McMurry University

Student Handbook
2017-2018
Welcome from the Dean of Students & Campus Life

Dear McMurry Students,

Welcome to McMurry University!

College is an adventure. It takes a community to make this adventure a rich, vibrant and successful learning experience for each of our students. We hope you will choose to become involved and invested in our community through your participation in all that McMurry has to offer – through participation in student involvement opportunities like being a member of one of our Social Clubs or one of the many other clubs and organizations. Many McMurry students are scholar-athletes on one of our twenty intercollegiate athletic teams, participate in our performing arts program, or as an involved commuter or resident in one of our many residential living areas. And this just scratches the surface!

This handbook is designed to help you learn about your role as a member of the McMurry University community, as well as the responsibilities and opportunities therein. Please take time to review the policies and procedures contained in this handbook. These expectations will serve as a guide for you during your time here - and will help all of us in our efforts to live, learn, grow and work together. If you have any questions, please visit me in the Student Affairs Office located on the first floor of President Hall.

In fact, whether you have a question or just wish to share your ideas or concerns, the Student Affairs staff invites you to stop by and visit our offices – Campus Security (President Hall), Career Development (Old Main), Counseling Services (President Hall), Health Services (President Hall), Housing & Residence Life (Garrison Campus Center), Student Engagement (Garrison Campus Center), Student Affairs (President Hall) and University Wellness & Recreation (Hunt PE Center). As a member of our student body, you and your experience matter to us. Please let us know if you have suggestions on how we might make McMurry an even richer learning experience for you.

Wishing you great year at McMurry,

Allen B. Withers, Ph.D.
Dean of Students & Campus Life
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Welcome from the McMurry Student Government President

Hello War Hawks!

As your Student Government President, I would like to welcome all those new and returning to the McMurry Community! This handbook includes important information regarding student life, university offices and services, and various other helpful tips to guide you along the way! It highlights many of the things that I love about McMurry!

For instance, you will quickly find that McMurry provides many opportunities for involvement. There are countless clubs, leadership opportunities, work-study positions, and activities on campus and in the Abilene area. The suggestion to get involved early and often is something you will hear a lot during these four years, but it is truly important! We are here to learn, and college has so much to offer both in and outside of the classroom. These are special years when you will make lifelong friends and meet mentors who will help you reach your full potential to discover who you truly are. You are going to have the time of your life experiencing all of this, but you will soon realize that it goes by in a flash. It’s important that you remember to take advantage of these opportunities because this period of your life goes by so quickly! I encourage you to join a club, volunteer for a service event, or apply for a student leadership position. Attend student-led events such as McMurry Homecoming, McMadness, International Dinners, Spring Thing week and many others. It is these experiences that help define what it means to be a War Hawk!

Another great thing about McMurry are the incredible people and resources available to all students. Offices and programs including the Health Center, Counseling Services, First Year Programs, Student Engagement, Servant Leadership and many, many more are here to help you in any way they can. McMurry Student Government (MSG) is another resource that is always available to you. We hold weekly meetings during the semester where we provide the opportunity for students to attend and voice their concerns and suggestions. MSG is here to represent and support you – the students!

I wish you all the best of luck as you take on this school year! Again, McMurry provides us with the opportunity to achieve great things and realize our full potential. It is so important that every one of us becomes involved and contributes to this community. Each graduating class is full of students who continuously defy expectations in every aspect of student life and leave us with an unforgettable legacy. I truly can’t wait to see what we will all accomplish this year!

Ala Cumba!

Hope Rouse
2017-2018 President of McMurry Student Government
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MISSION OF MCMURRY UNIVERSITY

Shaped by Christian principles, McMurry University challenges students to examine our complex world from multiple perspectives in preparation for lives of leadership, service and professional success.

The University fulfills this mission by fostering a campus culture that is distinctive in the following ways:

**McMurry is shaped by the Christian faith.**
As a United Methodist institution grounded in the Wesleyan traditions of intellectual achievement and vital piety, McMurry nurtures and cares for each student as a unique individual, helps students through the many challenges of higher education, and provide the resources necessary to help students grow as whole persons spiritually, emotionally, morally, intellectually, socially, and physically. Our pursuit of academic excellence is supported by our belief that truth, in a universe created by God, is nothing to fear. We honor the Creator when we use our minds for their intended purpose of learning in ways unhindered by prejudice or ignorance.

**McMurry provides a liberal arts education to every student.**
We believe that the liberal arts are the foundation of an examined, informed, and worthwhile life. Throughout the general education curriculum, all students engage questions of goodness, truth, and beauty as they have been interpreted by the leading lights of ancient and modern civilizations. Through the liberal arts, our students develop an abiding sense of personal integrity, an informed appreciation for the perspectives of others, and a clear vision of their moral and spiritual identity.

**McMurry prepares students for a fulfilling life of leadership and service.**
On the basis of our shared liberal arts background, McMurry students pursue studies that prepare them for a variety of worthwhile careers. McMurry’s extracurricular activities, programs, and organizations give students practical experience in leadership and service. Whether entering professional life upon graduation or going on to graduate study, students leave our campus with a solid basis for a fulfilling life of leadership and service in their chosen professions and their civic and religious communities.

**McMurry expects and enables excellence throughout the University community.**
We believe that our distinctive campus culture will flourish only if all members of the McMurry community strive for excellence. We commit ourselves to high expectations for everyone at McMurry - students, faculty, administrators, trustees, and staff - and to provide the human and financial resources necessary for meeting those exacting standards. We aim to be a community in which students expand their intellectual and cultural horizons as they develop an enthusiasm for lifelong learning. We pledge to hold our students accountable to the highest possible standards of academic achievement and to provide excellent professors who will help them meet these expectations.

**HISTORY**
McMurry University was founded in 1923 as a United Methodist institution, and is a vibrant and comprehensive center of higher education. McMurry has a national reputation for excellence and value through the achievements of its faculty, students and graduates. The University enrolls more than 1,000 students and has an average class size of 16.

Offering a diverse academic curriculum, students can choose from 45 majors in the arts, business, education and the sciences as well as our pre-professional programs in nursing, medicine, dentistry, engineering, law, pharmacy, physical therapy and others.

McMurry has 40 clubs and organizations and 20 intercollegiate sports. Students are engaged with the community and averages 24,000 hours of annual service.
McMurry is guided by our core values: Christian Faith as the foundation of life, Personal Relationships as the catalyst for life, Learning as the journey of life, Excellence as the goal of life, and Service as the measure of life.

The establishment of McMurry University began in the heart and vision of a single person, McMurry founder and first president Dr. James Winford Hunt. He had a vision of establishing a Methodist college in West Texas. He wanted it to represent academic excellence. He wanted the college to be able to prepare young men and women for lifetime work and to be whole human beings who could function effectively in society.

McMurry’s mission still reflects Dr. Hunt’s philosophy of higher education: Shaped by Christian principles, McMurry University challenges its students to examine our complex world from multiple perspectives in preparation for lives of leadership, service, and professional success.

ACADEMICS

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

ABSENCES
The following guide will help you determine the number of unauthorized absences allowed before a professor may drop a student 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 TR classes per semester
- 1 absence in a 2 or 3 hour class that meets once a week
- 3 tardies equals one absence

ADDING OR DROPPING COURSES
A student may add a course with the permission of the advisor at any time during the first 5 days of the semester. A student may drop a course with the permission of the instructor and the advisor with the grade of W at any time through the sixth week of the semester. After the sixth week of class, a student may drop a course with the permission of the instructor and the advisor and will be assigned the grade of WP or WF. For information regarding the last date to withdraw from a class, refer to the college calendar on page 4. A course may not be dropped after that date. The process of adding or dropping a course has not been completed until the form requesting permission to add or drop a course has been returned to and processed by the Office of the Registrar.

ACADEMIC PROBATION AND SUSPENSION
The institutional requirement for graduation is a “C” (2.00 grade point average) or higher; notification of probation is a warning that a student’s grades fall below acceptable standards. If substandard performance continues, a student is then suspended from continued enrollment. At the conclusion of each fall and spring semester, every student’s performance is evaluated to determine whether probation or suspension is warranted.
This performance evaluation is based on cumulative hours (the higher of attempted or earned) including transfer hours, as stipulated in the categories below.

**Academic Probation.** A student is placed on academic probation when his or her cumulative GPA falls below the minimum requirements in the table below.

<table>
<thead>
<tr>
<th>Hours</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-32</td>
<td>1.60</td>
</tr>
<tr>
<td>33-48</td>
<td>1.80</td>
</tr>
<tr>
<td>49 and Above</td>
<td>2.00</td>
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</tbody>
</table>

**Academic Suspension.** A student on academic probation whose cumulative grade point average falls below that indicated below, will be placed on academic suspension. The third consecutive semester of grades below probation but above suspension will result in suspension.

<table>
<thead>
<tr>
<th>Hours</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-32</td>
<td>1.40</td>
</tr>
<tr>
<td>33-48</td>
<td>1.60</td>
</tr>
<tr>
<td>49 and Above</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Students on suspension may appeal for reinstatement to the Student Appeals Committee. Suspended students may not enroll at McMurry for a minimum of one full semester and must receive readmission approval before re-enrolling. Suspended students who are allowed to re-enroll are placed on probation for the semester in which they are readmitted.

The Application for Readmission is obtained from the Registrar’s Office and is processed through the Vice President for Academic Affairs (VPAA), Vice President for Enrollment Management, and the Vice President for Financial Affairs. The VPAA will notify the student of the action taken on the Application for Readmission. Applications for Readmission should be submitted to the Registrar at least 7 days before the beginning of the semester for which the student desires readmission.

**GRADE APPEALS**

Grade appeals involve disputed course grades. If a student disagrees with the grade received in a class, he or she has the right to appeal using a formal appeal process. Grade appeals deal with the policies, as stated on the course syllabus, by which grades were to be determined. All grade appeals must thus be confined to class policy and the assignment of grades. Concerns or complaints about faculty attitudes, ideas, or behavior should be directed to the chair of the department offering the class or to the Dean of Students. If the chair is the subject of the complaint, the student should speak with the Vice President for Academic Affairs.

The process for appealing a grade must be completed within 30 working days of the posting of the grade in question. In exceptional circumstances (e.g., an instructor being out of town or otherwise unavailable), the Associate Vice President for Academic Affairs for Academic Administration (AVPAA-AA) can extend the 30-day time limit. The process works as follows (except for graduate courses and courses taken in the Patty Hanks Shelton School of Nursing):

1. Within a week of receiving the semester grade report with the grade in question, the student should contact the instructor of the course and determine if he or she reported the grade correctly.
2. If meeting with the instructor does not resolve the dispute, the student can proceed with the complaint by discussing the issue with the chair of the department. Depending on the situation, the chair may request a follow-up meeting to include the student and instructor.
3. If meeting with the chair does not resolve the dispute, the student can appeal to the Associate Vice President for Academic Affairs for Academic Administration (AVPAA-AA). The student must submit
documentation to the AVPAA-AA consisting of the following materials: (1) A written statement of the issue and chronological review of past attempts to resolve it with the instructor and department chair; and (2) additional pertinent documentation in support of his or her argument, including a copy of the course syllabus and specific assignments or course work related to the complaint.

4. If necessary, the AVPAA-AA will seek additional information from the instructor and other relevant sources. The AVPAA-AA will deny or uphold the appeal within 10 working days of receiving the information.

5. If either the student or the instructor wishes to appeal the AVPAA-AA’s decision, a written request to that effect should be sent to the chairperson of the Student Appeals Committee within two working days. The chairperson will contact both student and instructor to set a meeting for the appeal before the committee. The chairperson will request all materials pertinent to the appeal from the AVPAA-AA, and will disseminate those materials to the members of the Student Appeals Committee at least five working days prior to the scheduled meeting.

6. At the appeal before the Student Appeals Committee, both student and instructor, in turn, will have no more than five minutes each to provide any other supporting materials or to make a statement. Both will be questioned by the members over the materials placed before them as well as over the individual statements of the student and the instructor for a period not to exceed twenty minutes. Time limits may be modified or waived by a vote of the committee membership. Then, both student and instructor will be excused and the Student Appeals Committee will vote on the matter. A simple majority vote is required either to uphold or to deny the appeal. The student, instructor, chairperson, AAVP-AA, Vice President for Academic Affairs, and Registrar (if necessary) will be notified in writing of the decision within three working days.

7. Grade appeals related to academic dishonesty (cases wherein students have been penalized by an instructor for having cheated on any assignment) fall under the same procedures as described above.

