



**Graduate Student Handbook
McMurry University
Abilene, TX**

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DIRECTORY

FACULTY

<http://faculty-and-staff.mcm.edu/faculty/index.html>

STAFF

<http://faculty-and-staff.mcm.edu/staff/index.html>

Graduate School Introduction

McMurry Graduate School Mission Statement:

The mission of McMurry University is to provide a Christian liberal arts and professional education that prepares students for a fulfilling life of leadership and service. The purpose of the Graduate Studies program is to advance the mission of the University through the rigorous pursuit of knowledge and by developing leaders capable of serving the needs of a global society.

Core Values:

*Christian faith as the foundation of life,
Personal relationships as the catalyst for life,
Learning as the journey of life,
Excellence as the goal of life, and
Service as the measure of life.*

McMurry History:

McMurry University was created at the annual session of the Northwest Texas Conference of the Methodist Church in October of 1920, at Clarendon, Texas. The college was established in Abilene upon an offer from the Chamber of Commerce of \$300,000, a campus, and other considerations. The construction of the first building, now the Old Main Building, was begun in the spring of 1922.

By action of the same conference which established the school, Dr. J.W. Hunt was elected its first president. Under his direction, the college opened its doors in September 1923.

McMurry's history includes being named heir of five other institutions of higher learning: United Methodist-related Clarendon, Seth Ward and Stamford Colleges of West Texas; Western College of Artesia, NM; and the Dallas Institute of Vocal and Dramatic Art. Just as their alumni have been incorporated into the Alumni Association of McMurry, the University has evolved in terms of quality programs, student enrollment growth, and an outstanding campus provided by alumni and friends throughout the Northwest Texas and New Mexico Conferences of the United Methodist Church.

On August 20, 1990, the Board of Trustees, recognizing the continued evolution of the school into a comprehensive institution, changed the name to the one we have today: McMurry University. Now McMurry is poised to continue delivery of a high quality education in the 21st century.

On March 11, 2011, the Board of Trustees made the decision to establish the McMurry University Graduate Studies Program.

The purpose of this Student Handbook is to provide you with general information concerning McMurry's graduate programs. Please note that information contained in this handbook does not supersede information, policies, or procedures that are in the McMurry University *Catalog*. The McMurry University *Catalog* is the official document for the University. Individual graduate programs may have additional policies. You can learn about these policies by contacting the department/school hosting your graduate program. Always seek advisement from your school and/or department.

It is your responsibility as a graduate student to complete the admission requirements with the University Registrar's Office, be aware of graduate academic policies and procedures published in the graduate section of the University *Catalog*, and maintain good academic standing with the department/school hosting your graduate program.

The University *Catalog* is published every year. It is, in effect, an agreement between the student and the University. It contains vital information concerning academic requirements, financial charges, deadlines, and other regulations of McMurry. The student is responsible for being familiar with all of this information.

If you have questions about graduate admissions, degree requirements, and academic record keeping, you can contact the Office of the Registrar at 338 Maedgen Administration Building, by e-mail at gradstudies@mcm.edu, or by calling the Office of the Registrar at (325) 793-3888.

If you have questions about general graduate school policies, you should contact the Director of Graduate Studies.

If you have questions about specific details and policies pertaining to an individual graduate program, you should contact the school or the academic department hosting that particular graduate program.

General Policies

Class Attendance

It is understood that attendance is part of the learning commitment, placing oneself in a class setting where effective educational communication and interaction can happen. Both faculty and students are expected to be regular and punctual in their attendance habits. Professors and students cooperate and are responsible for shaping a community at work. As part of this responsibility, attendance will be noted in some manner suitable to the size of the class, group, and type of activity. Any necessary absence occurring while a student is representing the University in some official way will be considered an authorized absence. Work missed due to such an absence is to be made up as the respective professor determines. Each professor will determine the consequences for absenteeism in his or her class. These will be noted in the syllabus.

Standards of Conduct

McMurry University strongly supports the provisions of the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). The following information is provided at least annually to all students and employees of the University under the “Drug Free Schools and Campuses” portion of the above stated law.

The use, possession, or distribution of alcohol and illegal drugs is prohibited on the McMurry University campus.

Texas legal sanctions for the unlawful possession, use, or distribution of illicit drugs and alcohol vary from class C misdemeanors with fines not to exceed \$200.00 to felonies of the first degree with confinement for life.

Federal sanctions closely parallel those of Texas. More detailed information is available on request from the Student Affairs Office or the local police department. McMurry University will cooperate with all law enforcement agencies in the investigation of drug and alcohol abuse.

Health risks associated with the use of illicit drugs and the abuse of alcohol vary a great deal and are much too numerous to list here. The bottom line is the risk of death as a result of abuse. Detailed materials are available through the Student Affairs Office or the Health Services Office.

Drug and alcohol counseling is available through Counseling and Career Services, Health Services, and Religious Life. Publications and lists of materials are available in the library for student and employee use. Referral to treatment and rehabilitation programs, as well as to other community counseling services, are available in the Counseling and Career Services office. All requests will be kept confidential.

Any student who is found responsible for violating drug policies as outlined in this Student Code of Conduct may be suspended or expelled from McMurry University. Any student athlete found

responsible of violating drug policies as outlined in this Student Code of Conduct may also be subject to loss of eligibility under NCAA rules and regulations. Alcohol abuse is punishable by disciplinary action up to, and including, expulsion. Any employee found responsible of the same offenses faces disciplinary action up to immediate termination of employment.

A biennial review will be conducted by McMurry University to ensure the abuse program is effective and stated sanctions are consistently enforced. Changes will be implemented as needed. Questions should be directed to the Student Affairs Office.

Handguns or any other firearms are not allowed on campus including parking lots, regardless of a license. Anyone found in possession will be subject to appropriate judicial action. McMurry University Security will file applicable charges against anyone found on campus with a firearm or other prohibited weapons.

Student Code of Conduct

Introduction:

Consistent with United Methodist Church philosophy and principles, McMurry University is strongly committed to the development of the student and promotion of personal integrity and self-responsibility. Students enrolling at McMurry become citizens of the community and are entitled to enjoy the privileges and assume the responsible obligations associated with this affiliation. Since the rights of all students are protected, and an atmosphere conducive to intellectual and religious development, personal growth, and community association are to be promoted, standards and guidelines on student behavior are necessary. This Student Code of Conduct is intended to outline certain responsibilities and expectations of McMurry students and assist the students to understand their role in the academic community. The term “student” means any person admitted to the university pursuing undergraduate, graduate, or professional studies, whether full or part time. They must also be currently enrolled or enrolled in the previous semester and registered for future semesters.

A student who enrolls at McMurry University is expected to conduct himself/herself in a manner compatible with the University’s function as an educational, church-affiliated institution; to adhere to University policies; to show respect for properly constituted authority; and to observe correct standards of conduct. It is the student’s responsibility to be knowledgeable about all University student conduct policies.

Any student or organization that engages in conduct that is prohibited by the University is subject to judicial action whether such conduct takes place on or off the campus or whether civil or criminal penalties are also imposed for such conduct. Furthermore, a student is subject to judicial action for prohibited conduct that occurs while participating in off-campus activities sponsored by the University, or University organizations, including, but not limited to: field trips, internships, socials, training exercises, pledging, rotations, or clinical assignments.

Violations by graduate students of the McMurry Student Code of Conduct are referred and adjudicated through the Dean of Student Affairs and in consultation with the Director of Graduate Studies.

Judicial Authority:

The Dean for Student Affairs, in consultation with the Director of Graduate Studies, has jurisdiction over alleged graduate student violations (except academic violations) of the McMurry University Student Code of Conduct and determines which judicial body shall be authorized to hear each case. The Director of Graduate Studies has jurisdiction over all academic violations of the McMurry University Code of Conduct. Additionally, the Dean of Student Affairs, in consultation with the Director of Graduate Studies, shall develop policies for the administration of the judicial program and procedural policies for the conduct of hearings which are consistent with provisions of the Student Code of Conduct. Decisions made by a judicial body and/or the Dean of Student Affairs shall be final, pending the normal appeal process.

At the discretion of the Dean of Student Affairs and in consultation with the Director of Graduate Studies, a judicial body may be designated as arbiter of disputes within the student community in cases which do not involve a graduate student's violation of the Student Code of Conduct. All parties must agree to arbitration and to be bound by the decision with no right of appeal.

Proscribed Conduct:

Jurisdiction of the University

University jurisdiction and discipline shall be limited to conduct which occurs on University premises or which adversely affects the University community and/or the pursuit of its objectives. The University reserves the right to adjudicate conduct violations of McMurry University students, clubs, or organizations which have taken place off-campus or are associated with an event sponsored by any member of the University community.

Conduct - Policies and Regulations

Any graduate student found to have committed the following misconduct is subject to the conduct sanctions outlined later in this document.

STUDENT CODE OF CONDUCT (SCC)

- 101 Dishonesty
- 102 Disruption of Activities/Events
- 103 Physical Abuse
- 104 Theft/Property Damage
- 105 Hazing
- 106 Failure to Comply
- 107 Unauthorized Use of Facilities
- 108 Bicycles, Roller Blades, and Skateboards

- 109 Violations of Published Policies and/or Federal, State, or Local Law
- 110 Illegal Narcotics
- 111 Alcohol Use and Possession
- 112 Firearms and Weapons
- 113 Disorderly or Obscene Conduct
- 114 Fire Safety Equipment
- 115 Gambling
- 116 Solicitation
- 117 Misuse of Computers and Technology
- 118 Abuse of the Judicial System

DESCRIPTION OF THE OFFENSES

101. Dishonesty

Acts of dishonesty, including but not limited to the following:

1. Cheating, plagiarism, collusion, or other forms of academic dishonesty.
2. Furnishing false information to any University official, staff or faculty member or office.
3. Forgery, alteration, or misuse of any University document, record, or instrument of identification.
4. Tampering with the election of any University-recognized student organization.

