



**MCMURRY UNIVERSITY**  
**ABILENE, TX**

**COUNCIL FIRE & CALENDAR**  
**2011-2012**

**REVISED MAY 2011**

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

The information in this book was the best available at press time. Watch for additional information and changes.



©2011 School Datebooks, Inc. All rights reserved.

No part of this publication may be reproduced, transmitted, transcribed, stored in any retrieval system, or translated in any form without the written permission of School Datebooks, Inc.

2880 U.S. Hwy. 231 S., Suite 200 • Lafayette, IN 47909 • (765) 471-8883

<http://www.schooldatebooks.com> • [sdi@schooldatebooks.com](mailto:sdi@schooldatebooks.com)

## PRESIDENT'S WELCOME – DR. JOHN H. RUSSELL

I am pleased to welcome you to the start of a new academic year. The McMurry University Community is one that embraces students, faculty and staff in a way few other experiences can.

The intellectual challenge provided by our rigorous academic programs will greet you from the start of the fall semester-be ready for it. The opportunity to grow and develop will present itself across the spectrum of campus activities-seek them out and participate.

It is significant that, even as we initiate transformational change, the University continues to subscribe to principles that will embody all of the McMurry experience-our Core Values:

*Christian Faith as the foundation of life*

*Personal Relationships as the catalyst of life*

*Learning as the journey of life*

*Excellence as the goal of life, and*

*Service as the measure of life*

As you address many challenges you will encounter in the coming year, take time to examine them in the context of these values. By doing so, you will be well served in these encounters and better prepared for those you face in the future.

On behalf of the entire McMurry Community, I hope and pray for your success in the coming year. Your success is our success.

Sincerely,

John H. Russell  
President

## MCMURRY STUDENT GOVERNMENT WELCOME

# Welcome!

On behalf of McMurry Student Government, I am excited to welcome everyone to a new school year. For many students, attending McMurry University will mark the beginning of a new journey in their lives. For others, McMurry has already become a second home and they are eager to continue their McMurry experience. Either way, it is my hope that everyone can come together and share the experiences, opportunities, traditions and fellowship that McMurry has to offer.

At McMurry, it is our belief that students should not only excel academically but socially as well. There are many ways to be involved on campus. No matter what your interests are, there is a place for you. Some of the opportunities McMurry offers include chanters, band, athletics, McMurry Student Government, social clubs, honor societies, Religious Life, service organizations, intramurals, Student Ambassador Board, resident life programs, cheerleading, War Whoop, Servant Leadership, Campus Activities Board, Totem, theatre, and many more. Wherever your McMurry experience leads you, I trust that you will feel like a part of the McMurry family that has been growing since 1923.

As the year progresses, I urge everyone to cherish their experience at McMurry University. There will soon be a time where each of us is called onto a different journey and our time at McMurry will be a memory in our lives. So for now, take advantage of every opportunity given to you and face challenges head on. If there are ever any concerns or praises you would like to share, McMurry Student Government is here to help and represent you. Best wishes to all of the students, faculty and staff on an exciting new academic year.

Ala Cumba,

Kenna Cornelius  
Student Body President

# TABLE OF CONTENTS

<b>PRESIDENT'S WELCOME .....</b>	<b>2</b>	Honorary Organizations/National Honor Societies.....	35
<b>MCMURRY STUDENT</b>		Social Clubs .....	35
<b>GOVERNMENT WELCOME.....</b>	<b>3</b>	Coordinating/Governing Organizations.....	36
<b>DIRECTORY .....</b>	<b>5</b>	Creating a Student Club or Organization.....	36
<b>GENERAL INFORMATION.....</b>		Campus Activities Board.....	36
Class Attendance.....	7	Orientation Leaders.....	36
Drug-Free Schools and Communities Act.....	7	Band .....	36
Firearms and Other Prohibited Weapons.....	8	Chanters .....	36
Grade Appeals.....	8	McMurry Cheerleaders .....	37
Honors and Awards.....	9	Theatre .....	37
I.D. Cards .....	9	Publications.....	37
Motor Vehicle Regulations .....	9	Athletics .....	37
Student Right-To-Know and Campus Security Act .....	11	<b>CAMPUS RESOURCES.....</b>	
Registration of Sex Offenders.....	15	Academic Advising.....	38
Sexual Harassment Policy.....	15	Academic Enrichment Center .....	38
Computer Use Policy.....	17	Bookstore .....	38
University Catalog .....	17	Business Office .....	38
Withdrawal From the University .....	17	Campus Security .....	38
Standards of Dress, Smoking.....	18	Conference & Enrichment Services.....	39
Intellectual Property Policy.....	18	Counseling and Career Services .....	39
<b>CAMPUS TRADITIONS .....</b>		Dining Hall and Sports Grille .....	39
Fight Song.....	20	Disability Services .....	40
The McMurry University Alma Mater .....	20	Financial Aid.....	41
McMurry History .....	20	Garrison Campus Center.....	41
<b>MCMURRY STUDENT</b>		Health Services .....	41
<b>GOVERNMENT.....</b>	<b>21</b>	Jay Rollins Library.....	42
Student Participation in Institutional Decision-Making .....	21	Post Office .....	43
Student Association of McMurry University ...	22	Registrar's Office.....	43
Constitution of the Student Association of McMurry University.....	22	Religious Life.....	44
<b>CAMPUS LIFE .....</b>		Residence Life .....	45
Student Clubs and Organizations.....	33	Servant Leadership.....	45
Recognized Special Interest Organizations ...	34	Student Affairs .....	46
Recognized Professional & Academic Organizations.....	34	Student Retention Services .....	46
Recognized Service Organizations .....	35	University Wellness & Recreation.....	46
<b>CAMPUS LIFE .....</b>		<b>STUDENT CODE OF CONDUCT .....</b>	
<b>33</b>		<b>47</b>	
<b>EMERGENCY RESPONSE.....</b>		<b>58</b>	
<b>58</b>		McMurry Alert.....	58
<b>58</b>		Tornado Preparedness.....	58

## DIRECTORY

<b>Department/Office</b>	<b>Extension</b>	<b>Box</b>	<b>Office</b>
Academic Advising	3813	686	Mdg106
Academic Enrichment Center	4620	967	Library
Activity Center/Pool	4838	188	AC
Admission	4700	278	Radford
Alumni Relations	4609	125	Welcome Ctr
ARAmark Office	4833	665	Cafeteria
Athletics	4633	188	H PE104
Band Hall	3837	575	Band Hall
Bookstore	4832	717	CC
Business Office	3816	308	Mdg102
Cafeteria	4833	665	Dining
Campus Activities Board (CAB)	4801	267	CC100
Campus Living Villages	6200	627	Martin
Career Services	4880	657	Pres. South
Chapin Building	4913	008	Chapin
Conference Services	4853	275	CC101
Counseling & Career Services	4880	657	Pres. South
Disability Services	4880	657	Pres. South
Dyess Office	696-5540		Dyess AFB
Environmental Services (Housekeeping)	6771	36	1749 Highland
Field House	4921	188	Field House
Financial Aid	4713	908	Radford
Gypsy Ted Gallery	698-7397		2117 Hunt St
Health Services (Nurse)	4857	713	Pres. South
Help Desk (Computer)	4900	248	C103
Human Resources & Payroll	3820	87	Mdg221
Identification Cards	4600	938	Mdg Lobby
Information Services	4904	248	Mdg219
Institutional Advancement	4602	938	Mdg202
Library	4692	218	Lib
Main Switchboard	3800	125	Welcome Ctr
Maintenance	4747	428	2333 Hunt St
Media Center	4668	218	Lib
McMurry Student Government (MSG)	4825	335	CC103
McWhinney Foundation	4697	637	Library
Post Office	4798	0	CC
Print Shop	4663	365	CC 113
Registrar	3888	338	Mdg105
Religious Life	4776	128	CC107
Residence Life & Housing	6550	245	CC104
Residence Halls-Front Desks			
Gold Star	6151	245	
President	6251	245	
Martin	6351	627	
Hunt	6451	627	
University Apartments	6550	245	CC104
SECURITY	4666	716	1458 Ross St.

Servant Leadership	4997	66	Pres. South
Sports Grille	4816	665	CC
Sports Information Director	4612	188	Mdg 204
State House Press	4697	637	Library
Student Affairs Office	4680	716	Pres. South
Student Orientation & Activities	4801	267	CC105
Theatre Box Office	3889	68	Ryan Lby
Tribe Tribune	4610	938	Sports Grille
University Relations	4610	938	Mdg207
Wellness Center	4848	188	H PE

### **Emergency Numbers**

<i>Security</i>	4666		
<i>Fire</i>	9-911	<i>Non-emergency</i>	676-6682
<i>Police</i>	9-911	<i>Non-emergency</i>	673-8331
<i>Ambulance</i>	9-911		
<i>Poison</i>	1-800-222-1222		

### **Other Universities**

Abilene Christian University	674-2000
Cisco Junior College	673-4567
Hardin-Simmons University	670-1000
Dialing McMurry Off-Campus	793-3800

### **School of:**

Arts & Letters- <i>Dean Christina Wilson</i>	4888	96	R N100
Business- <i>Dean K.O. Long</i>	3851	398	C101
Education- <i>Dean Perry K Haley-Brown</i>	4868	578	E205
Natural & Computational Science- <i>Dean Alicia Wyatt</i>	4774	65	Science 207
Nursing- <i>Dean Nina Ouimette</i>	671-2399	2149	Hickory Street
Social Science & Religion- <i>Dean Phil LeMasters</i>	4850	85	CC 111

### **Campus Fax Numbers:**

Admissions	793-4701
Athletics	793-4659/4923
Baseball	793-4649
Business Office	793-3831
Academic Enrichment Center	793-4822
Career Services	793-4879
Conference Service	793-4799
Education	793-4889
Financial Aid	793-4718
Health Services/Nurse	793-5840
Registrar	793-3830
Sports Information	793-4604
Student Affairs/Activities	793-4879

# GENERAL INFORMATION

## 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 to be 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. Please refer to the Faculty Handbook, or course syllabus for more specific information.

### Absences

The following guide will help you determine the number of unauthorized absences allowed before your professor may drop you from the class. Each professor will determine the consequences for absenteeism in his or her class. This will be noted in the syllabus.

- 3 absences in MWF classes per semester
- 2 absences in TTR classes per semester
- 1 absence in a 2 or 3-hour class that meets once a week
- 3 tardies equals one absence

## DRUG-FREE SCHOOLS AND COMMUNITIES ACT

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.

Standards of Conduct. As clearly stated in the McMurry University *Council Fire*, the use, possession or distribution of alcohol and illegal drugs is prohibited on the McMurry University campus. The McMurry University Faculty Handbook reinforces this policy for employees.

Legal Sanctions. 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. 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. 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.

University Sanctions. Any student who is found responsible for violating drug policies as outlined in the Student Code of Conduct may be suspended or expelled from McMurry University. Any student athlete found responsible of violating drug policies as outlined in the Student Code of Conduct may also be subject to loss of eligibility under NCAA rules and regulations. Any employee found responsible of the same offense faces disciplinary action up to immediate termination of employment. Alcohol abuse is punishable by disciplinary action up to, and including, expulsion.

The *Council Fire*, staff, and faculty handbooks outline the University’s policy on drug and alcohol abuse.

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.

## **FIREARMS AND OTHER PROHIBITED WEAPONS**

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. The McMurry University Security will file applicable charges against anyone found on campus with a firearm or other prohibited weapons.

