



Truman State University

Student Handbook

2013-2014

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SECTION 1

Emergency Information

*Education is our first line of defense.
In the conflict of principle and policy which divides the world today,
America's hope -our hope- the hope of the world, is in education.*

-President Harry S Truman

Important Numbers

Department of Public Safety (DPS): 660-785-4176 or 800-773-5435
 Emergency: 911
 Non-Emergency: 660-785-4176 or 800-773-5435
 Kirksville Police Department (Off Campus)
 Emergency: 911
 Non-Emergency: 660-665-5621
 Kirksville Northeast Medical Center: 660-785-1000
 Alcoholics Anonymous: 660-665-1150
 Life Crisis Services (Suicide Prevention): 314-647-HELP (4357) or 800-273-TALK (8255)
 Alcohol & Drug Abuse Referral Hotline: 1-800-662-HELP (4357)
 University Counseling Services After-Hours Crisis Phone : 660-665-5621
 Poison Control Center: 1-800-222-1222
 Center for Disease Control and Prevention: 800-CDC-INFO (800-232-4636)
 Student Health Center: 660-785-4182
 Victim Support Services: 660- 665-0020
 Discrimination and Harassment Complaints: Human Resources (660-785-4031)

Emergency Notification System

The University, in order to maintain a safe campus environment, has implemented an emergency notification system. Students are asked twice each year to update their contact information in the student information system through TruView. At that time students are given an option to sign up for the emergency notification system. If they sign up to participate, they will be notified through text messaging of any serious emergency situation on campus.

Fire

If you are living in a Residence Hall or an on-campus apartment and you discover a fire, no matter how insignificant it is, you should sound the alarm, and then notify the residence hall staff immediately. The building should be evacuated before there is any attempt to contain the fire. If you discover a fire in an academic or general use building, sound the alarm, evacuate the building immediately, and then contact 911 from another location as soon as possible. Students who falsely activate fire alarms are subject to criminal and judicial action.

Tornado Preparedness

There are two types of tornado advisories issued by the U.S. Weather Bureau:

Tornado Watch: means weather conditions are favorable for tornado activity.

Tornado Warning: means that a tornado has been actually sighted or indicated by radar in the immediate area.

In the event of a tornado "watch," directors of campus residential areas and building coordinators in academic areas (during regular business hours) will be notified. They will then inform building occupants. After 5 p.m., Department of Public Safety officers will attempt to alert all academic areas where classes might be in progress. There are several things to keep in mind when determining the safest areas in a building:

1. Remain inside the building
2. Move away from exterior walls and glass and proceed to the lower portions of the structure in interior areas.
3. Stay out of auditoriums, gymnasiums or other structures with wide free roofs.
4. Consult bulletin boards for specific building "safe" areas.

If any doubt exists regarding the emergency plan for your building, please contact the Department of Public Safety. *For any type of EMERGENCY situation, contact the Department of Public Safety at 911.

Crime Prevention

Throughout the academic year, the Department of Public Safety, along with the Residence Life staff and other University organizations, sponsor crime prevention programs for the University community which teaches individuals how to reduce their risk of being victimized. Some of the programs offered include: personal safety and awareness, sexual assault awareness, theft and burglary prevention, alcohol awareness, and bicycle safety and security.

Information on security and reported incidents of crimes are provided to students and employees regularly through bulletins, crime watch (potential crime warnings) posters, brochures and the student newspaper.

Reporting of Crimes

All members of the University community are encouraged to report any crime committed on campus to the Department of Public Safety, 911 or 665-5621. Reported cases are investigated and referred to the appropriate department or office for action.

The Department of Public Safety works very closely with the Kirksville Police Department and other law enforcement agencies to assist them with incidents which may occur on or off campus.

The Department of Public Safety officers and Residence Life staff members enforce laws and University regulations, such as underage drinking, and the use of controlled substances and weapons. Alcoholic beverages are not permitted in the residence halls or on other campus facilities and grounds. Illegal drugs, firearms, and dangerous weapons of any type are not allowed on campus. Students who violate these regulations face University disciplinary sanctions and/or criminal charges.

Building and Grounds Security

The Physical Plant Department maintains the University buildings and grounds with a concern for safety and security. It inspects campus facilities regularly and promptly makes repairs affecting the Department of Public Safety.

The University campus is well lit, and further lighting improvements are being made in parking lot areas and along pathways frequently traveled by students. In addition to public access phones in each building, there are 19 emergency telephones strategically located throughout campus, which are directly connected to the E-911 Dispatch Center.

Most of the University's academic buildings are opened weekdays by the Physical Plant staff members in the morning and locked by the Department of Public Safety in the evening. On weekends, the Department of Public Safety opens and closes buildings as needed. In addition, the University's locksmiths maintain strict control and are on call 24-hours-a-day.

Residence Hall Security

Students living on campus are able to gain access to the residence halls using their student ID cards. Students will be expected to carry their ID cards with them at all times. Students will not be able to gain pass through the night monitor stations by reciting their banner ID number.

Lore has it that the concept of the gum tree originated in the 1920s when it was against the rules to chew gum in class. The first gum tree met its demise at the hands of axe-wielding vandals in October 1999. However, within days a new tree had been appointed and anointed. As for the original, it made its farewell appearance as a "float" in the 1999 Homecoming parade.

Building Access Overview:

6 a.m. - 10: 30 p.m.

- Doors with card access devices (black boxes) will be unlocked (All students, staff, and guests will be able to enter without use of a proximity card) - all **Green** and **Yellow** doors
- Doors marked as **Red** will be locked from the exterior but may be used as exits.
- Alarm will alert on **Red** doors that are held open for too long or if forced open.

10:30 p.m. - 12 a.m.

- On-campus residents permitted through **Green** and **Yellow** entrances by use of proximity card.
- Off-campus students and guests permitted through the **Green** or **Yellow** entrances only when accompanied by an on-campus resident.
- Students will NOT be required to check-in at the Night Monitor Station.
- Doors marked as **Red** will be locked from the exterior, but may be used as exits.
- All doors will alarm if held open for too long or if forced open.

12 a.m. - 6 a.m.

- Only those that live in the building will have access to the building through the **Green** doors only by use of proximity card
- Off-campus students and guests as well as non-building residents permitted through **Green** doors only when accompanied by building resident.
- Check in at Night Monitor station still required and residents will need to make sure they have their I.D. cards on them at all times because you will not be able to get into the building without them. Night monitors will not allow students to simply give their student ID numbers to gain entrance to the building. Students must have their ID on them at all times.
- Doors marked as **Yellow** or **Red** will be locked from the exterior but may be used as exits.
- All doors will alert the PAS if held open for too long or if forced open.





Student and Employee Responsibility

The cooperation and involvement of students and employees is key to the success of a campus safety program. They must assume responsibility for their own personal safety and the security of their personal belongings by taking simple, common sense precautions.

Precautions might include the use of the escort service rather than traveling alone at night. Room doors should be locked at night or whenever unoccupied. Valuable items such as stereos, TVs and cameras should be marked with engraving instruments, which are available free of charge at the Department of Public Safety. Bikes should be registered with the Department of Public Safety and secured with a sturdy lock. Cars should be locked and parked in well-lit areas with valuables removed or placed out of sight.

All students, faculty and staff should report suspicious looking individuals or any unusual incidents to the Department of Public Safety.

For more information, contact: Truman State University, Director of the Department of Public Safety, Kirksville, MO 63501. Phone 660-785-4176 or visit our website at police.truman.edu.



SECTION 2

Administrative Offices

Kirk Memorial at the south end of the Quad has been one of our campus landmarks since 1940, and everyone is familiar with its white columns, beautiful stained glass windows, domed roof and cupola, all topped with a weathervane which hasn't changed directions since the summer of 1996. When the university became Truman State University on July 1st of that year, the weathervane was welded in place to forever point northeast in honor of "Northeast Missouri State", our name in one form or another, for 77 years (1919-1996).

Admissions Office

The Admission Office is responsible for representing Truman State University to prospective undergraduate students. Activities include processing admission applications for freshmen and transfer students, representing Truman at college fairs, high school visits and coordinating special visit events. The Admission Office selects and oversees Student Ambassadors and Telecounselors who aid in representing the University to prospective students. Members of the staff are also actively involved in 1st-Year Student Orientation and the selection/training of Orientation Leaders. The Office is located in the Ruth W. Towne Museum & Visitors Center. Phone 660-785-4114.

admissions.truman.edu

Office of Advancement/Alumni Relations

The Advancement Office is responsible for building greater awareness, understanding and appreciation of the University among its publics through alumni relations, public relations, publications and University fundraising. Alumni relations efforts promote lifelong relationships between alumni and their alma mater through a program of ongoing communications, activities, and services to serve the interests of Truman's alumni population. The University's alumni records are maintained by the Advancement Office. The public relations side manages news and information to raise awareness of the University. Some of the primary public relations duties include developing news articles and press releases, assisting with media interviews and press conferences, and connecting media with University experts. The Publications Office provides design services for University offices and organizations. The fundraising component of the Advancement Office encourages private gifts to support the University including contributions from individuals, corporations and foundations. The Advancement Office plays a critical role in the cultivation and stewardship of fundraising activities and serves as the home base for the Truman State University Foundation. The office is located in McClain Hall 205. Phone 660-785-4133 or e-mail alumni@truman.edu. Additional information may be found at alumni.truman.edu/Contact.asp

Assessment and Testing

The Assessment and Testing Office coordinates the University's Assessment Program, administers standardized national paper-based and computer-based examinations within secure and comfortable settings, and provides test proctoring services to Truman students and the surrounding communities. The office is located in Violette Hall 1130. Phone 660-785-4140. Website: testing.truman.edu. Email: tests4u@truman.edu

Athletics

Truman State University is a member of the National Collegiate Athletic Association (NCAA) Division II, a charter member of the Mid-America Intercollegiate Athletic Association (MIAA) and the Great Lakes Valley Conference (GLVC). The Department of Intercollegiate Athletics sponsors 20 sports, 10 for men and 10 for women. The Athletics Office manages these teams and their facilities. Most athletic teams at Truman require tryouts for participation; the Athletics Office can direct students to the designated coach/es for more information about a specific team. The Athletics Office is located in Grim Smith 207. Phone 660-785-4236. www.trumanbulldogs.com/

Physical Plant

The Physical Plant staff offers a variety of services, including: boiler plant operation, building repair and maintenance, custodial services, grounds maintenance, key control/locksmith, moving, special event support, systems repair and maintenance, and work orders. The Physical Plant Office allows students and faculty and staff to reserve certain property (such as folding tables or chairs) for events on campus. The Office is located in the General Services Building 206. Phone 660-785-4200. Fix-It Line 660-785-4687. physicalplant.truman.edu

Public Relations

The Public Relations office works with the members of the internal Truman community as well as those external audiences to raise awareness of the University and its activities. Some of the primary public relations duties include developing news articles and press releases, assisting with media interviews and press conferences, and connecting media with University experts, maintaining the University's master calendar and posting campus announcements on TruView. In addition, they publish the weekly campus newsletter -- Truman Today that is e-mailed every Monday afternoon to all Truman students, faculty and staff. The Public Relations Office is happy to assist all members of the campus community in publicizing their campus events as well as their individual University related accomplishments. The Public Relations Office is located in McClain Hall 202 and they can be reached by phone at 660-785-4016 or e-mail at pr@truman.edu.