8. Grade appeals in academic programs that do not fall under the divisions of the University (e.g., developmental courses) should be handled in this order: the instructor, the program director, the AVPAA-AA, and the Student Appeals Committee.

9. Decisions of the Student Appeals Committee are final, and cannot be further appealed.

WITHDRAWAL FROM THE UNIVERSITY
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 to obtain a withdrawal form, exit survey. (Maedgen 105)

2. Take the form to the Financial Aid Office.

3. Take the form to the Student Affairs Office to meet with the Dean of Students & Campus Life. (South Wing of President Residence Hall, Room 101)

4. Take the form to the Residence Life and Housing Office in Campus Center 104.

5. Take the form to the MOVE Office in the Cooke Hall 103.

6. Take the form to the Student Accounts office. (Maedgen, Room 102)

7. Return the completed form to the Registrar’s Office. (Maedgen, Room 105)

Unless a student officially withdraws, the University has no choice but to record a grade of “F” in every course in which the student was enrolled. See the Financial information section in the latest University catalog for refund dates and amounts.
CAMPUS RESOURCES

ACADEMIC ADVISING

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; assists with registration; 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

The Academic Enrichment Center (AEC), located in the Jay Rollins Library, is an integral part of the academic services of McMurry University. The AEC serves the university by providing academic support and instructional resources for students, staff, and faculty in a comprehensive learning environment. Resources include a scanner, color printer, fax machine, and access to academic software programs. Services provided include professional tutoring, peer tutoring, computer tutorials, and internet access. Links to the hours of operation and tutoring schedules are available on the McMurry webpage at http://academics.mcm.edu/aec/tutorschedule.pdf.

ACCESSIBILITY & ACCOMMODATIONS

Accessibility & Accommodations 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 the Disability Services Coordinator current and 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 the Disability Services office to discuss academic needs before the beginning of each semester so that reasonable accommodations may be made.

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). All information is kept in script confidence. Students without appropriate documentation of their disability will not receive accommodations.

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 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.

Accessibility & Accommodations services do not offer testing for disabilities, but we can provide referrals. Accommodations that are provided include, but are not limited to the following:

- academic accommodations
- Extended test time
- Accommodations for participation in university-sponsored activities
- Testing in a separate room
• Note-taking assistance
• Assistance in identifying local and community services
• 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.

Please refer to the website for information on how to apply for accommodations:
http://services.mcm.edu/disability/index.

**Service/Emotional Support Animals:** McMurry University acknowledges and respects the need for such accommodations. In accordance with the Americans Disability Act, service animals are permitted on campus, and although it is not required, it is highly encouraged for students to report their service animal to the Disability Services Coordinator. Emotional Support Animals must be approved through the Disability Services Office and the Office of Residence Life prior to being brought onto campus. Please contact the Residence Life Coordinator for more information. Students with approved Emotional Support Animals must gain approval the beginning of each semester in order to have their animal continue to reside with them on campus.

**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.

**CAMPUS SECURITY**
PRESIDENT HALL, 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://services.mcm.edu/security/index.html

McMurry University Security’s Anonymous Tip Web Page:
(If you see crime occurring on campus and you would like to submit an anonymous report, please fill out the form below. All information is kept strictly confidential, and the sender of the information cannot be identified.)
http://services.mcm.edu/security/silent-witness/index.html

McMurry University Security’s “Thought You Would Like to Know” Report Form:
(If you see any problems, have any concerns, recommendations, or ideas regarding campus lighting or safety issues, please let our department know by filling out this form.)
http://services.mcm.edu/security/form/index.html

**CAREER DEVELOPMENT**
OLD MAIN 106, 793-4882
McMurry University office of Career Development provides a variety of career opportunities that can assist students and alumni in making wise career decisions. Opportunities provided are:

• Career Counseling/Testing – Help with decisions concerning majors, careers, and career-related issues. Learn about yourself and what careers/majors would be a good fit for you.
• Workshops/Resources – Assistance in creating resumes, job search strategies, interview skills, networking, and job fair skills.
• Employment Services – Online Job postings are provided for on-campus work study jobs and also for off campus part-time and full-time jobs as well as internships. Resume and cover letter critique is available. Opportunities for on-campus recruiting and on-campus interviews are offered.
• Special Programs – Recruiters from across the state come to our on-campus and off-campus Career Fairs to recruit our students and alumni. Senior programming brings together many resources for seniors to gain information concerning graduation and life afterward. The Etiquette Dinner offers an informational dining experience on proper etiquette.

CENTER FOR COMMUNITY INCLUSION  
GARRISON CAMPUS  
CENTER 105, 793-3864

The Center for Community Inclusion is committed to celebrating the core values of advocacy, empowerment, innovation, and engagement with the entire McMurry University community. In doing so, we strive to develop an institutional climate of inclusion and equity for all our students, faculty, and staff. We believe collaborative learning provides opportunities to explore our community’s diverse fabric of race/ethnicity, gender, religion, orientation, ability, nationality, and socioeconomic class. As such, we hold firm to our Methodist tradition by choosing benevolence towards others and extending our Christian hospitality as an expression of our faith. All members of the McMurry community are welcome to visit the office to learn more about how to:

• Create curricular and co-curricular opportunities for the campus community through experiences related to identity, well-being, cross-cultural communication, diversity and social justice concepts (examples include the Diversity Affairs Council, Interfaith leadership, Internationalization initiatives, the Model United Nations program, among others).
• Cultivate a safe campus climate for all students, regardless of background, including the traditionally underrepresented, underserved and marginalized student populations (examples of activity include leadership in the planning and programming of themed events on campus through involvement in the several student-led organizations on campus with these themes as a focus).
• Engage in and encourage collaborative partnerships between university constituents and the local community (examples include Better Together Alliance and the Interfaith Youth Core, Internships with the International Rescue Committee, among others).
• Contribute to the local, national, and international discourse regarding diversity and social justice. The Center Director of Community Inclusion is available to assist in the provision of both human and material resources, periodicals, publications, among others, to those interested in acquiring more knowledge on national, local, and international conversations centered on diversity and social justice.

CONFERENCE & ENRICHMENT SERVICES  
CAMPUS CENTER 101, 793-4853

The Office of University Events 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 University Events office.

COUNSELING SERVICES  
PRESIDENT HALL SOUTH, 793-4880

Counseling services are 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.
Appointments are required and available on a first-come, first-serve basis. Counseling services are currently offered without charge to McMurry students and staff. Who needs counseling? Wide ranges of concerns are addressed in counseling. Frequent concerns include adjustment to college, relationship difficulties, depression, anxiety, low self-esteem, healing from emotional, physical, or sexual abuse, life transitions, stress management, sexuality, alcohol and drug use, and eating disorders. 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. 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, etc., without a signed release form.

DINING SERVICES

The Village Market Dining Hall, Sports Grille, the Brew, and the C-Store are operated by Pioneer College Caterers. 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, the Sports Grille, the Brew, and the C-Store. 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 hours for the Sports Grille, the Brew, and the C-Store are posted at the beginning of each semester.

FINANCIAL AID

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, (GCC)

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 following offices and services: Bookstore, Center for Community Inclusion, Copy Center, Post Office, Religious & Spiritual Life, Residence Life & Housing, Sports Grille, Student Engagement, and University Events. The Campus Center also houses The Nest (student gathering place), Campus Activities Board office, McMurry Student Government office, weekly Chapel Services (in the Mabee Room) and various meeting rooms.

HEALTH SERVICES

The Health Services office is open Monday through Thursday 8:00am-4:30 pm and is staffed by a registered nurse. Non-prescription medications are available. Referral to physicians and treatment are done free of charge and no appointment are necessary. Flu vaccine is available in the fall for nominal charge.
All students are required to have:
1. Health insurance coverage,
2. A completed “Report of Medical History and Consent of Medical Treatment” form, and
3. Tuberculosis Screening Questionnaire- a TB skin test or chest x-ray may be required if the screening indicates high risk.

Required Immunizations are listed below:
1. Bacterial meningitis vaccination (see requirements below),
2. DPT- primary series in infancy,
3. TD booster- within past 10 years,
4. MMR –two injections since age one (or proof of immunity), and
5. Hepatitis B vaccine—three dosed prior to enrollment or have started series.

Bacterial meningitis vaccine (quadrivalent meningococcal conjugate vaccine or meningococcal polysaccharide vaccine) is required for all students under 22 years of age. The meningitis vaccination must be received within 5 years of the first day of the classes in the semester being admitted. In addition, the vaccination must be received 10 days before the first day of classes.

CENTER FOR INTERNATIONAL EDUCATION
RADFORD BUILDING,
2nd FLOOR, 793-4997

The Center for International Education (CIO) exists to prepare students to engage a diverse world characterized by globalization and intercultural contact. Upon graduation, students will enter professions where they will work with people of various cultures, ethnicities, religions, and identities. The CIO seeks to lead the campus in structuring curricular and co-curricular emphases that will prepare students for this diverse environment. One way to accomplish this task is through study abroad. Students wishing to study abroad for a semester or a summer should contact the Director of International Education. In addition, international students needing guidance, support, or resources may contact the Director of International Education or the International Student Coordinator.

JAY ROLLINS LIBRARY
Circulation, 793-4692 | Reference, 793-4683

The Jay-Rollins Library and its Learning Commons serve the students, faculty, and staff of the University and the Abilene Community as a member of the Abilene Library Consortium. The library contains over 156,550 volumes as well as a growing collection of digital and print resources, including databases, online books, journals, and media. As an added value, patrons have access to the library collections at Abilene Christian University, Hardin-Simmons University, Howard Payne University, and the Abilene Public Library through the Consortium’s online catalog. Together the libraries collections total more than 2 million items. Access these resources on the library’s home page. http://library.mcm.edu.

With our discovery tool Multi-Search, patrons can search the catalog, databases and online books & journals at the same time. Off-Campus access to databases is available with a McMurry network login and password.

The Learning Commons encompasses a student computing area, a Periodicals reading area, the Academic Enrichment Center (AEC), Moodle and Online Learning offices, and a Communication Production Studio. The Library’s media collection of DVD’s, music CD’s, digital cameras and digital video cameras is located in L116 behind the Circulation Desk. For classroom technology, issues call the Helpdesk at extension 4900. The Library has Wi-Fi access throughout the building and “The Brew”, a coffee shop, in the lobby. Two classrooms, the Wylie Seminar Room (WSR) and Library 201, are located on the second floor.

Fall & Spring Semester Hours:
Monday-Thursday  7:30am- midnight
Friday:        7:30am - 5pm
Saturday      Closed
Sunday:       2pm- midnight

Three professional librarians assisted by two full time staff member, two part time staff member and student assistants staff the library 85.5 hours a week during the fall and spring semesters.

The University Archives and three special collections are housed in the Library: the J.W. Hunt Library of Texana and the Southwest, the E. L. and A. W. Yeats Collection, and the Grady McWhiney Collection in Celtic, Southern and Civil War History.

The library is an active participant in OCLC Inc., and is a member of the AMIGOS Bibliographic Council, the Llano Estacado Information Access Network (LEIAN), and the Texas Council of Independent College and University Libraries (TICUL).

**POST OFFICE**

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**

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, registration assistance, processing official transcript requests, name changes, degree audits, withdrawing from the University and graduation evaluations.

*Official Transcripts*

Detailed information concerning official transcript requests is located on the Registrar’s page of the McMurry website. Transcripts cost $5.00 each and requests are normally processed within 2-4 business days.

*Readmission Applications*

If a student has not been enrolled at McMurry for one long semester or more, a Readmission Application is required to return and continue enrollment. Readmission applications are obtained from the Registrar’s office and are normally processed within 5 business days.

*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.

**MyMcM**

Students can access their accounts through the McMurry website via the MyMcM portal. It is the student’s responsibility to maintain their password and be familiar with their MyMcM 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 AND SPIRITUAL LIFE**

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 Chaplains 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 Mabee Room and Carleton Chapel in the Campus Center to celebrate their faith commitment. The following are weekly opportunities:

- **Monday at 7:00 p.m.**: Bible Study for personal spiritual growth (Location: Contact the Religious & Spiritual Life Office)
- **Tuesday at 11:00 a.m.**: University Worship is a traditional Protestant worship service, which also utilizes the arts, special music, drama, guest musicians, and speakers. (Location: Mabee Room, Campus Center)
- **Thursday at 12:00 p.m.**: LIFE Lunch (Living in Faith Everyday) fellowship and lunch together for engaging speakers and activities to soothe the soul. (Location: VMMR, Dining Hall).
- **Thursday (alternating) at 7:00 p.m.**: Coffeehouse – a safe space for conversation, study and community building. (Location: Windjammers Lounge, Campus Center).