## **GRADE APPEALS**

If a 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 or the dean of students. If the academic dean 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 instructors, 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 (except for courses taken in the Patty Hanks Shelton School of Nursing):

1. Initial attempts to resolve any grade dispute must be between the student and the instructor for the course.
2. If meeting with the instructor does not resolve the dispute, the student can proceed with the complaint by making an appointment to discuss the issue with the dean of the school. If the instructor is the dean, the appointment is made with the Vice President for Academic Affairs. The complaint must be initiated within thirty days of the posting of grades. Depending on the situation, the dean (or VPAA) may request a follow-up meeting to include the student and instructor.
3. If meeting with the dean (or VPAA) does not resolve the dispute, the student can make a formal appeal to the Student Appeals Committee. This is a formal written appeal that consists of the following materials:
  - a. A written statement of the issue and past attempts to resolve the issue with the instructor involved and the dean of the school.
  - b. Any pertinent documentation supplied by the student in support of their argument, including a copy of the course syllabus and any specific assignments or coursework related to the complaint.
4. The Student Appeals Committee will solicit feedback from the instructor and may schedule a hearing at which both parties will be given limited but equal time to present their cases and for rebuttal. A question and answer period will follow to allow committee members to solicit additional information.
5. At the conclusion of the testimony, both parties will be dismissed and the Student Appeals Committee will deliberate and vote on the appeal. A simple majority vote is required to decide the appeal. The student, instructor, dean, and Vice President for Academic Affairs will be notified in writing of the committee's decision.
6. Decisions of the Student Appeals Committee are final and cannot be further appealed.

## HONORS AND AWARDS

Class Favorite - The students from each of the classes choose a man and a woman as their favorites. These honorees are presented to the student body on Friday evening at the Homecoming Coronation.

Chief McMurry and Princess McMurry - By vote of the members of the sophomore, junior, and senior classes, two members of the senior class are elected as Chief McMurry and Princess McMurry. These honorees are presented to the student body at the Homecoming Coronation.

Who's Who among American Colleges and Universities - Each year nominations are made from the senior class by members of the faculty, with final selection by the University Selection Committee. These McMurry honorees are selected on the basis of scholarship, participation, and leadership in academic and extracurricular activities, citizenship and service to the University, and promise of future usefulness.

Senior Awards - Outstanding seniors are selected each year to receive special awards. They are selected on the basis of high scholarship, religious, moral, and ethical character. These are: the Ginny Carlson Award, given to the outstanding senior woman; the W. Anthony Hunt Award, given to the outstanding senior man; the Harry Soladay Award, given to the outstanding senior man or woman; and the Don Allen Award, given to the outstanding non-traditional senior man or woman.

Organizational Awards - Many of the most active students are active participants within a student organization. To recognize the contributions of these students and their organizations several awards are presented annually.

## 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, and to eat in the cafeteria, etc. New I.D. cards are issued at orientation. On-campus student residents should report lost cards to the information desk in Maedgen lobby. Off-campus students should report lost cards to the information desk in Maedgen lobby. **There is a \$10 replacement charge for lost cards.** Information desk phone number is 325.793.4600. Students with a valid Dyess, ACU or HSU I.D. card do not need a McMurry I.D. Dyess students need to pick up a library card at the library if they do not have a McMurry I.D. card.

## 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 member of McMurry University who operates or parks a motor vehicle on campus must obtain a vehicle registration permit at registration or from the information desk in the Maedgen Foyer. 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 information desk in the Maedgen Foyer. These permits are good for two (2) weeks.
4. No fee will be charged for University parking permits.

## 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, Chapin Art Building, 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.

- I. 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.
- II. 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.
- III. 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.
- IV. 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, handicapped space or obstructing traffic on a campus roadway is subject to a citation violation, THE BOOT, and/or towing without notice.
- V. Appeals- **Student** appeals can be made by petitioning the Student Supreme Court within five (5) class days following the date of the citation. Student appeal forms can be obtained in the MSG office, Campus Center 103. **Faculty & Staff** appeals shall be submitted in writing, using the appropriate appeals form, to the Human Resources Office (Maedgen,

Room 221) within five (5) class days following the date of the citation. The Human Resources Office and the employee’s supervisor will review the appeal and determine whether to uphold or overturn the citation.

VI. Faculty & Staff Unregistered Vehicle Policy—If an employee receives a citation for driving an unregistered vehicle to campus, but does normally drive a registered vehicle to campus, the employee must show proof of registration (an employee permit) to the Human Resources Office (Maedgen, Room 221) within 48 hours and the ticket will be dismissed.

**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

TRAFFIC VIOLATIONS  
McMURRY UNIVERSITY

301 No Parking Permit	307 Parking in Handicap Space (\$45)
302 Illegal Parking in Faculty, Staff or Res. Hall Area	308 Obstruction of Trash Containers
303 Blocking Gate	309 Parking in No Parking Zone
304 Speeding	310 Parking in Visitor’s Space
305 Running Stop Signs	311 Improper Parking (on grass, walks, etc.)
306 Irresponsible Use	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 <b>Persons in violation of parking regulations who do not have a valid parking sticker will have their fine doubled.</b>	

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 requires 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.

A. 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. The Student Affairs Office will be notified by the Residence Director of all actions as needed. Non-residence hall campus criminal actions or emergencies should be reported to Security or the Student Affairs Office. If the event demands, call the local police (9-911). The Student Affairs Office will follow up with required action. Remember that the safety of all people on campus is the most important. It is better to over react than not act at all.

B. 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 controls entrance into the halls after hours and watches for any safety threats to residents. University housing will alert Security of any significant problems.

C. Statement of policies concerning campus security:

1. Campus Security act as agents of the University in enforcing the policies of the University. They do not have the authority to arrest individuals. Campus Security maintains a good working relationship with the Abilene Police Department and calls 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.

D. Programs to inform students and employees about campus security procedures:

Both the faculty-staff handbooks as well as the *Council Fire* 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.

E. Program descriptions:

1. During fall orientation, all new freshmen are briefed on security, safety and the prevention of crimes.
2. During each opening residence hall meeting, this information is reinforced.
3. During the school year, programs are presented to students and employees on how to protect themselves from crime on campus.

F. Crime statistics for McMurry University:

<b>Criminal Offenses- On Campus</b>	2007	2008	2009
Murder / Non-negligent manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex offenses - Forcible	0	0	0
Sex offenses - Non-forcible (incest and statutory rape)	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	7	7	8
Motor Vehicle Theft	0	0	0
Arson	0	0	0

<b>Criminal Offenses - On Campus Residence Halls</b>	2007	2008	2009
Murder / Non-negligent manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex offenses - Forcible	0	0	0
Sex offenses - Non-forcible (incest and statutory rape)	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	7	6	6
Motor Vehicle Theft	0	0	0
Arson	0	0	0

<b>Criminal Offenses - Public Property</b>	2007	2008	2009
Murder / Non-negligent manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex offenses - Forcible	0	0	0
Sex offenses - Non-forcible (incest and statutory rape)	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

<b>Hate Offenses - On Campus</b>	2007	2008	2009
Murder / Non-negligent manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex offenses - Forcible	0	0	0
Sex offenses - Non-forcible (incest and statutory rape)	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Any other crime involving bodily injury	0	0	0

<b>Hate Offenses - On Campus Residence Halls</b>	2007	2008	2009
Murder / Non-negligent manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex offenses - Forcible	0	0	0
Sex offenses - Non-forcible (incest and statutory rape)	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Any other crime involving bodily injury	0	0	0

<b>Hate Offenses - Public Property</b>	2007	2008	2009
Murder / Non-negligent manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex offenses - Forcible	0	0	0
Sex offenses - Non-forcible (incest and statutory rape)	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Any other crime involving bodily injury	0	0	0

<b>Arrests - On Campus</b>	2007	2008	2009
Illegal Weapons Possession	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0

<b>Arrests - On Campus Residence Halls</b>	2007	2008	2009
Illegal Weapons Possession	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0

<b>Disciplinary Actions/Judicial Referrals - On Campus</b>	2007	2008	2009
Illegal Weapons Possession	0	0	1
Drug Law Violations	8	8	2
Liquor Law Violations	41	32	25

<b>Arrests - Public Property</b>	2007	2008	2009
Illegal Weapons Possession	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0

<b>Disciplinary Actions/Judicial Referrals - Public Property</b>	2007	2008	2009
Illegal Weapons Possession	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0

Note #1: In accordance with the Texas State Law on Hazing, Sec. 51.936 (c), part 2, the following organizations have been disciplined for hazing during the preceding three years (2005-2007): IHR. A copy of the Texas Education Code 51.936 may be obtained in the Dean of Student Affairs Office, South Wing of President Residence Hall, room 132.

Note #2: There is no evidence of prejudice based on race, religion, sexual orientation, or ethnicity, as prescribed by the Hate Crimes Statistics Act (28 U.S.C. 534) in any of the statistics reported in the above crime statistics or in the offenses in section H.

G. Monitoring off-campus student organizations: Local police department will normally contact the dean of student affairs on group criminal activity. The dean's office monitors off-campus group activity as much as possible and will contact local law enforcement agencies as required. There are no recognized off-campus housing facilities. The *Council Fire* addresses expected behavior of recognized groups that hold off-campus events. In addition, each recognized group is required to have a faculty/staff sponsor.

H. Statistics on number of arrests on campus for the following crimes: There were no formal arrests made on the campus.

I. Statement of policy on possession, use and sale of alcoholic beverages and illegal drugs: see section on Drug-Free Schools and Communities Act.

J. 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 watching out for each other. Seminars are held for students and staff during the year.

Students should report any sex offense immediately to their Residence Director, Resident Assistant, and 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](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 as outlined in *Council Fire* 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.)*

### **1. Sexual Harassment Policy**

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

- a. Another employee’s position, compensation, or career potential is altered in return for sexual favors or in retaliation for not providing sexual favors.
- b. Sexual proposals are made which imply that a student’s response might affect academic decisions.
- c. 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. Efforts 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.

## 2. 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, they will forward their recommendation to the President in the case of employees and to the Dean of Student Affairs in the case of students. The President or the Dean of Student Affairs shall then proceed in the manner set forth in the student code of conduct outlined in the Council Fire, 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, they will forward their recommendation to the President in the case of employees or to the Dean of Student Affairs in the case of students. The President or the Dean of Student Affairs shall then proceed in the manner set forth in the Student Code of Conduct outlined in the Council Fire, 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.

For implementation, see the Dean of Student Affairs or the Grievance Officer.

## **COMPUTER USE POLICY**

Please see the "Information Services" section of the McMurry University website for the latest version of the University Computer Use policy (<http://www.mcm.edu/mcminfo/labhours/labs.htm>).

## **UNIVERSITY CATALOG**

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.

## **WITHDRAWAL FROM THE UNIVERSITY**

A STUDENT WHO MUST WITHDRAW FROM THE UNIVERSITY IS REQUIRED TO COMPLETE THE FOLLOWING STEPS:

1. Report to the Student Retention Coordinator in the office in the Registrar's Office. (*Maedgen 105*)
2. Go to the Student Affairs Office to meet with the Dean of Student Affairs. (*South Wing of President Residence Hall, Room 101*)
3. Go to the Financial Aid Office. (*Basement of Radford*)
4. Go to the Business Office. (*Maedgen, Room 102*)
5. Go to the Registrar's Office. (*Maedgen, Room 105*)
6. For students living in university housing, please see the Residence Director to properly checkout.

Unless a student officially withdraws, the University has no choice except to record an "F" in every course in which the student was enrolled. See latest University catalog for refund dates and amounts.

## **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 associated 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.

### **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 Institutional Advancement.

## **Effective Date**

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

# CAMPUS TRADITIONS

## FIGHT SONG

On McMurry, On McMurry, break right through that line;  
Ever forward, ever onward, touchdown sure this time,  
On McMurry, On McMurry, fight on for your fame,  
Fight fellows, fight, fight, fight! We'll win this game.

## THE MCMURRY UNIVERSITY ALMA MATER

Hail to our dear McMurry,  
Long wave maroon and white;  
Pride of our western prairies,  
Spirit of honor, truth, and right.  
We cherish your traditions,  
Ever true we'll be.  
Your hall of fame is in our hearts,  
All hail to thee.

