2012-2013
STUDENT HANDBOOK

GENERAL MAILING ADDRESS
3410 Taft Boulevard
Wichita Falls, TX 76308-2099
Internet Address: http://www.mwsu.edu

This planner belongs to:

NAME _________________________________________________________________

ADDRESS _____________________________________________________________

CITY/TOWN ___________________________ ZIP CODE _____________

PHONE _____________________________________________________________
Foreword

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

This handbook is distributed at orientation, in the residence halls, and is available online from the Student Affairs site at http://students.mwsu.edu/studentaffairs/. Additional copies are available in the Clark Student Center office. Failure to read this handbook does not excuse students from the requirements and regulations described herein.

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

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

Student Honor Creed

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

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

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

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

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

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

Mission

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

Our Values

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

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

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

BUSINESS HOURS

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

BOOKSTORE
Monday, Thursday, Friday 7:30 a.m.-5:30 p.m.
Tuesday, Wednesday 7:30 a.m.-7:00 p.m.
Saturday, Sunday Closed

BUSINESS OFFICE (Windows)
Monday-Friday 8:15 a.m.-4:00 p.m.

POST OFFICE (Window Service)
Monday-Friday 9:00 a.m.-5:00 p.m.
Saturday-Sunday Closed

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

LIBRARY
Monday-Thursday 7:45 a.m.-2:00 a.m.
Friday 7:45 a.m.-5:00 p.m.
Saturday 10:00 a.m.-6:00 p.m.
Sunday 2:00 p.m.-2:00 a.m.

CAMPUS POLICE (office)
Monday-Thursday 7:30 a.m.-9:00 p.m.
Friday 7:30 a.m.-8:00 p.m.
Saturday-Sunday Closed
EMERGENCY CONTACTS

MSU Campus Police 397-4239
Wichita Falls Police/Ambulance/First Responder 911
First Step (rape crisis center) 24-hour hotlines 692-1993 (OR) 1-800-658-2683
United Regional Health Care System 1600 11th Street 764-7000
MSU Counseling Center 397-4618
MSU Dean of Students 397-6273
MSU Residence Life 397-4217
MSU Vinson Health Center 397-4231

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

The faculty and administration are pleased that you have chosen Midwestern State University. Classes are generally small and you will receive personalized attention from an outstanding faculty. Additionally, you will be taught an array of rigorous university courses. Midwestern State University has a beautiful, modern, and growing campus. Our instructional and research equipment is the best to be found in any university. The university also has fine computer laboratories, science laboratories, art studios, and performing arts theatres. The beautiful campus and these resources are here for you to use and enjoy.

At MSU, you will have an opportunity to participate in an almost endless number of extracurricular activities. The MSU student body is geographically diverse coming from 26 states and 52 nations. The university offers a very broad range of enlightening programs, including the Artist-Lecture Series, faculty seminars, and nationally known lecturers.

MSU fields thirteen athletic teams in the Lone Star Conference of the NCAA. Championship banners fill D. L. Ligon Coliseum. Additionally, Wichita Falls is a community with a variety of entertainment and recreational opportunities for you to enjoy.

I look forward to seeing you on the Midwestern State University campus. I extend to you my very best wishes for a successful, enjoyable, and rewarding college experience at MSU.

Sincerely,

Jesse W. Rogers
President
Welcome Mustangs,

On behalf of the student body of Midwestern State University, I am pleased that you have chosen to continue your education here at Midwestern State University! MSU is a wonderful institution that has many great advantages and accommodations for student needs. The University prides itself on having small classes, allowing students to be interactive with professors and one another. Those small classes allow professors the opportunity to learn students by name. We are aware that you came here to receive a higher education, but know that your education continues beyond the classroom. As such, I hope you take advantage of learning from your peers who are from over 47 different countries and more than 41 states.

In addition, I strongly encourage you to take full advantage of the numerous services offered around campus, as well as finding a student organization that sparks your particular interest. We have over 100 student organizations and 16 nationally affiliated fraternities and sororities, each serving a different role to better our collegiate experience. As President of the Student Government Association - the governing body that brings each and every organization together to collaborate and effectively bring change to the university - I am confident that you will find the right fit within one of our organizations.

Lastly, I suggest you become familiar with the Office of Student Development and Orientation, University Programming Board, Artist-Lecture Series, and the Student Success Series, which host numerous social and educational events to enable interaction among students, faculty, and staff. In addition, take advantage of other services such as the Student Wellness Center to stay fit, enjoy competition in recreational sports, and develop a healthy dietary plan; the Career Management Center to obtain guidance on your resumes and job opportunities; and the Counseling Center to develop your professional and personal skills.

While at MSU, I strongly suggest and encourage you to take full advantage of the opportunities MSU has to offer, expand your horizons, create new friendships, and learn new life skills. I wish you success in your collegiate experience and look forward to serving you this year!

Go Mustangs!

Anthony Gallina
President of the Student Government Association
## Solution Finder

### GENERAL INFORMATION

Who to See and Where

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

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>LOCATION</th>
<th>EXT. #</th>
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<tbody>
<tr>
<td>Academic Success/Mustangs Advising Center</td>
<td>McCullough Hall</td>
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<td>Admissions</td>
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<td>Bookstore</td>
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<td>Campus Card</td>
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<td>Career Management Center</td>
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<td>Check Cashing</td>
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<td>Clark Student Center</td>
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<td>Continuing Education</td>
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<td>Counseling Center</td>
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<td>Dean of Graduate School</td>
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<td>Dean of Students</td>
<td>Clark Student Center 120</td>
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<td>Dining</td>
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<td>Disabled Student Services</td>
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<td>Dropping Courses (Registrar)</td>
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<td>Financial Aid for Students</td>
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<td>Fraternities</td>
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<td>Graduate Office</td>
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<td>Greek Life</td>
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<td>Information Systems</td>
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<td>Police (University)</td>
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<td>Post Office</td>
<td>Clark Student Center 181</td>
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<td>President’s Office</td>
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<td>Print Shop</td>
<td>University Press</td>
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<td>Provost</td>
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<td>Public Information Office</td>
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<td>Psychology Clinic</td>
<td>O’Donohoe Hall 122</td>
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<td>Recreational Sports</td>
<td>Bruce and Graciela Redwine</td>
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<td>Student Wellness Center</td>
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<td>Sororities</td>
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<td>Student Activities</td>
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<td>Student Affairs (Assoc. VP)</td>
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<td>Student Development and Orientation</td>
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<td>Student Government Association</td>
<td>Clark Student Center 173</td>
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<td>Student Insurance (Optional)</td>
<td>Vinson Health Center</td>
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<td>Student Organizations</td>
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<td>Student Success Series</td>
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<td>Student Traffic Review Board</td>
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<td>TSI Coordinator</td>
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<td>Testing Center</td>
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<td>TV 2 Studio</td>
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<td>University Advancement (VP)</td>
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<td>University Programming Board (UPB)</td>
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<td>Upward Bound</td>
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<td>Veterans’ Affairs</td>
<td>Hardin Adm. South 101K</td>
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<td>Volunteer Programs</td>
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<td><em>Wai-Kun (Yearbook)</em></td>
<td>Clark Student Center 194</td>
<td>4498</td>
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<td><em>Wichitan</em> Editor/Advertising</td>
<td>Fain Fine Arts Center B103</td>
<td>4704/4705</td>
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**SORORITIES**

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

**FRATERNITIES**

- Kappa Alpha (colony): 3278
- Kappa Sigma: 3278
- Omega Delta Phi: 4335
- Phi Sigma Kappa: 4206
- Sigma Alpha Epsilon: 4188
- Sigma Nu: 4786
- Tau Kappa Epsilon: 3278

**COMPUTER LABS**

- Bolin Hall: 4410
- Business Admin./Economics: 4657
- Clark Student Center: 4897
- Education: 4765
- Journalism: 4295
- Library: 4751

**RESIDENCE HALLS**

- Bridwell Courts: 7825
- Killingsworth Main Desk: 7200
- McCullough-Trigg Main Desk: 7930
- Pierce Main Desk: 7510
- Sundance Court: 6780
- Sunwatcher Village: 6780
### RELIGIOUS ORGANIZATIONS

<table>
<thead>
<tr>
<th>Organization</th>
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<tbody>
<tr>
<td>Baptist Student Ministry (BSM)</td>
<td>(940) 767-1222</td>
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<tr>
<td>Canterbury Club</td>
<td>(940) 397-4269</td>
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<tr>
<td>Catholic Campus Ministry</td>
<td>(940) 692-9778</td>
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<tr>
<td>Colonial Student Organization</td>
<td>(903) 815-0950</td>
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<td>Cru</td>
<td>(940) 867-3439</td>
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<td>Great Awakening Ministry</td>
<td>(817) 673-7765</td>
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<td>Mentors on a Mission</td>
<td>(817) 690-6348</td>
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<tr>
<td>Mustangs 4 Christ</td>
<td>(940) 692-3142</td>
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<td>Nurses 4 Christ</td>
<td>(940) 399-8696</td>
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<tr>
<td>Pagan Student Union</td>
<td>(940) 235-6522</td>
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<td>Portico</td>
<td>(940) 247-0488</td>
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<tr>
<td>Sigma Phi Lambda</td>
<td>(806) 773-9399</td>
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<td>Student Buddhist Association</td>
<td>(609) 200-3322</td>
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<td>Wesley Campus Ministry</td>
<td>(940) 235-9044</td>
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### ACADEMIC DEPARTMENTS

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<td>Accounting</td>
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<td>Applied Arts and Sciences (BAAS)</td>
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<td>Art</td>
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<tr>
<td>Theatre</td>
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Traditions

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

• THE MSU TOWER: The tower is the landmark of MSU. The Redwine Carillon is housed in the tower and is comprised of 37 bells. The bells play the Westminster chime every quarter-hour and strike the hour on the hour.

• COLORS: Maroon and Gold

• MASCOT: Mustangs

• OFFICIAL MSU RING: The ring represents the tradition and history of our school. Each icon has special significance in the lives of our graduates. The date 1922 represents when the school was first established as Wichita Falls Junior College. The Hardin Building is a campus landmark and represents the beauty of our campus and remains a symbol of strength and pride. The Sunwatcher statue represents our history with the Kiowa Tribe.

• HOMECOMING: This traditional event provides for a gathering on the campus of alumni, parents, and friends who join with the faculty and student body to renew old friendships, make new acquaintances, and generally have a good time. The week is filled with many student activities—bonfire, football game, and the crowning of the homecoming king and queen.

• HONORS RECOGNITION BANQUET: This function is an annual affair in which outstanding students from the freshman, sophomore, junior, senior and graduate classes are recognized. In addition to the naming of MSU’s Man and Woman of the Year and Hardin Scholar, the university recognizes the scholastic and leadership achievements of students.

• GREEK WEEK: Each year Greek social organizations are recognized at a series of Greek Week activities. During Greek Week, MSU Greeks compete among themselves in various physical and service activities and host social events for the entire campus.

• MSU-BURNS FANTASY OF LIGHTS: This dazzling display includes 29 brightly lit scenes and 18,000 lights outlining five major buildings on campus. Each October and November, a voluntary force of townspeople and MSU students work together to do the hundreds of small jobs necessary to bring the display to life.

• GATES OF HERCULES: These three limestone pillars, by artist Sandi Stein, are located on the south lawn of Bolin Hall. They were designed and commissioned by Doug Burns, in honor of his mother, father and wife. They were donated to MSU during the 75th anniversary celebration in 1997.
• SUNWATCHER: This statue of a South Plains Indian by Jack Stephens exemplifies the progressive spirit of the university. It was presented to MSU by the Alumni Association and financed through donations and brick paver sales during the 75th anniversary celebration in October of 1997.

• FAMILY DAY: Family Day is a tradition when parents, family members, and friends join their MSU student, or students, for a relaxing day of fun. Every year, thousands of MSU’s extended family come to celebrate and display their MSU pride by cheering on our Mustangs! Festivities include a variety of games, free food, novelties, and entertainment for the entire family to enjoy. Attendance at all Family Day events is free for family members and guests of current MSU students.

• FINALS FRENZY: Occurring the Thursday before final exams during the fall and spring semesters, Finals Frenzy has evolved into one the most popular and anticipated events at Midwestern State University. Traditionally held in the Clark Student Center from 7-11 p.m., Finals Frenzy is sponsored in large part by the Division of Student Affairs and features a large range of activities, entertainment, and free food. The event is a great opportunity to relax, de-stress, and have some fun prior to the onset of final exams.

• LIBERTY BELL: An exact replica of the Liberty Bell cast by the Paccard Fonderie des Cloches of Annecy, France is located in front of the Hardin Administration Building. The markings and inscriptions replicate the Liberty Bell down to the nail that was placed in the crack. The bell is 44 1/2” in diameter, 42 3/16” high (including the yoke and stand), and weighs 2,050 pounds.

• DILLARD MUSTANGS: The mustangs sculptures located on the south side of D.L. Ligon Coliseum, created by Jack Stevens, pays tribute to MSU’s nickname, “Mustangs.” A stone near the mustangs bears the following inscription: The Believers – Wisdom, Strength, Courage.
SECTION II

❖

Student Affairs/Student Life

Student Affairs

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

The Division of Student Affairs, being concerned with the whole student in his/her total environment, recognizes what the student learns and experiences in university life significantly influences his/her aspirations, development, and achievements. As such, the Division of Student Affairs at Midwestern State University takes a holistic approach to student development and wellness. Through our high quality co-curricular programs and services, we create and promote opportunities for intellectual growth, civic responsibility, social engagement, and leadership with the goal of developing awareness of self and others. We create and foster a nurturing and inclusive campus environment that enriches the collegiate experience in support of the educational mission of Midwestern State University.

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Director of Aramark Dining Services
Clark Student Center Room 154
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Cammie Dean
Director of Student Development and Orientation
Clark Student Center Room 194
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Jenny Denning
Barnes and Noble Bookstore Manager
Clark Student Center
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Dr. Joey Greenwood
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Debra Higginbotham
Director of Disability Support Services
Clark Student Center Room 168
debra.higginbotham@mwsu.edu

Cindy Loveless
Campus Postal Supervisor
Clark Student Center Post Office Room 181
cindy.loveless@mwsu.edu

Dr. Pam Midgett
Director of Counseling Center
Corner of Hampstead and LJR Drive
pam.midgett@mwsu.edu

Dr. Michael Mills
Director of Housing and Dining Services
Bea Wood Hall Room 125
michael.mills@mwsu.edu

Dail Neely
Dean of Students/ Director of
Clark Student Center
Clark Student Center Room 120
dail.neely@mwsu.edu
Alumni Association

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

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

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

Annual Fund

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

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

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

Giving at MSU is a way of life. Private donations from faculty, staff, alumni, parents and students make a powerful difference in the lives of MSU students. The student giving committee, Mustangs In Action, are always hard at work! This group will contact students to make donations to special projects on campus. Students can serve on the student giving committee to make a difference. Students may not be able to give much, but every gift counts!

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

The Midwestern State University Artist-Lecture Series was established to enhance the cultural and intellectual atmosphere of the MSU campus and the Wichita Falls community. The Artist-Lecture Series brings to campus outstanding artists and lecturers who have achieved national and international acclaim in their respective areas. MSU students interested in attending any of the Artist-Lecture Series programs may pick up free tickets at the Clark Student Center Information Desk. Additional information concerning the Artist-Lecture Series may be obtained through the Student Affairs office, Room 112, Hardin Administration Building.

**Campus Police**

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

**Career Management Center**

The Career Management Center (CMC), located in Clark Student Center, Room 108, presents several opportunities for students to be introduced to and guided through the professional development process using a wide variety of helpful services. Services the center provides focus on preparing students for significant and personally satisfying careers, and teaching them how to market themselves effectively to prospective employers. The Career Management Center offers students the opportunity to post resumes on-line; browse through full-time, part-time and internship postings as well as internship positions; interview with prospective employers on-campus; network and identify employment opportunities at the CMC sponsored Career Fairs; and take Professional Development courses. All students are encouraged to begin using the Career Management Center early in their college experience to begin developing and planning their professional character.

**Professional Development Courses**

The Career Management Center offers Professional Development courses in each of the Colleges. These courses are specifically designed to meet the needs of MSU’s individual Colleges and major fields of study. The Professional Development courses offer helpful information in such areas as building a winning resume, successful interviewing skills, workplace ethics, and most importantly, preparation for the “real world.” Information about the Professional Development courses is available in the Career Management Center.

**Career Enhancement for Graduating Students and Alumni**

The Career Management Center facilitates networking and employment opportunities enabling students and alumni to obtain satisfactory employment.

**Internships**

Internships allow the application of classroom theory and learning in a real world environment. It helps students develop professional skills such as presentation, writing and technical skills. Internships also provide very financially satisfying ways to earn money that can be used towards future tuition payments, as well as other financial obligations.
Midwestern State University considers you, the student, to be its most valuable resource. Thus, the Career Management Center strongly believes in providing a unique transition into student’s professional careers through the implementation of internships. Our student’s success comes from the effective utilization of academic, leadership, and skilled development.

**Cheerleaders**

Boosting spirit on campus are the men and women of MSU’s nationally competitive cheerleading squad. The squad strives to encourage all MSU students to actively and enthusiastically support the Mustangs at athletic events. In addition to being heavily involved with youth and community programs through the Wichita Falls and surrounding area, the squad strives to encourage MSU students to actively and enthusiastically support the Mustangs at athletic events.

**Clark Student Center**

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

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

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

University Master Calendar is maintained by the Clark Student Center Office. The calendar contains information of scheduled activities and events taking place at the university. Master calendar scheduling forms will be sent from the Clark Student Center Office to each department and to each student organization by March 1 for listing proposed activities and for requesting facilities for the following fall, spring, and summer semesters. During the period of March 1- July 31, annually recurring events will receive priority both for placement on the master calendar and for reservations of campus facilities. Off-campus groups cannot receive confirmation for university facilities until after August 1. If a conflict in scheduling occurs, rescheduling will be resolved in consultation with the groups involved.

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

Display Cases in the Atrium will be available for use by all registered student organizations. Reservations are accepted on a first come, first served basis in the Clark Student Center Office. Guidelines for use of these cases are available in the Information Desk.

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

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

*Computer Lab*—Open 24 hours a day, 7 days a week when classes are in session. For information regarding the computer lab, please contact Information Systems at 397-3000.

**Campus Card**

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

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

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

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

**CSC Building Hours**

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Monday – Friday</td>
<td>8:00 a.m. – 11:00 p.m.</td>
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<tr>
<td>Saturday</td>
<td>8:00 a.m. – 11:00 p.m.</td>
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<tr>
<td>Sunday</td>
<td>8:00 a.m. – 11:00 p.m.</td>
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**Recreation Room Hours**

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<tr>
<td>Saturday</td>
<td>11:00 a.m. – 11:00 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>9:00 a.m. – 11:00 p.m.</td>
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**Information Desk Hours**

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<tbody>
<tr>
<td>Monday- Friday</td>
<td>8 a.m. to 11p.m.</td>
</tr>
<tr>
<td>Saturday-Sunday</td>
<td>9 a.m. to 11p.m.</td>
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**Counseling Center**

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

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

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

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

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

**Dean of Students**

The Office of the Dean of Students provides services directly to students, assists students in their successful transition to university life, provides academic support and counseling to students, encourages the development of friendships among students, assists students in resolving individual and group conflicts, and designs opportunities for leadership development. The Dean of Students office is guided by the following principles:

• Students are our most valuable resource.