Registrar

The Office of the Registrar is responsible for assisting students in scheduling classes; maintaining academic records and transcripts; processing enrollment verifications and transcript requests; approving and evaluating transfer credit; working with Degree Works; and certifying graduation requirements. The Registrar's Office is located in McClain Hall 104. You can reach the office by phone 660-785-4143 or online at registrar.truman.edu.

Office of the Dean of Student Affairs

The Dean of Student Affairs is responsible for the staffing, planning, leadership, and program coordination for the many departments and service areas included in Student Affairs: Disability Services, Women's Resource Center, Greek Life, Judicial Affairs, Multicultural Affairs, ResLife, Student Union, Center for Student Involvement, Student Health Center, University Counseling Services, Student Recreation Center, and Career Center. The Dean serves as a liaison between the needs, interests and concerns of students and those of the administration. The Dean also coordinates the University's response to student related incidents and crises. The Office of Student Affairs has primary responsibility for student conduct and responds to all reports of misconduct and violations of the [Student Conduct Code](#). The office also responds to student concerns. The Office is located in Student Union Building 1110. Phone 660-785-4111. saffairs.truman.edu

Office of the Provost and Vice President for Academic Affairs

The Provost and Vice President for Academic Affairs Office provides positive, professional support needed for students, faculty, and staff to achieve the University's mission and core values. The office oversees the Center for International Education, Graduate Studies, Grants, Interdisciplinary Studies, ITS, Joseph Baldwin Academy, McNair Program, Center for Academic Excellence, Pickler Memorial Library, Registrar, SEE Program, Truman State University Press, and Upward Bound. The Office is located in McClain 203. Phone 660-785-4105. provost.truman.edu

Administration Finance and Planning

This office is responsible for budget development and administration as well as institutional research. The office handles internal and external budgets and serves as the coordinator for the IPEDS (federal) and DHE (state) reporting systems. The Campus Planning Office is responsible for the coordination of the major building and renovation projects from the initial planning through construction completion. The office assists the Administration in determining which projects are most essential to the mission of the University. Once a project has been approved and budgeted, Campus Planning consults with the designated contact to determine the program requirements, needs and goals of the project. The architects and engineers are then solicited by the office to design the project based on the program. After approval of the design by the committee and administration, the Campus Planning Office monitors the architects and engineers work preparing the construction documents and supervising the bidding procedures. During construction, the office is responsible for insuring the University interest in the project and coordinating the contractors interaction with the campus environment. The office is located in McClain Hall 201. Phone 660-785-7607.

institutionalresearch-budgets.truman.edu

Business Office

The Business Office handles the financial activity of the University. For students, the Cashier section of the Business Office is the place to pay bills and cash checks. The Student Accounts section administers bills and answers questions concerning account balances, promissory notes for University loans and other fee related questions. The Payroll section of the Business Office issues employee and student paychecks as well as W-2 forms. The Purchasing section of the Business Office handles purchases and several contracts for the University. The Accounts Payable section processes payments for bills for all departments on campus. The Business Office provides Notary service to the University community. Information regarding student insurance is also available. The office is located in McClain Hall 105-106. 660-785-4149. Businessoffice.truman.edu

Human Resources

The Human Resources Office works to improve the recruitment, retention, productivity, and satisfaction level of the faculty and staff of Truman State University. The office develops personnel policy and procedures, facilitates search processes, coordinates employee benefits, provides opportunities for staff development, coordinates staff recognition and maintains employee records. The office is located in McClain Hall 101. Phone 660-785-4031. hr.truman.edu

Publications Office

The Publications Office provides design services for University offices and organizations. They design magazines, posters, brochures, business cards, letterhead, booklets, newsletters, invitations, logos, postcards, flyers, t-shirts, mugs, advertisements, table-tents, websites, and more. This office oversees the use of the University's logos and trademarks to ensure that they are used to support our image as a leading liberal arts and sciences university. For information on Truman's Logo and Style guide check out publications.truman.edu/logoUsageGuide.asp. The Publications Office is located in Kirk building 210 and they can be reached at 660-785-4692 or e-mail twheeler@truman.edu. Additional information may be found at publications.truman.edu



SECTION 3

Student Services

In 1915, after several losing seasons – and no wins at all in 1914 – a committee, including student Walter Ryle, was formed to see what could be done about reviving school spirit. They suggested that the bulldog be adopted as the team mascot “because of his tenacity and ability to hold on and fight desperately until the end. A bulldog does not quit...” The exact words that McWilliams later used to describe that 1914 team. The next spring, the baseball team played under the Bulldog name for the first time and the football team began using it a year later.

Facilities Hours:

(All hours listed apply only when regular classes are in session)

Administrative Offices:

Hours for all administrative offices on campus are Monday – Friday: 8:00am – 5:00pm.

Center for Student Involvement:

Monday – Thursday: 8:00am – 6:00pm

Friday: 8:00am – 5:00pm

Saturday – Sunday: Closed

Cashiers Window:

Monday – Friday: 10:30am – 3:00pm

C-Stores:

West Campus and Dobson:

Monday – Thursday: 8:00am – 12:00am (7:30am at Dobson)

Friday: 8:00am – 10:00pm

Saturday – Sunday: 10:00am – 10:00pm

Dining Halls:

Monday – Friday:

Hot Breakfast: 6:45 – 9:30 am

Full Lunch: 10:30am – 2:00pm

Soup, Salad & Deli: 2:00pm – 4:00pm (Monday – Thursday)

Dinner: 4:30pm – 7:00pm (Friday to 6:30pm)

Saturday:

Breakfast:

Ryle Hall: 8:00am – 9:15am

Missouri Hall: 8:30am – 9:30am

Centennial Hall: 9:00am – 10:00am

Lunch: 11:00am – 1:15pm

Dinner: 4:30pm – 6:30pm

Sunday:

Breakfast:

Missouri and Centennial Hall: Closed

Ryle Hall: 8:00am – 9:15am

Brunch: 11:00am – 1:15pm

Dinner: Closed

Jazzmans and Freshens:

SUB:

Monday – Thursday: 8:00am – 10:00pm

Friday: 8:00am – 8:00 pm

Saturday: 10:30am – 6:00pm

Sunday: Closed

Library: Monday – Thursday: 11:00am – 11:00pm

Friday: 11:00am – 5:30pm

Saturday: Closed

Sunday: 7:00pm – 11:00pm

Mainstreet Market:

Monday – Thursday: 7:30am – 10:00pm

Friday: 7:30am – 8:00pm

NOTE: 11:30am – 12:30pm is “blackout hour” when only cash or credit is accepted. Meal plans, dining dollars, and bonus bucks are NOT accepted during this hour.

Saturday: Closed

Sunday: 3:00pm – 10:00pm

Pickler Memorial Library:

Monday – Thursday: 7:30am – 1:00am

Friday: 7:30am – 9:00pm

Saturday: 11:00am – 6:00pm

Sunday: 1:00pm -1:00am

SAB Ticket Window:

Monday – Friday: 9:30am – 3:30pm

Student Health Center:

Monday – Friday: 8:00am to 12:00pm, 1:00pm -4:30pm

NOTE: A scheduled appointment is necessary for health center services

Student Recreation Center:

Monday – Thursday: 6:30am – 11:00pm

Friday: 6:30am – 7:00pm

Saturday: 9:00am – 7:00pm

Sunday: 11:00am – 7:00pm

Truman Bookstore:

Monday – Thursday: 8:00am – 5:30pm (8:00am-5:00pm on Fridays)

Saturday: 10:00-4:00pm

Sunday: Closed

University Counseling Services:

Monday – Friday: 8:00am – 11:30pm, 1:00pm – 5:00pm

Truview

TruView is Truman’s Campus Portal. The portal gives you one destination for access to many different kinds of information. TruView contains the student email and personal calendar systems, communication tools for groups and organizations, campus news and events, and personalized access to your student records. You can also customize TruView to display outside information that interests you, such as news, sports scores, comics, and more.

Accessing TruView

TruView can be accessed from any computer with an internet connection by going to truview.truman.edu.

Navigating TruView

When you log into TruView, you should see several “tabs” along the top of the screen. Each tab may also contain several sections called channels that display various content. There are many different channels available, and they can be added to any tab. See the back of this brochure for further information on customizing the TruView layout. The tabs you will have may include the following:

Truman

The Truman tab contains general information about Truman and Kirksville including News, Events, Announcements, Kirksville Weather, and a snapshot of your E-mail Inbox.

Searches

The Search bar (located on the Truman tab) lets you search the Truman Directory to find contact information for faculty, staff, or students. You may also use this bar to search the Truman website.

Blackboard

Blackboard is Truman’s Course Management System, your professors may use this system to provide class materials, receive assignments, give quizzes, or conduct class discussions. Clicking on the Blackboard tab will automatically log you into the Blackboard system.

Kirksville

The Kirksville tab contains information about off-campus events, a movie theatre schedule, a visitor’s guide to Kirksville, and other information pertaining to the city of Kirksville.

Student

The Student tab contains links to view your schedule, register for classes, view your grades, view and pay your bills (or links to set up your account so that your parents can view and pay bills using MyBill), and more.

Employee

If you have an on-campus job, you should also have an Employee tab where you can view your paycheck stubs and enter worked hours.