## HOMECOMING

### OCTOBER 4-7, 2011

The spirit of McMurry is expressed in many ways throughout the year, but especially at Homecoming. Students will want to experience these cherished aspects of university life and become a vital part of the McMurry Indian spirit.

Each year MSG works with the Alumni Association in planning and producing a full program of activities to welcome and honor the hundreds of alumni who return to the campus. This is one of the richest traditions at McMurry. Activities begin at 5:00 p.m. Thursday in Wah Wahtaysee Park with the Sunset Ceremony in Tipi Village.

By mid-morning Friday, Wah Wahtaysee Park is filled with Tipi's erected by the various University organizations. Awards are given at the football game for the most authentic. This village, which is viewed by area elementary students, has also received national recognition.

On Friday evening a homecoming musical is presented and ends with the Coronation of Chief McMurry and Princess McMurry.

After the Coronation, the Beating of the Tom-Tom begins and is continued by the freshman class President as they move to Wah Wahtaysee Park. Once in the park, tradition dictates the freshman class is responsible for the continuous beating of the Tom-Tom until the kick-off at the Saturday football game.

## 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 in its 84<sup>th</sup> year of continuous academic service to an ever-widening global constituency, McMurry is poised to continue delivery of a high quality education in the 21st century.

**Native American Traditions** - The first president of McMurry College, Dr. J.W. Hunt, selected the Indian as the University's mascot. This was in honor of the Kaw Indian tribe on whose reservation he was reared. McMurry has continually strived to honor Native Americans with Tipi Village and other activities that utilize their culture and traditions. A 2006 decision by the NCAA restricted the use of Indian mascots and team names in athletic programs. Despite the decision that prohibited the use of the Indian name and imagery in its athletic program, McMurry has a renewed commitment to honor the history, culture and traditions of Native Americans. Tipi Village, Native American mission trips, scholarships and academic courses highlight that commitment.

**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.

“**Ala Cumba**” is the often heard yell on campus as the Braves are wished good luck for a victory.

**T.I.P. Sing Song** - Sponsored by the oldest women's social club on campus, Sing Song is an opportunity for campus organizations to display their talent in singing, costumes, and choreography in a group presentation.

**Student Preview** - The Office of Admissions and Indian Insight will host campus visitation programs for high school juniors and seniors who are interested in attending McMurry. There will be four one-day preview events, one in the fall, and three in the spring. During these visits, students will have the opportunity to become familiar with the McMurry campus and meet many members of the McMurry community.

**Presentation** - Soon after Spring Rush, the Women's Interclub and all women's social clubs have a formal presentation of their new pledges, associates, and affiliates. This is one of many highlights for a pledge.

**Spring McMadness** – CAB sponsors Spring McMadness during each Spring semester. Inflatable games, booths, and lots of food are provided to all McMurry students. It is held on the McMurry Quad.

**Spring Thing** - MSG provides “Spring Thing” during the Spring semester of each year. Most events are free and include many enjoyable activities. Events are open to all students of the University.

## **MCMURRY STUDENT GOVERNMENT**

McMurry Student Government (MSG) consists of members of the student association who are elected to act as the voice of the students, legislate, and strive toward improving campus life on behalf of the student association to whom they represent. By acting as the voice of the student association, MSG is to communicate to the administration, faculty, and other organizations both on and off campus the message of students. By legislating, MSG works toward refining the policies and regulations of the University and the Constitution to accommodate the changing needs of the student association. By striving toward bettering campus life, MSG creates and organizes events and activities for the general student body.

### **STUDENT PARTICIPATION IN INSTITUTIONAL DECISION-MAKING**

Most standing University committees have several students serving on them to provide input into the decision making process. These students are normally appointed by each committee at the start of the school year. McMurry Student Government appoints students to various Board of Trustee committees for the fall and spring meetings. In addition, at various times during the school year, open forums are conducted by the president and other University officials to gain student input and feelings on issues as they arise. McMurry Student Government interacts with the administration throughout the school year on student concerns and needs.

## **STUDENT ASSOCIATION OF MCMURRY UNIVERSITY**

The Student Association is composed of all McMurry students enrolled for at least 12 semester hours. Those carrying less than twelve semester hours are affiliate members of the Student Association.

The McMurry Student Government (MSG) consists of those students elected by the entire Student Association as their representatives. This body meets each Monday at 5:30 p.m. MSG is always happy to hear the ideas and feelings of students. Suggestions can be brought by the MSG office in the Garrison United Methodist Campus Center at any time.

Some of the activities involving the MSG include sponsoring various social activities, planning Homecoming, creating better relations between McMurry and other colleges, providing for student elections, assisting in Student Preview, participating in various conferences, financing activities of the Student Association, and representing student opinions on campus issues.

## **CONSTITUTION OF THE STUDENT ASSOCIATION OF MCMURRY UNIVERSITY**

We, the students of McMurry University, in order to realize our responsibilities in setting the educational, social, and spiritual atmosphere of the University, to communicate effectively with the faculty and the administration, to provide a field for practical citizenship and leadership, and to insure academic freedom for the entire University community, do hereby ordain and establish the constitution of the Student Association of McMurry University.

### **Article I. The Student Association**

#### Section 1. Definition

The name of this organization shall be the Student Association of McMurry University.

#### Section 2. Membership

- A. Every student upon having registered for at least 12 semester hours at McMurry University, the only exception being graduating seniors enrolled for less than 12 hours, shall be a bona fide member of the Student Association and shall be entitled to all rights and privileges stated in this constitution.
- B. Every student who is not a graduating senior and is enrolled in McMurry University for less than 12 semester hours shall be an affiliate member of the Student Association. Affiliate members are entitled to all rights and privileges stated in this constitution except the right to vote in elections, run for office in the McMurry Student Government, or be associated with a social club in any capacity with the exception of being an inactive member.
- C. Advisory members to the Student Association shall be the dean of student affairs and some number of faculty advisors to be specified by the Executive Council each year. The duties of the advisory members to the Student Association shall be to attend committee meetings upon invitation, clarify questions when called upon, assist in the promotion of the McMurry Student Government and its resolutions, and to attend McMurry Student Government Senate sessions when possible. They shall exercise no vote and have no veto power.

### **Article II. Classes**

#### Section 1. Membership

- A. Class membership shall be defined according to class of entry. A student desiring to become a candidate for a student government office will apply for class council according to their class of entry, as specified by official Registrar records.
- B. "Class of Entry" shall be defined as 4 plus the year of entry. For example a student entering in the fall of 2009 would be a member of the Class of 2013.
- C. A student may vote and be a candidate for office in that class of which the student is a member, or, in the case of spring elections, a member of the class in which the student will be by the following fall semester.

## Section 2. Class Council

- A. Each class council shall consist of a class president and five senators.
- B. A member of a class council who advances in classification at the beginning of the spring semester shall retain his/her office for the remainder of the term of office.

## **Article III. McMurry Student Government**

### Section 1. Definition

The McMurry Student Government shall consist of an executive body, a legislative body, and a judiciary body.

- A. The executive body shall consist of an Executive Council consisting of a president, a vice president, a treasurer, a secretary who does not have voting privileges, and an attorney general who does not have voting privileges.
- B. The legislative body shall consist of a Senate consisting of five senators from each class, the four class presidents and the Executive Council. The Attorney General shall serve on the Senate as a special advisor with no voting power.
- C. The judiciary body shall consist of the attorney general and a Student Supreme Court of four justices and one chief justice.

### Section 2. Qualifications

- A. A candidate seeking office in the McMurry Student Government must be a bona fide member of the McMurry Student Association at least one complete semester prior to their holding office, with the exception of freshman senator and class president candidates. The candidate must have an overall grade point average of 2.0 or better on hours taken at McMurry University and must maintain a 2.0 or better grade point average on McMurry course work throughout the respective term of office.
- B. Any officer mentioned in Article III, Section 1 failing to meet and to maintain any of the qualifications related to that officer's position shall be subject to disciplinary action, including expulsion from McMurry Student Government, as determined by the Executive Council.

### Section 3. Presidential Vacancies

In the event that a vacancy occurs in the office of the president, the vice president shall assume the president's office.

### Section 4. Other Vacancies

Other vacancies, with the exception of the vice president, will be filled by an appointment of the president with the approval of the Senate.

### Section 5. Summer Sessions

- A. No elections shall be held during summer sessions.
- B. Summer sessions may be used to raise, lower, or maintain overall grade point averages.

### Section 6. Compensation

- A. The president, the vice president, the treasurer, and the secretary of the Executive Council are to be compensated in a manner equivalent to the Work-Study Program in existence during their terms of office.
- B. Hours worked by the executive council shall be fulfilled between the hours of 8:00 a.m. and 10:00 p.m.

## **Article IV. Elections**

The power for establishing general election procedures and regulations may be found in Article I, B of the Constitution Bylaws.

## **Article V. Executive Department**

### Section 1. Executive Council Powers

- A. To propose the Student Association budget for its term in office.
- B. To plan the dates for elections to be held during its term of office.
- C. To disseminate publicity and to correspond in the name of the Student Association.
- D. To delegate the activities and responsibilities of the McMurry Student Government to those committees, officers, and individuals specified by the Constitution.
- E. To coordinate and execute the provisions stated within this constitution in the manner deemed most appropriate by the Executive Council.
- F. To act on behalf of the members of the Student Association.
- G. To select or to remove, with the approval of the Senate, a secretary of the Executive Council.
- H. Appoint some number of faculty advisors to the Student Association.
- I. To act as the chief liaison between the McMurry Student Government and the Student Association to the Board of Trustees, the faculty, and the administration.

### Section 2. The President

- A. The president of the McMurry Student Government shall, by nature of the office, be the chief officer of the Student Association, shall preside over the Senate, shall sign all contracts which might in any way bind the Student Association and shall enforce all laws of the Student Association and all provisions of this constitution.
- B. The president shall have the power to call the Senate into session, both special and regular.
- C. The president shall have the following additional powers:
  1. To create committees, both standing and special, from the Student Association in order to execute student laws and to carry out the various functions of the Student Association.
  2. To order the expenditure of monies of the Student Association as provided in the budget and such emergency expenditures as provided by the Senate.
  3. To appoint the chief justice and four justices of the Student Supreme Court, subject to the approval of the Senate.
  4. To veto, or to sign into effect, all Senate bills, laws, and actions.
  5. To act with emergency powers, when necessary, in the name of the Student Association and with the advice of the Senate when possible.
  6. To vote in the Senate in the case of a tie vote.
  7. To approve all official communications, whether written or oral, with the McMurry Board of Trustees and its members.
  8. To serve on any McMurry Student Government committee that the President wishes and to serve on any University committee to which the President is invited.
  9. To remove executive appointees with the approval of the Senate.
  10. To fill vacancies, with the exception of the vice president, with the approval of the Senate.
  11. To sit as an ex-officio member of the McMurry Board of Trustees.
  12. To appoint two student members to the Judicial Review Board, with the approval of the Senate.
  13. To temporarily and at his or her own discretion transfer any of his administrative duties to other members of the Student Association.
  14. To sign McMurry Student Government checks with the Vice President or Treasurer cosigning.

### Section 3. The Vice President

- A. The vice president shall act as president of the Student Association in case of the absence or the temporary inability of the president; shall succeed to the office of president in the event of the resignation, lack of qualification, or permanent inability of the president.
- B. The vice president shall be a voting member of the Senate.
- C. The vice president shall serve as chairman over all social activities that are controlled by the Student Association, including Homecoming and Spring Thing.
- D. The vice president shall serve on any University committee to which the Vice President is invited.
- E. The vice president shall sit as an ex-officio member of the McMurry Board of Trustees.
- F. The vice president may temporarily and at his or her own discretion transfer any administrative duties to other members of the Student Association.
- G. The vice president may sign McMurry Student Government checks with the President or Treasurer cosigning.

