meetings as soon as you are able. Welcome (or welcome back) to Murray!

Murray State College Club/Organization Advisor Requirements

A club/organization advisor must be a full time faculty member or full time staff member of Murray State College. Advisors are subject to approval by the Student Affairs Office.

The following are the general duties of a club/organization sponsor:

- Attend all general meetings of the club/organization.
- Attend any called club/organization advisor meetings.
- Be familiar with and comply with club and organization Requirements.
- Track club/organization Officer GPAs to ensure they are in good standing.
- Help Presidents prepare meeting agendas if necessary.
- Meet with Presidents and other Officers as often as needed.
- Oversee club/organization daily operations and functions.
- Track and approve all spending by the club/organization. Offer financial advice as necessary.
- Provide continuity for the club/organization from year to year.
- Act as a resource to the club/organization.
- Attend programs and events sponsored by the club/organization.
- Attend College President Luncheon with club/organization sponsors and Presidents.
- Assure the club/organization is in good standing per the Club Requirements Audit Form.
- Assure the Club Requirements Audit Form is turned in in a timely manner. Failure to do so could have an impact on club/organization funding.
- Challenge the club/organization to be creative in improving and growing the club/organization.
- Promote club/organization activities to other faculty and staff.
- Grow the social media of the club/organization.

STUDENT DISCIPLINARY REGULATIONS AND APPEAL

Policy Statement (Board Approval Date: 03/22/11; Updated 07/30/14; 12/11/17)

STUDENT DISCIPLINARY REGULATIONS AND APPEAL

Policy Statement (Board Approval Date: 03/22/11; Updated 07/30/14; 12/11/17; 08/30/18)

Students enrolled at MSC are expected to follow policies and procedures as outlined in the MSC Student Handbook. The MSC Student Handbook can be found on the MSC Web site at www.msco.edu.

1. Disciplinary Regulations: The following constitutes the disciplinary regulations of MSC and the administrative procedure pertinent to the regulations and policies.
 - a. Introduction: Murray State College 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 MSC are 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. 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 MSC 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 MSC 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.

If at any time the College views a student with a disability as a potential threat to others, and the risk of harm to others is not imminent (i.e., not a situation the College deems to be an emergency), the college will make an individualized assessment of the threat the student poses to others and whether their misconduct is related to a disability before taking disciplinary action against the student. The Executive Director of Student Affairs in conjunction A.D.A. Compliance Officer (if A.D.A. is on file), Director of Resident Life; Campus Police Chief, and General Counsel (as needed) will assess any student conduct situation where the student has a documented disability. Under Section 54 and Title II, a person is not a qualified individual with a disability if the person poses a threat to the health or safety of others and cannot be eliminated by modification of policies, practices, or procedures, or by the provision of auxiliary aids or services.

A determination will be made by the College if/when a student/student with a disability poses a threat to the health and safety of themselves or others. This determination will be based on an individualized and objective assessment of the student and on reasonable judgment that relies on current medical knowledge if available or the best available objective evidence.

The College will consider whether a student/student with a disability poses a threat to the health or safety of themselves or others will include: the duration, nature, and severity of the risk of harm; the probability that the potential injury will actually occur; and whether reasonable modification of the College's policies, practices, or procedures, or the provision of auxiliary aid and services, will mitigate risk.

The purpose of Direct Threat Assessment is to determine and implement interventions in a timely manner. Once the initial assessment has taken place, the team must decide the appropriate next steps. Interventions may need to be staged (e.g., immediately bringing the student in question under adult supervision versus recommending mental health counseling). Considerations should include whether or not the student can stay in school, what alternatives may be needed, when and how to notify others, when and if to contact law enforcement, and what mental health, social service, and school-based interventions are needed to reduce/eliminate the student's risk of becoming violent or impaired.

The goal of threat assessment is not only to keep the campus safe, but also to help potential offenders overcome the underlying sources of their anger or hopelessness, etc. Effective threat assessment provides the team useful information about a student's risks and personal resources. The assessment process should incorporate referral to appropriate mental health and social services, as well as a system for following up on the effectiveness of interventions. Among the other potential risks that can be identified and prevented are suicide, alcohol and drug use, physical abuse, dropping out/withdraw, and criminal activity.

The Campus Behavior Assessment Team (CBAT) is tasked with investigating and evaluating campus threats, and other behaviors of concern, in order to apply appropriate strategies to manage such situations. The team is composed of MSC employees representing campus areas that include campus police, administration, student conduct, faculty and staff. The focus of the CBAT is to care to care for students who may be in distress. Team members coordinate resources and implement a multidisciplinary response with the goal of providing assistance to the individual while mitigating risk in an effort to keep the MSC community healthy and safe.

MURRAY STATE COLLEGE
Threat Assessment Model

The Executive Director of Student Affairs as the Chair of the Threat Committee will utilize the Murray State College Threat Assessment Model to assess any possible threat regarding any student on the Murray State College campus.

1. Personality of the subject
 - Behavioral Characteristics
 - Capacity of cope with stress and conflicts
 - Ways of dealing with anger, humiliation or sadness, disappointments
 - Level of resiliency related to failure, criticism or other negative experiences
 - Response to rules and authority
 - Need for control
 - Capacity for emotional empathy or respect for others
 - Sense of self-importance compared to others (superiority/inferiority)
 - Personality Traits
 - Tolerance for frustration
 - Coping skills
 - Focus on perceived injustices
 - Signs of depression/other mental illness
 - Self-perceptions (narcissism/insecurity)
 - Need for attention
 - Focus of blame (internalizes/externalizes)
2. School Dynamics
 - Student's attachment to school
 - Tolerance for disrespectful behavior
 - Approach to discipline (equitable/arbitrary)
 - Flexibility/inclusiveness of culture
 - Pecking order among students
 - Code of silence
 - Supervision of computer access
3. Social Dynamics
 - Peer group relationships and culture
 - Use of drugs and alcohol
 - Media, entertainment, technology
 - Level and focus of outside interests
 - Potential copycat effect of past incidents
4. Family Dynamics
 - Parent-child relationship
 - Attitudes toward pathological behavior
 - Access to weapons
 - Sense of connectedness/intimacy
 - Attitude toward/enforcement of parental authority
 - Monitoring of TV/video games, or internet

5. Types of Threats

- **Direct** threat identifies a specific act against a specific target delivered in a straightforward, clear, and explicit manner.
- **Indirect** threat tends to be vague, unclear and ambiguous. Violence is implied, but threat is phrased tentatively, and suggests that a violent act could occur, not that it will occur.
- **Veiled** threat is one that strongly implies but does not explicitly threaten violence.
- **Conditional** threat is often seen in extortion cases. It warns that a violent act will happen unless certain demands or terms are met.

6. Levels of Risk

- Low Level of Threat
 - Poses a minimal risk to the victim and public safety
 - Is vague and indirect
 - Information is inconsistent, implausible or lacks detail
 - Lacks realism
 - Content suggests person is unlikely to carry out a threat
- Medium Level of Threat
 - Could be carried out, although it may not appear entirely realistic
 - More direct and more concrete than a low level threat
 - Wording suggests the individual has given some thought to how the act will be carried out
 - Includes a general indication of place and time but signs still fall well short of a detailed plan
 - No strong indication that the individual has taken preparatory steps
 - Statements seek to convey that the threat is not empty: "I'm serious?" or "I really mean this?"
- High Level of Threat
 - Direct, specific, and plausible
 - Appears to pose imminent and serious danger to safety of others
 - Suggests concrete steps have been taken, i.e., stalking or acquisition of weapon
 - Almost always requires bringing in law enforcement

b. Scope of Regulations:

1. All students who are enrolled in the College are subject to the rules and regulations of the institution.
2. The Executive Director of Student Affairs 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 Resident Life may impose a combination of the penalties cited in these disciplinary regulations.
3. The Student Conduct/Appeals Committee is appointed by the chief student affairs officer, when deemed necessary, to consider the case of students involved in a violation of College regulations. A general conduct disciplinary decision involving suspension or expulsion made by the Executive Director of Student Affairs in conjunction with the Campus Behavior Assessment Team (CBAT) which involving representation from student conduct, faculty and staff. A general conduct disciplinary decision involving suspension or expulsion may be appealed by the student to the Student Conduct Appeals Committee. The request and reason for the appeal must be made in writing (no official form) to the Chair of the Student Conduct/Appeals Committee.

Sanctions for Students: The following sanctions may be imposed by any of the following: Director of Resident Life, Executive Director 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, and/or 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 counseling, referral to a rehabilitation program, and/or specific restrictions may be used in conjunction with various sanctions.

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 Office of Student Affairs, RHO #2 and are available to anyone who wishes to read them.

- c. When the College's Rules and Regulations Govern: All students 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 positively reflect the reputation of the individual or the College. The Executive Director of Student Affairs or Director of Residence Life may discipline any resident who is guilty of breaking the rules of residence halls in accordance with

the severity of the infraction as written in this handbook. Disciplinary action may include assessment of monetary fines, community service, residence hall probation, suspension of privileges, and/or dismissal from the residence halls. Disciplinary Dismissal from the residence halls does not release the student from the financial liability incurred. The student has the right to appeal any disciplinary action.

1. Verbal Warning-a verbal warning that a violation has occurred and that further instances of misconduct could result in additional disciplinary.
2. Residence Hall Write-Up - a written letter to inform the resident and staff that a serious infraction has occurred. The Residence Hall Write-Up will include a plan of action and/or the sanctions that have been given to the resident.
3. Community Service Work-work projects to improve the college or community.
4. Assessment of Monetary Fine-resident can be assessed a fine for various violations including, but not limited to MSC Policies and Procedures.
5. Loss of Privileges-such as visitation or continued residence outside the current contract terms.
6. Object Confiscation-in matters where fire code, alcohol and drug policies, pets, firearms, fireworks, etc. offending objects will be confiscated by MSC Staff.
7. Hold on Student Record-the college reserves the right to place a "hold" on a student record based on failure to follow regulations, behavior misconduct or failure to pay financial obligations to the college. A "hold" on a student account may prevent further enrollment in courses, receiving grades, transcripts, and/or diploma, or participation in student activities.
8. Residence Life Probation-a measure designed for serious and/or frequent infractions. Probation status is imposed for specific periods of time. Violations of probationary conditions can lead to dismissal from the Residence Halls.

Procedure

1. Handling of Complaints of Violations of Disciplinary Rules and Regulations:
 - a. 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 and is also available on the MSC network under Common on Enterprise/MSC Forms. 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.
 - b. Allegations of violations must be referred to the Director of Resident Life.
 - c. Upon receipt of the allegations, the Director of Resident Life will investigate the alleged violations, i.e. gather additional information and witnesses, if necessary, and determine whether or not there is sufficient evidence and information to charge a student with the alleged violation.
 - d. After the initial investigation, the Director of Resident Life may:
 1. Take no action.
 2. Take administrative action to counsel, advise or admonish the student.
 3. Take disciplinary action against the offending student ranging from reprimand to recommending suspension or expulsion.
 - e. Employees will forward a recommendation for disciplinary action concerning student attending MSC in Ardmore to the Director.
 - f. Where suspension or expulsion is recommended and when applicable, eviction from College housing is not automatic. However, should the circumstances warrant, in the estimation of the Director of Resident Life and the President, or his/her designee, a student may be immediately suspended from the College campus pending the College's due process procedures. Such action must be authorized by the President (or in the event of his/her absence the President's designee). Such extreme measures are implemented when, in the opinion of the above mentioned College officials, 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. 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 himself/herself or the safety or functioning of the campus community.
 - g. In cases where direct action involving suspension or expulsion is taken by the Director of Resident 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 Resident 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).
College Sanctions for Students: The following sanctions may be imposed by any of the following: Director of Resident Life, chief student affairs officer, 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, and/or 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 counseling, referral to a rehabilitation program, and/or specific restrictions may be used in conjunction with various sanctions.