Student Affairs

The Dean of Student Affairs is responsible for the staffing, planning, leadership, and program coordination for the many departments and service areas included in Student Affairs listed below:

Career Center

The mission of the Career Center is to creatively provide comprehensive internship, career and graduate/professional school services and resources for students, alumni, employers, and the University community. The Career Center assists students and alumni in exploring career paths compatible with individual skills, personality, interests and values, and helps them in investigating internships, full-time employment, and graduate school possibilities. The Career Center also coordinates on-campus interviews, sponsors career fairs, posts job and internship opportunities, and offers workshops on a wide variety of career-related topics. An extensive print and online resource library provides students with information on an array of career-related topics. Staff are available for individualized assistance ranging from career coaching and critiquing résumés to conducting mock interviews. The Career Center is located in SUB 3100. Phone 660-785-4353. career.truman.edu

Center for Student Involvement (CSI)

The Center for Student Involvement (CSI) is responsible for large scale campus-wide programming, student organization development and services, leadership development opportunities and recognition programs at Truman State University. The Center for Student Involvement (CSI) strives to promote and provide quality programs, services and resources that enhance the cocurricular experience. The CSI staff works to build a supportive environment where all students can develop transferrable skills through various organizations, programs and leadership opportunities. In addition to programmatic offerings, CSI also advises the Homecoming Committee, First Year Activities Coordinating Team, Greek Week Committee, the SERVE Center, Women's Resource Center and the three fee based organizations. The CSI is located on the main floor of the Student Union Building room 2000. Phone: 660-785-4222 Email: csi@truman.edu Website: csi.truman.edu

Food Services - Sodexo

Sodexo provides campus dining services to all cafeterias, C-Stores (located in West Campus Suites, Dobson Hall), and Mainstreet Market in the Student Union Building. Cafeterias which serve the residence halls are open to all students, faculty, and staff. Off-campus meal plans are available to students who do not live in University housing and may be purchased at the Cashier's window of the Business Office. Students who live in residence halls are issued a student photo identification card which they must bring with them to each meal. Students living in the residence halls and the Campbell and Randolph apartments have the option between the following meal plans:

- 225 meals with zero dining dollars
- 210 meals with 50.00 dining dollars
- 185 meals with 100.00 dining dollars
- 165 meals with 150.00 dining dollars
- 145 meals with 200.00 dining dollars
- 20 meals per week with 50.00 dining dollars

The dining dollars include a designated amount of additional funds that can be used during designated times and Sunday evenings at Mainstreet Market, Jazzman's, Freshens, and the Convenience Stores to purchase additional food, or in the Residence Halls for meals outside of their chosen meal plan. Transferability is available in the Mainstreet Market in the Student Union and the Convenience Stores for persons holding meal cards. Credit allowances and hours are posted in the Market. A variety of fast-food type products as well as conventional entrees are available to everyone at a reasonable charge. Also available to all students, faculty and staff is a declining balance program called Bonus Bucks. Bonus Bucks may be purchased from the Food Service Office in increments of \$25. Bonus Bucks can be used in the residence hall cafeterias, in Mainstreet Market of the Student Union Building, or at the Convenience Stores. The Sodexo Office is located in the Student Union Building room 2102. Phone 660-785-4197. Foodservice.truman.edu

Student Health Center

Student Health Center: The Student Health Center (SHC) is staffed by nurse practitioners, registered and licensed practical nurses, a family practice physician and a medical receptionist. It is located mid-campus in the McKinney Center. Visits to the SHC are on an appointment basis and appointments may be scheduled online. Services include preventive care, such as immunizations, well-woman exams and physicals, as well as care for acute and chronic illnesses and minor injuries. Insurance billing is provided as a service for students when they present their insurance card at the time of the visit. For the convenience of our students, no fees are assessed at the time of the student's visit. Rather, all outstanding balances including co pays, unmet deductibles and services not covered by insurance are billed to the student's general university account. Phone 660-785-4182. studenthealth.truman.edu

Multicultural Affairs Center (The MAC)

The MAC strives to provide a support system for underrepresented students by creating a campus environment that nurtures Latino, African American, Native American and Asian American students academically, socially, culturally, and personally. The MAC encourages students to not only celebrate individual and collective differences in an effort to spread the appreciation of diversity campus-wide, but also promotes the ideal of our shared community. Academically through its programs, the MAC hopes that students will: acquire the necessary tools and strategies to successfully navigate Truman, build critical relationships for academic success, and identify their individual learning styles and personality types. The MAC offers a wide variety of opportunities for students to take advantage of to acquire these tools, such as tutoring, study hall, and academically motivated organizations. The MAC also offers numerous programs each month that celebrate cultural connections. Each year the MAC sponsors/cosponsors between 50 and 100 programs for the campus and local community to enjoy. In addition to monthly programs, the MAC also provides support to more than 15 cultural student organizations (Greek and non-Greek). The MAC is located in Adair House on Patterson Street across from Violette Hall. Phone 660-785-4142. mac.truman.edu

Residence Life

As part of Truman State University, Residence Life (ResLife) fosters the development of respect, responsibility, and accountability in our students. Within safe, comfortable, and intellectually engaging living communities, we nurture students to become productive citizens and life-long scholars. The ResLife Office manages all living learning environments on campus, including Blanton Nason Brewer Hall, Centennial Hall, Dobson Hall, Grim Hall, Missouri Hall, Ryle Hall, West Campus Suites, Fair Apartments, Campbell Apartments, Patterson House and Randolph Apartments. Each residence hall comes with its own staff that's extensively trained to help create a smooth transition from high school to college, specifically living in a new community. The Residence Hall staff members are great resources to assist students in their journeys to becoming successful Truman students. The Residence Life Handbook contains additional information on the following: deposits, Hall Code of Conducts, Payments for Room and Board, Policies, Resources, Room Measurements, Terms and Conditions of Residence, and Amenities. The Residence Life Office is located in Missouri Hall 1100. Phone 660-785-4227. [Reslife.truman.edu](http://reslife.truman.edu)

ID Office

The Truman ID Card is the official identification card for every student, faculty, and staff member at Truman State University. It offers students a convenient, easy, and safe way to make purchases and utilize campus services. Truman ID cards serve as university identification, library cards, Recreation Center access cards, meal plans and bonus bucks, residence hall access cards, and U.S. Bank ATM/Debit Cards. Lost or stolen ID's should be reported to the ID Office. The ID Office is located in Missouri Hall 1100. Phone 660-785-4123. [Idoffice.truman.edu](http://idoffice.truman.edu)

Student Recreation Center

Campus Recreation provides programs, facilities, and services for enhancing the health and well being of students, faculty, and staff. The Fitness/Wellness Program offers wellness workshops, personal training, and a myriad of noncredit classes from step aerobics to martial arts and dance. Intramural Recreational Sports sponsors healthy competition in individual and team sport activities. The Student Recreation Center contains many areas for self-directed activities: three-court hardwood floor gym, jogging track, aerobics/dance studio, auxiliary gym with multipurpose floor, and a weight room and fitness areas filled with exercise equipment. The Student Recreation Center is an auxiliary operation supported primarily by student fees. Phone 660-785-4847. recreation.truman.edu

Women's Resource Center

The Women's Resource Center (WRC) works to broaden the minds of the campus community by providing programs, services, and facilities to meet the educational, personal, physical, and safety needs of students on campus. The WRC's staff seeks to encourage the development of self-awareness, self-esteem, and self-confidence, promoting leadership opportunities, and serve as a catalyst for change. The WRC also works to maintain an updated library of books, videos, and other resource materials that reflect the most up-to-date information on women's and gender issues. The WRC is located on the lower level of the Student Union Building. Phone 660-785-7224. wrc.truman.edu

Student Union Building

The Student Union Building serves as a community center for Truman State University. Affectionately nicknamed “the SUB,” the Union fulfills its community role by supporting programs, meetings, and providing opportunities for dining, relaxation and personal development. The SUB administrative office located off the main floor serves as the nerve center for the Union. The SUB provides services ranging from the scheduling of events to reserving publicity tables. The SUB also plays host to many services essential to student success. A wide variety of food service is available in the Union. Mainstreet Market, a coffee shop and smoothie stand are located on the main floor. The Information Center is located in the main concourse of the Student Union Building across from Mainstreet Market. Its staff provides directions, information and answers to a variety of questions concerning campus and the local area for students, faculty, staff, and visitors. Also, you may send or receive a fax, purchase stamps, or have copies made. The SUB houses the Truman Bookstore, the CSI, the Dean of Student Affairs, Student Senate, Student Activities Board, Funds Allotment Council, the Women’s Resource Center, Career Center, and the SERVE Center. Phone 660-785-4186. sub.truman.edu

Truman Bookstore

Your Truman Bookstore, located in the lower level of the Student Union Building, has a wide variety of services available. Our online store utilizes a nationwide inventory system to assure you get your books when you need them, offering used, new, rental or digital text. To maximize the value students get on their textbooks, we provide the most money-savings options in town, all available through one simple link on [View My Detailed Schedule](#) on Truview. At the end of the semester, we’ll buy your books back for cash. At the bookstore you can find your Purple Friday gear, school spirit items, as well as, any school supplies you may need for class. We also carry convenience items including snacks and incidentals, greeting cards and gifts. Check out our website for great deals on Dell and HP computers as well as student discounts on software. A percentage of every sale goes back to Truman. Have a great semester!! Email us at bookstore@truman.edu. Phone 660-785-4211. truman.bkstr.com

University Counseling Services

University Counseling Services (UCS) at Truman State University is part of the Student Affairs program and offers supportive services to the students, faculty, and staff of the University. The UCS staff is a team of mental health professionals dedicated to the enhancement of the worth, dignity, potential, and uniqueness of each individual. UCS maintains, facilitates, and advocates an environment conducive to personal health, growth, and development. UCS offers screening appointments, individual counseling, group counseling, relationship counseling, and consultations. UCS is located in the McKinney Center (next to the Student Health Center). Phone: 660-785-4014. After-Hours Crisis Phone 660-665-5621. ucs.truman.edu

The Flame to the Second Century was created in honor of this institution’s 100th birthday. Originally, the flame burned from a ceramic “lamp of knowledge” and sat atop a ten-foot concrete pillar near the flagpole at the north entrance to the Quad. In the Spring of 1981, it was moved to the south end of the Quad and installed at ground level in a brick-paved courtyard at the entrance to Kirk Memorial. The flame is lit for special occasions and ceremonies such as commencement, homecoming and the opening of school each fall, and is an integral part of other commemorative programs and memorial observances

ATM's

ATM's are located on the lower level of the Student Union Building, the first floor of McClain Hall, and the Residence Halls.

Business Academic Advising Center

The Business Academic Advisor works with business administration and accounting majors. The advisor serves as a source of information concerning university and School of Business resources, procedures, and policies. The BAAC assists students with issues such as setting goals, selecting courses, scheduling and registering, exploring the accounting and business programs, and investigating career ideas. The Business Academic Advisor is available to consult with students, advisors, and faculty both within and outside of the School of Business. The BAAC is located in Violette Hall 2413. Phone 660-785-4268.

business.truman.edu/programs/advisingcenter.asp

Center for International Education/Study Abroad

The Center for International Education/Study Abroad supports the liberal arts and sciences mission in providing academic programs for nearly all disciplines taught on the campus. Study Abroad opportunities are available in 60 countries with 540 programs around the world accessible to students regardless of their levels in a foreign language. The center is located in Kirk Building 114. ciea@truman.edu. studyabroad.truman.edu

Cashier Window

The cashier window is available to help Truman students conduct various financial transactions. Cashiers are responsible for processing tuition payments, receiving loan payments, disbursing student paychecks, cashing checks, and selling Lyceum tickets. The cashier window is open Monday through Friday 10:30am to 3:00pm. The window is located in McClain Hall 105. Phone 660-785-4160. businessoffice.truman.edu/cashiers

Computer Labs

Open Academic Computing Labs are located in Pickler Memorial Library 312 and Violette Hall 2000. There are also labs or student kiosk machines in all of the Residence Halls which are open 24/7. Pickler Library 312 area also has ten study rooms that are available to study groups. its.truman.edu/labs/index.asp

Copiers/Scanners

Full service copy machines are located in the Information Center in the Student Union Building and on the first floor of Pickler Memorial Library. Copies are 10 cents per page. Scanners can be found in the computer lab on the third floor of Pickler Memorial Library Room.