• Higher education has a responsibility to assist in the development of the whole person both in and out of the classroom.

• The outcome of education will be comprehensive; the total environment will be structured to create opportunities for student involvement and learning.

• The university recognizes the rights and responsibilities of students and provides an array of resources and learning opportunities that enable students to exercise their responsibilities.

The services sponsored through the dean’s office emphasize participation, self-determination, interpersonal communication, and personal responsibility.

The dean’s office also administers the Code of Student Conduct, processes withdrawals from the university, and assists students by notifying faculty about class absences caused by accidents, serious illness, or a death in the family. The Dean of Students office is ready to provide information, advisement, and other types of assistance to the students, faculty, and staff of Midwestern State University. Located in Clark Student Center Room 120, the dean’s office is open during regular office hours. They may be contacted at (940) 397-6273.

**Disability Support Services**

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

**Services**

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

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

• Taped books/materials

• Adaptive Equipment and Access to adaptive software

• Class relocation

• Note-taking assistance

• Priority registration for classes

• Testing Accommodations

• Counseling

• Advocacy/liaison

• Test Readers and Scribes

• Individual orientation to campus

• Interpreter Services
To Obtain Disability Support Services, you must:

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

Individuals with grievances related to discrimination or lack of accommodation on the basis of a disability are encouraged to resolve the problem directly with the area involved. If the matter remains unresolved, advice and assistance will be provided by Disability Support Services. Specific information on filing a grievance is available in Disability Support Services or in the Student Affairs office, Hardin 112, (940) 397-4291.

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

Governing Councils

The Interfraternity Council (IFC) governs men’s national social fraternities.
The Panhellenic Council (PHC) governs women’s national social sororities.
The Multicultural Greek Council (MGC) governs the historically black and Latino Greek letter fraternities and sororities.
The Residence Hall Association Executive Committee is comprised of delegates from the residence hall governments.
The Student Senate is a campus-wide governing group. All student legislative power is vested in this group.

Housing and Residence Life

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

Housing Policy

The housing policy is based on the belief that living in university housing can provide both educational and social opportunities important to the success of college students. National studies have demonstrated that students residing on-campus tend to develop and progress at a better rate toward the completion of their degrees than those students living in off-campus housing. All students enrolling at Midwestern State University are required to live in university housing unless they:
1. Are living in the home of their parents or legal guardians and commuting to class.
2. Are married and living with their spouse.
3. Have accumulated 45 semester hours of academic credit prior to the first day of classes for the housing contract period.
4. Have reached the age of 21 prior to the first day of classes for the housing contract period.
5. Are part-time students enrolled in 11 hours or less for the fall or spring semester.
6. Are enrolled for evening classes only.
Food Service Policy

All students living in MSU residence halls (except Bridwell Courts, Sundance Court, and Sunwatcher Village) during the fall and spring semesters are required to take a meal plan in the Mesquite Dining Room. Three meal plans (10 meals per week with $75 declining balance, 14 meals per week with $75 declining balance, and 19 meals per week with $65 declining balance) are available for students residing in the residence halls. Each meal plan includes the declining balance that may be used at any dining facility in the Clark Student Center. An optional 10 meal plan is available during either summer session.

Policy Exceptions

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

FALL SEMESTER: June 1
SPRING SEMESTER: December 1

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

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

Withdrawals

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

Insurance for Students

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

Intercollegiate Athletics

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

Admission to university athletic events, excluding LSC Tournament and NCAA championship events, is free to all currently enrolled MSU students on presentation of current MSU Campus Card. The consumption of alcoholic beverages or the use of tobacco products at MSU athletic events is strictly prohibited.
**International Services**

The International Services office provides comprehensive advising, adjustment and legal services for all international students. For more information or to contact the International Services office you may access the website at [http://students.mwsu.edu/international](http://students.mwsu.edu/international).

**Moffett Library**

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

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

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

Microform readers and copiers are available in the Serials Department. Instruction and assistance are available from the Serials Department service desk. Additional collections on microform are also available in the Reference and Documents Departments. Print copiers, accepting bills or copy cards, are housed in a separate room in the Serials Department.

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

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

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

**Post Office**

The University Post Office is an official postal substation located in the Clark Student Center. It provides most services that are available from the main post office. Some exceptions are the selling of domestic money orders on holidays, Immigration and Naturalization and Treasury Department forms, hunting stamps, foreign money orders, receipt of C.O.D. parcels, and Selective Service registration.
**Hours**

Window service hours are 9:00 a.m. to 5:00 p.m., Monday through Friday. Mail is received at 8:00 a.m., Monday through Friday. Mail is dispatched to the main post office at 4:00 p.m. When postal holidays fall on a regular school day, the University Post Office will remain open and in full operation. During spring break and the Christmas holiday period, mail will be received and dispatched at 8:00 a.m., and no window service will be available.

**Rental of Boxes**

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

<table>
<thead>
<tr>
<th>ON CAMPUS BOX ADDRESS:</th>
<th>SUNWATCHER ADDRESS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name</td>
<td>Student Name</td>
</tr>
<tr>
<td>3410 TAFT BLVD. 12XXX</td>
<td>3704 LOUIS J. RODRIGUEZ DR. #111A</td>
</tr>
<tr>
<td>WICHITA FALLS, TX 76308-2095</td>
<td>WICHITA FALLS, TX 76308-2215</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUNDANCE COURT ADDRESS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name</td>
</tr>
<tr>
<td>2602 MIDWESTERN PARKWAY #102A</td>
</tr>
<tr>
<td>WICHITA FALLS, TX 76308-2902</td>
</tr>
</tbody>
</table>

**Psychology Clinic**

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

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

**Publications**

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

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

*Voices* is the campus literary magazine. It provides a vehicle for the ideas, opinions, and creative efforts of the total university community.
Recreational Facilities

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

Student Wellness Center

GYMNASIUMS: A wide variety of activities are offered in the two gymnasiums during the fall, spring, and summer semesters. During the fall and spring semesters, the hours of operation are 5:25 a.m. – midnight excluding holiday hours.

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

WELLNESS PROGRAMS: Wide assortments of fitness classes are available for all of our students. We offer indoor cycling, Pilates, Yoga, Kickboxing, Turbo, PIYO, Pump It, Mountain Biking, Hip Hop, Circuit Training, and Core Training. All fitness classes and events are free to currently enrolled students.

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

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

Aquatics

The Student Wellness Center boasts an outdoor aquatics area. Students enjoy swimming, playing beach volleyball, outdoor basketball, watching movies, and cooking out at the aquatics facility. Hours of operations during season are 1:00 p.m. – 8:00 p.m.

Outdoor Courts

TENNIS COURTS: Ten lighted tennis courts are located just west of the coliseum. The courts are available for recreational play when not scheduled for classes or other scheduled activities. Lights operate on a coin-operated time clock that provides fifteen minutes for $.25.

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

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

JOGGING TRACK: A one-mile cement walking/jogging path encircles Sikes Lake. The track is available for recreational activities and for all leisure activities as well.

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

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

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

Recreational Sports Calendar 2012-2013

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

<table>
<thead>
<tr>
<th>FALL 2012</th>
<th>Division</th>
<th>Deadline</th>
<th>SPRING 2013</th>
<th>Division</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tennis Doubles</td>
<td>MW</td>
<td>Sept. 4</td>
<td>Table Tennis Doubles</td>
<td>MW</td>
<td>Jan. 29</td>
</tr>
<tr>
<td>Punt-Pass-Kick</td>
<td>MW</td>
<td>Sept. 4</td>
<td>Basketball</td>
<td>M</td>
<td>Jan. 29</td>
</tr>
<tr>
<td>Flag Football</td>
<td>MW</td>
<td>Sept. 4</td>
<td>Badminton Doubles</td>
<td>MW</td>
<td>Jan. 29</td>
</tr>
<tr>
<td>Soccer</td>
<td>MW</td>
<td>Sept. 11</td>
<td>Volleyball</td>
<td>W</td>
<td>Jan. 29</td>
</tr>
<tr>
<td>Ultimate Frisbee</td>
<td>Co-Rec</td>
<td>Sept. 11</td>
<td>Tennis</td>
<td>Co-Rec</td>
<td>Feb. 5</td>
</tr>
<tr>
<td>Archery</td>
<td>MW</td>
<td>Sept. 11</td>
<td>Softball</td>
<td>MW</td>
<td>Feb. 12</td>
</tr>
<tr>
<td>Bowling</td>
<td>MW</td>
<td>Sept. 25</td>
<td>Tennis Singles</td>
<td>MW</td>
<td>March 5</td>
</tr>
<tr>
<td>Pool</td>
<td>MW</td>
<td>Sept. 25</td>
<td>Frisbee Golf</td>
<td>MW</td>
<td>March 5</td>
</tr>
<tr>
<td>Table Tennis Singles</td>
<td>MW</td>
<td>Oct. 9</td>
<td>Putt-Putt Golf</td>
<td>MW</td>
<td>March 5</td>
</tr>
<tr>
<td>Volleyball</td>
<td>Co-Rec</td>
<td>Oct. 9</td>
<td>Dodgeball</td>
<td>MW</td>
<td>March 12</td>
</tr>
<tr>
<td>Basketball</td>
<td>W</td>
<td>Oct. 9</td>
<td>Darts</td>
<td>MW</td>
<td>April 2</td>
</tr>
<tr>
<td>Indoor Soccer</td>
<td>Co-Rec</td>
<td>Nov. 6</td>
<td>3-on-3 Basketball</td>
<td>MW</td>
<td>April 2</td>
</tr>
<tr>
<td>Volleyball</td>
<td>M</td>
<td>Nov. 6</td>
<td>Sand Volleyball</td>
<td>Co-Rec</td>
<td>April 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Golf</td>
<td>MW</td>
<td>April 2</td>
</tr>
</tbody>
</table>

Student Development and Orientation

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

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

Fourteen social Greek-letter organizations representing a variety of backgrounds exist at Midwestern State University. Greek life is a great way to make new friends and live a life of values and purpose. Chapters adhere to standards of excellence in scholarship, leadership, service, and unity. Recruitment schedules and events vary for the different chapters so to learn more, please stop by the office in room 197 of the Clark Student Center.

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

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

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

Multiculturalism and appreciation for diversity is an important part of a college education. MSU students are encouraged to participate in the various multicultural awareness programs sponsored by the office during the year as well as learn about different multicultural opportunities through the Diversity Unity Council.

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

**Student Elections**

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

**Election Requirements**

<table>
<thead>
<tr>
<th>ELECTION</th>
<th>GPA</th>
<th>CLASSIFICATION</th>
<th>NOMINATED BY</th>
<th>ELECTED BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Body President, Vice President and Secretary</td>
<td>2.5</td>
<td>Junior or above at the close of the semester elected</td>
<td>Individual Registrations</td>
<td>Student Body</td>
</tr>
<tr>
<td>Senators</td>
<td>2.0</td>
<td>Any Classification</td>
<td>Individual Registrations; University Housing</td>
<td>Classes; Organizations</td>
</tr>
<tr>
<td>Homecoming Prince and Princess</td>
<td>2.0</td>
<td>Freshman and Sophomore</td>
<td>Classes (4 each)</td>
<td>Student Body</td>
</tr>
<tr>
<td>Duke and Duchess King and Queen</td>
<td>2.0</td>
<td>Junior and Senior</td>
<td>Classes (4 each)</td>
<td>Student Body</td>
</tr>
</tbody>
</table>

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

**Student Government Association**

*Executive Office*

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

*Student Senate*

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

**2012-2013 Student Government Elections**

**FRESHMAN SENATORS**

(Classes Begin Saturday, August 25)

Registration Sept. 17-20 (Monday-Thursday) 8 a.m.-5 p.m. SGA and Vice President for Student Affairs and Enrollment Management

Voting will begin at 8:00 a.m. on October 1 and run through 1:00 p.m. on October 5. Your vote may be cast at [http://vote.mwsu.edu](http://vote.mwsu.edu).

**HOMECOMING QUEEN, KING AND COURT**

(Homecoming Week October 8-13)

Nominations Sept. 17-20 (Monday-Thursday) 9 a.m.-1 p.m. CSC Atrium

Voting will begin at 8:00 a.m. on October 1 and run through 1:00 p.m. on October 5. Your vote may be cast at [http://vote.mwsu.edu](http://vote.mwsu.edu).

**2013-2014 STUDENT GOVERNMENT OFFICER AND SENATOR ELECTIONS**

Registration April 2-5 (Tuesday-Friday) 8 a.m.-5 p.m. SGA and Vice President for Student Affairs and Enrollment Management
Voting will begin at 8:00 a.m. on April 15 and run through 1:00 p.m. on April 19. Your vote may be cast at http://vote.mwsu.edu.

Run-off voting, if needed, will begin at 8:00 a.m. on April 22 and run through 1:00 p.m. on April 26. Your vote may be cast at http://vote.mwsu.edu.

2012-2013 STUDENT SENATE MEETINGS
(Meetings are held on the 1st and 3rd Tuesday of each month at 7:00 p.m. in Bolin 100)

<table>
<thead>
<tr>
<th>FALL 2012</th>
<th>SPRING 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 4, 2012</td>
<td>February 5, 2013</td>
</tr>
<tr>
<td>September 18, 2012</td>
<td>February 19, 2013</td>
</tr>
<tr>
<td>October 2, 2012</td>
<td>March 5, 2013</td>
</tr>
<tr>
<td>October 16, 2012</td>
<td>March 19, 2013</td>
</tr>
<tr>
<td>November 6, 2012</td>
<td>April 2, 2013</td>
</tr>
<tr>
<td></td>
<td>April 16, 2013</td>
</tr>
</tbody>
</table>

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

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

**ACADEMIC ORGANIZATIONS**
- Accounting Society
- American Advertising Federation
- American Chemical Society
- American Marketing Association
- American Society of Mechanical Engineers Association for Childhood Education International
- Association for Computing Machinery
- Association of Information Technology Professionals
- Biology Club
- Correctional Counselors Association
- Council for Exceptional Children
- Dental Hygiene Association
- Engineers for a Sustainable World
- Financial Management Association
- Geosciences Club
- Graduate Student Association
- Kinesiology Students Organization
- Literary Society
- Math Club
- Midwestern Music Educators Association
- Pre-Professional Health Sciences Society
- Radiology Club
- Respiratory Therapists Association
- Sharing the Profession of Athletic Training
- Social Workers Acting Together
- Sociology Student Association
- Student Nursing Association
- The Wichitan
- Voices (Magazine)

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

**GOVERNING COUNCILS**
- Interfraternity Council
- Multicultural Greek Council
- Panhellenic Council
- Residence Hall Association
- Student Government Association
GREEK - FRATERNITIES
Kappa Sigma
Omega Delta Phi
Phi Sigma Kappa
Sigma Alpha Epsilon
Sigma Nu
Tau Kappa Epsilon

GREEK - SORORITIES
Alpha Kappa Alpha
Alpha Phi
Chi Omega
Gamma Phi Beta
Kappa Delta Chi
Sigma Kappa
Sigma Lambda Alpha

GREEK - HONORARY
Delta Sigma Pi
Kappa Kappa Psi

HONOR SOCIETIES
Alpha Chi
Alpha Lambda Delta
Alpha Phi Sigma
Beta Beta Beta
Beta Gamma Sigma
Kappa Delta Pi
Kappa Pi
Lambda Nu
Mortar Board
National Society of Collegiate Scholars
Order of Omega
Phi Alpha
Phi Alpha Theta
Phi Eta Sigma
Pi Mu Epsilon
Pi Sigma Alpha
Psi Chi
Sigma Gamma Epsilon
Sigma Tau Delta
Tau Sigma
Upsilon Pi Epsilon

CLUB SPORTS
MSU Cheerleaders
MSU Cycling Team
Rugby
Ultimate Frisbee Club

HOBBIES AND SPORTS ORGANIZATIONS
Chess Club
Coalition of Anime Lovers
University Singers

RELIGIOUS AND FAITH-BASED ORGANIZATIONS
Baptist Student Ministry
Canterbury Club
Catholic Campus Ministry
Colonial Student Organization
Cru
Great Awakening Ministry
Mentors on a Mission
Mustangs 4 Christ
Nurses 4 Christ
Pagan Student Union
Portico
SGI-USA Student Buddhist Association
Sigma Phi Lambda
Wesley Campus Ministry

CULTURAL ORGANIZATIONS
African Students Organizations
Caribbean Students Organization
Midwestern Indian Students Association
NAACP
Native American Student Association
Spanish Club

SPECIAL INTEREST ORGANIZATIONS
Armed Forces Veterans
As One Gospel
Association for Disability Advocacy
Bilingual Education Student Organization
Circle K International
College Republicans
Colleges Against Cancer
French Club “Club La Francais”
MSU Lions Club
Mustang Maniacs
Mutatio
P.R.O.U.D.
Students for Liberty
UNICEF @ MSU
Student Organization Policies

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

General Policies

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

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

Upon receipt of the request, the Office of Student Development and Orientation will secure approval from the Director of Donor Services to avoid conflicts with potential donors. This provision will ensure that fundraising efforts are centrally planned and coordinated. Notification of approval or denial will be given to each organization from the Office of Student Development and Orientation.
9. Midwestern State University assumes no fiscal responsibility or liability for any student organization including club sport organizations.
10. All club sport teams are required to obtain a group accident policy, covering the entire membership, each academic year. A copy of the policy is to be submitted to the Office of Student Development and Orientation at the beginning of each fall semester. Additionally, members of club sport teams are required to sign a liability waiver before participating in the sport. Each organization is responsible for ensuring compliance with this policy.
11. Student organization training meetings will be conducted at the beginning of the fall and spring semesters. Each organization is required to send a representative to one of the trainings each semester.
12. A representative from each student organization must complete a university sponsored or approved risk management training on an annual basis.
13. Each student organization is required to have an on-campus post office box unless otherwise approved by the Director of Student Development and Orientation.
14. Regulations pertaining to student organizations may be obtained in the Student Development and Orientation office, CSC 194.

