



**MIDWESTERN**  
STATE UNIVERSITY

**2014-2015**

**Student Handbook  
and Activities Calendar**



**2014-2015**

**STUDENT HANDBOOK**

**GENERAL MAILING ADDRESS**

3410 Taft Boulevard

Wichita Falls, TX 76308-2099

Internet Address: <http://www.mwsu.edu>

***This planner belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

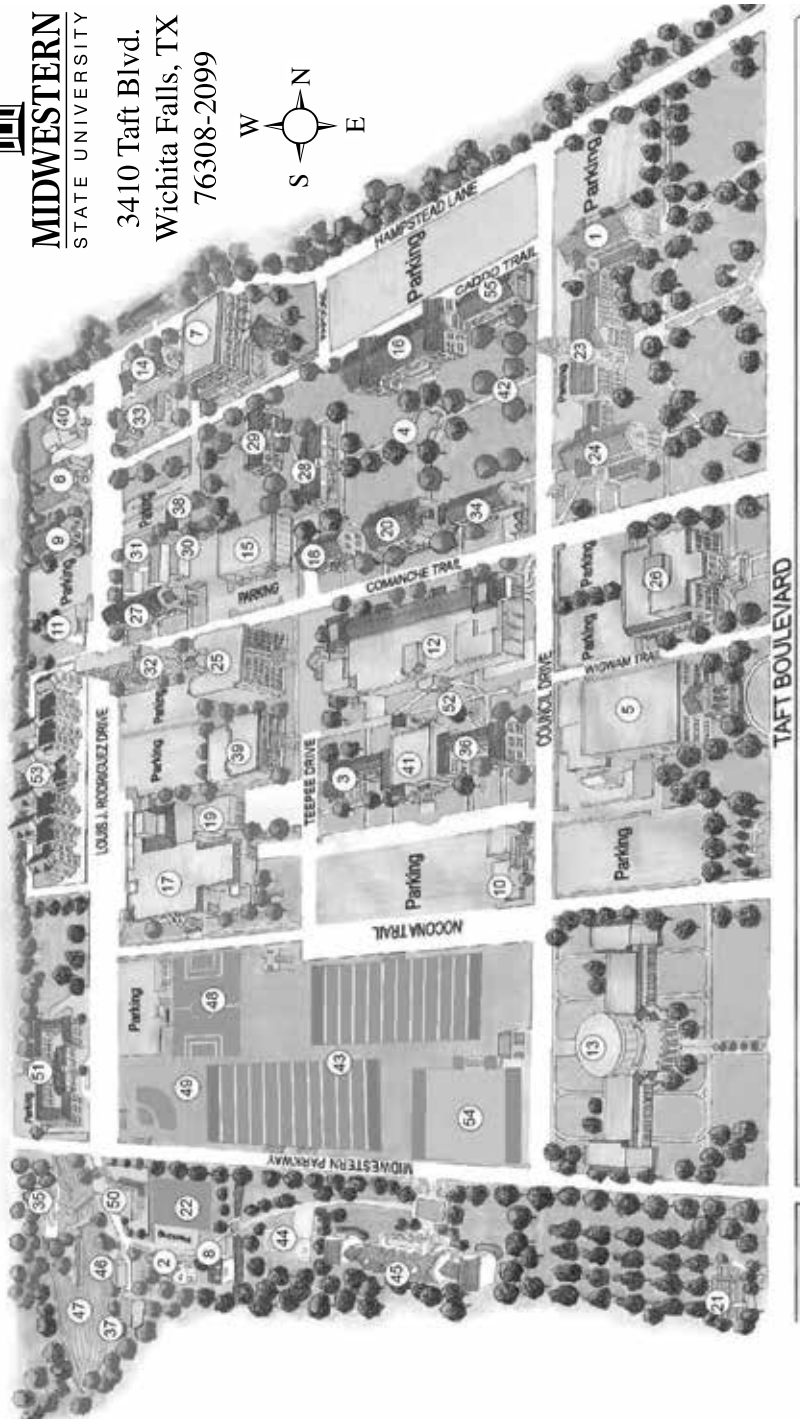
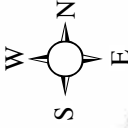
PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_



**MIDWESTERN**  
STATE UNIVERSITY

3410 Taft Blvd.  
Wichita Falls, TX  
76308-2099



MIDWESTERN STATE UNIVERSITY CAMPUS MAP LEGEND • AREA CODE (840) • PREFIX (307) • CAMPUS OPERATOR/4000

1	Akin Auditorium (Hardin North) (HA)	4121	4044	13	Coliseum, D. L. Ligon (CO)	4044	4267	Health and Public Administration	4152
2	Alumni Center (AL)	4121	4779	19	Fain Instrumental Music-Hall (FM)	4779	4313	Social Work	4457
3	Bea Wood Hall (BW)	4400	4736/236	20	Ferguson Hall (FE)	4736	4814	McCoy Engineering Hall (ME)	4286
	Applied Arts and Sciences (BAAS)	4300	4775		Gordon T. and Ellen West College of Education	4775	4641	Engineering, McCoy School of	
	English	4309	4776		Kinesiology/Sport and Leisure Studies	4776	4621	Mechanical Engineering	
	Foreign Languages	4277	4723/4724	21	Fraternity Commons (FC)	4723	4622	Physical Engineering	
	Housing and Residence Life	4145	4730		Free Play Fields (FP)	4730	4623		
	Humanities	4318	4720	22	Hardin Administration Building (HA)	4720	4121	McCullough Annex (MA)	4684
	International Programs (Studies Abroad)	4128	4722	23	Hardin Administration Building (HA)	4722	4539	McCullough Hall (MC)	7800
4	Bolin Fountain (BF)	4128	4774		Alumni Auditorium (Hardin North) (HA)	4774	4624	McCullough-Tiger Hall (residence hall) (MT)	
5	Bolin Hall (BO)	4128	4772		Alumni Relations	4772	4625	TRIO Programs	4135
	Biology	4163	4623		Annual Fund	4623	4867	Student Support Services	4278
	Chemistry	4251	4629		Associate Vice President for Academic Affairs	4629	4236	Information Technology	4555
	Critical Laboratory Science	4163	4422		Business Office	4422	4236	International Studies	4376
	College of Science and Mathematics	4253	4765		Business Office	4765	4236	Political Science	4340
	Computer Science	4702	4471		Center for Continuing Education	4471	4236	Psychology	4340
	Geosciences	4250	4616	14	Counseling Center (CC)	4616	4236	Sociology	4340
	Environmental Science			15	Daniel Building (Physical Plant) (DA)	4238	4236	Telemuseum, WF Museum of Art at MSU (MS)	4000
	General Science				Daniel Building (Physical Plant) (DA)	4238	4236	OT/Onohe Hall (OO)	4258
	Health Services				Deafness Center	4238	4236	Prothro-Yeager College of Humanities and Social Sciences	4258
	Mathematics	4411	4248	16	Dillard College of Business Administration Building (DB)	4248	4236	History	4365
6	Briwail Courts (residence living) (BC)				Accounting	4248	4236	International Studies	4376
7	Briwail Hall (BH)				Bureau of Business and Government Research	4661	4914	Political Science	4376
	Robert D. & Carol Gumm College of Health Sciences and Human Services	4597	4248		Center for Management and Leadership Dev.	4248	4236	Psychology	4340
	Dental Hygiene	4737	4248		Dillard College of Business Administration	4248	4236	Sociology	4340
	Nursing, Wilson School of	4331	4248		Economics	4248	4236	Outdoor Recreation Center (OR)	7910
	Radiologic Sciences	4337	4248		Finance	4248	4236	Paint Shop (PS)	4239
	Respiratory Care	4652	4248		General Business	4248	4236	Police Department, University (PD)	4000
8	Carriage House (CH)				Legal Studies	4248	4236	Prothro-Yeager Hall (PY)	4000
9	Catholic Student Center (CA)				Management Information Systems	4248	4236	Quadrangle (Q)	
10	Central Plant (CP)				Maria Raabon Center for Economic Education	4248	4236	Recreational Sports Fields (RS)	
11	Church of Christ Student Center (CC)				Management	4248	4236	Recreation Center (RC)	
12	Clark Student Center (CS)				Marketing	4248	4236	Shesha House (SH)	
	Armad, Dining Services	4203	4248		Murr-Abdul Laian Center for Entrepreneurship and Free Enterprise	4248	4236	Shesha House (SH)	
	Associate Vice President for Student Affairs	7900	4248		Small Business Development Center	4248	4236	Shesha House (SH)	
	Campus Card Services	4473	4248		Art, The Juanita and Ralph Harvey School of Visual Arts	4248	4236	Shesha House (SH)	
	Center Management Center	4900	4248	17	Fain Fine Arts Center (FA)	4248	4236	Shesha House (SH)	
	Centerleaders	7900	4248		Box Office	4248	4236	Shesha House (SH)	
	Dean of Students	4900	4248		Lamar D. Fain College of Fine Arts	4248	4236	Shesha House (SH)	
	Disability Support Services	4225	4248		Mass Communication	4248	4236	Shesha House (SH)	
	Follett bookstore	4225	4248		Music	4248	4236	Shesha House (SH)	
	Massage/Therapy Room	4225	4248		Speech Communication	4248	4236	Shesha House (SH)	
	Post-Office	4241	4248		Theatre	4248	4236	Shesha House (SH)	
	Recreation Room	4286	4248		TV, Studio	4248	4236	Shesha House (SH)	
	Student Conduct Office	6213	4248		Writers Newspaper	4248	4236	Shesha House (SH)	
	Student Development and Orientation	4900	4248	18	Fain Hall (securities) (FN)	4248	4236	Shesha House (SH)	
	Student Government	4900	4248		Alpha Phi Society	4248	4236	Shesha House (SH)	
	University Police	4800	4248		Gamma Phi Beta Society	4248	4236	Shesha House (SH)	
	University Programming Board	4800	4248		Gamma Phi Beta Society	4248	4236	Shesha House (SH)	
	W&A/Kun Yearbook	4468	4248		Sigma Kappa Society	4248	4236	Shesha House (SH)	

# Table of Contents

General Mailing Address .....	1
Campus Map.....	3
Foreword.....	7
University Mission.....	7
Our Values .....	7
Alma Mater .....	8
Fight Song .....	8
Business Hours .....	8
Emergency Contacts .....	8
Student Rights .....	9
Human Dignity Statement.....	9
Student Honor Creed.....	10
MSU President Welcome.....	11
MSU Student Government Association President Welcome .....	12
Solution Finder .....	13
<b>Section I: TRADITIONS &amp; LANDMARKS.....</b>	<b>17</b>
<b>Section II: STUDENT AFFAIRS/STUDENT LIFE .....</b>	<b>21</b>
Student Affairs.....	21
Alumni Association .....	22
Annual Fund .....	22
Artist-Lecture Series.....	23
Athletics .....	23
Campus Police .....	23
Career Management Center.....	23
Cheerleaders & Pom Squad .....	24
Clark Student Center.....	24
Campus Card .....	25
Counseling Center.....	26
Dean of Students.....	26
Disability Support Services.....	27
Governing Councils .....	28
Housing and Residence Life .....	29
Insurance for Students .....	30
International Services.....	30
Moffett Library .....	30
Post Office .....	31
Psychology Clinic.....	32
Publications .....	32
Recreational Facilities.....	32
Recreational Sports.....	33
Social Media.....	34
Student Development and Orientation .....	35
Student Elections .....	35

Student Government Association.....	36
Student Organizations .....	37
Student Organization Policies .....	39
Student Success Series.....	41
Student Support Services.....	41
Testing Center.....	42
University Programming Board (UPB).....	42
Vinson Health Center .....	42
Wellness Programs .....	43
<b>Section III: ACADEMIC ISSUES .....</b>	<b>45</b>
Academic Advising .....	46
Academic Success Center/Mustangs Advising Center .....	46
Building Hours and Keys.....	47
Class Attendance Policy.....	47
Commencement Decorum/Attire.....	49
Family Educational Rights and Privacy Act (FERPA).....	49
Instructor Drop.....	52
Intellectual Property Rights.....	52
Undecided Majors .....	56
<b>Section IV: BUSINESS OFFICE AND FINANCIAL AID .....</b>	<b>57</b>
Business Office.....	57
Change of Class Schedule.....	55
Payment Information .....	58
Student Property Deposit .....	58
MSU Payment Plans .....	58
Returned Check/ACH Policy.....	59
Financial Aid.....	60
Withdrawal Process .....	62
Types of Financial Aid .....	63
Book Loan Vouchers.....	66
Part-time Employment.....	66
Academic and/or Athletic Scholarships .....	67
Tuition for Repeated Courses.....	67
Excess Hours Beyond Degree Requirements .....	67
Vocational Rehabilitation.....	67
<b>Section V: UNIVERSITY POLICIES AND PROCEDURES .....</b>	<b>69</b>
Acquired Immune Deficiency Syndrome and Human Immunodeficiency Virus (AIDS/HIV) Infection .....	69
Address Changes.....	69
Campus Crime Reporting.....	69
Computer and Network Services .....	70
Disability Grievance Procedures .....	72
Disaster Policy .....	73
General Student Complaints.....	74
Off-Campus Speakers .....	75
Official Out-Of-Town University Trips.....	75

Posters, Handbills, and Other Printed Materials .....	76
Racial Harassment Policy .....	76
Reserving University Facilities .....	78
Student Event Guidelines .....	78
Student Traffic Review Board.....	80
Tobacco Policy.....	81
<b>Section VI: Code of Student Conduct .....</b>	<b>83</b>
Section 1: Introduction.....	83
Section 2: Jurisdiction over Student Conduct .....	84
Section 3: Violations of the Law .....	84
Section 4: Special Provisions .....	85
Section 5: Student Code of Conduct: The Rules .....	87
Section 6: Student Conduct Authority.....	91
Section 7: Special Conduct Procedures for Sexual Misconduct, Sexual Harassment and Other Forms of Discrimination .....	93
Section 8: Conduct Procedures.....	95
Section 9: Student Right to Know and Campus Security Act of 1990 .....	101
Section 10: Alcohol and Drug Policy .....	101
Section 11: Sex/Gender Discrimination Policy.....	107
Section 12: Sexual Misconduct Policy .....	108
Appendix A: Alcohol, Illegal Drugs and the Law.....	111
Appendix B: Information Regarding the Impact of Alcohol and Other Drug Use and Risks of Alcohol Use .....	112
Appendix C: Information Supplementing the University Sexual Misconduct Policy .....	115
Appendix D: University and Community Resources for Victims of Sexual Harassment and Assault.....	119
Appendix E: Academic Misconduct Policy & Procedures.....	120
<b>INDEX .....</b>	<b>122</b>

# Foreword

The Midwestern State University Handbook is a source of valuable information regarding student responsibilities, obligations, and privileges while attending the university. Deriving the ultimate advantages from your enrollment will depend not only on your scholastic effort but also upon wise participation in co-curricular activities and utilization of campus services and resources.

This handbook is distributed in the residence halls, and is available online from the Student Affairs site at <http://mwsu.edu/student-life/>. **Copies are available in the Clark Student Center office. Failure to read this handbook does not excuse students from the requirements and regulations described herein.**

As the programs, policies, and statements contained herein are subject to continuous review and evaluation, MSU reserves the right to make changes at any time without notice. This publication is for information only.

No person shall be excluded from participation in, denied the benefit of, or be subject to discrimination under any program or activity sponsored or conducted by Midwestern State University on any basis prohibited by applicable law including, but not limited to, race, creed, color, national origin, gender or disability.

## University Mission

Midwestern State University is a leading public liberal arts university committed to providing students with rigorous undergraduate and graduate education in the liberal arts and the professions. Through an emphasis upon teaching, augmented by the opportunity for students to engage in research and creative activities alongside faculty and to participate in co-curricular and service programs, Midwestern State prepares its graduates to embark upon their careers or pursue advanced study. The university's undergraduate education is based upon a comprehensive arts and sciences core curriculum. The understanding that students gain of themselves, others, and the social and natural world prepares them to contribute constructively to society through their work and through their private lives.

## Our Values

- Excellence in teaching, learning, scholarship, and artistic production
- Intellectual curiosity and integrity
- Critical thinking
- Emotional and physical well-being
- Mutual respect, civility, and cooperation
- Social justice
- Civic service
- Stewardship of the environment, and of financial and human resources
- A safe, attractive, and well-designed campus



## Alma Mater

Hail to Midwestern,  
hail maroon and gold.  
We praise Alma Mater,  
as days of old.  
Here's to the Mustangs,  
long may we stand.  
Onward to victory,  
on hand in hand.

## Fight Song

Here's to Maroon and the Gold,  
long may they wave.  
True spirits out of the west,  
leading the Mustangs brave.  
Rah, Rah, Rah,  
Fight on victorious again,  
spirit always bold.  
Here's to Midwestern Mustangs,  
hurrah for Maroon and the Gold.

## Business Hours

### ADMINISTRATIVE OFFICES

Monday-Friday 8:00 a.m.-5:00 p.m.

### BOOKSTORE

Monday-Friday 7:30 a.m.-5:30 p.m.

Saturday check <http://www.bkstr.com>

Sunday Closed

### BUSINESS OFFICE (Windows)

Monday-Friday 8:15 a.m.-4:00 p.m.

### POST OFFICE (Window Service)

Monday-Friday 8:30 a.m.-4:30 p.m.

Saturday-Sunday Closed

### MOFFETT LIBRARY

Monday-Thursday 7:45 a.m.-2:00 a.m.

Friday 7:45 a.m.-5:00 p.m.

Saturday 10:00 a.m.-6:00 p.m.

Sunday 2:00 p.m.-2:00 a.m.

### CAMPUS POLICE (office)

Monday-Thursday 7:30 a.m.-9:00 p.m.

Friday 7:30 a.m.-8:00 p.m.

Saturday-Sunday Closed

### CLARK STUDENT CENTER

Monday-Friday 8:00 a.m.-11:00 p.m.

Saturday-Sunday 9:00 a.m.-11:00 p.m.

## Emergency Contacts

MSU Campus Police	397-4239
Wichita Falls Police/Ambulance/First Responder	911
First Step (rape crisis center) 24-hour hotlines	692-1993 (OR) 1-800-658-2683
United Regional Health Care System 1600 11th Street	764-7000
MSU Counseling Center	397-4618
MSU Dean of Students	397-7500
MSU Housing and Dining Services	397-4217
MSU Vinson Health Center	397-4231

Midwestern State University takes great pride in that it treats all students with the dignity and respect they deserve. The aspect of community is paramount and is reflected throughout the entire university community.

# Student Rights

Midwestern State University is an academic community in which all persons share responsibility for its growth and continued well-being. As members of the university community, students can reasonably expect the following:

- A. In all instances of general discipline, the student has the right to due process. Due process, as applied to student-university relationships and the disciplinary process, is equated with fundamental and procedural fairness.
- B. Students have the right to freedom from discrimination on the basis of race, gender, age, religion, creed, national origin, disability, or sexual orientation.
- C. MSU considers freedom of inquiry and discussion essential to a student's intellectual development. Thus, the university recognizes the right of all students to engage in discussion, to exchange thought and opinion, and to speak, write, or print freely on any subject in accordance with the guarantees of federal and state laws.
- D. The university affirms the right of students as citizens to exercise their freedoms without fear of university interference for such activity.
- E. Students have the opportunity to participate in the formulation of policy directly affecting them through membership on appropriate committees as determined by the President of the University, the Student Government Association, and other recognized groups within the university.
- F. Students shall have ready access to established university policies and procedures.
- G. Students, as members of the university community, have the responsibility to participate in any of the disciplinary proceedings and to testify as witnesses when reasonably notified. Self-incrimination is not intended or construed.
- H. Students are free to engage in peaceful and orderly protest, demonstration, and picketing which do not disrupt functions of the university.
- I. Students are protected from unreasonable searches and seizures.

## Human Dignity Statement

Midwestern State University is committed to equitable, civilized, and concerned treatment for all individuals without regard for race, gender, age, creed, disability, or national origin. As members of the academic community, university students enjoy the privileges and share the obligations of the larger community of which the university is a part. Students are entitled to the privileges which accrue to them by virtue of their membership. These privileges carry with them the obligations of responsible citizenship.

**FREEDOM OF EXPRESSION:** Freedom of discussion, inquiry, and expression is fostered by an environment in which the privileges of citizenship are protected and the obligations of citizenship are understood.

**EACH PERSON HAS WORTH AND DIGNITY:** It is imperative that students learn to recognize, understand, and celebrate human differences. Universities can, and indeed must, help students become open to the differences that surround them. Differences such as race, religion, age, gender, culture, physical ability, nationality, and life-style are learned best in collegiate settings that are rich with diversity, and they must be learned if the ideals of human worth and dignity are to be advanced.

**RESPONSIBILITY OF STUDENTS:** Midwestern State University actively promotes the philosophy that students are responsible for their own lives and learn responsibility when they bear the consequences of their actions and inactions in an environment marked by caring and support.

# Student Honor Creed

*“As an MSU Student, I pledge not to lie, cheat, steal, or help anyone else do so.”*

As students at MSU, we recognize that any great society must be composed of empowered, responsible citizens. We also recognize universities play an important role in helping mold these responsible citizens. We believe students themselves play an important part in developing responsible citizenship by maintaining a community where integrity and honorable character are the norm, not the exception.

Thus, We, the Students of Midwestern State University, resolve to uphold the honor of the university by affirming our commitment to complete academic honesty. We resolve not only to be honest but also to hold our peers accountable for complete honesty in all university matters.

We consider it dishonest to ask for, give, or receive help in examinations or quizzes, to use any unauthorized material in examinations, or to present, as one's own, work or ideas which are not entirely one's own. We recognize that any instructor has the right to expect that all student work is honest, original work. We accept and acknowledge that responsibility for lying, cheating, stealing, plagiarism, and other forms of academic dishonesty fundamentally rests within each individual student.

We expect of ourselves academic integrity, personal professionalism, and ethical character. We appreciate steps taken by university officials to protect the honor of the university against any who would disgrace the MSU student body by violating the spirit of this creed.

*Written and adopted by the 2002-2003 MSU Student Senate.*

# President of MSU Letter



On behalf of the faculty, staff, and administration, welcome to campus for the 2014-2015 academic year. We are proud of the school's tradition of excellence over the past ninety-two years and are pleased that you have chosen Midwestern State.

Once you settle into your classes, I urge you to become involved in the life of the University. As you will quickly discover, there are so many possibilities. Attend a Mustangs football game or a soccer match or follow another sports team through their season. Take in a theatre production at Fain Fine Arts or attend a performance by a contemporary musical group through the Artist Lecture Series. Volunteer to help with a cycling meet or the Fantasy of Lights workshop. Drop by the Wellness Center for a pick-up game of basketball or volleyball. Join campus organizations and consider becoming a Student Ambassador. If you take part in these or other activities, you will soon live more fully the life a college student. And, by all means, get to know some of your fellow students. Friendships of a lifetime are made in college.

And though the Student Handbook will never appear on the New York Times Best Sellers list, give it a read. It contains straightforward, helpful information on a variety of topics, including academic advising, adding and dropping courses, payment schedules for tuition and fees, student organizations, housing regulations, supplemental instruction, cultural events, volunteer activities, time management, contact numbers, and reminders of important events and deadlines. If you have questions on topics not addressed in the Handbook or need additional information on those which are, please let us know. We want to help.

Study, stay connected, and find some time to enjoy yourself. I'm betting that you're going to have a good year.

All the best,

A handwritten signature in dark ink, which appears to read "Jesse W. Rogers". The signature is fluid and cursive, written in a professional style.

Jesse W. Rogers  
President  
Midwestern State University

# President of Student Government Letter



Welcome Mustangs,

On behalf of the student body, I am excited you have chosen to further your education here at Midwestern State University! MSU is a wonderful institution with many opportunities to fit each student's needs and desires. Our university prides itself on having small classes, which allow students to interact with faculty members and each other. Those small classes give faculty members the opportunity to get to know each student individually and encourage active course participation. These supportive and scholarly relationships can be continued outside of the classroom through the EURECA program, which inspires undergraduate students the ability to conduct research and engage in creative activities. Although you are here to receive a higher education, I encourage you to look into the numerous services and organizations offered on campus.

The Office of Student Development and Orientation, University Programming Board, Artist-Lecture Series, and Student Success Series host numerous social and educational events to enable students to interact with one another on campus. Also, take advantage of the Student Wellness Center to stay fit and compete in Recreational Sports. The Career Management Center will guide you in preparing your resume, developing networking skills, and conducting your job search; while the Vinson Heath Center and Counseling Center will help you stay healthy and refine your academic and personal life skills.

In addition to these wonderful services, we have over 100 registered student organizations and 14 nationally affiliated fraternities and sororities. With so many options for getting involved, I am confident you can find an organization to fit your interests. Once on campus, it will be easy to learn which involvement opportunities and activities are most appealing.

While at MSU, I strongly encourage you to take full advantage of everything the campus has to offer. Use your collegiate experience to broaden your horizons, create new friendships, and learn new life skills. I wish you the best in your endeavors and look forward to serving you this year!

Go Mustangs!

A handwritten signature in cursive script that reads "Rebecca Stogner". The ink is dark and the signature is fluid and legible.

Rebecca Stogner

# Solution Finder

## GENERAL INFORMATION

Who to See and Where

(If dialing from off-campus, add the prefix 397 before the extension number.)

DEPARTMENT	LOCATION	EXT. #
Academic Success/ Mustangs Advising Center	McCullough Hall	4684
Admissions	Hardin Adm. South 101	4334
Alumni Relations	Alumni Center	4121
Artist-Lecture Series	Clark Student Center 104	7500
Athletics	D. L. Ligon Coliseum 134	4779
Bookstore	Clark Student Center	4225
Business Office	Hardin Adm. 103	4101
Campus Card	Clark Student Center 116	4223
Career Management Center	Clark Student Center 108	4473
Clark Student Center	Clark Student Center 115	4223
Continuing Education	Hardin Adm. 218	4756
Counseling Center	Corner of Hampstead and LJR Drive	4618
Dean of Students	Clark Student Center 104	7500
Dining Services	Clark Student Center	4203
Disability Support Services	Clark Student Center 168	4140
Donor Services & Scholarships	Hardin Adm. 109	4919
Dropping Courses (Registrar)	Hardin Adm. South 101	4321
Financial Aid	Hardin Adm. South 102	4214
Graduate School	Hardin Hall 146	4920
Greek Life	Clark Student Center 194	3278
Health Center	Vinson Health Center	4231
Honors Program	Moffett Library	4534
Housing and Dining Services	Bea Wood Hall 125	4217
I.D. Cards	Clark Student Center 115	4223
Information Technology	Memorial Bldg.	4278
Insurance for Students (Optional)	Vinson Health Center	4231
Intensive English Language Institute	Moffett 314	4609
International Services	Hardin Adm. South 211	4568
Leadership Development	Clark Student Center 104	7500
Library	Moffett Library	4204
Lost and Found	Clark Student Center Information Desk	4223
Lost and Found	Police	4239
Maintenance	Daniel Bldg.	4228
Master Calendar	Clark Student Center	4224
Multicultural Services	Clark Student Center 194	4948
Phonathon	Hardin Adm. 201	4539
Police (University)	University Police	4239
Post Office	Clark Student Center 181	4241
President's Office	Hardin Adm. 107	4211
Print Shop	University Press	4235

Provost and Vice President for Academic Affairs	Hardin Adm. 114	4226
Public Information	Hardin Adm. 206	4352
Psychology Clinic	O'Donohoe Hall 122	4791
Recreational Sports	Bruce and Graciela Redwine Student Wellness Center	4206
Registrar	Hardin Adm. South 101	4321
Student Activities	Clark Student Center 194	4500
Student Affairs (Assoc. VP)	Clark Student Center 104	7500
Student Development and Orientation	Clark Student Center 194	4500
Student Government Association	Clark Student Center 173	4709
Student Organizations	Clark Student Center 194	4500
Student Success Series	Clark Student Center 194	4500
Student Traffic Review Board	Clark Student Center 104	7500
TSI Coordinator	Hardin Adm. South 101	4320
Telecommunications	Memorial Bldg. 203	4555
Testing Center	Hardin Adm. South 224	4676
TV 2 Studio	Fain Fine Arts Center C145	4394
University Development	Hardin Adm. 201	4539
University Programming Board (UPB)	Clark Student Center 194	4500
Veterans' Affairs	Hardin Adm. South 101K	4305
Volunteer Programs	Clark Student Center 194	4500
Wai-Kun (Yearbook)	Clark Student Center 194	4498
Wichitan (Newspaper)	Fain Fine Arts Center B103	4704

#### **SORORITIES**

Alpha Phi	4793		
Chi Omega	4794		
Gamma Phi Beta	4795		
Kappa Delta Chi	4076		
Sigma Kappa	4796		
Sigma Lambda Alpha	4821		

#### **FRATERNITIES**

Kappa Alpha Order	3278
Kappa Sigma	3278
Omega Delta Phi	4335
Phi Sigma Kappa	4206
Sigma Alpha Epsilon	4188
Sigma Nu	4786

#### **RESIDENCE HALLS & APARTMENTS**

Bridwell Courts	6780
Killingsworth Hall	7200
McCullough-Trigg Hall	7930
Pierce Hall	7510
Sundance Court	6400
Sunwatcher Village	6780

#### **RELIGIOUS ORGANIZATIONS**

Baptist Student Ministry (BSM)	(940) 767-1222
Catholic Campus Ministry	(940) 692-9778
Cru	(940) 867-3439
Nurses 4 Christ	(940) 399-8696
Portico	(940) 247-0488
Sigma Phi Lambda	(806) 773-9399
Wesley Campus Ministry	(940) 235-9044

<b>ACADEMIC DEPARTMENTS</b>	<b>LOCATION</b>	<b>EXT. #</b>
Accounting	Dillard College of Business 287	4380
Applied Arts and Sciences (BAAS)	Bea Wood Hall 122	4400
Art	Fain Fine Arts Center C104	4264
Athletic Training	D. L. Ligon Coliseum 214	4232
Biology	Bolin Hall 218	4163
Business Administration	Dillard College of Business 239	4248
Business, Dillard College of	Dillard College of Business 239	4248
Chemistry	Bolin Hall 307	4251
Clinical Laboratory Science	Bolin Hall 218	4163
Computer Science	Bolin Hall 126	4702
Criminal Justice	Martin Hall 105	4752
Dental Hygiene	Bridwell Hall 107	4737
Economics	Dillard College of Business 209	4248
Education, West College of	Ferguson Hall 201	4313
English	Bea Wood Hall 216	4300
Environmental Science	Bolin Hall 218	4253
Exercise Physiology	D. L. Ligon Coliseum 214	4232
Finance	Dillard College of Business 239	4248
Fine Arts, Fain College of	Fain Fine Arts Center B128	4243
Foreign Languages	Bea Wood Hall 116	4309
General Business	Dillard College of Business 239	4248
Geosciences	Bolin Hall 102	4250
Graduate School	Hardin Hall 146 & 205	4920
Health Sciences and Human Services, Gunn College of	Bridwell 104	4597
History	O'Donohoe Hall 222	4258
Humanities	Bea Wood Hall 216	4300
Humanities & Social Sciences, Prothro-Yeager College of	O'Donohoe Hall 121	4030
Kinesiology	Ferguson Hall 301E	4641
Management	Dillard College of Business	4248
Management Information Systems	Dillard College of Business 272	4381
Marketing	Dillard College of Business 272	4248
Mass Communication	Fain Fine Arts Center B128	4670
Mathematics	Bolin Hall 118	4411
Mechanical Engineering	McCoy Engineering Hall 101	4286
Music	Fain Fine Arts Center C117	4267
Nursing	Bridwell Hall 308E	4331
Philosophy	Beawood Hall 216	4128
Physics	Bolin Hall 307	4345
Political Science	O'Donohoe Hall 202	4376
Pre-Dental	Bolin Hall 218	4163
Pre-Engineering	McCoy Engineering Hall 101	4286
Pre-Law	O'Donohoe Hall 220	4376
Pre-Medical, Pre-Pharmacy	Bolin Hall 218	4163
Pre-Physical Therapy, Pre-Veterinary	Bolin Hall 218	4163
Psychology	O'Donohoe Hall 122	4340
Radiologic Sciences	Bridwell Hall 201A	4337



Respiratory Care	Bridwell Hall 301A	4652
Science and Mathematics, College of	Bolin Hall 111	4253
Social Work	Martin Hall 104	4437
Sociology	O'Donohoe Hall 122	4340
Speech Communication	Fain Fine Arts Center B128	4670
Sport and Leisure Studies	Ferguson Hall 211	4641
Teacher Certification	Ferguson Hall 204	4063
Theatre	Fain Fine Arts Center B128	4670

## SECTION I



# Traditions & Landmarks

Traditions are customs that have their roots in the past and are handed down from one generation to the next. University traditions are formed in much the same way. Customs begun by earlier generations of MSU students are still followed on campus today. A few of our most cherished traditions are:

- **COLORS:** Maroon and Gold
- **MASCOT:** Mustangs
- **THE MSU TOWER:** The tower is the landmark of MSU. The Redwine Carillon is housed in the tower and is comprised of 37 bells. The bells play the Westminster chime every quarter-hour and strike the hour on the hour.
- **BOLIN FOUNTAIN AND QUADRANGLE:** The Bolin Fountain, centered in the Quadrangle, just west of the Hardin Administration Building, is the central hub of the university and a popular gathering place for the student body. Mr. and Mrs. D. Phil Bolin believed that the beautification of the campus to be of the utmost importance, and funded the construction of the fountain in 1992. Students helped lay the brick walkways to and from the fountain.
- **CYCLING STATUE:** In 1999, the Hotter 'N Hell Hundred (HHH), annual bike race in Wichita Falls, was celebrating its 18th year and the turn of the millennia. The HHH commissioned Jack Stephens, sculptor of the Sunwatcher statue and the Believers, to create a work of art to celebrate the rich history of cycling in our community. In 2000, a mutual agreement was made between MSU and the HHH to have the statue placed at its current location, southwest of the Hardin Administration Building.
- **DILLARD MUSTANGS:** The mustangs sculptures located on the south side of D.L. Ligon Coliseum, created by Jack Stevens, pays tribute to MSU's nickname, "Mustangs." A stone near the mustangs bears the following inscription: *The Believers – Wisdom, Strength, Courage.*
- **GATES OF HERCULES:** These three limestone pillars, by artist Sandi Stein, are located on the south lawn of Bolin Hall. They were designed and commissioned by Doug Burns, in honor of his mother, father and wife. They were donated to MSU during the 75th anniversary celebration in 1997.
- **LIBERTY BELL:** An exact replica of the Liberty Bell cast by the Paccard Fonderie des Cloches of Annecy, France is located in front of the Hardin Administration Building. The markings and inscriptions replicate the Liberty Bell down to the nail that was placed in the crack. The bell is 44 1/2" in diameter, 42 3/16" high (including the yoke and stand), and weighs 2,050 pounds.