102. Disruption of Activities/Events

Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other University activities, including its public-service functions on or off campus, or other authorized non-University activities, when the act occurs on University premises; participation in a campus demonstration which disrupts the normal operations of the University and infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus; and/or obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University-sponsored or supervised functions.

103. Physical Abuse

Physical abuse/assault, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.

104. Theft/Property Damage

Attempted or actual theft of and/or damage to property of the University or property of a member of the University community or other personal or public property including residence hall furniture.

105. Hazing

Hazing, defined as any action taken or situation created, intentionally or unintentionally, whether on or off campus, to produce mental, physical, or psychological discomfort, embarrassment, harassment, or ridicule; or which threatens the safety of the student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. Such activities may include, but are not limited to, the following: use of alcohol; paddling in any form; creation of excessive fatigue; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the University; wearing of public apparel which is conspicuous and not normally in good taste or perceived to be humiliating or embarrassing; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with social club law, ritual, or policy or the regulations and policies of McMurry University (see State of Texas hazing law).

106. Failure to Comply

Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

107. Unauthorized Use of Facilities

Unauthorized possession, duplication, or use of keys to any University premises or unauthorized entry to or use of University premises.

108. Bicycles, Roller Blades, and Skateboards

Riding bicycles, roller blades or skateboards in buildings or left in hallways, staircases, or lounges; unsafe or mischievous cycling, skateboarding or roller blading on campus.

109. Published Policies and/or Federal, State, or Local Laws

Conduct which could be interpreted as a violation of federal, state or local law on University premises or at University sponsored or supervised activities; or violation of published University policies, policies or regulations including, but not limited to, Residence Life policies; or actions not specifically covered that cause disruption of University life or bring embarrassment to the University.

110. Illegal Narcotics

Use, possession, sale, delivery, or distribution of narcotics, drugs, medicine prescribed to someone else, chemical compounds, or other controlled substances or drug-related paraphernalia (except as expressly permitted by law) on campus; use of narcotics, drugs, medicine prescribed to someone else, chemical compounds, or other controlled substances or drug-related paraphernalia

(except as expressly permitted by law) before, during, or immediately after an official function of any University organization on or off campus.

111. Alcohol Use and Possession

Use, possession, sale, or distribution of alcoholic beverages on campus; consumption of alcoholic beverages before, during, or immediately after an official function of any University organization on or off campus; public intoxication; and/or possession of alcoholic containers, whether open or closed, full or empty.

112. Firearms and Weapons

Possession or use of firearms, fireworks, explosives, other weapons, or dangerous chemicals on University premises, including paint guns.

113. Disorderly and Obscene Conduct

Conduct which is disorderly, lewd, obscene, or indecent; breach of the peace; or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored by, or participated in, the University; using a telephone in an annoying, obscene, mischievous, or malicious manner; or the wearing of inappropriate or offensive clothing or apparel.

114. Fire Safety Equipment

Tampering with or vandalizing fire warning or fire safety equipment or any other safety devices or equipment.

115. Gambling

Gambling on any University property or any function sponsored by the University.

116. Solicitations

Unauthorized solicitation of merchandise of any sort and posting of unapproved posters and promotional materials campus without permission from the Conference & Enrichment Services office in the Campus Center.

117. Misuse of Computers and Technology

Abuse of computers, technology, or computer time, including but not limited to:

1. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose including reading others' email.
2. Unauthorized transfer of a file.
3. Unauthorized use of another individual's identification and password.
4. Unauthorized access into network files.

5. Use of computing facilities to interfere with the work of another student, faculty member, or University official.
6. Use of computing facilities to send, receive, or view obscene or abusive messages or information, including pornography.
7. Use of computing facilities to interfere with normal operation of the University computing system.

118. Abuse of the Judicial System

Abuse of the Judicial System, including but not limited to:

1. Failure to obey the summons of a judicial body or University official.
2. Falsification, distortion, or misrepresentation of information before a judicial body.
3. Disruption or interference with the orderly conduct of a judicial proceeding.
4. Institution of a judicial proceeding knowingly without cause.
5. Attempting to discourage an individual's proper participation in, or use of, the judicial system.
6. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding.
7. Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding.
8. Failure to comply with the sanction(s) imposed under the Student Code of Conduct or probation violation.
9. Influencing or attempting to influence another person to commit an abuse of the judicial system, or of University housing policies and regulations.

Violation of Law and University Discipline

1. If a graduate student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of this code, disciplinary action may be taken and sanctions imposed for grave misconduct that demonstrates flagrant disregard for the University community. In such cases, no sanction may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt (e.g., "no contest" or "*nolo contendere*").
2. University disciplinary proceedings may be instituted against a graduate student charged with violation of a law, which is also a violation of this Student Code of Conduct. For example, if both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.
3. When a graduate student is charged by federal, state, or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a judicial body under the Student Code of Conduct, however, the University may advise off-campus authorities of the existence of the Student Code of Conduct and of how such matters will be handled internally within the University community. The Uni-

versity will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate.

General Judicial Procedures:

1. Any member of the University community may file charges against any graduate student for misconduct. Charges shall be prepared in writing and directed to the Dean of Student Affairs. Any charge should be submitted within five business days after the event takes place. The Dean of Student Affairs will send a copy of the letter of the charges to the Director of Graduate Studies.
2. The Dean of Student Affairs, in consultation with the Director of Graduate Studies, may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Dean of Student Affairs and to the Director of Graduate Studies. Such disposition shall be final and there shall be no subsequent proceedings or appeals. If the charges have merit and cannot be disposed of by mutual consent, or the Dean of Student Affairs, in consultation with the Director of Graduate Studies, chooses not to dispose of the case administratively by mutual consent, s/he will readdress the case to the judicial body, or suspend the investigation pending future action.
 - a. Any graduate student accused of violating the Student Code of Conduct will be summoned by the Dean of Student Affairs and the Director of Graduate Studies. Students will be further appraised of the process and hear the charges and summary of the evidence collected related to the charges. The student will be given the opportunity to plead Responsible, Not Responsible, or no contest to the charges.
 - b. If the plea is Responsible the Dean of Student Affairs and the Director of Graduate Studies, may immediately sanction the student. The student may be allowed to make a statement on his/her behalf about extenuating circumstances. The Dean of Student Affairs, in consultation with the Director of Graduate Studies, may also refer the case to a judicial body for sanctions.
 - c. If the plea is Not Responsible a conduct hearing may be held to determine responsibility. The case will be referred to a judicial body and a reasonable date and time shall be set for a hearing.
 - d. The Dean of Student Affairs, in consultation with the Director of Graduate Studies, will determine appropriate action if the plea is no contest. This decision is final and there is no appeal of proceeding or sanction.
 - e. In incidents involving more than one accused graduate student, the Dean of Student Affairs, in consultation with the Director of Graduate Studies' discretion, may permit the adjudication concerning each student to be conducted separately.
 - f. Failure to appear for a scheduled judicial hearing with the Dean of Student Affairs may result in an automatic plea of "no contest" and conduct of the hearing in absentia. The decision of the Dean of Student Affairs, in consultation

with the Director of Graduate Studies, is final and there is no appeal of proceeding or sanction.

3. There are three judicial bodies the Dean of Student Affairs may refer charges to for a hearing: Administrative Judicial Board, Residence Hall Judicial Council, and the Men's or Women's Interclub Council. McMurry University does not have designated graduate student housing. The charges brought against a graduate student may be referred to the residence hall judicial council only if the graduate student has chosen to live in the residence hall. If the graduate student chooses to be involved in a social club and an offense occurs, the graduate student may be referred to one of the interclub councils. All hearings will attempt to be educational in nature, fundamentally fair, and shall be conducted by a judicial body according to the following general guidelines:
 - a. Hearings shall be conducted in private, are closed to the public and press, and will follow predetermined guidelines.
 - b. The Director of Graduate Studies will be invited to all graduate student hearings.
 - c. Admission of any person to the hearing shall be at the discretion of the Dean of Student Affairs and the Director of Graduate Studies. The complainant and the accused may have a limited number of witnesses available to speak to the charges (determined by the chairperson). All witnesses will be required to affirm a statement concerning the accuracy of their statements by signing the participant testimony affirmation record (1997.03).
 - d. The complainant and the accused, at their own expense, may have an advisor who is a full-time faculty/staff member of the University. If the student elects to have an attorney as an advisor, the judicial body must be notified at least one week before the scheduled hearing. The complainant and the accused are responsible for presenting his or her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a judicial body.
 - e. The complainant, the accused, and the judicial body shall have the privilege of presenting witnesses, subject to questioning by the judicial body.
 - f. Pertinent records, exhibits, and written statements may be accepted as information for consideration by a judicial body at the discretion of the chairperson.
 - g. All procedural questions are subject to the final decision of the chairperson of the judicial body.
 - h. After the hearing, the judicial body shall determine by simple majority vote whether the graduate student has violated each section of the Student Code of Conduct which the student is charged with violating. The decision will be communicated to the student when reached, and written confirmation will be provided by the Dean of Student Affairs.
 - i. The judicial body's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code of Conduct.
4. There shall be a single verbatim record, such as a tape recording, of all hearings before a judicial body. The record shall be the sole property of the University. No other record is permitted.

5. Except in the case of a student charged with failing to obey the summons of a judicial body or University official, no student may be found to have violated the Student Code of Conduct solely because the student failed to appear before a judicial body. In all cases, the evidence in support of the charges shall be presented and considered. Discrepancies from these procedures may happen and will not result in immediate dismissal of charges.
6. Within two (2) weeks, the Dean of Student Affairs will communicate the judicial body's final decision to the Director of Graduate Studies and to the VPAA.