- h. 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.
 - i. In cases where the Director of Resident Life takes action against a student, the decision of the Director of Resident Life will be furnished to the student (s), in violation of College rules in writing within seven working days after the decision.
 - j. Students against whom the Director of Resident Life has taken disciplinary action may appeal the decision of the Director 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.
2. Student Conduct/Appeals Committee: The Student Conduct/Appeals Committee must consist of four College employees, appointed by the chief student affairs officer, whose primary duties do not involve the administration of student conduct and affairs, and three student members. The Vice President for Student Affairs will designate the committee and Chair.
3. Appeal to the Student Conduct/Appeals Committee:
- a. Request for Hearing: Any student adversely affected by the decision of the Director of Resident Life may file a written request for a hearing before the Student Conduct Appeals Committee within ten working days.
 - b. Hearing Scheduling: Upon receipt of the request for an appeal hearing, the Director of Resident 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 legal counsel. If the student is to be assisted by legal counsel, notification must be made to the Vice President for Student Affairs at least five days prior to the scheduled hearing.
 - c. 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 an oral presentation of facts from the Director of Resident Life.
 - 2. Questions are asked by the Committee to clarify the facts and allegations.
 - 3. An opportunity is provided 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 Resident Life.
 - b. Modify the decision of the Executive Director of Student Affairs 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.
 - d. Attendance at the Appeal Hearing: A typical appeal hearing involves only the appearance of the Director of Resident Life, the student (with legal 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 ensure complete information and fairness. Either the Director of Resident 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 appears to make statements is open to questions by all parties, and any documentary evidence presented is 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.
 - e. Counsel: The student has the right of counsel during the hearing procedure. The Counsel may be a parent, other adult, or a licensed attorney at the 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 their counsel 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.
 - f. Records: The records of a hearing are to 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 must be tape-recorded and such recordings preserved for a minimum of two years. A copy of the record of the case must be placed in the disciplinary record file of the student, and the Chair of the Committee must keep copies of all records. Such records are open to review by a higher College authority, such as the President, but will 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 that may appear on the student's transcript in regard to his/her probationary, suspension, or dismissal status.

- g. Notice of Action: The Committee may notify the student verbally 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 Resident Life and the President. Notice of action must be given within ten working days. Suspension or expulsion of a student is not final until written authorization by the President.
- h. Appeal beyond the Student Conduct/Appeals Committee: An appeal of any action taken by the Committee may be made to the President of MSC within five working days. Reasons for the appeal must be stated in writing and presented to the President. The President may exercise 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/her investigation or appraisal and the President's decision has no specific time frame.

Health Care Programs Code of Student Professional Conduct

A graduate of a Murray State College Health Care program becomes a member within the health care profession, as such, the program graduate functions as a self-directing, accountable member of the profession; practices within the ethical and legal framework of each code of professional conduct; and accepts responsibility for ensuring high standards of healthcare practice. Health care students must understand and adhere to the standards of their program during their education in preparation for careers as characterized by a commitment to professional growth, continuous learning, and self-development.

Students in the health care programs have a particular obligation to conduct themselves at all times in a manner that reflects appropriate professional, moral and ethical character. The value of the student within the community comes ultimately from their value to each individual patient. From each contact with a patient, students have an opportunity to make an impact in a positive way. As students recognize these roles and their responsibilities to each role, they become who the educational program want them to become.

The Health Care Program Code of Student Professional Conduct (HCP Code) provides standards for professional conduct and procedures to be followed when questions arise about professional, moral or ethical character of a student enrolled in the health care programs; classroom and clinical setting. Professions and bodies that grant licensure were consulted and considered for guidance of interpretation of the standards of conduct.

Purpose:

The HCP Code is to provide a professional behavior code that applies uniformly to all students enrolled in a degree program, ultimately leading to a profession requiring licensure, offered by Murray State College. The Health Care programs are: Nursing, Occupational Therapy Assistant, Physical Therapist Assistant, and Veterinary Technology.

Procedure:

Students enrolled in health care programs are expected to exercise maturity and sound judgment in the process of becoming professional productive members of the health care community. Graduates will ultimately be valued members of the community as they grow and recognize the importance of these roles.

A student's continued enrollment shall depend on the student's ability to adhere to recognized standards from the duly legislated practice acts of the professions that have educational programs at Murray State College. Murray State College Health Care Program's also adhere to all policies of clinical facilities with which the College affiliates for student clinical learning experiences.

Violations of one or more of the standards shall be sufficient grounds for the appropriate health care program chair to address matters of conduct and discipline. The specific disciplinary action taken will depend on the seriousness and nature of the offense, and the student's history. Student's will be removed from the clinical site when previous disciplinary actions fail to produce desired changes in behavior, or conduct presents a danger to self and others.

Health Care Program Chairs (HCPC) may impose disciplinary actions against MSC students enrolled in health care programs for one or more of the following:

1. Failing to abide by the standards of professional and student conduct outlined in the MSC Disciplinary Rules and Regulations (See Student Handbook) to the extent that the violation reflects adversely on the student's professional, moral and ethical character.

2. Failing to abide by any of the student guidelines outlined in the MSC Health Care Program's Student Handbook.
3. Commission and/or conviction of any infraction that would violate the Oklahoma Practice Act or the Rules and Regulations Relating to the practice of Nursing, Physical Therapy, Occupational Therapy, and Veterinary Technology in the State of Oklahoma.
4. Being adjudicated as mentally incompetent, mentally ill, chemically dependent or dangerous to the public or being committed by a court of competent jurisdiction.
5. Use of substances including but not limited to; illegal drugs, legal prescription drugs without a current, legal valid prescription and intemperate use of drugs and alcohol.
6. Failure on the part of the student to meet necessary academic requirements.
7. Any behavior which violates a clinical site regulation and/or resulting in denial by the clinical site of clinical privileges.
8. Action which knowingly or through neglect endangers the health or well-being of a student, a fellow student, patient, or the public.
9. Fail to maintain patient confidentiality by failing to follow the Health Insurance Portability and Accountability Act (HIPAA) Standards.
10. Obtaining money, property or services from a patient, other than reasonable fees for service provided to the patient, through the use of undue influence, harassment, duress, deception or fraud.
11. Fail to report a felony conviction pursuant to enrollment in the health care programs. Felony convictions must be disclosed pursuant to enrollment to MSC. Students convicted of a felony must report to the HCPC prior to enrollment in the Health Care program or within 10 days of such a conviction.
12. Fraud, deceit or misrepresentation.
13. Criminal activity within the clinical site or college.

Procedure for violation of one or more of the above referenced HCP codes or rules:

1. The appropriate HCPC shall investigate the circumstances and pursue the case in accordance with the appropriate procedures.
2. When the HCPC completes the preliminary investigation into the alleged violations of the standards and determines the student has violated the HCP Code, the student will be notified by email and should the student not reply then the notification will be sent by first class mail to the student's address of record.
3. Student will meet with the HCPC to review the violations and for counsel. The student will receive a disciplinary action written notice which will become part of the student's permanent file.
4. When a student does not agree with the decision of the HCPC, then the student will be reminded of their right to appeal the decision following the Student Grievance Procedure or Grade Appeal Procedure outlined in the MSC student handbook.
5. A decision taken by the Health Care Program Chair under this code will not impede any action by legal authorities outside the college.

Due Process, Student Grievance Procedure and Grade Appeal Procedure

Please refer to the MSC's student handbook for an explanation of Student Grievance Procedure and Grade Appeal Procedure. Actions for anything other than academic issues will follow the Student Grievance procedure.

Health Care Programs Code of Student Professional Conduct Disciplinary Action Form

The Code of Student Professional Conduct according to the Health Care Program Chair is to promote those behaviors which best serve the needs of patients, families and the community.

Record of Written Warning:

Student: _____

Health Care Program _____

HCPC: _____

Meeting Date: _____

Nature of offense: _____

Recommended changes in behaviors or actions:

This copy serves as your written notice that a desired behavior or action has not been achieved. Failure to produce the agreed upon change(s) may result in your removal from the class/clinical site.

Student Signature: _____

HCPC Signature: _____

Notice Date: _____

A copy of this page is to be retained by both the student and place in student permanent file.

STUDENT EXPENSES

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 at 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.

General Fee Refund Guidelines

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 first 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. Note: All fees are subject to change. Check with the business office or the MSC Website for current information.

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'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.

Tuition and Fee Cost

Consult the most current version of the MSC Website for current tuition and fee information.

* Fees are subject to State Regents' policy.

STUDENT GRIEVANCE PROCEDURE

Policy Statement

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

1. 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 MSC 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. Issue/Concern - Definition listed in 3.a.
 - d. Grievance - Definition listed 4.a.
3. Complaint and Resolution:
 - a. Definition
An issue/concern is a student’s timely (within 10 working days) written expression of dissatisfaction with a specific area within the college’s control, but is outside the student’s control. The Student Issue/Concern Form can be found on the MSC website under Current Students>Policy and Procedures>Student Issue/Concern Form.
 - b. Issue Resolution
An issue must be brought to the attention of the Vice President of Student Affairs, who must respond within 10 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 10 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: (Formal Process)
 - a. Definition:
A “grievance” is a timely (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 A.D.A Grievance Procedure. A grievance may be filed against a particular individual, employee or employees. A Written Complaint is written in a letter format, no MSC form is used.
 - b. Grievance Resolution
If discussion fails to resolve the complaint, the complainant may request in writing (letter format, no MSC form is used) that a grievance committee be formed to insure the rights of the individual student. A Student Affairs Designee will be responsible for questioning 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 grievance 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 a 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 of complainant;
 - Personnel involved;
 - A written 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.

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 a list 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 time limit for opening/closing statements and announce the time limit 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 observing 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/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 Complainant 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/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 Complainant 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. The President is not bound by the formal rules of the hearing in his/her investigation or appraisal.

Note: When a 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.

STUDENT POLICIES/PROCEDURES/PRACTICES/REGULATIONS

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.

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.

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 Educational 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 disclosed unless the student requests otherwise:

- | | |
|--------------------------------|--------------------------------------|
| • Academic College | * Degrees/Honors/Awards Received |
| • Academic Program/Major | * Enrollment Status (Full/Part time) |
| • Address | * Name |
| • Admit Status (e.g. accepted) | * Phone |
| • Athletic Participation | * Previous School Attended |
| • Class Level (e.g. Freshmen) | |
| • Dates of Attendance | |

*All transcripts, test scores, correspondence or other materials submitted to the Registrar's Office become the property of Murray State College and will not be returned.

Records Access by MSC Personnel:

MSC support staff members may have access to a student's educational records if they have a Legitimate Educational Interest. This means they need the information to fulfill a specific professional duty.

The following is a list of information items that are NOT considered educational records and thus are not subject to student review:

- Law-enforcement records
- Records maintained exclusively for individuals in their capacity as employees. HOWEVER, records of those who are employed as a result of their status as students (work-study, student workers, etc.) ARE educational records

- Medical Treatment Records
- Alumni Records
- Sole-source/Sole-possession documents. Sole-source/possession documents are notes (memory joggers—not grade or GPA related) created by you, meant for your eyes only. As long as no one else ever sees or knows about them, they remain private and are not subject to FERPA.

For more information on FERPA:

You may contact any of the following offices: at 580.387.7000
 Academic Affairs Office at 580.387.7110
 Student Affairs Office at 580.387.7139
 Academic Advisement Office at 580.387.7201

Disability Services Procedure

1. **Equal Access:** Murray State College is committed to inclusion and equal access of individuals with disabilities. Individuals will not be discriminated against on the basis of disability or be denied equal access and appropriate accommodation to the educational opportunities available at MSC. “No otherwise qualified person with a disability in the United States shall, solely on the basis of disability, be denied access to, or the benefits of, or be subjected to discrimination under any program or activity in any institution receiving federal financial assistance.” – Section 504 of the Rehabilitation Act of 1973.
2. **Admissions:** Admission decisions are made without regard to disabilities. All prospective students are expected to apply to MSC presenting all necessary documents and testing scores required. Prospective students with disabilities are not required to identify themselves to the Registrar Office upon admission or the Academic Advisement Office upon enrollment. However, those interested in receiving academic accommodations are encouraged to meet with, or contact Charles Coulter, A.D.A. Compliance Officer in LS119 in the Testing Center/Library Science Building or an Academic Advisor as early as possible to allow for a review of documentation and the formulation of an accommodation plan.
3. **MSC Disability Services Offered:** Murray State College works to make programs and facilities available to all students. The A.D.A. Compliance Officer or a designated Academic Advisor is responsible for receiving a request for academic or physical accommodations. These individuals will work with the student to obtain and review the required documentation and will assign reasonable accommodations based on documentation that supports the student’s request. Academic accommodations include, but are not limited to:
 - a. Alternative testing formats
 - b. Allowance to tape lectures
 - c. Volunteer student note takers
 - d. Copy of lecture notes
 - e. A.D.A. Adaptive technology

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.

Dress and Appearance

Neatness and appropriate dress are important at all times. It is assumed that students who attend MSC will exercise mature discretion in regard to their personal appearance and hygiene. Extreme modes of dress and personal hygiene that cause undue attention, interfere with the educational process, and exercise poor taste are discouraged. Instructors may refer students to the Director of Resident Life for violations of this policy.

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.