Department of Public Safety

The Truman State Department of Public Safety provides a safe, secure, and orderly learning and living environment for students, faculty, staff and visitors. DPS is the campus police department, which protects the property and preserves the peace and good order on the campus. The DPS staff serves the campus 24-hours-a-day, 365-days-a-year, providing both emergency and non-emergency assistance. DPS consists of the University Police Department, Parking Services and State Fleet Transportation Department. For all emergencies call 911. To have an officer dispatched (non-emergency) call 660-785-5621. To make a University Fleet reservation call 660-785-4177. For Parking decal registration and parking tickets call 660-785-7400 (between 8am-2:30pm). For DPS Administration and Records call 660-785-4177. The Department offers escort services, houses the central lost and found, provides safekeeping for firearms and provides crime prevention programs, including rape aggression defense. The Department encourages everyone to report crimes that occur on campus to the University Police Department. Phone 660-785-4176. Police.truman.edu

Disability Services

The mission of Disability Services is to ensure that all students with disabilities can choose to actively participate in all areas of University life; to provide and coordinate support services and programs that help students with disabilities to maximize their educational potential and to increase the level of awareness among all members of the University so that students with disabilities are able to perform at a level limited only by their abilities, not their disabilities. To qualify for services, a student should first contact Disability Services and provide appropriate documentation of his or her disability. The University will attempt to provide the level of support services and/or accommodations necessary to reasonably meet the needs of each individual student with a disability. Disability Services is located in the Student Health Center. Phone 660-785-4478. disabilityservices.truman.edu

Edwin C. Carpenter Language Learning Center

The LLC is designed to help students in their acquisition of foreign languages and aid professors in their teaching. The LLC can be broken down in two teaching/learning environments: the Foreign Language Labs and the Foreign Language Peer Learning Labs. The language lab is open Monday-Thursday 8:30am-8:30pm, Friday 8:30am-4:30pm, Sunday 5:00pm-9:00pm. Peer Learning hours are Monday-Thursday 8:30am-8:30pm, Friday 8:30am-4:30pm. The Language Lab is located in McClain Hall 302 & 304. Peer Learning is located in Baldwin Hall 285 & 288. Phone 660-785-4416. llc.truman.edu

As far as anyone has been able to determine, the school colors of purple and white were never officially selected – they just happened. Well actually, they were the colors named by Basil Brewer in [Old Missour](#) when he wrote the school song in 1902. Everyone must have thought they were okay, because they seem to have been accepted along with the song.

Financial Aid

The Financial Aid Office provides information to students concerning financial assistance. The Free Application for Federal Student Aid (FAFSA) results are processed through this office to determine federal, state, and some University eligibility. Questions about grants, loans, scholarships, and work programs are answered by this office. Some of the other areas covered are private scholarship check processing, financial literacy, budgeting, study abroad funding, loan counseling, and scholarship service and renewal. The Financial Aid Office is located in McClain Hall 103. Phone 660-785-4130. Email finaid@truman.edu. financialaid.truman.edu

Fix-It Line

Students may call the Fix-It line for repairs needed to residence hall rooms -660-785-4687. Requests may also be made online at physicalplant.truman.edu/servicerequest

Information Technology Services (ITS)

ITS provides a wide variety of technology support and services to students, faculty and staff. A sample of the services includes, but is not limited to: local network and Internet access, email, web site development, audiovisual and computer equipment checkout and support, Help Desk services, computer labs, assistance during move-in, and telephone and voice mail services (if desired).

IT Service Center - <http://its.truman.edu/servicecenter>

The Help Desk is the central point of contact for service requests and problems or questions concerning technology on campus.

There are several ways to contact the Help Desk:

- ❖ Phone 660-785-4544
- ❖ Walk-in Pickler Memorial Library, Room 203
- ❖ Web Requests <http://otrs.truman.edu/otrs/customer.pl>
(The web request interface allows you to report an issue online and track the response.)

Quick Links to Useful Resources

<http://its.truman.edu/labs> Find the hours of operation for the ITS computer labs, locations of available computers and printers, and instructions for mapping a lab printer for personal use.

<http://its.truman.edu/resnet> Go here to find the technology services and resources available to students.

<http://its.truman.edu/justforstudents> New to campus? Visit this website to get answers to your technology questions.

<http://its.truman.edu> Along with the latest IT news and updates, one can find many IT resources including documentation, purchasing information, frequently asked questions, policies and procedures, and general information about the IT services available on campus as well as search functions for information and people. **Any service or maintenance announcements are also posted to the ITS website.**

To ensure the security and protection of the campus community, there are rules about what you can and cannot do on the University network and computers. Please review Truman policies, including the Acceptable Use Policy, at <http://its.truman.edu/policies>. Any violators of these policies (including sharing of copyrighted materials such as music and movies) will be subject to disciplinary action.

Information Center

The Information Center provides directions, information and answers to a variety of questions concerning campus and the local area for students, faculty, staff, and visitors. Campus maps and various campus and area brochures are available here. Also, students may send or receive a fax, purchase stamps, print or have copies made. Students can also pick up Lyceum tickets here with their student IDs. The Information Center is located in the main floor of the Student Union Building across from Mainstreet Market. Phone 660-785-4636. info.truman.edu

International Student Affairs Office

The International Student Affairs Office (ISAO) encompasses International Admissions and International Student Services.

The mission of the International Student Affairs Offices is to recruit a diverse and highly qualified international student population and empower them to be successful at Truman and throughout their lives.

The ISAO plays a unique role in the lives of international students. Part family member, part advisor, part mentor, part teacher, part guide, part enforcer, part social director and part friend - the staff begins their support of students during recruitment and continues to build that relationship throughout their time at Truman and beyond.

Studying in a different country where every aspect of the culture, education and social experience is unfamiliar creates a void for students that the ISAO works to fill by utilizing teams of current American and International students in a “Students Empowering Students” model that facilitates independence, satisfaction and success in new international students. The ISAO is located in Kirk Building 120. Phone 660-785-4215. Email: intladmit@truman.edu isao.truman.edu

Lost and Found

The central lost and found is housed by the Department of Public Safety. Phone 660-785-4176.



New Student Programs

The New Student Programs staff helps students make a smooth academic and social transition to the University, beginning with freshmen orientation (Truman Week) and transfer student orientation. Academic Advisors assist all new students with registration and ensure that students find the campus resources they need for success. They also teach courses such as Book and Discussion, which allow their advisees to connect with each other as well as their advisor. In addition, New Student Programs co-sponsors events, including the International Film Festival and student-initiated programs. The New Student Programs Office is located in Kirk Building 107. Phone 660-785-7403.

newstudents.truman.edu

Parking Services

All vehicles parked in University parking lots are required to obtain and properly display a valid permit. The purchase of a University of a University parking permit/decal does not guarantee the holder a particular parking place on campus. The permit/decal must be permanently affixed to the outside of the rear window lower left corner (driver's side back glass).

Registration for parking decals is completed via your Truview home page. Go to the lower right hand channel labeled "Update and View My Personal Information". Verify that your local address is correct and verify your telephone numbers and permanent address. Select "Register My Vehicle" and complete the required fields -- specifically your vehicle description and license plate number.

Please allow three (3) business days for processing your parking decal registration at the beginning of each semester. At other times throughout the semester, allow one day for the request to be processed.

Parking decals are distributed from Parking Services with the Department of Public Safety located in the General Services Building, located at the corner of Franklin & Patterson. Parking Services hours for parking decal distribution is 8:00am- 2:30pm Monday thru Friday. For more specifics about the Parking Rules and Regulations visit the Department of Public Safety website police.truman.edu and click on Parking Services.

Student Research Office

The mission of the Office of Student Research (OSR) serves as a central resource for student research, scholarship, and creative activities at Truman State University. The role of the OSR is to promote, facilitate, highlight, and assess faculty-mentored student research at the University across all disciplines. The OSR supports student research at the University in four areas: academic year research, summer research, research conference travel, and publications, presentations, and publicity. Visit osr.truman.edu or email osr@truman.edu

Student Success Center

The Truman Student Success Center provides students with programs and services to enhance learning and in-class performance. It offers academic peer tutoring services (individual, group, online) in a variety of courses, support for group study, and learning strategy workshops. The Student Success Center is located on the first floor of the Kirk Building room 110. Phone 660-785-5148.

successcenter.truman.edu

Writing Center

The Truman State University Writing Center provides all writers on the Truman State University campus with a comfortable environment for conversations about writing. The Writing Center strives to help writers become better writers. Writing Center Consultants work with writers at all levels of competence, from all disciplines, and at any stage of the writing process—generating ideas, drafting, revising, and editing. They also share ideas about writing strategies and techniques. The Writing Center is located in McClain Hall 303. Phone 660-785-4484. writingcenter.truman.edu





SECTION 4

Student Opportunities

The Hickory Stick is a tradition which began in 1930; the stick is a trophy that goes to the winner of the annual game between Truman State University and Northwest Missouri State University. The stick, which came from the farm in Harrison County where President Fair was born, is about two and a half feet long and tapers from a diameter of $1\frac{1}{2}$ " to about 1". It was polished and lettered in the wood shop at Northwest and lists the scores of all the Northeast-Northwest games that had been played (1908-30), up to the time of its creation.

University Programs

Co-Curricular Record

The Cocurricular Record is designed to encourage and support students in their attempts to participate in a balanced array of out-of-class experiences that support their academic and career goals while helping them connect with other members of our community. Cocurricular records are based on the [Cocurricular Planning Map](#) which is organized to encourage activities that support desired learning outcomes and our University Mission. Students also have two methods to keep track of their activities: the [Cocurricular Journal](#) and the [Cocurricular Record](#). The Cocurricular Record is developed for each student primarily by the University and includes experiences that meet certain criteria. Although criteria vary somewhat among the categories, generally only experiences that are designed to achieve University learning outcomes and include opportunities for reflection and feedback can be included in the Cocurricular Record. Students have an opportunity to petition the Cocurricular Record Oversight Committee for inclusion of experiences that are not entered into their Cocurricular Record by the University. Students can view their Cocurricular Tools on Truview under the Student Tab. For more information, go to cocurricular.truman.edu. The Cocurricular Record program is managed by the Office of Student Affairs in SUB 1110. Phone 660-785-4111.

Honors Scholar Program

The Honors Scholar Program recognizes those students who accept a higher challenge and demonstrate greater excellence in the breadth and depth of the liberal arts and sciences. Honors Scholar courses explore in-depth topics and encourage a more sophisticated viewpoint than the usual introductory-level liberal arts and sciences courses. All Truman students are eligible to participate. Honors Scholar in the Arts and Sciences shall be awarded to graduating seniors who have completed five approved courses, with at least one course from each of the areas of mathematics, science, humanities, and social science, and with a cumulative grade point average of at least 3.5. Only grades of "A" and "B" may count toward the Honors Scholar grade point average requirements of at least 3.5 in those five courses and students must have an overall grade point average of 3.5. Also, only courses with three or more hours of credit may count toward becoming an Honors Scholar. For more information, visit honors.truman.edu.