Sanctions:

1. Other than University suspension and expulsion, disciplinary sanctions shall not be made part of the graduate student's permanent academic record, but shall become part of the student's confidential conduct record. Conduct records shall be kept with the Dean of Student Affairs and shall be expunged five years following graduation from the University by the student.
2. Following the hearing, the judicial body through the Dean of Student Affairs shall advise the accused in writing of its determination and of the sanction(s) imposed, if any.
3. Sanctions (in order from least severe to most severe)
 - a. Warning: Oral or written admonition of a graduate student for actions unbecoming to the University community. If a student, after being placed on warning, is found responsible for subsequent violations of University regulations, he or she is immediately placed in a more severe disciplinary category.
 - b. Specific Sanctions for minor violations: Sanctions include (One or more of the sanctions listed below may be imposed for any single violation):
 - (1) Loss of Privileges—Denial of specified privileges for a designated period of time.
 - (2) Fines—A monetary amount payable to the University.
 - (3) Restitution—Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - (4) Discretionary Sanctions—Work assignments, written apologies, written papers, taking courses, service to the University or community, or other related discretionary assignments.
 - (5) Conduct Probation: An official warning that the student's conduct is in violation of McMurry University Student Code of Conduct, but is not sufficiently serious to warrant suspension or expulsion. A student on Conduct Probation is deemed "not in good standing" with the University. A student who is not in good standing is subject to the following restrictions:
 - (a) Ineligibility to represent the University to anyone outside the University community in any way, including representing the University in any official function.
 - (b) Additional restrictions or conditions also may be imposed, depending on the nature and seriousness of the misconduct.
 - (c) Interim Suspension: In certain circumstances, the Dean of Student Affairs, in consultation with the Director of Graduate Studies, may impose a sanction or suspension prior to the hearing before the judi-

cial body. Interim suspension may be imposed only: a) to ensure the safety and well-being of members of the University community or preservation of University property; b) to ensure the student's own physical or emotional safety and well-being; c) if the student poses a possible threat of disruption of or interference with the normal operations of the University. During the interim suspension, students may be denied access to the residence halls and/or to the campus (including class) and/or all other University activities as the Dean of Student Affairs, in consultation with the Director of Graduate Studies, may determine to be appropriate.

- (d) Suspension: Separation of the graduate student from the University for a definite period of time. The student is not guaranteed readmission at the end of such period of time, but is guaranteed a review of the case and a decision regarding eligibility for readmission. Conditions for readmission may be specified.
- (e) Expulsion: Permanent separation of the graduate student from the University whereby the student is not eligible for readmission to this University.

Appeals

1. A decision reached by the judicial body or a sanction imposed by the Dean of Student Affairs, the Director of Graduate Studies, or a judicial body may be appealed by accused students to the appropriate appellate body within two business days from the date of notification. Such appeals shall be in writing, using the appropriate appeals form and shall be delivered to the Dean of Student Affairs with a copy to the Director of Graduate Studies. The Dean of Student Affairs, in consultation with the Director of Graduate Studies, will refer it to the appropriate appellate body.
2. Appeals of the Residence Hall Judicial Council and the Men's or Women's Interclub Council is first heard by the Student Supreme Court. Appeals of the Administrative Judicial Board, MSG Student Supreme Court, and Dean of Student Affairs are heard by the Judicial Review Board. One graduate student will be a member of the Student Supreme Court and the MSG Student Supreme Court regarding graduate student appeals. Appeals of the Judicial Review Board are heard by the University President. Decisions made by the University President are final with no subsequent appeals.
3. Except as required to explain the basis of new information, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:
 - a. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures.
 - b. To determine whether the decision reached regarding the accused graduate student was based on enough information, that is, whether the facts in the case were sufficient to establish that a violation of the Student Code of Conduct occurred.

- c. To determine whether the sanctions imposed were appropriate for the violation of the Student Code of Conduct that the graduate student was found to have committed.
- d. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person making the appeal at the time of his/her original hearing.

The appellate body may, upon review of the case, change the decision or sanctions. Written confirmation of the appellate body's decision will be provided by the Dean of Student Affairs.

Any question of interpretation regarding the Student Code of Conduct shall be referred to the Dean of Student Affairs, in consultation with the Director of Graduate Studies, for final determination.

The Student Code of Conduct shall be reviewed at least every three years by the Graduate Council.

Definitions

1. The term "University" means McMurry University.
2. The term "graduate student" includes all persons taking graduate courses at or from the University, both full-time and part-time. It also includes graduate student organizations.
3. The term "faculty member" means any person hired by the University to conduct classroom activities.
4. The term "University official" includes any person employed by McMurry University, performing assigned administrative or professional responsibilities.
5. The term "member of the University community" includes any person who is a student, faculty member, University official, or any other person employed by McMurry University. A person's status in a particular situation shall be determined by the Director of Graduate Studies.
6. The term "University premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University (including adjacent streets and sidewalks).
7. The term "organization" means any number of persons who have complied with the formal requirements for University recognition and registration.
8. The term "judicial body" means any person or persons authorized by the Director of Graduate Studies to determine whether a graduate student has violated the Graduate Student Code of Conduct.
9. The term "shall" is used in the imperative sense.
10. The term "may" is used in the permissive sense.
11. The term "policy" is defined as the written regulations for the University as found in, but not limited to, the Graduate Student Code of Conduct, Council Fire, residence hall publications, and the University *Catalog*.
12. 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; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff; or (4) submitting the same material for credit in differing courses without prior approval from the instructors.

13. 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 acknowledgment. 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.
14. The term “collusion” means the unauthorized collaboration with another person(s) in preparing academic assignments or collaboration with another person to commit a violation of a provision of the policies on scholastic dishonesty.
15. The term “notice” generally means at the time the letter, document, or information was mailed.

Disclaimer: Generally, this policy will be reviewed and updated on a regular basis. If changes occur, graduate students will be notified and copies of the changes will be distributed in a timely manner.

Grade Appeals

If a graduate student disagrees with the grade received in a class, the student has the right to appeal using a formal appeal process. All grade appeals must be confined to irregularities in class policy and the assignment of grades.

Concerns or complaints about faculty attitudes, ideas, or behavior should be directed to the Dean of the school offering the class. If the academic Dean is the subject of the complaint, the student should speak with the Director of Graduate Studies. If the Director of Graduate Studies is the subject of the complaint, the student should speak with the Vice President for Academic Affairs.

Grade appeals deal with the policies, as stated in the syllabus, by which final course grades are determined. Classes may vary among professors, but fundamentally fair treatment of students in compliance with the syllabus provided for the course should be a constant. The process for appealing a grade works as follows:

Student Responsibilities:

1. Initial attempts to resolve any grade dispute must be between the student and the professor for the course.
2. If disputed matter is unresolved, the student addresses the issue with the individual department/school Graduate Program Director.
3. If the dispute is not resolved, the student can proceed with the complaint by making an appointment to discuss the issue with the Dean of the school.
4. If the meeting with the Dean does not resolve the dispute, the student can make a formal appeal to the Director of Graduate Studies.

The formal written appeal consists of the following materials:

- a. a written statement of the issue and past attempts to resolve the issue with the professor involved, Graduate Program Director, and the Dean of the school.
- b. any pertinent documentation supplied by the student in support of the argument, including a copy of the course syllabus and any specific assignments or course-work related to the complaint.

Faculty/Dean Responsibilities:

1. If a complaint is brought forward by a student, the professor for the course should make an attempt to resolve that dispute with the student before taking it to the next level.
2. If the disputed matter is not resolved at the professor's level, the individual department/school Graduate Program Director should make an attempt to resolve the dispute with the student and the professor before taking it to the next level.
3. If the disputed matter is not resolved at previous levels and is brought before the Dean, then, depending on the situation, the Dean may request a follow-up meeting to include the student and the professor and/or ask the student to file the complaint in writing, including:
 - a. a cover letter requesting reconsideration of the grade
 - b. a narrative (1-3 pages) detailing the circumstances

In the case of the written complaint, the Dean apprises the professor of the student's grievance in writing, and gives a summary of points. The professor submits a written response to the student's protest, copies of all of the student's paper work, grades on all work completed in the course, the student's class attendance record, and a copy of the class syllabus with the contested policy clearly marked.

Graduate Council Responsibilities:

1. If the disputed matter is not resolved with the Dean the formal appeal is made to the Director of Graduate Studies. The Director of Graduate Studies will form a Graduate Appeals Panel from the Graduate Council membership. The panel will consist of five graduate faculty members. The panel will serve as the hearing committee and will select a chair. The chair of the Graduate Appeals Panel or their designee will arrange a time and place for a hearing. The hearing will be closed to protect the privacy of the student. The chair will preside at the hearing and will rule upon all procedural matters. The formal rules of evidence will not apply, although objections to the introduction of specific statements or documents may be considered by the chair. Irrelevant, immaterial, privileged, or unduly repetitious information will be excluded. The chair may establish reasonable limits upon the time allotted to the student and the department or academic unit for oral presentations. All members of the hearing committee and all parties to the grievance will receive a copy of the grievance and the department's response. All parties may present evidence in the hearing. Panel members may question anyone presenting evidence during the hearing. Only evidence presented at the hearing and those documents submitted up to the time of the hearing will be considered in the adjudication of the grievance.

2. At the conclusion of the testimony, both parties will be dismissed; and the Graduate Appeals Panel will deliberate and vote on the appeal. A simple majority vote is required to decide the appeal. The student, the professor, the Dean, and Vice President for Academic Affairs will be notified in writing of the Graduate Appeals Panel's decision.
3. Decisions of the Graduate Appeals Panel are final and cannot be appealed.

Timelines:

1. The initial attempt to resolve the student complaint with the professor and/or the Graduate Program Director should be made during the two (2) week period after the incident/posting of the grade.
2. If the dispute is not resolved during that two (2) week period, before the second week expires, an appointment should be made by the student to meet with the Dean of the school.
3. The Dean will attempt to resolve the dispute within a two (2) week period after the initial meeting with the student.
4. If the meeting with the Dean does not resolve the dispute a formal appeal can be made to the Director of Graduate Studies. The formal appeal to the Director of Graduate Studies must be submitted within two weeks of the Dean's ruling.