Procedure for Establishing a New Organization

1. Students interested in forming a new organization must meet with the Director of Student Development and Orientation. Student organizations may be officially recognized when formed for purposes that are consistent with the philosophy and goals of Midwestern State University. The purposes, goals and activities of one organization should not duplicate those of another.
2. The following forms must be submitted to the Director to begin the approval process: the student organization roster (a list of proposed members, officers and advisor) with a minimum of eight (8) currently enrolled MSU students, an Activity Reservations/Guidelines Agreement, and a constitution or statement of purpose which must include:
   A. The exact title of the organization.
   B. The purpose of the organization. Is it fostering a broad educational goal? Does it have a social, cultural, or political aim? Why was the group founded? Be precise enough so that a non-member would understand the group’s purpose. Religious organizations must indicate their religious affiliation.
   C. A statement of the group’s willingness to abide by all university policies.
   D. A statement that membership must be open to all Midwestern State University students.
   E. Details on how to become a member. How are voting members identified? What is the deadline for joining to be able to vote? Who keeps the official membership list?
   F. Details on how a member may remain in the organization if she/he fails to pay dues.
   G. Membership dues, if applicable.
   H. A statement on the number of officers. What are their titles and duties? Will the officers constitute an executive committee? Officers must be full-time undergraduate students.
   I. Details on how officers are elected. What constitutes a quorum? What type of ballot? Who may vote? When are they elected, and for what period? Who is eligible for office/ When do officers assume office? How may officers be removed? How will mid-year vacancies be filled? You may wish to clarify the role of the advisor.
3. If the organization has a state, regional, or national affiliation, the organization must also include from its state, regional, or national office the constitution, by-laws, financial support, type of supervisory role held with local chapters, and documentation establishing recognition and support for a student organization at MSU. When this is obtained, final approval of the state, regional, or national organization must be made by the university’s Administrative Council.
4. Final approval for local organizations will be made by a committee comprised of the Vice President for Student Affairs and Enrollment Management, Dean of Students, and the Director of Student Development and Orientation.
5. Prospective MSU student organizations may have a maximum of three (3) organizational meetings prior to final approval. All student organizational meetings must comply with the MSU Activity Reservations/Guidelines Agreement.
Eligibility to Hold Office in a Student Organization
1. Officers of each organization must have a 2.0 cumulative grade point average preceding election to office and must maintain this average while in office.
2. An officer must not be on academic or disciplinary probation.

Student Service Fee Allocation
The Board of Regents of Midwestern State University is authorized to charge and collect from students fees to cover the cost of student services which the board deems necessary or desirable in carrying out the educational functions of the university. Recommendations for allocation of student service fees are made by a student committee to the president of the university for consideration and recommendation to the Board of Regents. Examples of services and activities financed by student service fees include the *Wichitan*, Artist-Lecture Series, Student Government, student handbook, music, Recreational Sports, *Voices*, Vinson Health Center, Athletics, University Programming Board, Counseling Center, Disability Support Services, and the Campus Card.

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

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

The paper/pencil-based exams include the American College Test (ACT), Scholastic Aptitude Test (SAT), Texas Higher Education Assessment (THEA), Law School Admission Test (LSAT), the General Education Development (GED), Pharmacy College Admissions Test (PCAT), Texas Standards Examination Program, and the Examination for the Certification of Educators in Texas (ExCET). In addition, placement exams and correspondence exams are also administered by the Testing Center.

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

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

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

**Upward Bound**

Upward Bound is a program for high school students that is funded by the U.S. Department of Education. It helps students prepare for college by providing tutoring, academic enrichment classes, counseling, information about applying for student financial aid, assistance in applying for admission testing and college enrollment, field trips, cultural activities, and recreational activities. Interested individuals are invited to contact the Upward Bound director in the Hardin Administration building.

**Vinson Health Center**

**Services**

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

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

**Hours**

1. The Health Center is open from 7:45 a.m. until 4:45 p.m., Monday through Friday, in fall and spring semesters.
2. In summer sessions, the Health Center provides services on a variable schedule. The dates and hours of operation will be adjusted to coordinate with the Midwestern State University summer class schedule.
3. During the academic year, patients are seen during the following clinic hours, Monday through Friday:

   Fall and spring semesters: 7:45 a.m. to 4:30 p.m.

   Summer semesters (Mon-Thurs): 7:30 a.m. to 1:30 p.m.

   Students are seen by appointment, which may be made in person or by calling (940) 397-4231. Same day appointments are available, as the schedule permits.

4. During a current semester, an enrolled student may obtain an after-hours referral for an illness or injury needing immediate care. Students will be responsible for charges incurred as a result of the referral. Students should contact 1) a residence life staff member (for campus residents); 2) University police (for off campus students); 3) recreational sports official (for recreational sports injuries only); or 4) athletic trainer (for athletic injuries only).

5. Health services are available only when classes are in session.
Health Data Report
Each student entering Midwestern State University for the first time, regardless of course load or classification, is required to provide the university with a self-declared health data report.

Physical Education Exemption
In cases where an exemption from physical education is requested, the following must be submitted to the Vinson Health Center:

1. Documentation from the student’s physician; and,
2. A letter from the student, requesting the exemption.

Student Insurance – See Insurance for Students

Wellness Programs
Wellness Programs are a great way for current students to maximize their physical fitness. Multiple classes are offered including Indoor Cycling, Pilates, Core Training, Muscle Works, Hip-Hop-Hustle, Boot Camp, and Kickboxing. Students also have access to one-on-one personal training sessions with certified personal trainers and can have assistance in creating a workout program specific to their needs. Students may also have their Body Mass Index (BMI) calculated to better understand their workout needs so they may reach a specified goal. All of these services are free to currently enrolled students.
SECTION III

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Academic Issues

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

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

- Academic Standards
- Table of Academic Standards
- Academic Probation
- Continued Academic Probation
- Academic Suspension and Dismissal
- Limits on Readmission
- Readmission after Academic Suspension
- Petitions for Reinstatement
- Appeal of Course Grade
- Audit of Courses
- Change of Major
- Classification of Students
- Common Course Numbering System
- Correspondence Work
- Course Changes, Drops, and Withdrawals
- Course Load
- Course Numbers
- Credit by Examination
- College Level Examination Program (CLEP)
- College Board Advanced Placement Program
- Defense Activity for Non-traditional Education Support (DANTES)
- International Baccalaureate Program
- Proficiency Examinations
- Degree Plan
- Grade Point Average
- Grading System
- Honor Rolls
- Independent Study Course
- International Services
- Invalidation of Courses
- Mustangs I.D.
- Other Non-Traditional Credits
- Credit for U.S. Military Service
- General Comments about Non-traditional Credits
Undergraduate Transfer of Non-traditional Credits
Credit for Institutes, Certificate Programs, Clock Hour Programs, Registry Examinations, Federal Certifications, and Military Training
Credit for Experiential Learning
Personal Identification Number (PIN)
Testing Center
Texas Success Initiative
Transfer Disputes
Tuition Rebate
Veterans Affairs

**Academic Advisor**
An academic advisor is a member of the faculty or staff who guides the student in the selection of courses and in solving problems. Until the student selects a major field of study, the student will be assigned to an advisor at orientation for undecided students. After the major is selected, the coordinator of the program in which the student is majoring will appoint an advisor.

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

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

**Academic Advising:** The Academic Success Center (ASC) coordinates the Academic Advising of students Undecided (UNDC) in their Major, Student-Athletes, and other designated special populations. Advising services include the Academic Advising of first year students. The ASC and the new Mustangs Advising Center (MAC) for the advising of first year students are located in McCullough Hall.

**Academic Programs** include academic support programs and classes offered as part of the university’s academic curriculum, three hour elective credit courses, and are as follows:

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

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

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

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

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

Entry to Closed Buildings and Student Use of Authorized Building Keys

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

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

Restrictions upon Students Holding Authorized Outside Door Keys--

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

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

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

Class Attendance Policy

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

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

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

**Procedures for Authorized Absences**

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

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

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

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

**Religious Holy Days**

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

Examinations and in-class assignments must be completed within a reasonable time after the date of observance. It is the responsibility of the student to make up the work on or before the date arranged with the instructor, but in no case later than the day of the final examination for that class.
Family Educational Rights and Privacy Act of 1974

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

I. Areas in which student records are maintained:
   A. Academic Records - Registrar’s Office
   B. Admissions Records - Admissions Office, Office of Graduate Admissions, and Office of International Services
   C. Financial Records - Business Office
   D. Financial Aid Records - Financial Aid Office
   E. Graduate School Records - Office of Graduate Admissions
   F. Placement Records - Career Management Center
   G. Progress Records - Faculty Offices, Academic Advising Offices
   H. Disciplinary Records - Dean of Students Office and Housing & Residence Life
   I. Athletics Records - Athletics Office
   J. Occasional Records - University staff person who maintains minutes of faculty or committee meetings or copies of correspondence.

II. Directory Information:
   This is information which may be released to the general public without the written consent of the student. A student may request that the Directory Information be withheld from the public by making written request to the Office of the Registrar during the first 12 class days of a fall or spring semester or the first 4 class days of a summer term. This request will remain in effect the remainder of the academic year. (Must be renewed each fall.) The following items have been designated as Directory Information:
   A. Name
   B. Date and Place of Birth
   C. Current and Permanent Address
   D. Telephone Listing
   E. Major and Minor Fields of Study
   F. Student Enrollment Status (full-time/part-time)
   G. Classification
   H. Participation in Officially Recognized Activities and Sports
   I. Weight and Height of Members of Athletic Teams
   J. Dates of Attendance
   K. Degrees and Awards Received
   L. All Previous Educational Agencies or Institutions Attended
   M. Photographs

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

IV. Challenge to Accuracy of Record-keeping:
   Students who desire to challenge the accuracy of their record should follow the procedure outlined below:
   Informal Review:
   Follow the procedure as outlined for Review of Record. The Official will summarize action taken on Review Request form. This should be signed and dated by review official and maintained with student’s record. If the Informal Review does not clarify the question of accuracy of record-keeping, the student may request a Formal Review.
Formal Review:
The Provost will chair and appoint a committee to hear challenges concerning records of offices reporting to the Provost. The Vice President for Institutional Effectiveness will chair and appoint a committee to hear challenges concerning records of offices reporting to him or her. The Vice President for Student Affairs and Enrollment Management will chair and appoint a committee to hear challenges concerning other records. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student’s education records. The student may be assisted by one or more individuals, including an attorney.

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

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

V. Disclosure of Education Records

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

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

2. The Higher Education Amendments of 1998 allow disclosure of the final results of a student disciplinary proceedings involving students found to have committed a disciplinary offense that would constitute a “crime of violence” (or a nonforcible sex offense) under federal law, specifically the name of the student found to have committed the offense, the violation committed, and any sanction imposed.

3. The 1998 FERPA amendments also allow institutions of higher education to disclose to a parent or legal guardian of a student under the age of 21 years information regarding the student’s violation of any federal, state, or local law, or any institutional rule or policy, related to the use or possession of alcohol or a controlled substance.

4. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student’s education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
   • School officials with legitimate educational interest;
   • Other schools to which a student is transferring (seeks or intends to enroll);
Specified officials for audit or evaluation purposes;
• Appropriate parties in connection with financial aid to a student;
• Organizations conducting certain studies for or on behalf of the school;
• Accrediting organizations;
• To comply with a judicial order or lawfully issued subpoena;
• Appropriate officials in cases of health and safety emergencies; and
• State and local authorities, within a juvenile justice system, pursuant to specific State law.

As of January 3, 2012, the U.S. Department of Education’s FERPA regulations expand the circumstances under which the student’s education records and personally identifiable information (PII) contained in such records may be accessed without the student’s consent. Students needing more details regarding these exceptions may contact the Office of the Registrar.

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

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

**Instructor Drop**

An instructor may drop a student any time during the semester for excessive absences, for consistently failing to meet class assignments, for an indifferent attitude, or for disruptive conduct. The instructor must give the student a verbal or written warning prior to being dropped from the class. An instructor’s drop of a student takes precedence over the student-initiated course drop of a later date. The instructor will assign a grade of either WF or F through the 8th week of a long semester, the 6th week of a 10 week summer term, or the 11th class day of a 4 or 5 week summer term consisting of 20 days. After these periods the grade will be an F. The date the instructor drop form is received in the Office of the Registrar is the official drop date.

A student dropped from a class by a faculty member for disruptive behavior has the right of appeal to the Student Conduct Committee through the Dean of Students office. Although the student will be retained on the class roll, class attendance will be the decision of the instructor.

**Intellectual Property Rights General Statement**

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

A. Introduction

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

B. Relevant Definitions

1. Copyright

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

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

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

4. Tangible Media
Tangible media include, but are not limited to books, periodicals, manuscripts, phonorecords, films, tapes, and disks.

5. Technology
Technology includes discoveries, innovations, inventions or trade secrets.

6. University
University shall refer to Midwestern State University.

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

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

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

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

3. The University shall own copyright in the following three (3) circumstances:
   a. The University expressly contracts with a Creator to create a specified work. The
contract shall state that the University shall own the work.
b. The Creator has voluntarily transferred the copyright, in whole or in part, to the University. Such transfer shall be in the form of a written document signed by the Creator.
c. The University has contributed to a “joint work” under the Copyright Act. The University can exercise joint ownership under this clause when it has contributed services and facilities to the production of the work that go beyond what is traditionally provided to faculty members generally in the preparation of their course materials. Such arrangement is to be agreed to in writing, in advance, and in full conformance with other provisions of this agreement.

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

5. Disclosure

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

6. Use of Intellectual Property

Material created for ordinary teaching use in the classroom and in academic programs, such as syllabi, assignments, and tests, shall remain the property of the Creator, but the University shall be permitted to use such material for internal instructional, educational, and administrative purposes, including satisfying requests of accreditation agencies for faculty-authored syllabi and course descriptions. In an agreement transferring copyright for such works to a publisher, Creators should provide rights for the University to use such works for internal instructional, educational, and administrative purposes.

7. Textbook Adoption

Any commercially printed workbook, textbook, or material used by students and authored or co-authored by Midwestern State University faculty members must be approved by the Academic Council. The College Dean will show in writing that the adoption is realistically priced and has been properly evaluated. A review of any adoption will be made by the College Council concerned every three (3) years. All subsequent adoptions of this work will be approved by the Academic Council.

8. License for Use of Material Made Available for the Use of the University

a. Many faculty, staff, and students create technology or works of authorship which is/are the subject of intellectual property protection and which they voluntarily make available for the use of the University (during the Creator’s tenure at the University) without expectation of further compensation. When the Creator leaves the University, regardless of the reason for the departure, the University should contract with the Creator for continued use of the work if such is desired.

b. The University shall retain a non-exclusive, royalty-free license to use such material made available for the use of the University, provided that significant contributions of the Creator(s) are acknowledged. The University shall not exploit the work outside of the university or for profit.
9. Licenses for Non-Commercial Research and Teaching Within the University
Many faculty, staff, and students experience costs and practical inconvenience in obtaining permission to use material that is the subject of intellectual property protection for research and teaching. Individuals are therefore encouraged to seek from publishers and other persons to whom Creators assign rights in their intellectual property, a non-exclusive, royalty-free license for their own non-commercial research and teaching and, where possible, for anyone within the University to use that intellectual property for non-commercial research and teaching.

10. Distribution of Any Funds Generated.
a. Funds received by the Creator from the sale of intellectual property, whether technology or works of authorship owned by the Creator, shall be allocated and expended as determined solely by the Creator.
b. Funds received by the University from the sale of intellectual property owned by the University shall be allocated and expended as determined solely by the University.
c. Funds received by the Creator and the University from the sale of intellectual property owned jointly by the Creator and the University shall be allocated and expended in accordance with a specific agreement between said Creator and the University.

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

D. Resolution of Emerging Issues and Disputes
1. The Intellectual Property Policy and Rights Committee will be composed of six (6) faculty members (each elected by one college) and three (3) administration members (appointed by the President). The Committee members shall elect a chair from among themselves each year. The chair shall be a full, voting member of the Committee. At the time of the initial appointment or election, each member shall be designated as serving a one, two, or three-year term so that the term of two (2) faculty committee members and one (1) administration member’s term will expire each year and their replacements elected/appointed each year. After the establishment of the committee, subsequent members shall serve a three-year term, commencing on September 1, and terminating on August 31. Committee members may serve two (2) consecutive three-year terms.

2. The Committee shall monitor and review technological and legislative changes affecting intellectual property rights policy and shall report to relevant faculty and administrative bodies when such changes affect existing policies.

3. The Committee shall serve as a forum for the receipt and discussion of proposals to change existing institutional policy and/or to provide recommendations for contract negotiations.

4. Disputes over ownership, and its attendant rights, of intellectual property will be decided by the Intellectual Property Policy and Rights Committee.

5. The Committee shall make an initial determination of whether the University or any other party has rights to the invention or other creation, and, if so, the basis and extent of those rights. The Committee shall also make a determination on resolving competing faculty claims to ownership when the parties cannot reach an agreement on their own. The
Committee will convey their determinations to the President for his/her final disposition.

6. If the Creators disagree with the determination of the Committee or the President, they may appeal to binding arbitration.

E. Implementation

1. This policy shall not apply to existing written agreements: between the University and/or Creator(s) and any external organization or individual, concerning the development, legal protection, or commercialization of specific intellectual property, and entered into prior to the date on which this Policy is adopted by the Board of Regents.

2. If an existing written agreement is renewed, revised, or amended after the date on which this policy is adopted by the Board of Regents, reasonable attempts shall be made to conform such agreement with the requirements of this policy as of the date on which it is renewed, revised, or amended.

3. The University shall inform all persons subject to this policy of its terms as soon as efficiently possible after its adoption and at regular intervals thereafter.

Official Out-Of-Town University Trips

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

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

Definition of University-Sanctioned Travel

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

1. A university department or registered student organization plans the travel and/or recognizes for professional or educational purposes.

2. The university or registered student organization requires travel.

3. University or registered student organization funds are used.

4. Travel is undertaken in a university-owned or leased vehicle.

Travel Procedures

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

1. Pick up Student/Group Travel Form in the Dean of Students office.

2. Complete Student/Group Travel Form.

3. Submit Travel Form at least 10 days prior to date of travel to the Dean of Students office.

4. Receive copy of approved Travel Form from Dean of Students office.

For the entire Student Travel Policy including Travel Requirements, Vehicle Operator’s License Requirement, Rental Cars, Privately Owned Vehicles, Safety Policy, Alcohol/Controlled Substances and Student Conduct, please contact the Dean of Students office in room 120 of the Clark Student Center.

Undecided Majors

Students who come to MSU without having decided upon a major will be assigned an advisor
at orientation. Students in this category should enroll in MWSU 1233 College Connections and take core courses such as English, mathematics, history and political science, which will count toward any degree. Undecided students are encouraged to declare a major field of study as soon as possible. If students are admitted under Admission By Review, they are required to enroll in MWSU 1233.
SECTION IV

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Financial Aid

General Information

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

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

For FINANCIAL AID PURPOSES, a student’s enrollment status is defined below and financial aid awards will be determined based on this enrollment status; failure to enroll in the enrollment status indicated on the financial aid application (FAFSA) may result in a revision of your awards. NOTE: these financial aid enrollment status’s may differ from the academic enrollment status.

Undergraduate, 2nd Baccalaureate or Teacher Certification:  
Full-time = 12 hours or more  
Three-quarter-time = 9-11 hours  
Half-time = 6-8 hours  
Less-than-half-time = 1-5 hours

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

Application Procedures

For determination of financial aid eligibility, the Free Application for Federal Student Aid (FAFSA) must be filed YEARLY. The application should be filed at the beginning of each calendar year to allow for processing time (approximately 2-3 weeks). We encourage the student to complete the FAFSA application on-line at http://www.fafsa.ed.gov and electronically submit the application.

After the application has been processed, the student may be required to provide additional forms which may be needed to determine financial aid eligibility. After the information is confirmed and eligibility determined, the student will receive notification of the award(s) he/she may be eligible to receive for the upcoming award year. MSU’s award year consists of Fall semester, Spring semester, and Summer term(s) combined, respectively.