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

RESIDENCE LIFE

CAMPUS CENTER 104, 793-6550
Hunt Hall, 793-6451 | Martin Hall, 793-6200

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 Student Handbook, 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 Residence Life Coordinator 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 & Campus Life, will be charged the full amount of the agreement and meal plan.

Under the Fair Housing Amendments Act of 1988, McMurry University respects and welcomes the need of Emotional Support Animals (ESAs). ALL students requesting an ESA must go through the appropriate approval process in order to have their animal reside with them on campus. For information about how to obtain an ESA, please contact the Residence Life Office to learn more about our policy and approval process. Please note that it is a violation of your housing agreement to have an animal reside in your campus housing prior to approval. This violation will likely result in a fine if the animal is not approved as an ESA.

Residence Life Staff
The Residence Life staff consists of a full-time Residence Life Coordinator and a part-time residence hall director (RHD) overseeing Gold Star Hall President Hall and the Campus Apartments. Also, McMurry University partners with Campus Living Villages which provides additional professional staff in Hunt and Martin Halls. The professional staff is responsible for day-to-day operations within the residence halls as well as staff supervision. 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. RAs are trained to assist students academically, socially, spiritually, physically, vocationally, and emotionally.

SERVANT LEADERSHIP
OLD MAIN 205D, 793-4773

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.

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 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.

**STUDENT ACCOUNTS**

The Student Accounts 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.

**STUDENT AFFAIRS**

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, accessibility & accommodations services, student conduct, campus security, SOAR, and War Hawk Welcome Week.

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 ENGAGEMENT**

The Office for Student Engagement is located in the Garrison Campus Center (GCC103) in the Windjammers Lounge area. Here, you can find the offices for the Assistant Dean of Students for Student Engagement and the Coordinator of Student Involvement and Residence Hall Director.

We encourage and facilitate student engagement in various student organizations including Campus Activities Board (CAB), McMurry Student Government (MSG), Social Clubs, the Orientation Team, leadership development, and participation in campus-wide events and community service.

The Office for Student Engagement is committed to providing development opportunities for all students and challenge them to become empowered, motivated and experienced leaders and citizens through a comprehensive co-curricular experience. Stop by and learn how to get involved!

**UNIVERSITY WELLNESS & RECREATION**

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.

**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.

**GENERAL INFORMATION**

**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/newsite/web/mis/policies.htm).

**DRUG-FREE SCHOOL 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 Student Handbook, 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 and Spiritual 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, is available in the Counseling 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 *Student Handbook*, 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. All concealed handgun license (CHL) holders, including students who possess a CHL enrolled in or visiting McMurry University are allowed to store the type of handgun for which they hold a license in locked, privately owned vehicles while parked on campus. Other than the CHL holder’s handgun storage in locked, privately owned vehicles mentioned in the previous sentence, anyone found in possession of a firearm or handgun 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 weapon.

**UNIVERSITY HARASSMENT POLICY**

**Policy**

Discriminatory, demeaning or abusive behavior based on race, sex, gender, 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.

As an institution of higher learning founded on Christian principles, McMurry University has committed itself, unequivocally, to ensuring a working and educational environment in which each member of the campus community is treated with dignity and respect. Among these standards for conduct is our policy prohibiting harassment. Sexual harassment and sexual violence are forms of sex discrimination prohibited by Title IX. (See the University’s Sexual Misconduct and Interpersonal Violence Policy for the University’s provisions and procedures for allegations involving sexual misconduct and sexual violence, including sexual and gender-based harassment.)

**Scope**

This policy applies to all employees of the University, students, third parties, or visitors to the university.
Definitions

1. Complainant/Reporting Party

The individual complaining of sexual misconduct or interpersonal violence is called the “complainant” or “reporting party” and those terms may be used interchangeably in this policy.

2. Formal Complaint

A formal complaint is submitted in writing. The respondent will know the identity of the complainant.

3. Informal Complaint

An informal complaint can be verbal or submitted in writing. The respondent may not know the identity of the complainant.

4. Respondent

The person alleged to have engaged in any prohibited actions is generally referred to as the “respondent”.

5. Alleged Offender

The person found responsible for violating this policy who is appealing the decision or investigative findings.

6. Retaliation

Retaliation is considered any adverse action by any student, faculty or staff member against another individual as a result of that individual’s exercise of rights under this Harassment Policy or the Sexual Misconduct and Interpersonal Violence Policy, including participation in a complaint and/or investigation of unlawful sexual misconduct, sexual harassment and/or assault or gender-based misconduct. Retaliation includes adverse actions intended to deter any individual from reporting complaints or participating in an investigation.

Retaliation is strictly prohibited by law and this policy. Any person who is found to have engaged in retaliation shall be subject to disciplinary action. Persons who believe that they have been retaliated against for making a complaint/report or for cooperating in an investigation or hearing should immediately contact the Director of Human Resources, Title IX Coordinator or Deputy Title IX Coordinator. A complaint filed in good faith under this policy shall not constitute retaliation.

Examples of Harassment

Harassment may take many forms including prohibited behavior based on race, sex, gender, sexual orientation, religion, national origin, age, or disability. The behavior may include but is not limited to the following:

- **Verbal Conduct** such as epithets, derogatory comments, slurs or unwanted sexual advances, invitations or comments. Other examples include such conduct as persistent, unwanted sexual or romantic attention; discussing or rating another’s sexual attributes, attractiveness, or clothing; or asking or commenting about someone’s sexuality or sex life. Prohibited behavior can also focus on a person’s race, sex, gender, sexual orientation, religion, national origin, age, or disability.

- **Visual/Electronic Conduct** such as derogatory posters, cartoons, calendars, drawings, pictures, or text, whether disseminated through hard copy or electronically through e-mail, internet, social media outlets or other mediums.
• **Physical Conduct** such as unnecessary touching, patting, hugging or brushing against another’s body; assault; blocking normal movement; or interference with work that is sexual in nature and directed at an individual because of his/her gender.

• **Threats and Demands** to submit to sexual requests in order to keep a job, or academic status, or to avoid some other loss, and offers of job benefits or academic opportunity in return for sexual favors.

• **Sexual Violence, Sexual Misconduct, and Stalking**
  - Sexual violence refers to a broad range of physical sexual acts perpetrated without a person’s consent, including where a person is incapable of giving consent due to an intellectual or other disability or to the victim’s use of drugs or alcohol. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion. All such acts of sexual violence are forms of sexual harassment when they occur on campus or when students experience the continuing effects of off-campus sexual harassment in the educational setting.
  - Stalking is engaging in a pattern of threatening conduct that would cause a reasonable person to fear for his or her own safety; the safety of a family member; the safety of someone the person is dating; or the safety of property belonging to any of those persons. Stalking violates the university’s code of conduct and is a felony under Texas law. Stalking may also be a form of sexual harassment when it occurs on campus or when students experience its continuing effects in the educational setting.

The University requires students to conduct themselves in accordance with its code of conduct, including provisions relating to sexual misconduct. Sexual misconduct is subject to disciplinary action, including expulsion.

**Procedures**

This procedure applies to violations under this Harassment Policy and the University’s Sexual Misconduct and Interpersonal Violence Policy.

It is hoped that these procedures will 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 never be condoned. To help in this endeavor, information and training will be provided on a regular basis through seminars, and meetings.

A. Lodging a complaint or reporting possible violations.

1. Any member of the McMurry University community who believes that he or she has been the victim of harassment as defined above or as defined in the Sexual Violence and Interpersonal Violence Policy should contact the Director of Human Resources who has been designated by the administration to handle complaints of sexual misconduct, discrimination and sexual harassment, and harassment relating to race, gender, sexual orientation, religion, national origin, age, or disability.

2. Individuals are encouraged to lodge a complaint as promptly as possible. The University encourages prompt reporting of all allegations of sexual misconduct, interpersonal violence and harassment, so that the University may respond promptly and equitably. The University does not limit the timeframe for reporting. If the person
accused of the misconduct is no longer affiliated with the University at the time when the report is made, the University will still conduct an inquiry where appropriate for purposes of complying with the law and take steps to prevent the recurrence of such conduct, remedy the effects, and count the appropriate crime statistic for inclusion in the institution’s Annual Security Report, where appropriate. Please note that delaying the report of a complaint may preclude recourse to legal procedures should an individual decide to pursue them at a later date.

3. The initial discussion between the complainant and the Director of Human Resources, Title IX Coordinator or Deputy Title IX Coordinator will be kept confidential. Where the complainant requests that their identity not be shared with the respondent or that the University not pursue an investigation, the University must balance this request with the University’s responsibility to provide a safe and non-discriminatory environment for all community members. The University reserves the right to investigate any complaint. 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.

4. A complainant does not need to be a member of the University community to lodge a complaint.

5. The University may bring complaints against a student or employee and act as the complainant for purposes of this Harassment Policy or the Sexual Misconduct and Interpersonal Violence Policy.

B. Resolution Of An Informal Complaint

1. Promptly after a complaint is submitted, the Director of Human Resources or his/her designee will initiate whatever steps he or she deems appropriate to affect an informal resolution of the complaint acceptable to both parties. Informal complaints can trigger an investigation with the University acting as the complainant.

C. Lodging A Formal Complaint

1. If the complainant, after an initial meeting with the Director of Human Resources, the Title IX Coordinator or the Deputy Title IX Coordinator, decides to proceed with a formal complaint, she or he will be asked to provide a written statement. However, the University does not require a written statement in order to proceed with an investigation.

2. Once a formal complaint has been received by the Director of Human Resources, Title IX Coordinator or Title IX Deputy Coordinators, an email will be sent to complainant and respondent, separately, with the following information: a description of the alleged violation(s); any written statement from complainant; a description of the applicable policies; a statement of the potential sanctions/responsive actions that could result; and a request for an investigative interview. The email will also include a copy of this Harassment Policy and the Sexual Misconduct and Interpersonal Violence Policy.

D. Procedures For Investigating A Formal Complaint

1. The Director of Human Resources (or Title IX or Deputy Title IX Coordinator or his/her designee) will conduct an initial assessment to determine if the complaint constitutes a potential violation of this Harassment Policy or the Sexual Misconduct and Interpersonal Violence Policy.

2. If the allegations do not constitute a violation, then the complaint will be dismissed, but may be referred to a different department or administrator for investigation under a separate University policy.

3. If the allegations constitute a violation of this Harassment Policy or the Sexual Misconduct and Interpersonal Violence Policy, then the University will conduct a fair, impartial, thorough, adequate, and reliable investigation. The University may employ an external investigator(s) if it determines it is appropriate.
4. Then, the University will determine and take all interim measures as appropriate and necessary, during the investigation, in response to an allegation in order to protect an individual’s rights and personal safety, the safety of the University community, or to ensure the integrity of the investigation or adjudication process. These actions are designed to eliminate the harassment and prevent its recurrence.

a. These interim measures may include, but are not limited to no contact orders, changes in work location or other employment-based measures, changes in housing assignment for accused and/or complainant, academic accommodations, removal and/or barring from campus housing or grounds, social restriction and/or emotional support.

5. School personnel will determine if the University is required to contact law enforcement for actions prohibited by the Sexual Misconduct and Interpersonal Violence Policy.

6. A trained investigator(s) will conduct a fair, impartial and prompt investigation.

7. The University is committed to using a balanced and fair investigative process for all parties. In reaching an investigative finding, the University will use a “preponderance of the evidence” standard, e.g., that it is “more likely than not” that a violation of this Policy has occurred.

8. The investigation will typically include interviewing all involved parties (the complainant, respondent, third party witnesses) and the collection of any documents or other evidence (such as photographs, emails, text messages) relevant to each allegation, including any relevant prior disciplinary records.

9. The University will use all reasonable and diligent efforts to investigate reported incidents and reach a resolution within sixty (60) calendar days of the date in which the complaint was filed, unless there are extenuating or unusual circumstances that prohibit the timeliness of the completion of the investigation. Timeframes for investigations may vary depending on the details of a case or if possible violations occur near, during, or after University holidays, breaks, or the end of an academic semester.

If there is an extenuating circumstance that prohibits the completion of an investigation within 60 calendar days, the University will inform the complainant and the respondent in writing of such delay.