I.D. Cards

All students require an I.D. card to use McMurry facilities, to cash a check, to use the library, to attend athletic events, to eat in the cafeteria, etc. New I.D. cards are issued at the Student Affairs Office on the first floor of President Residence Hall. Lost cards should be reported to the same office. There is a \$10 replacement charge for lost cards.

Motor Vehicle Regulations

The following regulations have been formulated to ensure the safety and convenience of the members of the University community and guests. Permission to drive or park a motor vehicle on campus is considered a privilege and not a right.

All motorists must follow all state and McMurry University traffic and parking regulations governing the use of motor vehicles on all parts of the campus throughout all hours of the day or night. It is the responsibility of the students and staff to know and observe these regulations. McMurry University assumes no responsibility for the care and/or protection of any vehicle or its contents at any time that it is operated or parked on the McMurry University campus. The University reserves the right to impound any vehicle which is parked in a manner dangerous to vehicular or pedestrian traffic or which is otherwise in violation of University parking regulations; or to search, for any reason, any vehicle while on campus. Contact Campus Security for a complete listing of all motor vehicle regulations.

Vehicle Registration Permits

1. ALL student, faculty, or staff members of McMurry University who operate or park a motor vehicle on campus must obtain a vehicle registration permit from the Student Affairs Office in President Residence Hall-South, Suite 100. Those with valid HSU, ACU, or Dyess AFB stickers do not need a McMurry permit, but DO need to fill out a registration form.
2. A vehicle is properly registered if the appropriate registration permit is in place.
3. Anyone who is going to temporarily operate a vehicle on campus must obtain a temporary permit from the Student Affairs Office in President Residence Hall-South, Suite 100. These permits are good for two (2) weeks.
4. No fee will be charged for University parking permits.
5. There is a \$15 fee to replace the lost parking permit or to get a second permit.

Parking

General student parking is available (except for limited spaces marked Faculty or Reserved) north of Radford and in the large lot west of the Campus Center. Student parking is not allowed in the lots north and east of Maedgen, south of Old Main, north of the Library, northwest of the Education Building, in front of Hunt PE, and south of the Science Building between the hours of 7am and 5pm, Monday-Friday. The lot north of Maedgen has several visitor spaces for visitors who are conducting business in Maedgen. General parking is available (except for limited spaces marked Visitor or Reserved) north of Radford, in the large lot west of the Campus Center, in the paved lot by Aldersgate United Methodist Church, the lot by the Chapin Art Building, the lot behind the University Apartments, the gravel lot south of Hunt Street, and the two gravel lots off of Ross Avenue. There are handicapped parking spaces near the front of each lot. Only vehicles with handicapped stickers may use these slots. No parking is allowed in red zones or on the grass.

Vehicles illegally parked may be towed at the owner's expense.

The University charges the McMurry University Security with the responsibility of creating a safe environment by enforcing the University Parking and Traffic Regulations. This enforcement includes the issuance of warning tickets and violation citations. Fines will be paid to the University's Business Office during normal business hours. When fines are not paid or when there is a clear display of continuous and deliberate disregard for these regulations, specific steps will be taken to ensure compliance of the regulations.

1. If a vehicle is found to have been cited three times within the year (fall to fall) for any type of parking violation, regardless if the citations are paid or unpaid, the following will take place at a third violation: a citation will be issued; and an IMMOBILIZATION WARNING NOTICE STICKER will be attached to the driver's side window.
2. If a vehicle is found to have been cited four times within a semester for any type of parking violation regardless if the citations are paid or unpaid, the following will take place. At a fourth violation: The vehicle will be IMMOBILIZED by using a piece of equipment called "THE BOOT". "THE BOOT" is an IMMOBILIZATION DEVICE that is attached to one

of the wheels on the vehicle making it immobilized. Once “THE BOOT” is attached to the vehicle the University Security Department will remove it after a BOOT REMOVAL FEE of \$50.00 is paid along with all outstanding parking and traffic fines to the business office. After “THE BOOT” has been placed on the vehicle, an attempt to notify the owner/operator will be made by the University Security Department. “THE BOOT” will stay on the vehicle for up to THREE DAYS. If the owner/operator does not make the necessary arrangements to pay the BOOT REMOVAL FEE and all outstanding parking and traffic fines within three days, the immobilized vehicle will be towed at the owner’s expense.

3. After a vehicle has been immobilized a second time within a semester, the operator of the vehicle will be provided a written notice stating that he or she is prohibited from operating any vehicle on campus until the end of that semester. If the vehicle is observed operating or parking on campus (legally or illegally), a citation violation can be issued and immobilization and/or towing can occur at the operator’s expense.
4. A vehicle that creates a safety problem/hazard or may endanger the safety of the University community or that is parked illegally in a fire lane or handicapped space, or is obstructing traffic on a campus roadway is subject to a citation violation, “THE BOOT”, and/or towing without notice.
5. Parking violation appeals shall be submitted in writing, using the appropriate appeals form, to the Student Government Office (Campus Center 103) within five (5) class days following the date of the citation. McMurry Student Government will review the appeal and determine whether to uphold or overturn the citation.

REMOVING, DISABLING OR DAMAGING THE IMMOBILIZATION DEVICE IS A VIOLATION UNDER UNIVERSITY REGULATIONS AND CAN LEAD TO UNIVERSITY JUDICIAL ACTION THAT COULD INCLUDE CRIMINAL PROSECUTION.

Speed Limits

The speed limit on all campus roads is 15 m.p.h.

Traffic Citations and Appeals

- 301 No Parking Permit
- 302 Illegal Parking in Faculty, Staff or Res. Hall Area
- 303 Blocking Gate
- 304 Speeding
- 305 Running Stop Signs
- 306 Irresponsible Use
- 307 Parking in Handicap Space (\$45)
- 308 Obstruction of Trash Containers
- 309 Parking in No Parking Zone
- 310 Parking in Visitor’s Space
- 311 Improper Parking (on grass, walks, etc.)
- 312 Parking Across Line

First Violation (Handicap and Visitor Parking) - \$45

First Violation (All other) - \$25

Subsequent Violations within the academic year (Handicap and Visitor Parking) - \$55

Subsequent Violations within the academic year (All other) - \$35

Persons in violation of parking regulations who do not have a valid parking sticker will have their fine doubled.

The student should contact McMurry Security regarding any error or question concerning a traffic violation. No appeal on any parking violation will be considered unless such is made within five class days following the date of the citation.

Student Right-To-Know and Campus Security Act

Public Law 101-542 as amended by Public Law 102-26 of 1991, Public Law 102-235 of 1992, and Public Law 103-208 of 1993 require educational institutions to prepare and publish information on crimes committed, crime prevention, and security measures. This information must be distributed to all current students, employees, and to any applicant for enrollment or employment upon request, beginning September 1, 1992 and each year thereafter. This information is readily available in the Student Affairs Office. The Student Affairs Office is charged with operating the program and will answer questions you might have.

Campus Policies on Reporting Criminal Actions or Other On-campus Emergencies

Criminal actions or emergencies within University housing should be reported directly to the Residence Director or staff. Campus Security will also be called if appropriate. Non-residence hall campus criminal actions or emergencies should be reported to Security. If the event demands, call the local police (9-911). Remember that the safety of all people on campus is important. It is better to over react than not act at all.

Security and Access to Campus Facilities:

McMurry University Campus Security provides campus security. The major responsibility of Campus Security is to keep the residence halls and campus crime free and safe for our students. Security is always watching for any problems with campus facilities and will call required maintenance if needed. Access to campus facilities after hours is limited to those with proper identification or authorization.

University housing staff control entrance into the halls after hours and watch for any safety threats to residents. University housing will alert Security of any significant problems.

Statement of policies concerning campus security:

1. Campus Security acts as agent of the University in enforcing the policies of the University. They do not have the authority to arrest individuals. Campus Security maintain a good working relationship with the Abilene Police Department and call them for assistance as needed.
2. All security members, students, faculty and staff are encouraged to report safety and policy violations promptly to appropriate agencies. The Student Affairs Office is responsible for coordinating all security matters and will monitor the program.

Both the faculty-staff and Student Handbooks and Residence Hall publications inform students and employees about the importance of security and everyone's responsibility in watching after their own security and the security of others. A constant effort is made to keep everyone informed.

Policy on programs to prevent sex offenses and procedures to follow if an offense occurs: The University Nurse attempts to promote awareness in preventing rape, acquaintance rape, and other forcible and non-forcible sex offenses by providing programs and literature for the campus community. Orientation programs for new students cover campus security and discuss ways to avoid situations where sex crimes might occur. Residence hall meetings stress personal safety and the importance of residents watching out for each other. Seminars are held for students and staff during the year.

Students should report any sex offense immediately to University nurse or Campus Chaplain. Any evidence for the proof of a criminal offense should be protected and reported to Campus Security. The student has the option to notify proper law enforcement authorities to report sex crimes. Campus Security or other University staff is always ready to help in the notification process if requested by the student.

The Counseling and Career Services, Health Services, and Campus Chaplain are available for on-campus counseling and will refer, as requested or needed, to off-campus counseling. Victims of sex offenses can be assured that all contact with University staff will be kept in strict confidence.

Registration of Sex Offenders

The "Campus Sex Crimes Prevention Act" is a federal law enacted on October 28, 2000 that provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education, or working or volunteering on campus.

This act amends the Family Educational Rights and Privacy Act of 1974 to clarify that nothing in that Act may be construed to prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders and requires the Secretary of Education to take appropriate steps to notify educational institutions that disclosure of this information is permitted.

Information about registered sex offenders may be found on the Texas Department of Public Safety web page at: https://records.txdps.state.tx.us/DPS_WEB/Sor/index.aspx. Every effort will be made to try and ease the trauma for the victims of sex offenses. Changes in academic schedules and campus living arrangements will be made if requested by the victim if these options are reasonably available. Judicial action will be taken against those found in violation of sex offenses. The complainant and the accused are entitled to the same opportunities to have others present during conduct procedures. Both the complainant and the accused shall be informed of the outcome of any conduct action taken by the University (in accordance with the Student Code of Conduct). Judicial action taken regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses can lead to actions up to and including expulsion from the University.