Evacuation Procedures

In the event of fire or other evacuation emergency on campus, all persons in the affected premises must evacuate. You will be notified of a fire emergency by an audible alarm signal. Other emergency evacuation notifications may be issued by text alert, e-mail, and phone communications (voice mail) if appropriate. When evacuating during a fire alarm, do not use the elevators. If you are on the first floor, exit the Building via the nearest door. If you are above the first floor, use the nearest staircase to exit the Building. Use another staircase if your first choice is blocked. Do not open the door if it is hot to the touch. Look for another exit. When notified to evacuate, leave the Building and assemble in an area where you will not hinder the approaching emergency response personnel and apparatus. Depending on the nature of the emergency, you may be directed to proceed to a particular Building or other area of safety. Students and employees should attempt to account for individuals that are known to be in the Building, including all visitors. Any missing individuals should be reported to the Office of Campus Security or emergency personnel. In addition, security personnel will conduct a sweep of all floors if sufficient personnel are available and if it is safe to do so. Wait for campus security officers or emergency personnel to tell you when it is safe to return to the affected Building even though the alarm may stop the building may not be safe to re-enter. Fire Safety Violations and Prohibitions (including rules on portable electrical appliances, smoking and open flames). The cooperation of everyone is needed in order to avoid fire hazards. Please follow these rules to prevent fire damage and bodily harm.

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.

Fire Drills

Mandatory, supervised fire drills are conducted for each residence hall in the fall and spring semesters by Resident Life, in conjunction with the Campus Police Department. Additionally, each time new residents occupy a building during the summer for camp-related

Fire Safety Education/Policy Statement Procedure

Policy Statement (Board Approval Date: 03/22/11)

In compliance with the Higher Education Opportunity Act of 2008, the Murray State College Police/Security Department will publish information concerning student housing fire safety systems, fire drills, fire safety policies and, education and training programs.

On-Campus Housing Fire Safety Equipment: Murray State College residence halls have networked fire alarm systems and/or sprinkler systems as indicated below. When a networked fire alarm is activated, the alarm sounds on a panel at the Campus Security office, which is staffed 24 hours a day, 365 days a year. An officer responds to the building and determines the cause of the alarm. The fire department is automatically notified and responds to all fire alarms in residence halls.

<u>Residence Hall</u>	<u>System Description</u>
MSC Aggie Suites	Full Sprinkler and networked alarm system*
McKee Hall	Networked alarm system. No sprinklers. *

* Fire extinguishers are located on every floor in each residence hall.

A fire drill is conducted to ensure the temporary residents are familiar with evacuation routes and procedures. Every student must participate in these drills. Drills are conducted without notice. If a fire alarm sounds, everyone must exit. No one may re-enter the building until permission is given by a security officer or member of the residence life staff. Failure to evacuate a building during a fire alarm will result in judicial action.

Firearms, Ammunition, Bows and Arrows, Firecrackers, Fireworks, or Explosives

Loaded firearms are against Oklahoma State Law and are prohibited on the MSC Campus. Regardless of your academic program the possession of firearms, ammunition, bows and arrows, firecrackers, or explosives are prohibited on campus and in any college owned residence. All toy guns, pellet guns, air soft guns, paint guns and/or BB guns are prohibited on campus. 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.

Gunsmithing students are expected to follow all rules and regulations related to firearms/ammunition as outlined in that program.

Handicapped Parking

Murray State College has designated specially marked handicapped parking areas. Parking permits for these special areas can be obtained in the Campus Police Office for 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. Requests for handicap permits must be accompanied by documentation of disability from a licensed physician. Vehicles without Handicapped decals will be towed at owner's expense.

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, 387.7234

Inclement Weather Info

When inclement weather conditions warrant a change in class starting times or a cancellation of classes, the area television and radio stations listed below can be expected to report the information.

If **daytime classes** are to be cancelled or scheduled to start later than normal, the following will take place:

The media will be contacted by 6:30 a.m.

A message will be posted to the MSC Homepage (www.msco.edu).

An announcement will be provided on the campus switchboard.

If **evening classes** are to be cancelled, the following will take place:

The media will be contacted by 3:30 p.m.

A message will be posted on the MSC Homepage (www.msco.edu).

An announcement will be provided on the campus switchboard.

NO ANNOUNCEMENT WILL BE MADE IF CLASSES ARE MEETING AS SCHEDULED.

Please DO NOT call college offices for weather information. College personnel cannot advise you on road conditions. Please DO NOT call the media outlets as you will clog their lines and prevent them from getting the needed information. Watch and listen to your area media for information.

Tornado Shelter Location: The designated student storm shelter is located in the McKee Hall basement.

The following television and radio stations will be called for inclement weather announcements:

TV Channels:	
KTEN-TV -- Channel 10 (Ada, Ardmore, Sherman, Denison)	
KXII-TV -- Channel 12 (Ardmore, Sherman, Denison)	
KOCO -- Channel 5 (OKC)	
Radio Stations:	KVSO Radio - AM 1240 (Ardmore)
KICM Radio - FM 105.7 (Ardmore)	KA.D.A Radio - FM 96 (Ada)
KYNZ Radio - FM 107(Ardmore)	KYKC Radio - FM 100.1 (Ada)
KTRX Radio - FM 107.1 (Durant)	KTLS Radio - FM 105.5 (Coalgate)
KLBC Radio - FM 107.1 (Durant)	KEOR Radio - AM 1110 (Atoka)
KFXT Radio - FM 100.9 (Sulphur/Pauls Valley)	KSXT Radio - FM 90.7 (Sulphur/Pauls Valley)
KIXO Radio - FM 106.1 (Sulphur/ Pauls Valley)	KMAD Radio - FM 102.5 (Madill)
KKAJ Radio - FM 95.7 (Ardmore)	

Missing Student Procedure

Missing Student Notification Policy and Procedures 20 USC 1092 (j) (Section 488 of the Higher Education Opportunity Act of 2008) Any institution participating in a Title IV federal student financial aid program that maintains on campus housing facilities must establish a missing student notification policy and related procedures for those students who live in on campus housing. For purposes of this policy, a student shall be considered missing if a roommate, classmate, faculty member, family member or other campus person has not seen the student in a reasonable amount of time, reports the pertinent facts to at least one of the staff and/or offices listed below, and, if after investigation the MSCPD determines that the student has been missing for more than 24 hours. A reasonable amount of time may vary with the time of day and information available regarding the missing person's daily schedule, habits, punctuality, and reliability. Individuals may be considered missing immediately, if their absence has occurred under circumstances that are suspicious or cause concerns for their safety. If the initial report that a person is missing is made to a MSC department other than the Murray State Police Department or designated office listed below, the MSC employee receiving the report shall contact the MSCPD immediately. Procedures for designation of emergency contact information 1. Students age 18 and above and emancipated minors. Students living on campus shall be given notice of this policy and an opportunity during the first seven days after move-in each semester to designate an individual or individuals to be contacted by the university "in case of emergency". Contact information shall be registered confidentially, shall be accessible only to authorized campus officials, and may only be disclosed to law enforcement personnel in furtherance of a missing person investigation. In the event a student is reported missing, the Campus Police Department or their designee shall attempt to contact his/her emergency designee no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below. An emergency contact designee shall remain in effect until changed or revoked by the student. 2. Students under the age of 18. In the event a student living on campus who is not emancipated is determined to be missing pursuant to the procedures set forth below, the university shall (is required to) notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.

Motor Vehicle Regulations

1. 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.
2. Student use of automobiles on campus can be restricted at the discretion of Campus Police and/or the Director of Resident Life.

3. 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.
4. Violation of motor vehicle regulations shall render the violator subject to sanctions. The event of repeated or serious violations shall render the violator subject to disciplinary action.

Official Notification Procedures for Missing Persons OFFICIAL

1. Any faculty, staff or student who has information that a residential student may be a missing person should notify one of the following offices and/or staff members immediately: Director of Resident Life, Executive Director of Student Affairs, Vice President for Student Affairs, or Campus Police Department. If the notice comes to any department listed above other than the MSCPD, that office shall notify the MSCPD within 24 hours.
2. The Murray State College Police Department shall gather information about the residential student from the reporting person and from the student's acquaintances (including, by way of example, description, clothes last worn, where student might be, who student might be with, vehicle description, information about the physical and mental wellbeing of the student, an up-to-date photograph, class schedule, etc.). Appropriate campus faculty and/or staff shall be notified to aid in the search for the student.
3. If the Murray State College Police department determines that a residential student has been missing for more than 24 hours, they or their designee shall notify the emergency contact (for students 18 and over) or the parent/guardian (for students under the age of 18) that the student is believed to be missing. This notification must be made no later than 24 hours after determination is made. *Contact is contingent upon the correct emergency contact information being made available by the student. Campus communications about missing students in all cases when the student is declared missing by the Murray State College Police Department after an initial investigation and in consultation with other law enforcement agencies as appropriate, MSCPD will coordinate with the MSC Public Information Office to provide information to the media that is designed to obtain public assistance in the search for any missing student. This coordination will insure that investigations are not impeded by the release of information.

Parking Permit Information

1. The Campus Bookstore will assign a parking permit to each vehicle registered. This permit must be obtained within the first ten days after classes begin. It should be affixed to the rear window at all times, in which the car is parked on campus. Refusal to obtain a permit will result in a monetary fine and continued refusal to obtain a permit will result in suspended driving privileges on campus.
2. Students must present their student identification card in order to obtain a parking permit.
3. When a permit becomes illegible, or if a student acquires the use of another motor vehicle, a new permit must be obtained 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.

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:

\$50.00 Each Offense

SUBSEQUENT OFFENSE

May result in revocation of college registration and/or disciplinary action and car restricted from campus.

Fines are to be paid in the Business Office, located in the Student Services Building.

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

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.

Service Animal and Support Animal

Policy Statement (Board Approval Date: 06/20/17)

Murray State College is welcoming of individuals with disabilities who use service or support animals because of a disability. In regard to permitting service and support animals, Murray State College complies with state and federal laws regarding individuals with disabilities.[1][2][3] The college does not generally permit animals in campus buildings except as this policy accommodates.[4]

Service Animals

Only dogs and miniature horses may be service animals. A service animal is an animal that has been trained to perform specific work or tasks for a person with a disability.[5] The mere provision of emotional support by the animal's presence does not make an animal a service animal. Common service animal training might include guiding people who are blind or deaf, notifying a person of an imminent seizure, intentionally pawing or nuzzling a person with Post Traumatic Stress Disorder to calm anxiety, reminding a person to take medication, or intentionally applying calming pressure to a person prone to anxiety or panic attacks.

Service animals are permitted everywhere on campus that the animal may reasonably accompany a person with a disability. This includes college transportation, classrooms, offices, residence halls, lounges, and common areas. The college may on a case by case basis exclude the animal from laboratories or other areas where the presence of the animal may cause an unavoidable hazard, health risk, or where the animal's presence would fundamentally interfere with the service or instruction provided.

When it is not obvious what service an animal provides, or when there is a reasonable basis to conclude that the animal might not be a service animal, staff may make limited inquiries.

Staff may ask only two questions:

- (1) Is the dog a service animal required because of a documented disability? and**
- (2) What work or task has the dog been trained to perform?**

The college will not require individuals with service animals to receive permission to have their animal with them on campus, nor will there be any pre-clearance requirement for the presence of the animal on campus. However, pursuant to the two-part inquiry above, reasonable documentation and/or demonstration of the animal's training may be requested.

The college will not charge a surcharge for deposit for having a service animal in campus housing, but reserves the ability to make appropriate assessments of charges to the owner for any damage or cleaning costs for which the animal is responsible. Students with service animals shall never be segregated from the general population of students or campus visitors.

Support Animals

Support Animals are not service animals.[6] Support animals provide emotional support that alleviates the symptoms or effects of a person's disability, but might not be specifically trained to perform any task or function, or otherwise meet the limited definition of a Service Animal. The college permits support animals only within residential facilities and outdoors, and not within the remainder of the campus buildings.

An individual may keep a support animal in a residence hall if:

- (1) the individual has a disability,**
- (2) the animal is necessary to permit that individual to use and find comfort in their residential space, and**
- (3) if there is an actual relationship between the disability and the Support or emotional support that the animal provides to the person.**

Support animals are considered an accommodation, and all accommodation requests for the possession of support animals should be made through the ADA Compliance Officer. Certain wild animals or animals prone to community health or safety risk, which cannot perform the role of Support animal in a reasonable manner may not be permitted.

Responsibilities of the Owner:

1. Service dogs^[7] or other animals must be kept near the person with a disability and not be permitted to run free.
2. The animal must be compliant with applicable vaccination laws. Students, faculty, and staff who intend, in conformance to this policy, to have an animal with them in campus buildings on a regular basis shall submit to the ADA Compliance Officer a copy of the animal's vaccination history from a veterinarian or other authorized person to verify compliance with local ordinances.^[8]
3. Students intending on having an animal in campus housing must provide the ADA Compliance Officer with an up to date vaccination record for the animal, and must provide notice of this intent prior to the housing application deadline for the applicable semester so that appropriate planning and arrangements can be made, and so that proper notice can be provided to potential roommates and suitemates.
4. The animal be restrained with a harness, leash, or tether of some kind unless the nature of the disability and the animal's training precludes such physical restriction.
5. If this is the case, the animal must be reliably controlled by voice or a substitute method of restriction
6. The animal's excrement or other refuse must be disposed of by the owner in a prompt and hygienic manner
7. Owners are expected to control the volume of their animal and quell any unreasonable loudness or excitableness
8. Animals may not under any circumstances be permitted to jump on, lick, nudge, growl at, or otherwise engage another member of the campus community.
9. Animals must be properly cared for, fed, and be maintained in reasonable health with due diligence. The college will not be responsible for cleaning up after an animal, feeding an animal, or watching the animal for any amount of time under any circumstance.