- **SIKES HOUSE:** Sikes House, located at 2405 Midwestern Parkway, is the official residence of the university's president. The home was built between July 1939 and November 1940 by Mr. Louis Sikes, an oilman and rancher, and his wife Glenna. The university purchased the property from Mr. and Mrs. Sikes in 1970. In November of 1991 the university officially named the home Sikes House.
- **SUNWATCHER:** This statue of a South Plains Indian by Jack Stephens exemplifies the progressive spirit of the university. It was presented to MSU by the Alumni Association and financed through donations and brick paver sales during the 75th anniversary celebration in October of 1997.
- **WELCOME (STAMPEDE) WEEK:** Welcome Week began in 2004 as a joint endeavor between the Student Government Association and former Office of Student Activities. The event takes place during the first week of class each fall and spring semester, and features a range of diverse activities from outdoor movies, special entertainers, crafts, novelties, tours and scavenger hunts, day trips, cookouts, and much more for students to make new friends, connect with the campus, and enjoy themselves. Welcome (Stampede) Week is a collaborative effort, jointly implemented by several offices in the Division of Student Affairs and Enrollment Management, as well as various registered student organizations. In the fall, Welcome Week features Student Convocation as the official entrance ceremony for entering students.
- **FAMILY DAY:** Family Day is a tradition when parents, family members, and friends join their MSU student, or students, for a relaxing day of fun. Every year, thousands of MSU's extended family come to celebrate and display their MSU pride by cheering on our Mustangs! Festivities include a variety of games, free food, novelties, and entertainment for the entire family to enjoy. Attendance at all Family Day events is free for family members and guests of current MSU students.
- **HOMECOMING:** This traditional event provides for a gathering on the campus of alumni, parents, and friends who join with the faculty and student body to renew old friendships, make new acquaintances, and generally have a good time. The week is filled with many student activities-bonfire, football game, and the crowning of the homecoming king and queen.
- **MSU-BURNS FANTASY OF LIGHTS:** This dazzling holiday display includes 31 brightly lit scenes and 18,000 lights outlining five major buildings on campus. Each October and November, a voluntary force of townspeople and MSU students work together to do the hundreds of small jobs necessary to bring the display to life.
- **FINALS FRENZY:** Occurring the Thursday before final exams during the fall and spring semesters, Finals Frenzy has evolved into one the most popular and anticipated events at Midwestern State University. Traditionally held in the Clark Student Center from 7-11 p.m., Finals Frenzy features a large range of activities, entertainment, and free food. The event is a great opportunity to relax, de-stress, and have fun prior to the onset of final exams.
- **GREEK WEEK:** Each year Greek social organizations are recognized at a series of Greek Week activities. During Greek Week, MSU Greeks compete among themselves in various physical and service activities and host social events for the entire campus.

- **HONORS RECOGNITION BANQUET:** This function is an annual affair in which outstanding students from the freshman, sophomore, junior, senior and graduate classes are recognized. In addition to the naming of MSU's Man and Woman of the Year and Hardin and Clark Scholar, the university recognizes the scholastic and leadership achievements of students.
- **OFFICIAL MSU RING:** The ring represents the tradition and history of our school. Each icon has special significance in the lives of our graduates. The date 1922 represents when the school was first established as Wichita Falls Junior College. The Hardin Building is a campus landmark and represents the beauty of our campus and remains a symbol of strength and pride. The Sunwatcher statue represents our history with the Kiowa Tribe.



## SECTION II

# Student Affairs/Student Life

### *Student Affairs*

The university believes its responsibilities to students include more than academic training in the classroom and laboratory. It must assist students in the development of their total personality in a way that will prepare them for a full and satisfying life while attending college and in the succeeding years.

The Division of Student Affairs and Enrollment Management creates an environment that fosters student development and success beginning with recruitment and culminating with graduation. Using a collaborative approach we attract, admit, enroll, and retain a qualified and diverse student body. Through our high quality Co-curricular programs and services, we build and promote opportunities for student wellness, intellectual growth, civic responsibility, social engagement, and leadership with the goal of developing awareness of self and others. We cultivate a nurturing and inclusive campus community through authentic relationships with students that enrich the collegiate experience in support of the educational mission of Midwestern State University.

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## ***Alumni Association***

Anyone is eligible to be an active member of the Midwestern State University Alumni Association. As a member of *your* Alumni Association, not only will you receive benefits, but your loyalty will also be passed on to the university community. Through scholarships, awards, and academic recruiting, we are able to help with student enrollment as well as help current students with tuition and funding.

*Your* Alumni Association sponsors or supports many MSU activities and programs including: Homecoming, the Alumni Association Scholarship Endowment, Outstanding Alumni Awards, Annual Spirit Award, Outstanding Honors Student Award, and many alumni and student social events. *Your* Association also sponsors the Official MSU Ring Program, which represents the tradition and history of MSU.

*Your* Alumni Association works to provide quality programming, meaningful association networking opportunities and enticing social events. It is the goal of *your* Alumni Association to continually strive to cultivate loyalty, tradition, service and lifelong relationships. It is a strong network of loyal MSU supporters working to promote *your* University and *your* Alumni Association. To join, call the Office of Alumni Relations, (940) 397-4121 or [alumni@mwsu.edu](mailto:alumni@mwsu.edu).

## ***Annual Fund***

Gifts make a difference at Midwestern! Private contributions can enhance many areas on campus such as student scholarships, academic colleges, library, alumni programs, athletics, involvement opportunities, the museum and more!

The **Parent Fund** encourages all parents to participate in their student's experience at MSU. In order to provide more educational opportunities for students, the parents of our current students contribute to the Parent Fund Scholarship Endowment so more MSU students can receive scholarships.

Students also have an opportunity to help MSU. They can come to work at the MSU **Phonathon**. Students will contact alumni, parents and friends and ask them to contribute to Midwestern. Students become active philanthropists on campus while fine-tuning their communication and negotiation skills – perfect for any future job!

Giving at MSU is a way of life. Private donations from faculty, staff, alumni, parents and students make a powerful difference in the lives of MSU students. You may not be able to give much, but *every gift counts!*

If you would like more information about any of these programs, call the MSU Annual Fund at (940) 397-4539.

## ***Artist-Lecture Series***

The Midwestern State University Artist-Lecture Series was established to enhance the cultural and intellectual atmosphere of the MSU campus and the Wichita Falls community. The Artist-Lecture Series brings to campus outstanding artists and lecturers who have achieved national and international acclaim in their respective areas. MSU students interested in attending any of the Artist-Lecture Series programs may pick up free tickets at the Clark Student Center Information Desk. Additional information concerning the Artist-Lecture Series may be obtained through the Student Affairs office, Room 104, Clark Student Center.

## ***Athletics***

Midwestern State University is affiliated with the National Collegiate Athletics Association (NCAA) Division II and is a member of the Lone Star Conference (LSC). Varsity sports for women include basketball, cross country, golf, indoor & outdoor track, soccer, softball, tennis and volleyball. Varsity sports for men include basketball, football, soccer, tennis and golf. Scholarships are offered in all sports on the basis of athletic ability.

Admission to university athletic events, excluding LSC Tournament and NCAA championship events, is free to currently enrolled MSU students and one guest on presentation of current MSU Campus Card.

The consumption of alcoholic beverages or the use of tobacco products at MSU athletic events is strictly prohibited.

## ***Campus Police***

Officers of the Midwestern State University Police Department are bona fide peace officers, bonded and commissioned by the Board of Regents. The Midwestern Police Department has the responsibility of enforcing all university regulations, all state laws applicable on all the properties under the control and jurisdiction of Midwestern State University, and all university regulations applicable to their area of responsibility. All of the general and criminal laws of the State of Texas and such other federal, state, and municipal laws applicable in areas under the control and jurisdiction of the university are in full force and effect.

## ***Career Management Center***

The Career Management Center (CMC), located in the Clark Student Center, Room 108, presents several opportunities for students to be introduced to and guided through the professional development process using a wide variety of helpful services. Services the center provides focus on preparing students for significant and personally satisfying careers and teaching them how to market themselves effectively to prospective employers. All students are encouraged to begin using the CMC early in their college experience. The Career Management Center offers the following programs:

### *On-line Career Services*

Search through and apply for full-time, part-time, and internship positions on the MSU MustangSHIRE system.

### *Job Search Assistance*

The CMC staff will work one-on-one with you to develop your resume, cover letter, interview, networking, and job search skills.



### *Professional Workshops/Seminars*

Specifically designed workshops provide helpful information in areas such as building a winning resume, interviewing skills, workplace ethics, & most importantly, preparation for the “real world.”

### *On-Campus Interviewing*

Secure your future by scheduling an on-campus interview with one of the many employers who come to Midwestern to fill their employment needs.

### *Graduate/Professional School Assistance*

From Graduate/Professional School Application assistance to Entrance Exam Preparation, the CMC has several programs to help you get ready for and accepted into Graduate/Professional School.

### *Career Fairs*

Several fairs are offered each year providing an opportunity to network with employers and graduate/professional school programs from across the country.

Midwestern State University considers you, the student, to be its most valuable resource. Thus, the Career Management Center strongly believes in providing a unique transition into student’s professional careers through its services and resources. Our student’s success comes from the effective utilization of academic, leadership, and skilled development.

## ***Cheerleaders & Pom Squad***

Boosting spirit on campus is the job of the students on MSU’s co-ed cheerleading and all girl pom squads. In addition to being heavily involved with youth and community programs throughout the Wichita Falls and surrounding area, the squads strive to encourage MSU students to actively and enthusiastically support the Mustangs at athletic events. The coed cheerleaders continually represent MSU at a national level in the UCA collegiate national championships.

## ***Clark Student Center***

At home, many students have a “living room” where they can relax and enjoy themselves with all the amenities that make it home. But while away at college, these students sometimes have trouble finding a place with many of the comforts of home. It is the goal of the Clark Student Center (CSC) to fill that void and become the “living room” for the university community—students, faculty, staff, alumni, and guests. To accomplish this, we provide a variety of programs and services. As the center of the college community, we strive to create a setting in which students can relax, develop leadership skills, and experience personal fulfillment.

*Facilities in the Clark Student Center* include the MSU Bookstore, Information Desk, Mesquite Dining Room, Post Office, Sundance Food Court, a computer lab, administrative offices, banquet rooms, lounges, meeting rooms, a multicultural lounge, and a recreation center.

*Administrative Offices* located in the Clark Student Center include the Associate Vice President and Dean of Students, Office of Student Conduct, Career Management Center, Clark Student Center Offices, Dining Services, Disability Support Services, Student Government Association, and Student Development and Orientation (Greek Life, Multicultural Services, Student Organizations, University Programming Board, and *Wai-kun* Yearbook).

The *University Master Calendar* is maintained by the Clark Student Center Office. The calendar contains information of scheduled activities and events taking place at the university. Master calendar scheduling forms will be sent from the Clark Student Center Office to each department and to each student organization by March 1 for listing proposed activities and for requesting facilities for the following fall, spring, and summer semesters. During the period of March 1- July

31, annually recurring events will receive priority both for placement on the master calendar and for reservations of campus facilities. Off-campus groups cannot receive confirmation for university facilities until after August 1. If a conflict in scheduling occurs, rescheduling will be resolved in consultation with the groups involved.

*Bulletin Board Space* in the Clark Student Center will be provided for all registered student organizations. Postings can be taken to the Clark Student Center Information Desk for approval. One of the assistants will put your posters in the available place. Include the following on all postings: who, what, when, where, and the organization/department's contact information.

*Computer Lab* – Open 7:00 a.m. to 11:00 p.m., 7 days a week when classes are in session. For information regarding the computer lab, please contact Information Systems at (940) 397-3000.

*Room Facilities* for business meetings and social functions will be available to registered student organizations if the activity has been properly reserved. Reservation Request forms may be obtained at the Information Desk or online.

*Ticket Sales* for campus activities such as the Honors Recognition Banquet and the Artist-Lecture Series are handled through the Clark Student Center Office. Contact the Clark Student Center Office at (940) 397-4223 for more information.

#### CSC Building Hours/Recreation Room Hours

Monday – Friday:	8:00 a.m. – 11:00 p.m.	Monday – Friday:	9:00 a.m. – 11:00 p.m.
Saturday:	9:00 a.m. – 11:00 p.m.	Saturday:	11:00 a.m. – 11:00 p.m.
Sunday:	9:00 a.m. – 11:00 p.m.	Sunday:	2:00 p.m. – 11:00 p.m.

#### Information Desk Hours

Monday- Friday:	8:00 a.m. – 11:00 p.m.
Saturday-Sunday:	9:00 a.m. – 11:00 p.m.

## ***Campus Card***

The Campus Card is the official identification card of Midwestern State University which allows access to numerous campus locations and events. All enrolled students are eligible to receive a Campus Card. Each student will be issued an initial card at no cost. Campus Cards will only be issued after verification of enrollment and with the presentation of a government-issued photo ID (e.g. Driver's License, Military ID, and Passport). A replacement fee of \$20 exists for all lost, stolen, or damaged cards.

The enhanced MSU Campus Card is also available. In addition to providing all the campus access features of the current MSU Campus Card (e.g. building access, library access, meal plan access, and on-campus event admission), the enhanced MSU Campus Card will give students additional ways to make purchases on and off campus.

When students order an enhanced MSU Campus Card and link it to their new or existing *Wells Fargo College Checking* account, purchases can be made with the Campus Card anywhere Visa is accepted.

Campus Cards are issued in the Clark Student Center Information Desk, Room 115. Regular hours are Monday through Friday, 8 a.m. to 5 p.m.

## ***Counseling Center***

The Counseling Center provides confidential and professional counseling services for all enrolled students. Counselors provide individual and group counseling for personal, academic, and career concerns.

Counselors assist students with a variety of personal problems which include, but are not limited to depression, anxiety, stress, grief and loss, disordered eating patterns, abuse, loneliness, relationship issues, substance abuse, homesickness, communication skills, assertiveness, self-esteem issues, and career decision making issues.

Academic counseling helps students experiencing academic difficulties. Issues addressed include test anxiety, stress management, attention and concentration problems, study skills, time management, and test taking skills. Students with academic concerns may choose to participate in the Scholastic Support Program which is a comprehensive, individualized program designed to assist in maintaining or achieving academic progress.

Students may also participate in career counseling designed for the exploration of personality style and preferences and how those blend with specific majors and careers.

Appointments are encouraged to guarantee sufficient time and availability of counselors. An appointment may be scheduled by calling the Counseling Center at (940) 397-4618, or coming by the Center which is located on the corner of Hampstead and Louis J. Rodriguez Drive.

No Show Policy - A “No Show” is someone who misses a scheduled appointment without canceling 24 hours in advance. No Show appointments inconvenience the Counseling Center, but more importantly, displace individual students who need access to counseling services in a timely manner. A failure to present at the time of a scheduled appointment will be recorded in the student’s chart. A fee of \$25.00 will be applied to a student’s MSU account for each “No Show”. Three “No Show” appointments during an academic year (September-August) will result in a meeting between the individual student and the Director of the Counseling Center, which may result in the student’s loss of appointment scheduling privileges.

## ***Dean of Students***

The Dean of Students Office at Midwestern State University provides services and support directly to students, not only by assisting them throughout their transition to university life, but also in their successful retention and matriculation as returning students when furthering their education at MSU. Aside from providing leadership to multiple units representing student life and student services at the University, such as housing, dining, recreation, activities, involvement, health, wellness, counseling, conduct, career development, and student accommodations and advocacy, some particular functions through the Dean of Students Office are as follows.

The Artist-Lecture Series, established in 1964, was created to bring noted lecturers and quality programs in the performing arts to the MSU campus and Wichita Falls community. The student Artist-Lecture Series Committee, advised through the Dean of Students Office, is pleased to offer a variety of intriguing speakers and performances during the year. All events are free for MSU students. Recent events have included Pentatonix, Dr. Drew Pinsky, Cpt. Sig Hansen, Ben Stein, Bob Dole, Vanessa Carlton, and the Harlem Gospel Choir.

General Complaints provide a means by which students may address general issues that do not fall under formal grievance policies. Initiated through the Dean of Students Office, students may, under most circumstances, institute an Informal Complaint. However, if resolution does not occur via the Informal Complaint Process, a student may then elect to pursue the Formal Complaint Process outlined in the Student Handbook.

MAP-Works is a first-year intervention & retention program coordinated by the Dean of Students Office, which helps new students establish roots at MSU and develop positive academic, social, and life-skills. Participation in MAP-Works increases first-year success by aligning student

expectations with actual outcomes, facilitating the socio-emotional transition to college, cultivating campus involvement, and providing university professionals with information regarding individual and aggregate student information to intentionally and objectively extend campus resources and inform conversations. Entering students respond to a personal survey at the midpoint of each semester, after which they immediately receive a customized report to help them determine academic, behavioral and social strengths as well as personal growth areas.

Release of Information Forms are used to grant permission for university officials to release specified information from a student's educational record to a third party (i.e. parent, spouse, agency, or sponsor). Federal privacy laws prohibit Midwestern State University from providing non-directory information within a student's educational record to a third party, such as grades, course schedule, financial aid, discipline, or housing assignment. Any student who desires information to be released to a third party must submit an Authorization to Release Student Information Form to the Dean of Students Office. Forms are available on the Dean of Students website and in person through the Dean of Students Office.

The Student Handbook, published through the Dean of Students Office, is a source of valuable information regarding student responsibilities, obligations, and privileges while attending Midwestern State University. Deriving the ultimate advantages from enrollment at MSU depends not only on a student's scholastic effort but also wise participation in co-curricular activities and utilization of campus services or resources. All students are responsible for the requirements and regulations contained within the Handbook, including the Code of Student Conduct. The Handbook is available online at <http://mwsu.edu/student-life> and via hard copy at the Clark Student Center Information Desk.

Student Referral forms are available on-line for faculty and other personnel when a student exhibits behavior or concerns which require monitoring or action by the Dean of Students. Such actions may include a student never having attended or unexpectedly missing class, exhibiting disruptive or otherwise inappropriate conduct, displaying sudden or drastic behavioral change, or struggling academically.

Traffic Appeal forms are available at the Clark Student Center Information Desk for any students who believe they wrongfully received a campus parking or traffic citation from the MSU Police Department. Completed appeal forms are submitted to the Dean of Students Office for review and disposition by an all-student committee appointed by the Student Government Association.

Withdrawals are when a student wishes to un-enroll from all courses at MSU. A withdrawing student must contact the Dean of Students Office, preferably in person, to begin the withdrawal process and complete an official withdrawal slip. At the time of withdrawal, a student will be informed of any eligible refund for tuition and fees and any academic consequence of the withdrawal given the timing within a particular term. If a student is unable to withdraw him/herself (i.e. due to medical reasons, etc), he/she may only be withdrawn by someone who has legal power of attorney for the student.

For more information about services and resources in the Dean of Students Office, please go to the MSU webpage at [www.mwsu.edu](http://www.mwsu.edu), click on Student Life, then click Dean of Students.

## ***Disability Support Services***

Midwestern State University is committed to providing equal access for qualified students with disabilities to all university courses and programs, and by law all students with disabilities are guaranteed a learning environment that provides reasonable accommodation of their disability. This guarantee is provided through Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The ADA reads: "No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subject to discrimination by any such entity."

## Services

Disability Support Services ensures that students with disabilities have equal access to all academic programs and activities. Services are provided based on individual need as assessed through recent diagnostic information and a personal interview. As new needs are identified, services may be modified or developed to accommodate the student.

Based on documentation and personal interview, the following accommodations may include (but are not limited to) the following:

- Taped books/materials
- Adaptive equipment and access to adaptive software
- Class relocation
- Note-taking assistance
- Priority registration for classes
- Testing accommodations
- Counseling
- Advocacy/liaison
- Test readers and scribes
- Individual orientation to campus
- Interpreter Services

To obtain Disability Support Services, you must:

- Be accepted for admission to Midwestern State University
- Complete an application form available through Disability Support Services
- Provide documentation from a professional in disability services, education, medicine, psychology or a related area, indicating the presence of a physical or mental impairment which substantially limits one or more major life activities. Documentation should be no older than 3 years and must be provided by the appropriate professional. For complete requirements for documentation, please stop by the Disability Support Services office in the Clark Student Center, Room 168, or go to <http://www.mwsu.edu/student-life/disability/index>.

Individuals with grievances related to discrimination or lack of accommodation on the basis of a disability are encouraged to resolve the problem directly with the area involved. If the matter remains unresolved, advice and assistance will be provided by Disability Support Services. Specific information on filing a grievance is available in Disability Support Services or in the Student Affairs office, Clark Student Center Room 104, (940) 397-7500.

The Director of Disability Support Services serves as the ADA Coordinator and may be contacted at (940) 397-4140, TDD (940) 397-4515, or 3410 Taft Blvd., Clark Student Center 168.

## Physical Education Exemption

In cases where an exemption from physical education is requested, the following must be submitted to the Disability Support Services office:

1. documentation from a practitioner licensed to practice medicine who has diagnosed and treated the student
2. a letter from the student requesting the physical activity exemption.

## Governing Councils

The Student Senate is the campus-wide governing group of the Student Government Association. All student legislative power is vested in this group.

The Interfraternity Council (IFC) governs men's national social fraternities.

The Panhellenic Council (PHC) governs women's national social sororities.

The Multicultural Greek Council (MGC) governs the historically black and Latino Greek letter fraternities and sororities.

The Residence Hall Association is comprised of delegates from the campus residence halls and apartments and represents residential students in matters pertaining to housing and dining.

## ***Housing and Dining Services***

The Housing and Residence Life program is a vital part of the Midwestern campus community. The program is intended to support the educational mission of the university through programs, activities, services, facilities, and personnel that promote an atmosphere in university housing conducive to meeting the academic, social, cultural, and personal/developmental needs of resident students.

### *Housing Policy*

The housing policy is based on the knowledge that living in university housing can provide both educational and social opportunities important to the success of college students. All students enrolling at Midwestern State University are required to live in university housing unless they:

1. Are living in the home of their parents or legal guardian within 60 miles of the campus and commuting to class.
2. Are married and living with their spouse.
3. Have accumulated 45 semester hours of college academic credit as a post-high school student prior to the first day of classes for the housing agreement period. Hours achieved while in high school are not counted (e.g. concurrent or dual credit).
4. Have reached the age of 21 prior to the first day of classes for the housing agreement period.
5. Are part-time students enrolled in 11 hours or less for the fall or spring semester.

### *Food Service Policy*

All students living in MSU residence halls (except Bridwell Courts, Sundance Court, Sunwatcher Village, and Mustang Village) during the fall and spring semesters are required to take a meal plan in the Mesquite Dining Room. Three meal plans (10 meals per week with \$75 declining balance, 14 meals per week with \$75 declining balance, and 19 meals per week with \$75 declining balance) are available for students residing in the residence halls. Each meal plan includes the declining balance that may be used at any dining facility in the Clark Student Center. An optional 10 meal plan is available during either summer session.

### *Policy Exceptions*

In unusual circumstances, the Director of Housing and Dining Services may grant exceptions to these policies. Regardless of the reason for a request for an exception to the housing requirement, all requests must be made in writing (forms are available in the Office of Housing) and filed with the director by the following dates:

FALL SEMESTER: July 1  
SPRING SEMESTER: January 1

Students requesting an exception to the required meal plan policy must complete a form (available in the Office of Housing) and, if necessary, provide medical evidence that a special dietary need exists. During the time that an exception is being reviewed the student will remain on his or her chosen meal plan.

For more information, contact the Office of Housing and Residence Life, located at 125 Bea Wood Hall, or refer to the *Housing and Dining Services Handbook*.

### *Withdrawals*

Students living in university housing must move out within 24 hours of withdrawing or being withdrawn from the university.

## ***Insurance for Students***

Midwestern State University offers an optional student insurance plan which is tailor-made to meet the needs of college students. This major medical plan covers a participant on campus, during vacation, and at home for a full 12-month period. Application forms and information pertaining to the plan are available online at <http://healthcenter.mwsu.edu/> or in person at the Vinson Health Center. All international students are required to provide proof of this insurance (including repatriation) or equal coverage (including repatriation) to the International Services office.

## ***International Services***

The International Services office provides comprehensive advising, adjustment and legal services for all international students. For more information or to contact the International Services office you may access the website at <http://mwsu.edu/student-life/international>.

## ***Moffett Library***

Moffett Library contains approximately 1,500,000 volumes, including microforms and government publications. It subscribes to approximately 450 periodicals and newspapers and has access to over 77,000 full text electronic journals. All major library services are located on the first floor, easily visible from the main entrance. The library's discovery service, Primo, is available through workstations provided throughout the building. Primo is also available outside the library through the library's website at <http://library.mwsu.edu>. Reserve materials are listed in the on-line catalog and are housed at the Circulation Desk. Faculty members determine the circulation status of these materials.

Books and other materials are charged out at and returned to the circulation desk. Items may be renewed through the library's website unless a hold has been placed on an item. After hours book drops are available on the north side of the building or in the southwest parking lot. A valid student campus card is required to check out materials from the library. Most material circulates for three weeks, except media items that circulate for 7 days. Reference materials, periodicals, and materials from Special Collections/Archives do not circulate. The media department also has digital cameras, portable projectors, and laptops to check out for three days at a time.

The library's workstations also provide access to a variety of databases and information resources such as e-books, government documents and encyclopedias. For help with these, students should consult the Reference Librarian.

Microform readers and copiers are available in the Serials Department. Instruction and assistance are available from the Serials Department service desk. Additional collections on microform are also available in the Reference and Documents Departments. A Walk-up scanner and digital converter for microforms is available, along with print copiers, accepting bills or copy cards, are housed in a separate room in the Serials Department.

Located on the second floor of the library is a curriculum center (CML) containing textbooks, curriculum guides, and other related materials. Study spaces, group study rooms, and the media library are also housed on the second floor, as are the Administrative offices.

The Nolan A. Moore III Heritage of Print Collection, housed in the Special Collections Room on the second floor, chronicles man's attempt to communicate in writing. Through realia, facsimiles, and original editions, one can trace the development of the art of printing and the written word. The Special Collections Room is open Monday-Friday, 2:00-5:00 p.m. and other times by special arrangement.

The University Archives, located on the third floor, contain university publications, including theses, bulletins, schedules, as well as a collection of the *Wai-Kun*, the university's yearbook. Departmental publications are also housed in the archives. Material housed here does not circulate, but it can be used in the library. Check with the Reference Department/Special Collections Room for materials from the archives.

## ***Post Office***

The University Post Office is an official postal substation located in the Clark Student Center. This is the place to purchase stamps, mail packages and letters. Bring cash as no debit or credit cards are accepted. However, an ATM machine is down the hall for your convenience. This is where you will come to sign for any packages you receive while living on campus. The University Post Office also provides most services that are available from the US Postal Service main office. Some exceptions are the selling of domestic money orders on holidays, passport applications, hunting stamps, international money orders, receipt of C.O.D. parcels, and Selective Service registration.

### *Hours*

Window service hours are 8:30 a.m. to 4:30 p.m., Monday through Friday. Summer hours are 7:30 a.m. to 5:30 p.m., Monday through Thursday, closed on Friday. Outgoing mail is dispatched to the US Postal Service at 4:00 p.m. Any outgoing mail received after this time will be held until the following business day. Incoming mail is received at 10:00 a.m., Monday through Friday and is delivered to PO Boxes and those living in apartments generally before Noon. When postal holidays fall on a regular school day, the University Post Office will remain open and in full operation. During spring break, semester break, non-religious holidays, and other times when the campus is closed, the University Post Office will also be closed. Therefore, no mail will be received or dispatched on these days.

### *Rental of Boxes*

Mailbox rental is included in housing fees for those students living in university housing. No delivery is made to the residence halls, with the exception of Sundance Court and Sunwatcher Village. All others renting boxes must make separate payment to the University Post Office. Mail received at MSU is distributed only to those persons, departments, and organizations having boxes at the University Post Office. Any mail received for individuals not having a mailbox will be returned to the sender. The mailing address for individual boxes should be as follows:

*ON CAMPUS BOX ADDRESS:*

Student Name  
3410 TAFT BLVD. #1XXXX  
WICHITA FALLS, TX 76308-2095

*SUNWATCHER VILLAGE ADDRESS:*

Student Name  
3704 LOUIS J. RODRIGUEZ DR. #XXXX  
WICHITA FALLS, TX 76308-2215

*SUNDANCE COURT ADDRESS:*

Student Name  
2602 MIDWESTERN PARKWAY #XXXXY  
WICHITA FALLS, TX 76308-2902



## ***Psychology Clinic***

The Psychology Clinic provides a comprehensive array of psychological services, including intellectual and personality assessment and psychotherapy. These services are free to MSU students, faculty, staff, and their families; individuals from the community who meet low-income guidelines are seen on a sliding scale basis. Services are provided by graduate students in the clinical masters program, under the supervision of a licensed psychologist.

The Psychology Clinic is housed in O'Donohoe Hall 107. The hours of operation vary by semester, but appointments can be made by calling (940) 397-4791.

## ***Publications***

The *Wichitan* is a weekly, student-produced newspaper that reports the news of the campus and gives interested students an opportunity to learn about newspaper journalism. The publication seeks to chronicle campus events and news of importance to students, faculty, and staff; to present announcements of future events; and to provide a forum for debate on pertinent issues. Students from all majors are encouraged to participate in positions that include editing, writing and reporting, page design and layout, photography, graphics work, and selling and designing advertisements.

The *Wai-Kun* is Midwestern State University's electronic yearbook. It is a pictorial record of the college year including extracurricular as well as academic pursuits. It includes sections for the academic areas, student activities and organizations, and class pictures. The *Wai-Kun* office is located in Clark Student Center, room 194, extension 4498.

The *Voices* magazine is the MSU arts publication and provides a forum for ideas, opinions, and creative efforts for all MSU students. The magazine is published each spring, and submission guidelines are available at <http://www.mwsu.info/voices>. Advisor for *Voices* is Assistant Professor of English, Sue Henson.

## ***Recreational Facilities***

All recreational facilities are open for student recreational use when not being used by organized recreational sporting events. A current MSU Campus Card is required prior to admittance to the Bruce and Graciela Redwine Student Wellness Center. All the facilities in this area are available on a first-come, first-served basis unless prior arrangements have been made with the Director of Recreational Sports and Wellness Center. MSU cannot be held liable for any form of injury to any individual or for the loss of or injury to the property of any individual using the Student Wellness Center or other recreational facilities.

### *Student Wellness Center*

During the fall and spring semesters, the hours of operation are 5:25 a.m. – midnight, excluding holiday hours.

**GYMNASIUMS:** A wide variety of activities are offered in the two gymnasiums during the fall, spring, and summer semesters.

**WELLNESS CENTER AMENITIES:** The Student Wellness Center is approximately 52,000 square feet filled with the best equipment available. There are over sixty (60) pieces of CYBEX equipment in both free weights and machine weights. There is an extensive line of cardiovascular equipment including 30 treadmills with personal viewing monitors, 15 CYBEX Arc Trainers with personal viewing monitors, and several other upright and incurberant bikes.

**INDOOR TRACK:** The Student Wellness Center features a state of the art suspended indoor walking/jogging track. The track is approximately 1/10th of a mile for each lap. The indoor track is available during all hours of operation.

**LOCKS AND LOCKERS:** The male and female locker rooms are available for all MSU students and may be used during regular hours of operations. All locks must be removed at the end of operating hours each day.

### *Aquatics*

The Student Wellness Center boasts an outdoor aquatics area. Students enjoy swimming, playing beach volleyball, outdoor basketball, and cooking out at the aquatics facility. Hours of operations during season are 1:00 p.m. – 7:00 p.m.

### *Outdoor Courts*

**TENNIS COURTS:** Ten lighted tennis courts are located just west of the coliseum. The courts are available for recreational play when not scheduled for classes or other scheduled activities. Courts are closed from midnight to 7:00 a.m.

**SAND VOLLEYBALL COURT:** One outdoor sand volleyball court is available for recreational play when not scheduled for Recreational Sports. The court is located on the west side of the Student Wellness Center.

**OUTDOOR BASKETBALL COURT:** A lighted outdoor basketball court is located on the south side of the Fain Fine Arts building.

**JOGGING TRACK:** A one-mile cement walking/jogging path encircles Sikes Lake. The track is available for recreational activities and for all leisure activities as well. An elevated walking/jogging track is located in the Student Wellness Center.

**SIKES LAKE:** This small lake is home to ducks, geese, herons, and other water fowl. The lake is a favorite spot for sunbathing, fishing or just relaxing.

**FREE PLAY FIELD:** There is a large free play field on the north side of Sundance Court which is available for students to use for soccer, football, ultimate frisbee, and other exciting outdoor activities.

## ***Recreational Sports***

Midwestern State University sponsors an extensive recreational sports program. Activities are provided for both men and women. Competition is held in archery, badminton, basketball, basketball free throw, bowling, flag football, frisbee golf, golf, pool, softball, soccer, table tennis, tennis, volleyball, putt-putt, and darts. Other activities may be scheduled by the Recreational Sports Council.

The Recreational Sports Council meets on the first and third Monday of each month. The men meet at 3:30 p.m. and the women meet at 4:00 p.m. The council's motto is "A sport for every student and every student in a sport." The sign-up deadlines are listed below.