Sexual Harassment Policy

Disclaimer: Generally, this policy will be reviewed and updated on a regular basis. If changes occur, students will be notified and copies of the changes will be distributed in a timely manner.

McMurry University prohibits sexual harassment. Sexual advances, requests for sexual favors, and other conduct of a sexual nature constitute sexual harassment when:

1. Another employee's position, compensation, or career potential is altered in return for sexual favors or in retaliation for not providing sexual favors.
2. Sexual proposals are made which imply that a student's response might affect academic decisions.
3. Conduct is of such a nature that it creates an objectively hostile or abusive working or learning environment.

Consensual amorous relationships are prohibited between a student (not one's spouse) and any member of faculty or administrative staff who teaches, supervises, evaluates, or otherwise is in a position to exercise direct power or authority over the student. Effort by members of the faculty or administrative staff to initiate these relationships is prohibited. In cases in doubt, advice and counsel should be sought from the Dean, department chair, or administrative supervisor.

Consensual amorous relationships between a student (not one's spouse) and any member of the faculty or administrative staff who is not in a position to exercise direct power of authority over that student (e.g., when the student is in different school or department) are in general inappropriate. Any member of the faculty or administrative staff who engages in such a relationship must accept responsibility for assuring that it does not result in a conflict of interest or the perception thereof or raise other issues of professional ethics. In cases in doubt, advice and counsel should be sought from the Dean, department chair, or administrative supervisor.

Harassment Policy

Discriminatory, demeaning, or abusive behavior based on race, sex, sexual orientation, religion, national origin, age, or disability constitutes harassment when such behavior has the purpose or effect of substantially affecting the conditions of an individual's employment or access to learning; or interferes with an individual's work performance or creates an intimidating, hostile or offensive University environment. Such harassment is subject to the same guidelines and procedures as apply to sexual harassment.

Procedure

1. Bringing a complaint.
 - a. Any member of the McMurry University community who believes that he or she has been the victim of harassment as defined above should bring the matter to the attention of the University Mediation Officer who has been designated by the administration to handle complaints of discrimination and sexual harassment, and harassment relating to race, sex, sexual orientation, religion, national origin, age, or disability.
 - b. The complainant should present the complaint as promptly as possible as, no later than ninety (90) days after the alleged harassment occurs. One consequence of the failure to present a complaint promptly is that it may preclude recourse to legal procedures should the complainant decide to pursue them at a later date.
 - c. The initial discussion between the complainant and the Mediation Officer will be kept confidential. The University reserves the right to investigate any complaint.
 - d. If the complainant, after an initial meeting with the Mediation Officer, decides to proceed, the complainant will submit a written statement to the Mediation Officer. Cases involving sexual harassment are particularly sensitive and demand special attention to issues of confidentiality. Dissemination of information relating to the case will be limited, in order that the privacy of all individuals involved is safeguarded as fully as possible.
 - e. The Mediation Officer will inform the alleged offender of the allegation and of the identity of the complainant. A written statement of the complaint prepared by the Mediation Officer will be given to both parties, within five (5) working days. Every effort should be made to protect the complainant from retaliatory action by those named in the complaint. Retaliatory action against the complainant will not be tolerated and may result in further disciplinary action or dismissal.
2. Resolution of a Complaint
 - a. Promptly after a complaint is submitted, the Mediation Officer will initiate whatever steps he or she deems appropriate to affect an informal resolution of the complaint acceptable to both parties.
 - b. If the complainant is unsatisfied with the resolution proposed by the Mediation Officer, he or she will file a written request with the Mediation Officer for a review of the proposed action by the McMurry Grievance Review Committee.

The person(s) named in the complaint will also be given the opportunity to respond to the complaint in written form. The response will also be filed with the Mediation Officer.

- c. The Grievance Review Committee will be appointed by the President of the University and will be comprised of three members with appropriate representation that recognize the employment status of those involved in the complaint.
- d. Members of the Grievance Review Committee will meet within seven (7) working days to discuss the complaint. Unless the committee concludes that the complaint is without merit, the parties to the dispute will be invited to appear before the committee and to question any adverse witnesses. The committee may conduct its own informal inquiry, call witnesses, and gather whatever information it deems necessary to assist it in reaching a determination as to the merits of the allegations. Once such a determination has been reached, it will be communicated in writing to both parties and to the Mediation Officer within twenty-four (24) hours. A summary of the basis for the determination will be provided to either party upon request.
- e. If the committee's findings do not lead to a mutually acceptable resolution, or if the committee believes that reasonable cause exists for seeking sanctions against an alleged offender, it will forward its recommendation to the President in the case of employees, Dean of Students in the case of undergraduate students, and to the Dean of Students in consultation with the Director of Graduate Studies in the case of graduate students. The President or the Dean of Students, or the Dean of Students in consultation with the Director of Graduate Studies, shall then proceed in the manner set forth in the Student Code of Conduct outlined in the Student Handbook, Employee Handbook, or Faculty Handbook for corrective action or disciplinary measures as he or she deems appropriate.
- f. If the review committee finds that the complainant's allegations are false or if the committee believes that reasonable cause exists for seeking sanctions against the complainant, it will forward its recommendation to the President in the case of employees or to the Dean of Students in the case of undergraduate students, or to the Dean of Students and the Director of Graduate Studies in the case of graduate students. The President or the Dean of Students, or the Dean of Students in consultation with the Director of Graduate Studies, shall then proceed in the manner set forth in the Student Code of Conduct outlined in the Student Handbook, Employee Handbook, or Faculty Handbook for corrective action or disciplinary measures as he or she deems appropriate. It is hoped that the procedures will help to create an atmosphere in which individuals who believe that they are the victims of harassment are assured that their complaints will be dealt with fairly and effectively. It is more important still to create an atmosphere in which instances of harassment are discouraged. Toward this end, all members of the McMurry community should support the principle that harassment represents a failure in ethical behavior and that sexual exploitation of professional relations will not be condoned. To help in this endeavor, information and training will be provided on a regular basis through the *Tribe Tribune*, seminars, and meetings.

Computer Use Policy

Please see the “Information Services” section of the McMurry University website for the latest version of the University computer use policy.

Standards of Dress, Smoking

Neatness and appropriateness of dress are important at all times. McMurry students are given credit for the maturity to decide what to wear and how to wear it. Dress for the occasion and respect the privilege. Therefore, swimsuits are not appropriate campus wear; please wear a cover-up when going to and from the pool.

Buildings on the campus of McMurry University are smoke free. Smoking, dipping, or chewing tobacco is not allowed in any building on campus. Smoking is not allowed within twenty (20) feet of an entrance of any building on campus. (Complies with the City of Abilene Ordinance, Chapter 10, Article III, Division 2, SMOKING of the Code of the City of Abilene.) Designated areas have been established for students to smoke outside of the buildings. In accordance with University and NCAA rules and regulations, the use of tobacco at any athletic event is prohibited.

Intellectual Property Policy

Rationale

McMurry University encourages creative and innovative pursuits by its faculty, staff, administrative personnel and students that may lead to patentable processes or inventions and the creation of other forms of intellectual property that may be copyrighted, trademarked, or licensed. It is the intention of McMurry University to provide an intellectual property policy that does not interfere with the pursuit of creative efforts and that protects both the creator’s and the University’s best interests. The policy is intended to apply to the following: all students, full or part-time faculty, staff, and administrative personnel at McMurry University; and to all others who might use McMurry facilities or resources under the supervision of, or in cooperation with, McMurry personnel for the completion of projects that result in intellectual property.

What is Intellectual Property?

Intellectual Property shall include, but not be limited to, any invention, discovery, trade secret, technology, scientific or technological development, computer software, artistic, scholarly or literary production, or publication, that can be copyrighted, patented, trademarked or licensed. This definition extends to all such property developed by students, faculty, staff, and administrative personnel, and to all others who might use McMurry facilities under the supervision of, or in cooperation with, McMurry personnel, when the intellectual property results from work as-

sociated with and involving the use of McMurry resources, unless otherwise regulated by the provisions of a written agreement between McMurry University and the affected parties. “Faculty,” as used herein, refers to all full-time and part-time or adjunct faculty. “Students,” as used herein, refers to both undergraduate and graduate students.

Ownership of Intellectual Property

As a general policy, intellectual property that is the result of activities generally expected of faculty, staff, administrative personnel, or students (such as those related to teaching, creation of artworks, research without benefit of university funds, or course assignments), is owned by its creator. “Creator,” as used herein, includes both the singular and the plural. Intellectual property that results from a specific assignment or commission, that is a “work for hire,” or that involves a significant contribution of University resources in its creation, shall be owned by the University, or as specified in a written agreement between the University and the affected parties.

Scholarly works of faculty are not considered a work for hire. A “significant contribution of University resources” is an amount in excess of those resources normally made available to, or provided to, faculty, staff, administrative personnel, or students of the University.

McMurry University reserves the right to refuse ownership of intellectual property when it is determined that ownership or management of the property is not in the University’s best interests. If the University relinquishes intellectual property rights and resulting royalties to the creator, the creator will grant to the University a royalty-free, irrevocable, non-exclusive license for the duplication or use of the intellectual property for University purposes.

In situations involving institutional ownership of intellectual property, rights could be licensed to the creator of such property. In cases of creator ownership, rights could be licensed to the University.

Written Agreements

Any written agreement between the University, the creator, and other interested parties regarding ownership and rights to intellectual property must be executed prior to the creation of such intellectual property. If such an agreement will be necessary under the provisions of this policy, it is the duty of the creator to notify the appropriate Dean, for faculty or students; or Cabinet member, for all others; of such requirement in a timely manner.