Exceptions:

The college may ask an individual to remove an animal from a campus building or from college property if

1. The animal is disruptive to instruction, services, or the use of facilities
2. The animal poses a health or safety risk, or a direct threat
3. The animal does not have acceptable hygiene or is not housebroken
4. The animal is not kept under control
5. The animal is no longer performing a role of disability related service or support
6. The presence of the animal would fundamentally alter the nature of a program or activity
7. The animal's owner does not clean up after the animal
8. The college reasonably concludes that the animal is not a service or support animal
9. The owner does not comply with any other element of this policy.^[9]

^[1] Department of Justice Guidance on Service Animals: http://www.ada.gov/service_animals_2010.htm

^[2] The ADA Amendments Act: <http://www.ada.gov/pubs/adastatute08.htm>

^[3] HUD memo on service and Support animals in housing: http://portal.hud.gov/hudportal/documents/huddoc?id=servanimals_ntcfheo2013-01.pdf

^[4] Unless the animal is present for the purpose of academic instruction, College services, or College-hosted programs.

^[5] Including a physical, sensory, psychiatric, intellectual, cognitive, medical, or other mental disability.

^[6] Support animals are also sometimes called comfort animals, therapy animals, or emotional support animals. ^{7}And/or miniature horses.

^[7] Applicable ordinances for the City of Tishomingo are Sec. 2.02.001 and Sec. 2.02.002 of the Tishomingo Code of Ordinances.

^[8] Students who feel that they have been asked to remove their animal arbitrarily or otherwise feel this policy has been enforced against them unfairly may file a grievance as outlined in the Student Handbook.

Sexual Harassment

TITLE IX-SEXUAL ASSAULT/HARASSMENT/VIOLENCE (Updated 10-04-11; 08-14-14)

Policy Statement: (Updated 10-04-11; 08-01-14)

Murray State College prohibits sexual assault, sexual harassment, sexual violence, sexual acts and sexual offenses considered to be sexual misconduct. Sexual misconduct often overlaps with crimes of rape, sexual assault, sexual harassment, stalking, dating violence and domestic violence. All members of the College community, have an obligation to promote an environment that is free of sexual misconduct. Sexual misconduct includes non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, interpersonal relationship violence, sex/gender-based stalking and sexual harassment. MSC in compliance with Title IX publishes a notice of nondiscrimination, designated a Title IX Coordinator, and adopted and published grievance procedures as preventative measures against harassment.

Procedure:

Murray State College has identified the Executive Director of Student Affairs as the Title IX Coordinator. The coordinator will utilize a Title IX Committee comprised of administrative staff from institutional areas to contribute to and facilitate all requirements of Title IX. The investigation and records of the resolution conducted by the college are maintained confidentially. Information is shared internally between administrators who need to know, but a tight circle is kept. Where information must be shared to permit the investigation to move forward, the person bringing the accusation will be informed. Privacy of the records specific to the investigation are maintained in accordance with Oklahoma law and the federal FERPA statute. Any public release of information to comply with the open crime logs or timely warning provisions of the Clery Act will not release the names of victims or information that could easily lead to a victim's identification. Additionally, the college maintains privacy in relation to any accommodations or protective measures afforded to a victim, except to the extent necessary to provide the accommodations and/or protective measures.

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, the MSC Police Department must keep a crime log of all reported crimes that occur on and near property owned or controlled by MSC for the most recent 60-day period. Additionally, the college must keep a fire log of all reported fires that occur in on-campus student housing facilities for the most recent 60-day period. Crime and Fire logs are open to public inspection, upon request, during normal business hours. Crime and Fire logs that are older than 60 days are available within two business days of a request for public inspection. An electronic version of the combined Daily Crime and Fire Log is posted on our website within two business days of receiving a report, and is also made available, in hard-copy format, to walk-in customers from the Student Affairs Office located in Suite 104 of the Murray Hall Administration Building. The Student Affairs Office is open to the public Monday through Friday, 8:00a.m. to 5:00 p.m. Additionally, you may request Daily Crime and Fire Logs that aren't available on the website by e-mailing the Clery Compliance Coordinator qjones@mscok.edu.

Any complaints or inquiries regarding sexual harassment of a student by an employee or other student should be brought to the immediate attention of Campus Police or the Title IX Coordinator/Executive Director of Student Affairs. The college will investigate such claims promptly and thoroughly. If, for any reason, a student wishes to complain or inquire regarding sexual harassment, but feels it would not be appropriate to raise such issues with the Campus Police or the Title IX Coordinator/Executive Director of Student Affairs, the student may inquire or complain to The Director of Student Compliance as a designated Campus Security Authorities (CSA), and such inquiries or complaints will receive a prompt and thorough investigation. If harassment is established, the college will discipline the offender. Disciplinary action for violations of this policy can range from verbal or written warnings, up to and including immediate termination from employment or dismissal from the college for serious or repeated violations. When the college addresses these matters, even if it occurred off-campus, it must do so using procedures that comply with Title IX guidelines. [Clery Act ASR Compliance with VAWA-Violence Against Women Act Section 304 Reauthorization section known as the Campus SaVE Act.]

- When officials become aware of possible harassment, their first obligation is to investigate the information, whether the victim or a third party brought it to their attention.
- Institutions are expected to coordinate their law enforcement and Title IX responses to such complaints. While a campus police officer may conduct a law enforcement investigation, because the standards for criminal investigations are different, police investigations or reports are not determinative of whether sexual harassment or violence violates Title IX. Officers will report incidents of this type to the Title IX Coordinator if the complainant consents.

- When sexual assault is reported to campus law enforcement, in addition to conducting a law enforcement investigation, the department should notify complaints of their right to file a Title IX sex discrimination complaint with the college in addition to filing a criminal complaint.
- When a student or employee reports to the institution that the student or employee has been a victim of dating violence, domestic violence, sexual assault or stalking, whether the offense occurred on or off-campus, the institution will provide the student or employee a written explanation of the student's or employee's rights and options.
- The College must notify students, employees, applicants for admission, applicants for employment, parents or legal guardians of the Title IX Coordinator's contact information including name/title, office address, email address and telephone number.
- The College must prominently display on their websites the required contact information for the Title IX Coordinator.

Quinton Jones
 Executive Director of Student Affairs/Title IX Coordinator
 Murray State College
 Resident Housing Office #2
 Tishomingo, OK 73460
 (580) 387-7139
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1. Awareness

In an effort to reduce the risk of sexual misconduct as well as the crimes of rape, sexual assault, sexual harassment, stalking, dating violence and domestic violence occurring among its students, the college utilizes a range of campaigns, strategies and initiatives to provide awareness, educational, risk reduction and prevention programming. It is our practice to offer programming to prevent domestic violence, dating violence, sexual assault and stalking each year. Educational programs are offered to raise awareness for all incoming students and employees, and are often conducted during new student and new employee orientation and throughout an incoming student's first semester. These programs and others offered throughout the year include strong messages regarding not just awareness, but also primary prevention and discuss institutional policies on sexual misconduct as well as the definitions of domestic violence, dating violence, sexual assault, stalking and consent in reference to sexual activity. Bystander engagement is encouraged through safe and positive intervention techniques and by empowering third-party intervention for advocacy and prevention such as calling for help, identifying allies.

Programs also offer information on risk reduction that strives to empower victims, how to recognize warning signals and how to avoid potential attacks, and do so without victim-blaming approaches. Throughout the year, ongoing awareness and prevention campaigns are directed to students and employees, and can be delivered in the form of campaigns, emails, guest speakers and events.

The following links provide educational opportunities regarding sexual misconduct:

Code Blue-Speak Out and Stand Up: Raising Awareness about Sexual Assault
 Culture of Silence-Stalking Awareness
 Breaking the Silence
 Wasted Youth

The institution will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available to victims, both with the institution and in the community.

2. Identifying Campus Security Authorities

While the Clery Act does not allow lawsuits brought by individuals, the U.S. Department of Education (ED) can levy fines—up to \$57,317 per violation of the law, as of 2019. The law requires annual publication of statistics about reported campus-area criminal offenses, based on information gathered from local law enforcement and the institution's campus security authorities (CSAs). Allegations of inaccurate Clery Act statistics have been a frequent source of bad publicity for colleges and universities. A common cause of inaccurate Clery data is confusion over who qualifies as a CSA.

Who Are CSAs?

Clery Act regulations define "campus security authorities" as:

1. An institution's campus police or security department
2. Other individuals with security responsibilities, such as those monitoring access to campus property

Individuals or organizations designated in the institution's security policy as those to whom students and employees should report crimes

3. Officials with significant responsibility for student and campus activities, such as student housing, student discipline, and campus judicial proceedings

While the first three categories are straightforward, the fourth often causes Clery compliance problems. An "official" means a "person who has the authority and the duty to take action or respond to particular issues on behalf of the institution." What matters is an individual's job function, not title. The ED advises institutions to "[l]ook for officials (i.e., not support staff) whose functions involve relationships with students." These include deans who oversee student housing or activities, resident advisors, Greek affairs coordinators, athletic directors and coaches, and faculty advisors to student groups. By contrast, clerical or cafeteria employees and faculty with no responsibility for student and campus activities outside the classroom are not CSAs.

Offenses reported to individuals acting as pastoral or professional counselors, even if they otherwise have responsibility for student and campus activities, do not have to be reported under the Clery Act.

What Are CSAs Required to Do?

A CSA who receives a report of a Clery crime from anyone—with or without a connection to the institution—must report it to the designated official or office, usually the campus security or police department. If the CSA believes the report was made in good faith, he or she is required to report all available information, such as the date and location of the crime, even if the victim is unknown or does not want to file a criminal charge.

A CSA should report the matter to the designated person or office whether he or she is sure the incident qualifies as a Clery crime. Here, the CSA's obligation ends. CSAs should not attempt to investigate crimes, determine the truth, or persuade reluctant victims to come forward. Those duties belong to campus or local law enforcement.

What Should Institutions Do?

To help ensure collection of all crime statistics required by the Clery Act, institutions should:

- Annually review organizational charts to determine which positions meet the CSA definition and notify the individuals in those positions that they are CSAs
- Train CSAs on:
 - Which employees are CSAs and why.
 - What crimes must be reported under the Clery Act. The Campus SaVE Act, effective March 7, 2014, amended the types of Clery crimes that must be reported.
 - Their obligation to report these crimes.
- Send an annual letter to CSAs requesting that they report any crimes not previously reported or verify that they have received no reports during the year.
- Provide a standard crime reporting form that is easily accessible to CSAs.

3. Protective Measures

When any of the following events occur: gender-based violence, sexual assault, sexual harassment, sexual violence, sexual acts and sexual offenses considered to be sexual misconduct, rape, stalking, dating violence and domestic violence, the college takes the matter very seriously. The college employs interim protection measures such as interim suspension and/or no contact orders in any case where an offender's behavior represents a risk of violence, threat, pattern or predation. If a student/employee is accused of gender-based violence, sexual assault, sexual harassment, sexual violence, sexual acts and sexual offenses considered to be sexual misconduct, rape, stalking, dating violence and domestic violence, s/he is subject to action in accordance with the Murray State College Policy and Procedure as well as state and federal law. Anyone wishing to officially report such an incident may do so by contacting the Title IX Coordinator/Executive Director of Student Affairs at 580.387.7131. Anyone with knowledge about gender-based violence, sexual assault, sexual harassment, sexual violence, sexual acts and sexual offenses considered to be sexual misconduct, rape, stalking, dating violence and domestic violence is encouraged to report it immediately. MSC in compliance with Title IX publishes a notice of nondiscrimination, designated a Title IX Coordinator, and adopted and published grievance procedures as preventative measures against harassment.