Leadership Recognition Program

The Leadership Recognition Program (LRP) is designed to honor Truman students, advisors, and organizations for their dedication to their peers, campus, and Kirksville community through various leadership roles during the year. Students, faculty, and staff may nominate an exceptional student leader, advisor, organization, or event. For more information visit csi.truman.edu/lrp. The LRP is sponsored by the CSI in the Student Union. Phone 660-785-4222.

Golden Leadership Award

The Golden Leadership Award recognizes student leaders on Truman State University's campus through their hard work and leadership skills. The award gives faculty, staff, supervisors, and students an opportunity to acknowledge student leaders. The Golden Leadership Award strives to honor those student leaders through a nomination, application, and selection process. This award also encourages other student leaders to aspire to new heights on campus. Students, faculty, and staff can nominate student leaders on the the University campus for the Golden Leadership Award. Nominations begin at the beginning of February and March. Nominations for the Golden Leadership Award are accepted in the CSI throughout the academic year up until March 1st. For more information, visit csi.truman.edu/gla. The Golden Leadership Award is sponsored by the CSI in the Student Union. Phone 660-785-4222

McNair Program

McNair was established principally to address the lack of gender, racial, and income-level diversity among the professorate. The success of the University's McNair Program lies in the program's ability to meet the social, academic, and informational needs associated with gaining entry into and completing doctoral programs by first-generation college and low-income students and underrepresented groups in higher education by: involving them in research, mentoring, and other activities, assisting them in graduating from college and enrolling in graduate school, and supporting them in the completion of doctoral studies. McNair Scholars are matched with faculty mentors from Truman State University who supervise research and assist students in achieving their individual post-baccalaureate educational goals. Students participate in pre-research internships during their sophomore year and summer research internships during their junior year. During their senior year, the focus is on graduate school placement. For more information and applications, visit mcnair.truman.edu. Phone 660-785-5393.

National Conference on Undergraduate Research (NCUR):

The Office of Student Research provides funding for travel, lodging, food, and registration for up to 25 undergraduate students to present their research, scholarship, and creative activities at the annual National Conference on Undergraduate Research every spring semester. All currently enrolled undergraduate students are eligible to apply for funding to attend NCUR 2013. Students must have worked with a faculty or staff member who served as a mentor to the project. Only one application and abstract may be submitted by each student. If multiple students are listed as co-authors on an abstract, only one representative from the team will be funded to attend the conference. For more information and applications, visit osr.truman.edu/NCUR.

TruScholars Summer Undergraduate Research Program

The purpose of the TruScholars program is to foster collaborative faculty-student research to enhance student learning and promote the culture of research, scholarship, and creative activities at the University by providing stipends to students completing summer research. Projects supported by this program should exhibit the potential for scholarly publication, presentation at a regional or national conference, or creative performance. The formal part of the TruScholars program will coincide with the eight-week Summer Semester. During this time, students devote full-time effort to their project and work with faculty mentors for consultation and collaboration. The TruScholars Program is

available to full-time students in all disciplines. Students must have completed their freshman year, be in good academic standing, and cannot be summer graduates. For more information, visit osr.truman.edu/truscholars. The TruScholars program is sponsored by the Office of Student Research.

Grants in Aid of Scholarship and Research

The purpose of the Grants-in-Aid of Scholarship and Research (GIASR) program is to promote a culture of research, scholarship, and creative activity at Truman, while providing the flexibility to accommodate different research styles and requirements. Projects supported by this program should involve original research but may encompass a variety of activities including obtaining preliminary data of information, exploring new topics, and continuing ongoing projects. The Office of Student Research awards these small grants (up to \$750 each) every semester. For more information visit osr.truman.edu/giasr

Student Research Conference

Truman State University recognizes the importance of student scholarly work in every field of study. The *Student Research Conference* is an annual opportunity for undergraduate and graduate students to present the research they have conducted under the guidance of university Faculty. Students at all academic levels, including freshman and graduate students, may present their scholarly work at the annual conference. The Student Research conference is held every Spring semester. For more information, visit src.truman.edu. The Student Research Conference is sponsored by Office of Student Research. osr.truman.edu

Military Science/ROTC (Reserve Officer Training Corps)

The goal of the University's ROTC Program is to develop student leadership, ethics and personal skills; reinforce a student's sense of honor and personal responsibility; enhance communication and decision making skills; and commission the future officer leadership for the U.S. Army. The Military Science Department also offers students a no obligation option in meeting core curriculum requirements. The program provides introduction to officership and development of leadership, which translates to improved marketability in the civilian job force. Summer internships which offer scholarship opportunities, adventure, paid travel expenses, stipends, and up to seven college credit hours are also available. Other scholarships are available which could provide full tuition and room/board assistance. Questions regarding the curriculum, career and employment opportunities, scholarships, and activities can be directed to the ROTC office in Barnett Hall 2231. Phone 660-785-4453. militaryscience.truman.edu

University Organizations

At Truman, students have an abundance of involvement opportunities to explore. While membership eligibility varies based upon the particular organizations, all students are encouraged to explore all their particular interests and find quality out of classroom experiences to take advantage of. The CSI keeps an updated, inclusive list of all currently chartered student organizations at csi.truman.edu/studentorgs.asp



SECTION 5

Student Guidelines

Baldwin Hall was named for the Truman State University's founder and first president, Joseph Baldwin (1867-81). However, the Baldwin Hall on campus today is the second building to bear his name at the university.

The old Baldwin Hall was destroyed by a fire in 1924. Before the fire, there was a lake where the Quad now sits. The lake was emptied to combat the fire, resulting in the Quad as it is seen today.

University Policies

Notice of Nondiscrimination

In compliance with federal law and applicable Missouri statutes, the University does not discriminate on the basis of sex, disability, age, race, color, national origin, religion, sexual orientation, or veteran status in admission to or employment in its education programs or activities. The University complies with the regulations implementing Title VI and Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments Act of 1972; Title II of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; and other state and federal laws and regulations.

Inquiries: Inquiries concerning the University's compliance may be referred to Sally Herleth, Human Resources Director, 101 McClain Hall; 100 East Normal Street, Truman State University, Kirksville, MO 63501. Telephone (660) 785-4031.

Inquires may also be directed to Office for Civil Rights via its website: OCR.kansascity@ed.gov.
Approved and Adopted by the Board of Governors December 1, 2012

Accommodations for Persons with Disabilities

Persons with disabilities may obtain information as to the existence and location of services, activities and facilities of the University that are accessible to and usable by persons with disabilities by contacting the persons identified below. Employees and job applicants with disabilities who seek information related to their work should contact the Office of Human Resources, Sally Herleth, Director, 101 McClain Hall, 100 East Normal Street, Truman State University, Kirksville, MO. 63501. telephone (660) 785-4031

Students with disabilities who seek information related to their academic program should contact Vicky Wehner, Coordinator of Student Disability Services at the McKinney Center, 100 East Normal Street, Truman State University, Kirksville, MO. 63501 telephone (660) 785-4478

Other persons with disabilities who seek information as to the existence and location of University services, activities or facilities should contact Traci Hill in the office of the President at 200 McClain Hall, 100 East Normal Street, Truman State University, Kirksville, MO. telephone (660) 785-4100.
Approved and Adopted December 11, 2012

Educational Rights and Privacy

The University complies with the Family Educational Rights and Privacy Act of 1974 and thereby treats student educational records in a confidential manner. The University discloses information from a student's educational record only with the student's written consent, except as permitted by law. Permitted disclosures include University personnel who have a legitimate educational interest, officials of other institutions in which a student seeks enrollment, federal and state educational authorities under certain circumstances, officials connected with a student's request for or receipt of financial aid, parents of a dependent student, persons named in a judicial order or lawfully issued subpoena, and appropriate parties in a health or safety emergency.

E-Mail Accounts

Each currently enrolled student is provided with an e-mail address that is considered their official campus e-mail address during their enrollment at Truman. Students are expected to check this e-mail address regularly or ensure that their campus e-mail is forwarded to a reliable address that is checked regularly. Students are responsible for all information sent to their official campus e-mail address from the University.

Policy for a Drug-Free and Alcohol-Free Campus

Code of Policies of the Board of Governors, section 16.030.

Truman endorses the following statement of policy to prevent the use of illicit drugs and the abuse of alcohol by students and employees. “The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on all property owned or operated by the University, herein referred to as the University campus. The manufacture, distribution, dispensing, possession, or use of intoxicating liquor is also prohibited on the University campus, except for those times, places, and purposes approved by the President of the University. The presence of persons under the influence of unlawful drugs or intoxicating liquor, regardless of where the use or consumption of such drugs or liquor may have occurred, is also prohibited on the University campus. Any employee who violates this policy will be subject to disciplinary action, up to and including termination of employment, and any student who violates this policy will be subject to disciplinary action, up to and including expulsion from the University. As a condition of their employment, due to the University’s receipt of federal grants, employees of the University, both full-time and part-time, 1) must abide by the prohibition against controlled substances, and 2) must notify the University, no later than five days after their conviction, of any criminal drug statute conviction for a violation occurring on the campus.”

Drug and Alcohol Abuse Prevention Program

1. **Code of Policies of the Board of Governors (Sec. 8.050 and Sec. 16.030, Code of Policies):** The following acts are prohibited and any student found to have committed, to have attempted to commit, or to have willfully aided or abetted these acts of misconduct is subject to disciplinary sanctions. Public intoxication on University premises or use, possession or distribution of alcoholic beverages on University premises, when such use, possession or distribution is prohibited by law or University regulations. Use, possession or distribution of narcotic or other controlled substances, except as expressly permitted by law.
2. **Applicable Legal Sanctions:** Illicit drug purchase, possession and use is a crime under state and federal law. The Kirksville City Code and Missouri law prohibit a variety of alcohol related conduct, including the purchase or possession of alcohol by one under 21 years of age. Violations of law are punishable by fines, imprisonment or both.
3. **Health Risks:** Numerous health risks are associated with the use of illicit drugs or the abuse of alcohol. Repeated use of either drugs or alcohol can lead to dependence. Use of illicit drugs and abuse of alcohol causes a substantial number of health problems and can be fatal. Contact the Student Health Center in the McKinney Center (785-4182) for a complete description of the health risks associated with use of illicit drugs and alcohol abuse.
4. **Available University Services:** Students and employees seeking additional information about the effects of drug or alcohol use or seeking assistance for alcohol or drug related problems should contact the Student Health Center (785-4182) or University Counseling Services (785-4014) for referral information.
5. **Sanctions:** Disciplinary sanctions will be imposed on students and employees for violations of the University policy governing illicit drugs and alcohol. Sanctions may range from referral for rehabilitation to expulsion, termination of employment and referral for prosecution.
6. **Further information:** For further information about drug and alcohol issues or to receive a more complete description of the health risks associated with drug use and alcohol abuse and the relevant legal sanctions, contact the Student Health Center in the McKinney Center (785-4182).