## 2014-2015 RECREATIONAL SPORTS CALENDAR

<b>FALL 2014</b>	<b>Division</b>	<b>Deadline</b>	<b>SPRING 2015</b>	<b>Division</b>	<b>Deadline</b>
Tennis Doubles	MW	Sept. 9	Table Tennis Doubles	MW	Jan. 27
Punt-Pass-Kick	MW	Sept. 9	Basketball*	M	Jan. 27
Flag Football*	MW	Sept. 9	Badminton Doubles	MW	Jan. 27
Soccer*	MW	Sept. 16	Volleyball	W	Jan. 27
Ultimate Frisbee	Co-Rec	Sept. 16	Tennis	Co-Rec	Feb. 3
Archery	MW	Sept. 23	Softball*	MW	March 3
Bowling	MW	Sept. 23	Tennis Singles	MW	March 3
Pool	MW	Sept. 23	Frisbee Golf	MW	March 3
Table Tennis Singles	MW	Oct. 7	Putt-Putt Golf	MW	March 3
Co-Rec Volleyball*	Co-Rec	Oct. 7	Dodgeball*	MW	March 10
Basketball*	W	Oct. 7	Darts	MW	April 4
Indoor Soccer*	Co-Rec	Nov. 4	3-on-3 Basketball	MW	April 7
Volleyball	M	Nov. 4	Sand Volleyball*	Co-Rec	April 7
			Golf	MW	April 7

*\*Denotes Team Meeting Required*

### **Social Media**

Within the Division of Student Affairs and Enrollment Management is the Social Media Coordinator, who serves as the official voice of the @MidwesternState Twitter account. Twitter has become one of the most exciting and fastest ways to share information so be sure to follow @MidwesternState today!

The Coordinator is responsible for utilizing not only Twitter, but a variety of platforms like Facebook and Instagram to welcome new students, promote MSU in a positive manner, announce student activities, and engage everyone with interesting facts, exciting contests, helpful information, and more. Aside from daily interactions and monitoring activities, the Coordinator manages several departmental websites, plans event promotions, teaches faculty and staff at MSU about emerging online technologies and apps, and provides various analytics and online traffic reports. The Coordinator also serves as the online voice of Maverick T. Mustang, who strives to get students excited about the awesome sports teams and spirit activities at MSU.

The Social Media Coordinator must constantly stay on top of online student trends and find new ways to get the word out to interested followers in real time. Facilitating positive and helpful interactions is vital to making MSU a leader amongst colleges and universities. With all of the emerging mobile and wireless technology, MSU aspires to remain ahead in the game of getting students engaged through popular and relevant online social channels.

Keep up with Midwestern State University using the most popular channels to stay up to date with your MSU community. Feel free to tag Midwestern State with pics and posts showing your school spirit and student experience, and watch for ongoing contests and giveaways for FREE stuff.

Midwestern State University

Facebook - MidwesternState

Twitter - @MidwesternState

YouTube - MidwesternState

Instagram - @midwesternstate

Tumblr - @midwesternstate

Maverick T. Mustang

Facebook - MaverickTMustang

Twitter - @MSUMaverick

## ***Student Development and Orientation***

The mission of the Office of Student Development and Orientation is to educate, enhance, and enrich students and their collegiate experience. The office provides social, cultural, educational, and service programming which fosters student learning and cultivates connections between students, their MSU community, and beyond. Any MSU student is welcome to join the fun of planning campus activities and events by becoming a member of the University Programming Board (UPB). Major campus events during the year include Welcome (Stampede) Week, Family Day, Homecoming, and Finals Frenzy. A calendar of the activities on campus is printed each month and is also available on the office's website <http://activities.mwsu.edu>.

Aside from providing campus programming, the Office of Student Development and Orientation is responsible for new student orientation which includes orientation events during the fall, spring and summer terms as well as the Spirit Days early orientation and registration program. All new MSU students are required to attend an orientation event, and returning MSU students have the opportunity to serve as Peer Counselors.

Fourteen social Greek-letter organizations representing a variety of backgrounds exist at Midwestern State University. Greek life is a great way to make new friends and live a life of values and purpose. Chapters adhere to standards of excellence in scholarship, leadership, service, and unity. Recruitment schedules and events vary for the different chapters so to learn more, please stop by the office in room 194 of the Clark Student Center.

There are approximately 100 registered student organizations at MSU ranging from academic, special interest, honorary, religious, and sports to a variety of Greek-letter fraternities and sororities. Students can learn more about these organizations by attending one of the student organization fairs or visiting the online student organization database available from the Student Development and Orientation website.

Midwestern State University utilizes a web-based application called **OrgSync** for students to join, manage and communicate with student organizations and their respective members. Most importantly, **OrgSync** allows students the ability to manage their co-curricular involvement and receive an official, co-curricular transcript!

Volunteerism is actively encouraged within the student body through the Volunteer MSU program and most student organizations participate in some form of community service or philanthropy. Programs for service learning are arranged during the year and any student wishing to learn more about volunteer opportunities in the local community and with non-profit organizations are encouraged to visit the office.

Multiculturalism and appreciation for diversity is an important part of a college education. MSU students are encouraged to participate in the various multicultural awareness programs sponsored by the office during the year.

The MSU Cheerleaders, Student Ambassadors, and *Wai-Kun* yearbook are other areas supervised by Student Development and Orientation. Located in the Clark Student Center, room 194, Student Development and Orientation is definitely the "fun" office on campus and if you would like more information about any of these programs or wish to get involved on campus, stop by anytime or call (940) 397-4500.

## ***Student Elections***

All student elections are under the supervision of the Student Government Association and are governed by the Student Government Association constitution. A copy of the constitution is available in the Student Government Association office located in the Clark Student Center Room 173, phone (940) 397-4709.

## *Election Requirements*

ELECTION	GPA	CLASSIFICATION	NOMINATED BY	ELECTED BY
Student Body President, Vice President and Secretary	2.5	Junior or above at the close of the semester elected	Individual Registrations	Student Body
Senators	2.0	Any Classification	Individual Registrations; University Housing	Classes; Organizations
Homecoming Lord and Lady	N/A	Freshman	Student Body	Student Body
Homecoming Duke, Duchess, Prince, Princess	2.25	Sophomore/Junior	Student Body	Student Body
Homecoming King and Queen	2.5	Senior	Student Body	Student Body

1. Grade point averages are MSU cumulative averages and must be met at the time of nomination.
2. Write-in nominees for SGA officer and senator elections will be accepted upon presentation of a petition containing no fewer than 25 names of the members of the electing group for which the write-in candidate will be a nominee. Petition must be filed in the Office of the Vice President for Student Affairs and Enrollment Management and the eligibility of the nominee certified prior to the first scheduled voting period.

## ***Student Government Association***

### *Executive Office*

The executive office of the Student Government Association consists of the president, vice president, and secretary. The executive office is charged with the responsibility of serving the student population and providing campus leadership.

### *Student Senate*

All student legislative power is vested in the Student Senate. The senate consists of senators from student organizations, residence halls, graduate school, and classes. The vice president of the student body presides over the senate meetings.

## 2014-2015 STUDENT SENATE MEETINGS

Meetings are held on the 1st and 3rd Tuesday of each month at 7:00 p.m.

Most meetings are held in CSC Comanche Suites.

### FALL 2014

September 2, 2014  
September 16, 2014  
October 7, 2014  
October 21, 2014  
November 4, 2014  
November 18, 2014

### SPRING 2015

February 3, 2015  
February 17, 2015  
March 3, 2015  
March 17, 2015  
April 7, 2015  
April 21, 2015

Special meetings may be called by the President of the Student Government Association.

## ***Student Organizations***

Midwestern State University hosts approximately 100 registered student organizations which offer a range of activities to satisfy the diverse interests of our students. Through the different clubs and organizations on campus, students are able to become more active in their university and gain valuable skills that will enhance their personal growth and self-awareness. Please contact the Office of Student Development and Orientation at (940) 397-4500 for further information regarding these student organizations and OrgSync.

### **ACADEMIC ORGANIZATIONS**

Accounting Society  
American Advertising Federation  
American Society of Mechanical Engineers  
Art & Literature Society  
Assoc. for Computing Machinery  
Assoc. of Information Tech. Profess.  
Engineers for a Sustainable World  
Financial Management Association  
Geosciences Club  
Kinesiology Students Organization  
Pre-Professional Health Sciences Society  
Radiology Club  
Respiratory Therapists Association  
Sharing the Profession of Athletic Training  
Social Workers Acting Together  
Sociology Student Association  
Student Nursing Association  
*The Wichitan*

### **UNIVERSITY COMMITTEES**

Artist-Lecture Series Committee  
Honors Program Student Committee  
Student Ambassadors  
University Programming Board

### **GREEK - HONORARY**

Delta Sigma Pi  
Kappa Kappa Psi

### **CLUB SPORTS**

MSU Cheerleaders  
MSU Cycling Team  
Ultimate Frisbee Club

### **HOBBIES AND SPORTS**

Chess Club  
Coalition of Anime Lovers  
History Club

### **GREEK - FRATERNITIES**

Kappa Alpha Order  
Kappa Sigma  
Omega Delta Phi  
Phi Sigma Kappa  
Sigma Alpha Epsilon  
Sigma Nu  
Tau Kappa Epsilon

**GREEK - SORORITIES**

Alpha Kappa Alpha  
 Alpha Phi  
 Chi Omega  
 Gamma Phi Beta  
 Kappa Delta Chi  
 Sigma Kappa  
 Sigma Lambda Alpha

**SPECIAL INTEREST ORGANIZATIONS**

Armed Forces Veterans  
 Bilingual Education Student Organization  
 Circle K International  
 Colleges Against Cancer  
 French Club “Club La Francais”  
 Gender & Sexuality Diversity Assoc.  
 German Club  
 Martial Arts Club  
 MSU Bigs  
 MSU Crime Stoppers  
 MSU Democrats  
 Philosophy Club  
 Students for Liberty  
 The Goldettes

**GOVERNING COUNCILS**

Interfraternity Council  
 Multicultural Greek Council  
 Panhellenic Council  
 Residence Hall Association  
 Student Government Association

**HONOR SOCIETIES**

Alpha Chi  
 Alpha Lambda Delta  
 Alpha Phi Sigma  
 Alpha Psi Omega  
 Beta Beta Beta  
 Golden Key International  
 Kappa Delta Pi  
 Mortar Board  
 Order of Omega  
 Phi Alpha Theta  
 Phi Eta Sigma  
 Pi Mu Epsilon  
 Pi Sigma Alpha  
 Psi Chi  
 Sigma Tau Delta  
 Tau Sigma  
 Upsilon Pi Epsilon

**RELIGIOUS ORGANIZATIONS**

Baptist Student Ministry  
 Catholic Campus Ministry  
 Freethought Alliance  
 Great Awakening Ministry  
 I.M.P.A.C.T.  
 Mentors on a Mission  
 Nurses 4 Christ  
 Portico  
 Sigma Phi Lambda  
 Wesley Campus Ministry

**CULTURAL ORGANIZATIONS**

African Students Organization  
 Black Student Union  
 Caribbean Students Organization  
 Midwestern Indian Students Association  
 NAACP  
 Native American Student Association  
 Spanish Club

## ***Student Organization Policies***

While all university-recognized organizations have faculty/staff advisement, general coordination and supervision of Midwestern State University's student organizations are handled through the Office of Student Development and Orientation. Information regarding the present status of all groups, their current officers, and membership requirements may be obtained in that office.

### *General Policies*

In order to be in good standing with the university, student organizations must fulfill the requirements listed as follows:

1. All student organization members must be enrolled students at MSU during the semester(s) in which they plan to participate in their respective organization(s).
2. Once officially approved and recognized, student organizations must have a minimum of four (4) members to remain registered.
3. Each student organization must complete the student organization roster by October 1 for the fall semester and February 15 for the spring semester.
4. Each student organization must have a campus-related advisor from the faculty or staff. In general, selection of the advisor will be made by the organization in accordance with the national and/or local constitution and in consultation with the Director. Advisors are to counsel the officers and members of the organization with regard to the purposes and activities of the organization. The advisors shall oversee and be responsible for its financial planning and transaction and shall confirm the eligibility of membership and of members to hold office. Advisors should attend as many meetings as possible and are required to attend events where alcohol is served or off-campus guests are present.
5. All student organizations must observe an alcohol-free academic week. No alcohol will be permitted at registered functions taking place Sunday-Thursday.
  - A. Alcoholic beverages at approved student organization events must be distributed by a TABC licensed third party vendor which will ensure compliance with state law in regard to consumption, intoxication, drinking age, distribution, sale, etc. A copy of the third party vendor's current license must be on file with the Clark Student Center Office prior to event approval.
6. All activities, whether held on or off campus, must be registered on the university master calendar in the Clark Student Center office. All activities must conform to university social regulations. The failure of a student organization to conform to university policies will result in disciplinary action and could result in suspension.
7. Each student organization must have a constitution or statement of purpose on file in the Office of Student Development and Orientation.
8. No student organization shall initiate efforts to raise funds from private donors or organizations without prior university approval. Requests for approval should be initiated in writing through the Office of Student Development and Orientation and should include the following information:
  - A. Name of organization, business, or donor to be contacted.
  - B. Amount or nature of specific items or funds being requested.



- C. Intended purpose of raising funds and method of distribution of products or use of funds.

Upon receipt of the request, the Office of Student Development and Orientation will secure approval from the Office of University Development to avoid conflicts with potential donors. This provision will ensure that fundraising efforts are centrally planned and coordinated. Notification of approval or denial will be given to each organization from the Office of Student Development and Orientation.

9. Midwestern State University assumes no fiscal responsibility or liability for any student organization including club sport organizations.
10. All club sport teams are required to obtain a group accident policy, covering the entire membership, each academic year. A copy of the policy is to be submitted to the Office of Student Development and Orientation at the beginning of each fall semester. Additionally, members of club sport teams are required to sign a liability waiver before participating in the sport. Each club sport team is responsible for ensuring compliance with this policy.
11. Student organization training must be completed at the beginning of the fall and spring semesters. Each organization is required to have one representative to participate in trainings, online or in person each semester.
12. A representative from each student organization must complete a university sponsored or approved risk management training on an annual basis.
13. Each student organization is required to have an on-campus mail box.
14. Regulations pertaining to student organizations may be obtained in the Office of Student Development and Orientation office, CSC 194.

#### *Additional Policies for Social Fraternities/Sororities*

1. All single-sex fraternities and sororities as recognized by Title IX of the Education Amendments of 1972 criteria, and formed and operating not for professional or honorary purposes, must be member of an appropriate MSU governing council (IFC, MGU, or PHC), as determined by the Director of Student Development and Orientation.
2. Each fraternity/sorority must adhere to the MSU Greek Life Standards of Excellence and submit semesterly review materials by December 15 and May 15, respectively.
3. Each fraternity/sorority must adhere to the MSU Greek Life policies for Expansion/Extension, Academic Reporting, and Recruitment/Intake. Full policies are available in the Office of Student Development and Orientation, CSC 194.

#### *Procedure for Establishing a New Organization*

1. Students interested in forming a new organization must meet with the Director of Student Development and Orientation, or his/her designee. Student organizations may be officially recognized when formed for purposes that are consistent with the philosophy and goals of Midwestern State University. The purposes, goals and activities of one organization should not duplicate those of another.
2. The following forms must be submitted to the Director to begin the approval process: the student organization roster (a list of proposed members, officers and advisor) with a minimum of eight (8) currently enrolled MSU students, an Activity Reservations/Guidelines Agreement, and a constitution or statement of purpose which must include:
  - A. The exact title of the organization.
  - B. The purpose of the organization. Is it fostering a broad educational goal? Does it have a social, cultural, or political aim? Why was the group founded? Be precise enough so that a non-member would understand the group's purpose. Religious organizations must indicate their religious affiliation.

- C. A statement of the group's willingness to abide by all university policies.
  - D. A statement that membership must be open to all Midwestern State University students.
  - E. Details on how to become a member. How are voting members identified? What is the deadline for joining to be able to vote? Who keeps the official membership list?
  - F. Details on how a member may remain in the organization if she/he fails to pay dues.
  - G. Membership dues, if applicable.
  - H. A statement on the number of officers. What are their titles and duties? Will the officers constitute an executive committee? Officers must be full-time undergraduate students.
  - I. Details on how officers are elected. What constitutes a quorum? What type of ballot? Who may vote? When are they elected, and for what period? Who is eligible for office/ When do officers assume office? How may officers be removed? How will mid-year vacancies be filled? You may wish to clarify the role of the advisor.
3. If the organization has a state, regional, or national affiliation, the organization must also include from its state, regional, or national office the constitution, by-laws, financial support, type of supervisory role held with local chapters, and documentation establishing recognition and support for a student organization at MSU. When this is obtained, final approval of the state, regional, or national organization must be made by the university's Administrative Council.
  4. Final approval for local organizations must be made by a committee comprised of the Vice President for Student Affairs and Enrollment Management, Dean of Students, and the Director of Student Development and Orientation.
  5. Prospective MSU student organizations may have a maximum of three (3) organizational meetings prior to final approval. All student organizational meetings must comply with the MSU Activity Reservations/Guidelines Agreement.

#### *Eligibility to Hold Office in a Student Organization*

1. Officers of each organization must have a 2.0 cumulative grade point average preceding election to office and must maintain this average while in office.
2. An officer must not be on academic or disciplinary probation.

### ***Student Success Series***

The Student Success Series was established to provide high-quality, interesting and interactive educational presentations for students that will enhance their university experience and help them succeed in achieving an education. The Student Success Series brings nationally known campus presenters who deal with a variety of subjects such as study skills, alcohol abuse, eating and health, career planning, and diversity. All Student Success Series programs are free to MSU students, faculty, and staff. For more information, contact the Student Development and Orientation office at (940) 397-4500.

### ***Student Support Services***

The mission of Student Support Services is to facilitate a supportive environment for academic success and personal enrichment through proactive and individualized services available to a student from their first semester through graduation. Student Support Services students are challenged to take charge of their learning and develop skills that will enable them to enhance their lives and become well-rounded citizens of the Midwestern State University community. Student Support Services staff initiates and develops partnerships with students that are academically based and strive to lead students down a path towards cultural growth and awareness. For more information, contact the Student Support Services office at (940) 397-4076.

## ***Testing Center***

The Testing Center office, located in Hardin South, Room 224, offers a wide variety of national, state, and local exams as well as provides information regarding exams to students and to the community. The Testing Center office may be contacted by telephone at (940) 397-4676 or by email at [testing@mwsu.edu](mailto:testing@mwsu.edu). The Testing Center offers both paper/pencil-based exams and computer-based exams.

The paper/pencil-based exams include the American College Test (ACT), Scholastic Aptitude Test (SAT), Texas Higher Education Assessment (THEA), Law School Admission Test (LSAT), and the Braille Texas Examination of Educator Standards (TExES). In addition, placement exams and correspondence exams are also administered by the Testing Center.

Computer based exams include, but are not limited to, Graduate Record Exam (GRE), Texas Examination of Educator Standards (TExES), General Education Development (GED), Test of English as a Foreign Language (TOEFL), Miller Analogy Test (MAT), Texas Commission on Law Enforcement Officer Standards Exam (TCLEOSE), Texas Success Initiative (TSI), Health Education Systems, Inc. (HESI) and Health Occupation Basic Entrance Test (HOBET). The College Level Examination Program (CLEP), which provides credit by examination, is also computer-based. The MSU Testing Center is a Prometric testing site offering hundreds of computer-based exams for professional and IT licensure. For more information go to <http://www.prometric.com>.

Please visit our web site at <http://www.mwsu.edu/testing> for more information.

## ***University Programming Board***

The University Programming Board (UPB) is a student organization that is open for membership to all MSU students. The University Programming Board is responsible for campus programming which includes bringing in featured entertainers, a cinema series, and many other special events. Admission to UPB events is free. For more information, contact the Office of Student Development and Orientation in Clark Student Center Room 194, phone (940) 397-4500.

## ***Vinson Health Center***

The Vinson Health Center is the student health center for Midwestern State University. Ambulatory care services are provided for the exclusive benefit of MSU students. Medical services are designed to meet the needs of students with acute illnesses and/or injuries. The health center utilizes an emphasis on preventive medicine to enable students to focus on the university curriculum and campus life.

Additional services to promote wellness are provided to ensure each student maintains a state of optimal health. The health center serves as a resource for developmental programming in areas of health promotion, health maintenance and health education. Students may contact the Vinson Health Center by calling (940) 397-4231.

### *Hours*

1. The Health Center is open from 7:45 a.m. until 4:45 p.m., Monday through Friday, in fall and spring semesters.
2. In summer sessions, the Health Center provides services on a variable schedule. The dates and hours of operation will be adjusted to coordinate with the Midwestern State University summer class schedule.
3. During the academic year, patients are seen during the following clinic hours:
  - Fall and spring semesters (Mon-Fri) 7:45 a.m. to 4:30 p.m.
  - Summer semesters (Mon-Thurs): 7:30 a.m. to 1:30 p.m.Students are seen by appointment, which may be made in person or by calling (940) 397-4231. Same day appointments are available, as the schedule permits.

4. During a current semester, an enrolled student may obtain an after-hours referral for an illness or injury needing immediate care. Students will be responsible for charges incurred as a result of the referral. Students should contact 1) a housing staff member (for campus residents); 2) University police (for off campus students); 3) recreational sports official (for recreational sports injuries only); or 4) athletic trainer (for athletic injuries only).
5. No Show Policy - A "No Show" is someone who misses a scheduled appointment without canceling at least 24 hours in advance. No Show appointments inconvenience the Vinson Health Center, but more importantly, displace individual students who need access to medical care in a timely manner. A failure to present at the time of a scheduled appointment will be recorded in the patient's chart. A fee of \$25.00 will be applied to a student's MSU account for each "No Show". Three "No Show" appointments for the same illness will result in a meeting between the individual student and Medical Director and/or Manager of the Vinson Health Center, which may result in the student's loss of appointment scheduling privileges.

*Student Insurance – See Insurance for Students*

### ***Wellness Programs***

Wellness Programs are a great way for current students to maximize their physical fitness. A wide assortment of fitness classes are available for all of our students, including indoor cycling, Pilates, Yoga, Turbo, PIYO, Pump It, Hip Hop, Circuit Training, Core Training, Muscle Works, Boot Camp, Insanity and Kickboxing. Students also have access to one-on-one personal training sessions with certified personal trainers and can have assistance in creating a workout program specific to their needs. Students may also have their Body Mass Index (BMI) calculated to better understand their workout needs so they may reach a specified goal. All of these services are free to currently enrolled students.



## SECTION III



# Academic Issues

For a complete description of all services available to students not listed in this handbook, please refer to the most recent copy of the *Midwestern State University Undergraduate Catalog* or the *Midwestern State University Graduate Catalog*, as applicable. Copies of the catalogs may be obtained from the Office of the Registrar, the Clark Student Center Information Desk, or they may be electronically accessed at <http://registrar.mwsu.edu/catalog/>.

Specific academic services and issues of interest addressed in the catalogs that are not specifically addressed in this handbook are:

- Academic Standards
- Table of Academic Standards
- Academic Probation
- Continued Academic Probation
- Academic Suspension and Dismissal
- Limits on Readmission
- Readmission after Academic Suspension
- Petitions for Reinstatement
- Appeal of Course Grade
- Audit of Courses
- Change of Major
- Classification of Students
- Common Course Numbering System
- Correspondence Work
- Course Changes, Drops, and Withdrawals
- Course Load
- Course Numbers
- Credit by Examination
- College Level Examination Program (CLEP)
- College Board Advanced Placement Program
- Defense Activity for Non-traditional Education Support (DANTES)
- International Baccalaureate Program
- Proficiency Examinations
- Degree Plan
- Grade Point Average
- Grading System
- Honor Rolls
- Independent Study Course
- International Services
- Invalidation of Courses
- Mustangs I.D.
- Other Non-Traditional Credits
- Credit for U.S. Military Service
- General Comments about Non-traditional Credits
- Undergraduate Transfer of Non-traditional Credits

Credit for Institutes, Certificate Programs, Clock Hour Programs, Registry Examinations, Federal Certifications, and Military Training  
Credit for Experiential Learning  
Personal Identification Number (PIN)  
Testing Center  
Texas Success Initiative  
Transcript Service  
Transfer Disputes  
Tuition Rebate  
Veterans Affairs

## ***Academic Advising***

An academic advisor is a member of the faculty or staff who guides the student in the selection of courses for degree plan completion, and assists in solving academic problems. Academic Advisors are assigned by major department and programs. Until a student selects a major field of study, the student will be assigned to an Academic Advisor in the Mustang Advising Center (MAC). After the major is selected, the coordinator of the program in which the student is majoring will appoint an advisor.

The advisor will prepare the student's degree plan and will approve the student's schedule at each registration. The student should feel free to consult his advisor regarding his course of study, other interests, and problems.

MSU students are required to meet with their Academic Advisor each semester prior to course registration.

## ***Academic Success Center/Mustangs Advising Center***

The Academic Success Center (ASC) provides opportunities for students to maximize their academic potential at MSU through Academic Advising services and Academic Programs.

**Academic Advising:** The Academic Success Center (ASC) and Mustangs Advising Center (MAC) coordinates the Academic Advising of most first year students, students Undecided (UNDC) in their Major, Student-Athletes, and other designated special populations, including Students Admitted by Review and TSI required students. ASC and the MAC are located in McCullough Hall.

**Academic Programs** include academic support programs and three hour elective credit courses as follows:

**MWSU 1233: College Connections** is a course to assist new students in their transition to the college environment, and is recommended for all beginning MSU students. The curriculum is designed to build academic knowledge and study skills for success in college, provide major and career exploration opportunities, and promote student engagement for an exceptional first year experience. Limited to new students.

**MWSU 1003: Skills for Success** is designed for students who would benefit from an intensive program of academic assistance for developing learning strategies and study tools.

**Supplemental Instruction (SI)** - SI is an academic enrichment program that targets historically difficult academic courses and offers free peer-assisted study sessions to all enrolled students in a designated section of selected courses.

**Academic Referral Program** - Faculty may refer a student to the ASC when a need to improve academic performance is identified. Students are notified and asked to contact the ASC for an appointment to discuss assistance and services.

**Study Hours and Tutoring Assistance** - ASC offers a schedule of selected subjects tutoring assistance. Please contact the ASC, (940) 397-4684, or visit the ASC homepage at <http://academics.mwsu.edu/successcenter/> for more information.

## ***Building Hours and Keys***

Classroom buildings will be open Monday through Friday from 7:00 a.m. to 6:00 p.m. Buildings in which evening classes are taught will close at the conclusion of the final class period. Classroom buildings will be closed Saturdays, Sundays, and holidays unless otherwise noted. Clark Student Center, Moffett Library, and the Student Wellness Center will be open daily unless otherwise noted.

### *Entry to Closed Buildings and Student Use of Authorized Building Keys*

Authorized Entry of Closed Buildings and Facilities--Only students issued an outside door key or students accompanied by faculty or staff members *for the duration of their stay* may enter closed buildings or facilities.

When buildings are closed to general use, varsity athletes working out on athletic equipment or practicing on indoor courts must be accompanied by coaches or by teaching assistants who have been issued authorized outside door keys. Coaches and teaching assistants *must remain with the athletes for the duration of their stay in the building*. When varsity athletes are accompanied by teaching assistants, no extraneous persons may be in attendance or participate in the activities, and both the athletes and the teaching assistants must be in possession of their student I.D. cards.

### *Restrictions upon Students Holding Authorized Outside Door Keys--*

1. Students issued an authorized outside door key will be prohibited from using *recreational facilities*, such as basketball courts and exercise equipment, *or computer labs or meeting rooms* for their *own private purposes* or that of their friends and acquaintances *when buildings are closed to general use*.
2. Students issued authorized outside door keys for academic buildings are prohibited from working in laboratories and studios unless accompanied by an MSU faculty member for the duration of their stay in the building.

*Disciplinary Action*—The following will be cause for disciplinary action:

1. Students in possession of unauthorized building keys.
2. Students lending their authorized building keys to *unauthorized persons*.
3. Students leaving doors ajar or otherwise enabling unauthorized persons to enter buildings or facilities closed to general use.
4. Unauthorized entry or occupation of university buildings.

## ***Class Attendance Policy***

Students are expected to attend all meetings of the classes in which they are enrolled. Although in general students are graded on intellectual effort and performance rather than attendance, absences may lower the student's grade where class attendance and class participation are deemed essential by the faculty member. In those classes where attendance is considered as part of the grade, the instructor should so inform students of the specifics in writing at the beginning of the semester in a syllabus or separate attendance policy statement. An instructor who has an attendance policy must keep records on a daily basis. The instructor must give the student a verbal or written warning prior to being dropped from the class. Instructor's records will stand as evidence of absences. A student with excessive absences may be dropped from a course by the instructor. Any individual faculty member or college has the authority to establish an attendance policy, providing the policy is in accordance with the General University Policies.



### *Authorized Absences*

Absences due to required participation in university-sponsored activities must be approved by the college dean or Athletic Director and the Provost. Students with written approval must present a signed letter or memo to each instructor at least two class days prior to the date of the absence. Only prior notification can guarantee lack of penalty for these absences. It is the responsibility of the student to arrange with the instructor to make up all work missed during an authorized absence.

Academically-related activities (class field trips, attendance at conferences, etc.) which result in absences require the cooperation of individual faculty members. Even though such activities are educational in nature, they do not qualify as university-sponsored activities. Faculty members who organize such activities should assist their students in contacting and informing relevant faculty of the planned activity. Excused absences for such activities may be given at the discretion of the faculty member whose class is missed.

### *Procedures for Authorized Absences*

The Provost will approve one copy of a request which includes the names of all students involved. The faculty member, upon receipt of the approval, will make copies for each student.

1. Faculty sponsors or coaches should draft a memorandum or letter to the Provost. This memorandum should include information concerning the nature of the event, the date(s) on which students would be absent from class, and the names and identification numbers of the students involved.
2. Upon approval of the Provost, a copy of the memorandum should be given to each student listed.
3. Students should be directed to communicate with their instructor(s) at least two class days prior to the date of the planned absence. Make-up assignments will occur at the convenience of the professor.

Assistance with notification of professors with regard to absences will be provided by the following:

1. Dean of Students Office - For personal emergencies or an illness which requires hospitalization or a prolonged absence, a student should notify the Dean of Students.
2. Vinson Health Center - When a student's illness warrants verification, the Dean of Students office and/or faculty members will be notified.

### *Religious Holy Days*

State law requires that an institution of higher education shall allow a student who is absent from classes for the observance of a religious holy day to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence. However, not later than the 15th day after the first day of the semester, the student must notify the instructor of each class the student has scheduled on that date that the student will be absent for a religious holy day.

Examinations and in-class assignments must be completed within a reasonable time after the date of observance. It is the responsibility of the student to make up the work on or before the date arranged with the instructor, but in no case later than the day of the final examination for that class.

## ***Commencement Decorum/Attire***

Commencement is a solemn occasion marking a special time in a student's career. Those students who wish to present themselves for graduation at commencement will be expected to behave in a manner befitting the occasion. Guests will also be expected to maintain decorum commensurate with this type of event. In light of the formality of commencement, all graduates should be prepared to cooperate with the university's policy on appropriate attire. Specific attire for graduates is described as follows:

All graduates will be expected to wear a black academic gown and a mortar board (without personal accessories or messages).

### **MEN**

Dress shirt (tie optional)  
Dark trousers  
Dress shoes and socks

### **WOMEN**

Dress, skirt or dark slacks and blouse  
Dress shoes

Casual wear (i.e., blue jeans, Hawaiian print shirts, fluorescent colors, etc.) is not appropriate attire for this occasion.

## ***Family Educational Rights and Privacy Act of 1974***

Midwestern State University maintains educational records for each student who is or has been officially enrolled.

### **Areas in which student records are maintained:**

- A. Academic Records - Registrar's Office
- B. Admissions Records - Admissions Office, Office of the Graduate School, and Office of International Services
- C. Financial Records - Business Office
- D. Financial Aid Records - Financial Aid Office
- E. Graduate Studies Records - Office of the Graduate School
- F. Placement Records - Career Management Center
- G. Progress Records - Faculty Offices and Academic Advising Offices
- H. Disciplinary Records - Office of Student Conduct
- I. Housing Records - Housing and Dining Services
- J. Athletics Records - Athletics Office
- K. Occasional Records - University staff person who maintains minutes of faculty or committee meetings or copies of correspondence

### **Directory Information.**

This is information which may be released to the general public without the written consent of the student. A student may request that the Directory Information be withheld from the public by making a written request to the Office of the Registrar during the first 12 class days of a fall or spring semester or the first 4 class days of a summer term. This request will remain in effect the remainder of the academic year, and the request must be renewed each fall. The following items have been designated as Directory Information:

- A. Name
- B. Date and Place of Birth
- C. Current and Permanent Address
- D. Telephone Listing
- E. Major and Minor Fields of Study
- F. Student Enrollment Status (full-time/part-time)

- G. Classification
- H. Participation in Officially Recognized Activities and Sports
- I. Weight and Height of Members of Athletic Teams
- J. Dates of Attendance
- K. Degrees and Awards Received
- L. All Previous Educational Agencies or Institutions Attended
- M. Photographs

### **Review of Record.**

Students who desire to review their records may do so upon written request of the appropriate record custodian. The Review Request Form must identify as precisely as possible the records to be reviewed.

### **Challenge to Accuracy of Record-keeping.**

Students who desire to challenge the accuracy of their records shall follow the procedure outlined below:

**Informal Review.** The procedure outlined for Review of Record shall be followed. The review official will summarize action taken on the Review Request form. This form should be signed and dated by the review official and maintained with the student's record. If the Informal Review does not clarify the accuracy of record-keeping, the student may request a Formal Review.

**Formal Review.** The Provost will chair and appoint a committee to hear challenges concerning records of offices reporting to him or her. The Vice President for Student Affairs and Enrollment Management will chair and appoint a committee to hear challenges concerning other records. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney.