4. Reporting process

If you are the victim of gender-based violence, sexual assault, sexual harassment, sexual violence, sexual acts and sexual offenses considered to be sexual misconduct, rape, stalking, dating violence and domestic violence, some or all of these safety suggestions may guide you after an incident has occurred:

- Go to a safe place and speak with someone you trust. Tell this person what happened. If there is any immediate danger, contact Campus Police at 580.371.1140 or the Title IX Coordinator/Executive Director of Student Affairs at 580.387.7139 if you are on campus or call 911 if you are off campus.
- College officials will secure immediate professional support (e.g.: counseling, victim advocacy, medical services, etc.) to assist you in the crisis. Murray State College utilizes Safeline at 1.800. 522.SAFE for victim advocacy. Safeline is supported by Family Violence Prevention Services Act funding through Administration on Children, Youth and Families, U.S. Department of Health and Human Services. Publications are printed by Central Printing, is issued by the Office of the Attorney General and has been deposited with the Publications Clearinghouse of the Oklahoma Department of Libraries.
- If you are on campus during regular business hours, you may go to the Campus Police Office in Patton Hall or the Office of Student Affairs in the Murray Hall Administration Building on the MSC Campus, Suite 104, Tishomingo, Oklahoma. A victim advocate will be contacted for support and guidance. These are both confidential resources. Such a report may be made at any time, including during non-business hours, by using calling the Title IX Coordinator at (580) 387-7131 or emailing mgray@mscok.edu .
- Campus Police will be called to investigate. If sexual violence has occurred, effective steps to end the sexual violence, prevent its recurrence, and address its effects, whether or not the sexual violence is the subject of a criminal investigation will take place.
- Steps will be taken to protect the complainant as necessary, including interim steps taken prior to the final outcome of the investigation.
- Typically, if police are involved or will be involved, they will obtain evidence from the scene, and it is best to leave things undisturbed until their arrival. They will gather bedding, linens or unlaundered clothing and any other pertinent articles that may be used for evidence. It is best to allow police to secure items in evidence containers, but if you are involved in transmission of items of evidence, such as to the hospital, secure them in a clean paper bag or clean sheet, to avoid contamination.
- For your safety and well-being, immediate medical attention is encouraged. Further, being examined as soon as possible, ideally within 120 hours, is important in the case of rape or sexual assault. The hospital will arrange for a specific medical examination at no charge.
- The victim advocate will be notified and participate in providing victim services.
- To preserve evidence, it is recommended that you do not bathe, shower, eat, drink, smoke, brush your teeth, urinate, defecate or change clothes before receiving medical attention. Even if you have already taken any of these actions, you are still encouraged to have prompt medical care, and evidence may still be recoverable.
- If you have physical injuries, photograph or have them photographed, with a date stamp on the photo. Record the names of any witnesses, and their contact information. This information may be helpful to the proof of a crime, to obtain an order of protection or to offer proof of a campus policy violation.
- Try to memorize details (physical description, names, license plate number, car description,), or even better, write notes to remind you of details, if you have time and the ability to do so.
- If you obtain external orders of protection (e.g. restraining orders, injunctions, protection from abuse), please notify MSC Campus Police or the Title IX Coordinator/Executive Director of Student Affairs 580.387.7131 so that those orders can be observed on campus.
- Even after the immediate crisis has passed; consider seeking support from the victim's advocate and/or the local rape crisis center as listed in the MSC Policy and Procedures Manual or the MSC Student Handbook.
- MSC Campus Police will assist you with college-related concerns, such as no-contact orders or other protective measures or assist in contacting other local authorities. They will also assist in any needed advocacy for if you wish to obtain protective or restraining orders from local authorities. The College is able to offer reasonable academic accommodations, changes to living arrangements, transportation accommodations, escorts, no contact orders, counseling services access and other supports and resources as needed by a victim. if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement. These services will be provided in a written notification to the victim regardless of whether or not the victim chooses to report the crime to campus police or local law enforcement. The institution will maintain confidential accommodations and/or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide accommodations and/or protective measures
- The victim also bears the right to not report the crime or offense to authorities.
- All proceedings will be conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault and stalking and on how to conduct an investigation and hearing process that protects the safety of the victims and promotes accountability.

- There is no limit to the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding. Permit the Complainant and Respondent during the investigation, the proceedings, and any other related meeting to have an advisor or support person present.

5. Title IX Grievance Procedure

The Title IX Coordinator and Campus Police are trained in and respond to reports of gender-based violence, sexual assault, sexual harassment, sexual violence, sexual acts and sexual offenses considered to be sexual misconduct, rape, stalking, dating violence and domestic violence. These individuals are also trained on the college's procedures and any other procedures used for investigating or responding to gender-based violence, sexual assault, sexual harassment, sexual violence, sexual acts and sexual offenses considered to be sexual misconduct, rape, stalking, dating violence and domestic violence. Individuals who are likely to come into contact with the victims of sexual violence, including all law enforcement officers, are trained on how to identify covered sexual harassment and violence as well as how to respond under college procedures. They are trained on the psychological needs of the victims and survivors of sexual violence and are sensitive to the victims needs to prevent any re-victimization from occurring. Police should always be prepared to make referrals to counseling services available either on or off campus as listed in MSC procedures and assist with the identification of other resources available to victims and survivors. Important resources such as rape crisis centers, and on-campus women's centers or counseling departments may be utilized as part of the training portfolio.

With the consent of the complainant, information from a law enforcement investigation may also be used in the Title IX investigation "so long as it does not compromise the criminal investigation." Campus Police should be able to readily identify who to contact for their college's published procedures and reach out to them for a collaborative relationship.

Murray State College utilizes Safeline at 1.800. 522.SAFE for victim advocacy. Safeline is supported by Family Violence Prevention Services Act funding through Administration on Children, Youth and Families, U.S. Department of Health and Human Services. Publications are printed by Central Printing, is issued by the Office of the Attorney General and has been deposited with the Publications Clearinghouse of the Oklahoma Department of Libraries.

- a. A Grievance Procedure has been established for victims to utilize when filing complaints. Equal opportunities for both parties to present Witnesses and other evidence have the same rights in the appeal process. The grievance procedures will use the preponderance of the evidence standard to resolve complaints and both parties will be notified of the outcome of the complaint.
- b. If you are the victim of gender-based violence, sexual assault, sexual harassment, sexual violence, sexual acts and sexual offenses considered to be sexual misconduct, rape, stalking, dating violence and domestic violence, and you wish to file a grievance please follow the directions listed below:
 1. To file a formal grievance, College employees utilize the existing Employee Grievance Procedure.
 2. To file a formal grievance, MSC students utilize the existing Student Complaint and Grievance Procedure.
 3. All complaints must be investigated immediately.
 4. Complaints of gender-based violence, sexual assault, sexual harassment, sexual violence, sexual acts and sexual offenses considered to be sexual misconduct, rape, stalking, dating violence and domestic violence must be filed within 10 working days of the occurrence.

The Final Rule requires a school to investigate sexual harassment allegations in any formal complaint, which can be filed by a complainant, or signed by the Title IX Coordinator. If the allegations in a formal complaint do not meet the definition of sexual harassment in the Final Rule, or did not occur in the college's education program or activity against a person in the United States, the Final Rule clarifies that the College must dismiss such allegations for purposes of Title IX but may still address the allegations in any manner the school deems appropriate under the college's own code of conduct.

6. The college will establish reasonably prompt time frames for each stage of the case, specifically for the investigatory phase, when the complainant and alleged perpetrator will receive the outcome of the complaint, and for any appeals. OCR expects a typical investigation to take about 60 calendar days, although more complex cases, such as those involving multiple incidents, may take longer.

The Final Rule defines "complainant" as an individual who is alleged to be the victim of conduct that could constitute sexual harassment. This clarifies that any third party as well as the complainant may report sexual harassment.

- The Final Rule defines "supportive measures" as individualized services reasonably available that are non-punitive, non-disciplinary, and not unreasonably burdensome to the other party while designed to ensure equal educational access, protect safety, or deter sexual harassment. The Final Rule defines "formal complaint" as a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that

the school investigate the allegation of sexual harassment and states: -The phrase “document filed by a complainant” means a document or electronic submission (such as by e-mail or through an online portal provided for this purpose by the school) that contains the complainant’s physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.

- Training of Title IX personnel must include training on the definition of sexual harassment in the Final Rule, the scope of the school’s education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.
- A school’s decision-makers and investigators must receive training on issues of relevance, including how to apply the rape shield protections provided only for complainants.
- Recipients must post materials used to train Title IX personnel on their websites, if any, or make materials available for members of the public to inspect
- The Final Rule defines “complainant” as an individual who is alleged to be the victim of conduct that could constitute sexual harassment. This clarifies that any third party as well as the complainant may report sexual harassment.
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 - Training of Title IX personnel must include training on the definition of sexual harassment in the Final Rule, the scope of the school’s education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.
 - A school’s decision-makers and investigators must receive training on issues of relevance, including how to apply the rape shield protections provided only for complainants.
 - Recipients must post materials used to train Title IX personnel on their websites, if any, or make materials available for members of the public to inspect.
 - The Final Rule adds provisions to the “live hearing with cross-examination” requirement for postsecondary institutions. For postsecondary institutions, the school’s grievance process must provide for a live hearing:
 - At the live hearing, the decision-maker(s) must permit each party’s advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility.
 - Such cross-examination at the live hearing must be conducted directly, orally, and in real time by the party’s advisor of choice and never by a party personally.
 - At the request of either party, the recipient must provide for the entire live hearing (including cross-examination) to occur with the parties located in separate rooms with technology enabling the parties to see and hear each other.
 - Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or other question, the decision-maker must first determine whether the question is relevant and explain to the party’s advisor asking cross-examination questions any decision to exclude a question as not relevant.
 - If a party does not have an advisor present at the live hearing, the school must provide, without fee or charge to that party, an advisor of the school’s choice who may be, but is not required to be, an attorney to conduct cross-examination on behalf of that party.
 - If a party or witness does not submit to cross-examination at the live hearing, the decision-maker(s) must not rely on any statement of that party or witness in reaching a determination regarding responsibility; provided, however, that the decision-maker(s) cannot draw an inference about the determination regarding responsibility based solely on a party’s or witness’s absence from the live hearing or refusal to answer cross-examination or other questions.
 - Live hearings may be conducted with all parties physically present in the same geographic location or, at the school’s discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually.
 - An audio or audiovisual recording, or transcript, of any live hearing.

The Final Rule provides rape shield protections for complainants (as to all recipients whether postsecondary institutions, K-12 schools, or others), deeming irrelevant questions and evidence about a complainant’s prior sexual behavior unless offered to prove that someone other than the respondent committed the alleged misconduct or offered to prove consent.

The decision-maker (who cannot be the same person as the Title IX Coordinator or the investigator) must issue a written determination regarding responsibility with findings of fact, conclusions about whether the alleged conduct occurred, rationale for the result as to each allegation, any disciplinary sanctions imposed on the respondent, and whether remedies will be provided to the complainant. The written determination must be sent simultaneously to the parties along with information about how to file an appeal.

The Final Rule allows a school, in its discretion, to choose to offer and facilitate informal resolution options, such as mediation or restorative justice, so long as both parties give voluntary, informed, written consent to attempt informal resolution. Any person who facilitates an informal resolution must be well trained.

7. Once an allegation is reported as cited above, the Title IX Coordinator must be notified. The coordinator will notify the appropriate administrator and proceed with the coordination of the investigation. The investigation, finding, and any corrective action cited should be documented and forwarded to the President's Office and to the Human Resources Office. Recognizing the college may not be able to wait for the conclusion of a criminal investigation. The college will not dissuade victims from seeking a resolution under Title IX prior to the resolution of any criminal matters. The college will not discourage anyone from going through their Title IX grievance process from reporting to law enforcement. Under the Clery Act, the college is required to offer sexual assault survivors assistance in reporting to law enforcement. If a college has a memorandum of understanding with local police, it should address under what circumstances, including addressing any mandated reporting laws especially sexual violence will be reported and how. The college "may need to delay temporarily the fact-finding portion of a Title IX investigation while the police are gathering evidence". Once notified that the police department has completed its gathering of evidence, the college must promptly resume and complete its fact-finding for the Title IX investigation. OCR estimates this delay may normally range from three to 10 calendar days but may be longer in some cases depending upon the complexity of the matter. During this time, colleges should notify victims of their rights to pursue disciplinary action or obtain other assistance. Colleges should also still take any interim action-such as a no-contact order or interim suspension of the accused - needed to protect the victim and or the rest of the campus community. As some of these steps may be outside the scope of law enforcement, it is critical that there be coordination with appropriate officials at the school who are empowered to take these steps. This would include working with student affairs employees and academic departments.

Upon completion of the investigation and all proceedings provide prompt written notice of the resolution and any change in such resolution to both the Complainant and Respondent in a reasonably simultaneous manner. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for all notifications. Should you be a victim or witness of an alleged incident of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off-campus, the institution will provide the student or employee a written explanation of the student's or employee's rights and options.

8. False/Bad Faith Accusations:

- a. An individual (employee or student) who believes that he or she has been wrongfully accused gender-based violence, sexual assault, sexual harassment, sexual violence, sexual acts and sexual offenses considered to be sexual misconduct, rape, stalking, dating violence and domestic violence may file a complaint by use of the established grievance procedure.
- 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.