### Section 4. The Treasurer

- A. The treasurer shall be responsible for keeping a complete, accurate, and current record of all Student Association funds as appropriated by the official McMurry Student Government budget. A complete account of each debit and credit shall be reported at the first monthly session of the Senate, or as requested by any McMurry Student Government official.
- B. The treasurer will have the power to sign all Student Association checks with the President or Vice President cosigning.
- C. The treasurer shall serve on any University committee to which the treasurer is invited.

### Section 5. The Executive Secretary

- A. The secretary shall keep minutes and disseminate the minutes for the Senate.
- B. The secretary shall serve as the Chair of the Organizations Committee.
- C. The secretary shall serve on any university committee to which the secretary is invited.
- D. The secretary shall have no voting powers in the Senate.

## **Article VI. Legislative Department**

### Section 1. General Provisions

- A. The Senate shall meet at least once a week during the regular semester, with changes or additions in the aforementioned schedule being made by the president.
- B. A simple majority of the total membership of the Senate shall constitute a quorum to do business. Roll shall be taken, though a quorum may not be present. A simple majority of a quorum shall be required for the passage of any business before the Senate, except as may be specifically provided to the contrary herein.
- C. The sessions of the Senate and of its committees shall be open, unless a closed session is called by the presiding officer of the Senate or of the committee.

### Section 2. Rules of Conduct

The Senate may determine the rules of its own proceedings, punish its members for disorderly behavior, and, with the concurrence of three-fourths of its membership, expel a member.

### Section 3. Powers

- A. The Senate shall have the power to approve the appointments by the president of the Student Supreme Court justices, the Senate advisors, the Judicial Review Board, and vacancies in the Senate (with the exception of the Vice President).
- B. All legislative actions shall be enacted in the following manner:
  - 1. Legislative actions shall be initiated in the Senate through a petition signed by two percent of the total number of members of the Student Association or through a motion made by an individual Senator.

2. When a legislative action has been passed, the secretary shall read the law before the Senate and shall enter it into the minutes.
  3. A legislative action shall automatically enter into effect in one of the following manners:
    - a. When it is signed by the president.
    - b. When it is passed over the president's veto by a two-thirds majority of the Senate.
    - c. If after 10 days after the day it was originally passed by the Senate, it has been neither signed nor vetoed by the president.
  4. All legislative actions shall be recorded and kept on file. This file shall be open to all students and to the campus press at all times.
- C. To approve, amend, alter, or reject the recommendations presented by the Appropriations Committee.
- D. To draw resolutions and bills representing the view of its membership.
- E. To reprimand any member of the McMurry Student Government for violations of the rules and proceedings of McMurry University.
- F. To make all laws which shall be necessary and proper for carrying into execution the powers of this constitution.
- G. To establish specific election procedures and regulations.
- H. To establish the regulations governing those social activities over which the Student Association has control.
- I. To give final approval to those policies governing the recognition and conduct of all student organizations and activities, when such policies are developed by the Organizations Committee.

#### Section 4. Minutes

- A. A journal of all official proceedings of the Senate shall be kept by the secretary. The secretary shall be responsible for keeping a copy of all minutes on file in the McMurry Student Government office and for seeing that the minutes are posted for student observation following each meeting.
- B. All McMurry Student Government officers and faculty advisors shall receive minutes of the Senate proceedings prior to the next meeting. This shall be the responsibility of the secretary.

#### Section 5. Appropriations

- A. Two separate general appropriations bills shall be passed into effect for both the fall and spring semesters of each year.
- B. These general appropriations bills shall be presented to the Senate for approval by the third session of the fall and spring semesters.
- C. The general appropriations bills will be formulated by the Appropriations Committee.

#### Section 6. Absences

- A. Roll shall be called immediately following the call to order, and immediately following passage of a motion to adjourn. Each Class Council member, Executive Council member, or attorney general shall be responsible for being present at each roll call. Each roll call that is missed shall constitute one-half of an absence.
- B. Any Class Council member, Executive Council member, or attorney general having four absences of any nature during the course of one semester will be constitutionally expelled from McMurry Student Government.

#### Section 7. Committees

- A. McMurry Student Government committees may consist of any number of Senators, Student Association members, or other individuals associated with the University that the president, with the approval of the Senate, appoints.

## B. McMurry Student Government Standing Committees

1. Election Committee, which is chaired by the attorney general, shall plan, oversee, and coordinate all McMurry Student Government elections.
2. Student Life Committee, which is chaired by the vice president, shall coordinate all McMurry Student Government social activities, including Homecoming and Spring Thing.
3. Public Relations Committee, which shall formulate and disseminate all McMurry Student Government publicity at the request of the Senate.
4. Food and Maintenance Committee, which shall seek to convey the concerns of students related to the dining and facility services.
5. Intercollegiate Committee, which shall work with the president in seeking to improve communications and common interest with other college or university student associations and their respective student governments.
6. Organizations Committee, which with the consent of the Senate, shall develop policies governing the recognition and conduct of all student organizations and activities, and which shall execute those policies. When this committee is not in session, its functions shall be handled through the office of the president.
7. Appropriations Committee shall decide whether the appropriation of money to a certain project or group is beneficial to the Student Association of McMurry University. The committee will, on a weekly basis, evaluate requests made by groups or individuals that are not currently provided for in the budget. The committee will consider the following criteria in making the decision to consider the appropriation of the Student Association's funds:
  - a. A proposal must be submitted to the committee chair in written form no later than two weeks before the scheduled meeting at which it shall be voted on, pending the committee recommendation.
  - b. The proposal shall contain the following:
    - 1) a projected use of the funds for the purpose of determining whether or not it is beneficial to the Student Association,
    - 2) an explanation of the benefits of the project or activity, for which the funds are being requested,
    - 3) failure to report as required by the committee, at the established time shall result in that group or individual losing the right to petition for funds for a full calendar year from the date on which the report was scheduled to be given, and revocation of McMurry University Student Association organizational recognition.
  - c. The committee shall determine an appropriate report from the group or individual on the use of the funds. The committee will consist of the treasurer, vice president, and three senators appointed by the president. The treasurer will act as the chair of the committee, and will vote only in the event of a tie. The chair will give weekly reports of the proceedings of the committee. The group or individual wishing to petition the appropriations committee to evaluate their request may start the process by submitting the request to the Treasurer of McMurry Student Government during posted office hours.
8. Other committees as deemed necessary may be established by the president, but they shall only exist during the term of office of the Executive Council.
9. No committee action shall take place without attendance of a simple majority of its members.

## Section 8. The Impeachment Clause

- A. To impeach any member of the Executive Council the following steps must be met in order:
1. Only a member of McMurry Student Government may initiate the impeachment process;
  2. The petitioner must meet with two university advisors and the Dean of Students;
  3. The petitioner must have a petition with fifty percent (50%) of the membership of MSG plus one;
  4. The petitioner must turn in the petition of signatures to the McMurry Supreme Court who must verify all signatures;
  5. The Chief Justice will then call and preside over a special meeting of MSG within ten school days after the petition has been turned in to the Supreme Court, there must be a quorum of three-fourths of the entire membership present (excluding the Executive Council);
  6. The officer under impeachment and the petitioner each have 30 minutes to argue their case in front of the entire body. Time may be divided however each side wishes for rebuttal. The meeting shall be open to the public;
  7. A three-fourths vote of the entire membership is necessary to impeach.
- B. The following are reasons to impeach a member of the Executive Council:
1. Any disciplinary charges brought forth by the school,
  2. Abuse of power, and
  3. Disorderly behavior as defined in Article VI, Section 2.
- C. The Vote is effective immediately and the person is no longer a member of MSG.
- D. Members of Executive Council are neither allowed to sign petitions for impeachment, nor vote during the impeachment process. The quorum of three-fourths and the vote tally of three-fourths shall be calculated without the Executive Council.

## **Article VII. The Judiciary**

### Section 1. Student Supreme Court Powers

- A. To determine the number of candidates in a runoff election for Class Council positions.
- B. To authorize absentee balloting.
- C. To tally and certify all election results.
- D. To hear and decide cases dealing with a violation of the procedures, guidelines, and laws of elections.
- E. To interpret this constitution and to decide on the constitutionality of any Senate or Executive Council action when petitioned to do so, such decision being binding upon the Student Association.

### Section 2. Attorney General Powers

- A. To represent the McMurry Student Government in Student Supreme Court cases to which it is a party.
- B. To represent members of the Student Association in Student Supreme Court cases in which they are a party or parties.
- C. To advise the Senate and the Executive Council in matters related to the constitution.
- D. In cases in which the McMurry Student Government and a member or members of the Student Association are both parties, the attorney general shall represent whichever party they may wish.
- E. To act as parliamentarian of the Senate.
- F. To see that all opinions of the Student Supreme Court are written and signed by the chief justice.
- G. To keep all opinions on file in the McMurry Student Government Office.

### Section 3. Chief Justice Powers

- A. To call the Student Supreme Court into session.
- B. To preside over Student Supreme Court Sessions

### Section 4. Judicial Procedures

- A. The jurisdiction of the Student Supreme Court shall extend to all matters arising out of or related to this constitution and any action taken by any person or organization hereunder, as well as all matters involving any member of the Student Association in his/her relationship to the University or any segment thereof not specifically covered by or subject to jurisdiction under the Constitution of McMurry University.
- B. Cases justifiable before the Student Supreme Court must be initiated by petitioning the Court.
- C. Any member of the Senate or of the Executive Council shall have the right to petition the Court for a decision. Members of the Student Association shall also have the right to petition the Court for a decision. The court must issue its decision to the public within 10 days after the petition is received by the Court.
- D. When suit is brought against any member of the Student Association, the individual against whom the suit is brought shall be informed of the charges at least 48 hours prior to the hearing of the suit. At the hearing, the individual against whom the suit is brought shall again be informed of the suit's charges, shall be confronted with witnesses, and shall be allowed to call his or her own witnesses.
- E. All cases and controversies heard by the Student Supreme Court shall be speedy, and public in nature unless otherwise specified by the Court.
- F. A quorum of a majority of the whole judicial body must be met in order to hear and make a decision on a case.
- G. The Chief Justice or the Dean of Students must call the Supreme Court into session. If neither can perform the duty the most senior member of the Supreme Court may call it into session.

### Section 5. Vacancies

In case of a vacancy in the Student Supreme Court, the Student Association president shall make another appointment to fill the unexpired term, such appointment to be approved by the Senate. Terms for Student Supreme Court justices shall correspond to the academic year calendar, starting at the beginning of the fall semester.

## **Article VIII. Amendments**

### Section 1. Amendments

- A. Any proposed amendment to this constitution, passed by a two-thirds majority of the membership of the Senate at a meeting which has been publicized in one issue of an official McMurry publication prior to the aforementioned meeting shall become binding after it has received a majority of the ballots cast in a general election following the publication.
- B. All amendments must be in accordance with the Charter and By-Laws of McMurry University, as interpreted by a committee composed of the five justices of the McMurry Student Government and at least one McMurry Student Government advisor shall be an ex-officio member of this committee.

### Section 2. Absorption and Deletion

Amendments shall be absorbed into the body of this constitution and material no longer valid shall be deleted by the process outlined in Article VIII, Section 1.

## **Article IX. Ratification and Transition**

### Section 1. Ratification

This constitution supersedes all previous constitutions of the Student Association and becomes effective the completion of the process outlined in Article VIII Section 1.

## Section 2. Transition

Officers elected under the provisions of the constitution which this constitution supersedes shall remain in office and exercise their powers and duties of office as set forth in the constitution.