The Provost or Vice President for Student Affairs and Enrollment Management will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision. If the University's decision is that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, the student will be notified that he has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.

The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If MSU discloses the contested portion of the record, it must also disclose the student's statement. If MSU decides that the information is inaccurate, misleading, or in violation of the student's rights of privacy, it will amend the record and notify the student, in writing, that the record has been amended.

Students have a right to consent to disclosures of personally identifiable information (PII) contained in their education records, except to the extent that FERPA authorizes disclosure without consent. The following exceptions permit disclosure without consent:

- a. Disclosure without consent is permitted to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, collection agent, or enrollment or loan and degree verification service); a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has

- a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- b. The Higher Education Amendments of 1998 allow disclosure of the final results of student disciplinary proceedings involving students found to have committed a disciplinary offense that would constitute a “crime of violence” (or a nonforcible sex offense) under federal law, specifically the name of the student found to have committed the offense, the violation committed, and any sanction imposed.
  - c. The 1998 FERPA amendments also allow institutions of higher education to disclose to a parent or legal guardian of a student under the age of 21 years information regarding the student’s violation of any federal, state, or local law, or any institutional rule or policy related to the use or possession of alcohol or a controlled substance.
  - d. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student’s education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
    - School officials with legitimate educational interest;
    - Other schools to which a student is transferring (seeks or intends to enroll);
    - Specified officials for audit or evaluation purposes;
    - Appropriate parties in connection with financial aid to a student;
    - Organizations conducting certain studies for or on behalf of the school;
    - Accrediting organizations;
    - To comply with a judicial order or lawfully issued subpoena;
    - Appropriate officials in cases of health and safety emergencies; and
    - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Students have a right to consent to disclosure of personally identifiable information (PII) contained in their education records, except to the extent that FERPA authorizes disclosures without consent. Certain exceptions permit disclosure without consent. As of January 3, 2012, the U.S. Department of Education’s FERPA regulations expand the circumstances under which a student’s education records and personally identifiable information contained in such records may be accessed without the student’s consent. Students needing more details regarding these exceptions may contact the Office of the Registrar.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Midwestern State University to comply with the requirements of FERPA.

FERPA allows the Texas Higher Education Coordinating Board (the State of Texas educational governing entity), with student consent, to disclose to higher education institutions the number of credit hours taken previously.

Students who desire to grant access to parents or third parties can access a release form at <http://www.mwsu.edu/student-life/dean> or in the Office of Student Affairs, Clark Student Center, Room 104.

## ***Instructor Drop***

An instructor may drop a student any time during the semester for excessive absences, for consistently failing to meet class assignments, for an indifferent attitude, or for disruptive conduct. The instructor must give the student a verbal or written warning prior to dropping the student from the class. An instructor's drop of a student takes precedence over the student initiated course drop of a later date. The instructor will assign a grade of either WF or F through the first 9 weeks of a long semester, the first 6 weeks of a 10 week summer term, or the 12th class day of a 4 or 5 week summer term consisting of 20 days. After these periods the grade will be an F. The date the instructor drop form is received in the Office of the Registrar is the official drop date.

A student dropped from a class by a faculty member for disruptive behavior has the right of appeal to the Student Conduct Committee through the Student Conduct office.

## ***Intellectual Property Rights General Statement***

Policy 3.139 of the Midwestern State University Policy and Procedures Manual states the following in regard to intellectual property rights:

### A. Introduction

The public interest is best served by creating an intellectual environment whereby creative efforts and innovations can be encouraged and rewarded, while retaining for the university and its learning communities reasonable access to, and use of, the intellectual property, for the creation of which the university has provided assistance. The university supports the development, production, and dissemination of intellectual property of its faculty.

### B. Relevant Definitions

#### 1. Copyright

Copyright shall be understood to mean that bundle of rights that protect original works of authorship fixed in any tangible medium of expression, now known or later developed, from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device.

#### 2. Creators

Creators are defined as faculty, staff, and other persons employed by Midwestern State University, whether full or part-time; visiting faculty and researchers; and any other person, including students, who create or discover applicable intellectual property using University resources.

#### 3. Patent

Patent shall be understood to mean that bundle of rights that protect inventions or discoveries which constitute any new and useful process, machine, manufacture, or composition of living or non-living matter, or any new and useful improvement thereof; new and ornamental designs for any useful article and plant patents being for the asexual reproduction of a distinct variety of plant, including cultivated sprouts, mutants, hybrids, and new found seedlings, other than a tuber propagated plant or plant found in an uncultivated state.

#### 4. Tangible Media

Tangible media include, but are not limited to books, periodicals, manuscripts, phone records, films, tapes, and disks.

#### 5. Technology

Technology includes discoveries, innovations, inventions or trade secrets.

#### 6. University

University shall refer to Midwestern State University.

7. University Resources

University resources are defined as all tangible resources provided by Midwestern State University to Creators, including office, lab and studio space and equipment; computer hardware, software, and support; secretarial service; research; teaching and lab assistants; supplies; utilities; funding for research and teaching activities; travel, and other funding and reimbursement. University resources do not include salary, insurance, or retirement plan contributions paid to, or for the benefit of, Creators.

8. Works of Authorship

Works of authorship (including computer programs) include, but are not limited to the following: literary works; musical works, including any accompanying words; dramatic works, including any accompanying music; pantomimes and choreographic works; pictorial, graphic, and sculptural works (photographs, prints, diagrams, models, and technical drawings); motion pictures and other audiovisual works; sound recordings; and architectural works.

C. Intellectual Property Ownership

1. Intellectual property, whether technology or works of authorship, created, made or originated by a faculty member shall be the sole and exclusive property of the Creator except as he/she may voluntarily choose to transfer in full, or in part. Although the previous statement applies to the patent and copyright areas, a tradition exists in academe of the arrangement of agreements between faculty inventors and the university which detail a means of sharing income from commercial application of patented inventions.

2. In the instance that the Creator maintains ownership of the technology or work of authorship, the Creator shall be responsible for all costs related to the filing of patents and copyrights.

3. The university shall own copyright in the following three (3) circumstances:

a. The university expressly contracts with a Creator to create a specified work. The contract shall state that the university shall own the work.

b. The Creator has voluntarily transferred the copyright, in whole or in part, to the university. Such transfer shall be in the form of a written document signed by the Creator.

c. The University has contributed to a "joint work" under the Copyright Act. The university can exercise joint ownership under this clause when it has contributed services and facilities to the production of the work that go beyond what is traditionally provided to faculty members generally in the preparation of their course materials. Such arrangement is to be agreed to in writing, in advance, and in full conformance with other provisions of this agreement.

4. In the instance that the university maintains ownership of the technology or work of authorship, the university shall be responsible for all costs related to the filing of patents and copyrights.

5. Disclosure

If a university employed student, staff or faculty member (Creator) conceives or practices any technology or work of authorship using in any part of the conception or practice any university resources, that person must disclose such technology or work of authorship to the Provost as soon as practicable after the date of first conception or discovery. Certain research agreements may require disclosure, and in such a case, a person shall disclose technology in accordance with the agreement. Licensing of this technology or work of authorship shall be the responsibility of the Creator or the university, depending on the ownership of the intellectual property (see above for ownership issues). Disputes

- regarding licensing shall be referred to the Intellectual Property Policy and Rights Committee (see C).
6. **Use of Intellectual Property**  
Material created for ordinary teaching use in the classroom and in academic programs, such as syllabi, assignments, and tests, shall remain the property of the Creator, but the university shall be permitted to use such material for internal instructional, educational, and administrative purposes, including satisfying requests of accreditation agencies for faculty-authored syllabi and course descriptions. In an agreement transferring copyright for such works to a publisher, Creators should provide rights for the university to use such works for internal instructional, educational, and administrative purposes.
  7. **Textbook Adoption**  
Any commercially printed workbook, textbook, or material used by students and authored or co-authored by Midwestern State University faculty members must be approved by the Academic Council. The College Dean will show in writing that the adoption is realistically priced and has been properly evaluated. A review of any adoption will be made by the College Council concerned every three (3) years. All subsequent adoptions of this work will be approved by the Academic Council.
  8. **License for Use of Material Made Available for the Use of the University**
    - a. Many faculty, staff, and students create technology or works of authorship which is/are the subject of intellectual property protection and which they voluntarily make available for the use of the University (during the Creator's tenure at the university) without expectation of further compensation. When the Creator leaves the university, regardless of the reason for the departure, the university should contract with the Creator for continued use of the work if such is desired.
    - b. The university shall retain a non-exclusive, royalty-free license to use such material made available for the use of the university, provided that significant contributions of the Creator(s) are acknowledged. The university shall not exploit the work outside of the university or for profit.
  9. **Licenses for Non-Commercial Research and Teaching Within the University**  
Many faculty, staff, and students experience costs and practical inconvenience in obtaining permission to use material that is the subject of intellectual property protection for research and teaching. Individuals are therefore encouraged to seek from publishers and other persons to whom Creators assign rights in their intellectual property, a non-exclusive, royalty-free license for their own non-commercial research and teaching and, where possible, for anyone within the university to use that intellectual property for non-commercial research and teaching.
  10. **Distribution of Any Funds Generated**
    - a. Funds received by the Creator from the sale of intellectual property, whether technology or works of authorship owned by the Creator, shall be allocated and expended as determined solely by the Creator.
    - b. Funds received by the university from the sale of intellectual property owned by the university shall be allocated and expended as determined solely by the university.
    - c. Funds received by the Creator and the University from the sale of intellectual property owned jointly by the Creator and the university shall be allocated and expended in accordance with a specific agreement between said Creator and the university.

11. Business Participation

The university does not discourage persons subject to this policy from participating in the commercial development and/or exploitation of intellectual property, whether technology or works of authorship. A person shall not engage in business participation if such participation would violate state or federal law or regulation. If not in violation of regulations involved in the funding of research, the Creator(s) may participate in the equity of a business related to the production and/or distribution of the technology or work of authorship. If not in violation of regulations involved in the funding of research, the Creator(s) may participate in the management of a business related to the development of the Creator's technology or work of authorship.

D. Resolution of Emerging Issues and Disputes

1. The Intellectual Property Policy and Rights Committee will be composed of six (6) faculty members (each elected by one college) and three (3) administration members (appointed by the President). The Committee members shall elect a chair from among themselves each year. The chair shall be a full, voting member of the Committee. At the time of the initial appointment or election, each member shall be designated as serving a one, two, or three-year term so that the term of two (2) faculty committee members and one (1) administration member's term will expire each year and their replacements elected/appointed each year. After the establishment of the committee, subsequent members shall serve a three-year term, commencing on September 1, and terminating on August 31. Committee members may serve two (2) consecutive three-year terms.
2. The Committee shall monitor and review technological and legislative changes affecting intellectual property rights policy and shall report to relevant faculty and administrative bodies when such changes affect existing policies.
3. The Committee shall serve as a forum for the receipt and discussion of proposals to change existing institutional policy and/or to provide recommendations for contract negotiations.
4. Disputes over ownership, and its attendant rights, of intellectual property will be decided by the Intellectual Property Policy and Rights Committee.
5. The Committee shall make an initial determination of whether the University or any other party has rights to the invention or other creation, and, if so, the basis and extent of those rights. The Committee shall also make a determination on resolving competing faculty claims to ownership when the parties cannot reach an agreement on their own. The Committee will convey their determinations to the President for his/her final disposition.
6. If the Creators disagree with the determination of the Committee or the President, they may appeal to binding arbitration.

E. Implementation

1. This policy shall not apply to existing written agreements: between the University and/or Creator(s) and any external organization or individual, concerning the development, legal protection, or commercialization of specific intellectual property, and entered into prior to the date on which this Policy is adopted by the Board of Regents.
2. If an existing written agreement is renewed, revised, or amended after the date on which this policy is adopted by the Board of Regents, reasonable attempts shall be made to conform such agreement with the requirements of this policy as of the date on which it is renewed, revised, or amended.
3. The university shall inform all persons subject to this policy of its terms as soon as efficiently possible after its adoption and at regular intervals thereafter.



## ***Undecided Majors***

Students who come to MSU without having decided upon a major will be assigned an Academic Advisor in the Mustangs Advising Center. Undecided students are encouraged to declare a major field of study as soon as possible. The MAC Academic Advisor will discuss degree plan options and may recommend enrollment in MWSU 1233 to assist UNDC students with major and career exploration. UNDC students should also take core courses which will count toward any degree. All new students are eligible to enroll in MWSU 1233 College Connections their first semester on campus. If students are admitted under Admission By Review, they are required to enroll in MWSU 1233.

## SECTION IV



# Business Office & Financial Aid

## *Business Office*

### SUMMER HOURS

Teller Windows: 7:15 a.m. to 5:00 p.m.

Business Office: 7:00 a.m. to 6:00 p.m.

### REGULAR HOURS

Teller Windows: 8:15 a.m. to 4:00 p.m.

Business Office: 8:00 a.m. to 5:00 p.m.

The Business Office is located in Room 103 of the Hardin Administration Building on the northeast corner of the campus. After-hours drop boxes are located next to the Business Office Teller windows and the west entry doors of the Hardin Building for making payments.

Business Office website: <http://www.mwsu.edu/busoffice/index>

Business Office email: [bus.office@mwsu.edu](mailto:bus.office@mwsu.edu)

Telephone Number: 940-397-4101

Midwestern State University is excited to offer **online payments and e-refunds!** To access our payment/refund website please visit [www.mwsu.edu/onlinepayments](http://www.mwsu.edu/onlinepayments). *Payments are fast, easy, and secure. This website is available 24 hours a day, 7 days a week for your convenience.*

### *Student Financial Responsibility Statement*

When registering for classes, you acknowledge and agree to all terms and conditions set forth by Midwestern State University including liability for all tuition, fees, room, board, and other related charges. Failure to pay your student financial obligation in full by the due date for the semester allows Midwestern State University to exercise its right to pursue other legal action for collection. This includes, but is not limited to, placing your past due account with a collection agency and/or other third party such as an attorney. In addition to paying your past due account, you will be obligated to pay all reasonable costs and expenses of collection, including, without limitation, reasonable court costs and attorneys' fees and/or collection agency fees and charges. Midwestern State University may also disclose to credit bureau organizations that you have defaulted on your student financial obligation to Midwestern State University. Failure to attend classes does not absolve you from financial liability. In all cases, it is your responsibility to drop classes by the published drop/add date or you will be held liable for those classes.

### *Fixed Rate Designated Tuition Plan*

The Board of Regents approved a Fixed Rate Designated Tuition Plan effective for Fall 2014. The fixed rate designated tuition plan is designed to provide students and parents with more predictability when paying for college and to encourage more timely graduation within the four years of fixed designated tuition.

### *Release of Information*

In accordance with FERPA Guidelines and the Gramm Leach Bliley Act, financial information is not a matter of public record. Students must submit to the Dean of Student's Office, CSC Room 104, a signed Release of Information document stating to whom we can release this information. Once a Release of Information document has been supplied to the Dean of Student's Office it will remain in effect until the student retracts permission in writing.

### *Title IV Authorization*

MSU is required to request permission from all Title IV aid recipients to apply federal student aid to minor prior-year charges AND/OR "allowable charges" other than tuition, fees, and room and board. Allowable charges include: parking decal, student health insurance, expenses that exceed the university's medical allowance, and parking tickets. Title IV federal student aid includes Pell Grant, SEOG Grant, LEAP/SLEAP Grants, College Work Study, Direct Subsidized Loan, Direct Unsubsidized Loan, Perkins Loan and Direct PLUS Loan.

### *Student Property Deposit*

The Board of Regents has authorized the collection of a \$10 student property deposit as required by Section 54.502 of the Education Code. The purpose of the deposit is to protect the institution against losses damages, and breakage in libraries and laboratories. The deposit shall be returned at the student's request on the withdrawal or graduation of a student, less any loss, damage, or breakage caused by the student.

Any general property deposit for which a refund has not been requested for a period of four years from the date of the student's last attendance shall be forfeited and become a part of the student deposit fund. Forfeited deposits, investment earnings, and additional donations will be used for general scholarships.

### *Payment Information*

MSU accepts the following forms of payment: Cash, Check, Cashier's Check, Money Order at the Business Office window. MasterCard, Discover, VISA, and American Express may be used **online only**. A 2.75% convenience fee, approved by the Board of Regents, will be assessed on all credit card payments for tuition/fees made online at [www.mwsu.edu/onlinepayments](http://www.mwsu.edu/onlinepayments). You may avoid the convenience fee by using the Electronic Funds Transfer payment option. Students who do not meet the payment due date are subject to having their classes voided and will be no longer be considered an enrolled student.

### *Installment Plan*

An **installment contract** is available **online only** at [www.mwsu.edu/onlinepayments](http://www.mwsu.edu/onlinepayments) for payment of tuition, fees, housing (monthly housing not included), and meal plans. The installment contract is available for the Fall, Spring, Summer I, and Summer II semesters and allows you to pay your bill in three (two in summer) separate payments. A non-refundable fee in the amount of \$22.50 is assessed for the use of this payment option.

### *Emergency Tuition and Fee Loan*

You must print a paper copy of the contract at <http://www.mwsu.edu/busoffice/paymentplans>, sign, and bring it to the Business Office before the loan will be applied to your student account. A non-refundable fee in the amount of \$22.50 and 1% interest is assessed for the use of this payment option. Monthly housing is **not** covered by the emergency tuition and fee loan.

### *Returned Check/ACH Policy*

If a student has a check returned or returned ACH by his or her bank for insufficient funds or account closed, a letter will be mailed to the student giving the student ten days to pay the check and charge due. If the amount is not paid within ten days, the check will be turned over to the District Attorney's office for collection. Also, a hold will be placed on the student's records. If the check was given in payment of tuition and fees and/or installment payment, the student will be withdrawn from the University for Non-payment.

All returned checks must be paid by cash, cashier check, money order at the Business Office window, or MasterCard, Discover, VISA, and American Express online. There is a \$15.00 Return Check Fee assessed for each returned check. If a student has two or more returned checks within a year, the student cannot write checks on campus for a period of one year.

### *Third Party Payments*

Students receiving tuition assistance (i.e., Texas Tomorrow Fund, Texas Promise Plan, Military, or assistance from their employers) must provide the signed and approved form to the Business Office as payment for tuition and fees prior to the payment deadline. MSU will bill the agency directly for the approved amount of tuition and fees. Any remaining balance **not** covered by the third party agency **is the responsibility of the student.**

### *Mobile App is Here!*

Mobile App is the easy way to access your student account, anytime, anywhere! Just go to [www.mwsu.edu/onlinepayments](http://www.mwsu.edu/onlinepayments) from your Android or Apple mobile device, or scan the QR code to the left to view your account activity, make a payment, or even sign up for E-Refunds. It is simple, safe, and secure.



### *E-Refunds...Sign up today!*

**Direct Deposit** is secure – the easy way to receive your refund. No more waiting for a paper check in the mail! Go to [www.mwsu.edu/onlinepayments](http://www.mwsu.edu/onlinepayments) to sign up today!

**Select** E-Refund tab – Set up Account – Enter your routing & account number – Check the refund option – Save your payment/refund method

### *Text Messaging is here!*

You can sign up today at [www.mwsu.edu/onlinepayments](http://www.mwsu.edu/onlinepayments). Receive your bills by text message starting now.

## Financial Aid

The mission of the MSU Financial Aid Office (MSU-FAO) is to remove the financial barriers which could potentially prevent a student from pursuing higher education. Financial aid consists of grants, scholarships, long-term and short-term loans, and part-time employment. Aid is awarded to cover existing differences between the cost of attending MSU and the resources available to the student/spouse or the student/parents. Each aid application is handled on an individual basis to determine a suitable award which may be one type of aid or a combination (“package”) of aid.

Financial aid applicants must be accepted for admission to the University and submit all required paperwork to the MSU Financial Aid office (MSU-FAO) before any aid commitment can be made. Summer guest students and students concurrently enrolled while still attending high school are not eligible to receive financial aid.

For FINANCIAL AID PURPOSES, a student’s enrollment status is defined below and financial aid awards will be determined based on this enrollment status.

NOTE: These financial aid enrollment statuses may differ from academic enrollment status.

### *Undergraduate, 2nd Baccalaureate or Teacher Certification:*

Full-time = 12 hours or more  
Three-quarter-time = 9-11 hours  
Half-time = 6-8 hours  
Less-than-half-time = 1-5 hours

### *Graduate:*

Full-time = 6 hours or more  
Three-quarter-time = 4-5 hours  
Half-time = 3 hours  
Less-than-half-time = N/A

### *Application Procedures*

For determination of financial aid eligibility, the Free Application for Federal Student Aid (FAFSA) must be filed YEARLY. The application should be filed at the beginning of each calendar year to allow for processing time (approximately 2-3 weeks). We encourage the student to complete the FAFSA application on-line at <http://www.fafsa.ed.gov> and electronically submit the application. After the application has been processed, the student may be required to provide additional forms which may be needed to determine financial aid eligibility. After the information is confirmed and eligibility determined, the student will receive notification of the award(s) he/she may be eligible to receive for the upcoming award year. MSU’s award year consists of Fall semester, Spring semester, and Summer term(s) combined, respectively.

MSU students are encouraged to follow the progress of his/her financial aid application via MSU’s Portal (or, myMWSU) at <https://my.mwsu.edu/web/mycampus/home>. Once at myMWSU, you may login to the ‘Portal Login’ (using your User Name and Password) then click on ‘Take Me to Banner WebWorld’. OR, once at myMWSU, see ‘Menu’ then scroll down and click on Webworld; you must enter your User ID (or, Mustangs ID Number), which is provided to you by MSU, and PIN Number for access to your financial aid information. (NOTE: a student’s PIN Number will be your date of birth (mmdyy) but you will be required to change it before you can proceed). Once you have provided this information, you may begin your search.

### *Priority Dates*

Priority dates benefit the student by allowing adequate processing time for federal and state programs. Awards are made based on the availability of funds and as time permits. For maximum consideration of available funds, the application forms should be completed and the results in the Financial Aid office by the following dates:

March 1 - Fall only	October 1 - Spring only
March 1 - Fall and Spring	March 1 - Summer term(s)

### *Cost of Attendance*

A student's cost of attendance (COA) is an average of a student's educational expenses for a specific period of enrollment. The COA is the cornerstone of establishing a student's financial need, as it sets a limit on the total aid that a student may receive. A student's COA will include an average allowance for: tuition/fees, room/board, books/supplies, transportation and personal/miscellaneous expenses. The MSU-FAO annually determines the COA based on current university costs. Visit <http://www.mwsu.edu/finaid/msu-coa> for more information.

### *Satisfactory Academic Progress (subject to change for 2014-15 academic year)*

The Higher Education Act of 1965, as amended, mandates institutions of higher education to establish policies to monitor the academic progress of students who apply for and/or receive federal financial aid. Midwestern State University (MSU) makes these minimum qualitative and quantitative standards applicable to all federal, state, and institutional financial aid programs for the purpose of maintaining a consistent policy for all financial aid applicants. These minimum standards include:

1. Cumulative Grade Point Average (GPA) must 2.00 for the Undergraduate program and 2.00 for the 2nd Baccalaureate program and 3.00 for the Graduate Program and 2.50 for the Teacher Certification program.
2. Maximum Time Frame for Degree/Certificate Completion is no more than 150% of the number of credit hours required for graduation in the program of study, unless otherwise specified by program requirements.
3. Successful Credit Hour Completion Rate must be 67% of all attempted course work

NOTE: Though this policy establishes the minimum standards for all financial aid programs at MSU, individual aid programs may have unique qualitative and quantitative standards specific to the program as mandated by law or the program's governing entity. Such programs include, but are not limited to, the TPEG Grant, the GOLD funds, the TEXAS Grant programs, Mustangs Guarantee Program, the Texas B-On-Time Loan program and the TEACH program. Information concerning the minimum standards of these specific programs can be obtained from the MSU Financial Aid Office. Satisfactory progress requirements are monitored for ALL enrollment periods, *including those for which financial aid was not received*. A student's financial aid eligibility will be determined in accordance with the number of credit hours that pertain to the current degree program. A student who fails to meet satisfactory progress at the end of a semester will be placed on Financial Aid 'Warning'; if a student fails to meet satisfactory progress at the end of a subsequent semester, the student will be placed on Financial Aid 'Suspension' and lose eligibility for future financial aid. An appeal, which must be made in writing and accompanied by supporting documentation, may be made to the Financial Aid Office *Appeal Review Committee* if a student feels extraordinary circumstances have affected his/her ability to meet satisfactory progress. If the appeal is approved by the Committee, the student will be placed on Financial Aid 'Probation' and will regain eligibility for financial aid. If the appeal is denied by the Committee and the student feels the decision of the Director to be inappropriate, the student may request to have the appeal presented before the Financial Aid Advisory Appeals Committee (FAAAC). The student may obtain information regarding the FAAAC from the MSU Financial Aid Office.

A copy of the complete and current Satisfactory Academic Progress Rules can be obtained at <http://www.mwsu.edu/finaid/sap>. These rules are subject to change in accordance with federal, state and institutional policy.

## ***Withdrawal Process***

Any student who desires to withdraw from the University must report to the Dean of Students Office located in the Clark Student Center, room 104. Following an exit interview with the Dean's Office, the student will be issued a copy of the Official Withdrawal Request form and the Dean's Office will forward a copy of the withdrawal form to the necessary University offices (Business Office, Financial Aid Office, and Registrar's Office).

Any student withdrawing from the university during a refund period will have the refund amount credited to the student's account. If the student did not pay in full at registration, the refund will reduce the balance due on the account. The remaining balance is due by the next billing date. Only required tuition and fees are refundable. Refunds are not made for payment plan service charges, vehicle registration, late registration fees, reinstatement fees, or the yearbook. A late fee will be charged if the amount due is not paid by the due date.

If possible, a student who has received a prior student loan(s) will be required to visit with the Financial Aid Office to complete an Exit Interview session. A student who is not able to report to campus may have the withdrawal request processed via phone or email but still will be required to complete an online Exit interview session with the Financial Aid Office. Upon receipt of the withdrawal form in the Financial Aid Office, the appropriate federal and/or state refund calculation will be performed to determine if the student must repay all or part of the aid awarded, as detailed below. Refer to the information below regarding the 'Refund and Repayment Policy' to determine if you will be required to repay any financial aid monies as a result of withdrawal from the University.

### *Refund and Repayment Policy*

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. HOWEVER, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exist in determining the amount of the refund. (Examples of each refund calculation will be made available upon request.)

### *Federal "Return of Title IV Aid" Policy*

The federal refund formula is applicable to any student receiving Title IV aid, which includes the Federal Pell Grant, TEACH Grant, Federal Supplemental Educational Opportunity Grant, Federal Perkins Loan, Federal Direct Loans (Subsidized and/or Unsubsidized) and Federal Direct PLUS Loans (parent or graduate); this refund calculation excludes Federal Work-Study. The federal refund formula provides a return of Title IV aid if the student withdraws, is administratively withdrawn or voluntarily stops attending all classes before completing more than 60% of the semester. If any refund remains after the required return of the Title IV aid, the refund will then be used to repay other state/institutional grants and/or scholarships, as detailed in the State Refund Policy. If any financial aid funds are released to the student prior to the student's withdrawal via a refund check as a result of a credit balance on the student's account, the student may then be required to repay all or a portion of the financial aid funds that had been previously released to the student. A student not receiving Title IV aid will have his/her refund calculated using only the State Refund Policy. Additional details about these refund policies are available at <http://www.mwsu.edu/finaid/withdrawal-policy>.

### State Refund Policy

As stated in the current catalog, a student who withdraws from the University will receive a pro-rated refund of tuition, fees and room/board charges, in accordance with the following schedule:

#### Fall/Spring Semesters

1. Prior to 1st class day	100%
2. During the first 5 class days	80%
3. During the second 5 class days	70%
4. During the third 5 class days	50%
5. During the fourth 5 class days	25%
6. After the fourth 5 class days	0%

#### Summer Term(s)

1. Prior to 1st class day	100%
2. During the 1st, 2nd or 3rd day	80%
3. During the 4th, 5th or 6th day	50%
4. After the 6th day	0%

#### Petitioning for a Full (100%) Refund

To petition for a 100% refund after the first day of classes, students must meet the following requirements:

- The reason for withdrawing was beyond the student's control (medical, family emergency, etc)
- Provide a written statement explaining why the student feels he/she deserves a full refund
- Provide supporting documentation to validate the reason for withdrawal (i.e. medical records with date of admittance and release)

Once a student has provided the Dean of Students Office with above information/documentation, the information will be provided to the Vice President of Business Affairs and Finance to make the final decision on whether or not the refund petition will be approved.

#### Distribution of Funds

If a student is entitled to receive a refund in accordance with the Federal and/or State Refund Policy, as described above, the refund must be applied to the appropriate program in the following order:

1. Federal Direct Unsubsidized Loan
2. Federal Direct Subsidized Loan
3. Federal Perkins Loan
4. Federal Direct PLUS Loan (Graduate)
5. Federal Direct PLUS Loan (Parent)
6. Federal Pell Grant
7. Federal Supplemental Educational Opportunity Grant
8. TEACH Grant
9. Other Title IV Aid
10. Other State/Institutional Aid

### Types of Financial Aid

#### Grants (do not require repayment)

**Federal Pell Grant:** Need must be established by filing the FAFSA. Awarded only to undergraduate students who have not earned a bachelor's degree or professional degree (such as pharmacy or dentistry). Pell Grants provide a foundation of financial aid to which other aid may be added.

**Teacher Education Assistance for College and Higher Education (TEACH) Grant:** Not need based but FAFSA application is required; awarded to eligible students majoring in designated MSU Education programs. Students must commit to a 4-year service obligation within 8 years of program completion and be a full-time teacher and a high-need field at a low-income school; failure to complete the service obligation will require repayment of the TEACH Grant under the auspices of the Federal Direct Unsubsidized Loan program. Additional information is available at <http://www.mwsu.edu/finaid/teach-grant>.



**Federal Supplemental Educational Opportunity Grant (FSEOG):** Need must be established by filing the FAFSA. Awarded to eligible undergraduate students who have a maximum need and are eligible for funds in addition to the Federal Pell Grant.

**Toward Excellence, Access, & Success Grant (TEXAS):** Need must be established by filing the FAFSA. A state grant program available to Texas residents who graduated from a Texas high school no earlier than Fall 1998 and completed the recommended or advanced high school curriculum or its equivalent. Additional information is available at <http://www.collegeforalltexas.com>.

**Mustangs Guarantee Tuition Program:** Need must be established by filing the FAFSA. Available to beginning freshmen or undergraduate transfer students new to MSU who have not already received a baccalaureate degree; students must be accepted for admission to MSU in a Summer, Fall or Spring term and be Texas residents, Pell Grant eligible, and whose family's combined annual Adjusted Gross Income (AGI) is \$50,000 or less. Student must have a complete financial aid file on/before **May 31** (for new or transfer students to the FALL semester) or **December 15** (for new or transfer students to the SPRING semester), which includes the submission of all required documents if chosen for verification by the federal processor of the MSU Financial Aid Office, including but not limited to, a complete and signed Verification Worksheet, student/parent tax return TRANSCRIPT (1040 tax return forms can no longer be accepted). The Mustangs Guarantee Program will cover the remaining balance of any tuition and mandatory fees (for up to 15 credit hours each semester for up to four academic years – summer terms not included) that are NOT covered by other grants, scholarships (all sources), exemptions, benefits, and/or waiver programs received by the student. Additional information is available at <http://www.mwsu.edu/finaid/m-guarantee>.

**Top 10% Scholarship:** Need must be established by filing the FAFSA. Provided by the Texas Higher Education Coordinating Board, the Top 10% Scholarship encourages students who graduate in the top 10 percent of their high school class to attend a Texas public institution of higher education. Qualifying students who submit the Free Application for Federal Student Aid (FAFSA) or Texas Application for State Financial Aid (TASFA) by March 15 and have financial need are entitled to receive a scholarship if they enroll full time in a Texas public college or university. Students who submit their FAFSA after March 15 will be awarded on a first-come, first-served basis until available funds have been spent. Additional details are available at <http://www.collegeforalltexas.com>.

**Texas Public Educational Grant (TPEG) for Resident and Non-Resident:** Need must be established by filing the FAFSA. Available to eligible students in addition to, or in place of, the Federal Pell Grant.

**Texas Public Educational Grant (TPEG) for Resident and Non-Resident:** Need must be established by filing the FAFSA. Available to eligible students in addition to, or in place of, the Federal Pell Grant.

**Texas Public Educational Grant (TPEG) for International Students:** Not need based per FAFSA requirements but need must be determined via MSU application procedures. Interested students should contact the International Program department or the MSU-FAO; selections are made by the TPEG International Grant Committee.

**Other Federal, State and Institutional Grant/Scholarships:** Need must be established by filing the FAFSA. Available to eligible students in accordance with program and institutional requirements; may be received in addition to, or in place of, the Federal Pell Grant. These grants include:

- FDR Grant/Scholarship
- Boren Grant/Scholarship
- Student Property Deposit Grant
- 5th Year Accounting Grant/Scholarship
- DAR Grant/Scholarship
- MSU Gold Scholarships

*Loans (require repayment)*

**Federal Direct Subsidized Loan:** Need must be established by filing the FAFSA prior to processing the loan's Master Promissory Note (MPN). The loan funds are obtained and disbursed through the FAO in cooperation with the federal government who serves as the lending institution. Student must be enrolled at least half-time to receive the loan. Repayment of principal and interest begins after the student ceases to be enrolled on at least a half-time basis and a six-month "grace period" has expired. NOTE: Graduate degree-seeking students are not eligible to receive the Subsidized Loan. Additional information regarding this loan program, including the MAXIMUM TIMEFRAME to receive this loan during your college career, is available at <http://www.direct.ed.gov/student.html>.

**Federal Direct Unsubsidized Loan:** Not need based but eligibility must be determined by filing the FAFSA prior to processing the loan's Master Promissory Note (MPN). The loan funds are obtained and disbursed through the FAO in cooperation with the federal government who serves as the lending institution. Student must be enrolled at least half-time to receive the loan. Student is encouraged to repay accrued interest during enrollment period(s); otherwise, repayment of accrued interest and principal begins after the student ceases to be enrolled on at least a half-time basis and a six-month "grace period" has expired. Additional information regarding this loan program is available at <http://www.direct.ed.gov/student.html>.