9. Retaliation:

Retaliation against those who report gender-based violence, sexual assault, sexual harassment, sexual violence, sexual acts and sexual offenses considered to be sexual misconduct, rape, stalking, dating violence and domestic violence or contribute information in a complaint may result in disciplinary action against those responsible.

10. Disciplinary Actions:

If one or more allegations are proven correct, disciplinary actions against employees/students 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. Law enforcement investigations will not meet all Title

IX obligations. If the police do not have sufficient evidence of a criminal violation. The college must resolve Title IX disciplinary matters using the "preponderance of the evidence" standard (meaning it is more likely than not that sexual harassment or violence occurred). Disciplinary procedures should not use the higher "beyond a reasonable doubt" standard required in criminal proceedings or the intermediate "clear and convincing" standard (meaning it is highly probable or reasonably certain that the sexual harassment or violence occurred). Less severe conduct with sufficient repetition may rise to this level, while even one incident that is more serious may rise to this level. For example, "a single instance of rape is sufficiently severe to create a hostile environment" according to the Office of Civil Rights. The scope of sexual violence covered by Title IX includes an array of offense categories, including rape, sexual assault, sexual battery and sexual coercion. This is consistent with the scope of forcible sex offenses covered for colleges and universities under the Jeanne Clery Act's statistical reporting provisions. These are defined as "any sexual act directed against 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." This includes forcible rape, of both females and males; forcible sodomy; sexual assault with an object; and forcible fondling.

11. Confidentiality of Proceedings and Records

Employees of the Human Resources/Affirmative Action Office, the Office of Student Affairs, and all responsible administrators receiving reports of sexual misconduct, sex discrimination and/or unlawful harassment shall maintain confidentiality of any accommodations, protective measures, and any information received, except where disclosure is required by law or is necessary to facilitate legitimate College processes, including the investigation and resolution of sexual misconduct, sex discrimination and/or unlawful harassment allegations

Disclosure of information. The disclosure of information obtained during the investigation of any complaint of administrator or by any member of the Committee on Sexual Misconduct, Sex Discrimination and Unlawful Harassment constitutes a serious violation of College policy and procedures. Any person who disclosed such confidential information shall be subject to severe disciplinary measures. These sanctions shall be in addition to any civil liability the person making such disclosure may have as a result thereof to the parties, the Complainant and/or the witnesses interviewed during the informal or formal proceedings.

Record. A record of the complaint and all informal and formal proceedings shall be kept for five (5) years. The record (excluding cases dismissed for lack of cause) is to be opened only upon authorization of the President and only if a subsequent allegation of sexual misconduct, sex discrimination and/or unlawful harassment is brought before a committee hearing panel or as otherwise required by law. In the event that the opening of the record is warranted, the Chairperson of the Committee must give written notice to the person whose record is to be opened, no less than seven (7) calendar days prior to the opening of the record.

12. Confidential Crime Reporting

Confidential reporting of crimes is allowed at MSC. If, for a personal reason, a person does not wish to report an on-campus crime or suspected crime to the police, that person may anonymously report it.

Crimes Disclosed to a Pastoral or Mental Health Counselor

To be exempt from disclosing reported offenses to appropriate MSC officials, a pastoral or mental health counselor must be acting in their role as a pastoral or professional counselor. This exemption does not relieve counselors of the duty to exercise reasonable care to protect a foreseeable victim from danger posed by the person being counseled. When speaking to a victim or witness to a crime, counselors are encouraged to inform the individual to report the crime to the police.

A pastoral counselor is a person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.

A mental health counselor is a person whose official responsibility includes providing mental health counseling to members of the institution's community and who is functioning within the scope of his or her license or certification. This definition also applies to professional counselors who are not employees of the institution but are under contract to provide counseling to the institution. Note that the pastoral counselor or mental health counselor must report the crime to

MSC police for purposes of including the incident in the annual crime statistics only. Personal information will not be conveyed when making this disclosure unless the victim consents to such disclosure.

13. Campaign Education

Murray State College has partnered with SafeColleges, to help students address critical life skills such as alcohol abuse prevention, sexual assault prevention, and financial literacy in higher education. Along with SafeColleges presentations, flyers, and educational campaigns are periodically used.

14. Sexual Harassment definition

Any instance of quid pro quo harassment by a college's employee; any unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access; any instance of sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA).

15. Legal Definition of Rape under Oklahoma State Law Chapter 45§ 1111

Rape is defined as 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 the opposite sex as the perpetrator under any of the following circumstances:

- a. Where the victim is under sixteen (16) years of age;
- b. Where the victim is incapable through mental illness or any other unsoundness of mind, whether temporary or permanent, of giving legal consent;
- c. Where force or violence is used or threatened, accompanied by apparent power of execution to the victim or to another person;
- d. Where the victim is intoxicated by a narcotic or anesthetic agent, administered by or with the privity of the accused as a means of forcing the victim to submit;
- e. Where the victim is at the time unconscious of the nature of the act and this fact is known to the accused;
- f. Where the victim submits to sexual intercourse under the belief that the person committing the act is a spouse, and this belief is induced by artifice, pretense, or concealment practiced by the accused or by the accused in collusion with the spouse with intent to induce that belief. In all cases of collusion between the accused and the spouse to accomplish such act, both the spouse and the accused, upon conviction, shall be deemed guilty of rape;
- g. Where the victim is under the legal custody or supervision of a state agency, a federal agency, a county, a municipality or a political subdivision and engages in sexual intercourse with a state, federal, county, municipal or political subdivision employee or an employee of a contractor of the state, the federal government, a county, a municipality or a political subdivision that exercises authority over the victim; or
- h. Where the victim is at least sixteen (16) years of age and is less than twenty (20) years of age and is a student, or under the legal custody or supervision of any public or private elementary or secondary school, junior high or high school, or public vocational school, and engages in sexual intercourse with a person who is eighteen (18) years of age or older and is an employee of the same school system.

Rape is an act of sexual intercourse accomplished with a male or female who is the spouse of the perpetrator if force or violence is used or threatened, accompanied by apparent power of execution to the victim or to another person.

16. Legal Definition of Rape in the first degree--second degree under Oklahoma State Law Chapter 45§ 1111

- a. Rape in the first degree shall include:
 1. Rape committed by a person over eighteen (18) years of age upon a person under fourteen (14) years of age; or
 2. Rape committed upon a person incapable through mental illness or any unsoundness of mind of giving legal consent regardless of the age of the person committing the crime; or
 3. Rape accomplished where the victim is intoxicated by a narcotic or anesthetic agent, administered by or with the privity of the accused as a means of forcing the victim to submit; or
 4. Rape accomplished where the victim is at the time unconscious of the nature of the act and this fact is known to the accused; or
 5. Rape accomplished with any person by means of force, violence, or threats of force or violence accompanied by apparent power of execution regardless of the age of the person committing the crime; or
 6. Rape by instrumentation resulting in bodily harm is rape by instrumentation in the first degree regardless of the age of the person committing the crime; or
 7. Rape by instrumentation committed upon a person under fourteen (14) years of age.
- b. In all other cases, rape or rape by instrumentation is rape in the second degree.

Besides rape, other sexual offenses include the following:

1. Sodomy (forced anal intercourse);
2. Oral copulation (forced oral-genital contact);
3. Rape by a foreign object (forced penetration by a foreign object, including a finger);
4. And sexual battery (the unwanted touching of an intimate part of another person for the purpose of sexual arousal).

17. Legal Definition of Consent under Oklahoma Penal Code § 21-1114A, provides lack of consent in rape cases where:

- a. Rape committed by a person over eighteen (18) years of age upon a person under fourteen (14) years of age; or
- b. Rape committed upon a person incapable through mental illness or any unsoundness of mind of giving legal consent regardless of the age of the person committing the crime; or
- c. Rape accomplished where the victim is intoxicated by a narcotic or anesthetic agent, administered by or with the privity of the accused as a means of forcing the victim to submit; or
- d. Rape accomplished where the victim is at the time unconscious of the nature of the act and this fact is known to the accused; or
- e. Rape accomplished with any person by means of force, violence, or threats of force or violence accompanied by apparent power of execution regardless of the age of the person committing the crime; or
- f. Rape by instrumentation resulting in bodily harm is rape by instrumentation in the first degree regardless of the age of the person committing the crime; or
- g. Rape by instrumentation committed upon a person under fourteen (14) years of age.

18. Legal Definition of Domestic Violence and Dating Violence- As used in the Protection from Domestic Abuse Act and in the Domestic Abuse Reporting Act, Sections 40.5 through 40.7 of this title and Section 150.12B of Title 74 of the Oklahoma Statutes:

- a. “Domestic abuse” means any act of physical harm, or the threat of imminent physical harm which is committed by an adult, emancipated minor, or minor child thirteen (13) years of age or older against another adult, emancipated minor or minor child who are family or household members or who are or were in a dating relationship;
- c. “Dating relationship” means a courtship or engagement relationship. For purposes of this act, a casual acquaintance or ordinary fraternization between persons in a business or social context shall not constitute a dating relationship;
- c. “Harassment” means a knowing and willful course or pattern of conduct by a family or household member or an individual who is or has been involved in a dating relationship with the person, directed at a specific person which seriously alarms or annoys the person, and which serves no legitimate purpose. The course of conduct must be such as would cause a reasonable person to suffer substantial emotional distress, and must actually cause substantial distress to the person. “Harassment” shall include, but not be limited to, harassing or obscene telephone calls in violation of Section 1172 of Title 21 of the Oklahoma Statutes and fear of death or bodily injury;
- d. Family or household members means: spouses, ex-spouses, present spouses of ex-spouses, parents, including grandparents, stepparents, adoptive parents and foster parents, children including grandchildren, stepchildren, adopted children and foster children, persons otherwise related by blood or marriage, persons living in the same household or who formerly lived in the same household, and persons who are the biological parents of the same child, regardless of their marital status, or whether they lived together at any time. This should include the elderly and handicapped;

19. Legal Definition of Stalking-§ 61.1 Definitions, OK ST T.22 § 60.1 “Stalking” means the willful, malicious, and repeated following or harassment of a person by an adult, emancipated minor, or minor thirteen (13) years of age or older, in a manner that would cause a reasonable person to feel frightened, intimidated, threatened, harassed, or molested and actually causes the person being followed or harassed to feel terrorized, frightened, intimidated, threatened, harassed or molested. Stalking also means a course of conduct composed of a series of two or more separate acts over a period of time, however short, evidencing a continuity of purpose or unconsented contact with a person that is initiated or continued without the consent of the individual or in disregard of the expressed desire of the individual that the contact be avoided or discontinued. Unconsented contact or course of conduct includes, but is not limited to:

- a. following or appearing within the sight of that individual,
- b. approaching or confronting that individual in a public place or on private property,
- c. appearing at the workplace or residence of that individual,
- d. entering onto or remaining on property owned, leased, or occupied by that individual,

- e. contacting that individual by telephone,
- f. sending mail or electronic communications to that individual, or
- g. placing an object on, or delivering an object to, property owned, leased or occupied by that individual;

SEX OFFENDERS

Policy Statement

In accordance to the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, Murray State College is providing a link to the Oklahoma State Sex Offender Registry www.sors.doc.state.ok.us. All sex offenders are required to register.

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, fire safety report, biennial 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.

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.

Violation of Civil or Criminal Laws

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

Violation of Housing/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 student will remain responsible for all costs incurred.

STUDENT SANCTIONS

College Sanctions for Students

The following sanctions may be imposed by any of the following: Director of Resident Life, Executive Director of Student Affairs, Vice President of Student Affairs, or the Student Conduct/Appeals Committee. 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 counseling, referral to a rehabilitation program, and/or specific restrictions may be used in conjunction with various sanctions.

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. 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.

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. 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.

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. 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.

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 any time. 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.

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.

Violation of Rules and Policies

In order to maintain protection of the rights, health, and welfare of all students, please see below, a list of violations and penalties 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 Resident Life, they are warranted due to the circumstances of a particular violation or violations. Depending upon the nature of a violation, the Director of Resident 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. Arson
2. Bringing, using, or under the influence of drugs and/or alcohol on campus
3. Contributing to unsanitary conditions or poor housekeeping/resident housing
4. Deliberate destruction/abuse of private or College property
5. Disturbing the peace
6. Driving under the influence (DUI) or while impaired (DWI)
7. Failure to pay College for damages assessed
8. Fighting or disorderly conduct
9. Horseplay, wrestling, or throwing objects
10. Illegal trespassing
11. Immoral conduct or indecency
12. Insubordination or refusal to obey or follow directives from Student Affairs staff or College staff
13. Loitering
14. Noise Violation
15. Obscene or abusive language
16. Personal conduct dangerous to self or others
17. Physical abuse or assault
18. Possession of firearms or explosives not registered with Campus Police
19. Possession of resident housing key other than your own
20. Presenting false information to a College official/hearing body
21. Propping open a security or fire door
22. Rape
23. Refusal to show I.D. Card to College personnel when requested
24. Sexual Harassment/Sexual Misconduct
25. Smoking or tobacco use on the MSC Campus
26. Stealing private or College property
27. Tampering with fire control equipment, video or other electronic equipment/security systems
28. Threatening, intimidating, or coercing fellow students or employees
29. Unauthorized entry or unauthorized presence in any College Building, residents' room, hallway or stairway
30. Unauthorized pet/animal or guest in College Resident Housing
31. Violation of safety rules or regulations

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.