10. The complainant and respondent each have the right to bring an advisor of choice to any meeting or proceeding in which they are required to attend. An advisor of choice can be anyone of the parties’ choosing (e.g., a friend, parent, attorney, counselor, etc.). The advisor’s role is simply to provide support and shall not interfere with the meeting or speak on behalf of the party. Advisors cannot interrupt or unreasonably delay the meeting. Advisors who do not follow these rules will be asked to leave the meeting. The parties are required to provide timely notice to their advisors of scheduled meetings or proceedings as the University will not delay an interview or meeting due to the advisor’s schedule.

11. After the investigation is concluded, the Title IX Coordinator or Title IX Deputy Coordinator or his/her designee, will meet with the investigator to determine if the investigation is complete, or if more information is necessary. If the investigation is considered complete, the Title IX Coordinator or Deputy Coordinator or his/her designee will meet separately with the complainant and respondent (after the fact finding process is complete, but before any policy violation charges are made), and the parties will have an opportunity to present any new information or correct any factually incorrect information at this time. Should additional information be provided that the investigator deems relevant, the investigator will pursue the evidence to determine if it impacts the fact-finding.
12. Once no further investigation is necessary at the investigator’s discretion, then the investigator will provide a complete report to the Title IX Coordinator or Deputy Coordinator or his/her designee. The report will identify all allegations, and the investigator’s facts that support or do not support the allegations. Once sufficient evidence has been collected, depending on the circumstances, the Director of Human Resources, Title IX Coordinator, Deputy Title IX Coordinators or a designee will evaluate the evidence to make a determination regarding responsibility, based on the preponderance of the evidence standard, whether there has been a violation of this Harassment Policy or the Sexual Misconduct and Interpersonal Violence Policy.

13. If, after the investigation is concluded, the preponderance of the evidence indicates that it is not more likely than not that the respondent violated this Harassment Policy or the Sexual Violence and Interpersonal Violence Policy, then respondent will be found not responsible for a violation. If, after the investigation is concluded, the preponderance of the evidence indicates that it is more likely than not that the respondent violated this Harassment Policy or the Sexual Violence and Interpersonal Violence Policy, then respondent will be found responsible for a violation.

14. When a respondent is found responsible for a violation, the investigation report and conclusion of the Title IX Coordinator, Title IX Deputy Coordinator or his/her designee, will be submitted to the Dean of Students & Campus Life, Director of Human Resources, or other appropriate individual for determination of applicable sanctions.

15. The complainant and respondent will be notified of the outcome of the investigative findings and sanctions in writing. This Notification document shall include a brief summary of the investigative process and findings, the outcome of the investigation, and a notice of the right to appeal the investigatory findings, as discussed below. The parties may view the investigator’s report in a confidential location.

16. Complainants are strongly encouraged to report all incidents under this Harassment Policy or the Sexual Violence and Interpersonal Violence Policy. Investigations are independent from any judicial or other administrative proceeding. Discipline may be instituted against a respondent who has also been charged in civil or criminal courts based on the same facts that constitutes the alleged violation of the Code of Student Conduct or other applicable University policy.

**Appeals Process**

The alleged offender has the right to submit an appeal of the investigative findings as set forth in the results Notification document. Appeals of a finding, if any, must be submitted in writing to the Title IX Coordinator or Designee within two (2) business days of the date of receipt of the written Notification. Appeals of any subsequent sanctions imposed shall be submitted to the Title IX Coordinator within two (2) business days of receipt of written sanctions determination.

When the Alleged Offender is a Student:

1. The appeal will be heard by a Grievance Review Committee.

2. A Grievance Review Committee shall be appointed by the President of the University and shall be composed of representation from McMurry University faculty, staff, administrators or students with three members in any combination as deemed appropriate.

3. Members of a 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 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 the Title IX Coordinator or his/her designee within twenty-four (24) hours. A summary of the basis for the determination will be provided.
4. Dissatisfaction with the outcome of the investigation and resulting decisions are not grounds for appeal. An appeal may be based on limited grounds, and shall include only review of the verbatim record of the initial hearing (or investigation) and supporting documents for one or more of the following purposes:

- To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures;
- 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 and/or Sexual Misconduct and Interpersonal Violence Policy or Harassment Policy has occurred;
- To determine whether the sanctions imposed were appropriate for the violation of the Student Code of Conduct, Sexual Misconduct and Interpersonal Violence Policy or Harassment Policy that the student was found to have committed; and
- 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.

5. A Grievance Review Committee can affirm the original findings, alter the findings, and/or alter the sanctions, depending on the basis of the requested appeal. Written confirmation of the decision will be provided by the Dean of Students & Campus Life to the alleged offender and the complainant.

6. Appeals of Grievance Review Committee decisions are heard by the University President. These appeals must be submitted in writing on the appropriate appeals form to the Title IX Coordinator or Designee within two (2) business days of the date of receipt of the written notification to be heard by the University President. Decisions made by the University President are final with no subsequent appeals.

When the Alleged Offender is an Employee:

1. The appeal will be heard by a Grievance Review Committee.

2. A Grievance Review Committee will be appointed by the President of the University and is comprised of three members with appropriate representation that recognize the employment status of those involved in the complaint.

3. 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 the Director of Human Resources and Title IX Coordinator or his/her designee within twenty-four (24) hours. The Title IX Coordinator and or his/her designee will notify the alleged offender and complainant concurrently about the summary of the basis for the determination.

4. 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 or disciplinary actions against an alleged offender, they will forward their recommendation to the President. The President shall then proceed in the manner set forth in Employee Handbook, or Faculty Handbook for corrective action or disciplinary measures as he or she deems appropriate. Decisions made by University President are final with no subsequent appeals.
5. If the review committee finds that the complainant’s allegations are false or if the committee believes that reasonable cause exists for seeking sanctions or disciplinary actions against the complainant, they will forward their recommendation to the President. The President shall then proceed in the manner set forth in the Employee Handbook, or Faculty Handbook for corrective action or disciplinary measures as he or she deems appropriate. Decisions made by University President are final with no subsequent appeals.

Communication of Results of Appeal

Absent extenuating circumstances, the Title IX Officer or his/her designees will simultaneously and in writing communicate the result of the appeal to the complainant and respondent within 30 calendar days from the date of the submission of all appeal documents by both parties. Appeal decisions are final.

Sanctions or Disciplinary Actions

Sanctions may include remedial or corrective action as warranted, including but not limited to, extension of or expansion of any interim measures already in place.

The following list of possible sanctions is illustrative and not exhaustive. The University reserves the right to impose other reasonable sanctions or to combine sanctions as it deems appropriate. Depending on the status of the individual who is sanctioned, sanctions may include but are not limited to:

When Respondent is a Student:

1. Continuation of Interim Measures, including No Contact Order: The University may determine that interim measures, such as a No Contact Order, between the complainant and respondent will remain in place. These measures may also include but are not limited to changes in campus housing for accused and/or complainant, academic accommodations, removal and/or barring from campus housing or grounds, social restriction and/or emotional support.

2. Loss of Privileges: Loss of privileges involves the denial of the use of certain University facilities or the right to participate in certain activities or to exercise certain privileges for a designated time period.

3. Educational Requirements/Referrals: The University may impose counseling or substance assessments or other required educational sanctions.

4. 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.

5. Interim Suspension: In certain circumstances, the Dean of Students & Campus Life may impose a University or residence hall sanction or suspension prior to the hearing before a judicial body.
Interim suspension may be imposed only: a) to ensure the safety and well-being of members of the University community or preservation of University property; b) to ensure the student’s own physical or emotional safety and well-being; c) if the student poses a possible threat of disruption of or interference with the normal operations of the University.

During the interim suspension, students may be denied access to the residence halls and/or to the campus (including class) and/or all other University activities or privileges for which the student might otherwise be eligible, as the Dean of Students & Campus Life may determine to be appropriate.

6. Suspension: The separation of a student from the University for a specified time period, after which the student is eligible to return. Conditions for re-enrollment may be required and will be included in the notification of suspension. During the period of suspension, the student may not participate in University academic, co-curricular, or extra-curricular activities; may be banned from all property owned or operated by the University. Students who are suspended may not be on campus without specific, written permission from the Dean of Students & Campus Life. Suspension is for a designated period of time and includes the probability of more severe sanctions, including expulsion, if found responsible for violations of the Student Code.

7. Expulsion: Expulsion is the permanent separation of the student from the University. Students who have been expelled may not be present on campus without specific, written permission from the Dean of Students & Campus Life or his/her designee. Sanctions will be denoted in a student’s educational record.

When Respondent is a University employee:

Respondent will be subject to the University’s disciplinary policies and corrective actions for employees, including discipline and termination.

When Respondent is a visitor or not a member of the University community:

The University will take all appropriate corrective measures, including but not limited to prohibiting the Respondent from campus.

Policy Updated 20-Dec-2017

SEXUAL MISCONDUCT AND INTERPERSONAL VIOLENCE POLICY

Policy

As reflected in the University’s Title IX policy, sexual misconduct is unacceptable and will not be tolerated at the University. This policy prohibits acts of sexual misconduct and interpersonal violence, including sexual harassment, sexual assault, sexual exploitation, and other forms of sex or gender-based harassment and discrimination, as well as the acts of stalking, dating violence, and domestic violence. Victims could be students, employees, or third parties. Perpetrators could be students, employees, or third parties. Reports under this policy will be dealt with promptly. Confidentiality will be maintained to the greatest extent possible. The University urges an individual who has experienced a sexual assault to make an official report.

Scope

All members of the University community, including students, faculty, staff, and independent contractors are subject to this policy. Violators will be subject to discipline up to and including termination, expulsion, or other appropriate institutional sanctions. Prosecution by external authorities may also occur.

Definitions/ Reporting Party

A. Complainant/Reporting Party
The individual complaining of sexual misconduct or interpersonal violence is called the “complainant” or “reporting party” and those terms may be used interchangeably in this policy.

B. Consent

Consent is defined as “clear, ongoing, affirmative, conscious, knowing, mutual and voluntary permission” to engage in sexual activity. Consent is active, not passive. It is the responsibility of each person involved in the sexual activity to ensure that s/he has the affirmative Consent of the other or others to engage in the sexual activity. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in [and the conditions of] sexual activity. In order to give effective consent, one must be of legal age and have the capacity to give consent. Consent to any one form of sexual activity does not imply consent to any other form(s) of sexual activity. A previous relationship or prior consent does not imply consent to future sexual acts. Consent can also be withdrawn. Thus, even if a person agreed to sexual interaction or continued sexual interaction, that person has the right to change their mind, regardless of how much sexual interaction may have already taken place. The legal age of consent in Texas is 17 years old.

C. Respondent

The person alleged to have engaged in any prohibited actions is generally referred to as the “respondent”.

D. Retaliation

Retaliation is considered any adverse action by any student, faculty or staff member against another individual as a result of that individual’s exercise of rights under the Harassment Policy or the Sexual Misconduct and Interpersonal Violence Policy, including participation in a complaint and/or investigation of unlawful sexual misconduct, sexual harassment and/or assault or gender-based misconduct. Retaliation includes adverse actions intended to deter any individual from reporting complaints or participating in an investigation. Retaliation is strictly prohibited by law and this policy. Any person who is found to have engaged in retaliation shall be subject to disciplinary action. Persons who believe that they have been retaliated against for making a complaint/report or for cooperating in an investigation or hearing should immediately contact the Director of Human Resources, Title IX Coordinator or Deputy Title IX Coordinator. A complaint filed in good faith under this policy shall not constitute retaliation.

E. Prohibited Actions Related To Sexual Misconduct

1. Sexual Assault

Sexual assault is the commission of an unwanted sexual act, whether by an acquaintance or by a stranger that occurs without indication of consent of both individuals, and that occurs under threat or coercion. Sexual assault can occur either forcibly and/or against a person’s will, or when a person is incapable of giving consent. Silence does not in and of itself constitute consent. Sexual assault may include, but is not limited to, rape, forcible sodomy, forcible oral copulation, sexual assault with an object, sexual battery, forcible fondling, and threat of sexual assault.

2. Sexual Harassment

McMurry University prohibits sexual harassment. Sexual harassment is unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual violence is a form of harassment prohibited by Title IX.

Sexual harassment is present when one or more of the following events occur:
• Another employee’s position, compensation, or career potential is altered in return for sexual favors or in retaliation for not providing sexual favors.
• Sexual proposals are made which imply that a student’s response might affect academic decisions.
• Conduct is of such a nature that it creates an objectively hostile or abusive working or learning environment.