**Federal Direct PLUS Loan:** Not need based but eligibility must be determined by filing the FAFSA prior to processing the loans' Master Promissory Note (MPN). Available to the parent of an enrolled, dependent student, graduate and professional students are eligible to apply as well. The loan funds are obtained and disbursed through the FAO in cooperation with the federal government who serves as the lending institution. Student must be enrolled at least half-time to receive the loan. Repayment of interest begins within 60 days from the date the loan funds are fully disbursed each year; principal repayment can be deferred under certain conditions. Additional information regarding this loan program is available at <http://www.direct.ed.gov/student.html>.

**TEXAS B-On-Time Loan:** Need must be established by filing the FAFSA. Provides eligible Texas students with no-interest loans; if the student meets specified goals, the entire loan can be forgiven upon graduation. Student must be a Texas resident, enrolled full-time and has graduated under the recommended high school program from a public or accredited private high school in Texas OR have graduated in the 2002-03 academic year or later from a high school operated by the U.S. Department of Defense OR have earned an associate's degree from an eligible institution no earlier than May 1, 2005. Additional information is available at <http://www.hhloans.com>.

**Federal Perkins Loan:** Need must be established by filing the FAFSA. At MSU, priority for the Perkins Loan will be given to students who maintain a minimum 3.0 cumulative grade point average and is seeking a Teaching or Nursing degree. Following a grace period, repayment of principal and interest begins after the student ceases to be enrolled at least half-time. The interest rate is 5% and is processed and collected through Panhandle Plains Higher Education Authority (PPHEA) in conjunction with the MSU-FAO.

**College Access Loan (CAL):** Not need based but eligibility must be determined by filing the FAFSA. Student must be a Texas resident and enrolled at least half-time. The CAL, in addition to other financial aid, may not exceed the Cost of Attendance (COA) as determined by the University. Interest rate is determined by the Texas Higher Education Coordinating Board. Additional information is available at <http://www.hhloans.com>.

**Alternative Private Loan:** Not need based. Offered as an alternative loan program when the student/parent is no longer eligible to receive the above-mentioned loans. Eligibility criteria varies among lenders; contact the MSU-FAO for complete details, or visit <http://www.mwsu.edu/finaid/alt-loans>.

### *MSU Payment Plans (require repayment)*

**Emergency Tuition and Fee Loan:** A short-term loan which is administered by the MSU Business Office and allows the student to defer up to 100% of required tuition and fee expenses only (excludes on-campus room and board expenses and Property Deposit fee). A \$22.50 loan origination fee and a 1% service charge are added to this loan. Repayment is due as scheduled during the semester or summer term(s) in which it is borrowed, or upon official withdrawal from the university. After completing the ETFL Contract ONLINE at <http://www.mwsu.edu/busoffice/paymentplans>, you will be able to print and sign a promissory note **which must be delivered to the MSU BUSINESS OFFICE**.

**Installment Plan:** A short-term payment plan which is administered by the MSU Business Office and can be used to defer payment of tuition and fees and/or on-campus room and board. Repayment is due as scheduled during the semester or terms in which it is borrowed or upon official withdrawal from the university. A \$22.50 service charge is added to this payment. The Installment Plan contract can be accessed and submitted on-line at <http://www.mwsu.edu/busoffice/paymentplans>. Students who do not meet the required first payment by the fourth class day of the semester will be invalidated from their classes. Students invalidated for non-payment and who are registered in their classes will be assessed a \$25.00 reinstatement fee and a \$25.00 late registration fee.

**Book Loan:** Book Loans are available to students whose financial aid refund check is not over \$600 - OR - the student is not receiving financial aid but needs additional assistance with purchasing books due to extenuating circumstances. Repayment is due as scheduled during the semester or summer terms(s) in which it is borrowed or upon official withdrawal from the university. Book Loan forms must be printed and completed (available at <http://www.mwsu.edu/finaid/bookvoucher>) and a copy of the completed form taken to the *MSU Bookstore* (Clark Student Center) for additional processing. Faxed copies will NOT be accepted unless you are a Distance Education student. (NOTE: DISTANCE EDUCATION STUDENTS -if you selected Financial Aid as the payment option for your textbooks but your refund check less than \$600 and, thereby, you want to use the Book Loan Voucher, you MUST print and complete the form (available at <http://www.mwsu.edu/finaid/bookvoucher>) to secure your textbook purchases. Remember to fax your completed Book Loan Voucher form to the *MSU Bookstore* at 940:397-4683 at which time your textbook purchase will be completed; you will receive an email confirmation from the MSU Bookstore that your textbooks have been processed and are ready to ship or ready for pick up.)

### ***Part-time Employment***

**College Work-Study:** Need must be established by filing the FAFSA. Federal and state programs offer up to 20 hours per week of on-campus/off-campus employment. Early applicants have the maximum opportunity to receive college work-study funds as part of an overall financial aid package. Additional information regarding work study jobs is available at <http://www.mwsu.edu/finaid/cwsjobs.asp>.

**Off-Campus/On-Campus Employment:** Not need based. Interested students should contact the MSU Career Management Center at (940) 397-4473, located in the Clark Student Center (Room 108), for additional information. Additionally the Career Management Center offers the Mustangs HIRE job announcement system (<http://www.mwsu.edu/career/mustangs-hire>).

## ***Academic and/or Athletic Scholarships***

**Academic Scholarships:** University scholarships are available in recognition of a student's academic achievement, special abilities as indicated by the applicant's academic transcript, entrance exam scores, participation in extracurricular activities, and other criteria as defined by specific scholarship programs. Students should seek information about scholarship applications and deadlines through the academic departments at <http://academics.mwsu.edu> and the Office of Donor Services at <http://www.mwsu.edu/donations/scholarship-apps>. Scholarship recipients may be held responsible for repayment of all scholarship funds awarded if the student's academic and/or enrollment status changes during the term in which the scholarship is received.

**Athletic Scholarships:** generally awarded based on the student's athletic ability and academic standards set by NCAA and MSU. Information regarding athletic scholarships can be obtained from the Head Coach of the particular sport at <http://msumustangs.com>.

**Community and service organizations** also offer scholarships, but students should apply early and know the deadlines! With a little work, a student can obtain scholarships to help fund his/her college education. Many websites are available to help students search for scholarships (available at <http://www.mwsu.edu/finaid/scholarships>).

### *Student Consumer Information*

Midwestern State University is required to provide a list of consumer information to all enrolled MSU students and the appropriate MSU offices to contact to obtain this information.

## ***Tuition for Repeated Courses***

Following action by the 78th Texas Legislature, universities no longer receive formula funding for semester credit hours or contact hours attempted by a student who has enrolled in any course, other than non-degree-credit developmental course, containing the same content for three or more times since the Fall Semester 2002. The Texas Higher Coordinating Board has exempted the following types of course work from this provision: thesis and dissertation courses; course that involve different or more advanced content each time they are taken, including but not limited to, individual music lessons, theatre practicum, music performance, ensembles, certain physical education and exercise physiology courses, and studio art; independent study courses; and special topics and seminar courses. Students are assessed an additional tuition charge of \$150 per semester credit hour for courses taken at MSU for three or more times beginning with the Fall Semester 2002.

## ***Excess Hours Beyond Degree Requirements***

The Texas Legislature established that universities will not receive funding for students entering higher education in Fall 1999 or later who exceed 45 semester hours above the degree requirements. For students entering Fall 2006, this limit is 30 hours above the degree requirements. Effective Spring 2013, as determined by the Board of Regents, MSU assesses an additional tuition charge of \$150 per semester credit hour for excess semester credit hours in which students enroll above these limits.

## ***Vocational Rehabilitation***

The Department of Assistive and Rehabilitative Services (D.A.R.S.) offers assistance for tuition and non-refundable fees to students who have certain disabling conditions, provided that their vocational objectives have been approved by a D.A.R.S. counselor. Examples of such conditions are orthopedic deformities, emotional disorders, diabetes, epilepsy, heart conditions, etc. Other services are also available to assist disabled students to become employable. Application for tuition assistance and other services should be made at:

Department of Assistive and Rehabilitative Services  
Wichita Falls District Office  
925 Lamar Suite 1700  
Wichita Falls, Texas 76301  
(940) 235-1710

## SECTION V



# University Policies and Procedures

## ***Acquired Immune Deficiency Syndrome and Human Immunodeficiency Virus (AIDS/HIV) Infection***

Midwestern State University recognizes Human Immunodeficiency Virus (HIV) as a serious public health threat and is committed to encouraging an informed and educated response to questions raised by students. Guidelines have been developed to address the medical, educational, legal, administrative, and ethical issues involved.

The Vinson Health Center offers testing and/or referral for students requesting confidential HIV tests. All testing conducted by the university will include counseling before and after the test. Unless otherwise authorized or required by law, no HIV test will be performed without informed consent of the person to be tested. HIV test results will be reported in compliance with all applicable statutory requirements, including the Communicable Disease Prevention and Control Act, Texas Health and Safety Code, 81.001.

*Copies of the complete guidelines, which comply with The Human Immunodeficiency Virus Service Act, Senate Bill No. 959, 71st Legislature, are available at the Vinson Health Center.*

## ***Address Changes***

Students whose names, home addresses, local college addresses, email addresses, or other pertinent information changes after initial registration at MSU are requested to notify the Office of the Registrar, the MSU Business Office, Financial Aid office, MSU Admissions or Graduate Admissions, and the Library. Student employees should also notify Human Resources and the Payroll office. International Services should be notified if an international student has an address change. Students may change their addresses online through the my.MWSU portal. All notices, information, and official correspondence are addressed to the last address or email address currently on record with the university. Failure by the student to have the current correct address or email address on record with the university shall not be construed to invalidate any notices or correspondence.

Under Texas law students are responsible for reporting changes in legal residence. This notification is submitted to MSU Admissions or Graduate Admissions.

## ***Campus Crime Reporting***

All criminal incidents as well as all traffic accidents should be reported to the University Police immediately. Midwestern State University's annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Midwestern State University; and on public property within, or immediately adjacent to and accessible from, the campus. The police department also maintains a daily log of criminal activity, as well as an anonymous reporting web page. The annual security report also includes institutional policies concerning campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You can obtain a copy of this report by contacting Campus Police or by accessing the following website at <http://www.mwsu.edu/police/>.

### *Notification of Penalty for False Alarm or Report*

It is an offense under the Texas Penal Code, Sec 42.06 to make, initiate, communicate, or circulate a report about a present, past or future bombing, fire, offense or other emergency knowing that it is false or baseless and the report would ordinarily:

1. cause action by an official or volunteer agency organized to deal with emergencies, or
2. place a person in fear of imminent serious bodily injury, or
3. prevent or interrupt the occupation of a building, room, place of assembly, place to which the public has access, or aircraft, automobile, or other mode of conveyance.

Offenses under this section are considered a Class A misdemeanor. However, when a false report is of an emergency involving a public or private institution of higher education or involving a public primary or secondary school, public communications, public transportation, public water, gas, or power supply or other public service, the offense is considered a state jail felony.

### ***Computer and Network Services***

This policy applies to all users of the university's telecommunications, computer and network services. The university provides telephone, computer and network resources for use by students, faculty, staff and other persons affiliated with the university. Access to and proper use of information resources are essential to the pursuit and achievement of excellence at Midwestern State University. The university encourages appropriate use of technology to enhance productivity through the efficient exchange of information in the furtherance of education, research, and public service. [This policy has been edited for this publication and only the information relating to students is included. For the complete text of this policy, see *Midwestern State University Policies and Procedures Manual*, policy number 4.181.]

#### *Electronic Network Access*

Users of the university electronic network facilities and services will indemnify and hold harmless the university against any and all actions or claims of infringement of intellectual property rights arising from the use of a network based service or facility provided by the university. Network access is provided by password control. All passwords are managed and controlled by Information Systems. The following policies are established for network access:

1. Use of facilities and services in such a way as could be deemed foul, threatening, inappropriate, harassing, or abusive including but not limited to racial and sexual slurs, is prohibited.
2. All accounts are for the sole use of the student, faculty or staff of the university. Information Systems will not release account information to any other individual.
3. Network access shall not be used for any non-university related activity. Use of network access should be consistent with the instructional, research, public service and administrative purposes and goals of the university.
4. A network access account may be requested by a currently enrolled student, employed faculty/staff member or emeriti faculty/administrator.
5. Student access will be deactivated upon the student's withdrawal from the university or non-enrollment.
6. Faculty and staff network access accounts will be deactivated upon termination of employment.
7. Unauthorized access to the network is strictly prohibited and could result in disciplinary action up to and including legal criminal action. Network account information is for the sole use of the original requester.

8. Electronic mail is subject to search at any time, with or without notice, as the university administration deems necessary.
9. Use of university electronic mail accounts to send unsolicited commercial mail is prohibited.
10. To best serve the general campus population and to conserve limited resources, remote access users will be limited to 4 hours of on-line time per session.

### *Copyright and Computer Software*

Midwestern State University and its students, faculty, and staff must maintain legal and ethical standards regarding the use of computer software. The unauthorized duplication of computer software, data or computer manuals, unless appropriate written consent is obtained, is grounds for disciplinary action and referral to the appropriate law enforcement or investigative agency.

1. In strict compliance with Public Law 96-517, Section 10(b), which, in amending Section 117 of Title 17 U.S. Code to allow for the making of computer software back-up copies, states in part "...it is not an infringement for the owner of a copy of a computer program to make or authorize the making of another copy or adaptation of that computer program provided:
  - a. "That such a new copy or adaptation is created as an essential step in utilization of the computer program in conjunction with a machine and that it is used in no other manner;" or,
  - b. "That such a new copy and adaptation is for archival purposes only and that all archival copies are destroyed in the event that continued possession of the computer program should cease to be rightful."
  - c. Where appropriate written consent (from the holder of such copyright) is obtained.
  - d. Where the software is in the public domain and that can be proven.
2. Under PL 101-650, phonograph records, computer programs, tapes, CDs or videos may not be rented, leased, or lent for direct or indirect commercial advantage. However, the nonprofit lease or lending of computer software (bearing the warning notice prescribed by the Register of Copyrights) to this institution's staff, faculty and students for their nonprofit use is exempt from these restrictions.
3. Also exempt (from PL 101-650's restrictions) is the lawful transfer of possession of a lawfully made copy of a computer program between nonprofit educational institutions and between such institutions and the individuals comprising their staff, faculties, and student bodies.
4. Illegal copies of software may not be used on this university's computers.
5. Determination made under section 2 and 3 above are to be made by Midwestern State University and not the individual. Any indication of a violation of Section 4 will be promptly and thoroughly investigated.
6. Unauthorized distribution of copyrighted material, including peer-to-peer file sharing, is prohibited under this policy. This includes illegally downloading and/or sharing music and video files.
  - a. Violations will result in disciplinary proceedings against the student. Sanctions given will be commensurate with the violation, and may include termination of computer privileges.
  - b. Individuals violating this policy may face legal action, which could include fines and/or imprisonment.



### *Computer Security and Privacy*

All faculty and staff employees and students shall be responsible for complying with the Computer Security and Privacy policies. These policies are as follows:

1. The university president shall appoint an administrator responsible for developing and maintaining university regulations and procedures regarding security and privacy of computer data, software, and hardware.
2. Any student's or faculty/staff employee's use of university computing facilities is a privilege that shall be revoked for violation of this policy, regardless of the need for computer use in performing assigned duties or class work. Specific causes for revocations are as follows:
  - a. Student, faculty or staff who intentionally gain access to a computer or file that is protected from general access by the public.
  - b. Gaining unauthorized access to privacy protected information that may reside on the university mainframe.
  - c. Purposely placing or injecting a virus into the university computer systems or networks.
  - d. Removing university computer assets from campus without prior approval.
  - e. Connecting personally owned computers and software to the university networks without prior approval.
  - f. Public domain (shareware) will not be downloaded from public access bulletin board systems to any user computer connected to the campus network. All software loaded on university computers will first be approved by Information Systems and certified virus free.
  - g. User departments will identify to Information Systems, personnel computer workstations used to store confidential or sensitive information or to run critical applications. The users will be responsible for notifying Information Systems for periodic virus scans.
3. Some jobs or activities of the university involve access to resources critical to computer security and privacy. The university may require faculty/staff employees or students involved in these jobs or activities to disclose personal histories, participate in special training, and/or sign special agreements concerning computer use.
4. All students and faculty/staff employees shall cooperate with official state and federal law enforcement authorities in aiding the investigation and prosecution of any suspected infraction of security and privacy involving either university personnel or university computing facilities.

### ***Disability Grievance Procedures***

Any student or employee with grievances related to discrimination or lack of accommodation on the basis of a disability are encouraged to resolve the problem directly with the individual involved or the Dean of the area in which the problem exists. If the matter remains unresolved, advice and/or assistance will be provided by the ADA Coordinator through Disability Support Services for informal resolution. The student or employee will be notified of a resolution within ten university working days after contact.

If the student or employee is not satisfied with the informal resolution, he or she may file a formal grievance. The student or employee must notify the ADA Coordinator in writing of the complaint. The notice should state the nature of the discrimination, by whom and on what date, the names of any other witnesses or participants, and the remedy the student or employee seeks. The request must be signed by the student or employee and filed within 30 days of the alleged violation.

A formal hearing will be held within 15 university working days following receipt of the written request. The case shall be heard by the 504/ADA Grievance Committee. The burden of proof rests with the student or employee filing the complainant. The committee, by majority vote, shall determine whether or not a violation has occurred.

1. If the determination is that a violation has not occurred, the ADA Coordinator will notify, in writing, the complainant of the determination within five university working days.
2. If the determination is that a violation has occurred, the 504/ADA Grievance Committee shall recommend appropriate remedy for such a violation. The ADA Coordinator will notify, in writing, the complainant of the decision within five university working days.

The ADA Coordinator is the Director of Disability Support Services, and may be contacted in Clark Student Center Room 168 or by calling (940) 397-4140.

## ***Disaster Policy***

The purpose of these regulations is to acquaint all employees and students with the university's policies associated with disasters and related traumatic events.

- A. **TORNADO:** A tornado is a violent local storm with whirling winds of tremendous speed. It appears as a rotating funnel-shaped cloud which extends toward the ground from the base of a thundercloud. The peak time for tornadoes is from March through June, but they can occur any time of the year.
  1. **TORNADO WATCH:** Means that weather conditions are favorable for tornadoes to develop. Go about normal daily activities, but be alert to the weather.
  2. **TORNADO WARNING:** Means a tornado has actually been sighted or indicated on radar. Take refuge in a place of safety immediately. The National Weather Service issues weather warnings to the public over radio and television stations. The city of Wichita Falls will sound warning sirens. Procedures to be followed at Midwestern State University if a tornado warning is sounded are as follows:
    - a. Under no circumstances should students, faculty, or staff attempt to leave campus while the warning is in effect.
    - b. Faculty should not dismiss classes. Students should be directed to an interior hallway on the lowest floor of the building. Persons should lie on the floor as close to the wall as possible. Auditoriums, gymnasiums, or other free-span rooms should be avoided.
    - c. If the building in which you are located is not steel-framed or reinforced concrete construction, and time permits, you should move as quickly as possible to the nearest reinforced structure. Otherwise, move to a small room in the interior part of the building and, if possible, seek shelter under heavy furniture. Stay away from windows.
    - d. Because there is the danger that high pressure steam lines may burst, university basements and utility tunnels (including those labeled fallout shelters) should be avoided.
    - e. Tornado drill procedures and tornado warning procedures for university housing are outlined in the current *Housing and Residence Life Handbook*.
- B. **FIRE:** In case of fire, notify the fire department first, then call the University Police Department, and sound alarm for the building to begin evacuation. Procedures to be followed at Midwestern State University in case of fire are as follows:

1. The person discovering the fire will notify the Wichita Falls Fire Department (phone number 9-911) and then call the University Police Department (extension 4239).
2. The person discovering a fire will immediately give a vocal alarm in the building and make an attempt to extinguish the fire before it spreads.
3. The building in which the fire is located will be evacuated under the supervision of the first faculty or staff member on the scene, and personnel will be moved a minimum of 300 feet from the location of the fire.
4. Fire drill procedures and fire evacuation procedures for university housing are outlined in the current *Housing and Residence Life Handbook*.

## ***General Student Complaints***

### *Purpose*

The purpose of this policy is to establish a process by which students may address general issues that do not fall under formal grievance policies. In an effort to expedite resolution to complaints, students will be requested to first follow the Informal Complaint Process. If resolution does not occur via the Informal Complaint Process, the student may follow the Formal Complaint Process.

### *Informal Complaint Process*

The informal complaint process promotes dialogue and understanding, and provides a framework to expedite resolution. It additionally promotes student development through self-advocacy and open communication. Prior to filing a formal complaint, the student must use the following informal procedure. The Informal Complaint Process is initiated in the office of the Dean of Students.

- The student should discuss with the Dean of Students, or designee, the nature of the complaint in order to determine the most appropriate and expeditious manner of addressing said complaint. The Dean of Students, or designee, and the student determine the faculty or staff member best equipped to address the complaint. The comfort of the student in addressing the complaint with any member of the faculty or staff is considered.
- The Dean of Students, or designee, will assist the student in contacting the faculty or staff best equipped to handle a complaint. The student should discuss the complaint thoroughly with the determined faculty or staff as soon as practical. Both parties should openly discuss the issue and attempt to explore a mutually satisfactory outcome.
- The Dean of Students maintains a log of Informal Complaints registered with his/her office. This log includes the student's name, contact information, nature of complaint, and complaint referral, if necessary.
- Within five days of logging the complaint, the Dean of Students, or designee, will follow-up with all parties in order to determine the disposition of the complaint. The disposition will be included in the complaint log.
- If the complaint is resolved, the process ends.
- If the complaint is not resolved, the student may initiate a Formal Complaint Process.

### *Formal Complaint Process*

A formal written complaint may be issued if the Informal Complaint Process does not produce resolution. The student is encouraged to contact the Dean of Students office prior to submitting a formal complaint so that they can be well-informed of the formal complaint process. The student must use the following formal complaint procedure:

- The student must submit in writing to the appropriate Dean, Director, Chair, or Supervisor, as determined in consultation with the Dean of Students, an outline of what occurred, any witnesses to the alleged event, and the desired outcome of the complaint.
- The appropriate Dean, Director, Chair, or Supervisor, with guidance from the Dean of Students, interviews all affected parties and witnesses.
- Within seven business days of receiving the written complaint, the Dean, Director, Chair, or Supervisor issues a written decision regarding the complaint.
- If the complaint is resolved the process ends.
- If the complaint is not resolved, the affected student may appeal the decision to the appropriate Vice President. The Dean of Students will assist the student in making this determination. The appeal must be in writing, no later than seven business days after receipt of the final disposition of the formal appeal.
- The Vice President will consider the appeal and issue a decision to the student in writing. A copy of the final resolution will be sent to the student and the Dean of Students.

### ***Off-Campus Speakers***

The Board of Regents of Midwestern State University respects the rights of the faculty and the student body of Midwestern State University to have full freedom in the discussion and presentation of all information and issues. This includes the right to invite off-campus speakers whose ideas and views differ from those of the board, its individual members, or the president of Midwestern State University. It is the policy of this board that the facilities of this institution, which were paid for by the taxpayers of Texas from their earnings in our society based on law and order, be not made available to any person or persons who by reason of their prior expression or past actions would likely use the invitation to advocate lawlessness and disregard for the laws of this country, change in the laws of this country other than by means provided for within the Constitution and the laws of the United States and the various states, and the violent overthrow of our government.

### ***Official Out-Of-Town University Trips***

When an official out-of-town trip is sponsored by a university college or department, the faculty or administrator involved will be responsible for all arrangements and supervision. When registered student organizations plan an official out-of-town trip, all arrangements must be cleared through the office of Student Development and Orientation.

To ensure that student safety is a priority, this policy for student travel is intended to assist students in safe travel for university-sanctioned trips. This policy pertains to students or registered student organizations that travel over 25 miles to a university-sanctioned event.

### *Definition of University-Sanctioned Travel*

University-sanctioned travel occurs when travel meets one or more of the following conditions:

1. A university department or registered student organization plans the travel and/or recognizes for professional or educational purposes.
2. The university or registered student organization requires travel.
3. University or registered student organization funds are used.
4. Travel is undertaken in a university-owned or leased vehicle.

### *Travel Procedures*

The designated advisor(s) (faculty or staff) must accompany each student travel group. Any exception must be approved by the Dean of Students prior to such travel. The following procedures must be followed prior to travel:

1. Pick up Student/Group Travel Form in the Dean of Students office or Office of Student Development and Orientation.
2. Complete Student/Group Travel Form.
3. Submit Travel Form at least 10 days prior to date of travel to the Dean of Students office or Student Development and Orientation.
4. Receive copy of approved Travel Form.

For the entire Student Travel Policy including Travel Requirements, Vehicle Operator's License Requirement, Rental Cars, Privately Owned Vehicles, Safety Policy, Alcohol/Controlled Substances and Student Conduct, please contact the Dean of Students office in room 104 of the Clark Student Center.

### ***Posters, Handbills, and Other Printed Materials***

- A. All material posted by University affiliated departments, organizations, and individuals must be approved and stamped by the CSC office, where compliance with size restrictions, sponsorship, and master calendar is verified. All material posted must carry the name of the respective sponsor (i.e. an academic program, administrative department, or a registered campus organization).
  1. General university bulletin boards are available for posting. Use of departmental or special area boards is permitted only with the permission of the related office.
  2. Posters for campus bulletin boards must not exceed 14 inches by 22 inches (one-half of a standard poster sheet). Posting on glass, painted surfaces, trees, buildings, or any other unauthorized place is not permitted. Information pertaining to authorized posting areas and posting regulations is available in the CSC office. Exceptions to stated policies must have prior approval of the Dean of Students or Director of the Clark Student Center.
- B. Publicity materials may be approved two weeks prior to the event by authorized student center personnel.
- C. The distribution of handbills, heralds, or similar printed information is limited to official university departments and registered student organizations. All materials must carry the name of the sponsoring unit (i.e. an academic program, administrative department or registered campus organization).
- D. No handbills may be placed on cars parked on university property.
- E. Advertising by off-campus groups or individuals must be of special benefit to MSU students and is limited to one item posted on the CSC bulletin board designated for off-campus advertising.

### ***Racial Harassment Policy***

Midwestern State University has a tradition of providing a caring and nurturing environment in which students and employees can pursue excellence. Politeness and friendliness are virtues which members of the university community seek to demonstrate in their day-to-day interactions. Rude and/or hostile behavior, on the other hand, not only violates the university's tradition of friendliness, but undermines rational discourse and interferes with the educational process.

Therefore, it is the policy of Midwestern State University that all employees, students, and authorized users of university facilities be able to enjoy a campus environment free from all forms of discrimination, including racial or ethnic harassment.

### *Definition*

For the purpose of university policy, the term racial harassment refers to any severe, pervasive, and objectionably offensive behavior, verbal or physical, on the basis of race, or ethnic/national origin, that:

1. Involves a stated or implicit threat to the victim's academic or employment status and/or
2. Has the purpose or result of interfering with an individual's academic or work performance and/or
3. Creates an intimidating or offensive academic, work, or campus environment.

The university regards such behavior as a violation of the standards of conduct required of all persons associated with the institution. The prohibition against racial harassment applies to all interactions occurring on campus, in university facilities, in conjunction with university-related activities, or within the context of recognized student organizations.

Not every act perceived to be offensive to an individual or a group necessarily will be considered as harassment and/or a violation of the university's standards of conduct. In determining whether an act constitutes racial or ethnic harassment of a severe, pervasive, and objectionably offensive nature, the totality of the circumstances that pertain to any given incident in its context must be carefully reviewed and due consideration must be given to the protection of individual rights, freedom of speech, academic freedom, and advocacy.

### *Complaint Procedure*

Any university employee, student, or other member of the university community who believes he or she has been a victim of racial or ethnic harassment while working at the university or in class or other campus setting (whether by subordinates, peers, superiors, or other persons) should bring this matter to the immediate attention of any of the following: his or her supervisor, the Director of Human Resources, department head, Dean of the college, or the Dean of Students.

Any official receiving a complaint should notify the Equal Employment Opportunity (EEO) Coordinator to make certain that follow-up action is coordinated. The EEO Coordinator will serve as a clearinghouse for all related actions.

If satisfaction is not adequate at initial levels, any affected individual should feel free to bring the matter to the attention of the vice presidents or the president. Confidential assistance also is available through the counseling center.

Action will be taken to examine impartially and resolve promptly any complaint. Complaints that cannot be resolved by informal means, through the help of the officials and services listed above, may be resolved through the university's formal student, staff, or faculty grievance procedures. (See *MSU Policies and Procedures Manual* or *MSU Student Handbook* for details on how to initiate grievance procedures.)

Upon request to any of the above officials, a special committee or procedure may be established by the President of the University to consider a complaint and possible resolution. Any such committee will consist of no less than three members and no more than five and may include faculty members, administrators, staff members, and students in a mix suitable to deal with the complaint.

Confidentiality of all parties will be respected to the greatest extent possible, and employees, students, and others will not be subjected to retaliation of any kind for reporting incidents of racial harassment.

EEO Coordinator  
Dawn Fisher  
Director, Human Resources  
(940) 397-4221  
[dawn.fisher@mwsu.edu](mailto:dawn.fisher@mwsu.edu)

## ***Reserving University Facilities***

Requests for all non-classroom facilities are made through the Clark Student Center office. Classroom space is reserved through the Office of the Registrar. Student organizations using classroom facilities should be aware of classes taking place in the buildings and should keep noise to a minimum. Events scheduled for classroom space must still be registered through the Clark Student Center office.

## ***Student Event Guidelines***

### *Registration*

1. All activities of recognized student organizations must be registered and approved in the Clark Student Center office. This registration applies to functions held off campus as well as on campus.
2. University Master Calendar Application/Reservation Forms are available in the Clark Student Center office or on-line and must be completed before an event is registered officially.
3. For the convenience of the organization, completion of the University Master Calendar Application/Reservation Form accomplishes the following: official registration of facilities and inclusion on the University Master Calendar.
4. The deadline for registering a social event is four days prior to the event except for those activities approved as alcohol beverage functions and/or requiring the services of a police officer. Those functions must be registered ten days prior to the event. For weekly student organization meetings, all reservations are limited to scheduling one month at a time, one month in advance.
5. Cancellation of functions and facilities is equally important and should always be made through the Clark Student Center office. The Clark Student Center reserves the right to change room assignments or setups to accommodate the greatest number of customers.
6. Recognized student organization events where alcohol will be served, held off campus, open to the public, and/or involving efforts to raise funds require approval of the faculty/staff advisor prior to event registration and approval.
7. The Clark Student Center office will provide information to student organizations as to duties and responsibilities of advisors regarding registration of alcohol functions.

### *Dress and Conduct*

1. Those attending student activities are requested to use good judgment about their dress, exercising good taste at all times.
2. Conduct at student activities shall be the responsibility of the sponsoring group. If property damage should occur during the activity, the person or persons responsible for the damage will be assessed for the repair or replacement of the damaged item. When the person or persons responsible for the damage cannot be identified, the sponsoring group will be assessed for the damages.

### *Raffles*

The Charitable Raffle Enabling Act states that an institution of higher education shall allow the sale of tickets to a raffle by a student organization recognized by the institution at any facility of the institution, subject to reasonable time, place, and manner restrictions.

### *Corporate or Business Co-Sponsorship of Activities*

All corporate or business co-sponsors of a university or student organization event must enter into a contract with the university, the terms of which must be set by and/or approved by the university Administrative Council. This policy applies to sponsorship or co-sponsorship only and shall not be interpreted to include paid advertising.

### *Faculty/Staff Advisors and Campus Police*

1. Faculty/Staff advisors must be listed on the student organization roster which is on file with the Office of Student Development and Orientation. At functions where faculty/staff advisors are necessary, it is important that the advisor be present at all times during the social event. Normally the faculty/staff advisor is a faculty member, an administrator, or a full-time staff person at the university; however, in special circumstances, a graduate assistant at the university can be approved by the Director of Student Development and Orientation office to serve in this capacity.
2. Faculty/Staff advisors are special guests of the organization. Extending an invitation to advisors well in advance of the function is a mark of thoughtfulness and courtesy.
3. One MSU police officer is required at all dances, concerts, films, and other programs that have been approved as alcoholic beverage functions EXCEPT when the function is an on-campus, invitational function involving one student organization. In that case, when the faculty/staff advisor is present, no officer is required.
4. Faculty/Staff advisors are required at those functions where MSU police are not required. Even though police are required at alcoholic beverage functions at the Sikes Lake Center, the faculty/staff advisor still must be present during the entire function.
5. When MSU officers are required for on-campus dances or programs, the cost per hour for each officer can be determined from the University Police Department. The University Police Department must be notified ten days prior to the function.
6. A University Calendar Application/Reservation Form must be completed (when requesting MSU police) and approved by the Clark Student Center office. The form may be obtained in the Clark Student Center office.

### *Expenses (Building Use)*

Midwestern State University is allocated funds by the State of Texas for its operations as related to its primary mission of education. Student-sponsored groups and organizations are required to fund the costs, utilities, custodial help, etc. incurred, above university educational costs, for activities which the groups or organizations sponsor.

1. Generally, an approved (internal) group or organization will not be charged the utility costs for the use of a facility if it is used within normal hours of operations. Scheduling for any event or activity is required, even though no charges are assessed, through the Clark Student Center office.
2. Normal room custodial support will be provided within regular building hours at no additional cost. Extra costs, i.e., special cleanup, when incurred, will be billed to the using group.
3. For events outside normal hours of operation, internal groups and organizations will be charged for actual costs for each hour or fraction thereof that the facility is required beyond the normal hours. Additional charges will be added whenever additional custodial support is required, i.e., setup or cleanup.
4. Charges to internal groups will be determined by the Clark Student Center office from the approved rates. The chart of charges is on file in the Clark Student Center office. The CSC office will identify the appropriate student group to be billed and provide this information to the university business office to initiate billing.