MSU students are encouraged to follow the progress of his/her financial aid application via MSU’s “Web World” at http://registrar.mwsu.edu/prewebworld.asp and click on “Enter Secure Area”. You must enter your student ID Number (Mustangs ID) which is provided to you by MSU, and PIN Number for access to your financial aid information. NOTE: A student’s MSU PIN Number will be your date of birth (mmddyy) but you will be required to change it before you can proceed. Once you have provided this information, you may begin your search.

Priority Dates

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

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

Cost of Attendance

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

Satisfactory Academic Progress

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

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

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

Withdrawal Process

Any student who desires to withdraw from the University must report to the Dean of Students Office located in the Clark Student Center, room 120. Following an exit interview with the Dean’s Office, the student will be issued a copy of the Official Withdrawal Request form and the Dean’s Office will forward a copy of the withdrawal form to the necessary University offices (Business Office, Financial Aid Office, and Registrar’s Office). If possible, a student who has received a prior student loan(s) will be required to visit with the Financial Aid Office to complete an Exit Interview session. A student who is not able to report to campus may have the withdrawal request processed via phone or email but still will be required to complete an online Exit interview session with the Financial Aid Office. Upon receipt of the withdrawal form in the Financial Aid Office, the appropriate federal and/or state refund calculation will be performed to determine if the student must repay all or part of the aid awarded, as detailed below. Refer to the information below regarding the ‘Refund and Repayment Policy’ to determine if you will be required to repay any financial aid monies as a result of withdrawal from the University.

Refund and Repayment Policy

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

Federal “Return of Title IV Aid” Policy

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

State Refund Policy

As stated in the current catalog, a student who withdraws from the University will receive a pro-rated refund of tuition, fees and room/board charges, in accordance with the following schedule:
Fall/Spring Semesters  
1. Prior to 1st class day  100%  
2. During the first 5 class days  80%  
3. During the second 5 class days  70%  
4. During the third 5 class days  50%  
5. During the fourth 5 class days  25%  
6. After the fourth 5 class days  0%  

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

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

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

Types of Financial Aid  
Grants (do not require repayment)  

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

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

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

Toward Excellence, Access, & Success Grant (TExAS): Need must be established by filing the FAFSA. A state grant program available to Texas residents who graduated from a Texas high school no earlier than Fall 1998 and completed the recommended or advanced high school curriculum or its equivalent.

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

**Top 10% Scholarship:** Need must be established by filing the FAFSA. Provided by the Texas Higher Education Coordinating Board, the Top 10% Scholarship encourages students who graduate in the top 10 percent of their high school class to attend a Texas public institution of higher education. Qualifying students who submit the Free Application for Federal Student Aid (FAFSA) or Texas Application for State Financial Aid (TASFA) by March 15 and have financial need are entitled to receive a $2,000 scholarship if they enroll full time in a Texas public college or university. Students who submit their FAFSA after March 15 will be awarded on a first-come, first-served basis until available funds have been spent. Additional details are available at http://finaid.mwsu.edu.

**Texas Public Educational Grant (TPEG) for Resident and Non-Resident:** Need must be established by filing the FAFSA. Available to eligible students in addition to, or in place of, the Federal Pell Grant. To remain eligible for a future disbursement of this grant - or - to be eligible to reapply for this grant or similar grants in the future, priority for this grant will be given to the student who maintains at least a 2.0 semester grade point average (if undergraduate, Teacher Certification or 2nd Baccalaureate) or 3.0 semester grade point average (if graduate) and successfully complete at least 69% of the semester course load. Failure to achieve the semester gpa and 69% semester completion rate will result in the CANCELLATION of future disbursements of this grant. Summer requirements may differ; see MSU-FAO for complete details.

**Texas Public Educational Grant (TPEG) for International Students:** Not need based per FAFSA requirements but need must be determined via MSU application procedures. Interested students should contact the International Program department or the MSU-FAO; selections are made by the TPEG International Grant Committee. To remain eligible for a future disbursement of this grant - or - to be eligible to reapply for this grant or similar grants in the future, priority for this grant will be given to the student who maintains at least a 2.0 semester grade point average (if undergraduate, Teacher Certification or 2nd Baccalaureate) or 3.0 semester grade point average (if graduate) and successfully complete at least 69% of the semester course load. Failure to achieve the semester gpa and 69% semester completion rate will result in the CANCELLATION of future disbursements of this grant. Summer requirements may differ; see MSU-FAO for complete details.

**Other Federal, State and Institutional Grant/Scholarships:** Need must be established by filing the FAFSA. Available to eligible students in accordance with program and institutional requirements; may be received in addition to, or in place of, the Federal Pell Grant. These grants include:
- FDR Grant/Scholarship
- Boren Grant/Scholarship
- Student Property Deposit Grant
- Texas Coordinating Board Nursing Scholarships
- 5th Year Accounting Grant/Scholarship
- DAR Grant/Scholarship
- MSU Gold Scholarships***

***To remain eligible for a future disbursement of the Gold Scholarship/Grant - or - to be eligible to reapply for this scholarship/grant or similar scholarship/grants in the future, priority for this grant will be given to the student who maintains at least a 2.0 semester grade point average (if undergraduate, Teacher Certification or 2nd Baccalaureate) and 3.0 semester grade point average (if graduate) and successfully complete at least 69% of the semester course load. Failure to achieve the semester gpa and 69% semester completion rate will result in the CANCELLATION of future disbursements of this scholarship/grant. Summer requirements may differ; see MSU-FAO for complete details.
Loans (require repayment)

**Federal Direct Subsidized Loan:** Need must be established by filing the FAFSA prior to processing the loan’s Master Promissory Note (MPN). The loan funds are obtained and disbursed through the FAO in cooperation with the federal government who serves as the lending institution. Repayment of principal and interest begins after the student ceases to be enrolled on at least a half-time basis and a six-month “grade period” has expired. Additional information regarding this loan program is available at [http://www.direct.ed.gov/student.html](http://www.direct.ed.gov/student.html).

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

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

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

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

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

**Alternative Private Loan:** Not need based. Offered as an alternative loan program when the student/parent is no longer eligible to receive the above-mentioned loans. Eligibility criteria varies among lenders; contact the MSU-FAO for complete details.

MSU Payment Plans (require repayment)

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

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

**Book Loan Vouchers:** are available to students whose financial aid refund check is not sufficient to cover the cost of books - OR - the student is not receiving financial aid but needs additional assistance with purchasing books due to extenuating circumstances. Repayment is due as scheduled during the semester or summer terms(s) in which it is borrowed or upon official withdrawal from the university. Book Loan Vouchers must be submitted online (available at [http://finaid.mwsu.edu/bookvoucher.asp](http://finaid.mwsu.edu/bookvoucher.asp)) and a copy of the completed form brought to the MSU Financial Aid Office (Hardin South, Room 102) for additional processing. Faxed copies will NOT be accepted unless you are a Distance Education student. (NOTE: DISTANCE EDUCATION STUDENTS -if you selected Financial Aid as the payment option for your textbooks but your refund check is not sufficient to cover the cost of textbooks and, thereby, you want to use the Book Loan Voucher, you MUST submit the Book Loan Voucher online (available at [http://finaid.mwsu.edu/bookvoucher.asp](http://finaid.mwsu.edu/bookvoucher.asp)) to secure your textbook purchases. Remember to fax your completed Book Loan Voucher form to the MSU Financial Aid Office at 940:397-4852 at which time the completed form will be forwarded to the MSU Bookstore to complete your textbook purchase; you will receive an email confirmation from the MSU Bookstore that your textbooks have been processed and are ready to ship or ready for pick up.)

**Part-time Employment**

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

**Off-Campus/On-Campus Employment:** Not need based. Interested students should contact the MSU Career Management Center at (940) 397-4215, located in the Clark Student Center (Room 108), for additional information. Additionally the Career Management Center offers the Mustangs HIRE job announcement system ([http://www.mwsu.edu/career/mustanghire.asp](http://www.mwsu.edu/career/mustanghire.asp)).

**Academic and/or Athletic Scholarships**

**Robert C. Byrd Scholarship:** administered by the Texas Higher Education Coordinating Board. Interested persons must contact the Coordinating Board ([www.thecb.state.tx.us](http://www.thecb.state.tx.us)) to obtain an application; selections are made by the Coordinating Board based on the student’s academic record and anticipated success in college. FOR ‘RENEWAL’ STUDENTS ONLY and PRIORITY WILL BE GIVEN TO ‘SENIOR’ CLASSIFICATION; NEW STUDENTS MAY NOT APPLY.

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

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

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

Student Consumer Information

Midwestern State University is required to provide a list of consumer information to all enrolled MSU students and the appropriate MSU offices to contact to obtain this information. Student consumer information can be found at [http://finaid.mwsu.edu/consumer_info.asp](http://finaid.mwsu.edu/consumer_info.asp).

**Business Office**

The Business Office is located in the Hardin Administration Building, Room 103. The teller windows are open from 8:15 a.m. to 4:00 p.m., Monday through Friday. Summer hours are 7:15 a.m. to 5:00 p.m., Monday through Thursday, closed on Friday. A variety of services are offered through the Business Office. Personal check cashing is available with a current MSU Campus Card. Personal checks are limited to $25.00 per day. The university does not cash two-party checks.

After-hours drop boxes are available for making payments. There is a drop box located next to the Business Office teller windows and on the west entry doors of the Hardin Administration Building. Payments received in the Business Office by 4:00 p.m. of the Friday following the payment deadline will not be assessed a late fine. Payments made after 4:00 p.m. will be charged a $30.00 late fine. **Please do not drop cash payments into the drop boxes.**

As a part of the university-wide efforts to “go green,” MSU Business Office will no longer be sending out paper billing statements. If you change your email address, please access the online services to keep your email up to date for future billings. All payments are due in accordance with university payment schedules regardless if an e-bill is received.

If there are questions concerning tuition, fees, payment information, or a charge made to a students’ account, students should come by the Business Office or call (940) 397-4101.

A current MSU Campus Card or valid driver’s license must be presented when picking up a check at the Business Office. Student refunds are mailed to the address designated by the student as their local address.

**Tired of waiting for your refund check?** You can now go on-line and create your e-refund profile. When you provide the Business Office with your account information, your refund will be directly deposited to your bank account.

Go to [www.mwsu.edu/onlinepayments](http://www.mwsu.edu/onlinepayments) to sign up for your e-refund today!

**Change of Schedule**

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100 percent refund of applicable tuition and fees. Dates are published in the **Schedule of Classes** each semester.
Payment of Fees

Please review each of the following payment options and select the one that’s right for you! To avoid lines, the Business Office encourages you to take advantage of using Webworld to make your payments and sign up for the installment plan. Please visit Webworld at www.mwsu.edu/onlinepayments to access your payment options.

You may pay your balance in full - MSU accepts the following forms of payment: Cash, Check, Cashier’s Check, Money Order, American Express, MasterCard, Discover. Effective August 1, 2010, MSU no longer accepts Visa as a payment option. A 2.75% convenience fee, approved by the Board of Regents, will be assessed on all credit card payments for tuition/fees. You may avoid the convenience fee by using the Electronic Funds Transfer payment option.

The Business Office no longer accepts credit card payments over the telephone. If paying by credit card or check, you may pay at www.mwsu.edu/onlinepayments. Payment through the website provides not only a faster payment method, but also provides an immediate update to your student account, thus giving you the most current account summary for the term in which you are paying. There is also a Parent/Guest Payment link at the bottom of the above listed website for someone other than the student wishing to make a payment to an account. The Mustang ID number and date of birth are all that is required to make a payment through this link. MSU is active in safeguarding our students’ identities and right to privacy. Financial records are not a matter of public record. Therefore, persons using the Parent/Guest Payment link will need to acquire account balance information from the student before making a payment as this information is not available on this link.

Installment Plan - An installment contract is available at www.mwsu.edu/onlinepayments for payment of tuition, fees, housing, and meal plans. The installment contract is available for the Fall, Spring, Summer I and Summer II semesters and allows you to pay your bill in three (two in the summer) separate payments. A non-refundable fee in the amount of $22.50 is assessed for the use of this payment option.

Emergency Tuition and Fee Loan - You must print a paper copy of the ETFL contract, sign, and bring it to the Business Office before the Promissory Note will be applied to your student account.

Once a payment plan has been selected it cannot be changed. All payment plan fees are non-refundable. Payment by credit card and personal check is available at www.mwsu.edu/onlinepayments.

If a student has an unpaid balance at the end of the semester, he or she will be notified that if the balance is not paid by a specified date, the account will be turned over to the Credit Bureau for an unpaid debt. Also, the account will be turned over to a collection agency if all attempts to collect the debt by the university fail. The collection agency fee will be added to the amount owed. If a student is having financial difficulties, he or she needs to contact the Business Office at 940-397-4100.

All charges are subject to change following an audit, and adjustments will be made accordingly. Midwestern State University reserves the right to change or add fees in keeping with actions of the Texas State Legislature or the university’s Board of Regents.

Returned Check/ACH Policy

If a student has a check returned or returned ACH by his or her bank for insufficient funds or account closed, a letter will be mailed to the student giving the student ten days to pay the check and charge due. If the amount is not paid within ten days, the check will be turned over to the District Attorney’s office for collection. Also, a hold will be placed on all of the student’s records. If the check was given in payment of tuition and fees and/or installment payment, the student will be withdrawn from the university for non-payment.
All returned checks must be paid by cash, cashier check, money order, MasterCard, Discover, and American Express. There is a $15.00 Return Check Fee assessed for each returned check. If a student has two or more returned checks within a year, the student cannot write checks on campus for a period of one year.

**Student Property Deposit**

The Board of Regents has authorized the collection of a $10.00 student property deposit as required by Section 54.502 of the Education Code. The purpose of the deposit is to protect the institution against losses, damages, and breakage in libraries and laboratories. The deposit shall be returned at the student’s request on the withdrawal or graduation of a student, less any loss, damage, or breakage caused by the student.

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

**Tuition for Repeated Courses**

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

**Excess Hours Beyond Degree Requirements**

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

**Vocational Rehabilitation**

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

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

To withdraw from the university, you will need to notify the Office of the Dean of Students, room 120, Clark Student Center or call (940) 397-6273.

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

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

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

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

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

Address Changes

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

Alcohol Policy

Alcoholic beverages are not allowed on campus except in Bridwell Courts, Sundance Court and Sunwatcher Village apartment residences (see the current edition of the Housing and Residence Life Handbook for the specific policy guidelines regulating the use of alcoholic beverages in university housing) and at social functions which have been registered and approved through the Dean of Students office. Open containers are not allowed in public areas.

Guidelines
1. Alcoholic beverage functions must conform to state law.
2. State law prohibits the sale of alcoholic beverages without a liquor license. This shall include the free distribution of alcoholic beverages in connection with a function for which a cover charge has been assessed.
3. Public intoxication is considered to be offensive and in violation of this policy. Inappropriate and imprudent behavior will result in disciplinary sanctions.
4. Texas state law prohibits the consumption of alcoholic beverages in a public place at any time.
on Sunday between the hours of 2:15 a.m. and 12:00 noon and on all other days at any time between
the hours of 2:15 a.m. and 7:00 a.m.

5. Alcoholic beverages may be served at scheduled university events only with prior approval by
the Dean of Students. Applications for approval must be submitted in writing ten days prior to the
event. Approval will be based upon organization planning, frequency of the event, groups served by
the activity, activity focus, and the use and distribution of alcohol.

6. Alcoholic beverages at approved university events must be distributed under conditions which
ensure compliance with state law with regard to consumption, intoxication, drinking age, distribution,
sale, etc. The Dean of Students provides appropriate guidelines.

7. It shall be a violation to possess, sell, distribute, or consume alcoholic beverages at athletic
events, while on property owned or leased by Midwestern State University, whether the event is
sponsored by the university or an outside organization.

8. It is the responsibility of university organizations, organizational officers and advisors, and
individuals to be aware of these guidelines and their application to individual, as well as organizational,
activities. The Clark Student Center office will provide information to student organizations as to
duties and responsibilities of advisors.

Campus Crime Reporting

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

Commencement Decorum/Attire

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

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

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

WOMEN
Dress, skirt or dark slacks and blouse
Dress shoes

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

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

Electronic Network Access

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

1. Use of facilities and services in such a way as could be deemed foul, threatening, inappropriate, harassing, or abusive including but not limited to racial and sexual slurs, is prohibited.
2. All accounts are for the sole use of the student, faculty or staff of the university. Information Systems will not release account information to any other individual.
3. Network access shall not be used for any non-university related activity. Use of network access should be consistent with the instructional, research, public service and administrative purposes and goals of the university.
4. A network access account may be requested by a currently enrolled student, employed faculty/staff member or emeriti faculty/administrator.
5. Student access will be deactivated upon the student’s withdrawal from the university or non-enrollment.
6. Faculty and staff network access accounts will be deactivated upon termination of employment.
7. Unauthorized access to the network is strictly prohibited and could result in disciplinary action up to and including legal criminal action. Network account information is for the sole use of the original requester.
8. Electronic mail is subject to search at any time, with or without notice, as the university administration deems necessary.
9. Use of university electronic mail accounts to send unsolicited commercial mail is prohibited.
10. To best serve the general campus population and to conserve limited resources, remote access users will be limited to 4 hours of on-line time per session.

Copyright and Computer Software

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

1. In strict compliance with Public Law 96-517, Section 10(b), which, in amending Section 117 of Title 17 U.S. Code to allow for the making of computer software back-up copies, states in part “... it is not an infringement for the owner of a copy of a computer program to make or authorize the making of another copy or adaptation of that computer program provided:
a. “That such a new copy or adaptation is created as an essential step in utilization of the computer program in conjunction with a machine and that it is used in no other manner;” or,

b. “That such a new copy and adaptation is for archival purposes only and that all archival copies are destroyed in the event that continued possession of the computer program should cease to be rightful.”

c. Where appropriate written consent (from the holder of such copyright) is obtained.

d. Where the software is in the public domain and that can be proven.

2. Under PL 101-650, phonograph records, computer programs, tapes, CDs or videos may not be rented, leased, or lent for direct or indirect commercial advantage. However, the nonprofit lease or lending of computer software (bearing the warning notice prescribed by the Register of Copyrights) to this institution’s staff, faculty and students for their nonprofit use is exempt from these restrictions.

3. Also exempt (from PL 101-650’s restrictions) is the lawful transfer of possession of a lawfully made copy of a computer program between nonprofit educational institutions and between such institutions and the individuals comprising their staff, faculties, and student bodies.

4. Illegal copies of software may not be used on this university's computers.

5. Determination made under section 2 and 3 above are to be made by Midwestern State University and not the individual. Any indication of a violation of Section 4 will be promptly and thoroughly investigated.

6. Unauthorized distribution of copyrighted material, including peer-to-peer file sharing, is prohibited under this policy. This includes illegally downloading and/or sharing music and video files.

   a. Violations will result in disciplinary proceedings against the student. Sanctions given will be commensurate with the violation, and may include termination of computer privileges.

   b. Individuals violating this policy may face legal action, which could include fines and/or imprisonment.

Computer Security and Privacy

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

1. The university president shall appoint an administrator responsible for developing and maintaining university regulations and procedures regarding security and privacy of computer data, software, and hardware.