### **Bylaws for the Student Association**

#### **Article I.B. Election Procedures**

##### Section 1. Nominations

- A. Obtain petitions from McMurry Student Government Office.
- B. Obtain signatures from Student Association members.
  1. Executive Council and attorney general candidates must obtain 20 signatures from members of the Student Association.
  2. Senators and class presidents must obtain 10 signatures from the class of which they are a member.
- C. Obtain verification of grade point average and number of hours from the registrar.
- D. File petition in the McMurry Student Government office by the deadline set and publicized by the Executive Council.
- E. To ensure that officers will be prepared to handle the issues which are questioned, discussed, and resolved by McMurry Student Government, the following requirements are to be met by students wishing to run for Executive Office:
  1. must be a full time student at McMurry,
  2. must have served on Student Government for at least one year (one year being defined as 80% of two consecutive semesters, excluding allowed absences) and,
  3. must hold and maintain a minimum GPA of 2.5.

##### Section 2. Times of the Elections

- A. The election of the Executive Council and the attorney general shall take place on a Tuesday and Wednesday in April, unless it is deemed necessary by the sitting Executive Council to hold elections on the last Tuesday and Wednesday of March to avoid interfering with Easter holiday or other springtime campus events. Run-off elections, if necessary, will take place on the Thursday immediately following the Tuesday elections.
- B. The election of the sophomore, junior and senior class councils will take place a Tuesday and Wednesday, following the Executive Council and Attorney General election, in April. Run-off elections, if necessary, will take place on the Thursday immediately following the Tuesday elections.
- C. The election of the freshman class council will be held no later than the third Senate session of the fall semester. The specific day will be set by the Executive Council.
- D. With the exception of petitions and elections dealing with vacancies for vice president, one week will be allowed between the petition deadline and the respective election. Elections dealing with vacancies will be held at a time announced by the Executive Council.

##### Section 3. General Election Provisions

- A. The following will be declared elected by majority vote:
  1. Executive Council members,
  2. Attorney General, and
  3. Class Presidents.
- B. The senatorial positions will be elected by selecting those five in each class receiving the most votes.
- C. A run-off election will be called for:
  1. If no candidate as described in Section 3, paragraph a., receives a majority of the votes, or
  2. If there is a tie for any of the five senatorial positions in a class and said tie causes the number of candidates receiving the five highest number of votes to exceed five.

- D. The number of candidates in the run-off election will be determined by the Student Supreme Court.
- E. Absentee ballot voting will be authorized for any student who will not be physically present on the day of the election.
- F. No electioneering of any kind shall take place on election day within 50 feet of the polls of the election.
- G. There will be no campaign advertisements of a permanent nature. Campaign material will conform to the McMurry Student Government guidelines and will be taken down or removed within 24 hours after the election and all runoff elections have been finalized.
- H. The campaign expenses of any candidate for election to any student office shall not exceed, directly or indirectly, the sum of \$50. An itemized expense account shall be submitted to the Student Supreme Court by each candidate no later than the date assigned by the Executive Council.
- I. Any candidate found by the Supreme Court to have made a willful noncompliance with any of the election procedures must be immediately declared ineligible to hold any McMurry Student Government elective office for the semester in which the noncompliance occurs. In the event that the candidate in question has already become an elected official, the candidate next in line respective to the number of votes received shall be declared elected. If this manner of filling the vacancy fails, a new election is to be called. The above procedure applies only to cases applying to a noncompliance with the election procedures.
- J. The transition of newly elected Student Association officials to their respective offices shall occur prior to the beginning of the week of finals.

Section 4. Vacancies

- A. Vacancies, with the exception of vacancies for president or vice president, shall be filled by presidential appointment with approval of the Senate.
- B. Vacancies for vice president shall be filled in the following manner:
  - 1. The President of the senior class shall move up and take the position of vice president. At this time the most senior member, which shall be determined by the senior class senate and the Attorney General, will take the place of the senior class president. The president will appoint a new senior class senate member.
  - 2. If at this time the senior class president does not wish to take over the duties of vice president, the senior senate member with the most seniority shall be appointed as vice president.

Section 5. Oath of Office

Elected and appointed McMurry Student Government officials, before commencing their respective terms of office, shall take the following oath of office:

“Realizing the high honor and responsibility conferred upon me by my fellow members of the Student Association of McMurry University, I solemnly and honorably promise, to execute to the best of my ability and in accordance with the constitution the duties of my position to which I have been elected (appointed).”

**Article II.B. Organizational Recognition**

- A. Official recognition of a student organization grants many privileges (see Creating a Student Club or Organization). Some of these include the use of college facilities for meetings and social gatherings, scheduling of events to avoid conflicts, and the use of the University name. These privileges are accorded only to organizations of students who have secured recognition as a campus organization. Students who wish to be recognized as an organization must seek recognition from the Senate and its Organizations Committee by submitting the following information on forms provided by the McMurry Student Government office:
  - 1. A constitution, bylaws, and a statement of purpose which includes:
    - a. Intention of the group

- b. Those eligible for membership
  - c. Membership selection process
  - d. Offices and the functions of those offices
2. Name of officers
  3. Names of faculty advisors
  4. Names of members.
- A. Following recognition, any change made in the constitution or by-laws of the organization must be submitted to the Organizations Committee.
- B. Temporary recognition will be granted to a group seeking permanent recognition for a period of four weeks provided that group supplies the Organizations Committee with the following:
1. Name of organization
  2. Purpose of the group
  3. Name, address, and telephone number of the student representing the group
  4. Name of the faculty advisor
- C. Advisors to be chosen by each organization are required. However, McMurry Student Government recognition will not be withheld solely because of the inability of a student organization to secure an advisor. Advisors are to be considered as a resource for advice; they do not have the authority to control the policy of the organization.
- D. By the third session of the Senate each fall semester, each student organization must report the names of its officers and faculty advisors to the Organizations Committee. Failure to submit this report by the required date signifies that the organization has dissolved. The list of officers and faculty advisors must be kept up-to-date. Failure to abide by the regulations stipulated herein or stipulated in the Organizations Committee with the approval of the Senate shall be grounds for removal of recognition.
- E. All campus organizations must be open to all students without respect to race, creed, national origin, or gender. Organizations may limit their membership to one gender if they justify such limitations in their constitution and that constitution is not rejected by either the Organizations Committee or the Senate.
- F. In all cases, recognition must be cleared by the Organizations Committee and the Senate, with the Organizations Committee report being delivered to the Senate at least two weeks after the group initially files for recognition.
- G. Any person or organization wishing to file a complaint against any other organization may do so by filing said complaint in the McMurry Student Government office for assignment to the Organizations Committee.

## **Article II.B. Chief McMurry and Princess McMurry**

Section 1. Chief McMurry and Princess McMurry shall be chosen each fall preceding Homecoming in a general election by the sophomores, juniors, and seniors of the Student Association, with the winners receiving a majority of the total votes cast.

Section 2. A candidate for Princess McMurry or Chief McMurry must be a bona fide member of the Student Association of McMurry and have completed at least 6 long semesters; the candidate must have an overall grade point average of 2.0 or better in total semester hours of work completed at McMurry, and a 2.0 average during the current semester and immediately preceding semester in which the election is held. No person, having been on the ballot for Chief McMurry or Princess McMurry in one year, may be re-nominated for the honor in subsequent years.

Section 3. Nomination of candidates shall be by petition, each petition being signed by at least 25 bona fide members of the sophomore, junior, and/or senior classes of the Student Association and by the nominee stating his/her interest to run for the honor.

## **Article IV.B. Class Favorites**

Section 1. In the fall before Homecoming and after the election of Chief McMurry and Princess McMurry, each class shall elect one male and one female to be Class Favorites, the winners receiving the majority of the total votes cast by the bona fide members of the respective classes.

Section 2. A candidate for Class Favorite must be a bona fide member of the Student Association of McMurry University and of the class for which the candidate is to be a Favorite at the time of candidacy; candidates other than freshmen must have an overall average of 2.0 or better in total semester hours of work completed at McMurry and must have an average of 2.0 or better in work completed during the current semester and the immediately preceding semester in which the election is held.

Section 3. The mode of nomination and election of Class Favorites shall be determined by the respective Class Councils.

## **Article V.B. Homecoming Judges**

The Student Life Committee shall direct the selection of at least three Homecoming judges, one of whom is suggested to be of Native American expertise.

## **Article VI. McMurry Student Government Long-Term Operating Investment Account**

Section 1. This account is to be managed and controlled by the Executive Council of McMurry Student Government.

Section 2. Only the interest earned on the principle placed in this account may be withdrawn from the account.

Section 3. If necessary, the principle and interest may be withdrawn following a three-fourths affirmative vote of the total Senate membership.

# **CAMPUS LIFE**

## **STUDENT CLUBS AND ORGANIZATIONS**

Through active involvement in University activities, students benefit themselves as well as McMurry. There are many different organizations at McMurry, each with different objectives. Take a moment to look at the different choices available. Students, who are interested in any of these organizations, should not hesitate to stop by the Campus Center or MSG to obtain more information. Also look for information booths of the different organizations throughout the semester. Students can join most student organizations at any time during the year; simply attend a meeting or call the Campus Center. Students who have a special interest that isn't already a focus of a student organization have the opportunity to create a new student organization.

One of the most important factors in modern liberal arts education is the education students receive from each other. Whatever a student's interests, whether academic or extra-curricular, there are student organizations eager to welcome you to membership. These groups offer opportunities for service, professional growth, and social life.

McMurry encourages students to associate with recognized organizations. Becoming and remaining a recognized Student Organization at McMurry has many privileges. Besides the student camaraderie, the organizations may: 1) schedule and use University facilities, equipment, and services for purposes related to organizational goals; 2) conduct fundraising events among students with proper approval from University staff; 3) establish dues to acquire funds that will be used for purposes beneficial to the organization and its members; 4) participate as a group in University events; 5) invite speakers and sponsor activities; 6) recruit new members from the student body within the established guidelines; 7) receive information and resources necessary to function appropriately and effectively as an organization; and 8) properly and appropriately use the University mailing address and/or name.

There are specific responsibilities and expectations that accompany the student privilege to organize. In order to obtain and maintain recognition, an organization's goals, purposes, values and behavior are to be consistent with the goals and values of McMurry. This means that student organizations, through their activities and actions, are expected to always meet the following responsibilities:

- respect normal University operations (i.e. class schedules, movement of traffic, etc.).
- honor and support the rights of its members in their academic pursuits.
- do not deny or interfere with the rights of others. This includes respecting the dignity of the human person.
- compliance with the anti-hazing requirements of McMurry and the State of Texas.
- refrain from discrimination in membership on the basis of gender, ethnicity, nationality, religion, physical ability, culture, or political affiliation.
- represent the purpose and intent of the organization accurately and ethically.
- be aware of and in full compliance with applicable civil laws and University policies and regulations.
- display responsible and ethical actions in all exchanges on and off campus as is always expected of members of the McMurry community.

There are six different types of student clubs and organizations: special interest organizations, professional & academic organizations, honor societies, service organizations, social clubs, and coordinating/governing organizations. Below is a **non-exhaustive** summary and listing of the different recognized organizations. Organizations are strongly encouraged to be recognized with MSG at the beginning of each fall semester.

### **RECOGNIZED SPECIAL INTEREST ORGANIZATIONS**

This type of organization is formed by students sharing an extra-curricular interest. Special interest organizations, like many other types of organizations participate in student activism, political awareness, and/or leadership activities.

- Black Student Alliance (BSA)
- Campus Activities Board (CAB)
- Fellowship of Christian Athletes (FCA)
- Gaming League of McMurry
- Gay-Straight Alliance (GSA)
- Religious Life Council (RLC)
- Spanish Club

### **RECOGNIZED PROFESSIONAL & ACADEMIC ORGANIZATIONS**

Professional & academic organizations are generally professional 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 & academic organizations are particularly important for networking, as you make contacts with people in your field of study in school and in the Abilene area.

- 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

## **RECOGNIZED SERVICE ORGANIZATIONS**

Service organizations, as their name indicates, are dedicated to volunteerism and service within the Abilene and University community.