Such conduct has the purpose or effect of interfering with an individual’s work or educational performance, or of creating an intimidating, hostile, or offensive environment for work, learning, or participating in any University activity. The more serious the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment. A single act of rape, for example, is sufficiently severe to create a hostile environment.

3. Sexual Violence

Sexual violence includes physical sexual acts perpetrated against a person’s will or when a person is incapable of giving consent due to drugs, alcohol, disability, etc.; rape, sexual assault, sexual battery and sexual coercion.

4. Nonconsensual Sexual Intercourse

Non-consensual sexual intercourse is defined as any sexual penetration (anal, oral, or vaginal) of the individual by any part of another individual’s body or other object, without explicit consent. It is also considered non-consensual sexual intercourse if:

- the victim has a reasonable fear that the individual or another will be injured if the individual does not give consent,
- is incapable of giving consent due to physical or mental incapacity,
- or is prevented from resisting due to physical or mental incapacity.

Physical or mental incapacity may include, but is not limited to, the influence of drugs or alcohol, or if the individual has a mental or physical disability that would prohibit their ability to provide consent.

5. Prohibited/Generally Inappropriate Consensual Amorous Relationships

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 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 or administrative supervisor.

F. Interpersonal Violence

1. Dating Violence

Dating violence is defined as controlling, abusive, and aggressive behavior in a romantic relationship. The existence of a romantic or intimate relationship will be determined based on the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship. Dating violence includes the use of physical violence, coercion, threats, intimidation, isolation, or Stalking on another while in a dating relationship, or a social relationship of romantic or sexually intimate nature. Such
violence includes other forms of emotional, sexual or economic abuse directed towards a person who is or has been in a dating relationship, or a social relationship of a romantic or sexually intimate nature with the victim. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone. Dating violence can be a single act or a pattern of behavior in relationships.

2. Domestic Violence

Domestic violence includes felony or misdemeanor crimes of violence committed by:

- a current or former spouse of the victim,
- a person with whom the victim shares a child in common,
- a person cohabitating with or who has cohabitated with the victim as a spouse,
- or any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

Examples of domestic violence include, but are not limited to:

- Hitting, punching, pinching, slapping, or choking someone or threatening violence against someone with whom the person is intimately involved,
- Violating a protective order,
- Harming a person’s animals or children while in a marital relationship.

3. Stalking

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for his or her safety or the safety of others or (b) suffer substantial emotional distress.

Examples of stalking include, but are not limited to:

- spreading lies about a person,
- repeatedly communicating with a person who doesn’t wish to be communicated with,
- persistently following a person or lying in wait for them,
- sending unwanted gifts.

Cyberstalking means to engage repeatedly communicate with a person who doesn’t wish to be communicated with through the use the computer, text messaging, or any other electronic communication.

4. Sexual Exploitation

Sexual exploitation includes when one takes non-consensual or abusive sexual advantage of another for the benefit of anyone other than the one being exploited without his/her Consent.

Examples of sexual exploitation may include, but are not limited to:

- Prostituting another person
- Non-consensual photographing, video or audio-taping of sexual activity
- Viewing or distributing images of an individual’s sexual activity, body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person’s Consent to have the image shared, or advance consent to view such an image, and for the purposes of arousing or gratifying sexual desire
- Knowingly transmitting an STD, HIV, or other communicable disease to another
• Exposing one’s body parts in non-consensual circumstances; inducing another to expose their genitals
• Sexually-based stalking
• Knowingly contributing to the incapacitation of another person

**Reporting Sexual Misconduct or Interpersonal Violence**

An individual who is the victim of sexual harassment, sexual assault, sexual misconduct, or any other actions prohibited by this policy, has knowledge of another person being the victim of any actions prohibited by this policy, or believes in good faith that s/he has witnessed a possible warning sign of actions prohibited by this policy, is encouraged to make a formal report to the Title IX Coordinator or Deputy Coordinators, and/or local law enforcement authorities.

Whether or not a victim or witness elects to report an act of sexual misconduct or other actions prohibited by this policy to the police, she or he is urged to contact the Title IX Coordinator or Deputy Coordinators. In addition to the Title IX Coordinator and Deputy Title Coordinators, a report may be made to any Responsible Employee. The following employees of the University are designated as Responsible Employees:

- Staff/Administrators
- All Faculty (including part-time and remote faculty)
- Third Party Contractors (for example: food service, housing, IT, housekeeping, bookstore, etc.)

These individuals are required to report incidents and relevant details of sexual harassment, sexual assault and gender-based misconduct to the Title IX Coordinator and law enforcement, if necessary. Exceptions: University Counselors, University Chaplain and University Health Center Staff are not required to report sexual harassment, sexual assault and gender-based misconduct to the Title IX Coordinator. As required by law, all disclosures to any University employee of an on-campus sexual assault are tabulated for statistical purposes without personal-identifying information.

Notice to a Responsible Employee is official notice to the University. Members of the University community have the right and can expect to have incidents of sexual harassment, sexual assault and gender-based misconduct taken seriously by the University when formally reported, and to have those incidents investigated and properly resolved. Formal reporting means that only people who need to know will be told, and information will be shared only as necessary.

The University has procedures in place that strive to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking. These include informing individuals about their right to file criminal charges as well as the availability of medical, counseling and support services, and additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available.

Complainants are provided with written notice of their rights when reporting to the Title IX Coordinator or a Deputy Title IX Coordinator.

Please see the University’s Harassment Policy for information regarding lodging a complaint.

**Amnesty**

The University offers amnesty for Student Code of Conduct violations related to reporting incidents outlined in this policy.

**Investigation and Resolution**
Please see the University’s Harassment Policy for information regarding the University’s investigation and resolution process.

**Education and Prevention**

The University provides resources for education about and prevention of all types of sexual misconduct. Members of the University community are urged to take advantage of the following on-campus prevention and education resources:

- Annual Programs offered by Human Resources Department, Athletics Department, Student Affairs (for campus community)
- Online modules as assigned by Human Resources Department (for employees)
- Online modules as assigned by Student Affairs Department (for new students)

**Interim and Protective Measures**

Once the Title IX Coordinator or the Coordinator’s designee has received a complaint and/or report of sexual harassment, sexual assault, sexual misconduct, or any other actions prohibited by this policy, the University will make an immediate assessment to determine if any interim measures are warranted, pending the investigation. See the University’s Harassment Policy for more information regarding the investigation and resolution process. The University may take whatever measures it deems necessary in response to an allegation in order to protect an individual’s rights and personal safety, the safety of the University community, or if determined to be necessary to ensure the integrity of the investigation or adjudication process.

The Title IX Coordinator or Deputy Coordinators make determinations regarding interim measures on a case-by-case basis. Such measures include, but are not limited to, an interim suspension (immediate, temporary suspension pending the outcome of investigation and/or hearing process), a “no contact” letter (an order that an individual refrain from direct or indirect contact with another person or persons), restrictions on access to campus or areas of campus, and/or appropriate changes in academic schedule. Interim measures may include reporting the matter to the local police.

A victim or respondent may request a “no-contact” letter or other protection. Not all of the measures listed in this section will be necessary in every case. If an individual identifies an interim measure that is not already provided by the University, the Title IX office will consider whether the request can be granted. In those instances where interim measures affect both parties, the University will minimize the burden on the victim wherever appropriate. Failure by any individual to adhere to the parameters of any interim measure under this policy is considered a policy violation and may lead to disciplinary action. Individuals are encouraged to report such failures by another party to the Title IX Coordinator or Deputy Coordinators. Depending on timing and other circumstances, allegations that an individual has violated any interim measure may be investigated and/or adjudicated (where appropriate) separately from or as part of an ongoing matter.

**A. Options Following a Sexual Assault**

A member of the University community, who has experienced a sexual assault, whether a rape or another unwanted sexual contact, is urged to make an official report to the police and/or the Director of Campus Security. Whether or not the individual makes an official report, he or she is urged to seek appropriate help, which may include medical evaluation, obtaining information, support, and counseling, either on or off campus. Any of the resources listed in this policy can assist a person to access the full range of services available.
B. Medical Treatment

A person who has experienced a sexual assault is urged to seek appropriate medical evaluation as promptly as possible. For life-threatening conditions, call 911.

- Abilene Regional Medical Center, 6250 Hwy 83/84, 325-428-1000
- Hendrick Medical Center / Sexual Assault Nurse Examiner (SANE), 1900 Pine Street, 325-670-2151

C. Medical-Legal Evidence Collection

A person who has experienced a sexual assault (particularly rape, forcible oral copulation, or sodomy) is encouraged to request collection of medical-legal evidence. Collection of evidence entails interaction with police and a police report. Prompt collection of physical evidence is essential should a person later decide to pursue criminal prosecution and/or a civil action.

- Regional Crime Victims Crisis Hotline: 325-677-7895 (available 24/7)

D. Obtaining Information, Support, and Counseling

Whether or not one makes an official report, a person who has experienced a sexual assault is encouraged to obtain information, support and counseling. Counselors at a variety of agencies, both on and off campus, can help a person decide what steps to take, such as seeking medical attention, preserving evidence, obtaining counseling or reporting to authorities.

- 3 Ways to Schedule an Appointment with the McMurry Counseling Center (President Hall)
  - Call 325-793-4881
  - Email the Coordinator of Counseling: potter.jesse@mcm.edu
  - Online: mcm.edu; “Students” tab; “Counseling” bullet; complete the “New Appt./Intake form”

Confidentiality

The University will make every effort reasonably possible to preserve an individual’s privacy and protect the confidentiality of information. The degree to which confidentiality can be protected, however, depends upon the professional role of the person being consulted. The professional being consulted should make these limits clear before any disclosure of facts.

If the Complainant requests confidentiality or requests that the complaint not be pursued, the University will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality. However, such a request may limit the University’s ability to respond appropriately to the complaint.

Certain resources are not required to disclose private, personally identifiable information unless there is cause for fear for your safety, or the safety of others. Specifically, reports to members of the clergy and chaplains off-campus are confidential resources.

As required by law, all disclosures to any University employee of an on-campus sexual assault are tabulated for statistical purposes without personal-identifying information. The University may have an obligation to proceed with an investigation, regardless of a reporting party’s wishes to the contrary, in order to ensure the safety of the University Community. Reporting parties are not required to participate in the University’s investigation.

The University may also weigh the reporting party’s request for confidentiality against such factors as the seriousness of the alleged conduct, whether there have been other complaints of a similar nature against the same
individual, the Respondent’s rights to receive information about allegations if the information is maintained by the University as an “education record” under the Family Educational Rights and Privacy Act [FERPA] and other factors otherwise required by applicable law.

In most cases, information including the reporting party’s name may be shared with the Respondent, witnesses, University officials who have a legitimate need-to-know, or law enforcement as applicable. Beyond that, the University will take steps to reasonably protect the Complainant’s identity and the identity of all individuals involved.

The University may publicly disclose results of disciplinary proceedings if a student is found to have committed a crime of violence, or non-forcible Sex offense, as determined under this Policy. Information, support and advice are available for anyone who wishes to discuss issues related to sexual assault, whether or not a sexual assault has actually occurred, and whether or not the person seeking information has been assaulted, has been accused of a sexual assault, or is a third-party.

The degree to which confidentiality can be protected depends upon the professional role of the person being consulted and should be addressed with that person before specific facts are disclosed.

- Director of Human Resources & Title IX Coordinator, 325-793-4998, Maedgen Building, Room 221
- Director of Campus Security, 325-793-4666, President Hall North 121
- Dean of Students & Campus Life, 325-793-4680, President Hall South 100

A. Officially Reporting A Sexual Assault

A person who has experienced a sexual assault is encouraged to make an official report by contacting local law enforcement.

- Abilene Police Department, 911
- Abilene Police Department non-emergency number, 325-673-8331

Whether or not a student elects to report a sexual assault to the police, he or she is urged to make an official report directly to Director of Campus Security, 325-793-4666 or by contacting the Campus Conduct Hotline at 1-866-943-5787.

**Policy Enforcement**

A. Disciplinary Action

All reported incidents of sexual assault will be investigated and the appropriate judicial procedures will be initiated if the evidence supports the allegation. For proven violations, possible sanctions may include, but are not limited to, expulsion, suspension, and/or termination. The University prohibits retaliation against any individual that reports an incident of sexual assault.