2. Any student’s or faculty/staff employee’s use of university computing facilities is a privilege that shall be revoked for violation of this policy, regardless of the need for computer use in performing assigned duties or class work. Specific causes for revocations are as follows:

   a. Student, faculty or staff who intentionally gain access to a computer or file that is protected from general access by the public.

   b. Gaining unauthorized access to privacy protected information that may reside on the university mainframe.

   c. Purposely placing or injecting a virus into the university computer systems or networks.

   d. Removing university computer assets from campus without prior approval.

   e. Connecting personally owned computers and software to the university networks without prior approval.

   f. Public domain (shareware) will not be downloaded from public access bulletin board systems to any user computer connected to the campus network. All software loaded on university computers will first be approved by Information Systems and certified virus free.

   g. User departments will identify to Information Systems, personnel computer workstations used to store confidential or sensitive information or to run critical applications. The users will be responsible for notifying Information Systems for periodic virus scans.
3. Some jobs or activities of the university involve access to resources critical to computer security and privacy. The university may require faculty/staff employees or students involved in these jobs or activities to disclose personal histories, participate in special training, and/or sign special agreements concerning computer use.

4. All students and faculty/staff employees shall cooperate with official state and federal law enforcement authorities in aiding the investigation and prosecution of any suspected infraction of security and privacy involving either university personnel or university computing facilities.

**Disability Grievance Procedures**

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

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

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

1. If the determination is that a violation has not occurred, the ADA Coordinator will notify, in writing, the complainant of the determination within five university working days.

2. If the determination is that a violation has occurred, the 504/ADA Grievance Committee shall recommend appropriate remedy for such a violation. The ADA Coordinator will notify, in writing, the complainant of the decision within five university working days.

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

**Disaster Policy**

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

A. TORNADO: A tornado is a violent local storm with whirling winds of tremendous speed. It appears as a rotating funnel-shaped cloud which extends toward the ground from the base of a thundercloud. The peak time for tornadoes is from March through June, but they can occur any time of the year.

1. TORNADO WATCH: Means that weather conditions are favorable for tornadoes to develop. Go about normal daily activities, but be alert to the weather.

2. TORNADO WARNING: Means a tornado has actually been sighted or indicated on radar. Take refuge in a place of safety immediately. The National Weather Service issues weather warnings to the public over radio and television stations. The city of Wichita Falls will sound warning sirens. Procedures to be followed at Midwestern State University if a tornado warning is sounded are as follows:
a. Under no circumstances should students, faculty, or staff attempt to leave campus while the warning is in effect.

b. Faculty should not dismiss classes. Students should be directed to an interior hallway on the lowest floor of the building. Persons should lie on the floor as close to the wall as possible. Auditoriums, gymnasiums, or other free-span rooms should be avoided.

c. If the building in which you are located is not steel-framed or reinforced concrete construction, and time permits, you should move as quickly as possible to the nearest reinforced structure. Otherwise, move to a small room in the interior part of the building and, if possible, seek shelter under heavy furniture. Stay away from windows.

d. Because there is the danger that high pressure steam lines may burst, university basements and utility tunnels (including those labeled fallout shelters) should be avoided.

e. Tornado drill procedures and tornado warning procedures for university housing are outlined in the current Housing and Residence Life Handbook.

B. FIRE: In case of fire, notify the fire department first, then call the University Police Department, and sound alarm for the building to begin evacuation. Procedures to be followed at Midwestern State University in case of fire are as follows:

1. The person discovering the fire will notify the Wichita Falls Fire Department (phone number 9-911) and then call the University Police Department (extension 4239).

2. The person discovering a fire will immediately give a vocal alarm in the building and make an attempt to extinguish the fire before it spreads.

3. The building in which the fire is located will be evacuated under the supervision of the first faculty or staff member on the scene, and personnel will be moved a minimum of 300 feet from the location of the fire.

4. Fire drill procedures and fire evacuation procedures for university housing are outlined in the current Housing and Residence Life Handbook.

**Drug Free Schools and Campuses Drug Prevention Program**

In accordance with the Drug Free Schools and Campuses Drug Prevention Program Certification, MSU has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by its students and employees on school premises or as part of any of its activities (see Alcohol Policy page 55). MSU recognizes the importance of information about drug and alcohol abuse. Therefore provided here for the benefit of each student and employee are standards of conduct and legal and disciplinary sanctions for unlawful possession or distribution of illicit drugs and alcohol abuse.

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

**Legal Sanctions**

Students or employees found in violation of any university rule or any local state or federal law regarding the use, possession, or distribution of alcohol or other drugs (as defined by the Texas Health and Safety Code, Chapter 481, Texas Controlled Substances Act, and the Texas Alcoholic Beverage Code, Chapter 1) will be subject to legal penalty in addition to any appropriate university personnel or disciplinary action. The most common state law violations and their consequences are:
<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>TYPE</th>
<th>PENALTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol Consumption or Possession (Secs.106.04 and 106.05.)</td>
<td>Misdemeanor 1st Violation</td>
<td>$25 to $200 Not less than $500 but not more than $1000</td>
</tr>
<tr>
<td>Purchasing for or Furnishing Alcohol to a Minor (Sec. 10606.)</td>
<td>Misdemeanor 2nd Violation</td>
<td>$100 to $500</td>
</tr>
<tr>
<td>Public Intoxication (Texas Penal Code, Sec. 42.02)</td>
<td>Class C Misdemeanor</td>
<td>Up to $500 fine</td>
</tr>
<tr>
<td>Other Drugs Drug Possession</td>
<td>Varies according to placement of the drug on schedules and in possession</td>
<td>Up to $10,000 fine and 5-99 years in jail</td>
</tr>
</tbody>
</table>

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

Disciplinary Process/Responses

All students and employees are expected and required to obey the law, and to comply with Midwestern State University institutional rules and with directives issued by an MSU administrative official in the course of his or her authorized duties. Any student or employee who engages in conduct that is prohibited by MSU rules or by federal, state, or local law is subject to either student discipline or appropriate personnel action.

Alcohol Violations

When a student violates the University Alcohol Policy or when consumption causes disruptive behavior or results in public intoxication, the following procedures will be followed:
1. All violations of federal, state, or local laws or rules regarding alcohol will be reported to the University Police Department.
2. In addition to any action which may or may not be taken by civil authorities when laws, rules or procedures regarding alcohol are violated, students will be sanctioned at the discretion of the Dean of Students or the Director of Housing and Residence Life as follows:
   a. FIRST OFFENSE: Written reprimand and/or disciplinary probation; attendance at educational program on alcohol abuse and payment of $25 program fee; and parental notification (at the discretion of the Dean of Students if student is under 21 years of age).
   b. SECOND OFFENSE: Disciplinary probation; referral for assessment of alcohol problem and payment of $50 program and assessment fee; community service; and parental notification (if student is under 21).
   c. THIRD OFFENSE: Suspension from the University for no less than one full semester.

Controlled Drugs Violations

1. All violations of federal, state, or local laws, or University rules regarding controlled substances will be referred to the University Police Department.
2. In addition to any action which may or may not be taken by civil authorities when laws, rules or procedures regarding controlled substances are violated, the following actions shall be taken by the University.
a. FIRST OFFENSE: Within the discretion of the Dean of Students, suspension or expulsion from the University or enrollment in a drug education program approved by the Dean of Students. Parental notification if student is under 21.

b. SECOND OFFENSE: If the student fails to comply with any requirements imposed as a consequence of a first offense or on a second offense, the student will be subject to expulsion from the University.

Notification of parents is indicated when the violation involved harm or threat of harm to persons or property; the violation involved an arrest in which the student was taken into custody; the violation resulted in or could result in the student being suspended from the University and/or dismissed from the residence halls; the student has shown a pattern of violations, even if they are minor; or the student who committed the violation became physically ill and/or required medical intervention as a result of consumption of alcohol and/or drugs.

Health Risks

Drug and alcohol use, misuse, and abuse are complex behaviors with many determinants at both the cultural and the individual levels. Awareness of the deleterious effects of any drug or alcohol is imperative for an individual’s well-being or survival.

ALCOHOL: Alcohol consumption causes a number of changes in behavior and physiology. Even low doses significantly impair judgment, coordination, and abstract mental functioning. Statistics show that alcohol use is involved in a majority of violent behaviors on college campuses, including acquaintance rape, vandalism, fights, and incidents of drinking and driving. Continued abuse may lead to dependency, which often causes permanent damage to vital organs and deterioration of a healthy life-style.

A 2002 report from the National Institute on Alcohol Abuse and Alcoholism states that each year 1,400 college students die from alcohol-related unintentional injuries. In addition, alcohol is involved in 500,000 unintentional injuries, 600,000 assaults, and 70,000 cases of sexual assault or date rape. Some 400,000 students had unprotected sex last year while under the influence of alcohol, and more than 100,000 reported having been too intoxicated to know if they consented to having sex. 2.1 million students drove under the influence of alcohol last year and 110,000 were arrested for an alcohol-related violation such as public drunkenness or driving under the influence.

CANNABIS (MARIJUANA, HASHISH): The use of marijuana may impair or reduce short-term memory and comprehension, alter sense of time, and reduce coordination and energy level. Users often have a lowered immune system and an increased risk of lung cancer. The active ingredient in marijuana, THC, is stored in the fatty tissues of the brain and reproductive system for a minimum of 28 to 30 days.

HALLUCINOGENS: Lysergic acid (LSD), mescaline, and psilocybin cause illusions and hallucinations. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or flashbacks, can occur even when use has ceased. Phencyclidine (PCP) affects the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries.

COCaine/CRACK: Cocaine users often have a stuffy, runny nose and may have a perforated nasal septum. The immediate effects of cocaine use include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature, followed by depression. Crack, or freebase rock cocaine, is extremely addictive and can cause delirium, hallucinations, blurred vision, severe chest pain, muscle spasms, convulsions, and even death.

AMPHETAMINES: Amphetamines can cause a rapid or irregular heartbeat, tremors, loss of coordination, collapse, and death. Heavy users are prone to irrational acts.

HEROIN: Heroin is an opiate drug that causes the body to have diminished pain reactions. The use of heroin can result in coma or death due to a reduction in heart rate.
ECSTASY: This synthetic, psychoactive substance is also known as methylenedioxyamphetamine (MDMA). Users report an array of possible effects from the drug: temporary feeling of enhanced self-confidence; a burst of energy; feeling less inhibited; confusion; depression; sleep problems; hallucinations; severe anxiety; paranoia; muscle tension, increased heart rate; increased blood pressure and body temperature; dehydration; nausea; blurred vision; faintness; chills and sweating.

**General Student Complaints**

*Purpose*

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

*Informal Complaint Process*

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

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

*Formal Complaint Process*

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

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

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

In the case of highly controversial speakers, announcement should be made at least thirty days prior to the appearance so that faculty might have the opportunity to discuss issues with the students. Also, no such speaker shall be presented who will not consent to interrogation (not heckling) by students and faculty following his or her presentation.

Every precaution should be taken to maintain the highest level of excellence and good taste in such matters commensurate with the dignity of an institution of higher education.

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

H. The following guidelines are set for student organizations which wish to advertise functions by chalk writing on sidewalks:
   1. Approval must be granted from the CSC office before any chalk writing is done.
   2. Only sidewalks at all entrances of the student center may be used.
   3. No more than two organizations may advertise at any given time.
   4. Sidewalk messages maybe written beginning one week prior to the event.
   5. Sidewalks must be cleaned by the individual organization the day following the advertised event. Organizations that do not clean up at the proper time may be subject to disciplinary action.
   6. All publicity must meet the same standards as those set for posters used on campus.
   7. Good taste and sound judgment will prevail in the approval of all chalk writing.
   8. A written copy of the publicity material must be submitted to the CSC office before approval can be given.

Racial Harassment Policy

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

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

Definition

For the purpose of university policy, the term racial harassment refers to any behavior, verbal or physical, that stigmatizes or victimizes individuals on the basis of race, or ethnic/national original, and that:

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

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

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

Complaint Procedure

Any university employee, student, or other member of the university community who believes he or she has been a victim of racial harassment while working at the university or in class or other campus setting (whether by subordinates, peers, superiors, or other persons) should bring this matter to the immediate attention of any of the following: his or her supervisor, the Director of Personnel,
department head, dean of the college, or the Dean of Students. Any official receiving a complaint should notify the Equal Employment Opportunity (EEO) Coordinator to make certain that follow-up action is coordinated. The EEO Coordinator will serve as a clearinghouse for all related actions.

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

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

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

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

**Reserving University Facilities**

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

**Sex/Gender Discrimination Policy**

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

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

Midwestern State Title IX Coordinator  
Associate Vice President for Student Affairs  
Phone: (940) 397-7500

United States Department of Education:  
Office for Civil Rights  
Phone: (800) 421-3481  
Email: ocr@ed.gov
Midwestern State University will make every effort to successfully complete the grievance process for complaints of sex discrimination over a period of 60 days or less. All parties involved are entitled to periodic status updates on the progress of the complaint and any subsequent appeals.

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

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

**Student Event Guidelines**

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

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

**Raffles**

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

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

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

Faculty/Staff Advisors and Campus Police
1. Faculty/Staff advisors are required at those functions where MSU police are not required. Even though police are required at alcoholic beverage functions at the Sikes Lake Center, the faculty/staff advisor still must be present during the entire function. The faculty/staff advisor is the only person authorized to pick up the key to the Sikes Lake Center.

2. Faculty/Staff advisors must be listed on the student organization roster which is on file with the Office of Student Development and Orientation. At functions where faculty/staff advisors are necessary, it is important that the advisor be present at all times during the social event. Normally the faculty/staff advisor is a faculty member, an administrator, or a full-time staff person at the university; however, in special circumstances, a graduate assistant at the university can be approved by the Director of Student Development and Orientation office to serve in this capacity.

3. Faculty/Staff advisors are special guests of the organization. Extending an invitation to advisors well in advance of the function is a mark of thoughtfulness and courtesy.

4. One MSU police officer is required at all dances, concerts, and film programs that have been approved as alcoholic beverage functions EXCEPT when the function is an on-campus, invitational function involving one student organization. In that case, when the faculty/staff advisor is present, no officer is required.

5. When MSU officers are required for on-campus dances, the cost per hour for each officer can be determined from the University Police Department. The University Police Department must be notified ten days prior to the function.

6. A University Calendar Application/Reservation Form must be completed (when requesting MSU police) and approved by the Clark Student Center office. The form may be obtained in the Clark Student Center office.

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

1. Generally, an approved (internal) group or organization will not be charged the utility costs for the use of a facility if it is used within normal hours of operations. Scheduling for any event or activity is required, even though no charges are assessed, through the Clark Student Center office.

2. Normal room custodial support will be provided within regular building hours at no additional cost. Extra costs, i.e., special cleanup, when incurred, will be billed to the using group.

3. For events outside normal hours of operation, internal groups and organizations will be charged for actual costs for each hour or fraction thereof that the facility is required beyond the normal hours. Additional charges will be added whenever additional custodial support is required, i.e., setup or cleanup.

4. Charges to internal groups will be determined by the Clark Student Center office from the approved rates. The chart of charges is on file in the Clark Student Center office. The CSC office will identify the appropriate student group to be billed and provide this information to the university business office to initiate billing.

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

**Student Traffic Review Board**

Section 1. PURPOSE

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

Section 2. COMPOSITION

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

Section 3. PROCEDURE AND DISPOSITION

A. Request for Review. A student wishing to contest a ticket may appeal in writing to the Student Traffic Review Board. This is done by completing a form in the Dean of Students office. For a violation, the appeal must be submitted within seventeen (17) calendar days after the citation was issued. Should the person charged not pay a violation fee or request a review of the citation within the allotted time period, the review process will be forfeited and a $2.00 late fee will be assessed.

B. Conduct of Review. All Student Traffic Review Board meetings shall be closed to the public. The chairman (or designate) shall preside and conduct the business of the review. The board may request further information from the university police officer or the student with regard to the ticket in question.

C. Review Procedure. The Student Traffic Review Board will meet regularly during the academic year and when necessary during the summer sessions. It shall make the findings and determinations in an executive session (only members of the board present). The board shall promptly consider each case on its merits, make its findings and determinations, and submit them to the Dean of Students. Results of the appeal will be mailed to the student within seven days. If the student is found not guilty of the violation, a waiver shall be made of the penalty fee assessed. The board shall also notify the University Police Department (in writing) of the decision.

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

Section 4. RECORD OF REVIEW

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

**Tobacco Policy**

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

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Code of Student Conduct

Human Dignity Statement

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

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

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

BIGOTRY CANNOT BE TOLERATED: Any expression of hatred or prejudice is inconsistent with the purposes of higher education in a free society. So long as bigotry exists in any form in the larger society, it will be an issue on the college campus. There must be a commitment by the institution to create conditions where bigotry is forthrightly confronted.

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

Student Rights

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

A. In all instances of general discipline, the student has the right to due process. Due process, as applied to student-university relationships and the disciplinary process, is equated with fundamental and procedural fairness.
B. Students have the right to freedom from discrimination on the basis of race, gender, age, religion, creed, national origin, disability, or sexual orientation.
C. MSU considers freedom of inquiry and discussion essential to a student’s intellectual development. Thus, the university recognizes the right of all students to engage in discussion, to exchange thought and opinion, and to speak, write, or print freely on any subject in accordance with the guarantees of federal and state laws.
D. The university affirms the right of students as citizens to exercise their freedoms without fear of university interference for such activity.
E. Students have the opportunity to participate in the formulation of policy directly affecting them through membership on appropriate committees as determined by the President of the University, the student government, and other recognized groups within the university.
F. Students shall have ready access to established university policies and procedures.

G. Students, as members of the university community, have the responsibility to participate in any of the disciplinary proceedings and to testify as witnesses when reasonably notified. Self-incrimination is not intended or construed.

H. Students are free to engage in peaceful and orderly protest, demonstration, and picketing which do not disrupt functions of the university.

I. Students are protected from unreasonable searches and seizures.

**Standards of Conduct**

The following standards and procedures are university policy. All students are expected to become familiar with the information contained in this publication in order that they may be sufficiently informed of the standards of conduct established by the university. These standards of conduct apply to individuals as well as to individuals acting in concert with others (groups, student organizations, etc.).

Enrollment at Midwestern State University is considered by the university as implicit declaration of acceptance on the part of the student of university regulations. Violation of these standards of conduct will subject the violator to conduct action.

When students are away from the Midwestern State University campus, they are expected to conduct themselves as mature individuals. Irresponsible actions which are reported to university officials or which become public knowledge may be the cause for conduct action.

It is stressed that all local, state, and federal laws are supported by the university, and violators of these could be disciplined by civil authorities and/or university officials. Being a student does not exempt a person from being a law-abiding citizen or from conducting himself or herself as a responsible student.

Specific examples of misconduct for which students may be subject to conduct action include, but are not limited to, the following:

1. **Firearms, Fireworks, and Explosives**: Possession of firearms, fireworks, or explosives of any description, including handguns with a permit on university grounds, university streets, university parking lots or in university student housing is prohibited.