- Alpha Phi Omega (APO)
- Servant Leadership Facilitation Council
- Student Ambassador Board (SAB)

## **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

## **SOCIAL CLUBS**

McMurry University has social clubs (fraternities and sororities) for men and women. The primary goals of the social clubs are high scholarship, leadership, friendship, wholesome social activities, and the development of individual responsibility. Social club membership opens the door to the enjoyment and responsibility that comes from active participation in all areas of University life. The close friendships made during the University years are those which last far beyond graduation and the boundaries of the campus.

During late fall and early spring semester, the social clubs have a period known as a “rush” to secure new members. During a series of planned events, interested students are given an opportunity to become acquainted with other club members. **TO BE ELIGIBLE FOR MEMBERSHIP, ONE MUST BE A FULL-TIME STUDENT, HAVE ATTENDED McMURRY AT LEAST ONE SEMESTER AS A FULL-TIME STUDENT (12 semester hours), AND HAVE A 2.0 GPA OVERALL FOR WORK COMPLETED AT McMURRY.** Additional information concerning any aspect of rush and/or social clubs may be obtained from the Student Affairs Office.

### Women’s Social Clubs (Founded)

Alpha Psi Alpha (1953)  
Delta Beta Epsilon (1944)  
Gamma Sigma (1936)  
Pi Delta Phi (1965)  
Theta Chi Lambda (1960)  
T.I.P. (1925)

### Men’s Social Clubs

Eta Epsilon Iota (HEI) (1962)  
KIVA (1939)  
Ko Sari (1937)  
MAKONA (1978)  
XO (re-chartered 2007)

## **COORDINATING/GOVERNING ORGANIZATIONS**

These organizations are formed as coordinating bodies for student organizations that have a common interest. They serve as a liaison between the organizations and the University administration.

- Men's Interclub Council
- Women's Interclub Council

## **CREATING A STUDENT CLUB OR ORGANIZATION**

Students who wish to be recognized as an organization must seek recognition through the McMurry Student Government and (if applicable) the respective Men's and Women's Interclub. For more information please visit the MSG office in the Garrison United Methodist Campus Center, Room 103. Recognized organizations receive benefits that can be found in the *Council Fire* under Student Clubs and Organizations.

## **CAMPUS ACTIVITIES BOARD**

**CAMPUS CENTER 100, 793-4801**

The Campus Activities Board (CAB) is a student-led organization which strives to bring a variety of events reflective of the diverse interests of our student body. Through our programs, CAB seeks to provide activities to entertain, educate, and engage students in order to increase retention and build a cohesive campus community. Events include movies, speakers, concerts, comedians, Spring McMadness, and a myriad of other activities. For those who want to make a suggestion or comment on campus programs, CAB welcomes input or feedback.

Getting involved in CAB is a great way to meet people, help provide quality programs and events for McMurry, and have FUN! All currently, actively, enrolled students of McMurry University with at least a 2.0 grade point average are eligible for membership in CAB. From promotions to budgeting, members of CAB work on all aspects of the programs that come to McMurry. So, if you are interested in being part of this exciting group, come to one of our meetings or call Student Activities office at (325) 793-4801. CAB meets every Tuesday at 12:15PM in the Village Market Meeting Room (across from the tray drop-off in the Cafeteria). Come see how FUN HAPPENS!

## **ORIENTATION LEADERS**

One of the best ways to share your fantastic experience at McMurry is to become an Orientation Leader. Being an Orientation Leader is a great way to introduce new students to all the opportunities at McMurry during SOAR (Summer Orientation And Registration) and Vision Quest. Orientation Leaders, selected for their leadership and scholastic ability, campus involvement, enthusiasm, and strong character, are one of the best-trained student leaders on campus. Many students say that being a Orientation Leader is one of the most memorable and rewarding experiences they had at McMurry.

## **BAND**

Membership in the McMurry Band, approximately 60 students, is open to all students with an instrumental background. The band plays an important part in college life and furnishes music for athletic events and other important campus activities. The band also takes a tour during the spring semester. If interested in participating in band, please contact the Director of Bands at ext. 3837.

## **CHANTERS**

The McMurry Chanters is a mixed choral ensemble open to music majors and other students through audition. This group performs several times each semester and takes an extended tour in the spring semester. The Chanters' repertoire includes accompanied and unaccompanied selections from various musical periods and styles.

There are several other instrumental and vocal ensembles available to students. Persons interested in participating in ensembles can receive information by contacting the Director of Choral Activities at ext. 3834.

## **MCMURRY CHEERLEADERS**

McMurry cheerleaders are the spirit and tradition of the students. As representatives of the University, the McMurry cheerleaders support all athletic events and promote enthusiasm throughout campus.

## **SERVANT LEADERSHIP PRECEPTORS:**

Students who successfully complete *Concepts and Techniques of Servant Leadership* are eligible to serve as preceptors (small group leaders) in subsequent semesters. Preceptors lead weekly learning activities and oversee their group's work in service learning placements. This is a paid, work-study, position.

## **THEATRE**

The McMurry Theatre Department produces 4-7 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 works 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.

Totem – McMurry University annual yearbook.

Tribe Tribune – The campus bi-monthly newspaper keeps the campus informed and in touch with activities pertaining to students. Student written articles and photographs are used. Anyone interested in working with the staff are welcome to apply with University Relations.

## **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. The athletics program should be properly administered in such a way that athletics remains in keeping with the University's liberal arts tradition.

Athletics should be part of the total educational process and there should be a broad base with an equality of opportunity for men and women 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 id.*

## CAMPUS RESOURCES

### ACADEMIC ADVISING

**MAEDGEN 106, 793-3813**

Who do you ask when you don't know who to ask? The Academic Advising Office is open to all students with questions about planning and developing their academic programs. Academic Advising coordinates class placement for new students; processes major, minor, and teaching field changes; assigns academic advisors to all students; and serves as a referral center to other campus offices and services. Academic Advising also assists students transferring to or from McMurry in making informed choices about program options. Students are seen on a walk-in basis when possible, but appointments are recommended.

### ACADEMIC ENRICHMENT CENTER

**LIBRARY, 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>).

The Developmental Studies program (DEVS) offers basic skills courses in mathematics, reading, and writing that are available to all students. For a complete description of these courses, see the Developmental Studies section in the McMurry Catalog.

### BOOKSTORE

**CAMPUS CENTER, 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, 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 your account with McMurry University. It is open Monday- Wednesday and Friday from 8 a.m. to 5 p.m. and Thursday from 9:00a.m.-5:00p.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, 793-4666**

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

Visit McMurry University Security's Web Page:

<http://www.mcm.edu/students/security/index.htm>

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

<http://www.mcm.edu/students/security/lk2kn.htm> web page

Counseling Center

The Office of Conference & Enrichment Services supervises and directs the planning and coordinating of special events all over campus. This office also operates all of the Universities Summer Programs. For meeting space availability or facility use for on campus and community events please contact them directly for availability. In addition if your club or organization would like to be placed on the *MyMcM* web calendar you must contact the Conference & Enrichment Services office.

**COUNSELING AND CAREER SERVICES**

**PRES. SOUTH, 793-4880**

Counseling Center

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. Also children, parents, spouses, or boyfriends/girlfriends may be eligible for counseling services, provided it is in conjunction with the 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.**

**DINING HALL AND SPORTS GRILLE**

**DINING HALL, 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 residing in the residence halls are required to purchase a meal plan. 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, you may go back for additional servings throughout the meal period.

A validated McMurry I.D. or cash are required to use the services. You will not be able to access your account at the register without your 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

PRES. SOUTH, 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 & 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 & 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 we 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 & 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 & 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 & Career Services.

## **FINANCIAL AID**

## **RADFORD BASEMENT, 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's no better way to enhance your 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 McMurry Student Government 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, Bookstore, Chapel, Religious Life, Conference and Enrichment Services office, the office of Residence Life and Housing, the Sports Grille, Academic Enrichment Center, the office of the Director of Student Activities and Orientation, and various other meeting rooms.

## **HEALTH SERVICES**

## **PRES. SOUTH, 793-4857**

The Health Services office is open weekdays from 10:00am to 3:00pm 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 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 the Health Office. The following immunizations, in addition to the basic childhood vaccines, are required of all students:

### **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:**

1. DPT—primary series in infancy
2. TD booster—within past 10 years
3. MMR—two injections since age one (or proof of immunity)
4. TB skin test—a negative test or chest x-ray within past 1 year.
5. Hepatitis B—3 doses prior to enrollment or have started series. Will be required to complete the series.
6. Bacterial Meningitis vaccine is required for all students who apply for on-campus housing in accordance with Texas law effective 1-01-2010.

The following immunizations are highly **recommended but not required**:

1. Varicella—prior to enrollment or proof of immunity
2. 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.

### How to Find What You Need

The McMurry Jay-Rollins Library, like most university libraries in the United States, uses the Library of Congress Classification system. This scheme arranges books according to their subject matter using a combination of letters and numbers. Each book or periodical has its distinctive call number. Call numbers for books (at McM, ACU, APL, HSU, and HPU) may be obtained from ALCON online, which lists books by author, title, and subject. Call numbers for periodicals may be obtained from the "Abilene Library Consortium Union List of Serials" or ALCON. Access to the library catalog, databases, indexes and the Internet is available via public access computers located throughout the library. In addition several computers with word-processing capabilities, Internet access and printing available for student use. A floor plan of the library can be found next to the first floor stairs. Assistance can be found at the Reference and Circulation Desk.

### 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 an attempt will be made to notify the individual requesting the books when it 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 limited circulation so that large numbers of students may have access to them for short periods. Faculty are urged to submit requests 24 hours prior to when the materials will be needed by students.

### Non-Circulating Material

Non-circulating material consists of those items that cannot leave the building. Examples include microfilms, maps, rare books, reference books, current (unbound) and bound periodicals, newspapers, and archival materials.

### Fines

Regular books, college catalogs, records/tapes, and vertical file - 10 cents per day including the day the item is returned. Videos - \$1.00 per day. Reserve books - 25 cents per hour or any part thereof (when the library is open as well as closed).

### Periodicals

Periodicals in the McMurry Library are classified like books. Bound volumes of periodicals are located on the first floor in classification order; those on microfilm are also located on the first floor in the Microfilm Reading Area; and current issues are located in the Current Periodicals Reading Area behind the Circulation Desk on the first floor. The Public Access Catalog or the "Abilene Library Consortium Union List of Serials" should be consulted first for the library's holdings.

### 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 them and their students with library use or library resources in particular subject areas. Arrangements may be made by calling the reference librarian.

### Special Collections

There are four special collections located in the McMurry Library. These are the Archives of the Northwest Texas Conference of the United Methodist Church, 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.

### 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.

### Interlibrary Loan

While the library is usually considered adequate for most undergraduate needs, it is impossible for even the largest library to contain all the material needed for more sophisticated programs. To this end, the library staff, through the interlibrary loan system, is able to borrow from most any library in the country if adequate time is allowed. If the material you need is not owned by the McMurry Library, discuss your needs with the interlibrary loan librarian. Often there is no charge for the loan of materials. The student assumes only the cost of photo duplication, special mailing, or other charges imposed by the lending library.

### Curriculum Collection

Located on the second floor, the Curriculum Collection contains material useful mainly to education students and those enrolled in children's and young adult literature classes. Included are current state adopted textbooks as well as some which have gone out of adoption, curriculum guides, children's literature books, and curriculum reference material.

### Newspapers

The McMurry Library subscribes to the "Abilene Reporter News", the "Dallas Morning News", the "Wall Street Journal", "U.S.A. Today", and the Sunday edition of the "New York Times". These are located in the Current Periodical Reading Area behind the Circulation Desk.