### *General*

1. Sponsoring organizations are invited to discuss plans for student activities with the staff in the Clark Student Center office or Office of Student Development and Orientation.
2. Attendance at events sponsored by Midwestern State University students is restricted to Midwestern students, faculty, staff, and guests of the sponsoring organization unless other groups are approved by the Clark Student Center office.

## ***Student Traffic Review Board***

### PURPOSE

A Student Traffic Review Board composed of students shall be appointed to review appeals from students who wish to contest a ticket received for violation of the university traffic and vehicle regulations. The board shall have the authority to render judgments with reference to the *MSU Traffic and Parking Regulations*. The Student Traffic Review Board exists to assist those students with violations due to unusual or extenuating circumstances. The decision of the board is final.

### COMPOSITION

The Student Traffic Review Board shall be appointed by the Student Government president and approved by the Student Senate. The board shall consist of a chairman and four members. All members of the board will have a cumulative grade point average of 2.00 or above and will not have a record of previous disciplinary suspension from the university. Three members of the board will be present to constitute a quorum and review a case. The chairman shall have the same voting rights as other members.

### PROCEDURE AND DISPOSITION

- A. Request for Review. A student wishing to contest a ticket may appeal in writing to the Student Traffic Review Board. This is done by completing a form in the Clark Student Center office, or in the Dean of Students office. For a violation, the appeal must be submitted within seventeen (17) calendar days after the citation was issued. Should the person charged not pay a violation fee or request a review of the citation within the allotted time period, the review process will be forfeited and a \$2.00 late fee will be assessed.
- B. Conduct of Review. All Student Traffic Review Board meetings shall be closed to the public. The chairman (or designate) shall preside and conduct the business of the review. The board may request further information from the university police officer or the student with regard to the ticket in question.
- C. Review Procedure. The Student Traffic Review Board will meet regularly during the academic year and when necessary during the summer sessions. It shall make the findings and determinations in an executive session (only members of the board present). The board shall promptly consider each case on its merits, make its findings and determinations, and submit them to the Dean of Students. Results of the appeal will be mailed to the student within seven days. If the student is found not guilty of the violation, a waiver shall be made of the penalty fee assessed. The board shall also notify the University Police Department (in writing) of the decision.

Students who amass large numbers of traffic violations may be subject to further disciplinary action through the Office of Student Conduct.

## RECORD OF REVIEW

A summary record of each case that has been reviewed is to be kept on file in the Dean of Students office.

### ***Tobacco Policy***

Smoking or other tobacco use, tobacco advertising, tobacco sales, and free distribution of tobacco products are prohibited on the Midwestern State University campus.

Midwestern State University seeks to provide a safe, healthy, pleasant environment for its faculty, staff, and students. To this end, the use of tobacco products, including smoke and smokeless tobacco, and the advertising, sale, free distribution, and discarding of tobacco products shall be prohibited in all indoor and outdoor facilities and in all university vehicles. The policy extends to faculty, staff, students, vendors, guests, and visitors.

#### *Specifications*

1. Use of tobacco products” shall include
  - a. Possession of a lighted tobacco product
  - b. Use of smokeless tobacco products
  - c. Use of e-cigarettes and other tobacco derived products
2. “Indoor and outdoor facilities and university vehicles” shall include
3. All buildings and facilities owned or leased by Midwestern State University, including residential homes
  - a. All outdoor areas owned or leased by Midwestern State University, including the grounds of the Main Campus and the South Campus and the grounds of residential homes owned by the university
  - b. All university-owned or leased vehicles, including cars, pick-up trucks, vans, box trucks, and carts
  - c. All private vehicles parked on property owned or leased by Midwestern State University
4. Exceptions: None

#### *Enforcement*

It is the responsibility of all members of the campus community and campus visitors to observe the provisions of this policy.

1. It is the responsibility of all students, faculty, staff, and campus visitors to uphold the honor of the university by affirming its commitment to this policy.
2. Courtesy and consideration will be exercised when informing violators of this policy. No person will be retaliated against for informing others of the policy or asking others to comply with the policy.
3. A complaint against a violator who fails to comply with the policy after being asked by another to do so, may be referred to a provost and vice president for academic affairs, vice president, associate vice president, dean, or director. Appropriate disciplinary action may be applied to a violator against whom multiple complaints have been received.



## SECTION VI



# Code of Student Conduct

Midwestern State University students are responsible for knowing the information, policies and procedures outlined in this document. The university reserves the right to make changes to this code as necessary and once those changes are posted online, they are in effect. Students are encouraged to check online for the most current versions of all policies and procedures.

The *Midwestern State University Student Code of Conduct* is based upon the Model Code of the National Center for Higher Education Risk Management (NCHERM) authored by Brett A. Sokolow, Esq. Rights of use have been granted by NCHERM to Midwestern State University. No other use is permitted without the express permission of NCHERM.

### Section 1: Introduction

#### Philosophy

The Midwestern State University community is committed to fostering a campus environment that is conducive to academic inquiry, a productive campus life and thoughtful study and discourse. The student conduct program within the Office of Student Conduct is committed to an educational and developmental process that balances the needs of individual students with the needs of the Midwestern State University community.

A community exists on the basis of shared values and principles. At Midwestern State University, student members of the community are expected to uphold and abide by certain standards of conduct that form the basis of the *Student Code of Conduct*. These standards are embodied within a set of core values that include integrity, social justice, respect, community, and responsibility. When members of the community fail to exemplify these values, campus conduct proceedings are used to assert and uphold the *Student Code of Conduct*. Midwestern State University takes great pride in that it treats all students with the dignity and respect they deserve. The aspect of community is paramount and is reflected throughout the entire university community.

Ultimately, each member of the Midwestern State University community is expected to assume responsibility for his/her conduct and to assume reasonable responsibility for the behavior of others. On occasion, this will involve kind and courteous admonition done when one member observes another in inappropriate conduct. At other times, it will involve cooperation when the authorities are investigating instances of alleged misconduct.

The student conduct process at Midwestern State University is not intended to punish students; rather, it exists to protect the interests of the community and to challenge those whose behavior is not in accordance with our policies. Sanctions are intended to challenge students' moral and ethical decision-making and to help bring their behavior into accord with our community expectations.

Students should be aware that the student conduct process is quite different from criminal and civil court proceedings. Procedures and rights in student conduct procedures are conducted with fairness to all, but do not include the same protections of due process afforded by the courts. Fair process, within these procedures, assures written notice and a hearing before an objective decision-maker. No student will be found in violation of university policy without information showing that it is more likely than not that a policy violation occurred and any sanctions will be proportionate to the severity of the violation and to the cumulative conduct history of the student.

## Section 2: Jurisdiction over Student Conduct

Students at Midwestern State University are annually given a copy of the *Student Code of Conduct* in the form of a link on the Midwestern State University website; the student code of conduct is contained in the Student Handbook, hard copies are available from the Office of Student Conduct, at the Clark Student Center Information Desk or in the residence halls. Students are charged with the responsibility of having read the provisions of the *Student Code of Conduct*. The *Student Code of Conduct* and the student conduct process apply to the conduct of individual students and university-affiliated student organizations. Because the *Student Code of Conduct* is based on shared values, it sets a range of expectations for Midwestern State University students no matter where or when their conduct may take place; therefore, the *Student Code of Conduct* applies to behaviors that take place on the campus, at university-sponsored events and may also apply off-campus when the administration determines in its discretion that the off-campus conduct affects a substantial university interest.

The *Student Code of Conduct* may be applied to conduct that takes place from the time a person is admitted as a student and continues until the student withdraws or graduates, including periods during semester breaks and between semesters. Further, the *Student Code of Conduct* applies to guests of community members whose host(s) may be held accountable for the misconduct of their guests.

Visitors to and guests of Midwestern State University are also protected by the *Student Code of Conduct* and may initiate grievances for violations of the *Student Code of Conduct* committed against them by members of the Midwestern State University community.

There is no time limit on reporting violations of the *Student Code of Conduct* as long as the offending student is still enrolled at Midwestern State University; however, the longer someone waits to report an offense, the harder it becomes for Midwestern State University officials to obtain information and witness statements and to make a determination regarding alleged violations. Though anonymous complaints are permitted, doing so may limit the university's ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to the Office of Student Conduct and/or to Campus Police.

Midwestern State University email is the university's primary means of communication with students. **Students are responsible for all communication delivered to their Midwestern State University email address.**

## Section 3: Violations of the Law

Alleged violations of federal, state and local laws are incorporated as offenses under the *Student Code of Conduct*. When a student is accused, arrested, charged, or indicted for an off-campus crime, the university may elect to take action for violation of the *Student Code of Conduct*.

When an offense occurs over which the university has jurisdiction, the university conduct process will usually go forward notwithstanding any criminal complaint that may arise from the same incident. The university may pursue investigation and resolution of campus conduct complaints, regardless of whether the student participates, and the university may impose sanctions that need to be satisfied for a student to be considered in good standing.

When it has reasonable cause to separate a student from the community, the university may suspend a student for a reasonable time pending the scheduling of a campus hearing for violation of the *Student Code of Conduct*. The university reserves the right to exercise its authority of interim suspension upon notification that a student is facing criminal investigation and/or complaint. The university will permit a student who receives an interim suspension to request a meeting with the Vice President of Student Affairs and Enrollment Management to show cause as to why an interim

suspension is not merited. Regardless of the outcome of this meeting, the university may still proceed with the scheduling of a campus hearing.

When criminal charges are pending, the university may be delayed or prevented from conducting its own investigation and moving forward with a campus hearing. When this happens, the university will delay its hearing until such time as it can conduct an internal investigation or obtain sufficient information from law enforcement upon which to proceed. In cases governed by Title IX, this delay will be no longer than two weeks from notice of the incident.

#### **Section 4: Special Provisions**

A. Attempted Violations

In most instances, Midwestern State University will treat attempts to commit any of the violations listed in the *Student Code of Conduct* as if those attempts had been completed.

B. Misconduct Online

Students are cautioned that behavior conducted online, such as harassment or bullying via email, can subject them to university conduct action. Students must also be aware that blogs, web page entries on sites such as Google+, Facebook, LinkedIn, YouTube and Twitter and other similar online postings are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online. The university does not regularly search for this information but may take action if and when such information is brought to the attention of university officials.

C. University as Complainant

Midwestern State University reserves the right to initiate a complaint, to serve as complainant and to initiate conduct proceedings without a formal complaint by the victim of the alleged misconduct.

D. False Reports

Midwestern State University will not tolerate intentional false reporting of incidents. It is a violation of the *Student Code of Conduct* to make an intentionally false report of any policy violation and it may also violate state criminal statutes and civil defamation laws.

E. Group Violations

A student group or organization and its officers and membership may be held collectively and individually responsible when violations of this code by the organization or its members take place at organization-sponsored events, have received the consent or encouragement of the organization or of the organization's leaders or officers, or was known or reasonably should have been known to the membership or its officers. Hearings for student groups or organizations follow the same general student conduct procedures. In any such action, individual determinations as to responsibility will be made and sanctions may be assigned collectively and individually and will be proportionate to the involvement of each individual.

F. Amnesty for Victims

The Midwestern State University community encourages the reporting of conduct code violations and crimes by victims. Sometimes, victims are hesitant to report to university officials because they fear that they themselves may be accused of policy violations, such as underage drinking, at the time of the incident. It is in the best interest of this community that as many victims as possible choose to report to university officials. To encourage reporting, Midwestern State University pursues a policy of offering victims of conduct code violations amnesty from minor policy violations related to the incident.

G. Bystander Intervention

The welfare of students in our community is of paramount importance. At times, students on and off-campus may need assistance. Midwestern State University encourages

students to offer help and assistance to others in need. Sometimes, students are hesitant to offer assistance to others for fear that they may get themselves in trouble. For example, a student who has been drinking underage might hesitate to help take a sexual misconduct victim to Campus Police. Midwestern State University pursues a policy of amnesty for minor violations when students offer help to others in need.

H. Parental Notification

Midwestern State University reserves the right to notify the parents/guardians of dependent students regarding alcohol and other drug violations. The university may also notify parents/guardians of non-dependent students who are under the age of 21 of alcohol and/or other drug violations. Midwestern State University will attempt to contact the parents/guardians of a student to inform them of situations in which there is a health and/or safety risk. Midwestern State University also reserves the right to designate which university employees have a legitimate need to know about individual conduct complaints pursuant to the Family Educational Rights and Privacy Act (FERPA) and will share information accordingly.

I. Notification of Outcomes

The outcome of a campus hearing is part of the education record of the accused student/respondent and is protected from release under the Federal Education Rights and Privacy Act (FERPA), except under certain conditions. In accordance with FERPA, when a student is accused of a policy violation that would constitute a “crime of violence” or forcible or nonforcible sex offense, the university will inform the alleged victim/complainant in writing of the final results of a hearing regardless of whether the university concludes that a violation was committed. Such release of information may only include the alleged student’s/respondent’s name, the violation committed and the sanctions assigned (if applicable). In cases of sex offenses, the rationale for the outcome will also be shared with all parties to the complaint.

In cases where the university concludes that a student violated a policy that would constitute a “crime of violence” or nonforcible sex offense, the university may also release the above information publicly and/or to any third party. FERPA defines “crimes of violence” to include:

- a) Arson
- b) Assault offenses
- c) Burglary
- d) Criminal Homicide—manslaughter by negligence
- e) Criminal Homicide—murder and non negligent manslaughter
- f) Destruction/damage/vandalism of property
- g) Kidnapping/abduction
- h) Robbery
- i) Forcible sex acts

Students who bring any Title IX-related complaints against any member of the campus community will be informed in writing of the outcome of the complaint and any sanctions or responsive actions implemented.

J. Defenses

It is increasingly common for individuals accused of policy violations to defend their actions with explanations such as, but not limited to, prescription drug interactions, self defense and disability. The university’s policy on defenses is that providing an explanation for a policy defense is equivalent to the admission of engaging in a policy violation. While explanations will not excuse an individual’s commission of a policy violation, Midwestern State University will take the legitimacy of an individual’s explanation into consideration in the determination of appropriate sanctioning.

## Section 5: Student Code of Conduct: The Rules

### A. Definitions

- a) The term “the university” refers to Midwestern State University.
- b) The term “student” includes all persons who have accepted admission to, enrolled at, are taking courses at, and/or have a continuing relationship with the university, including those who attend full- or part-time at the undergraduate, graduate, or non-matriculated level.
- c) The term “faculty member” refers to any person employed by the university to conduct instructional activities.
- d) The term “university official” includes any person employed by the university who is designated as an official or who holds administrative or professional supervisory responsibilities.
- e) The term “member of the university community” refers to any person employed by, volunteering for or attending the university as a student, faculty member, administrator, staff member, intern, or volunteer.
- f) The term “university property” includes all land, buildings, facilities, and other property in the possession of, owned or controlled, whether leased or rented, by the university.
- g) The term “organization” refers to any number of persons who have complied with the formal requirements for university registration, or who are members of university sponsored groups.
- h) The terms “Student Conduct Committee” or “SCC” refers to a body responsible for assisting in the interpretation and implementation of the *Student Code of Conduct*. Members are responsible for hearing complaints and ensuring that students receive the procedural fairness rights granted them.
- i) The term “Administrative Hearing Officer” refers to any persons authorized by the Director of Student Conduct or a delegated representative to determine whether a student has violated the *Student Code of Conduct* and to impose sanctions. The Student Conduct Committee constitutes an Administrative Hearing Officer.
- j) The term “Appeals Panel” refers to any person or persons authorized by the Director of Student Conduct to consider a review or appeal of the decisions of an Administrative Hearing Officer, the SCC, and the Director of Student Conduct.
- k) The term “policy” is defined as the written rules of the university found in, but not limited to: the *Student Code of Conduct*, the Student Handbook, University Catalog, and Housing and Residence Life Handbook
- l) The term “working day” refers to a regular university business day. This does not include Saturday, Sunday or holidays as set forth by the Board of Regents. In the fall and spring semesters this would be Monday through Friday and during the summer I and II terms Monday through Thursday.

### B. Core Values and Behavioral Expectations

The university considers the behavior described in the following sections as inappropriate for the Midwestern State University community and in opposition to the core values set forth in this document. These expectations and rules apply to all students, whether undergraduate, graduate, or non-matriculated. The university encourages community members to report to university officials all incidents that involve the following actions. Any student found to have committed or to have attempted to commit the following misconduct is subject to the sanctions outlined in Section 8: Conduct Procedures.

- a) *Integrity*: Midwestern State students exemplify honesty, honor and a respect for the truth in all of their dealings. Behavior that violates this value includes, but is not limited to:



1. Knowingly furnishing false, falsified or forged information such as falsification or misuse of documents, accounts, records, identification or financial instruments;
  2. Acts of academic dishonesty as outlined in the *Academic Misconduct Policy in Appendix E*.
  3. Unauthorized possession, duplication or use of means of access to any university building (i.e. keys, cards, etc.);
  4. Action or inaction by someone in collusion with another or others to violate these rules;
  5. Violations of positions of trust within the community; or
  6. Tampering with the election of any university-recognized student organization.
- b) *Community*: Midwestern State students honor and value their community. Behavior that violates this value includes, but is not limited to:
1. Misuse of access privileges to university premises or unauthorized entry to or use of buildings, including trespassing;
  2. Misuse or unauthorized use of university or organizational names and images;
  3. Knowingly taking possession of stolen property;
  4. Intentional and unauthorized taking of university property or the personal property of a member of the university community;
  5. Intentional and unauthorized destruction of, or damage to, university property or to the personal property of a member of the university community;
  6. Violating the Midwestern State University Computer and Network Services Policy, found in the Student Handbook. Examples of actions which violate these policies include, but are not limited to:
    - Use of computing facilities to send harassing or abusive messages;
    - Use of computing facilities to interfere with the work of other community members;
    - Unauthorized access to a file or personal or group account;
    - Use of computing facilities to interfere with normal operation of the university computer system; or
    - Copying or transmitting copyrighted material when you are not legally authorized to do so. Anonymous or forged network news articles or email messages;
  7. Unauthorized transfer of a file;
  8. Unauthorized use of another individual's identification and password;
  9. Gambling in any form by the use of cards, dominoes, billiards, dice, pool, table tennis, snooker, or any other means specifically defined by state law, shall be prohibited on university grounds or property or in approved student housing;
  10. Possession, use, or distribution of explosives (including fireworks and ammunition), guns (including air, BB, paintball, and pellet guns), or other weapons or objects that could be construed as weapons such as arrows, axes, machetes, nun chucks, throwing stars, or knives with a blade of longer than five and one-half (5 ½) inches;
  11. Use of alarmed doors for entry into or exit from a Midwestern State University building, not during an emergency.
  12. Failing to report a lost Midwestern State University identification card.
  13. Violation of local, state, federal or campus fire policies including, but not limited to:
    - Failure to evacuate a university-controlled building during a fire alarm;
    - Improper use of university fire safety equipment; or

- Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on university property. Such action may result in a \$4,000 fine in addition to university sanctions;
  - Intentionally or recklessly causing a fire which damages university or personal property or which caused injury to any member of the community.
- c) *Social Justice*: Midwestern State students exemplify just and equitable treatment of all members of the community in their dealings and interactions. Behavior that violates this value includes, but is not limited to:
1. Substantial disruption of university operations including obstruction of teaching, research, administration, other university activities, or other authorized non-university activities which occur on campus;
  2. Obstruction of freedom of movement by community members or visitors;
  3. Abuse or interference of, or failure to comply in, university processes including conduct code investigations and hearings; or
  4. Abuse of the campus conduct system including, but not limited to:
    - Failure to appropriately respond to a letter of notice, or summons letter;
    - Failure to attend meetings scheduled for conduct code administration purposes;
    - Falsification, distortion or misrepresentation of information;
    - Failure to provide, destroying or hiding information during an investigation of an alleged policy violation;
    - Attempting to discourage an individual's proper participation in, or use of, the campus conduct system;
    - Harassment (verbal or physical) and/or intimidation of a member of a campus conduct body prior to, during, and/or following a campus conduct proceeding;
    - Failure to comply with the sanction(s) imposed by the campus conduct system; or
    - Influencing, or attempting to influence, another person to commit an abuse of the campus conduct system.
- d) *Respect*: Midwestern State students show positive regard for each other, for property and for the community. Behavior that violates this value includes, but is not limited to:
1. Threatening, or causing, physical harm, written or verbal abuse or other conduct that threatens or endangers the health or safety of any person.
  2. Discrimination, defined as any distinction, preference, advantage for or detriment to an individual compared to others that is based upon an individual's actual or perceived sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion or sexual orientation that is sufficiently serious that it interferes with or limits a student's ability to participate in or benefit from the university's educational program or activities.
  3. Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another.
  4. Discriminatory Harassment, defined as detrimental action based on an individual's actual or perceived gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation or other protected status that is unwelcome and unreasonably interferes with or limits a student's ability to participate in or benefit from the university's educational program or activities.
  5. Retaliatory Harassment, defined as any intentional, adverse action taken by an

- accused individual or allied third party, absent legitimate non-discriminatory purposes, that harms an individual as reprisal for filing or participating in a civil rights grievance proceeding.
6. Bullying, or cyber bullying, defined as repeated and/or severe, pervasive, and objectionably offensive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally that includes, but is not limited to: creating web pages with a negative focus; posting insults or lewd photos on social networking sites; or spreading rumors with malicious intent;
  7. Hazing is a criminal violation under Texas law. A person may be found guilty of criminal conduct for hazing, encouraging hazing, permitting hazing, or having knowledge of the planning of hazing incidents and failing to report in writing his/her knowledge to the Director of Student Conduct. Both failing to report hazing and hazing that does not result in serious bodily injury are Class B misdemeanors. Hazing that results in serious bodily injury is a Class A misdemeanor. Hazing resulting in a death is a state jail felony. An organization found guilty of hazing may be fined \$5,000 to \$10,000 or, for incidents causing personal injury or property damage, an amount double the loss or expenses incurred because of the hazing incident. It is not a defense to prosecution that the person hazed consented to the hazing activity. Any person reporting a specific hazing incident to the appropriate institutional official is immune from civil and criminal liability unless the report is in bad faith or malicious. This state law does not limit or affect an educational institution's right to enforce its own penalties against hazing. The Education Code defines hazing as "any intentional, knowing, or reckless act occurring on or off the campus of an educational institution, by one person or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization." The statute contains a list of conduct that constitutes hazing;
  8. Violence between those in a continuing relationship of an intimate or romantic nature with one another;
  9. Violence committed by a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabitating or had cohabitated with the victim as a spouse, or a person similarly situated to a spouse, adult or youth victim protected by domestic or family violence laws;
  10. Stalking as defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress;
  11. Sexual misconduct including sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, or sexual exploitation (See Section 12: Sexual Misconduct Policy for further information);
  12. Inappropriate conduct which is disorderly, disruptive, obscene or indecent while on campus or at functions sponsored, or participated in, by the university;
  13. Failure to comply with the directives of university officials or law enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so;
  14. Smoking or use of tobacco or tobacco-derived products in any area of campus;
- e) *Responsibility*: Midwestern State students are given, and accept, a high level of responsibility as role models. Behavior that violates this value includes, but is not limited to:

1. Use, possession or distribution of alcoholic beverages except as expressly permitted by law and the university's Alcohol Policy (See Section 10 of this document for further information);
2. Use, possession or distribution of narcotics or other controlled substances or drug paraphernalia, except as expressly permitted by law;
3. Abuse, misuse, sale, or distribution of prescription or over-the-counter medications;
4. Assisting in, inciting or condoning the violation of university policies or local, state or federal laws;
5. Allegations of violation of local, state or federal laws which affect the substantial interests of the university community whether the violation occurs on or off-campus;
6. Intentional failure of any organized group to exercise preventative measures relative to violations of the *Student Code of Conduct* by its members;
7. Knowingly condoning or remaining in the presence of a clear violation of these rules without:
  - Leaving the area where the violation was occurring; or
  - Intervening or confronting the violation in an effort to stop it; or
  - Contacting the appropriate staff members to address the violation.
8. Violation of other published university policies or rules, including all Housing policies;

### **Section 6: Student Conduct Authority**

The Vice President for Student Affairs and Enrollment Management is vested with the authority of chief conduct officer by the Board of Regents. The chief conduct officer appoints a Director of Student Conduct to oversee and manage the student conduct process. The chief conduct officer, Dean of Students, and Director of Student Conduct may appoint administrative hearing and appeals officers as deemed necessary to efficiently and effectively supervise the student conduct process.

The Director of Student Conduct or designee will assume responsibility for the investigation of an allegation of misconduct to determine if the complaint has merit. No complaint will be forwarded for a hearing unless there is reasonable cause to believe a policy has been violated. Reasonable cause is defined as some credible information to support each element of the offense, even if that information is merely a credible witness or a victim's statement. A complaint wholly unsupported by any information will not be forwarded for a hearing.

If a minor allegation can be addressed by mutual consent of the parties involved, on a basis acceptable to the parties involved and the Director of Student Conduct or designated administrative hearing officer, such disposition will be final and there will be no subsequent proceedings.

The Director of Student Conduct has discretion to refer a complaint for mediation. Any unsuccessful mediation can be forwarded for formal processing and hearing; however, at no time will complaints of physical sexual misconduct or violence be mediated as the sole institutional response. The Director of Student Conduct may also suggest that complaints that do not involve a violation of the *Student Code of Conduct* be referred for mediation.

If the complaint cannot be addressed in a manner mutually acceptable, or for incidents that are not minor, the Director of Student Conduct will refer the complaint to the Administrative Hearing Officer or the Student Conduct Committee (SCC). The decision of where to refer the complaint is at the sole discretion of the Director of Student Conduct, who may take into consideration the preferences of the parties to the complaint.

## Assembly of the Student Conduct Committee (SCC)

The Director of Student Conduct will be responsible for assembling the SCC according to the following guidelines:

The membership of the Student Conduct Committee is comprised of a pool of at least six students, six faculty, and six staff/administrative members appointed and trained annually by the Director of Student Conduct.

To serve in the SCC pool, students must:

1. Be in academic good standing at the university and have completed 15 hours of academic credit with a cumulative GPA of at least 2.0.
  2. Be in conduct good standing throughout the term in which they serve. Conduct good standing is defined as having no record of misconduct during the semester(s) in which a student wishes to serve on the SCC. A history of misconduct could disqualify a student for service.
- a) The Director of Student Conduct will have final authority to approve all those serving on the SCC.
  - b) The non-voting advisor to the SCC is the Director of Student Conduct with responsibility for training the SCC, conducting preliminary investigations, and ensuring a fair process for the complainant and accused student/respondent.
  - c) In the event of a resignation from the SCC, the Director of Student Conduct will solicit a replacement from the group from which the representative came.
  - d) Decisions made, and sanctions imposed, by the SCC or an Administrative Hearing Officer will be final and implemented, pending the normal review process. At the discretion of the Director of Student Conduct, implementation of sanctions may be stayed pending review.

For each complaint, a hearing panel will be chosen from the available pool, and is usually comprised of one student, one faculty member, and one staff member or administrator. Availability may determine a different composition for the hearing panel, and in complaints involving discrimination, sexual misconduct, or other sensitive issues, the Director of Student Conduct will usually use three administrative/staff members for the hearing panel. One of the staff members or administrators trained as an investigator serves as the non-voting chair of the panel and assures university procedures are followed throughout the hearing.

## Administrative Hearing Officers

Administrative Hearing Officers are chosen from a pool of annual trained administrators or staff members selected by the Director of Student Conduct.

## Appeals Panels

Three-member appeals panels are drawn from the SCC pool, with the only requirement being that they did not serve on the hearing panel for the initial hearing. Appeals Panels review appeals submitted by the Director of Student Conduct.

## Interpretation and Revision

The Director of Student Conduct will develop procedural rules for the administration of hearings that are consistent with provisions of the *Student Code of Conduct*. Material deviation from these rules will, generally, only be made as necessary and will include notice to the parties involved. The Director of Student Conduct may vary procedures with notice upon determining that changes to law or regulation require policy or procedural alterations not reflected in this *Code*.

The Director of Student Conduct may make minor modifications to procedure that do not materially jeopardize the fairness owed to any party.

Any question of interpretation of the *Student Code of Conduct* will be referred to the Director of Student Conduct whose interpretation is final.

The *Student Code of Conduct* will be reviewed and updated annually under the direction of the Dean of Students.

### **Section 7: Special Conduct Procedures for Sexual Misconduct, Sexual Harassment and Other Forms of Discrimination**

#### **A. Investigation of Sexual Misconduct, Sexual Harassment and Other Forms of Discrimination**

The Title IX Coordinator, in consult with the Director of Student Conduct, will appoint an investigator for any complaint that falls under Title IX or involves any form of discrimination. The investigator(s) will take the following steps, if not already completed by the Coordinator or designee:

- In coordination with the Coordinator, initiate any necessary remedial actions on behalf of the victim;
- Determine the identity and contact information of the complainant, whether that person is the initiator of the complaint, the alleged victim, or a university proxy or representative;
- Conduct an immediate preliminary investigation to identify a complete list of all policies that may have been violated, to review the history of the parties, the context of the incident(s), any potential patterns and the nature of the complaint;
  - If the victim is reluctant to pursue the complaint, determine whether the complaint should still be pursued and whether sufficient independent evidence could support the complaint without the participation of the victim;
  - Notify the victim of whether the university intends to pursue the complaint regardless of their involvement, and inform the victim of their rights in the process and option to become involved if they so choose;
  - Preliminary investigation usually takes up to one week to complete;
- If indicated by the preliminary investigation and authorized by the Coordinator, conduct a comprehensive investigation to determine if there is reasonable cause to charge the accused individual, and to determine what specific policy violations should be alleged as part of the complaint;
  - If there is insufficient evidence through the investigation to support reasonable cause, the grievance will be closed with no further action;
  - A comprehensive investigation usually takes between one to three weeks;
- Meet with the complainant to finalize the complaint, which will be drawn up by the university as a result of this meeting;
- Commence a thorough, reliable and impartial investigation;
  - Prepare the notice of charges on the basis of the reasonable cause determination, which may be delivered prior to, during or after the accused individual is interviewed, at the discretion of the investigator(s);
- Interview all relevant witnesses, obtain statements from each, and have each witness sign their statements to verify them;
- Obtain all documentary evidence and information available;
- Obtain all physical evidence available;
- Complete the investigation by analyzing all available evidence without unreasonable deviation from the intended timeline;
- Make a finding, based on a preponderance of the evidence (whether a policy violation is more likely than not);

- Present the investigation report and findings to the accused individual, who may:
  - accept the findings,
  - accept the findings in part and reject them in part,
  - or may reject all findings;
- Share the findings and update the complainant on the status of the investigation and the outcome.

B. Findings

Where the accused individual is found not responsible for the alleged violation(s), the investigation will be closed. The complainant may request that the Title IX Coordinator re-open the investigation or convene a hearing. The decision to re-open an investigation or convene a hearing rests solely in the discretion of the Coordinator in cases such as this, and is granted only on the basis of extraordinary need.

C. Accused Individual Accepts the Findings

Where the accused individual accepts the finding that s/he violated university policy, the investigator will recommend appropriate sanctions/responsive actions for the violation that will act to end the discrimination, prevent its recurrence, and remedy its effects on the victim and the university community. If the accused individual accepts these sanctions/responsive actions, the process ends. The sanctions/responsive actions are implemented by the Director of Student Conduct.

If the accused individual accepts the findings but rejects the recommended sanctions/responsive actions, there will be an administrative hearing on the sanction/responsive actions, only. This will usually occur within 1-2 weeks from the end of the investigation. Administrative hearing procedures are detailed below.

The Coordinator, Director of Student Conduct, or investigator will make timely notification in writing to the parties of the outcome, any sanctions/responsive actions, and the rationale for the decision.

D. Accused Individual Rejects the Findings

Where the accused individual rejects the finding that s/he violated university policy, there will be an SCC hearing on the allegations within 2 weeks. At the hearing, the investigator(s) will present their findings to the SCC, the SCC will hear from the parties, and any called witnesses. The investigation findings will be considered by the SCC, but are not binding on the SCC, which renders an independent and objective finding within 2-3 business days of the hearing. Findings are provided to the Director of Student Conduct. SCC procedures are detailed in Section 8 below.

E. Special Hearing Provisions for Sexual Misconduct/Discrimination Complaints

All hearings under this section will be conducted by a three member staff/administrative panel drawn from the SCC and/or Administrative Hearing Officer pool. For sexual misconduct complaints (and other complaints of a sensitive nature), whether the alleged victim is serving as the complainant or as a witness, alternative testimony options will be given, such as placing a privacy screen in the hearing room or allowing the alleged victim to testify from another room via live video (i.e. Skype), a closed circuit television or similar technology. While these options are intended to help make the alleged victim more comfortable, they are not intended to work to the disadvantage of the accused student/respondent.

The past sexual history or sexual character of a party will not be admissible by the other parties in hearings unless such information is determined to be highly relevant by the SCC Chair. All such information sought to be admitted will be presumed irrelevant and any request to overcome this presumption by the parties must be included in the complaint/response or a subsequent written request which must be received by the Director of Student Conduct in advance of the hearing.

While previous conduct violations of the accused student/respondent are not generally admissible as information about the present violation, the Director of Student Conduct or Title IX Coordinator may supply previous complaint information to the SCC, or may consider it in an administrative hearing, only if the following criteria is met:

- 1) The accused student/respondent was subject to a previous credible allegation and/or previously found responsible for a policy violation or crime;
- 2) The previous incident was similar to the present allegation; or
- 3) The information indicated a pattern of behavior by the accused student. The alleged victim in any complaint alleging sexual misconduct will: be notified in writing of the outcome of a hearing and any sanctions assigned; have the right to a review if the appeal criteria is met; and be kept apprised of the status of the investigation.