B. Legal Options

In addition to University disciplinary action, a person who engages in a sexual assault may be subject to a criminal prosecution and/or civil litigation. A person who wishes specific information may contact the local District Attorney’s Office, a private attorney, and/or the Regional Victim Crisis Center.

- Abilene Regional Victim Crisis Center, 325-677-7895

Institutional Response to Sexual Assault
A. Public Information

Requests for information concerning an incident of sexual assault may be directed to the Marketing & Communications Department, 325-793-4610.

B. Public Notification of Incidents

As required by law, the University collects and reports annually statistical information concerning sexual assaults occurring in its jurisdiction. To promote public safety, the University also alerts the campus community to incidents and trends of immediate concern.

Policy Updated 20-Dec-2017

TITLE IX (MALE/FEMALE EQUAL RIGHTS IN EDUCATION)

Title IX is the comprehensive legislation passed in 1972 which is related to equal rights between men and women in education. It applies to all institutions or organizations which receive any federal funds for education purposes.

The intent of Title IX is to eliminate sex discrimination in admission policies, the treatment of students, and employment practices. Title IX also prohibits sexual harassment, which includes sexual assault and sexual violence. Institutions are required to establish a grievance procedure and appoint a Title IX Coordinator who will deal with inequalities and maintain equal opportunity policies. Any student who has a complaint or grievance related to discrimination on the basis of sex or gender equality at McMurry University is encouraged to contact:

<table>
<thead>
<tr>
<th>Title IX Coordinator</th>
<th>Lecia D. Hughes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Director of Human Resources</td>
</tr>
<tr>
<td></td>
<td>1 McMurry University #87</td>
</tr>
<tr>
<td></td>
<td>Abilene, Texas 79697</td>
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<tr>
<td></td>
<td>Maedgen Administration Building</td>
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<tr>
<td></td>
<td>325-793-4998</td>
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<tr>
<td></td>
<td><a href="mailto:hughes.lecia@mcm.edu">hughes.lecia@mcm.edu</a></td>
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<table>
<thead>
<tr>
<th>Deputy Title IX Coordinator</th>
<th>Allen B. Withers, Ph.D.</th>
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<tbody>
<tr>
<td></td>
<td>Dean of Students &amp; Campus Life</td>
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<tr>
<td></td>
<td>1 McMurry University #716</td>
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<tr>
<td></td>
<td>Abilene, Texas 79697</td>
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<tr>
<td></td>
<td>President Hall</td>
</tr>
<tr>
<td></td>
<td>325-793-4680</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:withers.allen@mcm.edu">withers.allen@mcm.edu</a></td>
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<table>
<thead>
<tr>
<th>Deputy Title IX Coordinator</th>
<th>Cammie Petree</th>
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<tbody>
<tr>
<td></td>
<td>Head Volleyball Coach &amp; Senior Woman Administrator</td>
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<tr>
<td></td>
<td>1 McMurry University #188</td>
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<td></td>
<td>Abilene, Texas 79697</td>
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<td></td>
<td>J.W. Hunt Physical Education Center</td>
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<tr>
<td></td>
<td>325-793-4635</td>
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<tr>
<td></td>
<td><a href="mailto:petree.cammie@mcm.edu">petree.cammie@mcm.edu</a></td>
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</tbody>
</table>
HAZING POLICY

Hazing is 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.

Texas Hazing Laws

Texas Education Code, Chapter 37:

SUBCHAPTER F. HAZING

Sec. 37.151. DEFINITIONS. In this subchapter:

(1) "Educational institution" includes a public or private
   (a) high school; or
   (b) college, university, or other postsecondary educational establishment.

(2) "Pledge" means any person who has been accepted by, is considering an offer of membership from, or is in the process of qualifying for membership in an organization.

(3) "Pledging" means any action or activity related to becoming a member of an organization.

(4) "Student" means any person who:
   (a) is registered in or in attendance at an educational institution;
   (b) has been accepted for admission at the educational institution where the hazing incident occurs; or
   (c) intends to attend an educational institution during any of its regular sessions after a period of scheduled vacation.

(5) "Organization" means a fraternity, sorority, association, corporation, order, society, corps, club, or service, social, or similar group, whose members are primarily students.

(6) "Hazing" means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization. The term includes:
   (a) any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
   (b) any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
   (c) any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
   (d) any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subdivision; and
   (e) any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code.
Sec. 37.152. PERSONAL HAZING OFFENSE.

(a) A person commits an offense if the person:
   (1) engages in hazing;
   (2) solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;
   (3) recklessly permits hazing to occur; or
   (4) has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or has firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge in writing to the dean of students or other appropriate official of the institution.

(b) The offense of failing to report is a Class B misdemeanor.

(c) Any other offense under this section that does not cause serious bodily injury to another is a Class B misdemeanor.

(d) Any other offense under this section that causes serious bodily injury to another is a Class A misdemeanor.

(e) Any other offense under this section that causes the death of another is a state jail felony.

(f) Except if an offense causes the death of a student, in sentencing a person convicted of an offense under this section, the court may require the person to perform community service, subject to the same conditions imposed on a person placed on community supervision under Section 11, Article 42.12, Code of Criminal Procedure, for an appropriate period of time in lieu of confinement in county jail or in lieu of a part of the time the person is sentenced to confinement in county jail.

Sec. 37.153. ORGANIZATION HAZING OFFENSE.

(a) An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing.

(b) An offense under this section is a misdemeanor punishable by:
   (1) a fine of not less than $5,000 nor more than $10,000; or
   (2) if the court finds that the offense caused personal injury, property damage, or other loss, a fine of not less than $5,000 nor more than double the amount lost or expenses incurred because of the injury, damage, or loss.

Sec. 37.154. CONSENT NOT A DEFENSE. It is not a defense to prosecution of an offense under this subchapter that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.

Sec. 37.155. IMMUNITY FROM PROSECUTION AVAILABLE. In the prosecution of an offense under this subchapter, the court may grant immunity from prosecution for the offense to each person who is subpoenaed to testify for the prosecution and who does testify for the prosecution. Any person reporting a specific hazing incident involving a student in an educational institution to the dean of students or other appropriate official of the institution is immune from civil or criminal liability that might otherwise be incurred or imposed as a result of the report. Immunity extends to participation in any judicial proceeding resulting from the report. A person reporting in bad faith or with malice is not protected by this section.

Sec. 37.156. OFFENSES IN ADDITION TO OTHER PENAL PROVISIONS. This subchapter does not affect or repeal any penal law of this state. This subchapter does not limit or affect the right of an educational institution to enforce its own penalties against hazing.

Sec. 37.157. REPORTING BY MEDICAL AUTHORITIES. A doctor or other medical practitioner who treats a student who may have been subjected to hazing activities:
   (1) may report the suspected hazing activities to police or other law enforcement officials; and
   (2) is immune from civil or other liability that might otherwise be imposed or incurred as a result of the report, unless the report is made in bad faith or with malice.
Subchapter Z. Miscellaneous Provisions

Sec. 51.936. HAZING.
(a) Subchapter F, Chapter 37, applies to a postsecondary educational institution under this section in the same manner as that subchapter applies to a public or private high school.
(b) For purposes of this section, "postsecondary educational institution" means:
(1) an institution of higher education as defined by Section 61.003;
(2) a private or independent institution of higher education as defined by Section 61.003; or
(3) a private postsecondary educational institution as defined by Section 61.302.
(c) Each postsecondary educational institution shall distribute to each student during the first three weeks of each semester:
(1) a summary of the provisions of Subchapter F, Chapter 37; and
(2) a list of organizations that have been disciplined for hazing or convicted for hazing on or off the campus of the institution during the preceding three years.
(d) If the institution publishes a general catalogue, student handbook, or similar publication, it shall publish a summary of the provisions of Subchapter F, Chapter 37, in each edition of the publication.
(e) Section 1.001(a) does not limit the application of this section to postsecondary educational institutions supported in whole or in part by state tax funds.

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.
Mr. McMurry and Ms. McMurry - By vote of the members of the sophomore, junior, and senior classes, two members of the senior class are elected as Mr. McMurry and Ms. 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 students are active participants in student organizations. 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 dining hall, etc. New I.D. cards are issued on Move-In Days for new students. Report lost and/or damaged cards to the Student Affairs office in the south wing of President Hall. There is a $10 replacement charge for lost/broken cards. For information about I.D.’s call 325.793.4680. 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. Office hours to get an ID are M-F, 9am-12pm and 1:30pm-3:30pm.

INTELLECTUAL PROPERTY POLICY
Rationale
McMurry University encourages creative and innovative pursuits by its faculty, staff, administra-tive 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 ownership of 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 Department Chair, 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 Department Chair 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 Department Chair 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 Department Chairs 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 Assistant Vice President for Marketing and Communication.

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

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

Vehicle Registration Permits
1. ALL student, faculty or staff members of McMurry University who operate or park a motor vehicle on campus must obtain a vehicle registration permit at registration or from the Student Affairs office in the south wing of President Hall. Those with valid HSU or ACU 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 park in areas across from the campus, such as the Aldersgate United Methodist Church lot, the maintenance lot, and the paved lot across Ross Avenue from the J.W. Hunt Physical Education Center.
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, west of Chapin, 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, behind the University Apartments, the gravel lot south of Hunt Street, and the paved lots on Ross Avenue from the J.W. Hunt Physical Education Center. 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.

Traffic Citations and Appeals

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

First Violation (Handicap and Visitor Parking) - $45  
First Violation (All Other) - $25  
Subsequent Violations within the Academic Year (Handicap and Visitor Parking) - $55  
Subsequent Violations within the Academic Year (All Other) - $35  

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

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

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.

A. 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:
   1. A citation will be issued; and
   2. An IMMOBILIZATION WARNING NOTICE STICKER will be attached to the driver’s side window.

B. 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:
   1. 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.
   2. 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.

C. 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.

D. 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.

E. **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 in The Nest, Campus Center 111. 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.

F. 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.

**STANDARDS OF DRESS**
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.

**STUDENT COMPLAINT POLICY**
Written complaints should contain the following information:
- the complainant’s name and contact information
- a clear description of the problem or complaint
- appropriate supporting documentation that is directly related to the complaint
- a description of any subsequent actions taken by the complainant or the University, and
- a description of the desired outcome.

All written complaints received and copies of any responses will be kept on file in the Student Affairs office. Complaints which are unsigned or are not received in written format (e.g. complaints received by phone or in person) will not be considered. The student complaint form can be found online at [http://student-life.mcm.edu/student-complaint/index.html](http://student-life.mcm.edu/student-complaint/index.html).

The Dean of Students & Campus Life will respond to each complaint within 15 business days of receipt. If no other action was requested, the response will acknowledge receipt of the complaint. If further action is requested, the response will describe the actions to be initiated by the Student Affairs office and any further information from the complainant that may be required.
Academic Matters
Written complaints about grades will follow the Grade Appeal process as outlined in the University Catalog.

GRADE APPEALS
Grade appeals involve disputed course grades. If a student disagrees with the grade received in a class, he or she has the right to appeal using a formal appeal process. Grade appeals deal with the policies, as stated on the course syllabus, by which grades were to be determined. All grade appeals must thus be confined to class policy and the assignment of grades. Concerns or complaints about faculty attitudes, ideas, or behavior should be directed to the chair of the department offering the class or to the Dean of Students. If the chair is the subject of the complaint, the student should speak with the Vice President for Academic Affairs.