Monetary Considerations

In the absence of a prior written agreement regarding the sharing of intellectual property revenues on that property owned by the University, a portion of the net proceeds from the sale or licensing of such property shall be returned to its creator, and to the department or school of which the creator is a member, as either faculty, staff, administrative personnel, or student, according to the following schedule:

1. McMurry University should be initially reimbursed for any expenses or developmental funds contributed to the project;
2. The first \$100,000 received shall be paid to the creator;
3. Any receipts in excess of \$100,000 shall be allocated, with the creator receiving 80 percent, McMurry University receiving 10 percent, and the department or school of the creator receiving 10 percent, in an effort to encourage innovation and creativity in the future.

University Representative and Appeal Process

The appropriate Dean or Cabinet member, as noted above, is the University representative in any negotiations regarding intellectual property rights and ownership according to this policy. If a creator, or other party involved in the creation of intellectual property, objects to the application of the policy by the Dean or Cabinet member, he or she may request a hearing before an appeal committee chaired by the Vice President for Academic Affairs and consisting of two Deans and two faculty members, for faculty or student appeals; and consisting of one Dean, the appropriate Cabinet member, and two faculty members for all other appeals. After the hearing and review, the committee will forward its recommendation to the President of the University, who will make a final determination of the matter.

Conflict of Commitment

It is understood that faculty, staff, and administrative personnel may be experts in their respective fields, and may engage in consulting work outside their University employment, or may be employed by other entities for specific projects. If such activities involve a commitment of McMurry University resources, and if intellectual property may result from these commitments, the affected faculty, staff, or administrative personnel should notify their administrative superiors in a timely manner. It is further understood that, if an employee's primary source of employment is McMurry University, then his or her primary time commitment is owed to the University.

Use of University Name, etc.

The University has an interest in protecting its name, as well as any logos, images, and representations that are associated with or symbolic of McMurry. Prior to the use of the University's name or other image, or reference to the University in intellectual property, permission for such use should be obtained from the Vice President for University Relations. Further information is available in the Identity Guidelines Handbook at http://www.mcm.edu/newsite/web/univ_relations/pdf/identity_guidelines_revised_fall_2011.pdf

Effective date

This policy became effective upon its adoption by the Board of Trustees on October 5, 2007.

Campus Traditions

Formal convocation—At the beginning of each fall semester, the students gather with the faculty (in full academic regalia) in Radford Auditorium to hear the President of the University present his goals for the year in an address opening the new University year.

Formal commencement—At the end of each fall and each spring semester, the students gather with the faculty (in full academic regalia) to celebrate graduation of the latest McMurry student class and to hear the commencement speaker addressing the new graduates.

To learn more about campus traditions, see the appropriate section in the Undergraduate Student Handbook.

Campus Life

Housing

The University does not provide any special living arrangements for graduate students. If a graduate student wishes to apply for on-campus housing, he/she should follow the housing application policies outlined in the Undergraduate Student Handbook. If living on campus, both graduate and undergraduate students are responsible for following the guidelines set by McMurry University concerning housing, as well as all policies and regulations listed in the Undergraduate Student Handbook, housing agreement, and Residence Life Guidebook.

Student Clubs and Organizations

Refer to the Undergraduate Student Handbook for the list of the student social clubs and organizations.

Professional and academic organizations are generally fraternities or organizations that allow students the opportunity to meet others with similar career or academic goals. Often times the organization is promoted by academic departments for the benefit of students in similar majors. Professional and academic organizations are particularly important for networking, as students make contacts with people in their fields of study in school and in the Abilene area.

Professional and Academic Organizations

- American Chemical Society
- Association of Texas Professional Educators (ATPE)
- Association of Information Technology Professionals (AITP)
- Math Club
- McMurry Psychology Club (TRI-PSY)
- Model UN at McMurry
- Phi Epsilon Kappa (PE Club)
- Society of Physics Students (SPS)
- Sociology Club

Honorary Organizations/National Honor Societies

Alpha Chi
Alpha Kappa Delta
Alpha Lambda Delta
Beta Beta Beta
Epsilon Theta Kappa Pi
Kappa Delta Pi
Kappa Mu Epsilon
Kappa Pi
Omicron Delta Kappa
Phi Alpha Theta
Pi Kappa Delta
Psi Chi
Sigma Delta Pi
Sigma Pi Sigma
Sigma Tau Delta

Theatre

The McMurry Theatre Department produces four to seven major productions during the academic year. A wide variety of plays are presented from classical to modern. Each year features a major Homecoming musical. Play auditions are open to all students and are advertised on posters across campus.

Publications

Galleon—The literary magazine, *Galleon*, each spring publishes a number of the best essays, poetry, short stories, and other literary efforts produced by the campus community. Photographs and other art work are also welcomed for illustrations in the magazine. Students and faculty members interested in creative writing are invited to contribute to this magazine, which is edited by students and published under the auspices of the Department of English. Anyone interested in working with the production of the magazine is invited to join the staff.

Talon—The McMurry University annual yearbook.

Athletics

The purpose of athletics at McMurry University is to provide an opportunity for students to compete in intercollegiate sports in an educationally sound environment. Graduate students may be eligible to participate in intercollegiate sports if they meet NCAA criteria outlined in section 14.1.9 of NCAA regulations. Athletics should be part of the total educational process with an equality of opportunity for men and women and with an emphasis on participation for the enjoyment and love of the game. The program creates a rallying point for students, faculty, and alumni while still enhancing educational values. It is understood that, while striving to be competitive, institutional integrity should never be sacrificed for the sake of athletic victory. Athletics at McMurry exists within the educational mainstream of the University and is

administered with the same controls, budgetary procedures, and program responsibility as any other academic administrative function. McMurry offers several intercollegiate sports teams: football, women's volleyball, women's and men's basketball, women's and men's golf, baseball, women's and men's cross country, women's and men's tennis, women's and men's swimming, women's and men's track and field, and women's and men's soccer. Students may attend any regular season McMurry athletic event held on our campus at no charge by presenting their student I.D.

Campus Resources

Academic Enrichment Center, Library, 325-793-4620

The Academic Enrichment Center (AEC), located in the library, is an integral part of the academic area of McMurry University. The AEC serves McMurry University by providing academic support and instructional resources for students, staff, and faculty in a comprehensive learning environment. Services include a complete computer lab, tutoring, audio-visual materials, and academic counseling. Hours of operation and tutoring schedules are available on the McMurry homepage <http://www.mcm.edu/mcminfo/labhours/aeclab/aec.htm>.

Bookstore, Campus Center, 325-793-4832

The University Bookstore is leased and operated by Texas Book Company. The primary purpose of the University Bookstore is to serve students by providing the required textbooks and supplies for courses offered. In addition, the bookstore maintains a wide selection of general books, computer software, and college supplies that contribute to the overall experience of the University. Other services include: used book buy-back, college ring orders, test preparation materials, academic regalia and announcements, McMurry clothing, souvenirs, cards, and special order services.

Business Office, Maedgen 102, 325-793-3816

The Business Office is the centralized billing and collection point for student accounts. The office issues statements, receives payments, and posts charges and credits to student accounts, as well as provides help in understanding the basic aspects of the student's account with McMurry University. It is open Monday-Wednesday and Friday from 8 a.m. to 5 p.m. and Thursday from 9:00 a.m.-5:00 p.m. Services include receipt of payments on student accounts, cashing personal checks (no two-party checks, daily limit of \$100), and disbursement of financial aid. All returned checks are automatically sent to a collection agency. Notary services are also available.

Campus Security, 1458 Ross Street, 325-793-4666

McMurry University Security can be reached 24 hours a day, 7 days a week. McMurry provides uniformed officers for campus patrols and for traffic and parking enforcement. McMurry University Security also works to provide a safe place for students, staff, and faculty to study, work, and teach.

McMurry University Security's Anonymous Tip web page:
<http://www.mcm.edu/students/security/silentwitness.htm>.

McMurry University Security's "Thought You Would Like to Know" web page:
<http://www.mcm.edu/students/security/1k2kn.htm>

Conference and Enrichment Services, Furr Welcome Center, 325-793-4853

The Office of Conference and Enrichment Services supervises and directs the planning and coordinating of special events all over campus. This office also operates all of the University's summer programs. For meeting space availability or facility use for on-campus and community events, contact them directly for availability. If a club or organization would like to be placed on the MyMcM web calendar, it must contact the Conference and Enrichment Services office.

Counseling and Career services, President South, 325-793-4880

Counseling is devoted to helping students who need assistance in coping with problems associated with everyday life. The philosophy of the Counseling Center is to promote independence while challenging and educating students to accept individual responsibility for the development of confidence, stability, self-respect, health, interpersonal relationships, and coping skills.

Who needs counseling? Wide ranges of concerns are addressed in counseling. Frequent concerns include adjustment to college, relationship difficulties, depression, low self-esteem, healing from emotional, physical, or sexual abuse, major life transitions, stress management, sexuality, alcohol and drug abuse, and eating disorders.

Am I eligible for counseling? All enrolled students are eligible for Counseling Center services. Children, parents, spouses, or boyfriends/girlfriends may also be eligible for counseling services, provided it is in conjunction with an enrolled student's counseling (e.g. family, marital, or couple counseling). Individual appointments usually last 50 minutes, and the duration of counseling varies depending on the individual and the type of concern.

How much does counseling cost? There is no charge for counseling services unless testing materials are used. Interest and personality tests are available for use in selecting a major or to gain further information about an individual's concerns. If used, a fee is charged to cover the cost of the testing materials.

Is what I say confidential? All counseling is held in the strictest confidence. Counseling Services supports and maintains confidentiality to the limits provided by Texas law and the professional ethics set by the American Psychological Association. No record of counseling is made on academic transcripts or in job placement files. Information is only released when requested in writing by the student, except in cases of imminent danger to self or others in accordance with professional ethics and state laws. We do not speak to coaches, parents, faculty, staff, friends, or anyone else, without written permission.