   It is a violation of university policy and Texas Penal Code, Chapter 46, Section 46.04 (third degree felony) to bring firearms or other prohibited weapons onto the Midwestern State University campus. Any student who possesses a firearm or prohibited weapon on the MSU campus (including university housing) will be immediately suspended from the university and dismissal proceedings will be instituted. Additionally, any student violating this code will be subject to criminal prosecution under Texas State Law.

   Prohibited weapons include but are not limited to a explosive weapon; a machine gun; a short-barrel firearm; a firearm silencer; a switchblade knife; knuckles; armor-piercing ammunition; a chemical dispensing device (other than a small chemical dispenser sold commercially for personal protection); a zip gun; a knife with a blade over five and one-half inches; a hand instrument designed to cut or stab another by being thrown, a dagger, including but not limited to a dirk, stiletto, and poniard; a Bowie knife, a sword, a machete; and a spear (a knife means any bladed hand instrument that is capable of inflicting serious bodily injury or death by cutting or stabbing a person with the instrument).

2. **Gambling**: Gambling in any form (defined as illegal by state law) on university premises or in university student housing.

3. **Alcoholic Beverages**: Use, possession, manufacture or distribution of alcoholic beverages except at social functions which have been registered and approved according to the MSU Alcohol Policy and in Bridwell Courts, Sundance Court and Sunwatcher Village in accordance with the
guidelines published in the Housing and Residence Life Handbook; or driving while intoxicated or public intoxication.

4. **Disruption of Teaching**: Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other university activities authorized to be held or conducted on the premises of Midwestern State University. Such activity includes but is not limited to classroom behavior that interferes with either the instructor’s ability to conduct the class or the ability of other students to profit from the instructional program.

5. **Unlawful Demonstration and Assembly**: Participation in a campus demonstration that obstructs or disrupts any teaching, research, administrative, conduct, public service, or other activity authorized to be held or conducted by Midwestern State University. Action may be taken by university officials (faculty or staff) as necessary to remove such disruptive individuals, pending conduct hearing.

6. **Parades and Processions**: Participation in a procession or parade on university grounds or property without a permit from the Vice President for Student Affairs and Enrollment Management. All such requests for permits will state the time, place of formation, proposed line of march, destination, and such other regulations as the Vice President for Student Affairs and Enrollment Management sets forth therein.

7. **Obstructing Streets, Sidewalks, and Building Entrances**: Standing, remaining, or congregating by any group or assemblage of persons upon any street, sidewalk, or building entrance on Midwestern State University properties which obstructs, prevents, or interferes with the free or unobstructed use of said street, sidewalk, or building entrance by other persons; failing or refusing to move on or to disperse upon being ordered to do so by any peace officer of Midwestern State University, other peace officer of the State of Texas, city of Wichita Falls, or a duly authorized university official.

8. **Trespassing**: Trespassing upon the grounds or using the facilities of Midwestern State University without the express consent and permission of the university. It will further be a violation for any person or persons having legitimate access to the buildings and facilities to enter into or use such buildings and facilities during prohibited hours as promulgated and amended from time to time by the university administration, or to use that access for unauthorized purposes. Only authorized staffs, administration, resident students and their registered guests are authorized to enter university housing facilities.

9. **Solicitation**: Soliciting or selling to individual students at any time on the property, campus, or grounds of Midwestern State University except by specific authorization of the Board of Regents of Midwestern State University.

10. **Drugs**: Use, possession, distribution, manufacture, sale or administration to another of illegal drugs including all controlled substances, and other substances that are the object of an offense under the Texas Controlled Substances Act (Article 4476-15, Vernon’s Texas Civil Statues).

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

   a. The term “cheating” includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the university faculty or staff.

   b. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear
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.

c. The term “collusion” means collaboration with another person in preparing work offered for credit that collaboration is not authorized by the faculty member in charge.

12. **Falsification of Records**: Knowingly falsifying, or being a party to the falsifying, of any official university record, including the misuse of university seals, stamps and signatures, (including but not limited to such records as Application for Admission, Residence Form, Police Report, Student Personnel Form, Housing Application, etc.).

13. **Financial Responsibility**: Failure to meet financial responsibilities; intentional writing of checks on accounts with insufficient funds; and failure to cooperate with creditors and those with whom business is transacted.

14. **Identification Card**: Failing to carry a valid student Campus Card, lending the card to anyone, or failure to present it when requested by a university official.

15. **Response to Official Notice**: Failure to heed an official request or summons to/of an administrative office.

16. **Traffic and Vehicle Regulations**: Repeated or flagrant violations of University Traffic and Parking Regulations (issued when the vehicle is registered).

17. **Hazing**: Hazing is a criminal violation under Texas law. A person may be found guilty of criminal conduct for hazing, encouraging hazing, permitting hazing, or having knowledge of the planning of hazing incidents and failing to report in writing his/her knowledge to the Dean of Students.

Both failing to report hazing and hazing that does not result in serious bodily injury are Class B misdemeanors. Hazing that results in serious bodily injury is a Class A misdemeanor. Hazing resulting in a death is a state jail felony. An organization found guilty of hazing may be fined $5,000 to $10,000 or, for incident causing personal injury or property damage, an amount double the loss or expenses incurred because of the hazing incident.

It is not a defense to prosecution that the person hazed consented to the hazing activity.

Any person reporting a specific hazing incident to the appropriate institutional official is immune from civil and criminal liability unless the report is in bad faith or malicious.

This state law does not limit or affect an educational institution’s right to enforce its own penalties against hazing.

The Education Code defines hazing as “any intentional, knowing, or reckless act occurring on or off the campus of an educational institution, by one person or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization.” The statute contains a list of conduct that constitutes hazing.

18. **Reckless Conduct**: Engaging in reckless conduct defined as any intentional conduct that places another person or persons at risk.

19. **Theft**: Actual or attempted theft of property of the university, of other university students, of members of the university community, or of campus visitors. Possession of property, knowing it to be stolen. Unauthorized removal of material from the library.

20. **Damage**: Intentional or reckless damage to property of the university, of other university students, of members of the university community, or of campus visitors. Defacing material belonging to the library. Damaging your own property for purposes of deceit or fraud.

21. **Residence Hall Regulations**: Repeated or flagrant violations of the rules, which govern behavior in university housing. Refer to the current copy of the Housing and Residence Life Handbook for specific details.

22. **Misuse or Abuse of Computer Equipment, Programs, or Data**:
   a. Unauthorized use of computing resources or use of computing resources for unauthorized purposes.
b. Accessing or copying of programs, records, or data belonging to the university or another user without permission from the university or the user.

c. Attempting to breach the security of another user’s account or deprive another user of access to the university’s computing resources.

d. Unauthorized use of the university’s computing resources for personal or financial gain.

e. The unauthorized transporting of copies of university programs, records, or data to another person or computer site.

f. Attempting to destroy or modify programs, records, or data belonging to the university or another user.

23. Violation of State, Federal, or Local Laws: Any act that violates federal, state, or local laws or regulations and which is not otherwise covered in this code.

24. Actions Against Persons or Groups: Midwestern State University prohibits acts of physical or emotional abuse; obscene conduct or expression; harassment, intimidation, or bullying; and terroristic threats. These behaviors, like other disruptive or violent behaviors, are conduct that disrupts both a student’s ability to learn and a school’s ability to educate its students in a safe environment. These behaviors toward any person are prohibited, whether in the classroom, on University property, at University-sponsored events, or in cyber-space. Prohibited actions against persons or groups include, but are not limited to, the following:

a. Physical or emotional abuse.

b. Obscene conduct or expression.

c. Intimidation, harassment, or bullying.

1. Intimidation includes any intentional written, verbal, graphic, or physical act or gesture to frighten, make fearful, or coerce into submission.

2. Harassment includes any intentional written, verbal, graphic, or physical act or gesture that a student, with intent to harass, annoy, alarm, abuse, torment, or embarrass, exhibits toward another particular student.

3. Bullying includes any intentional written, verbal, graphic, or physical act or gesture that will have the effect of physically harming a student, damaging a student’s property, or placing a student in reasonable fear of harm to the student’s person or of damage to the student’s property; or is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

4. Intimidation, harassment, or bullying also includes electronically committed acts (i.e., acts conducted using electronic or wireless communication devices).

d. Terroristic threat, which includes any threatened offense involving violence to any person or property with the intent of placing any person in fear of imminent serious bodily injury, or placing the public or a substantial group of the public in fear of serious bodily injury.

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

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

A. Violations of the University Sexual Misconduct Policy
Sexual misconduct is a serious offense and such violations are subject to any combination of conduct sanctions deemed appropriate (as described on p. 89) with individuals found responsible for violation of the nonconsensual sexual intercourse policy facing a recommended sanction of University suspension or University expulsion. A partial list of Midwestern State University sexual conduct policy violations is listed below.

a. Sexual Harassment: Gender-based verbal or physical conduct that has the effect of unreasonably interfering with an individual’s work or academic performance or creates an intimidating, hostile or offensive working or educational environment. There are two types of sexual harassment:

1. Hostile Environment includes situations in which there is harassing conduct that is sufficiently severe, pervasive/persistent and objectively offensive so that it alters the conditions of education or employment, from both a subjective (the alleged victim’s) and objective (a reasonable person’s) viewpoint. The determination of whether an environment is “hostile” must be based on all the circumstances. These circumstances could include, but are not limited to:
   - The frequency of the speech or conduct;
   - The nature and severity of the speech or conduct;
   - Whether the conduct was physically threatening;
   - Whether the speech or conduct was humiliating;
   - The effect of the speech or conduct on the alleged victim’s mental and/or emotional state;
   - Whether the speech or conduct was directed at more than one person;
   - Whether the speech or conduct arose in the context of other discriminatory conduct;
   - Whether the speech or conduct unreasonably interfered with the alleged victim’s educational or work performance;
   - Whether a statement is a mere utterance of an epithet which engenders offense in an employee or a student or offends by mere discourtesy or rudeness; and/or
   - Whether the speech or conduct deserves the protections of academic freedom.

2. Quid Pro Quo sexual harassment exists when there are unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature where submission to, or rejection of, such conduct results in educational or employment action.

b. Nonconsensual Sexual Intercourse (or attempts to commit the same):
   - Any sexual intercourse,
   - however slight,
   - with any object,
   - by a person upon another person,
   - without consent and/or by physical force

c. Nonconsensual Sexual Contact (or attempts to commit the same):
   - Any intentional sexual touching,
   - however slight,
   - with any object,
   - by person upon another person,
   - without consent and/or by physical force
d. Sexual Exploitation: Taking nonconsensual or abusive sexual advantage of another for one’s own advantage or benefit, or to benefit a person other than the one being exploited. Examples of sexual exploitation include, but are not limited to:

- Prostituting another student;
- Non-consensual video or audio recording of sexual activity;
- Exceeding the boundaries of explicit consent, such as allowing friends to hide in a closet to be witness to one’s consensual sexual activity;
- Engaging in voyeurism (Peeping Tommery); and/or
- Knowingly transmitting a sexually transmitted disease/infection or HIV to another student.

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

B. Confidentiality and Reporting Sexual Misconduct

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

a. Confidential Reporting: If you would like the details of an incident to be kept confidential, you may speak with on-campus counselors, campus health service providers, off-campus rape crisis resources, or off-campus members of the clergy/chaplains who will maintain confidentiality. Campus counselors are available to help you free of charge and can be seen on an emergency basis during normal business hours.

b. Private Reporting: You may seek advice from certain resources who are not required to tell anyone else your private, personally identifiable information unless there is cause for fear for your safety, or the safety of others. These resources include employees without supervisory responsibility or remedial authority to address sexual misconduct, such as resident advisors (RAs), faculty members, advisors to student organizations, career services staff, admissions officers, student activities personnel, and many others. If you are unsure of someone’s duties and ability to maintain your privacy, ask them before you talk to them. They will be able to tell you and can help you make decisions about who can help you best. Some of these resources, such as RAs, are instructed to share incident reports with their supervisors, but they do not share any personally identifiable information about your report unless you give permission, except in the rare event that the incident reveals a need to protect you or other members of the community. If your personally identifiable information is shared, it will be shared with as few people as possible and all efforts will be made to protect your privacy to the greatest extent.

c. Formal Reporting Options: You are encouraged to speak to University officials, such as the Title IX Coordinator, Dean of Students, Campus Police, or Deans to make formal reports of incidents of sexual misconduct. You have the right, and can expect, to have incidents of sexual misconduct taken seriously by the University when formally reported, and to have those incidents investigated
and properly resolved through administrative procedures. Formal reporting still affords privacy to the reporter, and only a small group of officials who need to know will be told. Information will be shared as necessary with investigators, witnesses, and the accused student/respondent. The circle of people with this knowledge will be kept as tight as possible to preserve your rights and privacy.

Texas law has established procedures for the confidentiality of identifying information of victims of sex offenses. Article 57.02 of the Texas Code of Criminal Procedure provides that a victim of a sexual offense (described in Chapter 62 of the Code) may choose a pseudonym to be used instead of the victim’s name to designate the victim in all public files and records concerning the offense, including police summary reports, press releases, and records of judicial proceedings. A victim who elects to use a pseudonym must complete a pseudonym form and return the form to the law enforcement agency investigating the offense. A victim who completes and returns a pseudonym form to the law enforcement agency investigating the offense may not be required to disclose the victim’s name, address, and telephone number in connection with the investigation or prosecution of the offense.

Midwestern State University’s Police Department is a partner agency with Patsy’s House, a local children’s advocacy center. A children’s advocacy center provides a safe, child-friendly environment where law enforcement, child protective services, prosecution, medical and mental health professionals may share information and develop effective, coordinated strategies sensitive to the needs of each unique case and child. Sex offenses involving a victim under the age of 18 may be referred to Patsy’s House.

C. Federal Timely Warning Obligations

Victims of sexual misconduct should be aware that University administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to members of the campus community (The Clery Act, 20 U.S.C. 1092(f)). The University will make every effort to ensure that a victim’s name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

D. Texas Penal Code

a. Section 38.17: Failure to Stop or Report Aggravated Sexual Assault of a Child

A person who does not have a legal or statutory duty to act or who has not assumed care, custody, or control of a child (younger than 14 years of age), commits an offense (Class A misdemeanor) if the person observes the commission or attempted commission of an offense prohibited by Section 21.02 (Continuous Sexual Abuse of a Young Child or Children) or Section 22.021 (a)(2) (b) (Aggravated Sexual Assault of a Victim Younger than 14 Years of Age) under circumstances in which a reasonable person would believe that an offense of a sexual or assaultive nature was being committed or was about to be committed against the child; the person fails to assist the child or immediately report the commission of the offense to a peace officer or law enforcement agency; and the person could assist the child or immediately report the commission of the offense without placing himself or herself in danger of serious bodily injury or death.

b. Section 38.171 (Failure to Report Felony)

A person commits an offense (Class A misdemeanor) if the person observes the commission of a felony under circumstances in which a reasonable person would believe that an offense had been committed in which serious bodily injury or death may have resulted; and fails to immediately report the offense to a peace officer or law enforcement agency when a reasonable person would believe that the offense had not been reported and the person could immediately report the offense without placing himself or herself in danger of suffering serious bodily injury or death.

E. Texas Family Code Reporting Requirements

Section 261.101(a) of the Texas Family Code requires “any person having cause to believe that
a child’s [under 18 years of age] physical or mental health or welfare has been adversely effected by abuse or neglect to immediately make a report” to law enforcement. The penalty for failing to make the report is a Class A misdemeanor; a state jail felony in certain situations if the victim is mentally retarded). This law also provides that protection for those who, in good faith, report or assist in the investigation of alleged or known abuse or neglect (Section 261.106). The immunity provided by law includes both civil and criminal liability.

**Conduct Sanctions**

One or more of the following conduct sanctions may be imposed by the Dean of Students or his or her designee upon individuals, groups, or organizations. Sanctions for violation of institutional policies or rules and regulations may be imposed regardless of whether actions of the student are also civil or criminal violations. Whenever conduct action leads to the student leaving the university, grades will be assigned in accordance with the university grade policy and the academic calendar.

1. **Reprimand:** A reprimand is an oral or written notice to the student that the conduct in question violates university regulations. A reprimand becomes part of a student’s or organizations conduct record in the Dean of Students office. For organizations, a reprimand may include notification to the organization’s president or advisor, and to the chapter’s national headquarters.

2. **Loss of Privileges:** Under some circumstances of misconduct, the university may deem it appropriate to take away certain privileges. Sanctions such as prohibiting pledging; prohibiting membership or holding leadership roles; prohibiting participation in events on the social calendar; denial of participation in any official athletic or non-athletic extracurricular activity, including practices; withholding of official transcripts; blocking from enrollment for a specified period of time; or cancellation of the housing contract or removal from the residence hall system may be imposed.

3. **Imposition of Certain Tasks:** The student or organization may be required to perform certain tasks, such as making restitution, whether monetary or by specific duties; performing community service hours; attending counseling sessions; performing additional academic work not required of other students in a specific course in consultation with the appropriate faculty member; moving to another residence hall or within the same hall; or complying with a behavioral contract. Educational requirements may include, but are not limited to, completion of an alcohol education seminar, a diversity awareness seminar, essays, or reports.

4. **Probation:** Probation is levied for a specified time, the duration of which will be determined by the seriousness of the circumstance of the violation. Probation carries with it a warning that any further violation of university regulations may result in more serious consequences, including suspension or expulsion. The two types of probation are:
   a. Conduct Probation - a sanction, which will be removed from the student’s confidential record in the Dean of Students office at the end of the period of probation.
   b. Recorded Probation - a sanction, which remains as a permanent part of the student’s confidential record.

5. **Suspension:** Suspension is the separation of the student from the university for a definite period of time or until specified written conditions are met. The student is not guaranteed readmission at the end of such period of time, but is guaranteed a review of the complaint and a decision regarding eligibility for readmission.

   When a student or organization is suspended, the suspension will be for a stated period or until specified conditions are met. In no case will suspension be for less than the remainder of the semester in which the offense is committed.

   A student who has had a registration hold placed on readmission must request readmission clearance from the Dean of Students office at least three weeks prior to the first day of classes of the semester or summer session in which the student wishes to re-register. The student may be required to submit evidence supporting their ability to function properly in a university environment. If
approval is granted by the Dean of Students for the removal of the registration hold, the student must complete the regular readmission procedures through the appropriate office.

The Dean of Students or his or her designee may deny a student’s request for readmission if, in his or her judgment, there is sufficient evidence to indicate that the student’s conduct during suspension would have warranted conduct actions, or if the student has failed to satisfy any special conditions that may have been imposed prior to readmission. Upon denial of a student’s application for readmission, the Dean of Students or his or her designee will set a new date at which another application for readmission may be made.

6. Expulsion: Expulsion is the separation of the student from the university whereby the student is not eligible for readmission to this university.

Recording of Sanctions

The sanctions provided above may be noted on the student’s academic record, including the transcript. In case of conduct suspension, notification may be shown during the period of suspension. Upon the satisfactory completion of the suspension period, and at the request of the student, the notation of suspension will be removed from the transcript. Notification of the student’s suspension will indicate the date on which the suspension begins and the earliest date at which application may be made for readmission or re-registration. Any record of sanctions not noted on the transcript will be expunged no later than seven years after the sanction is assessed.