The process for appealing a grade must be completed within 30 working days of the posting of the grade in question. In exceptional circumstances (e.g., an instructor being out of town or otherwise unavailable), the Associate Vice President for Academic Affairs for Academic Administration (AVPAA-AA) can extend the 30-day time limit. The process works as follows (except for graduate courses and courses taken in the Patty Hanks Shelton School of Nursing):

1. Within a week of receiving the semester grade report with the grade in question, the student should contact the instructor of the course and determine if he or she reported the grade correctly.
2. If meeting with the instructor does not resolve the dispute, the student can proceed with the complaint by discussing the issue with the chair of the department. Depending on the situation, the chair may request a follow-up meeting to include the student and instructor.
3. If meeting with the chair does not resolve the dispute, the student can appeal to the Associate Vice President for Academic Affairs for Academic Administration (AVPAA-AA). The student must submit documentation to the AVPAA-AA consisting of the following materials: (1) A written statement of the issue and chronological review of past attempts to resolve it with the instructor and department chair; and (2) additional pertinent documentation in support of his or her argument, including a copy of the course syllabus and specific assignments or course work related to the complaint.
4. If necessary, the AVPAA-AA will seek additional information from the instructor and other relevant sources. The AVPAA-AA will deny or uphold the appeal within 10 working days of receiving the information.
5. If either the student or the instructor wishes to appeal the AVPAA-AA’s decision, a written request to that effect should be sent to the chairperson of the Student Appeals Committee within two working days. The chairperson will contact both student and instructor to set a meeting for the appeal before the committee. The chairperson will request all materials pertinent to the appeal from the AVPAA-AA, and will disseminate those materials to the members of the Student Appeals Committee at least five working days prior to the scheduled meeting.
6. At the appeal before the Student Appeals Committee, both student and instructor, in turn, will have no more than five minutes each to provide any other supporting materials or to make a statement. Both will be questioned by the members over the materials placed before them as well as over the individual statements of the student and the instructor for a period not to exceed twenty minutes. Time limits may be modified or waived by a vote of the committee membership. Then, both student and instructor will be excused and the Student Appeals Committee will vote on the matter. A simple majority vote is required either to uphold or to deny the appeal. The student, instructor, chairperson, AAVP-AAP, Vice President for Academic Affairs, and Registrar (if necessary) will be notified in writing of the decision within three working days.
7. Grade appeals related to academic dishonesty (cases wherein students have been penalized by an instructor for having cheated on any assignment) fall under the same procedures as described above.
8. Grade appeals in academic programs that do not fall under the divisions of the University (e.g., developmental courses) should be handled in this order: the instructor, the program director, the AVPAA-AA, and the Student Appeals Committee.
9. Decisions of the Student Appeals Committee are final, and cannot be further appealed.

Non-Academic Matters
Written complaints about administrative or other student services should be directed initially to the appropriate office but may be submitted to the Student Affairs office if satisfactory resolution is not achieved. Appropriate documentation would include copies of any relevant contracts, notices, or other official or informal correspondence with the office or other University personnel.

SMOKING AND TOBACCO USE POLICY
All buildings on the campus of McMurry University are tobacco free. Tobacco is defined as all tobacco-derived products, including and not limited to, cigarettes (e.g., clove, bidis, kreteks), electronic cigarettes, cigars and cigarillos, hookah smoked products, pipes, and oral tobacco (e.g., spit and spitless, smokeless, chew, snuff) and nasal tobacco (e.g., snus). It also includes any product intended to mimic tobacco products, contain tobacco flavoring, or deliver nicotine other than for the purpose of cessation.

Smoking, dipping, or chewing any form of tobacco as defined above 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.

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.

CAMPUS SAFETY INFORMATION

Campus Security Report: Annual Student Right to Know Report

1. Annual Crime Statistics

<table>
<thead>
<tr>
<th>Offense</th>
<th>Year</th>
<th>On Campus Property</th>
<th>Residential Facilities (A Subset of On Campus)</th>
<th>Non Campus Property</th>
<th>Public Property</th>
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<tr>
<td><strong>GENERAL CRIME STATISTICS</strong></td>
<td></td>
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<tr>
<td>Murder / Non-negligent Manslaughter</td>
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<tr>
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<td>Sex Offenses, Non-Forcible (incest or statutory rape)</td>
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</table>

2. McMurry University Security Department Authority and Jurisdiction
Campus Security acts 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.
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.

3. **McMurry Security Department Location and Contact Information,**
   - McMurry University Security office is located in President Hall at 2249 Sentinel Drive
   - Contact information:
     - Phone: (325) 793-4666
     - Email: security@mcmurryadm.mcm.edu
   - There are six emergency call stations, each illuminated with blue lights, stationed throughout the campus. Each call station has a button which automatically connects to the Security officer on Duty with the touch of that single button.

4. **General Procedures for Reporting a Crime or Emergency**
   Police, Fire or Medical Emergencies may also be reported to the City of Abilene 911 Call Center by dialing 911. All 911 calls originating from campus phones are also reported to McMurry Security by the Abilene 911 Center for immediate response by APD personnel and other emergency service personnel as needed.

   Victims of off-campus crimes or incident may report the offense to the Abilene Police Department at 325-673-8331 or 911. Students who are victims of off-campus crimes or incidents may also contact McMurry Security for assistance with the APD reporting process.

5. **Confidential Reporting Procedures,**
   Victims of crime who do not wish to pursue their matters through either the criminal justice system or the university’s judicial system, are still encouraged to file confidential reports with the McMurry Security Department.

   With a victim’s permission, the Director of Security or his designee can file a report detailing the incident while protecting the reporting party’s identity. The filing of confidential reports accomplishes two purposes: 1) addresses the anonymous victim’s future safety, and 2), By being informed about the incident, the McMurry Security Department can more accurately quantify crimes and determine patterns of activities; such analysis can be a factor in McMurry Security decision to issue Timely Warnings and create an reactive plan of action to bring a halt to the reported criminal activities. Crimes reported confidentially are included in McMurry’s Annual Crime and Fire Safety Report.

6. **Missing Student/Persons Procedures**
   McMurry University is committed to creating and maintaining an environment which promotes the safety and well-being of its students. To this end, the University established the following policy and procedure to identify and assist enrolled McMurry students who reside in on-campus housing and who have been reported missing for more than 24 hours. This policy is enacted in compliance with the requirements outlined in the Higher Education Opportunity Act of 2008.

   - At the beginning of each academic year, McMurry Residence Life Staff will inform students residing in on-campus housing that McMurry will notify either a parent or an individual selected by the student no later than 24 hours after the time the student is determined to be missing. This information will include the following:
     - Students have the option of identifying an individual to be contacted by McMurry University no later than 24 hours after the time the student has been determined to be missing. Students can register this confidential contact information through the Housing and Residence Life Office.
     - If the student is under 18 years of age, and not an emancipated individual, McMurry University is required to notify a custodial parent or guardian not later than 24 hours after the time that the student is determined to be missing.
     - McMurry University will notify the appropriate law enforcement agency no later than 24 hours after the time that the student is determined to be missing.
If McMurry Security has been notified and makes a determination that a student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to campus, McMurry University will initiate the emergency contact procedures in accordance with the student’s designation.

- McMurry University will follow the following notification procedure for a missing student who resides in on-campus housing:
  - Any person who suspects that an on-campus resident has been missing for more than 24 hours should immediately contact McMurry Security, Housing and Residence Life Office, or the Student Affairs Office. Any information regarding a suspected missing student provided to the Housing Office or the Student Affairs Office will be immediately reported to McMurry Security.
  - Once McMurry University receives a missing student report via the Student Affairs Office, McMurry Security, Housing Office or other source, the following offices will be notified:
    - McMurry Security
    - Student Affairs Office
    - Housing and Residence Life Office
    - Vice President for Academic Affairs
    - MERT person on duty
  - Any official missing person report relating to this student shall be referred immediately to McMurry Security.
  - If McMurry Security, after investigating the official report, determines the student has been missing for more than 24 hours, McMurry University will contact the individual identified by the student, the custodial parent or legal guardian if the student is under 18 and not emancipated, or local law enforcement if these do not apply.

- Upon notification from any entity that any student may be missing, McMurry University may use any of the following resources to assist in locating the student. These resources may be used in any order and combination.
  - Through the Housing Office, the Resident Assistants may be asked to assist in physically locating the student by keying into the student’s assigned room and talking with known friends and acquaintances.
  - Security may search on campus public locations to find the student (library, dining hall, Campus Center etc.).
  - Security may issue an ID picture to assist in identifying the missing student.
  - The Student Affairs Office may try to contact known friends, family, or faculty members for last sighting or additional contact information.
  - Student Affairs or academic departments may be contacted to seek information on last sighting or other contact information.
  - Security may access card access logs to determine last use of the card and track the card for future uses.
  - Security may access vehicle registration information for vehicle location and distribution to authorities.
  - Information Services may be asked to look up email logs for last login and use of McMurry email system.
  - If there is any indication of foul play, the local police department will immediately be contacted for assistance.

7. **Crime Prevention and Awareness Programs**
   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.

8. **Emergency Notifications, Timely Warnings & Alerts**

The McMurry Security Department strives to keep the campus and campus community safe. An important tool McMurry Security uses is informing the campus community about certain situations or events on or near campus and that could pose an ongoing or continuing threat to the campus or the McMurry community.

**Emergency Notifications:**
Should a situation arise either on or near campus that, in the judgment of the McMurry Security Director of Security or his designee, constitutes an ongoing or continuing threat to the campus or campus community, a campus wide “Emergency Notification” alert will be issued through the university’s campus e-mail system and the McMurry ALERT text messaging system. These messages will be sent to all students and faculty/staff members. 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 possible, Emergency Notifications and Timely Warnings (discussed below) will also be distributed and displayed in prominent locations on campus including entrances to residence halls, academic buildings and the Garrison United Methodist Campus Center.

Appropriate follow-up including information about the situation’s further evolution or resolution will also be disseminated as soon as possible.

**Timely Warnings:**
In similar fashion, anytime that the McMurry Security Director or designee determines that a Clery Act reportable crime has occurred on or near the McMurry campus, non-campus facilities, or within other Clery defined applicable geography pertaining to campus, which in the judgment of the McMurry Security Director or his designee, could pose an ongoing risk to the campus community, a “Timely Warning” will be distributed. The Clery related Timely Warnings will be distributed primarily through the McMurry email system and/or McMurry ALERT. Additionally, Clery related Timely Warnings may also be announced via the university student newspaper and postings of flyers at residence halls, academic buildings, and the Garrison United Methodist Campus Center. Clery related Timely Warnings will be issued as timely as possible after confirmed information becomes known to McMurry University Security or appropriate university officials and will be updated as necessary to provide current information. The Timely Warning will detail the facts known as to what occurred, where it occurred (as reasonably possible without inadvertently identifying victims, i.e. “at a residence in the 2200 Block of S 14th St…” as opposed to “…at 2218 S 14th St, Abilene, TX.”) Additionally, the Timely Warning will provide information related to the elements of the crime committed and general safety and awareness information that members of the campus community can use in their personal efforts to prevent becoming a victim of a crime.

Timely Warnings will be updated whenever new and confirmed information is received that would serve to expand or resolve the warning situation.

Because of their wider scope, not every Emergency Notification will trigger a simultaneous Timely Warning. Likewise, not every Timely Warning will automatically generate an accompanying Emergency Notification.

9. **Access to Campus Facilities**

A. 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.

B. During normal business hours, the University (excluding Residence Halls) will be open to students, parents, employees, contractor, guest, and invitees.

C. 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.
D. Residence Halls are secure 24 hours a day. Access to these residence Hall is limited to the residence of the halls by way of our aces control system which utilizes the university ID’s. Residence Hall staff grants access to residence of each Hall.

10. Alcohol/Drug Policies and Information

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 Student Handbook, 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 Services, Health Services, and Religious & Spiritual 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, is available in the Counseling 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 Student Handbook, 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.

11. Campus Sex Crimes Prevention Act

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 the University 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.

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


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

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

Information about registered sex offenders may be found on the Texas Department of Public Safety web page at:
https://records.txdps.state.tx.us/DPS_WEB/Sor/index.aspx

Every effort will be made to try and ease the trauma for the victims of sex offenses. Changes in academic schedules and campus living arrangements will be made if requested by the victim if these options are reasonably available. Judicial action as outlined in the Student Handbook 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.

13. Emergency Response and Evacuation Procedures

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, Associate Vice President for Facilities and Campus Planning, Dean of Students & Campus Life, Director of Security, and a marketing staff member.

McMURRY EMERGENCY RESPONSE PLAN

In a life-threatening emergency call 911
Report all campus emergencies to McMurry Security.
(325) 793-4666
Evacuation Information
Evacuate the building using the nearest exit or alternate if nearest exit is blocked. Do not use elevators!
Take all personal belongings (keys, purses, wallets, etc.).
Secure any hazardous materials or equipment before leaving.
Follow directions given by the Building Emergency Communication Person.
If you need assistance establish procedures in advance with Disabilities Services, your instructor or classmates.