Harassment Policy

It is the policy of Truman State University that no person shall be subject to harassment on account of their sex, disability, age, race, color, national origin, religion, sexual orientation or veteran status.

Harassment is generally defined as conduct (whether physical, verbal, graphic or written) which is related to a person's status in one of the protected classes listed above and which is sufficiently severe, pervasive or persistent so as to create an intimidating, hostile or offensive environment for working or learning, thereby interfering with or limiting the ability of that person to participate in or benefit from the services, activities or privileges provided by the University.

Disability harassment constitutes prohibited discrimination based on disability. (examples: students who tease or ridicule or taunt other students because of their disability and employees who refuse to meet a disabled student's approved accommodation needs may be in violation of this policy.)

Sexual harassment constitutes prohibited discrimination on the basis of sex and is more particularly described in the University's Sexual Harassment Procedures. (examples: students who taunt another student with sexual comments or demands or an employee who directs sexual comments towards a particular student may be in violation of this policy.)

Racial harassment constitutes prohibited discrimination on the basis of race. (examples: students who direct racial epithets toward another student on account of their race or employees who give disparate treatment to a student on account of their race may be in violation of this policy.)

Examples provided in the above paragraphs are intended to be for illustrative purposes only and are not intended to be all inclusive.

If an employee of the University (administrator, teacher or staff) receives a report or becomes aware of disability, sexual or racial harassment or if an employee of the University receives a report or becomes aware of harassment related to any of the protected classes of persons listed above, the employee will report this to either his/her supervisor or to Sally Herleth, Human Resources Director, McClain Hall 101, 100 East Normal Street, Truman State University, Kirksville, Mo 63501 telephone (660) 785-4031, who shall ensure that such report shall be immediately investigated and disciplinary action taken where appropriate.

Employees who violate this policy are subject to disciplinary action including reprimand, suspension and dismissal from the University. Students who violate this policy are also subject to discipline pursuant to the Student Conduct Code through the office of Student Affairs and such discipline may include suspension and expulsion from the University.

Employees who believe they are the subject of disability, sexual or racial harassment or other harassment in violation of this policy may make a complaint to their supervisor or to Sally Herleth, Human Resources Director, McClain Hall, room 101, 100 East Normal Street, Truman State University, Kirksville, Mo., telephone (660) 785-4031. Students who believe they are the subject of disability, sexual or racial harassment or other harassment in violation of this policy may make a complaint to Beth Kral, Office of Citizenship and Community Standards, Student Affairs, Student Union Building 1110, 100 East Normal Street, Truman State University, Kirksville, MO., telephone (660) 785-4111.

University residence hall staff under the supervision of the Office of Student Affairs will review any information sent by the University to parents, guardians or the spouse of any student who is seriously injured or who dies to prevent information that is racially discriminatory or racially harassing from being sent to such persons or, in the alternative, will decline to forward any information that is not inspected and approved. Approved and Adopted December 11, 2012.

Grievance Procedure

Anyone who believes they have been discriminated against on the basis of sex, disability, age, race, color, national origin, religion, sexual orientation or veteran status in violation of the University's Notice of Non-Discrimination or who has been sexually or racially harassed in violation of the University's Harassment Policy may bring a grievance under the University's published procedures.

COMPLAINTS Anyone who wishes to pursue a grievance related to actions in violation of the University's Notice of Non-Discrimination Policy or have been sexually or racially harassed may initiate a complaint procedure by contacting Sally Herleth, Human Resources Director, McClain Hall 101, 100 East Normal Street, Truman State University, Kirksville, MO 63501, telephone (660) 785-4031. All grievances pursued under this procedure will be promptly and thoroughly investigated and decided within the designated time frames at each stage of the grievance process as set out below.

Complaints should be filed within 180 days of when the discrimination or harassment occurs.

Truman students may opt to either: (1) bring a grievance under this procedure through the Director of Human Resources or (2) they may pursue a complaint under the Student Conduct Code, if the Student Conduct Code is applicable in their particular circumstance by contacting the Dean of Student Affairs, Dr. Lou Ann Gilchrist, 1110 Student Union Building, 100 East Normal Street, Kirksville, MO 63501, telephone (660) 785-5404.

Upon receipt of a complaint, the Human Resources Director or the Director's designee (hereinafter collectively identified as "Director") shall proceed to gather information pertinent to the allegations of the complaint. This information gathering phase should be complete within 20 days of the completion of the meeting with the parties.

The parties will be notified of the disposition of the complaint at each stage of the process.

HEARINGS Within 10 days of the completion of the information gathering process, the Director will convene a meeting with the complaining party and the person who is alleged to have the engaged in discriminatory behavior to attempt a resolution to the grievance. At this meeting, if the complaining party so desires, the Director will proceed to schedule a hearing on the matter at a date and time that is suitable to the parties. The hearing date will begin within 20 days of the completion of the meeting with the parties.

The Director will assemble a hearing board to consider the complaint. The hearing board will consist of two University employees designated by the Director after consultation with the parties. The employees selected to serve on the hearing board will have supervisory experience in managing and disciplining employees. Parties to the hearing will be afforded the opportunity to object to inclusion of persons on the board based on concerns about the conflict of interest or bias.

Upon the agree date, the hearing board will conduct a hearing at which the parties will be given full opportunity to present evidence. The parties may compel the attendance of witnesses to this hearing to the extent that it is within the authority of the University to do so. These proceedings will be recorded for later review, if needed, and all exhibits will be preserved as well. Parties may offer both written and oral submittals to the board. Within 10 days after conclusion of the hearing, the hearing board shall issue a finding of facts and a determination on the merits of the complaint along with a recommended action and shall provide the findings, determination and recommendation to the parties involved. If none of the parties objects to the recommendation within 10 days of its issuance, the recommendation shall be final and binding on all concerned.

APPEALS If either the complaining party or the party who is alleged to be in violation of the University policies objects to the recommendation of the hearing board, that person may appeal in the decision of the hearing board by so notifying the Director in writing. The appeal hearing will be conducted by the President of the University or the President's designee (hereinafter collectively referred to as "President"). As referenced above, the parties must request an appeal within 10 days of the hearing board's issuance of findings.

The appeal will be based on a review of the record and any objection raised by the parties regarding adherence to the process. The Director will forward the complete hearing record to the President within 15 days of the appeal request. The President will not accept evidence or hear witnesses but will review the record of the matter to determine whether the earlier hearing decision is fairly and reasonably supported by the evidence and to determine if any prejudicial error occurred in the hearing of the matter by the hearing board. The President may refer the matter back to the hearing board for additional action or fact finding if the record is deemed inadequate for any reason. The President will not issue a written determination within 30 days after the complete record is forwarded to the President. The President's determination is final.

If at the conclusion of this process, a violation of the University's discrimination policy is established, appropriate corrective and remedial actions will be taken.

TIME FRAME The time frame set out in the procedure above is intended to insure that complaints are resolved in a reasonable time, taking into the account the needs for a rapid determination for the complaining party and a fair and just hearing for the accused party. Minor deviations from the time frame are permitted when needed in order to achieve these goals.

CONFIDENTIALITY Throughout the grievance procedure, all parties and participants shall remain confidentiality to the extent practicable, in a manner consistent with the principles of due process and the grievance process.

RETALIATION PROHIBITED Retaliation against a person who files a complaint of discrimination, including sexual or racial harassment, or persons who participate in related proceedings is strictly prohibited. Such retaliation shall be considered a separate offense subject to additional disciplinary process.

Approved and Adopted March 5, 2013 by Troy D. Paino, President, Truman State University

Compliance Coordinator

The University's compliance coordinator is Sally Herleth, Human Resources Director. She may be contacted at her office in 101 McClain Hall, 100 East Normal Street, Kirksville, MO. 63501. Telephone (660)785-4031.

Sexual Harassment Policy

The University is committed to the advancement of knowledge, to freedom of thought and inquiry, and to the personal, social, and intellectual development of its students. The University has a professional and ethical responsibility to provide a healthy living, learning, and working environment and a climate of academic freedom for all its members - students, faculty, and staff. To foster educational development and promote true academic freedom, the University requires an environment in which no person is intimidated, exploited, or coerced. These goals cannot be attained where sexual harassment exists. This policy is designed to promote behavior that supports personal and social development in an environment that fosters academic performance and intellectual growth. Its purpose is to ensure the academic freedom of everyone while protecting the rights of all.

Any student who believes he or she has been harassed by a member of the faculty or staff, or by another student, may obtain assistance by contacting Counseling Services, the Office of the Dean of Student Affairs, or the EEO/Gender Equity Office.

Academic Policies

Academic Dishonesty

Students are expected to do their own academic work. Any student involved in cheating on a paper, an examination or in any other form of academic dishonesty will be subject to disciplinary action, including suspension or expulsion from the class, the student's academic program, or the University.

It is the responsibility of faculty members 1) to inspire in their students an appreciation of and a desire for honesty in academic work; 2) to discourage dishonesty and to protect the honest student; and 3) to take appropriate action in instances of dishonesty. Such action may include the reduction or elimination of a dishonest student's score for an affected test or project, the lowering of a grade for the affected class (including the assignment of an "F" grade), or the expulsion of a student from the affected class.

Serious cases of academic dishonesty are reported by the faculty member to his or her Department Chair and to his or her Dean, who may take additional disciplinary action against the dishonest student, including suspension or expulsion from classes in the School. The Dean reports the dishonesty to the Provost, who may also report it to the Dean of Student Affairs. The Dean may also report the dishonesty to the School in which the dishonest student is enrolled as a major; the Dean of this School may suspend or expel the student from the academic program in the major. The Dean of Students may also suspend or expel the student from the University as outlined in the Student Conduct Code for incidents of academic dishonesty.

Disciplinary action by a faculty member for academic dishonesty may be appealed to the Dean of the faculty member's School. Disciplinary action decisions by an academic Dean may be appealed to the Provost and Vice President for Academic Affairs for review and final decision. Disciplinary action by the Dean of Student Affairs for academic dishonesty may be appealed through the same process as other disciplinary actions by the Dean of Student Affairs for student misconduct.

An appeal of the instructor's attendance policy will not be sustained unless there is clear and convincing evidence that it was applied in an unreasonable manner or is in violation of widely held ethical or legal principles.