## **Section 8: Conduct Procedures**

Part of the education process is learning how to live in harmony with community members and within a system of standards established for and by the community. Students are accountable to students and others in the community for these standards through the procedures outlined below. This system is not a legal process but, rather, an administrative hearing system. Principles of fairness govern all such bodies. All students who violate these standards will be held accountable for their behavior through a process that assures the rights of both the complainant and the accused student/respondent.

### **A. Complaints**

Any member of the university community, visitor or guest may file a complaint against any student for misconduct through the Office of Student Conduct.

Complaints will be presented to the Director of Student Conduct (or designee) and/or to the Title IX Coordinator, when appropriate. Additionally, these administrators may act on notice of a potential violation whether a formal complaint is made or not. All complaints can be submitted by a victim or a third party, and should be submitted as soon as possible after the offending event occurs. The university has the right to pursue a complaint or notice of misconduct on its own behalf and to serve as complainant in the subsequent campus conduct process.

The Director of Student Conduct (or designee) will assume responsibility for the investigation of the alleged violation as described below in the section on Investigations.

### **B. Notice of Hearing**

Once a determination is made that reasonable cause exists for the Director of Student Conduct (or designee) to refer a complaint for a hearing, notice will be given to the accused student/respondent. Notice will be in writing and may be delivered by one or more of the following methods: in person by the Director of Student Conduct (or designee); mailed to the local or permanent address of the student as indicated in official university records; or emailed to the student's university-issued email account. Once mailed, emailed and/or received in-person, such notice will be presumptively delivered. The letter of notice, or summons letter will:

- a) Include the alleged violation and notification of where to locate the *Student Code of Conduct* and university procedures for resolution of the complaint; and
- b) Direct the accused student/respondent to contact the Director of Student Conduct (or designated administrative hearing officer) within a specified period of time to respond to the complaint. This time period will, generally, be no less than two business days from the date of delivery of the summons letter.



A meeting with the Director of Student Conduct (or designated administrative hearing officer) may be arranged to explain the nature of the complaint and the conduct process. At this meeting, the accused student/respondent may indicate, either verbally or in writing, to the Director of Student Conduct (or designated administrative hearing officer), whether s/he admits or denies the allegations of the complaint.

C. Interim Suspension

Interim suspension, under the *Student Code of Conduct*, may be imposed by the Vice President for Student Affairs and Enrollment Management or designee when necessary to protect the health and safety of a student or of the community; preserve university property; pursue an investigation and/or hearing; prevent disruption of, or interference with, the normal operations of the university. Interim suspension will be used for short periods of time, pending a hearing for a *Student Code of Conduct* violation by either the Director of Student Conduct or Student Conduct Committee.

During an interim suspension, a student will be denied access to university housing and/or the university campus/facilities/events. As determined appropriate by the Director of Student Conduct, this restriction includes classes and/or all other university activities or privileges for which the student might otherwise be eligible. At the discretion of the Director of Student Conduct and with the approval of, and in collaboration with, the appropriate Dean(s), alternative coursework options may be pursued to ensure as minimal an impact as possible on the accused student/respondent.

D. Hearing Options & Preparation

The following sections describe Midwestern State University's conduct hearing processes. Except in a complaint involving failure to comply with the summons of the Director of Student Conduct (or designee), no student may be found to have violated the *Student Code of Conduct* solely as a result of the student's failure to appear for a hearing. In all such instances, conduct hearings will proceed as scheduled and the information in support of the complaint will be presented to, and considered by, the Director of Student Conduct, Administrative Hearing Officer or SCC presiding over the hearing.

Where the accused student/respondent admits to violating the *Student Code of Conduct*, or in instances where the accused student/respondent is facing a complaint for which the consequences do not include suspension or expulsion from the university, the Director of Student Conduct (or designated administrative hearing officer) may invoke informal resolution procedures to determine and administer appropriate sanctions without a formal hearing. This process is also *known as an administrative hearing*. In administrative hearings, complaints will be heard and final determinations will be made by the Director of Student Conduct or Administrative Hearing Officer.

Where the accused student/respondent denies violating the *Student Code of Conduct*, or in instances where the accused student/respondent is facing a complaint for which the consequences may include suspension or expulsion from the university, a *formal hearing* will be conducted as befits the gravity of the alleged offense and the serious nature of the consequences. This process is known as a Student Conduct Committee (SCC) hearing. At the discretion of the Director of Student Conduct (or designee), a request by one or more of the parties to the complaint for an administrative hearing may be considered. Students who deny a violation for which an SCC hearing will be held will be given a minimum of seven (7) days to prepare for a formal hearing. Preparation for a formal hearing is summarized in the following guidelines:

- a) Notice of the time, date and location of the hearing will be in writing and may be delivered by one or more of the following methods: in person by the Director of Student Conduct (or designee); mailed to the local or permanent address of the student as indicated in

official university records; or emailed to the student's university-issued email account. Once mailed, emailed and/or received in-person, such notice will be presumptively delivered.

- b) If there is an alleged victim of the conduct in question, the alleged victim may serve as the complainant or may elect to have the university administration serve as complainant. Where there is no alleged victim, the university administration will serve as complainant.
  - c) If an accused student/respondent fails to respond to notice from the Director of Student Conduct (or designated administrative hearing officer), the Director of Student Conduct (or designated administrative hearing officer) may initiate a complaint against the student for failure to comply with the directives of a university official and give notice of this offense. Unless the student responds to this notice within two days by answering the original notice, an administrative hearing may be scheduled and held on the student's behalf and the student may be administratively withdrawn from attending classes or a disciplinary hold placed on the student's university account, deeming them ineligible to register for courses until such time as the student responds to the initial complaint.
  - d) At least three (3) business days before any scheduled formal hearing, the following will occur:
    - 1. The accused student/respondent will deliver to the Director of Student Conduct (or designee) a written response to the complaint;
    - 2. The accused student/respondent and complainant will deliver to the Director of Student Conduct (or designee) a written list of all witnesses he/she wants the university to call at the hearing;
    - 3. The accused student/respondent and complainant will deliver to the Director of Student Conduct (or designee) all physical evidence he/she intends to use or needs to have present at the hearing and will indicate who has possession or custody of such evidence, if known;
    - 4. The complainant and the accused student/respondent will notify the Director of Student Conduct (or designee) of the names of any advisors who may be accompanying the parties at the hearing.
  - e) The Director of Student Conduct (or designee) will ensure that the hearing information and any other available written documentation is shared with the complainant and the accused student/respondent at least two (2) business days before any scheduled hearing. In addition, the parties will be given a list of the names of all the members of SCC or hearing officers for the complaint in advance. Should either party object to any SCC or hearing officer, he/she must raise all objections, in writing, to the Director of Student Conduct immediately. Hearing officers will only be unseated if the Director of Student Conduct concludes their bias precludes an impartial hearing of the complaint. Additionally, any SCC or hearing officer who feels he/she cannot make an objective determination must recuse him/herself from the proceedings.
- E. Student Conduct Committee Hearing Procedures

When a student faces potential suspension or expulsion from housing or from the university or at the discretion of the Director of Student Conduct, the process (i.e. the conducting of an SCC hearing) afforded is more rigorous and formal as befits the gravity of the alleged offense and the serious nature of the consequences.

The complainant and the accused student/respondent have the right to be present at the hearing; however, they do not have the right to be present during deliberations. If a student cannot attend the hearing, it is that student's responsibility to notify the Director of Student Conduct no later than three (3) days prior to the scheduled hearing to arrange for another date, time and location.

- a) Except in cases of grave or unforeseen circumstances, if the accused student/respondent fails to give the requisite minimum three (3) day notice, or if the accused student/respondent fails to appear, the hearing will proceed as scheduled. If the complainant fails to appear, the complaint may be dropped unless the university chooses to pursue the allegation on its own behalf, as determined by the Director of Student Conduct.

The Student Conduct Committee will conduct SCC hearings according to the following guidelines:

- a) Hearings will be closed to the public.
- b) Admission to the hearing of persons other than the parties involved will be at the discretion of the Student Conduct Committee (SCC) and the Director of Student Conduct.
- c) In hearings involving more than one accused student/respondent, the standard procedure will be to hear the complaints jointly; however, the Director of Student Conduct may permit the hearing pertinent to each respondent to be conducted separately. In joint hearings, separate determinations of responsibility will be made for each respondent.
- d) The complainant and respondent have the right to an advisor of his/her own choosing. Except in cases of sexual misconduct, sexual harassment, and other forms of discrimination, Advisors may be chosen *only* from within the current Midwestern State University community, unless leave is granted by the Director of Student Conduct for an advisor from outside the community. In the rare instance where civil or criminal court proceedings are currently involving a student party to the complaint or at the discretion of the Director of Student Conduct, legal counsel may be permitted to serve as an advisor. The advisor may not make a presentation or represent the complainant or respondent during the hearing.
- e) The complainant, the accused student/respondent, the SCC and the Director of Student Conduct (or designee) will have the privilege of presenting witnesses and questioning all parties (directly or through the Chair, at the discretion of the Chair). Unduly repetitive witnesses can be limited at the discretion of the SCC Chairperson.
- f) Pertinent records, exhibits and written statements may be accepted as information for consideration by the SCC. Formal rules of evidence are not observed. The SCC Chairperson or Director of Student Conduct may limit the number of character witnesses presented or may accept written affidavits of character instead.
- g) All procedural questions are subject to the final decision of the Director of Student Conduct.
- h) After an SCC hearing, the hearing panel will deliberate and determine, by majority vote, whether it is more likely than not that the accused student/respondent has violated the *Student Code of Conduct*. Once a finding is determined, if the finding is that of a policy violation, the SCC will determine an appropriate sanction(s). The Director of Student Conduct (or designee) is responsible for informing the SCC of applicable precedent and any previous conduct violations or other relevant pattern information about the accused student/respondent. The SCC Chairperson will prepare a written deliberation report and deliver it to the Director of Student Conduct, detailing the finding. This report should conclude with any assigned sanctions. Notification will be made to the student/respondent in writing and may be delivered by one or more of the following methods: in person by the Director of Student Conduct (or designee); mailed to the local or permanent address of

the student as indicated in official university records; or emailed to the student's university-issued email account. Once mailed, emailed and/or received in-person, such notice will be presumptively delivered.

- i) There will be a single verbatim record, such as an audio recording, for all SCC hearings. Deliberations will not be recorded. The record will be the property of the university and maintained according to the university's record retention policy.

#### F. Conduct Sanctions

One or more of following sanctions may be imposed upon any student for any single violation of the *Student Code of Conduct*:

- a) *Warning*: A written notice will be sent to the student(s) who violated university policies and/or rules. It specifies that inappropriate and unacceptable actions have occurred and that more severe conduct action will result should the student be involved in other violations while the student is enrolled at the university.
- b) *Restitution*: Compensation for damage caused to the university or any person's property or injuries to a person as a result of the conduct. This is not a fine but, rather, a repayment for property destroyed, damaged, consumed, or stolen, or personal medical expenses.
- c) *Fines*: Reasonable fines may be imposed.
- d) *Community/University Service Requirements*: For a student or organization to complete a specific supervised university service.
- e) *Loss of Privileges*: The student will be denied specified privileges for a designated period of time.
- f) *Confiscation of Prohibited Property*: Items whose presence is in violation of university policy will be confiscated and will become the property of the university. Prohibited items may be returned to the owner at the discretion of the Director of Student Conduct and/or Campus Police.
- g) *Behavioral Requirement*: This includes required activities such as, but not limited to, seeking academic counseling or substance abuse screening, writing a letter of apology, etc.
- h) *Educational Program*: Requirement to attend, present and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible. Audience may be restricted.
- i) *Restriction of Visitation Privileges*: May be levied on residential or non-resident student. The parameters of the restriction will be specified.
- j) *University Housing Probation*: The student is put on official notice that, should further violations of housing or university policies occur during a specified probationary period, the student may immediately be removed from university housing.
- k) *University Housing Reassignment*: The student is reassigned to another university housing facility. Housing personnel will decide on the reassignment details.
- l) *University Housing Suspension*: The student is removed from university housing for a specified period of time after which the student is eligible to return. Conditions for re-admission to university housing may be specified. Under this sanction, a student is required to vacate university housing within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Director of Housing. This sanction may be enforced with a trespass action if deemed necessary. Prior to reapplication for university housing, the student must gain permission from the Director of Housing (or designee).
- m) *University Housing Expulsion*: The student's privilege to live in, or visit, any university

- housing structure is revoked indefinitely. This sanction may be enforced with a trespass action if deemed necessary.
- n) *Eligibility Restriction*: The student is deemed “not in disciplinary good standing” with the university for a specified period of time. Specific limitations or exceptions may be granted by the Director of Student Conduct and terms of this conduct sanction may include, but are not limited to, the following:
    - 1. Ineligibility to hold any office in any student organization recognized by the university or hold an elected or appointed office at the university; or
    - 2. Ineligibility to represent the university to anyone outside the university community in any way including: participating in the study abroad program, attending conferences, or representing the university at an official function, event or intercollegiate competition as a player, manager or student coach, etc.
  - o) *University Suspension*: The student is separated from the university for a specified period of time, and upon the satisfaction of specific conditions, after which the student is eligible to return. The student is required to vacate university housing and/or campus within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Director of Student Conduct. This sanction may be enforced with a trespass action as necessary. This sanction may be noted as Conduct Suspension on the student’s official academic transcript.
  - p) *University Expulsion*: The student is permanently separated from the university. The student is barred from being on campus and the student’s presence at any university-sponsored activity or event is prohibited. This action may be enforced with a trespass action as necessary. This sanction may be noted as Conduct Expulsion on the student’s official academic transcript.
  - q) *Other Sanctions*: Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Director of Student Conduct or designee.

The following sanctions may be imposed upon groups or organizations found to have violated the *Student Code of Conduct*:

- a) One or more of the sanctions listed above, specifically a) through i) and o) through q); and/or
  - b) Deactivation, de-recognition, loss of all privileges (including university registration), for a specified period of time.
- G. Final Review (Appeal Procedures)

Accused students/respondents and/or complainants may petition for a review of a decision within three (3) business days of issuance of an Administrative Hearing Officer’s or SCC’s written decision. All requests for review must be in writing and delivered to the appropriate administrator as indicated in the written decision letter. For administrative hearings, petitions will generally be reviewed by the Director of Student Conduct. For SCC hearings, petitions will generally be reviewed by the Dean of Students. Any student who misses his/her initial hearing may not request a review of the initial decision.

If the indicated administrator determines that a complaint may be reviewed, every opportunity will be taken, where possible, to return the complaint to the original administrative hearing officer or hearing panel for reconsideration; however, if this is not possible, the complaint will be reviewed by the Appeals Panel. The original administrative hearing officer or hearing panel may support or change a decision. The review body will be deferential to the original decision-maker, making changes to the finding only where there is clear error. Reviews will only be considered for one or more of the following purposes:

- a) To consider new information which was unavailable at the time of the original hearing that could be outcome determinative;
- b) To assess whether a material deviation from written procedures resulted in an unfair outcome of the hearing;
- c) To decide if an assigned sanction(s) is substantially disproportionate to the offense committed;
- d) To determine that the finding does not accord with the information provided in the hearing; or
- e) To assess whether bias on the part of an Administrative Hearing Officer or hearing panel member(s) deprived the process of impartiality.

Except as required to explain the basis of new information unavailable at the time of a hearing, review of a SCC hearing will be limited to the verbatim record of the initial hearing and all supporting documents. Review of an administrative hearing will be limited to the written record of the hearing and all supporting documents. The Dean of Students will serve as the Appeals Panel's non-voting advisor.

H. Failure to Complete Conduct Sanctions

All students, as members of the university community, are expected to comply with conduct sanctions within the time frame specified by the Director of Student Conduct or Administrative Hearing Officer. Failure to follow through on conduct sanctions by the date specified, whether by refusal, neglect or any other reason, may result in additional sanctions and/or suspension from the university. In such situations, resident students will be required to vacate university housing within 24 hours of notification by the Director of Student Conduct, though this deadline may be extended upon application to, and at the discretion of, the Director of Student Conduct. A suspension will only be lifted when compliance with conduct sanctions is satisfactorily achieved. This determination will be made by the Director of Student Conduct.

I. Disciplinary Records

All conduct records are maintained by the university for seven (7) years from the time of their creation. Other than university suspension and expulsion, conduct sanctions will not be made a part of the student's permanent academic record, but will become a part of the student's private conduct record. Upon application to, and approval of the Director of Student Conduct, private conduct records may be expunged seven (7) years after final disposition of complaints for which sanctions imposed did not include university housing suspension, university housing expulsion, university suspension, or university expulsion.

**Section 9: Student Right to Know and Campus Security Act of 1990**

The Student Right to Know and Campus Security Act of 1990 is a federal mandate which requires all current students and employees be provided with information on policies and procedures involving campus security, the reporting of criminal action or other emergencies, and the enforcement authority of security personnel. This information must also include descriptions of programs for students and employees about campus security and crime prevention, as well as statistics on the occurrence of specific crimes. Notification of the annual report is made by the Midwestern State Chief of Police and the full report is posted on the university website each October. Hard copies are available from the Campus Police Department on request.

**Section 10: Alcohol and Drug Policy**

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent

amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

The university affirms that illegal drug use is unlawful and harmful. The use of illegal drugs and alcohol abuse by students and employees could result in cognitive deficits, loss of productivity and other health risks. These risks include an increased risk of accidents which may result in death or permanent injury. Free, confidential counseling for alcohol and other drug abuse issues is available to students and employees through the Midwestern State University Counseling Center and Vinson Health Center. Other referral resources may include assessment, individual counseling, educational programs, materials, and referral and case management through community agencies, all which might include a fee.

Students exhibiting signs of excessive alcohol consumption will, at a Midwestern State University Campus Police Officer's discretion, be transported via Emergency Medical Services (EMS) at the student's expense for medical attention. Refusal to cooperate with Campus Police and/or EMS personnel may result in the student's emergency contact being notified and having to make alternative arrangements for temporary housing, arrest in order to ensure the student's health and safety are not endangered, and/or a conduct charge for failure to comply with the directives of university officers during the performance of their duties.

#### A. Policy on Parental Notification

Midwestern State University is concerned about students who improperly use alcohol and other drugs and the effects such use may have on their health, academic success, interpersonal relationships and, ultimately, their future.

The Midwestern State University alcohol policy expressly forbids possession and/or consumption of alcohol by students, employees or guests who are under the minimum legal drinking age of 21 years. Possession of drug paraphernalia and the use, manufacture, sale, or distribution of illegal drugs, whether on or off campus, by any student is also prohibited. In accordance with the Family Educational Rights and Privacy Act (FERPA), the Director of Student Conduct (or designee) reserves the right to notify the parents/guardians of students under 21 years of age, and the parents/guardians of dependent students, regardless of age, of any incident in which the student is found responsible for violating the Midwestern State University alcohol and drug policy.

#### B. Alcohol Policy

Alcoholic beverages are not allowed on campus except under the following conditions:

1. In private residences in Bridwell Courts, Sunwatcher Village, and Sundance Court. Consumption is limited to areas inside the residences. (Those residing in university housing should consult the current edition of the *University Housing and Residence Life Handbook* for specific regulations regarding the use of alcoholic beverages in university housing.)
2. During social functions hosted by the President or the President's spouse.
3. During social functions registered and approved through the Clark Student Center office.
  - a. How to Register  
Persons seeking permission to bring alcohol on campus must file an application in writing to the Clark Student Center office at least ten (10) days prior to the event.
  - b. Criteria for Approval  
Approval will be based upon the following criteria: organization planning,

frequency of the event, groups served by the activity, activity focus, and the use and distribution of alcohol.

### *Guidelines for the Use of Alcohol*

1. State Law regarding the use of alcoholic beverages must be observed. Violations of State law include the following:
  - a. Consumption of alcohol by an under-aged drinker.
  - b. Distribution of alcoholic beverages free of charge at an event in which a cover charge has been assessed.
  - c. Public intoxication.
  - d. Consumption of alcoholic beverages in a public place on Sunday between the hours of 2:15 A.M. and 12:00 noon and Monday through Saturday between the hours of 2:15 A.M. and 7:00 A.M.
2. Beverages at approved student organization events must be distributed by a TABC licensed third party vendor. A copy of the vendor's current license must be on-file with the Clark Student Center office prior to event approval.
3. Open containers of alcohol are not allowed in public areas of the campus, including the parking lots, walking path, and all other open-air spaces on the campus.
4. Selling, distributing, possessing, or consuming alcohol or alcoholic beverages at Midwestern State University athletic events held on property owned or leased by Midwestern State University is prohibited, whether the events are sponsored by Midwestern State or another educational institution or an organization or association outside the university.
5. Inappropriate and imprudent behavior related to the use of alcohol will result in disciplinary action.
6. Officers and advisors/sponsors of university organizations shall be held responsible for (1) possessing full knowledge of university policies related to the use of alcohol on campus and (2) ensuring that university policies are followed.

### *Code of Conduct Guidelines*

Students who are 21 years of age or older are permitted to possess and consume alcohol in designated university housing rooms. Students who are of legal drinking age may not share or provide alcohol to any students, employees or guests who are under 21 years of age. Those under the minimum legal drinking age of 21 years are not permitted to possess or consume alcohol anywhere on university property or at university-sponsored events. Drinking games, and simulated drinking games (e.g. water pong) are prohibited on campus.

### *Examples of Violations of the University Alcohol Policy*

- Purchasing alcohol by a person under the age of 21.
- Selling or providing alcohol to a person under the age of 21.
- Possessing either full or empty alcohol containers by a person under the age of 21.
- Consuming or appearing to have consumed alcohol by a person under the age of 21.
- Showing physical or mental impairment following or resulting from alcohol use.
- Possessing empty alcohol containers for decorative purposes.
- Using or possessing common sources of alcohol including, but not limited to kegs, party balls, wine boxes, etc.
- Participating in or being present during the occurrence of any drinking game.
- Possessing an open container of alcohol in a common area including, but not limited to bathrooms, hallways, lounges, elevators, lobbies or outdoor spaces.



“Failure to comply with the directives of University officials or law enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so” is considered unacceptable behavior for a Midwestern State student and a violation of the Midwestern State University *Student Code of Conduct*, which may result in conduct sanctions. An example of such inappropriate behavior includes refusing to submit to a breath test when requested by a police officer, whether on or off-campus.

A partial list of Midwestern State University alcohol policy violations and their subsequent sanctions is listed below.

- a) *Minor in Possession/Consumption of Alcohol or Housing Alcohol Policy Violations:*
  1. First Offense—Possible sanctions include, but are not limited to:
    - Participation in an alcohol education activity and/or a Minor in Possession course, at the student’s expense and as determined by the Director of Student Conduct (or designee);
    - Authorship of a research/reflection essay;
    - Fine of \$50;
    - Notification of parents/guardians of students under the minimum legal drinking age of 21 years; and/or
    - Other sanctions as determined by the Director of Student Conduct (or designee).
  2. Second Offense— Possible sanctions include, but are not limited to:
    - Mandated substance abuse assessment by an approved agency and required compliance with the assessing counselor’s evaluation;
    - Observation of one or more sessions of the County Misdemeanor or Felony Drug Court as determined by the Director of Student Conduct (or designee);
    - Authorship of a research/reflection essay;
    - Fine of \$100;
    - Notification of parents/guardians of students under the minimum legal drinking age of 21 years; and/or
    - Other sanctions as determined by the Director of Student Conduct (or designee).
  3. Third and Subsequent Offenses— Possible sanctions include, but are not limited to:
    - Suspension or expulsion from university housing and/or the university;
    - Notification of parents/guardians of students under the minimum legal drinking age of 21 years; and/or
    - Other sanctions as determined by the Director of Student Conduct (or designee).
- b) *Purchasing, Selling or Providing Alcohol to Minors:*
  1. First Offense— Possible sanctions include, but are not limited to:
    - Participation in an alcohol education activity at the student’s expense and as determined by the Director of Student Conduct (or designee);
    - Mandated substance abuse assessment by an approved agency and required compliance with the assessing counselor’s evaluation;
    - Observation of one or more sessions of the County Misdemeanor or Felony Drug Court as determined by the Director of Student Conduct (or designee);
    - Authorship of a research/reflection essay;
    - Fine of \$100;
    - Notification of parents/guardians of students under the minimum legal drinking age of 21 years;

- Eligibility restrictions;
  - Suspension from university housing and/or the university;
  - Community service hours to be performed at a specific location as determined by the Director of Student Conduct (or designee); and/or
  - Other sanctions as determined by the Director of Student Conduct (or designee).
2. Second and Subsequent Offenses— Possible sanctions include, but are not limited to:
- Expulsion from the university;
  - Notification of law enforcement authorities;
  - Fine of \$200;
  - Notification of parents/guardians of students under the minimum legal drinking age of 21 years; and/or
  - Other sanctions as determined by the Director of Student Conduct (or designee).
- c) *Driving Under the Influence/Driving While Intoxicated*: Midwestern State University is concerned about students who violate state and local laws regarding consumption of alcohol and the operation of motor vehicles. In accordance with state law, the university abides by the legal *definition of intoxicated* as “not having the normal use of mental or physical faculties by reason of introduction of alcohol, a controlled substance, a drug, a dangerous drug, a combination of two or more of those substances, or any other substance into the body” or 0.08 Breath or Blood Alcohol Concentration. In addition, students under the legal minimum drinking age of 21 years who are found to have any detectable amount of alcohol in their systems will be considered driving under the influence of alcohol and subject to penalties under that offense.
1. First Offense— Possible sanctions include, but are not limited to:
- Loss of driving and/or parking privileges on campus for a specified period of time;
  - Participation in an alcohol education activity and/or a Minor in Possession course, at the student’s expense and as determined by the Director of Student Conduct (designee);
  - Observation of one or more sessions of the County Misdemeanor or Felony Drug Court as determined by the Director of Student Conduct (or designee);
  - Community services hours to be performed at a specific location as determined by the Director of Student Conduct (or designee);
  - Authorship of a research/reflection essay;
  - Fine of \$100;
  - Notification of parents/guardians of students under the minimum legal drinking age of 21 years;
  - Eligibility restrictions; and/or
  - Other sanctions as determined by the Director of Student Conduct (or designee).
2. Second and Subsequent Offenses— Possible sanctions include, but are not limited to:
- Suspension or expulsion from the university;
  - Notification of law enforcement authorities;
  - Fine of \$200
  - Notification of parents/guardians of students under the minimum legal drinking age of 21 years; and/or

- Other sanctions as determined by the Director of Student Conduct (or designee).

### C. Illegal Drug Policy

The following sections describe MSU's policy regarding the sale, manufacture, distribution, possession and use of illegal drugs on or off university property or at university-sponsored events in accordance with federal, state and local laws. Examples of violations include:

- Misusing over-the-counter drugs.
- Misusing or sharing prescription drugs.
- Possessing, using, being under the influence of, distributing, or manufacturing any form of illegal drug.
- Possessing paraphernalia (i.e., rolling papers, pipes, bongs, etc.) for intended or implied use of any form of illegal drug.
- Possessing paraphernalia that contains or appears to contain illegal drug residue.
- Purchasing or passing illegal drugs from one person to another.
- Using mail services to purchase, pass, or distribute illegal drugs.

This policy provides flexibility for the university in addressing drug-related offenses which occur on or off-campus. Moreover, it permits the university to address its fundamental mission of holistic education and the development of human potential. While recognizing that there is a need to address violations related to the use or possession of controlled substances, the university must address the education and well-being of all its students and employees. In addition to university imposed sanctions, students and employees are subject to all legal sanctions under federal, state and local law for any offenses involving illegal drugs on university property or at university activities.

### *Safe Harbor*

The university has a Safe Harbor rule for students. The university believes that students who have a drug and/or addiction problem deserve help. If any Midwestern State University student brings their own use, addiction or dependency to the attention of university officials outside the threat of drug tests or conduct sanctions and seeks assistance, a conduct complaint will not be pursued. A written action plan may be used to track cooperation with the Safe Harbor program by the student. Failure to follow the action plan will nullify the Safe Harbor protection and campus conduct processes will be initiated.

### *Violations of the University Illegal Drug Policy*

A partial list of Midwestern State University drug policy violations and their subsequent sanctions is listed below.

- a) *Manufacture, Sale or Distribution of Illegal Drugs:*
  1. First Offense—Possible sanctions include, but are not limited to:
    - Expulsion from housing or the university;
    - Notification of parents/guardians of students under 21 years of age and older dependent students;
    - Fine of \$200;
    - Notification of law enforcement authorities; and/or
    - Other sanctions as determined by the Director of Student Conduct (or designee).
- b) *For the Possession or Use of Drug Paraphernalia, Synthetic Substances and/or Illegal Drugs:* Drug paraphernalia (e.g. bongs), illegal drugs, and synthetic substances (e.g. K2, Spice) whose common purpose is to replicate the effects of illegal substances are prohibited on campus.

1. First Offense—Possible sanctions include, but are not limited to:
  - Immediate removal from university housing;
  - Suspension from the university for a period of not less than the remainder of the semester in which the infraction occurred;
  - Participation in a drug education activity, at the student’s expense and as determined by the Director of Student Conduct (or designee);
  - Fine of \$100;
  - Mandated substance abuse assessment by an approved agency and required compliance with the assessing counselor’s evaluation;
  - Observation of one or more sessions of the County Misdemeanor or Felony Drug Court as determined by the Director of Student Conduct (or designee);
  - Authorship of a research/reflection essay;
  - Notification of parents/guardians of students under 21 years of age and older dependent students;
  - Notification of law enforcement authorities; and/or
  - Other sanctions as determined by the Director of Student Conduct (or designee).
  
2. Second Offense— Possible sanctions include, but are not limited to:
  - Expulsion from the university;
  - Notification of parents/guardians of students under 21 years of age and older dependent students;
  - Fine of \$200;
  - Notification of law enforcement authorities; and/or
  - Other sanctions as determined by the Director of Student Conduct (or designee).

### **Section 11: Sex/Gender Discrimination Policy**

Midwestern State University is committed to complying with all requirements as set forth by Title IX of the Education Amendments of 1972 (“Title IX”). As such, discrimination on the basis of sex or gender will not be tolerated in any of MSU’s education programs or activities. Such discrimination includes, but is not limited to: sexual harassment; sexual violence; sex or gender-based bullying; hazing; stalking; dating violence, domestic violence, and failure to provide equal opportunity in admissions, activities, employment or athletics.

The Midwestern State Title IX Coordinator will be informed of, and oversee, all complaints of sex discrimination and is responsible for identifying and addressing any patterns or systemic problems that arise during the review of such complaints. Questions or concerns regarding Midwestern State and Title IX may be directed to one or more of the following resources:

Midwestern State University Title IX Coordinator

Name: Matthew Park, Associate Vice President of Student Affairs/Dean of Students

Contact Info: Clark Student Center, Room 104

(940) 397-7500

[matthew.park@mwsu.edu](mailto:matthew.park@mwsu.edu)

Midwestern State University Deputy Title IX Coordinator

Name: Dail Neely, Director of Student Conduct/Clark Student Center

Contact Info: Clark Student Center, Room 116

(940) 397-6273

[dail.neely@mwsu.edu](mailto:dail.neely@mwsu.edu)

United States Department of Education Office for Civil Rights

Phone: (800) 421-3481

Email: [ocr@ed.gov](mailto:ocr@ed.gov)

Midwestern State University will make every effort to successfully complete the grievance process for complaints of sex discrimination over a period of 60 days or less. All parties involved are entitled to periodic status updates on the progress of the complaint and any subsequent appeals.

During the investigation and/or grievance process for complaints of sex discrimination, the university may take a number of interim actions in order to ensure the preservation of a complainant's school experience and the overall university environment. These actions may include, but are not limited to: issuance of university no contact order on the accused individual; residence hall/apartment room change for one or more involved parties; changes in academic schedules or assignments for one or both parties and interim suspension of the accused student/respondent.

To read more about Title IX of the Education Amendment of 1972, please visit: <http://www.dol.gov/oasam/regs/statutes/titleix.htm>.

## Section 12: Sexual Misconduct Policy

Midwestern State University maintains a policy of zero tolerance for sexual misconduct regardless of the sexual orientation or gender identity of individuals engaging in sexual activity. Members of the university community, guests and visitors have the right to be free from sexual violence. When an allegation of sexual misconduct is brought to the administration, and an accused student/respondent is found to have violated this policy, serious sanctions will be imposed to ensure that such actions are never repeated. All members of the university community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The Midwestern State University sexual misconduct policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy has dual purposes; it serves as a measure to determine, after-the-fact, if behaviors trespassed on community values and as a guide for students on the expectations Midwestern State University has, preventatively, for sexual communication, responsibility and respect.

While the policy below is quite detailed and specific, the expectations of this community can be summarized in this simple paragraph: Consent is clear sexual permission and can only be given by one of legal age. Consent can be given by word or action, but non-verbal consent is more ambiguous than explicitly stating one's wants and limitations. Consent to one form of sexual activity should not, and cannot, be taken as consent to any other sexual activity. Individuals who consent to sex must be able to fully understand what they are doing. Under this policy, "No" always means "No" and "Yes" may not always mean "Yes." For example, when alcohol or other drugs are used, a person will be considered unable to give valid consent if the person cannot appreciate the *who, what, where, when, why, or how* of a sexual interaction. In addition, silence—without clear actions demonstrating permission—cannot be assumed to indicate consent.

Finally, there is a difference between seduction and coercion; coercion is defined in this policy as unreasonably pressuring another person for sex. Coercing someone into engaging in sexual activity violates this policy in the same way as physically forcing someone into engaging in sexual activity.

### A. Violations of the university Sexual Misconduct Policy

Sexual misconduct is a serious offense and such violations are subject to any combination of conduct sanctions. Conduct procedures with individuals found responsible for violation

of the nonconsensual sexual intercourse policy face a recommended sanction of university suspension or university expulsion. A partial list of Midwestern State University sexual conduct policy violations is listed below.