<table>
<thead>
<tr>
<th>Fire-Smoke-Explosion</th>
<th>Campus Violence</th>
<th>Weather Warnings</th>
<th>Illness-Injury-Accidents</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Activate the nearest fire alarm and immediately contact the McMurry Security.</td>
<td>• Do not attempt to intercede or restrain an aggressive individual.</td>
<td>• Listen for internal warning sirens.</td>
<td>• If the injury or illness is serious or life-threatening, contact 911 immediately.</td>
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<tr>
<td>• Evacuate the building.</td>
<td>• Contact McMurry Security immediately for assistance.</td>
<td>• Stay away from windows and exterior doors.</td>
<td>• If the injury or illness is not serious or life-threatening, ask the individual what assistance is needed. Contact McMurry Security for assistance.</td>
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<tr>
<td>• Return to the building only when you are authorized to do so by Campus Security or Abilene Fire Department</td>
<td>• Encourage others not to become involved; if possible, leave the area.</td>
<td>• Immediately move to 1st floor hallways</td>
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<td></td>
<td></td>
<td>• Remain in the shelter area until an all-clear signal is sounded.</td>
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</tbody>
</table>

Tornado Preparedness
- 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.
- 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.
- 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.
- 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-warnning 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.


<table>
<thead>
<tr>
<th>McMurry Residence Halls Fire Report</th>
<th>Total Fires in Each Building</th>
<th>Fire Number</th>
<th>Cause of Fire</th>
<th>Location</th>
<th>Injuries</th>
<th>Deaths</th>
<th>Value of Property Damage Caused by Fire</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gold Star</td>
<td>0</td>
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<tr>
<td>Campus Apartments</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td></td>
</tr>
</tbody>
</table>
Facility | Fire Alarm Monitoring Done Off Site | Full Sprinkler System | Smoke Detectors | Fire Extinguisher Devices | Evacuation Plans & Placards | Number of evacuation Drills each calendar year.
---|---|---|---|---|---|---
Gold Star | X | | X | X | X |
President | X | | X | X | X |
Hunt | X | X | X | X | X |
Martin | X | X | X | X | X |
Campus Apartments | X | X | X | X | X |

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 MCMURRAY 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. To 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 co-signing.

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 co-signing.

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 co-signing.
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 draw resolutions and bills representing the view of its membership.
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.
B. Following recognition, any change made in the constitution or by-laws of the organization must be submitted to the Organizations Committee.
C. 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
D. 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.
E. 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 by the Organizations Committee with the approval of the Senate shall be grounds for removal of recognition.
F. 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.
G. 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.
H. 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. Mr. McMurry and Ms. McMurry
Section 1.
Mr. and Ms. 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 Mr. or Ms. 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 Mr. or Ms. 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 III. B. Class Favorites
Section 1.
In the fall before Homecoming and after the election of Mr. and Ms. 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 IV. 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 V. B. 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 Student Engagement Office in the Campus Center or MSG Office in The Nest 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 must be recognized with MSG at the beginning of each fall semester.

**RECOGNIZED ACADEMIC, HONORARY, OR PROFESSIONAL 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.

- Alpha Chi
- Association of Information Technology Professionals (AITP)
- Association of Texas Professional Educators (ATPE)
- Beta Beta Beta
- Chemistry Club
- Kappa Kappa Psi
- Kappa Mu Epsilon
- Kappa Pi Epsilon Theta
- Math Club
- Model UN of McMurry
- Phi Epsilon Kappa (Kinesiology Klub)
- Shareholders
- Society of Physics Students (SPS)
- Sociology Club
- Spanish Club

**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.
• A-mittsu (Anime Club)
• A Moxie Movement
• Armed Forces Alliance
• Better Together Alliance
• Campus Activities Board (CAB)
• Campus Ministry
• Fellowship of Christian Athletes (FCA)
• Gaming League of McMurry
• Hispanic Student Organization
• McMurry Bass Club
• McMurry Conservative Movement
• McMurry Shooting Sports Club
• McMurry Student Foundation (MSF)
• The Reel Kids! (Film Club)
• Sexuality and Gender Acceptance (SAGA)
• Student Athletic Advisory Committee (SAAC)

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)

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.

<table>
<thead>
<tr>
<th>Women’s Social Clubs (Founded)</th>
<th>T.I.P. (1925)</th>
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<tr>
<td>Alpha Psi Alpha (1953)</td>
<td>Men’s Social Clubs</td>
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<tr>
<td>Delta Beta Epsilon (1944)</td>
<td>Eta Epsilon Iota (HEI) (1962)</td>
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<tr>
<td>Gamma Sigma (1936)</td>
<td>Chi Omicron (XO) (re-chartered 2007)</td>
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<tr>
<td>Pi Delta Phi (1965)</td>
<td>Ko Sari (1937)</td>
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<tr>
<td>Theta Chi Lambda (1960)</td>
<td>MAKONA (1978)</td>
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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.

• Diversity Affairs Council
• McMurry Student Government
• 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 Student Engagement Office, McMurry Student Government and (if applicable) the respective Men’s and Women’s Interclub. For more information, please visit the Student Engagement Office in the Garrison United Methodist Campus Center. Recognized organizations receive benefits that can be found in the Student Handbook under Student Clubs and Organizations.

CAMPUS ACTIVITIES BOARD
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 McMaddness, 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 Engagement office at (325) 793-6549. 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 & PEER LEADERS
One of the best ways to share your fantastic experience at McMurry is to become an Orientation Leader or Peer 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 War Hawk Welcome Week. 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. Peer Leaders do the same things as an Orientation Leader, but additionally assist faculty members in the First Year Seminar class. Many students say that being an Orientation Leader/Peer 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 SPIRIT TEAMS
The McMurry Talons Dance Team and War Hawks Cheerleaders are the spirit and tradition of the students. As ambassadors of the University, these spirit teams support all athletic events and promote enthusiasm and spirit throughout campus. Go War Hawks!
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.
Talon – McMurry University annual yearbook.
War Hawk Herald – 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.
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 Students & Campus Life. This version of the Student Code of Conduct is accurate only to the publication date of the Student Handbook. 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 Students & Campus Life 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 Students & Campus Life 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 Students & Campus Life shall be final, pending the normal appeal process.

At the discretion of the Dean of Students & Campus Life, 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**

*McMurry University*
*Revised – July 2016*

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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 and/or assault and/or other conduct which threatens or endangers the health or safety of any person.

104. **Theft and/or 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, Skateboards and Hover Boards.** 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 Drugs and Substances.** Use, possession, constructive possession, sale, manufacturing, delivery, or distribution of narcotics, drugs, synthetic drugs/substances, 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, synthetic drugs/substances 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, constructive 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. Alcohol paraphernalia including, but not limited to: shot glasses, funnels, and implements of drinking games.

Constructive possession occurs when a student is in close proximity to prohibited items and a hearing determines that it is reasonable the student(s) was aware of their presence, and those items could have belonged to them and/or were intended to be used/consumed by them. NOTE: Residential students have a responsibility to know what their guests bring into their campus residence and are responsible for prohibited items of which their guests are in possession. If a resident discovers prohibited items, such as alcohol or illegal drugs, belonging to his or her roommate(s) in their shared residence, he or she is expected to report this information to Campus Security or to the Resident Assistant responsible for his or her community.
Medical Amnesty Policy: McMurry University values student health and safety, and creates an environment where every member of the community is encouraged to care for one another. We encourage students to seek medical assistance if their life or one of their fellow students’ lives may be in danger due to alcohol consumption. To seek medical assistance, student should first call 911 and then Campus Security or the RA on Duty for their residence hall.

Students who seek the medical assistance for themselves or another person due to intoxication of alcohol will be given a measure of amnesty from the disciplinary actions typical of an alcohol violation. This amnesty only applies to the Student Code of Conduct and therefore does not protect a student from legal or police action taken by the City of Abilene, if they deem necessary. This policy does not grant amnesty for any other violations of the Student Code of Conduct, even if the policies were violated while the person in question was intoxicated.

In order to invoke amnesty, a student must contact 911, Campus Security, the RA on Duty, or another campus official prior to being discovered in possession of alcohol or publicly intoxicated. They must then meet with an assigned conduct officer and complete any and all educational or intervention measures the officer deems necessary, within the timeframe designated, which may include meeting with a counselor, addiction specialist, and/or follow-up appointments with the hearing officer.

While this policy only applies to individual students, if an organization has been found in violation of the University’s alcohol policy, then the organization’s willingness to seek medical attention for a guest may be viewed as a mitigating factor if or when sanctions are issued.

112. **Firearms and Weapons.** Possession or use of firearms, paint and/or air guns, 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 on 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
h. Use of unauthorized wireless routers or mobile hot spots.

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 and/or judicial system 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.

119. **Verbal Abuse.** Verbal abuse such as threats, intimidation, harassment, coercion, epithets, derogatory comments, slurs or unwanted sexual advances, invitations or comments, and/or other verbal conduct which threatens or endangers the health or safety of any person.

120. **Sexual Violence and/or Sexual Misconduct.** Sexual violence refers to a broad range of physical sexual acts perpetrated without a person’s consent, including where a person is incapable of giving consent due to an intellectual or other disability or to the victim’s use of drugs or alcohol. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion. All such acts of sexual violence are forms of sexual harassment when they occur on campus or when students experience the continuing effects of off-campus sexual harassment in the educational setting.

121. **Stalking.** Stalking is engaging in a pattern of threatening conduct that would cause a reasonable person to fear for his or her own safety; the safety of a family member; the safety of someone the person is dating; or the safety of property belonging to any of those persons. Stalking violates the university’s code of conduct and is a felony under Texas law. Stalking may also be a form of sexual harassment when it occurs on campus or when students experience its continuing effects in the educational setting.

122. **Dating Violence.** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

123. **Tobacco.** Conduct which can be interpreted or is a violation of the McMurry University Smoking and Tobacco Use Policy.
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 Students & Campus Life, Coordinator of Residence Life or other designated hearing officer for adjudication.

**UNIVERSITY HOUSING POLICIES**  
*McMurry University*  
*Revised July 2014*

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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, 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. Emotional Support Animals (ESAs) that have not been approved by the Office of Residence Life and Office of Disability Services will be considered “pets” for purposes of this policy if found within the residence halls and/or campus apartments.

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 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.

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 Sunday through Thursday, and 12:00 noon – 2:00am Friday and Saturday.**
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.
e. Guests that are not students and are 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 signed in 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 conditions, 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 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.

210. **Hall and/or Room Damage.** Excessive hall and/or room damages including, but not limited to, 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 Residence Hall Director or Resident Assistant. Improper checkout from a room assignment at any time.

212. **Decorations.** Any unsafe 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.

213. **Fire Safety and Equipment in the residence halls.** Tampering with or vandalizing fire warning or fire safety equipment. This includes but is not limited to pull stations, sprinklers, smoke detectors, fire extinguishers and exit signs. Nothing should ever be hung from or attached to sprinklers or smoke detectors for any reason. In room smoke detectors should not be removed or tampered with in any way.

214. **Noise.** Excessive noise in the hall or from the room. 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.-10 a.m. daily. During Finals Week, quiet hours are effective 24 hours/day. During these hours, radios, stereos, 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.

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 Students & Campus Life. Any charge should be submitted within five business days after the event takes place.

2. The Dean of Students & Campus Life 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 Students & Campus Life. 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 Students & Campus Life 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 Students & Campus Life. 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 Students & Campus Life may immediately sanction the student. The student may be allowed to make a statement on his/her behalf about extenuating circumstances. The Dean of Students & Campus Life 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 Students & Campus Life 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 Students & Campus Life, 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 Students & Campus Life 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 & Campus Life 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 Students & Campus Life. 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 Students & Campus Life.
   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 Students & Campus Life is not limited to the sanctions recommended by members of the Judicial Body. Following the hearing, the Judicial Body through the Dean of Students & Campus Life 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 serve)
   
   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. **Fines**—A monetary amount payable to the University.
      
      ii. **Loss of Privileges**—Denial of specified privileges for a designated period of time.
      
      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 Students & Campus Life, 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 Students & Campus Life 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 Students & Campus Life 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 Students & Campus Life 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 Students & Campus Life 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 Students & Campus Life.

Interpretation and Revision

1. Any question of interpretation regarding the Student Code of Conduct shall be referred to the Dean of Students & Campus Life for final determination.

2. The Student Code of Conduct shall be reviewed at least every three years under the direction of the Dean of Students & Campus Life.

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 Students & Campus Life.
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 Students & Campus Life to determine whether a student has violated the Student Code of Conduct and to recommend imposition of sanctions through the Dean of Students & Campus Life. The Dean of Students & Campus Life 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 Students & Campus Life” 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 Students & Campus Life 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 Students & Campus Life. 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 Students & Campus Life 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 Students & Campus Life to hear violations of the student code of conduct. The Dean of Students & Campus Life 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 Students & Campus Life.

18. The Dean of Students & Campus Life 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, Student Handbook, 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 – July 2016*

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.