### Other Services

A self-service photocopying machine is located on the first floor. Copies are 10 cents per page and one of the library staff will make your copies for you. Microfilm copying is available by completing the forms located in the Microfilm Reading Area and taking these forms to the Circulation Desk. Library typewriters can be used at no charge to the patron and are located on the first floor. A Library Courier Service is available five times per week between the four Abilene Library Consortium libraries in town and Hendrick Medical Center Library during fall and spring semesters. During May Term and summer, the frequency may be reduced.

### **POST OFFICE**

### **CAMPUS CENTER, 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 am. All mail is up in mail boxes by 9:30 am. 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 provides money orders sold 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, 793-3888**

The Registrar's Office is located in Maedgen Room 105 and is open Monday – Friday from 8am – 5pm. 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

Readmission applications require a \$20 non-refundable application fee and are processed within 10 business days. Readmission applications are required when a student has not been enrolled at McMurry for a minimum of one long term semester.

### Graduation Applications

May/August graduation applications are due September 1st and audits will be mailed in November. Transcripts, substitutions, incomplete grades, CLEP, AP and Departmental Exams must be on file in the Registrar's Office no later than March 1st of the graduating spring semester. It is the student's responsibility to make sure these deadlines are met. Communication regarding graduation will be made through the student's McMurry email address, and the local address that the Registrar's Office has on file. It is the student's responsibility to make sure they check and maintain their McMurry email and make sure their local address is current in the Registrar's Office.

December graduation applications are due February 1st and audits will be mailed in March. Transcripts, substitutions, incomplete grades, CLEP, AP and Departmental Exams must be on file in the Registrar's Office no later than October 1st of the graduating fall semester. It is the student's responsibility to make sure these deadlines are met. Communication regarding graduation will be made through the student's McMurry email address, and the local address that the Registrar's Office has on file. It is the student's responsibility to make sure they check and maintain their McMurry email and make sure their local address is current in the Registrar's Office.

### Campus Connect

Students can access their accounts through the McMurry website via Campus Connect. It is the student's responsibility to maintain their password and be familiar with their Campus Connect account. Students are able to accept or decline their financial aid, they can view their financial account status, they can 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, view any holds that may be on their account as well as many other things.

### 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 their 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, 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, the following activities are offered:

### Weekly Services of Worship

Worship services are nondenominational and offer creative ways for students, administrators, staff, and faculty to gather together in the Carleton Chapel in the Campus Center to celebrate their faith commitment. The following are weekly opportunities:

Monday-9:00pm Breakthrough is a student lead time of worship featuring contemporary praise and worship music, devotional, and prayer time.

Tuesday-11:00am University Worship is a traditional Protestant worship service, which also utilizes the arts, special music, drama, guest musicians, and speakers

Thursday Evening or TBA The Organization of Christian Brothers meets together for a time of prayer in the Carleton Chapel. The Organization of Christian Sisters also meets at this time, again, in the Carleton Chapel.

#### 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**

*Gold Star Office, 793-6550*

*Martin Office, 793-6351*

### **CAMPUS CENTER 104, 793-6550**

*Hunt Office, 793-6451*

*President Office, 793-6251*

Living on campus provides many opportunities to discover and develop friendships and talents. Residents often face challenges of personal responsibility, as they become independent adults. By residing on campus and embracing the University's academic mission, students gain insight into differing lifestyles, cultures, and beliefs of McMurry students. This experience or life on campus is the foundation to life beyond McMurry.

All students are responsible for following the guidelines set by McMurry University concerning housing, as well as all policies and regulations listed in the *Council Fire*, housing agreement, and *Residence Life Guidebook*. All unmarried students without 60 hours (4 Long semesters on campus), under 21 years of age who are not residing with a parent or legal guardian in Abilene or within commuting distance of 30 miles of the university are required to live in a residence hall or on-campus apartment. Additionally, all residential students must purchase a residential meal plan. Students may request exemption from this policy by contacting the Dean of Students in writing. Exceptions are very rare. Housing agreements are for the term of the agreement and any student that breaks the agreement by leaving the halls before the term of the agreement has expired, without authorization from the Dean of Students, will be charged the full amount of the agreement and meal plan.

#### Residence Life Staff

The residence halls are supervised by a full-time director of residence life (DRL) or full-time residence hall directors (RHD). In addition to the professional staff, each residence hall has student resident assistants (RA). These students are selected for their character, outstanding leadership abilities, interest in students, and experience in residence hall living. They are considered employees of the university and are trained to assist students in their living/learning environment. RA's are trained to assist students academically, socially, spiritually, physically, vocationally, and emotionally.

### **SERVANT LEADERSHIP**

### **PRES. SOUTH, 793-4997**

The Servant Leadership Center of the Southwest at McMurry University exists to form leaders who are servants first. In a culture of diverse leadership strategies and style, the Servant Leadership Center is dedicated to the formation of intentional leadership centered in service and virtue. This is accomplished formally and informally, within and outside the university setting. The Servant Leadership program teaches principles of leadership, but also teaches the means by which these should be used for the betterment of community and society.

Current Servant Leadership course offerings include *Introduction to Ethics, Concepts and Techniques of Servant Leadership, Formation in Servant Leadership, and Principles of Leadership*. *Ethics and Concepts and Techniques* fulfill McMurry University's general education requirement for Leadership, Excellence, and Virtue. *Introduction to Ethics* is taught in a traditional lecture-discussion format. *Concepts and Techniques* is taught in a traditional lecture-discussion format. *Concepts and Techniques of Servant Leadership* includes lectures, small group discussion and learning activities, and service learning assignments in nonprofit

agencies around Abilene. Additionally, the History Department offers *Leadership and Virtue in World History* and *Leadership and Virtue in American History* which, along with previously mentioned courses, fulfill requirements for the Servant Leadership portion of a Bachelor of Interdisciplinary studies degree.

#### Servant Leadership Student Council

The purpose of SLSC is to connect the Servant Leadership program with the community at large and to give the McMurry community a sense of ownership in the Servant Leadership program.

#### Servant Leadership Preceptors

Students who successfully complete *Concepts and Techniques of Servant Leadership* are eligible to serve as preceptors (small group leaders) in subsequent semesters. Preceptors lead weekly learning activities and oversee their group's work in service leaning placements this is a paid, work-study, position.

### **STUDENT AFFAIRS**

**PRES. SOUTH, 793-4680**

The life of a McMurry student involves much more than attending classes and studying. At McMurry, students can acquire incredible knowledge in the classroom, but can also acquire and develop leadership, social, and communication skills by becoming actively involved in student organizations, campus life, residence life, and a host of other activities. The bottom line is - Get Involved!

Student Affairs serves as a resource for students, faculty, and staff in student development, social clubs, residence life, career services, religious life, student activities, university recreation, activity center, pool, campus center, wellness center, counseling, disability services, student conduct, campus security, SOAR, and Vision Quest.

#### Emergencies

Students are encouraged to contact the Student Affairs Office should an unfortunate emergency occur (death, accident, etc.). The Student Affairs Office 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.

### **STUDENT RETENTION SERVICES      REGISTRAR'S OFFICE, 793-3811**

The purpose of Student Retention Services is to assist students who are struggling with issues that could interfere with their continued attendance at McMurry. The Coordinator, Sandy Patterson, serves as the liaison between students and the resources available on campus. The Coordinator is also involved in efforts designed to positively impact overall retention of students here at McMurry University.

### **UNIVERSITY WELLNESS & RECREATION      HUNT PE CENTER, 793-4848 ACTIVITY CENTER/NATATORIUM, & WELLNESS CENTER**

The McMurry University Wellness & 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 & 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. Opportunities for part-time employment as sports officials are also offered.

### 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 their parents. Equipment may be checked out in the Wellness Center during operating hours. Open play times vary with the class and intramural schedules. Aquatics programs include recreational swimming, instructional classes, and special events. For more information visit our web site at: <http://www.mcm.edu/students/wellness/index.htm>.

### 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 you with instruction on proper use of the equipment and answer any wellness related questions you 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.

## **STUDENT CODE OF CONDUCT**

### Introduction

Consistent with the 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.

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 of the McMurry Student Code of Conduct are referred and adjudicated through the Student Affairs Office under the direction of the Dean of Student Affairs. This version of the Student Code of Conduct is accurate only to the publication date of the *Council Fire*. Updates and revisions are available each semester (if applicable) from the Student Affairs Office and the McMurry Student Government Office.

### Judicial Authority

The Dean of Student Affairs has jurisdiction over all alleged violations of the McMurry University Student Code of Conduct and determines which judicial body shall be authorized to hear each case. Additionally, the Dean of Student Affairs 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 Dean of Student Affairs shall be final, pending the normal appeal process.

At the discretion of the Dean of Student Affairs, a judicial body may be designated as arbiter of disputes within the student community in cases which do not involve a 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

A. Jurisdiction of the University

Generally 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 has taken place off-campus or is associated with an event sponsored by any member of the University community.

B. Conduct - Policies and Regulations

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

STUDENT CODE OF CONDUCT (SCC)

*McMurry University  
Revised – June 1, 2007*

101 Dishonesty	110 Illegal Narcotics
102 Disruption of Activities/Events	111 Alcohol Use and Possession
103 Physical Abuse	112 Firearms and Weapons
104 Theft/Property Damage	113 Disorderly or Obscene Conduct
105 Hazing	114 Fire Safety Equipment
106 Failure to Comply	115 Gambling
107 Unauthorized Use of Facilities	116 Solicitation
108 Bicycles, Roller Blades, and Skateboards	117 Misuse of Computers and Technology
109 Published Policies and/or Federal, State, or Local Law	118 Abuse of the Judicial System
Contact the Student Affairs Office for additional clarification or information regarding the Student Code of Conduct.	

101. Dishonesty. Acts of dishonesty, including but not limited to the following:
  - a. Cheating, plagiarism, collusion, or other forms of academic dishonesty.
  - b. Furnishing false information to any University official, staff or faculty member or office.
  - c. Forgery, alteration, or misuse of any University document, record, or instrument of identification.
  - d. 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 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 officer 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 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:
  - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose including reading others email.
  - b. Unauthorized transfer of a file.
  - c. Unauthorized use of another individual's identification and password.
  - d. Unauthorized access into network files.
  - e. Use of computing facilities to interfere with the work of another student, faculty member or University official.
  - f. Use of computing facilities to send, receive, or view obscene or abusive messages or information, including pornography.
  - g. 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:
  - a. Failure to obey the summons of a judicial body or University official.
  - b. Falsification, distortion, or misrepresentation of information before a judicial body.
  - c. Disruption or interference with the orderly conduct of a judicial proceeding.
  - d. Institution of a judicial proceeding knowingly without cause.
  - e. Attempting to discourage an individual's proper participation in, or use of, the judicial system.
  - f. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding.
  - g. Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding.
  - h. Failure to comply with the sanction(s) imposed under the Student Code of Conduct or probation violation.
  - i. Influencing or attempting to influence another person to commit an abuse of the judicial system.

### **University Housing Policies and Regulations**

The following regulations are intended as a statement of general principles and not as an all-inclusive list. RESIDENTS ARE EXPECTED TO USE COMMON SENSE, GOOD JUDGMENT, AND COURTESY IN GOVERNING THEIR ACTIONS. In addition to regulations stated herein, each residence hall may have its own set of specific policies that each resident is expected to learn, know, and follow.

Policy violations are referred to the Dean of Student Affairs or designated hearing officer for adjudication. Generally, violations of residence hall policy are then referred to the Residence Hall Judicial Council.

## UNIVERSITY HOUSING POLICIES

*McMurry University  
Revised June 1, 2007*

201 Tampering/Unauthorized Access	207 Guest Visitation
202 Dangerous or Unsafe Items	208 Room Safety
203 Pets	209 Inconsiderate Behavior
204 Street Signs	210 Hall and/or Room Damage
205 Hazardous Materials	211 Unauthorized Room Change/Checkout
206 Cooking	212 Decorations
Contact the Resident Director or the Resident Assistant for additional clarification on any of these policies.	