Village Market and Sports Grille, 325-793-4833

The Village Market Dining Hall and McMurry Sports Grille are operated by ARAMARK. A variety of meal plans are offered to accommodate the needs of all students. Students living in University apartments and off-campus may purchase non-resident meal plans to add convenience to the dining schedule and budget. Most meal plans include Munch Money for use in the dining hall or the Sports Grille. Additional Munch Money may be purchased to avoid the need to carry cash. The dining hall is an all-you-can-eat environment with an array of foods to choose from daily. It is asked that main course items be limited to one serving at a time; however, one may go back for additional servings throughout the meal period.

A validated McMurry I.D. or cash are required to use the services. Students will not be able to access their accounts at the register without their I.D. Entrance into the dining hall without the purchase of a meal cannot be accommodated.

The McMurry Sports Grille hours are posted at the beginning of each semester.

Disability Services, President South, 325-793-4880

Disability Services provides support to enable students with permanent or temporary disabilities to participate in the full range of college experiences; to promote an environment that is barrier-free; and to actively address and promote disability awareness within the campus community through programs and services designed to meet the academic and professional needs of the individuals with disabilities. Qualified students with a disability shall, by reason of such disability, not be excluded from participation in or be denied the benefits of any University services, programs, or activities, or be subjected to discrimination of any kind.

To be eligible for services, the student with a disability must provide Counseling and Career Services current, appropriate documentation that describes the specific disability prior to or at the beginning of the semester. The documentation must be from a licensed or certified professional in the area of the disability (i.e. psychologist, physician, or educational diagnostician). Students with disabilities must contact Counseling and Career Services to discuss academic needs before the beginning of each semester so that reasonable accommodations may be made. Students without appropriate documentation of their disability will not receive accommodations. Disability Services does not offer testing for disabilities, but it can provide referrals.

Accommodations that may be provided include but are not limited to the following:

- Academic accommodations
- Extended test time
- Accommodations for participation in University-sponsored activities
- Exam in separate room
- Notifying faculty of necessary and appropriate accommodations
- Assistance in identifying local and community services
- Advocacy and student organization support
- Use of tape recorder
- Referral for testing (fee based)

Technical resources such as listening devices, telephone devices for the deaf, and enlargers are not provided by the University.

How to Obtain Services

To obtain services the student must:

1. Apply and be accepted for admission at McMurry University. Students with disabilities go through the regular admissions procedures.
2. Complete an application for Disability Services eligibility and return it with sufficient documentation.

Students are encouraged to apply for Disability Services 30 days prior to the initial semester of enrollment to allow adequate time for the coordination of reasonable accommodations. For your benefit, please maintain a copy of all documentation submitted to the Counseling and Career Services department. All documentation submitted will be kept confidential, except where permitted or required by law, and will be used solely for determining reasonable accommodations for the student. Securing appropriate documentation is the sole responsibility of the student. Documentation criteria at McMurry University are consistent with the 1997 guidelines of the Association of Higher Education and Disability (AHEAD).

Confidentiality Statement

Information regarding a student's disability, for which special accommodations must be made, is not part of public information and will be treated as confidential. Counseling and Career Services will not divulge specific information about a student's disability. Every effort will be made to preserve the privacy of the student who needs special accommodations. The disabled should be treated with the same dignity and courtesy afforded all other students in the classroom. Confidentiality requirements are dictated by federal and state law. Questions regarding confidentiality may be directed to Counseling and Career Services.

Financial Aid, Maedgen, 325-793-4713

Financial Aid assistance may take one or any combination of the following forms: 1) scholarships, 2) grants, 3) loans, and 4) student work. There is an application process required before receiving any financial aid. Students with questions regarding eligibility should contact the office.

Garrison Campus Center

The Campus Center serves as the focal point for students, faculty, and staff at McMurry. It is a resource for students wanting to become involved in University activities. There is no better way to enhance their collegiate experience than to actively participate in campus life. The Campus Center is a gathering spot for individuals and groups to plan and implement activities; attend movies, lectures, and meetings; seek help or information; participate in meetings, special events, and coffeehouses; or just eat and relax. There are dozens of opportunities waiting.

The Campus Center houses the Campus Activities Board Office, McMurry Student Government (MSG), Bookstore, Chapel, Religious Life, Conference and Enrichment Services, Residence Life and Housing, Sports Grille, Director of Student Activities and Orientation, and various meeting rooms.

Health Services, President South, 325-793-4857

The Health Services office is open weekdays from 8:00 a.m. to 5:00 p.m. and is staffed by a registered nurse. Non-prescription medications are dispensed. Referral to physicians and treatments are done free of charge, and no appointment is necessary. Flu vaccine is available in the fall for a nominal charge.

All students must provide a completed “Report of Medical History and Consent of Medical Treatment” form, including a current immunization record at the time of registration. This record will be forwarded to Health Services.

All students are required to have:

1. Health insurance coverage. For students needing health insurance, brochures are available in the Student Affairs Office in the President South.
2. A completed Medical History and Consent of Medical Treatment form. Required immunizations are listed below:
 - a. DPT—primary series in infancy
 - b. TD booster—within past 10 years
 - c. MMR—two injections since age one (or proof of immunity)
 - d. TB skin test—a negative test or chest x-ray within past 1 year
 - e. Hepatitis B—3 doses prior to enrollment or have started series. Will be required to complete the series.

- f. In accordance with Senate Bill 1107, the **Bacterial Meningitis** vaccination is required for all first-time students under 30 years of age, including transfer students, dual credit students attending classes on McMurry's campus, and any student who previously attended McMurry University before January 1, 2012, and is seeking to be readmitted. Students must present a certificate to the institution demonstrating they have been vaccinated against bacterial meningitis within the past 5 years. In addition, students must have received the vaccination at least 10 days prior to attending class.

The following immunizations are highly recommended but not required:

- a. Varicella—prior to enrollment or proof of immunity
- b. Hepatitis A—2 doses prior to enrollment

Students who are lacking any of the required immunizations may come to the Health Services office and will be provided instructions for completing the necessary immunizations.

Jay Rollins Library, Circulation, 325-793-4692, Media Center, 325-793-4668

The Jay-Rollins Library and its Learning Commons serve the students, faculty, and staff of the University and the Abilene community as a member of the Abilene Library Consortium. The library contains over 156,550 books as well as a growing collection of digital, print and non-print resources, including databases, online books, journals, and media. As McMurry patrons, students, faculty, and staff have access to the library collections at ACU, HPU in Brownwood, HSU, and the Abilene Public Library through the online catalog. Together the libraries' collections total more than 1.5 million items. These resources can be accessed at the library's home page: <http://www.mcm.edu/newsite/web/library/>. Off-campus access to the catalog and databases is available with a McMurry network login UN/PW using the library webpage as a portal. In addition to wi-fi access throughout the building, the library has 4 public access computers, 13 PC computers, and 1 MAC computer available for student use. These are located on the first floor in the Learning Commons which encompasses the Academic Enrichment Center (AEC), MOVE Computing help office, the Academic Athletic Resource Coordinator, and a Communication Production Room. The McMurry I.D. card serves as a library card.

Loan Regulations

Regular books circulate for three weeks and can be renewed as long as there is no hold on the item. All books are subject to recall at any time. Holds may be placed on books and other materials through the catalog. The library will attempt to contact the patron through email or telephone call when the material is available. A current bar-coded I.D. is required when checking out all materials.

Reserve

Faculty members may request that certain library materials be placed on reserve at the circulation desk so that large numbers of students may have access to them for short periods of time. Faculty are urged to submit requests 24 hours prior to when the materials will be needed by students.

Non-Circulating Material

Some materials cannot leave the building. Examples include microfilm maps, rare books, reference books, current (unbound) and bound periodicals, newspapers, and archival materials.

Fines

The Academic Libraries (MCM, ACU, HPU, and HSU) do not charge overdue fines. The Abilene Public Libraries charge fees of \$.10/day for overdue books and \$1/day for overdue media items. Fines may be paid at any of the consortium libraries. All of the consortium libraries charge for lost items. The minimum charge for lost books is \$60.00.

Periodicals

Journals, magazines, and newspapers can be found in several places. Current journals and magazines are located in the reading area across from the circulation desk. The library subscribes to the daily *Abilene Reporter News*, *U.S.A. Today*, *Wall Street Journal*, and the Sunday edition of the *New York Times*. Bound periodicals (back issues) are found on shelving on the first floor and in the bindery closet. (Ask staff for assistance). To find the location of a specific journal title use the library's A to Z list, Multi-Search database, or individual databases. Many of these periodicals are full text.

Inter-library Loan

If the material one needs is not available in the local libraries it may be possible to borrow materials through the inter-library loan process. Students should discuss their needs with the reference/interlibrary loan librarian (ext. 4683). The library does not charge for this service; however, if the lending library does charge, the reference librarian will contact the patron before asking for the material to be sent.

Media Center

The Media Center is located on the first floor of the McMurry Library. The center houses all the audio-visual software and hardware owned by the University. The Coordinator of Media Services will work with faculty and students on media projects.

Tours

Orientation tours of the library are offered to interested persons and groups. Special tours may be scheduled for classes and other groups. Faculty members are encouraged to avail themselves of the opportunity to acquaint themselves and their students with library use or library resources in

particular subject areas. Arrangements may be made by calling the reference librarian at ext. 4683.

Special Collections

There are five special collections located in the library. These are the University Archives, the J.W. Hunt Collection of Texana and the Southwest, the E.L. & A.W. Yeats Collection, the Clement Collection, and the Grady McWhiney Collection in Celtic, Southern and Civil War History. For access to these collections see library staff.

Other Services

There is a copy machine by the circulation desk (\$.10/page). There are two networked printers available to students/faculty and staff in the Learning Commons. AEC_X prints black & white copies at 1 print credit a page. AEC_3800 prints color copies (print credits a page). Students receive print credits each semester for use on the networked printers available on campus. Additional print credits can be purchased in the AEC and from the HELP Desk in Cooke.