Rules of Procedure in Student Conduct Matters

Midwestern State University recognizes the student’s right, as a member of society to respect and consideration and to the constitutionally guaranteed freedoms of speech, assembly, and association.

The university further recognizes the student’s right within the institution to freedom of inquiry, and to the reasonable use of the services and facilities of the university, which are intended for their education.

In the interest of maintaining order on the campus and guaranteeing the broadest range of freedom to each member of the community, some rules and regulations have been adopted by the university. These rules and regulations reasonably limit some activities and proscribe certain behavior, which is harmful to the orderly operation of the institution and the pursuit of its legitimate goals. All students are held to be informed of these rules, which are printed in the Student Handbook, which is distributed to all students at the time of registration for the fall semester each year. The Student Handbook is also distributed to each new student enrolling for the spring semester and summer session.

If any student is accused of a violation of any of these rules and denies responsibility, they will be afforded a prompt and equitable hearing before the Student Conduct Committee. Appropriate due process safeguards have been built into the procedures, which govern the Student Conduct Committee so that no permanent or recorded sanction will be imposed until the student accused will have had a fair chance to be heard. The decision of the Student Conduct Committee may be appealed to the Vice President for Student Affairs and Enrollment Management.

Section 1. STUDENT AFFAIRS DIVISION

The Student Affairs Division, acting through the Vice President for Student Affairs and Enrollment Management and the Dean of Students and their staff, is responsible for the administration of discipline for unacceptable conduct or the infraction of university rules and regulations and will initiate conduct action in accordance with these regulations.

Section 2. PRELIMINARY PROCEDURES

The Office of the Dean of Students will investigate any reported student misconduct before
initiating formal conduct procedures and give the student the opportunity to present his or her version of the incident or occurrence. The Dean of Students or the appropriate staff designate may discuss, consult, and advise with any student whose conduct is called into question, and students will attend such consultations as requested. If a student fails to attend such consultations, the student will be subject to conduct action for violation of the Code of Student Conduct Article 15: Response to Official Notice. When a complaint is filed, the student or organization named in the complaint will be asked to appear before a designated hearing officer (Dean of Students or designee), who will conduct an investigative meeting to discuss the alleged violation(s) and possible conduct proceedings.

In any conduct proceeding, the student or organization has the right to:

a. be apprised of the rule(s) allegedly violated and the alleged acts committed
b. know the source of the complaints
c. know the specific complaint(s)
d. know the sanction(s) which may be imposed if a violation is found
e. be provided a list of witnesses, testimonies, evidence and any other documents relevant to the complaint prior to a formal hearing
f. be accompanied by an advisor at any conduct hearing (for advisory purposes only, not for representation)
g. Be provided a list of Student Conduct Committee members. Right to challenge members of the committee for bias.

Section 3. INFORMAL DISPOSITION

An accused student may choose to have the Dean of Students decide the complaint. The Dean of Students or the appropriate staff designate will have the authority to impose appropriate sanctions. The university uses the “more likely than not” standard for conduct decision making. All of the following conditions must be met for an administrative disposition:

a. The student requests the procedure and thereby waives the right to have the complaint heard by the Student Conduct Committee.
b. The Dean of Students consents to decide the complaint.
c. The student is willing to accept the dean’s adjudication as final and waives the right to appeal.
d. The matter does not involve academic dishonesty.

Section 4. ACADEMIC MISCONDUCT PROCEDURES

I. After an alleged incident of Academic Dishonesty occurs, the instructor does the following:

a. informs the student of the academic sanction to be imposed
b. informs the student of his/her right to appeal the sanction
c. notifies the department chair of the incident and the sanction imposed.

II. The department chair then reports the incident and the sanction to the following parties:

a. Dean of Students
b. Dean of the College
c. Dean of Graduate School (if the incident occurred in a graduate course)
d. Registrar (if the sanction is a course grade of F).

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

III. The student accepts the academic sanction or appeals the sanction to the department chair in writing no later than five (5) working days after being notified of the sanction.

IV. If the student appeals the sanction imposed by the instructor, the department chair investigates the incident and consults with the instructor and student. If the chair and instructor do not agree on the disposition, the appeal proceeds directly to the dean. If the chair and instructor agree on the
disposition of the appeal, the chair notifies the following parties of any change in the sanction:
   a. Student
   b. Instructor
   c. Dean of Students
   d. Dean of the College
   e. Dean of Graduate School (if the incident occurred in a graduate course)
   f. Registrar (if the sanction is a course grade of F or if a sanction of F is revoked).

V. The student accepts the academic sanction imposed by the instructor and department chair or appeals the sanction to the dean of the college in writing no later than five (5) working days after being notified of the department chair’s decision.

VI. If the student appeals the decision of the instructor and department chair, or if the chair and the instructor did not agree on an academic sanction, the dean of the college investigates the incident, consults with all parties, decides the disposition of the sanction, and informs the following parties of the decision:
   a. Student
   b. Instructor
   c. Department Chair
   d. Dean of Students
   e. Dean of Graduate School (if the incident occurred in a graduate course)
   f. Provost
   g. Registrar (if the sanction is a course grade of F or if a sanction of F is revoked).

VII. The student accepts the academic sanction imposed by the dean of the college or appeals the decision of the dean of the college to the Academic Appeals Committee in writing no later than five (5) working days after being notified of the dean of the college’s decision.

VIII. If the student appeals the decision of the dean of the college, the Academic Appeals Committee investigates the incident and holds a hearing. The Academic Appeals Committee may remove the sanction, confirm the sanction, or impose a different academic sanction, and may refer the case to the Student Conduct Committee with a recommendation for a conduct sanction in addition to the academic penalty. The chair of the Academic Appeals Committee informs the following parties of the decision:
   a. Student
   b. Instructor
   c. Department Chair
   d. Dean of Students
   e. Dean of the College
   f. Dean of Graduate School (if the incident occurred in a graduate course)
   g. Provost
   h. Registrar (if the sanction is a course grade of F or if a sanction of F is revoked).

IX. The Student Conduct Committee considers exclusively whether to add disciplinary sanctions to the academic sanction imposed beforehand and selects and imposes the sanction(s). The chair of the Student Conduct Committee informs the following parties of the decision:
   a. Student
   b. Instructor
   c. Department Chair
   d. Dean of Students
   e. Dean of the College
   f. Dean of Graduate School (if the incident occurred in a graduate course)
   g. Provost.
Notes:
1. The student may continue to attend class until all appeals have been exhausted.
2. A successful appeal expunges the student’s record of the incident.
3. Academic sanctions that may be imposed include
   • a reduction in grade on the examination, the paper, or other academic work affected by the academic dishonesty.
   • a requirement to perform additional academic work not required of other students in the course.
   • an administrative withdrawal from the course.
   • a grade of F in the course.
   • dismissal from an academic program.

Section 5. TEMPORARY SUSPENSION
The Vice President for Student Affairs and Enrollment Management, after consulting with the President of the University, may temporarily suspend or deny readmission to a student from the university pending formal procedures when it is believed from substantial information that the presence of the student on campus would seriously disrupt the university or constitute a danger to the health, safety, or welfare of the university community or the student. The Associate Vice President for Student Affairs will convene the Student Conduct Committee within 48 hours after a temporary suspension (Sunday through Thursday), or 72 hours (Friday or Saturday) to determine if the student will remain on temporary suspension until the formal hearing by the committee. The time for the formal hearing will also be established at this meeting and will be scheduled within ten days from the date of the temporary suspension. During this temporary suspension the student will be barred from campus including university housing.

Section 6. FORMAL PROCEDURES AND DISPOSITION
A. Student Conduct Committee: The Student Conduct Committee will be appointed by the president of Midwestern State University and will have the authority to impose appropriate sanctions upon any student or students appearing before it, including, but not limited to, official reprimand, probation, suspension, or expulsion. The chair of the Student Conduct Committee will be the Associate Vice President for Student Affairs. The committee will consist of three faculty and three students plus the chair. Additionally, one faculty member and one student will be designated as alternates to be used only to replace members of the standing committee if a possible conflict of interest occurs, or to constitute a quorum. The faculty members must have completed at least one year of teaching at Midwestern State University. The students must be classified as sophomore or above, have a cumulative grade point average of 2.00 or above, and must not have a record of previous conduct suspension from the university. The appointments by the President of the University will be selected from a panel of faculty and students nominated by the student body president, having given due notice to the student body of his nominations, and individually confirmed by a majority vote of the Student Senate. A minimum of six faculty and six students will be recommended to the university president. The chairman, two faculty, and two students must be present to constitute a quorum and hear a complaint. In instances where the person or persons involved are known to members of the standing committee and a member or members of the standing committee wish to disqualify themselves on their own motion or on motion by the student involved, the chair, with approval of the president, will appoint the appropriate substitutions of faculty or students necessary to constitute a quorum. Every effort will be made to provide an impartial committee. The chair of the committee will vote only when it is necessary to break a tie vote of the committee.
B. General Statement of Procedures: A student charged with a breach of university rules and regulations or conduct in violation of the “Standards of Conduct” is entitled to a written notice
and a formal hearing unless the matter is disposed of under the rules for informal disposition. The procedures set forth as follows will be interpreted and administered to accomplish this object and provide for prompt consideration and disposition of student conduct cases. Conduct proceedings are not to be construed as judicial trials, but care will be taken to comply as fully as possible with the spirit and intent of the procedural safeguards set forth herein.

C. Notice: The Dean of Students will initiate conduct actions by arranging with the chair to call a meeting of the Student Conduct Committee and by giving written notice by certified mail or personal delivery to the student alleged to be in violation, which will set forth the date, time, and place of the alleged violation, the conduct to be inquired into, and the date, time, and place of hearing before the Student Conduct Committee. Notice by certified mail may be addressed to the last address currently on record with the university. Failure by the student to have his/her current correct local address on record with the university will not be construed to invalidate such notice. The notice will be mailed at least seven consecutive calendar days prior to the hearing, unless a shorter time is fixed by the chair for good cause. Any request for continuance will be made in writing to the chair, who will have the authority to continue the hearing if it is determined the request is timely and made for good cause. The chair will notify the Dean of Students of the new date for the hearing, and they will give notice to the student. If the student fails to appear at the scheduled time, except for good cause, the student will be subject to conduct action for violation of Article 15: Response to Official Notice, and the committee may hear and determine the matter in their absence.

D. Conduct of Hearing: All Student Conduct Committee hearings will be closed to the public. The chair will preside at the hearing, call the roll of the committee in attendance, and ascertained the presence of the representative from the Student Affairs division and the presence or absence of the student alleged to be in violation. The accused student and/or the complainant may be accompanied at the hearing by an advisor. When several students are alleged to be in violation of the same offense or with offenses growing out of the same episode, the Student Conduct Committee will determine whether, in the interest of fairness to the accused and to the university, the complaints should be heard separately or together. At the outset of the hearing, the complaint against the student must be stated, and he or she will be given opportunity to state his or her position with respect to it. The evidence in support of the violation will then be presented by the Dean of Students or staff designate. University witnesses are to be called and identified. The committee may question witnesses at any time. The student may question witnesses at the conclusion of the university’s presentation. If the committee decides that the advisor may speak, they may also question witnesses at the conclusion of the university’s presentation. After the university has presented its evidence, the accused student will have the right to present evidence and to present the testimony of other witnesses. The committee may question the student or witnesses in the presence of the student at any time. The Dean of Students or the staff member representing the Office of the Dean of Students may question the student or witnesses in the presence of the student. The committee will permit the university or the student to offer any matter in rebuttal of the other’s presentation. For complaints involving sexual misconduct or other Title IX related concerns, the conduct hearing will be adjusted, as appropriate to ensure full compliance with Title IX regulations.

E. Rights of Student Conduct Committee: The Student Conduct Committee will not be bound by the rules of evidence applicable in court proceedings but will exclude prejudicial, irrelevant, or unduly repetitious testimony or testimony lacking in credibility. If any committee member was involved in an incident before the committee, they must disqualify themselves from hearing the complaint. The committee may question witnesses or examine other evidence introduced by either the university or the student only during the hearing. The committee may call additional witnesses or require additional investigation. The committee may dismiss any person from the hearing who interferes with or obstructs the hearing or fails to abide by the rulings of the chair or the committee on request of the chair. The committee may summarily suspend students from the university who,
during the hearing, obstruct or interfere with the course of the hearing or fail to abide by the ruling of the chair of the committee on any procedural question or requests of the chair for order.

F. Student Rights Upon Hearing: A student appearing before the Student Conduct Committee may have an advisor with them to examine any evidence presented and to consult with during the hearing. Only the student may question witnesses present and testifying unless the chair decides that the advisor may speak. The student may make any statement to the committee in explanation of their conduct. A Student may also present evidence by witnesses. The student will be informed in writing of the findings of the Student Conduct Committee and any sanction it imposes. The student may appeal to the Vice President for Student Affairs and Enrollment Management the decision reached by the Student Conduct Committee.

G. Determination by Committee: The Student Conduct Committee will make its findings and determinations in an executive session (only members of the committee present). Separate findings are to be made (1) as to the conduct of the student and (2) on the sanction, if any, to be imposed. No sanction will be imposed on the student unless a majority of the committee present finds it more likely than not by the evidence that the student has committed the violation and should be sanctioned.

H. Official Report of Findings and Determinations: The committee will promptly consider the complaint on the merits, make its findings and determinations, and transmit them to the Dean of Students. The Dean of Students will notify the student accused, the faculty member (in complaints of academic dishonesty), the Registrar’s office, and all other appropriate administrative offices in writing of the decision of the committee.

I. Other Procedural Questions: Procedural questions, which arise during the hearing and are not covered by these general rules, will be determined by the chair. The chair’s ruling will be final unless the chair presents the question to the committee at the request of a member of the committee, in which event the ruling of the committee by majority vote will be final.

Section 7. RECORD OF HEARING

A digital recording of the hearing will be kept along with the hearing record, and will be filed in the Office of the Dean of Students and be accessible only for the purpose of appeal at reasonable times and places to both the university and the student. The tape will be kept on file for a period of seven years when records are destroyed, unless the sanction was expulsion from the university, in which there is no destruction of the record.

Section 8. RIGHT OF REVIEW

The student or the Dean of Students may appeal to the Vice President for Student Affairs and Enrollment Management any decision reached by the Student Conduct Committee by filing a written notice of appeal within five consecutive calendar days after notification of the decision. A copy of the Notice of Appeal will be given by the student to the Dean of Students or by the Dean of Students to the student. General dissatisfaction with the outcome of the hearing will not be considered as a basis for an appeal. The only basis for considering appeals are the presentation of facts that indicate:

a. irregularities that violate procedural due process that could impact the outcome,

b. new evidence not available at the time of the original hearing that could impact the outcome,

c. insufficient evidence to support the findings of the Student Conduct Committee,

d. misinterpretation of university policies and regulations,

e. a sanction disproportionate to the offense, or

f. a lack of jurisdiction that might cause the decision or sanction to be altered.

The Vice President will review the record of the complaint and only that portion of the original hearing that is addressed by the appeal and may affirm or reverse the decision, modify the sanction,
or remand the complaint for further proceedings. The Vice President will notify the Dean of Students and the student in writing of the decision on the appeal.

Section 9. STATUS DURING REVIEW

In cases of suspension or expulsion where a Notice of Appeal is filed within the required time, the student may petition the Vice President for Student Affairs and Enrollment Management in writing for permission to attend classes pending final determination of the appeal. The Vice President for Student Affairs and Enrollment Management may permit a student to continue in school under such conditions as may be designated pending completion of appeal procedures provided such continuance will not seriously disrupt the university or constitute a danger to the health, safety, or welfare of the university. In such event, however, any final conduct action imposed will be effective from the date of the action of the Student Conduct Committee.

Section 10. ROLE OF VICE PRESIDENT

The Vice President for Student Affairs and Enrollment Management may review the record of any conduct complaint and may reverse the decision, modify the sanction, or remand the complaint for further proceedings. If such action is taken by the Vice President, the Dean of Students and the student will be notified in writing of the decision.
MSU Procedures for Student Conduct Matters (Non-Academic)

Alleged incident occurs

Dean of Students or designee investigates incident (Section 2)

Informal Disposition - Dean or designee hears case (Section 3)

Charge dismissed

Formal Disposition - Student Conduct Committee hearing (Section 5)

Conduct sanctions imposed

(Optional) Charge dismissed (Section 7)

(Optional) Student appeals to Vice President

(Optional) Dean appeals to Vice President (Section 7)

Appeal heard by Vice President and decision rendered

NOTE: Appeals are OPTIONAL after a formal disposition. Additionally, section numbers refer to the Rules of Procedure in Student Conduct Matters.
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<td>Men’s Soccer Alumni Game – 3pm</td>
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<td>Student Senate Meeting</td>
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<td>Part-time Job and Volunteer Fair, 12pm-2pm @ CSC – Comanche Suites</td>
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<td><strong>FRIDAY 7</strong></td>
<td>Women's Soccer @ Fischer Classic</td>
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<td>Men's Soccer @ Newman, KS – 7pm</td>
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<td>Women's Cross Country East Central Tiger Chase @ Ada, OK – 9:30am</td>
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<td>Women's Soccer @ Fischer Classic</td>
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| 10   | MONDAY | Women's Golf Lady Buff Stampede @ Amarillo, TX  
Men's Golf Charles Woody West Texas Invitational @ Abilene, TX |
| 11   | TUESDAY| Women's Golf Lady Buff Stampede @ Amarillo, TX  
Men's Golf Charles Woody West Texas Invitational @ Abilene, TX |
<p>| 12   | WEDNESDAY |                                             |
| 13   | THURSDAY| LSC Footballs vs. Texas A&amp;M-Commerce @ Arlington, TX – 7pm             |</p>
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<td>Volleyball @ Tarleton State – 6:00pm</td>
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<td>Women’s Cross Country Missouri Southern Stampede @ Joplin, MO</td>
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<td>Women’s Soccer @ Incarnate Word – 12:00pm</td>
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<td>Men’s Soccer vs. St. Edwards @ Austin – 12pm</td>
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<tr>
<td>Women’s Soccer vs. West Texas A&amp;M - 5:00pm</td>
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<td>Men’s Soccer vs. West Texas A&amp;M @ Canyon – 1pm</td>
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<td>Men’s Soccer vs. Incarnate Word – 7pm</td>
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<tr>
<td>Volleyball vs. Texas A&amp;M-Kingsville</td>
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<td>LSC Football vs. Texas A&amp;M-Kingsville @ Kingsville, TX – 7pm</td>
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<td>Men’s Golf Territory Classic @ Duncan, OK</td>
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<td>Women’s Soccer vs. Eastern New Mexico - 1:00pm</td>
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<td>Men’s Soccer vs. Ouachita Baptist – 1pm</td>
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**NOTES**
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<tr>
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<td><strong>Mondays</strong></td>
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<td>Men’s Golf Territory Classic @ Duncan, OK</td>
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<td><strong>Tuesdays</strong></td>
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<td></td>
<td>Men’s Golf Territory Classic @ Duncan, OK</td>
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<tr>
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<td>Volleyball @ West Texas A&amp;M – 7:00pm</td>
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<tr>
<td>26</td>
<td><strong>Wednesdays</strong></td>
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<tr>
<td></td>
<td>Women’s Soccer vs. Abilene Christian - 6:00pm</td>
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<tr>
<td>27</td>
<td><strong>Thursdays</strong></td>
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<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>FRIDAY 28</td>
<td>Women’s Soccer @ Texas A&amp;M-Commerce – 7:00pm</td>
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<tr>
<td></td>
<td>Volleyball vs. Texas A&amp;M-Commerce – 7:00pm</td>
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<tr>
<td>SATURDAY 29</td>
<td>Volleyball vs. Texas Woman’s – 2:00pm</td>
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<tr>
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<td>LSC Footballs vs. Incarnate Word – 7pm</td>
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<tr>
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<td>Women’s Cross Country Kansas Invitational @ Lawrence, KS</td>
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<tr>
<td>SUNDAY 30</td>
<td>Women’s Soccer @ Texas Woman’s – 1:00pm</td>
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<tr>
<td></td>
<td>Men’s Soccer vs. Adams State (Colo.) @ Alamosa, Colo. – 1pm</td>
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**SEPTEMBER**