201. Tampering/Unauthorized Access. Tampering with facilities, doors, locks, bathroom equipment, and/or electrical, telephone, or cable outlet boxes or wiring and/or unauthorized access to balconies, roofs, and secured areas.
202. Dangerous or Unsafe Items. Dangerous or unsafe items in the room, such as: incense or candles (burned or unburned), halogen lamps, toasters or microwaves (except Gold Star), hotpots, grills, hot plates, fryers, ovens, other cooking devices or excessive extension cords. Coffee pots and popcorn poppers are permissible.
203. Pets. Pets (excluding small fish and aquariums, and trained animals for disabilities) are not permitted in the residence halls.
204. Street Signs. Possession of street signs, highway markers, and other official markers in the residence hall. Possession of official markers is illegal in the Texas Penal Code as well as in many city ordinances.
205. Hazardous Materials. Use of the residence hall or room to store gasoline or other flammables and/or repair of or storage of motorcycles or engines.
206. Cooking. Cooking in the room. All halls have kitchens and microwaves available for use by residents. Any food kept in the resident's room should be tightly sealed and stored. Failure to do so will subject a resident and his/her neighbors to infestation by ants and other insects.
207. Guest Visitation. Failure to register or escort guest in the hall; visitation during restricted hours; and/or inappropriate or inconsiderate behavior during visitation.
  - a. Guest visitation is the period of time in the day that members of the opposite sex may visit you in your private room. Students are welcome to have opposite sex guests provided they follow the policy established by the University. Visitation is from 12:00 noon – 12:00 midnight seven days a week (every day).
  - b. During visitation, visitors MUST sign in at the front desk and indicate the resident(s) they wish to visit.
  - c. While in the identified room, the room door MUST be COMPLETELY open.
  - d. Visitors MUST always be escorted by the resident while in the hall and may only enter and leave by the front door.
  - e. Guests under the age of 18 are not permitted in a resident's room unless approved by a university official or accompanied by a parent or legal guardian.
  - f. It is permissible to have overnight visitors of the same sex, but they MUST be registered with the Residence Director and not conflict with your roommate's space and privacy. Registering your guest provides information in case of emergency or in case the person needs to be contacted. There is a seventy-two hour limit for overnight guests staying in University Housing, which includes

the University Apartments. The same guest may not stay more than three (3) nights in any two week period.

g. Resident's and guests should use sound judgment and be courteous of other residents and roommates.

208. Room Safety. Inadequate room safety, unsanitary or creating a safety hazard; failure to correct any problems or to cooperate with residence hall staff during room inspections.

209. Inconsiderate Behavior. Inconsiderate behavior; excessive noise in the hall or from the room; and/or behavior which may be damaging to the hall or disrespectful of other residents including, but not limited to: water fights, crawling through windows, throwing items from windows, smoking or dipping inside the building or in the room, contract violations, or failing to properly dump trash in the outside dumpsters.

The noise level in or near the residence halls should ALWAYS be such that residents may study or sleep (weekends included). Quiet hours are observed in and around the residence halls from 10 p.m. - 8 a.m. daily. During Dead Day and Finals Week, quiet hours are effective 24 hours. During these hours, radios, stereos, tape players, TVs and musical instruments should be kept at a low volume. Such noises as banging doors, honking horns, yelling and screaming, bouncing balls, and screeching tires are very inconsiderate and will not be tolerated in the residential community. Any complaints of excessive noise should be first confronted resident to resident. If the noise continues the behavior should be reported to the Resident Assistant.

As usual, 24 hour "courtesy" hours are always enforced. Courtesy hour's means that at any time during the day a student may politely request you turn down a stereo, television, or activity to honor the academic atmosphere of the hall or to be considerate of others in the residential community.

210. Hall and/or Room Damage. Excessive hall and/or room damages including writing on doors and furniture, artwork on walls, bathrooms left un-cleaned, pinholes, tape marks, and other such damages. Inventory cards are to be checked thoroughly when a resident moves into or out of a room. Damages are generally billed directly to the student and taken from the hall deposit.

211. Unauthorized Room Change/Checkout. Room changes without permission from the ADRL or RHD. Improper checkout from a room assignment at any time.

212. Decorations. Any safe decorations. Failure to remove decorations in a timely manner. Only artificial Christmas trees are permitted. Cut greenery, such as live Christmas trees or wreaths, is prohibited in resident's rooms.

### C. Violation of Law and University Discipline

1. If a 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 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 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 University 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 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.
2. The Dean of Student Affairs 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. 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 chooses not to dispose of the case administratively by mutual consent, s/he will determine which judicial body will hear the case or suspend the investigation pending future action.
  - a. Any student accused of violating the Student Code of Conduct will be summoned by the Dean of Student Affairs. 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 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 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 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 student, the chairperson of the Dean of Student Affairs, at his or her 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 is final and there is no appeal of proceeding or sanction.
3. There are three judicial bodies the Dean of Students may refer charges to for a hearing: administrative judicial board, residence hall judicial council, and the men’s or women’s interclub council. 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 of the specific judicial body.
  - b. Admission of any person to the hearing shall be at the discretion of the judicial body chairperson and/or the Dean of Student Affairs. The complainant and the accused may have a limited number of witnesses available to speak to the charges (determined by 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).
  - c. The complainant and the accused, at their own expense, may have an advisor who is a full-time faculty/staff member of the University. 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.

- d. The complainant, the accused and the judicial body shall have the privilege of presenting witnesses, subject to questioning by the judicial body.
  - e. Pertinent records, exhibits and written statements may be accepted as information for consideration by a judicial body at the discretion of the chairperson.
  - f. All procedural questions are subject to the final decision of the chairperson of the judicial body.
  - g. After the hearing, the judicial body shall determine (by simple majority vote if the judicial body consists of more than one person) whether the 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.
  - h. 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.

### **Sanctions**

1. Other than University suspension and expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's confidential conduct record. Conduct records shall be kept in the Student Affairs Office and shall be expunged five years following graduation from the University by the student.
2. The following sanctions may be imposed upon groups or organizations:
  - a. Sanctions 4a through 4c listed below
  - b. Deactivation (loss of all privileges, including University recognition, for a specified period of time).
3. The Judicial Body will follow predetermined guidelines in imposing sanctions. The Dean of Student Affairs is not limited to the sanctions recommended by members of the Judicial Body. 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.
4. **Sanctions** (in order from least severe to most severe)
  - a. *Warning*: Oral or written admonition of a 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 (More than one of the sanctions listed below may be imposed for any single violation):
    - i. *Loss of Privileges*—Denial of specified privileges for a designated period of time.
    - ii. *Fines*—A monetary amount payable to the University.

- iii. *Restitution*—Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
  - iv. *Discretionary Sanctions*—Work assignments, written apologies, written papers, taking courses, service to the University or community, or other related discretionary assignments.
  - v. *Housing Probation*—An official warning that the student’s conduct is in violation of McMurry University Housing Policies, but is not sufficiently serious to warrant housing suspension or housing expulsion. Future violations of the Student Code of Conduct and/or Housing Policies may result in suspension or expulsion from the residence halls or apartments.
  - vi. *Housing Suspension*—Separation of the student from the residence halls or apartments for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
  - vii. *Residence Hall Expulsion*—Permanent separation of the student from the residence halls or apartments.
  - viii. *Parental Notification*—at the discretion of the Dean of Student Affairs, parents may be notified by telephone or in writing if necessary in order to ensure the student’s own health or safety, or in the event of an alcohol/drug violation.
- c. *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:
- i. Ineligibility to hold an office in any student or campus organization recognized by the University or to hold any elected or appointed office of the University.
  - ii. Ineligibility to represent the University to anyone outside the University community in any way, including representing the University in any official function, intercollegiate athletics or any forms of intercollegiate competition or representation.
  - iii. Additional restrictions or conditions also may be imposed, depending on the nature and seriousness of the misconduct.
- d. *Interim Suspension*: In certain circumstances, the Dean of Student Affairs may impose a University or residence hall sanction or suspension prior to the hearing before a judicial body.
- i. 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.
  - ii. 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 or privileges for which the student might otherwise be eligible, as the Dean of Student Affairs may determine to be appropriate.
- e. *Suspension*: Separation of the 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.
- f. *Expulsion*: Permanent separation of the 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 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 who 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 are 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. 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 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 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 appealing at the time of the original hearing.
4. 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.

## **Interpretation and Revision**

1. Any question of interpretation regarding the Student Code of Conduct shall be referred to the Dean of Student Affairs for final determination.
2. The Student Code of Conduct shall be reviewed at least every three years under the direction of the Dean of Student Affairs.

## **Definitions**

1. The term "University" means McMurry University.
2. The term "student" includes all persons taking courses at or from the University, both full-time and part-time. It also includes student organizations. Persons who are not officially enrolled for a particular term, but who have a continuing relationship with the University are considered "students."
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 the 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 Dean of Student Affairs.
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 Dean of Student Affairs to determine whether a student has violated the Student Code of Conduct and to recommend imposition of sanctions through the Dean of Student Affairs. The Dean of Student Affairs may accept, reject, or modify the decision or sanction of the judicial body at his or her discretion. These shall be, unless noted elsewhere, the Residence Hall Judicial Council, Men’s or Women’s Interclub Council, or the Administrative Judicial Board.
9. The term “Dean of Student Affairs” means a University official authorized on a case-by-case basis to impose sanctions upon students found to have violated the Student Code of Conduct. The Dean of Student Affairs may authorize a designee to serve on their behalf as an advisor, investigator, or chairperson to a judicial body.
10. The term “Appellate Board” means any person or persons authorized by the University to consider an appeal from a judicial body’s determination that a student has violated the Student Code of Conduct or from the sanctions imposed by the Dean of Student Affairs. These shall be, unless noted elsewhere, the MSG Student Supreme Court, the Judicial Review Board, and the President of the University.
11. The term “shall” is used in the imperative sense.
12. The term “may” is used in the permissive sense.
13. The term “Residence Hall Judicial Council” refers to eight students selected and trained annually by the Dean of Student Affairs to hear charges of primarily residence hall violation. A quorum of five is required to hear a case. A Chief Justice is determined from the eight justices who preside over all proceedings.
14. The term “Men’s or Women’s Interclub” refers to the governing body of campus social clubs and organizations. The respective Interclub President presides over all proceedings according to the respective interclub constitution and bylaws.
15. The “Administrative Judicial Board” refers to a panel of three faculty/staff selected and trained by the Dean of Student Affairs to hear violations of the student code of conduct. The Dean of Student Affairs presides over all proceedings.
16. The term “MSG Supreme Court” refers to five students appointed by the MSG President and approved by the MSG Senate to hear appeals of student traffic violations, the Residence Hall Judicial Council, and the Men’s or Women’s Interclub Council. The Chief Justice, selected by the MSG President, presides over all proceedings.
17. The term “Judicial Review Board” refers to a panel of four presided by the Chair of the Judicial Review Board who is appointed by the University President. The panel includes one faculty (selected by the Chair of the Judicial Review Board) and two students (appointed by the MSG President) to hear appeals of the Administrative Judicial Board, MSG Student Supreme Court, or the Dean of Student Affairs.
18. The Dean of Student Affairs is that person designated by the University President to be responsible for the administration of the Student Code of Conduct.
19. The term ”policy” is defined as the written regulations for the University as found in, but not limited to, the Student Code of Conduct, *Council Fire*, residence hall publications, and the University catalog.
20. 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) using the same material to submit for credit in differing courses without prior approval from the instructors.
21. 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.

22. 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.
23. The term “notice” generally means at the time the letter, document, or information was mailed.

Revised – June 1, 2007

*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.*

## 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, McM Alert 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](mailto: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 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, Campus Center AEC, Bookstore, Campus Center 113, Radford, Gold Star, or 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.

## University Housing

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.