1. The University entrusts the faculty with the responsibility of determining how absences will affect student grades, recognizing that the instructor is in the best position to judge which educational activities are most critical in achieving the course's outcome objectives. The instructor is also best suited to determine what alternate means, if any, may most closely approximate those objectives if the student is unable to participate in the original educational activity/assignment.
2. University faculty must strive to ensure that all students in a given class are evaluated equitably.
3. University faculty are encouraged, whenever possible, to accommodate students who must miss class for important reasons. These reasons may include family and personal emergencies, special religious observances, representing the University at an on- or off-campus event, and extraordinary opportunities that lie beyond the classroom.
4. University faculty should make an attendance policy available to students in a written format within the first week of the class. The policy should be reasonably clear and help students understand how absences might affect their learning and grades. Not every eventuality can be foreseen, and the individual instructor may need to make a judgment in an individual case beyond the details outlined in this policy.
5. Students are encouraged to consult with faculty about absences, in advance if possible, to resolve scheduling conflicts.
6. The University community recognizes that on occasion, an Attendance Policy Appeals Committee may be called upon to review and settle disputes that result from either an inconsistent application of an instructor's policy, or from the policy itself. Such an appeal should occur only after the student first seeks a satisfactory outcome with the instructor, and, if that fails, with the instructor's Department Chair and then the Dean.
7. Also, before any meeting with the Department Chair, Dean, or the Attendance Policy Appeals Committee, the faculty member will be asked to provide a copy of the attendance policy in question as well as documentation of the student's attendance in the course. The faculty member will be allowed to provide input at all levels of discussion.
8. If the dispute is not resolved with the instructor, the student may initiate an appeal at the departmental level no later than fourteen calendar days after the first day of class of the following semester, spring or fall. If the grievance is not resolved at the departmental level, an appeal may be submitted to the Dean of the School of the instructor no later than fourteen calendar days after receiving written notification of the Department's decision. After receiving written notification from the School, the student may appeal to the Attendance Policy Appeals Committee within fourteen calendar days. Once final grades have been issued, a student who intends to file a grade appeal where attendance is involved needs to file grade and attendance issues together as a single appeal according to the procedures in the grade appeal policy.

Since its founding on 02 Sep 1867, the university has undergone six official name changes: North Missouri Normal School & Commercial College, First District Normal School, Northeast Missouri State Teachers College, Northeast Missouri State College, Northeast Missouri State University, & Truman State University.

Adding Classes after the Published Deadline

Students are not allowed to add full-semester or block courses after the published deadline except in extraordinary circumstances. In those circumstances, the student must submit an Add/Drop Form signed by the instructor, the academic advisor and the Department Chair of the course. After the fourth week of classes, the approval of the Dean of the School in which the course is housed is also required. (Students may add second block courses prior to the start of these courses with their advisor's signature only.) If approved, the student must process the Add/Drop Form through the Registrar's Office. A \$50 per day processing fee will be charged for changes initiated by the student after the first five days of the semester (or the equivalent period of time for summer and special sessions). A student may not drop a full-semester course and take the same one as a block course in the same semester.

Late Registration

Students who initially enroll after the first day of classes are limited to a schedule with a reduced number of semester hours. No late registrant may enter a class after the first week of classes without consent of the instructor, advisor, and Department Chair of the course. After the fourth week of classes, the approval of the Provost and Vice President for Academic Affairs is also required. Normally, students may register for no more than 14 semester hours during the first three days of classes and no more than 12 hours during the fourth and fifth days of classes. Except in extraordinary circumstances, students may not enroll after the first five days of classes.

Change of Schedule Policy

Changes in class schedule should be made during the specified "Drop and Add Period" (prior to or during the first five days of the semester or the equivalent period of time for summer and special sessions). Students dropping individual courses on or after the first day of the semester are not entitled to a reduction in enrollment fees for that semester. Students should consult with their academic advisor before making any changes to their course schedules.

A \$50 per day processing fee will be charged for changes initiated by the student after the first five days of the semester (or the equivalent period of time for summer and special sessions). Failure to follow the proper procedure will result in assignment of a grade of "F."

If a course is dropped before the end of the fourth week, it will not appear on the student's transcript. If a course is dropped between the end of the fourth week and the normal drop deadline (tenth week) a grade of "W" will be placed on the student's transcript. Individual full semester courses cannot be dropped after the tenth week of the semester. See the schedule of classes for exact dates. Any drops after the schedule change deadline must be approved by the Academic Standards Committee. If this approval is granted, the instructor of record for the course will be asked to assign a "W" or a "WF" grade. A grade of "WF" will be calculated in the grade point average.

Courses other than a full academic semester of fifteen weeks (e.g., block or summer courses) will have a "W" assigned if dropped after the first quarter of the courses, and a "W" or "WF" assigned if dropped after the first two thirds of the courses.

Permission or Waiver to Enroll in a Course

Some specialized courses require permission of the instructor and the Department Chair before a student may enroll. Additionally, students not meeting the prerequisites, co-requisites and/or other requirements to enroll in a course may request a waiver from the Department Chair with responsibility for that course. The Department Chair has the authority to issue the waiver and permit the student to enroll.

Grades and Grade Point Average

Grades are expressed in letters, with equivalents as follows:

A	Superior	4 honor points
B	Above Average	3 honor points
C	Average	2 honor points
D	Below Average	1 honor point
F	Failure	0 honor points
WF	Withdrew Failing	0 honor points

The following grades do not affect a student's grade point average (GPA):

W	Withdrew
P	Pass
AU	Audit
Y	Credit earned in a credit/no credit course
Z	No credit earned in a credit/no credit course
IC	Incomplete
IP	In Progress
T	Test Credit
NC	No Credit (generally assigned to laboratory courses)

To compute the GPA, the total earned honor points are divided by the total semester hours attempted.

President's List and Provost's List

Undergraduate students who attain a semester GPA of 4.0 are named to the President's List and undergraduates who attain a semester GPA of 3.50-3.99 are named to the Provost's List for that semester, provided the following conditions are met: 1) complete at least 12 semester hours fall or spring semester (or 9 hours in the summer term), and 2) receive no grades of F, WF, or IC for that semester or term. Students making the list are notified via mailed announcements from the Provost and Vice President for Academic Affairs.

Pass/Fail Courses

Some Truman courses have a Pass/Fail grading system instead of “A” to “F” grading. Primary examples of Pass/Fail courses include Truman Week and some internships. Students receive either a “P” (Pass) or “F” (Failure) grade.

Credit/No Credit

To provide students the opportunity to broaden their experiences, Truman allows students to enroll in a limited number of classes on a Credit/No Credit basis. Forms are available in the Registrar’s Office to document selection of this grading option. The following Credit/No Credit guidelines apply.

1. A student may complete “free elective” classes using the Credit/No Credit grading option. “Free electives” are those courses that are **not** used to fulfill requirements in the Liberal Studies Program, in the student’s major program (including required support), in the additional foreign language component for the BA, in the additional science component for the BS, minor requirements, departmental honors requirements, or honors scholar requirements. A student may not elect the Credit/No Credit grading option in courses that cannot be used as “free electives” (COMM 170, ENG 190, MATH 156, MATH 157, MATH 186, and STAT 190). Required English courses for international students may not be taken as Credit/No Credit.
2. A student **may** complete a course that is being used to fulfill the writing-enhanced requirement, the Missouri Statute requirement, the 40 required hours of 300+ level undergraduate coursework, and/or the cumulative hour requirement using the Credit/No Credit grading option if that course is not being used to fulfill any other requirements in the student’s program.
3. Credit standing is achieved by a “D” grade or above, while failing a course results in No Credit.
4. A student may take up to five (5) hours per semester as Credit/No Credit. Upper classmen may request a waiver to take two courses (up to 8 hours) in a single semester. The request must be submitted in writing to the Provost’s Office, MC 203.
5. Up to 12 credit hours of Credit/No Credit may be counted toward graduation.
6. A student may change to or from a Credit/No Credit grading system by the last day allowed to drop the course.
7. With a Credit standing, the student will receive credit for the course, and recognition of passing the course will appear on the student’s transcript.
8. With a No Credit standing, the student will not receive credit for the course though the student’s transcript will show that the student attempted, yet no credit was received, for the course.
9. Courses taken under the Credit/No Credit grading option will not affect the student’s grade point average.
10. Courses taken under the Credit/No Credit grading option cannot be repeated.
11. During the semester, only the student, the student’s advisor, and the Registrar’s Office will know that the student is taking the course on a Credit/No Credit basis.

All students should consult their advisors prior to deciding to take any course Credit/No Credit. Pre-Education students are advised that professional education courses **cannot** be taken Credit/No Credit. Students planning to pursue the MAE degree should contact the Certification Office in the Department of Education for specific information.

Courses taken Credit/No Credit do not fulfill requirements for load considerations by the Veterans Administration if the final grade assigned is No Credit.

Auditing Courses

A student may audit a class for no credit only on the approval of the instructor. Regular fees and enrollment procedures are required. However, the student will not be permitted to take the final examination and no credit hours earned nor any indication of the level of performance will appear on the transcript entry. Audit enrollments do not fulfill requirements for load considerations by the Veterans Administration, and they may not be applied toward the determination of full-time or part-time status.

Students auditing a course are expected to make a commitment to their education by attending classes regularly. If the auditing student fails to meet the regular attendance requirement as defined by the instructor, the instructor will record a “W” on the final grade report to the Registrar.

Students who initially enroll in a course for credit may be permitted to change their enrollment to audit during the free add-drop period of the semester.

During the term that a course is being audited, the audit cannot be changed to graduate or undergraduate credit. However, the student may enroll in the same course for credit at a later semester. Coursework must be completed during the semester that credit is earned.

Incomplete

An Incomplete is to be awarded only when extraordinary circumstances beyond the student’s control (i.e., illness, military service, hardship, or death in the immediate family) have impeded the timely completion of requirements for a class. In order to receive a grade of “IC” (Incomplete), an agreement must be made between the student and instructor and its terms described in the “Incomplete Agreement” form. The form must be signed by both the student and the instructor and submitted to the Department Chair of record for the course for approval. A student receiving a grade of Incomplete is allowed a certain period of time (determined by the instructor, but no longer than the end of the subsequent fall or spring semester), in which he/she must complete the course requirements to receive credit. If the requirements are not met in that period, the grade will become what has been predetermined by the instructor and specified on the IC Agreement form. All IC grades must be resolved prior to graduation.

In Progress

The grade of “IP” (in progress) is assigned only in cases when it is expected that more than one semester will be required for course completion. All “in progress” grades must be resolved prior to graduation.

Grade Appeals Policy

In a case where a student has a grievance regarding the validity of a final course grade, the student must first attempt to resolve the matter with the instructor, no later than fourteen calendar days after the first day of class of the following semester, spring or fall. If the instructor agrees, it is the instructor's responsibility to fill out a Change of Grade Request, which must be approved by the instructor's Department Chair, the Dean or designee, and the Provost and Vice President for Academic Affairs (Provost/VPAA).

If the instructor does not agree to the proposed change and the student wishes to appeal, the student must fill out the Grade Appeal Form, which is available in all department and school offices, as well as from the Provost and VPAA Office. The form must be submitted to the instructor's Department Chair no later than fourteen calendar days after the date of the instructor's decision or within 28 calendar days of the beginning of the semester whichever is later. The Chair will consult with the instructor. If the grievance is not resolved at the department level, the next step is an appeal to the faculty member's school, to be initiated no later than fourteen calendar days after the student receives email notification of the results of the departmental process. The final phase is appeal to the Provost/VPAA, which must be initiated no more than fourteen calendar days after the student receives written notification of the results of the appeal to the school. Final authority in regard to changing grades rests with the Provost/VPAA.