Risk Reduction Tips

Potential Victims

Risk reduction tips can often take a victim-blaming tone, even unintentionally. With no intention to blame victims, and with recognition that only those who commit sexual violence are responsible for those actions, these suggestions may nevertheless help you reduce your risk of experiencing a non-consensual sexual act.

- Trust your intuition. If you feel a person or a situation is unsafe, act on those feelings and leave the situation or person. You are probably right.
- When you attend parties, bring your own drinks and don't accept drinks from someone you don't know well and trust.
- Avoid drinking pre-made punches; they often contain high amounts of alcohol.
- Use the buddy system when going out. Make sure someone in your group is sober and keeping track of others.
- Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
- Take care of your friends or colleagues and ask that they take care of you. A good friend will step in when they see potentially risky situations.

Potential Aggressor

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you reduce your risk for being accused of sexual misconduct:

- Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
- Understand and respect personal boundaries.
- DON'T MAKE ASSUMPTIONS about consent; about someone's sexual availability; about whether they are attracted to you; about how far you can go; or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity, then you DO NOT have consent.
- Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. You must respect the timeline for sexual behaviors with which they have affirmatively consented.
- Don't take advantage of someone's incapacity caused by drugs or alcohol, even if they willingly consumed such substances.
- Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Don't abuse that power.
- Understand that consent to one form of sexual behavior does not automatically imply consent to other forms of sexual behavior.
- Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

MSC Campus Safety Tips

When students come to college they accept new responsibilities, including taking appropriate measures to ensure their own personal safety. In combination with MSC's efforts to maintain a safe living and learning environment, the College encourages students to follow these safety tips to protect themselves.

Sometimes, especially in cases of sexual or domestic violence, safety tips can border on blaming the victim for not taking these steps to prevent their victimization. MSC wants to be very clear that victims are in NO way at fault for anything that happened to them, regardless of the circumstances. So, these safety tips are a great resource but should never be reason for placing blame on victims.

At home, in your suite, or in a residential hall:

1. Keep your room door locked when you are napping/sleeping or not in your room.
2. Never let unauthorized persons come into your room, enter residence halls, or enter apartment security doors. Always ask to see proper identification.
3. Never prop open inside or outside doors.
4. Do not hide keys outside of your room or apartment. Do not put your name or address on your key rings.
5. Avoid working or studying alone in a campus building.
6. Never dress in front of a window. Close blinds or curtains after dark.
7. If you are awakened by an intruder inside your room, do not attempt to apprehend the intruder. Try to get an accurate description of the intruder and then call the police.
8. Wear a lanyard with your student ID at all times.
9. Any suspicious activity should be reported to the MSC Police immediately.

Protect Your Possessions:

1. Always keep your doors locked. Never prop open a door.
2. Secure your vehicle. Close all windows and lock all doors.
3. Adequately protect all valuables in your room, such as wallets, jewelry, credit cards, cash and computers. Do not leave valuables or cash in plain view.
4. Do not loan your keys to anyone.
5. Never hide your keys outside your apartment or room. Do not put your name or address on your key rings.
6. Take all valuable items home with you during vacations.
7. When in a public place, keep valuable possessions out of sight. If you must leave an area for any length of time, take personal items with you.

When Driving:

1. Carry your car keys when approaching your vehicle so you can enter quickly.
2. Always check underneath your car upon approach and in the rear seat for intruders before entering your automobile.
3. Lock your doors and keep windows rolled up whenever possible.
4. Drive on well-traveled and well-lit streets.
5. Never hitchhike, and never pick up hitchhikers.
6. If someone tries to enter your stopped vehicle, sound the horn and drive to a safe area such as a convenience store.
7. If your vehicle breaks down, ask any person who offers to help to call the police. Do not allow any person access to you or inside your car. Roll down your window no more than an inch. Be aware that an accident may be staged to provide the driver who hits you an opportunity to commit a criminal act.
8. Leave enough room between your car and the one ahead so you can drive around it if necessary.
9. Call ahead when driving to your home or apartment late at night and have someone watch you walk from your car to the residence.
10. Limit distractions such as cell phones.

While Walking or Jogging:

1. Avoid walking or jogging alone, and try not to walk or jog after dark.
2. Avoid dark or vacant areas. Walk along well-lit routes.
3. Be alert to your surroundings. If you suspect you are being followed: Run in a different direction, go to the other side of the street and yell for help, or move quickly to a lit area, a group of people, or a blue light emergency phone.
4. Have your keys ready when returning to your residence hall or apartment. Keep your personal or valuable items concealed and close to your body.
5. Avoid wearing headphones when walking or jogging. Always be aware of your surroundings and practice risk avoidance techniques.

Socially:

1. Do not give out your personal information including phone number, email address, social media user names, etc. to individuals you have not developed a level of trust with.
2. If you perceive communication from another individual to be inappropriate, makes you uncomfortable, or is threatening do not respond.
3. Do not put your daily schedule, phone number, or address online.
4. Make sure you trust any online website with which you choose to share your personal information (especially financial information like credit cards).
5. Before going to a party where alcohol will be present, make a plan, know your limits, and appoint a sober driver.
6. At a party stay and leave with the friends you came with.
7. Make your own drink and keep your drink in your hands at all times.
8. If someone is pressuring you into drinking, remove yourself from the situation.

**Murray State College
Academic Calendar 2021-2022**

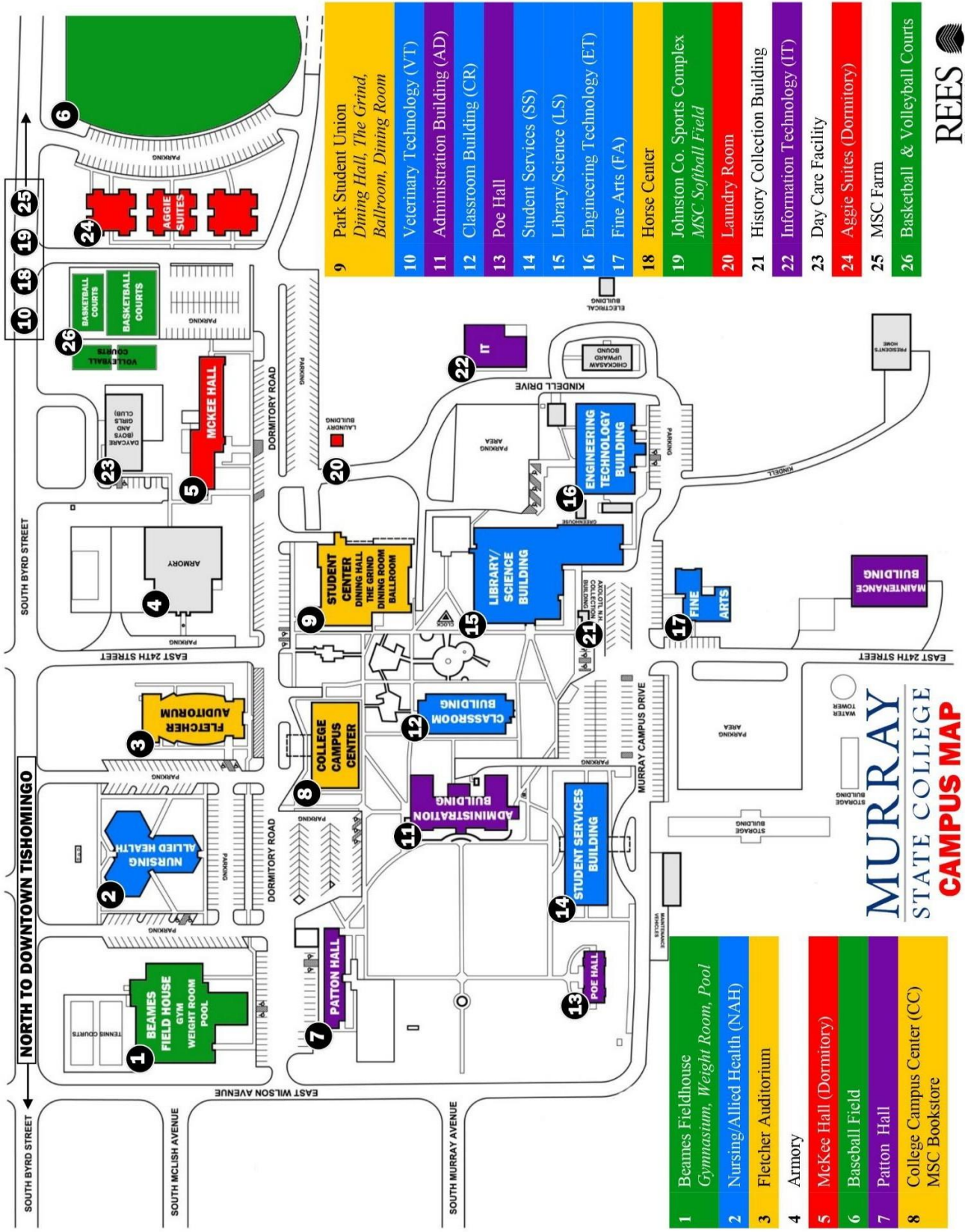
2021 FALL SEMESTER (211S)				2022 SPRING SEMESTER (212S)			
JULY 2021				JANUARY 2022			
Monday	26	Fall Intersession Begins		Monday	3	Spring Intersession Begins	
				Friday	14	Spring Intersession Ends	
AUGUST				Monday	17	Martin Luther King Day (Campus Closed)	
Friday	6	Fall Intersession Ends		Tuesday	18	Semester Begins (8 & 16-Week Classes)	
Friday	13	Freshman Symposium		Thursday	20	Final Day to Add (8-Week Classes)	5:00 p.m.
Monday	16	Semester Begins (8 & 16-Week Classes)		Monday	24	Final Day to Add (16-Week Classes)	5:00 p.m.
Wednesday	18	Final Day to Add (8-Week Classes)	5:00 p.m.	Monday	24	Final Day to Drop (8-Week Classes)	5:00 p.m.
Friday	20	Final Day to Add (16-Week Classes)	5:00 p.m.	Monday	31	Final Day to Drop (16-Week Classes)	5:00 p.m.
Friday	20	Final Day to Drop (8-Week Classes)	5:00 p.m.	FEBRUARY			
Friday	27	Final Day to Drop (16-Week Classes)	5:00 p.m.	Monday	14	4-Week Grades Due	5:00 p.m.
SEPTEMBER				MARCH			
Monday	6	LABOR DAY (No Classes)		Friday	11	First 8-Week Session Ends	
Monday	13	4-Week Grades Due	5:00 p.m.	Mon-Fri	14-18	SPRING BREAK (Campus Closed)	
OCTOBER				Monday	21	Second 8-Week Session Begins	
Friday	8	First 8-Week Session Ends		Monday	21	Midterm Grades Due	5:00 p.m.
Monday	11	Second 8-Week Session Begins		Wednesday	23	Final Day to Add (2 nd 8-Week Classes)	5:00 p.m.
Monday	11	Midterm Grades Due	5:00 p.m.	Friday	25	Final Day to Drop (2 nd 8-Week Classes)	5:00 p.m.
Wednesday	13	Final Day to Add (2 nd 8-Week Classes)	5:00 p.m.	APRIL			
Friday	15	Final Day to Drop (2 nd 8-Week Classes)	5:00 p.m.	Friday	15	Good Friday (Campus Closed)	
Thur-Fri	21-22	FALL BREAK (Campus Closed)		Monday	18	Last Day to Withdraw with Auto W	5:00 p.m.
NOVEMBER				Friday	29	Last Day to Withdraw w/Instructor Eval	5:00 p.m.
Friday	5	Last Day to Withdraw with Auto W	5:00 p.m.	MAY			
Friday	19	Last Day to Withdraw w/Instructor Eval	5:00 p.m.	Mon-Fri	9-13	Final Exams	
Mon-Fri	22-26	THANKSGIVING BREAK (Campus Closed)		Friday	13	Semester Ends	
DECEMBER				Friday	13	Commencement Date	
Mon-Fri	6-10	Final Exams		Monday	16	Final Grades Due	5:00 p.m.
Friday	10	Semester Ends					
Monday	13	Final Grades Due	5:00 p.m.				