- a) *Sexual Harassment*: Gender-based verbal or physical conduct that has the effect of unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile or offensive working or educational environment. There are two types of sexual harassment:
1. *Hostile Environment* includes situations in which there is harassing conduct that is sufficiently severe, pervasive/persistent and objectively offensive so that it alters the conditions of education or employment, from both a subjective (the alleged victim's) and objective (a reasonable person's) viewpoint. The determination of whether an environment is "hostile" must be based on all the circumstances. These circumstances could include, but are not limited to:
    - The frequency of the speech or conduct;
    - The nature and severity of the speech or conduct;
    - Whether the conduct was physically threatening;
    - Whether the speech or conduct was humiliating;
    - The effect of the speech or conduct on the alleged victim's mental and/or emotional state;
    - Whether the speech or conduct was directed at more than one person;
    - Whether the speech or conduct arose in the context of other discriminatory conduct;
    - Whether the speech or conduct unreasonably interfered with the alleged victim's educational or work performance;
    - Whether a statement is a mere utterance of an epithet which engenders offense in an employee or a student or offends by mere discourtesy or rudeness; and/or
    - Whether the speech or conduct deserves the protections of academic freedom.
  2. *Quid Pro Quo* sexual harassment exists when there are unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature where submission to, or rejection of, such conduct results in educational or employment action.
- b) *Nonconsensual Sexual Intercourse* (or attempts to commit the same):
- Any sexual intercourse (anal, oral or vaginal), however slight, with any object, by a person upon another person, without consent and/or by physical force.
- c) *Nonconsensual Sexual Contact* (or attempts to commit the same):
- Any intentional sexual touching, however slight, with any object, by a person upon another person, without consent and/or by physical force.
- d) *Sexual Exploitation*: Taking nonconsensual or abusive sexual advantage of another for one's own advantage or benefit, or to benefit a person other than the one being exploited. Examples of sexual exploitation include, but are not limited to:
1. Prostituting another student;
  2. Non-consensual video or audio recording of sexual activity;
  3. Exceeding the boundaries of explicit consent, such as allowing friends to hide in a closet to be witness to one's consensual sexual activity;
  4. Engaging in voyeurism (Peeping Tommerly); and/or
  5. Knowingly transmitting a sexually transmitted disease/infection or HIV to another student.

- e) *Retaliation* exists when an individual harasses, intimidates or takes other adverse actions against a person because of the person's participation in an investigation of discrimination or sexual misconduct or their support of someone involved in an investigation of discrimination or sexual misconduct. Retaliatory actions include, but are not limited to, threats or actual violence against the person or their property, adverse educational or employment consequences, ridicule, intimidation, bullying, or ostracism. The university will impose sanctions on any individual found to be engaging in retaliation.

B. Confidentiality and Reporting Sexual Misconduct

University officials, depending on their roles at the university, have varying reporting responsibilities and abilities to maintain confidentiality. In order to make informed choices, one should be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality, offering options and advice without any obligation to inform an outside agency or individual unless you have requested information to be shared. Other resources exist for you to report crimes and policy violations and these resources will take action when you report victimization to them. Most resources on campus fall in the middle of these two extremes; neither the university nor the law requires them to divulge private information that is shared with them, except in the rare circumstances. The following describes the three reporting options at Midwestern State University:

- a) *Confidential Reporting*: If you would like the details of an incident to be kept confidential, you may speak with on-campus counselors, campus health service providers, off-campus rape crisis resources, or off-campus members of the clergy/chaplains who will maintain confidentiality. Campus counselors in the Counseling Center are available to help you free of charge and can be seen on an emergency basis during normal business hours.
- b) *Private Reporting*: You may seek advice from certain resources who are not required to tell anyone else your private, personally identifiable information unless there is cause for fear for your safety, or the safety of others. These resources include employees without supervisory responsibility or remedial authority to address sexual misconduct, such as hall directors, faculty members, advisors to student organizations, career services staff, admissions officers, student activities personnel, and many others. If you are unsure of someone's duties and ability to maintain your privacy, ask them before you talk to them. They will be able to tell you and can help you make decisions about who can help you best. Some of these resources, such as resident assistants (RAs), are instructed to share incident reports with their supervisors. If your personally identifiable information is shared, it will be shared with as few people as possible and all efforts will be made to protect your privacy to the greatest extent.
- c) *Formal Reporting Options*: You are encouraged to speak to university officials, such as the Title IX Coordinator, Director of Student Conduct, Campus Police, Director of Human Resources, Academic Deans, Athletic Head Coaches, and Vice Presidents to make formal reports of incidents of sexual misconduct. You have the right, and can expect, to have incidents of sexual misconduct taken seriously by the university when formally reported, and to have those incidents investigated and properly resolved through administrative procedures. Formal reporting still affords privacy to the reporter, and only a small group of officials who need to know will be told. Information will be shared as necessary with investigators, witnesses, and the accused student/respondent. The circle of people with this knowledge will be kept as tight as possible to preserve your rights and privacy.

C. Federal Timely Warning Obligations

Victims of sexual misconduct should be aware that university administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to members of the campus community. The university will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

**Appendix A**  
**Alcohol, Illegal Drugs and the Law**

In accordance with the Drug Free Schools and Campuses Drug Prevention Program Certification, MSU has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by its students and employees on school premises or as part of any of its activities. MSU recognizes the importance of information about drug and alcohol abuse. Therefore, provided here for the benefit of each student and employee, are standards of conduct and legal and disciplinary sanctions for unlawful possession or distribution of illicit drugs and alcohol abuse.

Drug and alcohol abuse counseling and referral are available at the MSU Counseling Center. Additional information, both on the effects of specific drugs and alcohol and drug counseling resources in Wichita Falls and surrounding areas, is available in the Counseling Center and the Vinson Health Center.

Legal Sanctions

Students or employees found in violation of any university rule or any local state or federal law regarding the use, possession, or distribution of alcohol or other drugs (as defined by the Texas Health and Safety Code, Chapter 481, Texas Controlled Substances Act, and the Texas Alcoholic Beverage Code, Chapter 1) will be subject to legal penalty in addition to any appropriate university personnel or disciplinary action. The most common state law violations and their consequences are:

<b>OFFENSE</b>	<b>TYPE</b>	<b>PENALTY</b>
Alcohol Consumption or Possession (Secs.106.04 and 106.05.)	Misdemeanor 1st Violation 2nd Violation	\$25 to \$200 Not less than \$500 but not more than \$1000
Purchasing for or Furnishing Alcohol to a Minor (Sec. 10606.)	Misdemeanor	\$100 to \$500
Public Intoxication (Texas Penal Code, Sec. 42.02)	Class C Misdemeanor	Up to \$500 fine
Other Drugs Drug Possession	Varies according to placement of the drug on schedules and in possession	Up to \$10,000 fine and 5-99 years in jail



Penalties for drug possession are governed by the Texas Health and Safety Code, Chapter 481, Texas Controlled Substances Act. Specific penalties may vary depending on the type and amount of drug.

## **Appendix B**

### **Information Regarding the Impact of Alcohol and Other Drug Use and Risks of Alcohol Use**

The following is a partial list of the adverse effects of alcohol use on the individual and society arranged by source.

*The Truth about Alcohol: Tips for Teens* (U.S. Department of Health & Human Services, 2003)

- a) *Alcohol affects your brain.*  
“Drinking alcohol leads to a loss of coordination, poor judgment, slowed reflexes, distorted vision, memory lapses, and even blackouts.”
- b) *Alcohol affects your body.*  
“Alcohol can damage every organ in your body. It is absorbed directly into your bloodstream and can increase your risk for a variety of life-threatening diseases, including cancer.”
- c) *Alcohol affects your self-control.*  
“Alcohol depresses your central nervous system, lowers your inhibitions, and impairs your judgment. Drinking can lead to risky behaviors, including having unprotected sex. This may expose you to HIV/AIDS and other sexually transmitted diseases or cause unwanted pregnancy.”
- d) *Alcohol can kill you.*  
“Drinking large amounts of alcohol can lead to coma or even death. Also, in 1998, 35% of traffic deaths of 15- to 20-year-olds were alcohol-related.”

*Top Ten Myths about Alcohol* (National Institute on Alcohol Abuse and Alcoholism:  
National Institutes of Health)

- a) Can you hold your liquor? That is not a good thing. “If you have to drink increasingly larger amounts of alcohol to get a ‘buzz’ or get ‘high,’ you are developing tolerance. This increases your vulnerability to many serious problems, including alcoholism.”
- b) “One in three 18- to 24-year-olds admitted to emergency rooms for serious injuries are intoxicated. And alcohol is also associated with homicides, suicides, and drownings.”

*The Naked Truth: Alcohol and Your Body* (FactsOnTap.org)

- a) “The amount of alcohol it takes to make you pass out is dangerously close to the amount of alcohol it takes to kill you.”
- b) “A hangover is caused partly by the body’s being poisoned by alcohol and partly by the body’s reaction to withdrawal from alcohol.”

*Harmful Interactions: Mixing Alcohol with Medicines*  
(U.S. Department of Health & Human Services)

- a) “Some medicines that you might never have suspected can react with alcohol, including many medications which can be purchased ‘over-the-counter’—that is, without a prescription. Even some herbal remedies can have harmful effects when combined with alcohol.”
- b) “Mixing alcohol with certain medications [both prescription and over-the-counter] can cause nausea and vomiting, headaches, drowsiness, fainting, or loss of coordination. It can also put you at risk for internal bleeding, heart problems, and difficulties in breathing. In addition to

these dangers, alcohol can make a medication less effective or even useless, or it may make the medication harmful or toxic to your body.”

- c) “Alcohol and medicines can interact harmfully even if they are not taken at the same time.”
- d) “Medications are safe and effective when used appropriately. Your pharmacist or other health care provider can help you determine which medications interact harmfully with alcohol.”

#### RISKS OF DRUG USE

The following is a partial list of the adverse effects of drug use on the individual and society.

*Marijuana... It Can Leave You Breathless!* (Texas Commission on Alcohol and Drug Abuse)

- a) Marijuana contains over 400 different chemicals including THC.
- b) “THC, the active ingredient in marijuana, remains in the fat cells of the body from 14 – 30 days.”
- c) Marijuana use...
  1. Slows reaction time;
  2. Impairs thinking;
  3. Interferes with coordination;
  4. Impairs comprehension skills;
  5. Impairs mathematical skills;
  6. Impairs reading skills;
  7. Impairs verbal skills; and
  8. Can lead to psychological dependency.
- d) “Long term, regular use of marijuana can have a permanent, negative effect on attention span, concentration, memory, judgment and logical thought.”
- e) “Smoking one marijuana cigarette is as harmful to the lungs as smoking approximately 4 - 5 regular cigarettes. Smoking both greatly increases the risk of developing emphysema, cancer and other lung diseases.”
- f) “Regular use of marijuana can affect fertility in males as it can suppress testosterone production.”

*Drugs & Pregnancy... No Way to Start a Life! and Drug Abuse & Pregnancy*

(Texas Commission on Alcohol and Drug Abuse)

- a) The “use of marijuana during pregnancy may result in low birth weight and smaller length and head circumference in babies.”
- b) “[B]abies whose mothers smoked marijuana during pregnancy may have vision problems and shorter attention spans. Also, THC, the ingredient in marijuana that causes the ‘high,’ accumulates in the mother’s milk and transfers to nursing infants where it could cause harm to the baby’s development.”
- c) The “use of cocaine during pregnancy increases the risk of hemorrhage and premature delivery. Chronic use of cocaine causes increased risk of spontaneous abortion.”
- d) “Nursing babies of cocaine abusers can also receive doses of cocaine through their mother’s milk.”
- e) “Mental retardation and abnormal facial features have been seen in babies whose mothers used inhalants or solvents in combination with alcohol while they were pregnant.”
- f) “The use of solvents during pregnancy has also been linked to central nervous system defects in newborns.”
- g) “Heroin use during pregnancy increases the likelihood of stillbirths and neonatal deaths, and babies born to opiate-addicted mothers experience withdrawal symptoms such as restlessness, tremulousness [tremors], sweating, vomiting, diarrhea, high-pitched crying, frantic fist sucking and seizures.”

*Inhalants...Deadly Fumes!* (Texas Commission on Alcohol and Drug Abuse)

- a) "Products such as spray paint, glues, felt-tip markers, typewriter correction fluid, poppers and RUSH are considered inhalants."
- b) "The immediate effects of sniffing inhalants are disorientation, confusion, feelings of drunkenness, possible hallucinations, incoherence and loss of memory."
- c) "Sniffing inhalants can cause unpredictable or violent behavior in some persons. In other cases, it may cause someone to become withdrawn and isolated."
- d) "Inhalant abuse can cause permanent brain, liver, heart and lung damage."

*Amphetamines...A Dead End Street!* (Texas Commission on Alcohol and Drug Abuse)

- a) "Amphetamines are used to treat some forms of Attention Deficit Disorder (ADD) and narcolepsy."
- b) The term *amphetamines* refers to three related drugs: amphetamine, dextroamphetamine and methamphetamine.
- c) Street names for amphetamines include: speed, white crosses, uppers, and crystal.
- d) Health risks associated with amphetamine use:
  1. Brain damage;
  2. Skin Disorders;
  3. Lung Disease;
  4. Delusions;
  5. Paranoia;
  6. Malnutrition;
  7. Ulcers;
  8. Heart Disease; and
  9. Hallucinations.

## STEROIDS

"Synthetic anabolic steroids are drugs which act like the male hormone, testosterone...Some athletes use steroids to increase their strength, muscle mass, and endurance. While not all athletes use steroids, many weight lifters and body builders do...Also, some non-athletes who want well-defined muscular shape and attractive over-all body appearance use steroids."

- a) A partial list of the adverse side-effects experienced by male users includes:
  1. Enlarged breasts;
  2. Permanent premature hair loss;
  3. Shrinkage of the testicles;
  4. Risk of heart and blood vessel disease; and
  5. Sterility.
- b) A partial list of the adverse side-effects experienced by female users includes:
  1. Male-sounding voice;
  2. Growth of permanent facial hair;
  3. Reduction in breast size;
  4. Male-like muscle growth;
  5. Increased sex drive; and
  6. Permanent sterility.
- c) A partial list of the adverse side-effects shared by male and female users includes:
  1. Pimples & skin blemishes;
  2. Inability to release body heat through sweating;
  3. Abnormal blood clotting;

4. Unusually aggressive behavior;
5. Violent rages;
6. High blood pressure;
7. Liver dysfunction;
8. Depression and frustration;
9. Drug dependency; and
10. Liver cancer.

## **Appendix C**

### **Information Supplementing the University Sexual Misconduct Policy**

In addition to the information provided in the university Sexual Misconduct Policy, students should know that rape is a crime and should be reported to civil authorities. Rape is often thought of as a violent attack on a woman by a madman who uses a weapon to threaten his victim, but this description does not apply to the majority of rapes that take place in the United States. “Victims of rape and sexual assault report that in nearly 3 out of 4 incidents, the offender was not a stranger. . . two thirds of the victims 18 to 29 years old had a prior relationship with the rapist” (Greenfield, 1997). Therefore, university students are more likely to be victimized by someone they know, and perhaps trust, than by someone who is a stranger. Both men and women can be victims. Non-consensual intercourse by a person one knows is defined as *date rape* or *acquaintance rape*, both of which are as serious a crime as stranger rape.

#### FREQUENTLY ASKED QUESTIONS

The following are some of the most commonly asked questions regarding the university’s Sexual Misconduct Policy and procedures.

- a) *Does a complaint remain confidential?*

Reports made to licensed counselors, health service providers and clergy will be kept confidential. All other reports are considered private. The privacy of all parties to a complaint of sexual misconduct will be maintained, except insofar as it interferes with the university’s obligation to fully investigate allegations of sexual misconduct. Where information is shared, it will still be tightly controlled on a need-to-know basis. Dissemination of information and/or written materials to persons not involved in the complaint procedure is not permitted.

In all complaints of sexual misconduct, the complainant will be informed of the outcome. In some instances, the administration also may choose to make a brief announcement of the nature of the violation and the action taken, to the community, though personally identifying information about the victim will not be shared. Certain university administrators are informed privately (e.g., the President of the University, Title IX Coordinator, Vice President of Student Affairs and Enrollment Management, Chief of Police, Director of Student Conduct, Director of the Counseling Center etc.). The university must statistically report the occurrence on campus of any of six major violent crimes, including certain sex offenses, in an annual report of campus crime statistics. This statistical report does not include personally identifiable information.

- b) *Will my parents/guardians be told?*

No, not unless you tell them. Whether you are the complainant or the accused student/respondent, the university’s primary relationship is to the student and not to the parent/guardian; however, in the event of major medical, conduct action, or academic jeopardy, students are strongly encouraged to inform their parents. University officials may directly inform parents when requested to do so by a student, or in a life-threatening situation, or

if an accused student has signed the permission slip at registration which allows such communication.

c) *Will I have to confront the alleged perpetrator?*

Yes, if you file a formal complaint, but not directly. Sexual misconduct is a serious offense and the accused student/respondent has the right to question the accuser; however, the university does provide options for allowing questioning without direct contact, including closed-circuit testimony, video interview (i.e. Skype), using a room divider or using separate hearing rooms, etc.

d) *Do I have to name the alleged perpetrator?*

Yes, if you want formal conduct action to be taken against the alleged perpetrator. No, if you choose to respond informally and do not file a formal complaint. One should consult the complete privacy policy described in Section 12: Sexual Misconduct Policy of the *Student Code of Conduct* to better understand the university's legal obligations regarding information which is shared with various university officials.

e) *What should I do if I am accused of sexual misconduct?*

First, do not contact the alleged victim. You may immediately want to contact someone in the campus community who can act as your advisor. You may also contact the Director of Student Conduct, who can explain the university's procedures for dealing with sexual misconduct complaints. You may also want to talk to a confidential counselor in the Counseling Center.

f) *What should I do about legal advice?*

Victims of criminal sexual assault need not retain a private attorney to seek prosecution because legal issues will be handled through a representative from the local District Attorney's office. You may want to retain an attorney if you are the accused student/respondent or are considering filing a civil action against the alleged perpetrator.

g) *What should I do about changing university housing rooms?*

If you want to move, or have the accused student moved, you may request a room change. Room changes under these circumstances are considered emergencies. It is the university's policy that in emergency room changes, the student is moved to the first available suitable room. Other accommodations available to you might include:

1. Assistance from university support staff in completing the relocation;
2. Arranging to dissolve a housing contract and pro-rating a refund;
3. Exam, paper or assignment rescheduling;
4. Taking an incomplete in a class;
5. Transferring class sections;
6. Temporary withdrawal; and/or
7. Alternative course completion options.

h) *What should I do to preserve evidence of a sexual assault?*

Physical information of a sexual assault must be collected within about 120 hours of the assault for it to be useful in a criminal prosecution. If you believe you have been a victim of a sexual assault, you should go to a hospital emergency room before washing yourself or your clothing. A sexual assault health professional (a specially trained nurse called a SANE) at the hospital is on call and will counsel you. If you go to the hospital, local police will be called but you are not obligated to talk to the police or to prosecute. The exam will help to keep that option open for you should you decide later to exercise it.

The hospital staff will collect information, check for injuries and address the possibility of exposure to sexually transmitted infections. If you have changed clothing since the assault, bring the clothing you had on at the time of the assault with you to the hospital in a clean, sanitary container such as a clean paper grocery bag or wrapped in a clean sheet. (Plastic

containers do not breathe, and may render forensic information useless.) If you have not changed clothes, bring a change of clothes with you to the hospital, if possible, as they will likely keep the clothes you are wearing as information. You can take a support person with you to the hospital, and they can accompany you through the exam, if you want. Do not disturb the crime scene—leave all sheets, towels, etc. that may bear information for the police to collect.

i) *Will either party's prior use of drugs and/or alcohol be a factor when reporting sexual misconduct?*

No, not unless there is a compelling reason to believe that prior use or abuse is relevant to the present complaint.

j) *Will a student be sanctioned when reporting an act of sexual misconduct if the student has illegally used drugs or alcohol?*

No. The university offers amnesty in such situations. The seriousness of sexual misconduct is a major concern and the university does not want any of the circumstances (e.g., drug or alcohol use) to inhibit the reporting of sexual misconduct.

k) *What should I do if I am uncertain about what happened?*

If you believe that you have experienced non-consensual sexual contact, but are unsure of whether it was a violation of the university's sexual misconduct policy, you should contact the Title IX Coordinator and/or Director of Student Conduct. The university employs licensed counselors who can help you to define and clarify the event(s), and advise you of your options.

#### RISK REDUCTION TIPS

Tips like these tend to make victims feel blamed if a sexual assault occurs. It is never the victim's fault, and these tips are offered in the hope that recognizing patterns can help men and women to reduce the risk of victimization. That said, only a rapist or an empowered bystander can intervene to prevent a rape or assault. Generally, an assault by a known offender will follow a four-step pattern:

- a) An individual's personal space is violated in some way. For example, the perpetrator may touch the victim in a way that does not feel comfortable.
- b) If the victim does not express discomfort, the perpetrator may begin to view the victim as an easy target because she/he is not acting assertively.
- c) The perpetrator may take the victim to a location that is secluded and where the victim is vulnerable.
- d) The victim feels trapped or unable to be assertive and is raped or assaulted.

Decisive action early in an encounter may be the key to avoiding rape. An individual who can combine assertiveness and self-defense skills, who is self-confident and definite in his/her interactions with others, is less likely to become a victim of rape. If the individual can assertively defend his/her rights initially, he/she has a better chance of avoiding being raped than does a person who resorts to techniques such as pleading or trying to talk the perpetrator out of it. If you find yourself in an uncomfortable sexual situation, these suggestions may help you to reduce your risk:

- a) Make your limits known before things go too far.
- b) Give clear messages. Say "yes" when you mean yes and "no" when you mean no. Leave no room for misinterpretation. Tell a sexual aggressor "NO" clearly and loudly, like you mean it.
- c) Try to extricate yourself from the physical presence of a sexual aggressor.
- d) Grab someone nearby and ask for help.
- e) Be responsible for your alcohol intake/drug use and realize that alcohol/drugs lower your sexual inhibitions and may make you more vulnerable to someone who views a drunk or high person as a sexual opportunity.

- f) Watch out for your friends and ask that they watch out for you. A real friend will get in your face if you are about to make a mistake. Respect them if they do.
- g) Be aware of any nonverbal messages you may be sending that conflict with what you are saying. Notice your tone of voice, gestures and eye contact.
- h) Be forceful and firm when necessary. Don't be concerned with being polite. Your passivity may be interpreted as permission or approval for this behavior.
- i) Do not acquiesce to something you do not want just to avoid unpleasantness. Do not allow "politeness" to trap you in a dangerous situation. This is not the time to be concerned about hurt feelings.
- j) Trust your feelings or instincts. If a situation does not feel comfortable to you or you feel anxious about the way your date is acting, you need to respond. Leave immediately if necessary.

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 to reduce your risk for being accused of sexual misconduct:

- a) Do not make assumptions about:
  - a. Consent;
  - b. Someone's sexual availability;
  - c. Whether a person is attracted to you;
  - d. How far you can go; or
  - e. Whether a person is physically and mentally able to consent to you.
- b) Clearly communicate your intentions to your sexual partner and give him/her a chance to clearly relate his/her intentions to you.
- c) Mixed messages from your partner should be a clear indication that you should step back, defuse the sexual tension, and communicate better. Perhaps you are misreading your partner. Perhaps your partner has not figured out how far he/she wants to go with you yet. You need to respect the timeline with which your partner is comfortable.
- d) Do not take advantage of someone's drunkenness or drugged state, even if he/she did it to him/herself.
- e) 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. Do not abuse that power.
- f) Understand that consent to some forms of sexual behavior does not necessarily imply consent to other forms of sexual behavior.
- g) On this campus, 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.
- h) Do not force someone to have sex with you, or have sex with a partner who has not clearly consented to you by words or actions unmistakable in their meaning.

## REFERENCES

Greenfield, L.A. (1997). Sex offenses and offenders [Electronic version]. *U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Statistics*. Retrieved July 26, 2010, at <http://bjs.ojp.usdoj.gov/index.cfm?ty=pbdetail&iid=1146>.

## Appendix D

### University and Community Resources for Victims of Sexual Harassment and Assault

#### MIDWESTERN STATE UNIVERSITY CAMPUS RESOURCES

- University Police  
Dan Williams, Chief of Police, (940) 397-4239, [dan.williams@mwsu.edu](mailto:dan.williams@mwsu.edu)  
Stephanie Estrada, Secretary, (940) 397-4239, [stephanie.estrada@mwsu.edu](mailto:stephanie.estrada@mwsu.edu)
- Counseling Center  
Dr. Pam Midgett, Director, (940) 397-4618, [pam.midgett@mwsu.edu](mailto:pam.midgett@mwsu.edu)
- Vinson Health Center  
Tiffany Kosse, Medical Office Manager, (940) 397-4231,  
[tiffany.kosse@mwsu.edu](mailto:tiffany.kosse@mwsu.edu) or [vinson@mwsu.edu](mailto:vinson@mwsu.edu)  
  
Dr. Keith Williamson, Medical Director and University Physician,  
(940) 397-4231, [keith.williamson@mwsu.edu](mailto:keith.williamson@mwsu.edu)
- Title IX Coordinator  
Matthew Park, Associate Vice President of Student Affairs/Dean of Students,  
(940) 397-7500, [matthew.park@mwsu.edu](mailto:matthew.park@mwsu.edu)  
  
Debbie Coughran, Assistant to the Associate Vice President of Student Affairs/  
Dean of Students, (940) 397-7500, [debbie.coughran@mwsu.edu](mailto:debbie.coughran@mwsu.edu)
- Deputy Title IX Coordinator  
Dail Neely, Director of Student Conduct/Clark Student Center, (940) 397-6273,  
[dail.neely@mwsu.edu](mailto:dail.neely@mwsu.edu)  
  
Melissa Moore, Assistant to the Director of Student Conduct/Clark Student Center,  
(940)397-6273, [melissa.moore@mwsu.edu](mailto:melissa.moore@mwsu.edu)

#### COMMUNITY RESOURCES

First Step, Inc. - First Step provides comprehensive services to victims of sexual assault and domestic and family violence, including an abuse prevention program. Their services are offered free of charge and include a 24-hour crisis hotline, 24-hour emergency shelter, confidential counseling, legal advocacy, and emergency transportation. The hotline phone number is (800) 658-2683. The regular office phone number is (940) 723-7799. First Step is located at 624 Indiana Avenue, Wichita Falls, TX 76301.

United Regional Health Care System  
1600 Eleventh Street  
Wichita Falls, TX 76301  
(940) 764-7000

Kell West Regional Hospital  
5420 Kell Boulevard  
Wichita Falls, TX 76308  
(940) 692-5888

Crime Victim Compensation – Attorney General’s Office - (800) 983-9933



## Appendix E

### Academic Misconduct Policy & Procedures

Academic Dishonesty : Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct.

- a. The term "cheating" includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition without permissions, of tests or other academic material belonging to a member of the university, faculty, or staff.
  - b. The term "plagiarism" includes, but is not limited to, the use by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
  - c. The term "collusion" means collaboration with another person in preparing work offered for credit if that collaboration is not authorized by the faculty member in charge.
- I. After an alleged incident of Academic Dishonesty occurs, the instructor does the following:
    - a. Informs the student of the academic sanction to be imposed
    - b. Informs the student of his/her right to appeal the sanction
    - c. Notifies the department chair of the incident and the sanction imposed.
  - II. The department chair then reports the incident and the sanction to the following parties:
    - a. Dean of the College
    - b. Director of Student Conduct
    - c. Dean of Graduate Studies (if the incident occurred in a graduate course)
    - d. Registrar (if the sanction is a course grade of F).

Note: if the faculty member is a department chair, the dean assumes the role of the department chair in addition to the role of dean. If the faculty member is a dean, the Provost assumes the role of the dean.

- III. The student accepts the academic sanction or appeals the sanction to the department chair in writing no later than five (5) working days after being notified of the sanction.
- IV. If the student appeals the sanction imposed by the instructor, the department chair investigates the incident and consults with the instructor and student. If the chair and instructor do not agree on the disposition, the appeal proceeds directly to the dean. If the chair and instructor agree on the disposition of the appeal, the chair notifies the following parties of any change in the sanction:
  - a. Student
  - b. Instructor
  - c. Dean of the College
  - d. Director of Student Conduct
  - e. Dean of Graduate Studies (if the incident occurred in a graduate course)
  - f. Registrar (if the sanction is a course grade of F or if a sanction of F is revoked).
- V. The student accepts the academic sanction imposed by the instructor and department chair or appeals the sanction to the dean of the college in writing no later than five (5) working days after being notified of the department chair's decision.

- VI. If the student appeals the decision of the instructor and department chair, or if the chair and the instructor did not agree on an academic sanction, the dean of the college investigates the incident, consults with all parties, decides the disposition of the sanction, and informs the following parties of the decision:
  - a. Student
  - b. Instructor
  - c. Department Chair
  - d. Director of Student Conduct
  - e. Dean of Graduate Studies (if the incident occurred in a graduate course)
  - f. Provost
  - g. Registrar (if the sanction is a course grade of F or if a sanction of F is revoked).
- VII. The student accepts the academic sanction imposed by the dean of the college or appeals the decision of the dean of the college to the Academic Appeals Committee in writing no later than five (5) working days after being notified of the dean of the college's decision.
- VIII. If the student appeals the decision of the dean of the college, the Academic Appeals Committee investigates the incident and holds a hearing. The Academic Appeals Committee may remove the sanction, confirm the sanction, or impose a different academic sanction, and may refer the case to the Student Conduct Committee with a recommendation for a conduct sanction in addition to the academic penalty. The chair of the Academic Appeals Committee informs the following parties of the decision:
  - a. Student
  - b. Instructor
  - c. Department Chair
  - d. Dean of the College
  - e. Director of Student Conduct
  - f. Dean of Graduate Studies (if the incident occurred in a graduate course)
  - g. Provost
  - h. Registrar (if the sanction is a course grade of F or if a sanction of F is revoked).
- IX. The Student Conduct Committee considers exclusively whether to add disciplinary sanctions to the academic sanction imposed beforehand and selects and imposes the sanction(s). The Director of Student Conduct informs the following parties of the decision:
  - a. Student
  - b. Instructor
  - c. Department Chair
  - e. Dean of the College
  - f. Dean of Graduate Studies (if the incident occurred in a graduate course)
  - g. Provost.

# Index

## A

Absences, Authorized 48  
Academic Advising 46  
Academic Departments 15  
Academic Issues 45  
Academic Success Center 46  
Address Changes 69  
AIDS/HIV Policy 69  
Alcohol and Drug Policy 101  
Alma Mater 8  
Alumni Association 22  
Annual Fund 22  
Artist-Lecture Series 23  
Athletics 23  
Attendance Policy, Class 47

## B

Basketball Court 33  
Building Hours and Keys 47  
Business Office, MSU 57

## C

Campus Card 25  
Career Management Center 23  
Cheerleaders 24  
Clark Student Center 24  
Code of Student Conduct 83  
College Connections 46  
Commencement Decorum/Attire 49  
Complaints, General Student 74  
Computer and Network Services 70  
Conduct Process/Responses 83  
Conduct, Standards of 83  
Counseling Services 26  
Crime Reporting, Campus 69

## D

Dean of Students 26  
Disability Grievance Procedures 72  
Disability Support Services 27  
Disaster Policy 73  
Disciplinary Matters (see Conduct) 83  
Drug Free Schools and Campuses Drug  
Prevention Program 111

## E

Emergency Contacts 8  
Employment, Student 66

## F

Family Educational Rights (FERPA) 49  
Fight Song 8  
Financial Aid, Student 57  
Food Service Policy 29

## G

Governing Councils 28  
Grants 63  
Gyms, Main and South 32

## H

Health Center, Vinson 42  
Honor Creed, Student 10  
Housing and Dining Services 29  
Human Dignity Statement 9

## I

I.D. Cards(See Campus Card)  
Indoor Track 32  
Instructor Drop 52  
Insurance, Student 30  
Intellectual Property Rights 52  
Interfraternity Council 28  
International Services 30

## J

Jogging Track 32

## L

Library, Moffett 30  
Loans 62  
Locks, Lockers 33

## **M**

Map, Campus 2  
Master Calendar 24  
Mission 7  
Mustangs Advising Center 46

## **O**

Off-Campus Speakers 75  
Official Out-of-Town University Trips 75  
Organization Policies, Student 39  
Organizations, Student 37

## **P**

Panhellenic Council 28  
Physical Education Exemption 28  
Police, Campus 23  
Post Office 31  
Posters, Handbills and Other  
Printed Materials 76  
Privacy Act 49  
Privacy, Computer 70  
Professional Development 23  
Property Deposit 58  
Psychology Clinic 32  
Publications 32

## **R**

Racial Harassment Policy 76  
Recreational Facilities 32  
Recreational Sports 33  
Refund/Repayment Policies 57  
Religious Holy Days 48  
Reserving University Facilities 78  
Residence Hall Association 27  
Rights, Student 9  
Room Facilities 25

## **S**

Schedule Change 55  
Scholarships 67  
Sex/Gender Discrimination 107  
Sexual Misconduct Policy 108  
Skills for Success 46  
Solution Finder 13  
Student Affairs/Student Life 21  
Student Development and Orientation 35  
Students with Disabilities, Services for 27  
Student Elections 35

Student Event Guidelines 78  
Student Government 36  
Student Honor Creed 10  
Student Organizations/Policies 35, 39  
Student Rights 9  
Student Senate 36  
Student Success Series 41  
Student Support Services 41  
Student Traffic Review Board 80  
Supplemental Instruction (SI) 46

## **T**

Tennis Courts 33  
Testing Center 42  
Ticket Sales 25  
Tobacco Policy 81  
Traditions 17  
Traffic Fines/Appeals 80  
Travel Policy 76  
Tuition (repeated hours) 67

## **U**

Undecided Majors 56  
University Facilities, Reserving 78  
University Programming Board (UPB) 42

## **V**

Vinson Health Center 42  
Vocational Rehabilitation 67  
*Voices* 32  
Volleyball Courts 33  
Volunteer MSU 35

## **W**

*Wai-Kun* 32  
Wellness Center Programs 43  
*Wichitan* 32  
Withdrawal, Housing 29  
Withdrawal Process 62