Once the process is initiated, and a Grade Appeal Form begun, **it is the responsibility of each reviewing authority** to review documentation forwarded by the previous reviewer, and notify all participants by email of the opportunity to present additional arguments and evidence regarding the validity of the grade; to inform the student by email of the decision, identifying the contact person for the next level of appeal; and to sign/date the form, and forward it to the next level. **It is the responsibility of the student** to initiate the next phase of appeal within fourteen calendar days of the date on which the reviewer's email was sent. The student indicates her/his intention to appeal in a reply to the reviewer's email. Expired forms – that is, where fourteen or more calendar days have elapsed since the last decision date – should be forwarded to the Provost and VPAA Office for collection and annual reporting purposes.

At the end of the process, the Provost/VPAA will instruct the Registrar to alter the grade if appropriate. The form and its accompanying documentation will be filed in the Office of the Provost/VPAA with a copy sent to the instructor involved. At the end of each academic year, the Provost and VPAA Office will report, as an information item, the number of petitions received and the number approved, with a breakdown of the categories of grounds for petition. The report will go to Faculty Senate, Student Senate, and such entities as state regulations may require.

The instructor's grade shall not be changed unless there is clear and convincing evidence that the grade was invalid or was determined in an unreasonable manner or in violation of some other established ethical or legal rule. Reasons for invalidity may include, but are not limited to, errors in computation of the grade, application of standards not specified in the syllabus, or discrimination based upon factors irrelevant to academic standards (for example, race, gender or ideology). Instructors are entitled to the widest range of discretion in making judgments about academic performance consistent with accepted measurement/ assessment standards of validity.

Course Repeat Policy

If a course description indicates that the course may be repeated for credit, all attempts are counted in calculating the grade point average and all attempts may be used to satisfy degree requirements and credits earned. If a course description does not indicate that the course may be repeated, only one successful attempt can be used to satisfy degree requirements and credits earned, but all attempts will be used in calculating grade point averages. The successful attempt with the greatest credit will be used in calculating earned hours.

Students who wish to enroll in a non-repeatable course for which they previously earned credit and earned a grade of D or better require an override from the Office of the Registrar. Students who previously earned a C or better and want to repeat the course must wait to enroll until after all students with 0 credit hours have had the chance to register for classes. Students who earned a D or an F may enroll as soon as they are eligible for registration.

Academic Standards

Truman's undergraduate probation and suspension policy is based on the need for students to achieve minimum academic standards with a concern for the welfare of the individual student. In order to graduate from the University, students need at least a "C" (2.0) overall average in all the classes they have taken and at least a "C" (2.0) average in the classes they have taken at Truman. Additionally, some majors have higher cumulative GPA graduation requirements. Thus, students who consistently make low grades will not graduate.

In order to guide and to support students in meeting minimum academic requirements, the University has established that students who fail to make satisfactory academic progress are placed on probation. The following regulations determine a student's probation or suspension status.

Undergraduate Probation and Suspension

At the end of a fall or spring semester or summer term in which a student has obtained a semester GPA less than 2.0 and equal to or greater than 1.0, the student will be placed on academic probation. At the end of a fall or spring semester or summer term in which a student has obtained a semester GPA less than 1.0, the student will be placed on academic probation and under contract (each contract is designed to meet the specific needs of each student).

If, while on probation or on probation under contract, a student receives a Truman semester GPA less than 2.0, and has a Truman cumulative GPA below 2.0, the student will be suspended from Truman State University. If, while on probation or on probation under contract, a student does not receive passing grades in at least 6 credit hours each semester or summer term, and has a Truman cumulative GPA below 2.0, the student will be suspended from Truman State University. If a student on probation under contract does not fulfill all terms of the contract, the student will be suspended from Truman State University.

A suspended student must wait at least one semester before petitioning to be reinstated, and the petition must include clear evidence of the student's capability and commitment to succeed academically. If a student becomes eligible for suspension a second time, the student will be permanently dismissed from the University. A student on probation will be removed from probation and placed in good academic standing at the end of a semester or summer term in which he or she has passed at least 6 hours at Truman with a semester, Truman, and cumulative GPA of 2.0 or above. A student on probation under contract must, in addition, have met all terms of the contract.

Suspension Appeal Policy

A student who believes that he or she had special or extenuating circumstances contributing to his or her poor academic performance has the right to appeal a suspension decision. The appeal must be in written form accompanied by supporting documentation, and be sent to the Academic Standards Committee, c/o the Provost and Vice President for Academic Affairs.

Reinstatement Process

After one semester of suspension, a student may petition for reinstatement. The application must be in written form accompanied by supporting documentation, and be sent to the Academic Standards Committee, c/o the Provost and Vice President for Academic Affairs, at least 21 days before the opening of the semester in which the student wishes to enroll. In evaluating a petition for approval, the Committee will consider evidence of academic achievement (transferable credit from another college during the suspension period), any activities or plans that may lead to improved scholastic performance, the student's grade point average, reasons for poor academic performance, and extenuating circumstances.

If a petition is successful, reinstatement will include a contract which may specify, for instance, a minimum semester GPA that the student must achieve. A student who again becomes eligible for suspension after having been reinstated at Truman State University will be permanently dismissed from the University.

Withdrawal from School

Regardless of whether or not a student has attended any classes in the semester or term of withdrawal, the student should officially withdraw by completing the steps covered on TruView. Please choose "Withdraw from all courses" under the "My Registration" option to withdraw from a semester.

Students may withdraw from school until the last day of regular classes; however, the deadline for withdrawing without academic penalty is the last day to drop full semester courses. After this deadline, instructors will assign a W or WF in each course. If a student withdraws between the end of the fourth week and the end of the tenth week, a grade of "W" will appear on the transcript by each of the courses in which the student was enrolled. Check the Schedule of Classes or with the Registrar's Office for exact dates.



Medical Withdrawal

Students wishing to withdraw after the withdrawal deadline for medical reasons must present a written appeal to the Academic Standards Committee c/o Associate Provost and Vice President for Academic Affairs (McClain Hall 203). The appeal must be accompanied by the following medical documentation:

1. diagnosis of condition being treated
2. date of onset
3. date(s) of medical consultations
4. why or how this condition affected the student's academic performance

Appeals for medical withdrawals should be submitted as soon as possible once the student ceases attending classes, and in no case later than the beginning of the semester following the term for which the withdrawal is requested.

Enrollment fee refunds will be made in accordance with guidelines stated in the General Catalog under Return of Enrollment Fees (in the *Fees and Financial Aid* section of this catalog), and in the schedule of classes. Students who are pre-enrolled for an upcoming semester must officially withdraw from the University **prior to the first day of classes** to avoid any University fees.

A student who withdraws from all courses during a semester may re-enroll for the following semester without submitting an application for readmission to the Admission Office.

University Conduct Codes

Student Conduct Code

The Office of Citizenship and Community Standards is charged with the administration of the *Student Conduct Code*. The *Student Conduct Code* creates an expectation of behavior that the University views as acceptable and appropriate for students and student organizations. The University recognizes the significance of students' rights. Those rights include freedom of expression, autonomy, procedural protection, and the respect for personal integrity of all members of the community and their property. By ensuring those individual rights, the University fosters an environment conducive to students' success and well-being. By doing so, students respect the dignity, rights, and property of the University and its members.. conduct.truman.edu/conduct_code.asp

Residence Life Policies

Residence Life has its own separate conduct code applicable to students living on campus. Students are expected to comply with policies set out by Residence Life and the University. Conduct actions and/or monetary fines may be assessed on a daily basis when students do not comply.

<http://reslife.truman.edu/information/handbook/index.asp>



SECTION 6

A Guide to Kirksville

Kirksville Attractions

Kirksville Art Association

The Kirksville Arts Association is open Wednesday-Sunday and hosts month-long exhibits in their gallery. It is also the home of Curtain Call Theater, Kirksville's local community theater with several plays performed each year. In addition the Arts Association provides art classes and art programs for the community.

Adair County Historical Museum

The Historical Museum is filled with many artifacts including several pioneer items, Native American relics and arrowheads, and collections of military objects, including the cannonball that struck the courthouse in 1862 during the Battle of Kirksville.

Still National Osteopathic Museum

The museum showcases the evolution of Osteopathic Medicine from its beginnings in Kirksville until today. The collection of original documents and other artifacts span 150 years.

Exhibition of Amtrak History

Two Amtrak train baggage cars house train and Amtrak memorabilia including menus and dishes used on passenger trains.

Coal Miner's Museum/ Novinger Log Homestead

The Coal Miner's Museum contains coal mining items, farm antiques and memorabilia from local businesses. Trace the history of coal mining in Northern Missouri from its peak into the mid-1900's.

Native American Petroglyphs

Located in Thousand Hills State Park, rock formations containing historic Native American carvings can be found in a sheltered exhibit.

The Cabins

The earliest settlement in Adair County was located near the Chariton River. This site is also the location where a conflict with Native Americans led to bloodshed further up the river.

Veterans Memorial

The Veterans Memorial, located on Highway 63, commemorates the sacrifices of area men and women who have served in the military. Alongside the Veterans' memorial is a WW I German Howitzer as well as a Civil War Cannon.

The Battle of Kirksville

In 1862, Kirksville was the site of an important battle which cemented northern Missouri for the Union. The mass grave of executed Confederate soldiers is marked in the Forest Llewellyn cemetery a few blocks west of Kirksville's Square.

Kirksville Shopping

Blink of an Eye
 Edna Campbell's
 Gliks
 Hastings - Your Entertainment Store
 Hidden Treasures
 JC Penny
 Lawson Hill Antiques
 My Favorite Memories Antiques
 Salvation Army
 Tamara's Studio
 Tots 2 Teens

Kirksville Eating

Fine Dining

Colton's Steak House
 Ruby Tuesday
 Thousand Hills Dining Lodge
 Wooden Nickel

Asian Cuisine

Bonzai
 Chen's Place
 China Palace
 Great Wall
 King's Buffet
 Nurhachi Mongolian Grill

Mexican

La Fuente
 La Pachanga

Variety

DuKum Inn
 Pancake City
 HyVee's Kitchen
 The Greek Corner Gyros

Pizza

Bellacino's
 Domino's Pizza
 Pagliai's Pizza
 Papa Johns
 Pizza Hut

Cafe

Steve's Garden Deli
 Sweet Expressions Coffee
 House
 Rosie's Northtown Café
 Uptown Café
 Mocha Hut
 Costa Rican Café Company

Fast Food

Sonic Drive-In
 Subway
 Taco Bell
 Burger King
 Dairy Queen
 Long John Silver's
 McDonald's
 Wendy's

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