2022 SUMMER SESSION (213S)			
MAY			
Monday	16	Summer Intersession Begins	
Friday	27	Summer Intersession Ends	
Monday	30	MEMORIAL DAY (Campus Closed)	
Tuesday	31	Semester Begins	
JUNE			
Thursday	2	Final Day to Add	5:00 p.m.
Tuesday	7	Last Day to Drop	5:00 p.m.
JULY			
Thursday	7	Last Day to Withdraw with Auto W	5:00 p.m.
Thursday	14	Last Day to Withdraw w/Instructor Eval	5:00 p.m.
Thursday	21	Semester Ends	
Monday	25	Final Grades Due	5:00 p.m.

TENATIVE DATES FOR 2022-23			
FALL SEMESTER	SPRING SEMESTER	SUMMER SESSION	
August 15 - December 9, 2022	January 16 - May 12, 2023	May 31 - July 21, 2023	
Fall Intersession	Jan 2-Jan 13 (Mon-Fri)	Summer Intersession	May 15-26 (Mon-Fri)
Labor Day	M. L. King Jr. Day	Memorial Day	May 29 (Monday)
Fall Break	January 16 (Monday)	Independence Day	July 4 (Tuesday)
Thanksgiving Vacation	Spring Break		
	March 13-17 (Mon-Fri)		
	Commencement		
	May 12 (Friday)		

*Calendar is subject to change.

Revised (9/18/2020)

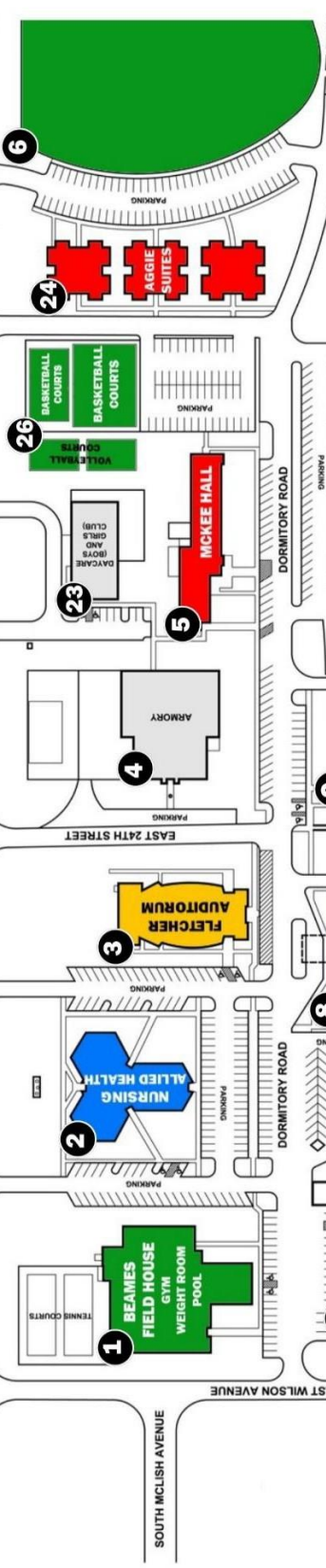


NORTH TO DOWNTOWN TISHOMINGO

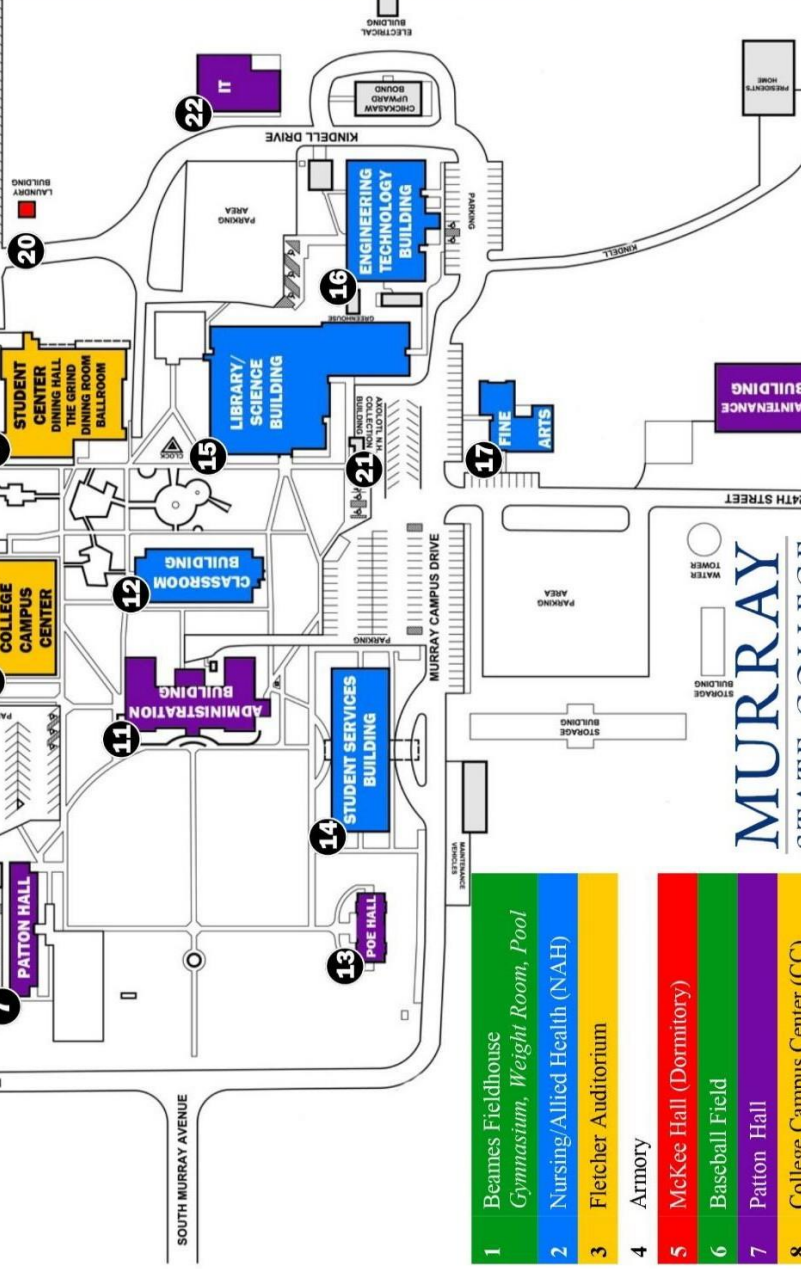
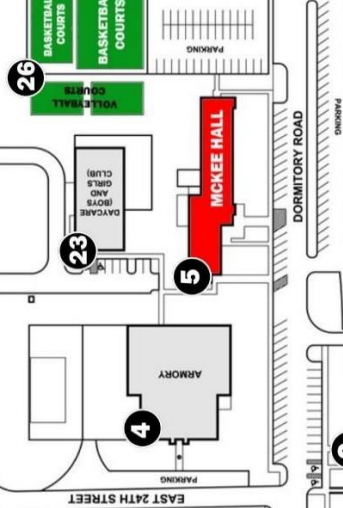
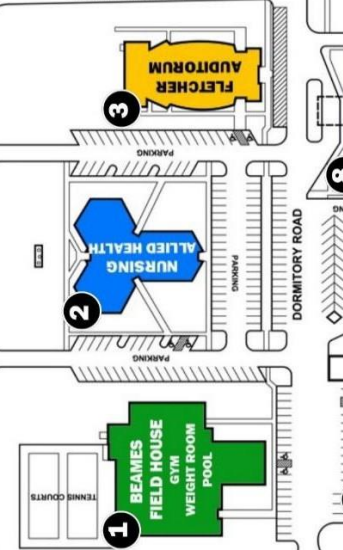
SOUTH BYRD STREET

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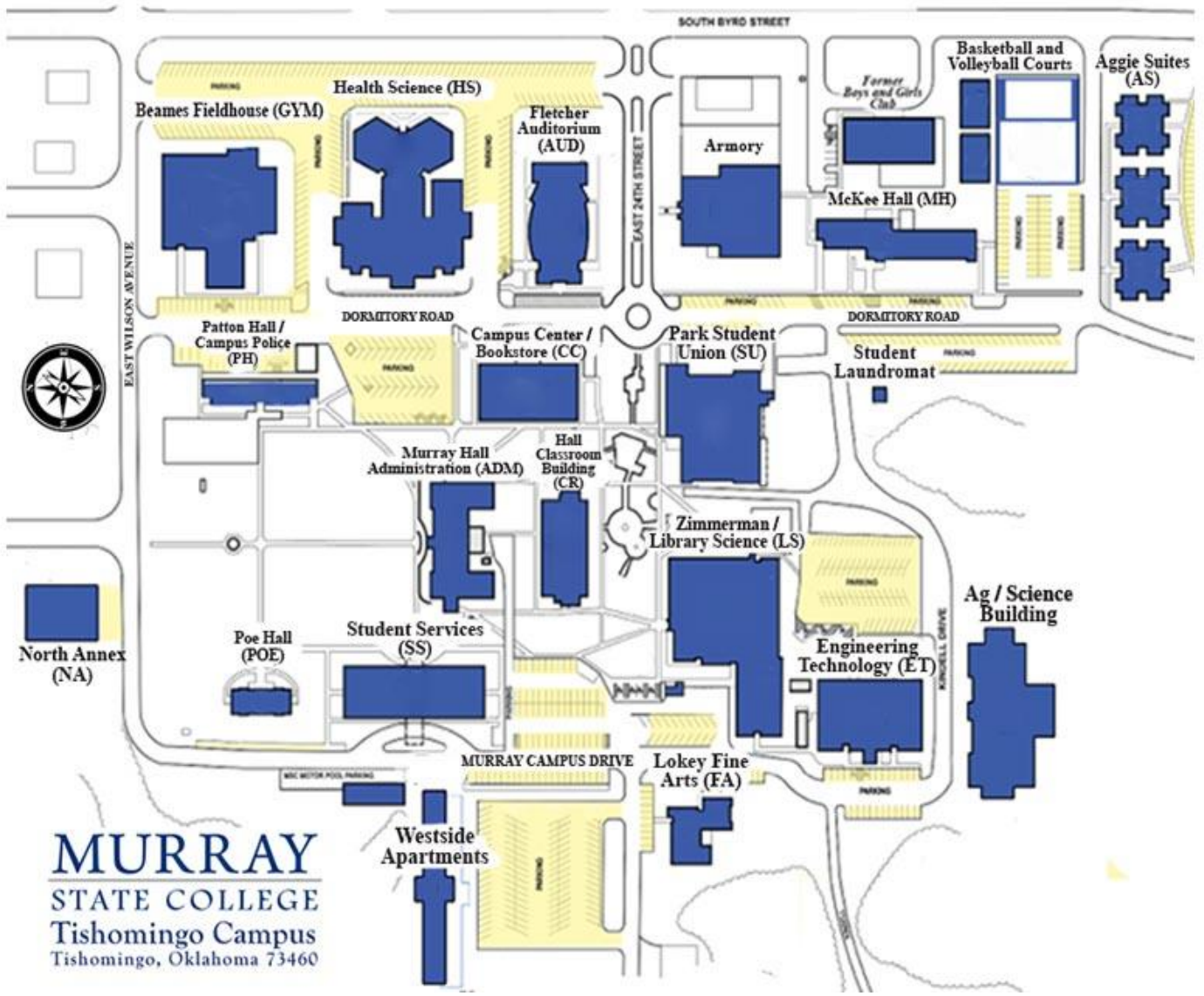


- 9 Park Student Union
Dining Hall, The Grind, Ballroom, Dining Room
- 10 Veterinary Technology (VT)
- 11 Administration Building (AD)
- 12 Classroom Building (CR)
- 13 Poe Hall
- 14 Student Services (SS)
- 15 Library/Science (LS)
- 16 Engineering Technology (ET)
- 17 Fine Arts (FA)
- 18 Horse Center
- 19 Johnston Co. Sports Complex
MSC Softball Field
- 20 Laundry Room
- 21 History Collection Building
- 22 Information Technology (IT)
- 23 Day Care Facility
- 24 Aggie Suites (Dormitory)
- 25 MSC Farm
- 26 Basketball & Volleyball Courts



- 1 Beames Fieldhouse
Gymnasium, Weight Room, Pool
- 2 Nursing/Allied Health (NAH)
- 3 Fletcher Auditorium
- 4 Armory
- 5 McKee Hall (Dormitory)
- 6 Baseball Field
- 7 Patton Hall
- 8 College Campus Center (CC)
MSC Bookstore

MURRAY
STATE COLLEGE
CAMPUS MAP



MURRAY
 STATE COLLEGE
 Tishomingo Campus
 Tishomingo, Oklahoma 73460