Post Office, Campus Center, 325-793-4798

The McMurry post office is a contract station through the U.S. Postal Service and receives mail once a day, between 7:30–8:00 a.m. All mail is up in mail boxes by 9:30 a.m. Window hours are Monday-Friday from 9:30 a.m. to 5:00 p.m. Mail is picked up at 2:30 p.m. Monday-Friday. All prices of mailings are set by the United States Postal Service. The McMurry post office also sells money orders until 2:00 pm. Post office boxes are provided for all students living in the residence halls and campus apartments free of charge. There is a \$20.00 yearly fee for students who move off-campus and keep their campus mail box.

Registrar's Office, Maedgen 105, 325-793-3888

The Registrar's Office is located in Maedgen Room 105 and is open Monday–Friday from 8 a.m.–5 p.m. Services include, but are not limited to, requesting official transcripts, name changes, degree audits, withdrawing from the University, and applying for graduation.

Official Transcripts

Transcripts are normally processed in 2-4 business days. A written request with signature from the student is required.

Readmission Applications

A graduate student who withdraws from classes during a fall or spring semester or who is not enrolled for one long semester must complete a Readmission Application with the Registrar's office. Readmission to the graduate program is subject to the approval of the department/school hosting the graduate program. Readmission applications should be completed and on file with

the Registrar's Office at least 30 days prior to the beginning of the semester in which the student wishes to return to McMurry.

A student who is not enrolled in the Master of Science in Nursing degree (MSN) program for a period of 1 year will be required to re-apply for admission to the program through Patty Hanks Shelton School of Nursing (PHSSN).

Graduation Applications

Candidates for graduation must make written application in the Registrar's Office near the beginning of the long semester just prior to the expected graduation semester, according to the following deadlines:

September 1st for students who expect to graduate the following May or August.

February 1st for students who expect to graduate the following December.

Withdrawal from the University

If withdrawing during a semester of enrollment is necessary, the student must obtain the appropriate paperwork from the Registrar's Office. The form requires the signature of several campus offices, including the Business and Financial Aid Offices. If this procedure is not followed, the student is subject to receiving a grade of F in all courses. No student may withdraw after the last date of withdrawal specified in the academic calendar.

JICS

Students can access their accounts via JICS (Jenzabar Internet Campus Solution), the data management system used by the University. It is the student's responsibility to maintain their password and be familiar with their JICS account. Students are able to accept or decline their financial aid, view their financial account status, update their demographic information, view and print their degree audit, register for classes once their holds are cleared and they have seen their advisor, view and print their unofficial transcript, view their grades at the end of each semester, and view any holds that may be on their account. JICS can be accessed online at <http://mymcm.mcm.edu/ics>.

Student Privacy (FERPA)

The Family Education Rights and Privacy Act of 1974 (FERPA) protects the privacy of student records. This Act allows that certain information, known as Directory Information, may be released without the consent of the student. Students may request that Directory Information not be made public by completing the appropriate request form in the Registrar's Office. Directory Information at McMurry includes the following: student's full name; local and permanent addresses and telephone numbers; directory phone (as indicated by student); hometown; student's McMurry email address; enrollment status (full or part time or currently enrolled or not); dates of attendance; previous educational institutions attended; major and minor; degree being pursued; degrees awarded; student's participation in officially recognized University activities; honors and awards received in connection with officially recognized activities; height and weight if a

member of an athletic team; classification; place and date of birth; anticipated degrees; anticipated graduation dates; photographs.

McMurry Email

It is the student's responsibility to check and maintain his/her McMurry email accounts. Students receive vital communication from administrators and faculty through their McMurry email and they are held responsible for the information that is sent to their McMurry email accounts. Due to confidentiality concerns, no other email address will be used to contact the student.

Religious Life, Campus Center 107, 325-793-4776

Historically, the United Methodist Church has a tradition of support for and involvement in higher education. McMurry University proudly stands in that tradition. The church is strengthened by an educated laity and clergy who link knowledge and vital piety. McMurry University is interested in the whole person and thus offers opportunities for developing and celebrating one's personal spirituality as well as the inter-connectedness we share in faith one with another. The Chaplain of the University works with a student leadership team to provide such opportunities.

To facilitate student involvement, weekly services of worship are offered. Worship services are nondenominational and offer creative ways for students, administrators, staff, and faculty to gather together in the Mabee Room in the Campus Center to celebrate their faith commitment. University worship on Tuesdays at 11 a.m. is a traditional Protestant worship service, which also utilizes the arts, special music, drama, guest musicians, and speakers.

Other activities:

Retreat and Mission/Service Opportunities. Students will be informed about dates and locations for retreats and mission opportunities as those events are planned.

Involvement in local congregations. Students are encouraged to take advantage of the opportunities to become involved with one of the numerous local congregations.

The Chaplain of the University and the faculty members of the Religion Department are available to students for religious, vocational, and personal counsel.

Residence Life, Campus Center 104, 325-793-6550

Gold Star Office, 325-793-6550

Hunt Office, 325-793-6451

Martin Office, 325-793-6351

President Office, 325-793-6251

University Wellness and Recreation, Hunt PE Center, 325-793-4848

The McMurry University Wellness and Recreation Department strives to promote and advance healthy lifestyles through participation opportunities, educational experiences, and supportive services. Our goal is to offer comprehensive, quality programs and services that enhance wellness through the promotion of healthy lifestyles. Our qualified staff is committed to excellence and attentive to the developmental needs of our participants. We project a creative and caring attitude, which is sensitive to the needs of the University community. Through recreation and intramural competition, the University Wellness and Recreation Department provides a safe environment while enhancing sportsmanship, leadership, and lifelong skills for the University community.

Intramurals

The most popular extracurricular program on campus, intramurals offers a wide variety of sports and activities with the goal of providing something for everyone. Flag football, basketball, volleyball, soccer, racquet sports, and many other events are offered. Separate divisions for various skill levels are provided when possible. The goal of intramurals is wide participation in an atmosphere of fun, competition, and sportsmanship.

Activity Center and Natatorium

The McMurry Activity Center houses a full-size basketball/volleyball court, two racquetball courts, dressing rooms, showers, and a 25-yard indoor swimming pool. McMurry students, faculty, staff, and alumni may use the facilities with a valid McMurry I.D. card. Children under the age of 18 must be accompanied by a parent. Equipment may be checked out in the Wellness Center during operating hours. Open play times vary with class and intramural schedules. Aquatics programs include recreational swimming, instructional classes, and special events.

Wellness Center

The Wellness Center is located on the second floor of the Hunt P.E. Center and contains a complete fitness center with weight and cardiovascular machines, free weights, and testing equipment. The staff is trained to assist with instruction on proper use of the equipment and to answer any wellness related questions one may have. The Wellness Center also offers campus-wide and community programs throughout the year in the six areas of wellness: physical, spiritual, occupational, social, emotional, and intellectual.

Emergencies

Students are encouraged to contact the Graduate Program Director in the department/school hosting the graduate program or the Director of Graduate Studies should an unfortunate emergency occur (death, accident, etc.). The Graduate Program Director or the Director of Graduate Studies will gladly contact your entire faculty and notify other offices of your needed absence. Of course, the student remains responsible for completing any coursework missed. This only

applies to emergencies. Students that are ill must personally contact their faculty and make appropriate arrangements.

Emergency Response

The McMurry Emergency Response Team (MERT) has been established to respond to all emergency situations that occur on campus and affect the McMurry community. MERT consists of the University President, Vice President for Academic Affairs, Vice President for Information and Support Services, Dean of Student Affairs, Director of University and External Relations, and Director of Security.

McMurry Alert

McMurry University adopted a notification system, McM Alert, which enables the university to send urgent news to students/parents/staff via their cell phones. When you sign up for the service, the University can text you with timely information about emergencies, weather warnings, or class cancellations. Depending on your personal cell phone plan, there may be a nominal fee from your carrier to receive text messages, but there is no charge from the University to use the service.

McM Alert, powered by e2Campus, enables school officials to send instant alerts directly to registered subscribers' email accounts and mobile phones via SMS text messages. McM Alert will be used to communicate important information during any potential emergency, such as a snow delay or closing, homeland security advisory, weather warning, gas leak, fire, crime watch, or power failure.

When time is of the essence, McMAlert allows the University to provide immediate notification to the McMurry family, whether they are on or off campus. The McMurry Emergency Response Team (MERT) encourages the entire campus community to register. Please complete the on-line form at <http://www.mcm.edu/newsite/web/e2Campus/>. If you have questions, please contact Vanessa Roberts, Dean of Students, at (325) 793-4680, or by e-mail to vroberts@mcm.edu.

Tornado Preparedness

1. Listen to your radio or TV. A tornado “watch” tells a person to go about their business, but to keep an eye on the sky and be in touch with weather statements. A tornado “warning” tells people of an actual sighting or radar indication and urges those “in the danger path” to take immediate cover. If Abilene is in immediate danger—take immediate shelter.
2. When a warning is issued for the immediate area, take cover. If you have limited time, the basement or an interior hallway on a lower floor is safest. Upper stories are unsafe. If there is no time to descend, a closet or small room with stout walls or an inside hallway will give some protection against flying debris. Otherwise, hide under some heavy furniture. In all cases, try to stay away from windows of any type.
3. If there is adequate time, you should go to one of the following shelters during the school day: Library basement, Bookstore, Campus Center 113, Radford, Gold Star, or the Education building basement.
4. If you are caught outside, move away from a tornado's path at right angles. If there is no time to escape, lie flat in the nearest depression, such as a ditch or ravine. If you are in a car, get out and lie in a ditch if possible.

If possible, Campus Security will notify the staff in Residence Life and direct them to implement tornado-warning procedures. Generally, students in University housing should move immediately to the lower hallways. Lower floor residents will take mattresses to help protect individuals from debris. Students should stay away from the lobby and lounge areas. If there is no time, and you are unable to descend to a lower floor, you should go immediately into the hallway and protect yourself with your mattress.