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**OCTOBER**

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<tr>
<td>MONDAY 1</td>
<td>Deadline for December graduates to file for Graduation Homecoming &amp; Senator Elections Voting, Online</td>
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<tr>
<td>TUESDAY 2</td>
<td>Volleyball @ Cameron – 7:00pm Student Senate Meeting Homecoming &amp; Senator Elections Voting, Online</td>
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<tr>
<td>WEDNESDAY 3</td>
<td>Homecoming &amp; Senator Elections Voting, Online</td>
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<tr>
<td>THURSDAY 4</td>
<td>Football vs. West Alabama @ Livingston, AL – 6pm Homecoming &amp; Senator Elections Voting, Online</td>
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</tbody>
</table>
Women’s Soccer @ Eastern New Mexico – 4:00pm
Homecoming & Senator Elections Voting, Online
Volleyball @ Abilene Christian – 5:00pm (and) Volleyball @ Texas-Permian Basin – 7:00pm
Men’s Soccer vs. Southern Nazarene (OK) – 7pm

Women’s Cross Country Sikes Senter Cross Country Carnival – 10:00am
Volleyball @ Dallas Baptist – 7:00pm

Women’s Soccer @ West Texas A&M – 1:30pm
Men’s Soccer vs. Northeastern State – 1pm
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<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>8</td>
<td>MONDAY</td>
<td>COLUMBUS DAY</td>
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<td>TUESDAY</td>
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</table>
| 10   | WEDNESDAY| Men's Golf Ryan Palmer Invitational @ Amarillo, TX
<p>| 11   | THURSDAY | Deadline for May graduates to file for graduation |</p>
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<th>Date</th>
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<tr>
<td><strong>FRIDAY 12</strong></td>
<td>Volleyball vs. Angelo State – 4:00pm</td>
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<tr>
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<td>Women’s Soccer vs. Incarnate Word – 8:30pm</td>
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<td>Men’s Soccer vs. Houston-Victoria – 6:30pm</td>
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<tr>
<td><strong>SATURDAY 13</strong></td>
<td>Volleyball vs. Tarleton State – 2:00pm</td>
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<td>LSC Football vs. Angelo State – 7pm</td>
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<td>Women’s Cross Country Chile Pepper Festival @ Fayetteville, AR</td>
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<tr>
<td><strong>SUNDAY 14</strong></td>
<td>Women’s Soccer vs. Angelo State – 1:00pm</td>
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<tr>
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<td>Men’s Soccer vs. Ouachita Baptist @ Arkadelphia, AR – 1pm</td>
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</table>
MONDAY
15

TUESDAY
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WEDNESDAY
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THURSDAY
18

Women's Golf Dallas Baptist Golf Classic @ Dallas, TX

Student Senate Meeting
<table>
<thead>
<tr>
<th>Event Description</th>
<th>Date</th>
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<tbody>
<tr>
<td>MSU Grad. and Prof. School Fair, 11am-1:30pm @ CSC – Comanche</td>
<td>FRIDAY</td>
</tr>
<tr>
<td>MSU Grad. and Prof. School Sem., 1:30pm-3pm @ CSC – Comanche</td>
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<tr>
<td>Women’s Soccer vs. Texas Woman’s – 7:00pm</td>
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<tr>
<td>Volleyball @ Texas A&amp;M-Kingsville – 12:00pm</td>
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<tr>
<td>Men’s Soccer vs. Eastern New Mexico @ Portales, NM</td>
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<tr>
<td>Volleyball @ Incarnate Word – 2:00pm</td>
<td>SATURDAY</td>
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<tr>
<td>Women’s Cross Country/Track LSC Championships</td>
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<tr>
<td>LSC Football vs. Abilene Christian @ Abilene, TX – 2pm</td>
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<tr>
<td>Women’s Soccer vs. Texas A&amp;M-Commerce – 1:00pm</td>
<td>SUNDAY</td>
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**NOTES**
22 MONDAY

Women's Golf Oklahoma Intercollegiate @ Lawton, OK

23 TUESDAY

Women's Golf Oklahoma Intercollegiate @ Lawton, OK
Volleyball @ Eastern New Mexico - TBA

24 WEDNESDAY

25 THURSDAY
FRIDAY 26

Women's Soccer @ Abilene Christian – 4:00pm
Volleyball @ Texas Woman's – 7:00pm
Men's Soccer vs. Incarnate Word @ San Antonio – 7:30pm

SATURDAY 27

Volleyball @ Texas A&M-Commerce – 7:00pm
LSC Football vs. Eastern New Mexico – 7pm

SUNDAY 28

NOTES

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OCT./NOV. 2012

29  MONDAY

30  TUESDAY  Student Senate Meeting

31  WEDNESDAY  HALLOWEEN

1  THURSDAY  Priority Application Date for Admission

Women’s Soccer LSC Quarterfinals
Women’s Soccer LSC Semifinals
Volleyball vs. Eastern New Mexico – 5:30pm
Men’s Soccer vs. West Texas A&M – 7:30pm

Women’s Cross Country NCAA II South Central Regional
Volleyball vs. West Texas A&M – 2:00pm
LSC Football vs. West Texas A&M @ Canyon, TX – 6pm
Graduate and Professional School Practice Exam Day, 1pm-6pm @ Dillard Building

Women’s Soccer LSC Championships
Men’s Soccer vs. Eastern New Mexico – 1pm
Women’s Basketball vs. Texas Tech @ Lubbock, Texas – 2:00pm

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<tr>
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<tbody>
<tr>
<td>5 MONDAY</td>
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<td>Men's Golf Classic @ The Colony, TX</td>
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<td>6 TUESDAY</td>
<td>ELECTION DAY</td>
<td>Men's Golf Classic @ The Colony, TX</td>
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<td>Volleyball vs. Cameron – 7:00pm</td>
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<td>Student Senate Meeting</td>
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<tr>
<td>7 WEDNESDAY</td>
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<td>Resumania Days, 10am-12pm &amp; 1pm-5pm @ CSC Room 108</td>
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<tr>
<td>8 THURSDAY</td>
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<td>Resumania Days, 10am-12pm &amp; 1pm-5pm @ CSC Room 108</td>
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<td>Men's Soccer NCAA II South Central/Central Regional (First Round)</td>
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<td>NOVEMBER</td>
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**FRIDAY 9**

- Resumania Days, 10am-12pm & 1pm-5pm @ CSC Room 108
- Women's Soccer NCAA Division II Playoffs
- Women's Basketball vs. McMurry – 7:00pm

**SATURDAY 10**

- Volleyball vs. Abilene Christian – 7:00pm
- Football vs. West Georgia – 2pm

**VETERANS DAY SUNDAY 11**

- Women's Soccer NCAA Division II Playoffs
- Men's Soccer NCAA II South Central/Central Regional (Second Round)
<table>
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<tr>
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<td>Monday</td>
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<tr>
<td>13</td>
<td>Tuesday</td>
<td>MSU Career and Holiday Employment Expo, 11am-1:30pm @ CSC</td>
</tr>
<tr>
<td>14</td>
<td>Wednesday</td>
<td>Volleyball LSC Quarterfinals</td>
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<tr>
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<tr>
<td>Volleyball LSC Semifinals</td>
<td>FRIDAY 16</td>
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<tr>
<td>Women’s Soccer NCAA Division II Playoffs</td>
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<tr>
<td>Women’s Basketball vs. Colorado Mines – 7:00pm</td>
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<tr>
<td>Volleyball LSC Championship</td>
<td>SATURDAY 17</td>
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<tr>
<td>Men’s Soccer NCAA II National Quarterfinal</td>
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<tr>
<td>Football NCAA II Playoffs (First Round)</td>
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<tr>
<td>Women’s Basketball vs. Fort Lewis – 7:00pm</td>
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<tr>
<td>Women’s Cross Country NCAA II South Championships</td>
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<tr>
<td>Women’s Soccer NCAA National Quarterfinals</td>
<td>SUNDAY 18</td>
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**NOTES**

- Volleyball LSC Semifinals
- Women’s Soccer NCAA Division II Playoffs
- Women’s Basketball vs. Colorado Mines – 7:00pm
- Volleyball LSC Championship
- Men’s Soccer NCAA II National Quarterfinal
- Football NCAA II Playoffs (First Round)
- Women’s Basketball vs. Fort Lewis – 7:00pm
- Women’s Cross Country NCAA II South Championships
- Women’s Soccer NCAA National Quarterfinals
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Football NCAA II Playoffs (Second Round)

Women's Basketball vs. Oklahoma Panhandle State @ Goodwell, OK – 3:00pm
Classes Resume

26 MONDAY

27 TUESDAY

28 WEDNESDAY

29 THURSDAY

Women’s Soccer NCAA National Semifinals

Volleyball NCAA Division II South Central Regional Quarterfinals

Men’s Soccer National Semifinals @ Evans, GA

Women’s Basketball vs. Incarnate Word @ San Antonio, TX – 5:30pm
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DECEMBER 2012

3  MONDAY

4  TUESDAY

5  WEDNESDAY

6  THURSDAY

Women’s Basketball vs. West Texas A&M – 6:00pm

Volleyball NCAA Division II Quarterfinals
Last day of Classes

Volleyball NCAA Division II Semifinals

Final Examinations Begin

Volleyball NCAA Division II Championship

Football NCAA II Semifinals

DECEMBER

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JANUARY

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NOTES

Last day of Classes
Volleyball NCAA Division II Semifinals
Final Examinations Begin
Volleyball NCAA Division II Championship
Football NCAA II Semifinals

FRIDAY 7

SATURDAY 8

SUNDAY 9
Football NCAA II Finals @ Florence, AL
Commencement
Application Deadline for Admission
Women's Basketball vs. Texas-Permian Basin – 5:00pm
December 19th – Women’s Basketball vs. Central Oklahoma @ Edmond, OK – 6:00pm
DECEMBER 2012

24 MONDAY CHRISTMAS EVE

25 TUESDAY CHRISTMAS DAY

26 WEDNESDAY

27 THURSDAY
31 MONDAY  NEW YEAR’S EVE

1 TUESDAY  NEW YEAR’S DAY

2 WEDNESDAY

3 THURSDAY

Women’s Basketball vs. Eastern New Mexico University @ Portales, NM – 6:00pm

Women’s Basketball vs. Abilene Christian @ Abilene, TX – 5:30pm
Women’s Basketball vs. Angelo State @ San Angelo, TX – 5:30pm
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<tr>
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<td>Reenrolling Student Registration</td>
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<td>8 TUESDAY</td>
<td>Reenrolling Student Registration</td>
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<tr>
<td>9 WEDNESDAY</td>
<td>Women’s Basketball vs. Texas A&amp;M-Commerce @ Commerce, TX – 5:30pm</td>
</tr>
<tr>
<td></td>
<td>Student Orientation, Advising, &amp; Registration</td>
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<tr>
<td>10 THURSDAY</td>
<td>Student Orientation, Advising, &amp; Registration</td>
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</table>
Student Advising & Registration

Women’s Indoor Track Texas Tech
Indoor I @ Lubbock, TX

FRIDAY 11

Women’s Indoor Track Texas Tech
Indoor I @ Lubbock, TX

SATURDAY 12

Classes begin

Women’s Basketball vs. Tarleton
– 5:00pm

SUNDAY 13

JANUARY

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NOTES

FEBRUARY

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**JANUARY 2013**

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**Change of Schedule or Late Registration**

14

15

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17

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Women’s Basketball vs. Texas Woman’s @ Denton, TX – 7:00pm
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Women's Indoor Track J.D. Martin Indoor Meet @ Norman, OK
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<td>Volunteer Fair, 12pm-2pm @ CSC – Comanche Suites</td>
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<td></td>
<td>Women’s Basketball vs. Cameron @ Lawton, OK – 6:00pm</td>
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</table>
Women's Basketball vs. Cameron
– 5:00pm
MONDAY

TUESDAY

WEDNESDAY

THURSDAY

Women's Basketball vs. Incarnate Word – 6:00pm
Women’s Basketball vs. Texas A&M-Kingsville – 5:00pm

Women’s Indoor Track Texas Tech Indoor III @ Lubbock, TX
FEBRUARY 2013

4 MONDAY

5 TUESDAY

- Student Senate Meeting

6 WEDNESDAY

- Women's Basketball vs. West Texas A&M @ Canyon, TX – 5:30pm

7 THURSDAY
FRIDAY 8

SATURDAY 9

SUNDAY 10

Women’s Basketball vs. Eastern New Mexico – 5:00pm

NOTES

FEBRUARY

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15 16 17 18 19 20 21
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29 30

MARCH

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8 9 10 11 12 13 14
15 16 17 18 19 20 21
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29 30

147
FEBRUARY 2013

11 MONDAY

12 TUESDAY

13 WEDNESDAY

14 THURSDAY  VALENTINE’S DAY

Women’s Basketball vs. Abilene Christian – 6:00pm
Women's Basketball vs. Angelo State – 5:00pm

Women's Indoor Track LSC Indoor Track & Field Championships @ Lubbock, TX
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<td>Women's Basketball vs. Texas A&amp;M-Commerce – 6:00pm</td>
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Women's Indoor Track LSC Indoor Track & Field Championships @ Lubbock, TX

Deadline for May graduates not enrolled for Fall Semester to file for graduation.
Women’s Basketball vs. Tarleton State @ Stephenville, TX – 5:00pm
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<td>Women’s Basketball vs. Texas Woman’s – 6:00pm</td>
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<td>28</td>
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Education Career Fair, 9am-12pm @ CSC

Graduate and Professional School Practice Exam Day, 1pm-6pm @ Dillard Building
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<td>Women's Basketball Lone Star Conference Postseason Tournament</td>
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<td>FRIDAY 8</td>
<td>Women's Basketball Lone Star Conference Postseason Tournament</td>
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<td>SATURDAY 9</td>
<td>Spring Break Begins – 5pm</td>
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**MARCH**

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MARCH 2013

18 MONDAY

19 TUESDAY

20 WEDNESDAY

21 THURSDAY

Women's Basketball NCAA II South Central Regional Tournament

Classes Resume

Student Senate Meeting
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**NOTES**

Women’s Outdoor Track UTA Invitational @ Arlington, TX

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**MARCH**

**APRIL**

159
25 MONDAY

26 TUESDAY
Women's Basketball NCAA II Elite Eight Tournament

27 WEDNESDAY
Women's Basketball NCAA II Elite Eight Tournament
Easter Break Begins – 10pm

28 THURSDAY
Women's Basketball NCAA II Elite Eight Tournament
Women's Outdoor Track Texas Relays @ Austin, TX
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<td>2013-2014 SGA Office &amp; Senator Elections Registration, 8:00am-5:00pm @ SGA Office</td>
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**NOTES**

**FRIDAY** 5

2013-2014 SGA Office & Senator Elections Registration, 8:00am-5:00pm @ SGA Office

**SATURDAY** 6

Women’s Outdoor Track Angelo State Relays @ San Angelo, TX

**SUNDAY** 7

MAY
MONDAY

TUESDAY

WEDNESDAY

THURSDAY

Resumania, 10am-12pm & 1pm-5pm @ CSC Room 108

Resumania, 10am-12pm & 1pm-5pm @ CSC Room 108
Resumania, 10am-12pm & 1pm-5pm @ CSC Room 108

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<td><strong>15 MONDAY</strong></td>
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| **16 TUESDAY** | 2013-2014 SGA Office & Senator Elections Voting, 8:00am-1:00pm, online  
MSU career and Summer Employment Expo, 11am-1:30pm @ CSC  
Student Senate Meeting |
| **17 WEDNESDAY** | 2013-2014 SGA Office & Senator Elections Voting, 8:00am-1:00pm, online |
| **18 THURSDAY** | 2013-2014 SGA Office & Senator Elections Voting, 8:00am-1:00pm, online  
Women's Outdoor Track Kansas Relays @ Lawrence, KS |
<table>
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<td>Women’s Outdoor Track Kansas Relays @ Lawrence, KS</td>
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**Calendars**

**APRIL**

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**NOTES**

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167
Women’s Outdoor Track West Texas
A&M Open @ Canyon, TX
Student Senate Meeting

Priority Application Date for Admission (First Term)
Last Day of Classes  

Women’s Outdoor Track  
LSC Outdoor Track & Field Championships @ TBA

Women’s Outdoor Track  
LSC Outdoor Track & Field Championships @ TBA

Final Examinations Begin

Last Day of Classes

Women’s Outdoor Track
LSC Outdoor Track & Field Championships @ TBA

Final Examinations Begin
**May 11th – Commencement**

**MOTHER'S DAY**

**NOTES**

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MAY 2013

13 MONDAY

14 TUESDAY

15 WEDNESDAY

16 THURSDAY

Application Deadline for Admission
FRIDAY 17

SATURDAY 18

SUNDAY 19
MAY 2013

20 MONDAY

21 TUESDAY

22 WEDNESDAY

23 THURSDAY

Women’s Outdoor Track
NCAA II Outdoor Track & Field
Championships
Women's Outdoor Track
NCAA II Outdoor Track & Field Championships

FRIDAY 24

Women's Outdoor Track
NCAA II Outdoor Track & Field Championships

SATURDAY 25

SUNDAY 26

MAY

NOTES

JUNE

MIDWESTERN STATE UNIVERSITY
MEMORIAL DAY HOLIDAY

27 MONDAY  MEMORIAL DAY

28 TUESDAY

29 WEDNESDAY

30 THURSDAY

Memorial Day Holiday

Reenrolling Student Registration

Reenrolling Student Registration

Student Orientation, Advising, and Registration
Priority Application Date for Admission
<table>
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Classes Begin (First Term)

JUNE 2013
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JULY 2013

1  MONDAY

2  TUESDAY

3  WEDNESDAY

4  THURSDAY  INDEPENDENCE DAY

Independence Day Holiday
Examinations (First Term)

Student Orientation, Advising, and Registration
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**NOTES**
JULY 2013

22 MONDAY

23 TUESDAY

24 WEDNESDAY

25 THURSDAY
AUGUST 2013

5 MONDAY

6 TUESDAY

7 WEDNESDAY

8 THURSDAY

Examinations (Second Term)