

# **K-Book**

**The Kentucky State University  
Student Handbook  
2020 - 2021**

## **ABOUT THIS PUBLICATION**

Kentucky State University (University) is responsible for providing and sustaining a safe and scholarly community of learning dedicated to nurturing student excellence inside and outside of the classroom. The Thorobred Creed identifies community values necessary to foster and maintain a safe and scholarly community, and the University has incorporated the spirit of these community values throughout all University policies and procedures.

From the time of admission through commencement, students accept the rights and responsibilities of membership in the University's community. The University expects its students to uphold these community values by exercising a high standard of conduct at all times. Each student has a duty to become familiar and to honor these University values and standards as reflected in University policy.

Annually, the Division of Student Engagement and Campus Life publishes the *K-Book* to assist students with understanding their rights and responsibilities as students of the University; however, please note that this publication is an overview of University policies and is not a complete digest of all policies. In addition, some policies may change or be updated following the annual publication date of the *K-Book*.

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## **LETTER FROM THE VICE PRESIDENT FOR STUDENT ENGAGEMENT AND CAMPUS LIFE**

Dear Thorobred Student —

Welcome to the 2020-2021 academic year at Kentucky State University! Whether you are a new member of our family or a returning student, we trust that you share in our excitement and anticipation for a dynamic experience at the “College on the Hill.” Building off the tremendous history of producing outstanding scholars and achievers throughout our 134 years, Kentucky State University encourages you to continue this legacy by being a positive difference maker on our campus and beyond this year. As a student, you are the very reason why we are here — and it is our honor to partner with you at this defining moment of your life.

Certainly, the complex realities of our current situation present us with new challenges to confront. And yet, Kentucky State’s students have always been “THORO” in their commitment to excellence and “BRED” to be agents of change who create solutions together. The Japanese word for crisis contains two characters (“kanjis”) — one denotes danger, while the other means opportunity. Indeed, we are experiencing a time where the opportunities abound to truly care and support one another, develop innovative and safe ways to celebrate together, and manifest a laser focus on pursuing and accomplishing our dreams. It is your time to take full advantage of this special opportunity to become the best version of yourself.

The entire team in the Division of Student Engagement and Campus Life — and everyone at the university — stands ready and willing to support you in your academic journey. Feel free to reach out anytime if you have questions, need a word of encouragement, or wish to offer suggestions. We are an inclusive community of learners here at Kentucky State University, and this institution continues to grow and transform along with you.

This *K-Book* has been carefully designed to provide critical information to ensure a successful matriculation. Please take the time to become familiar with the policies and procedures that have been established to reinforce a deep and abiding sense of community.

My door and my heart always remain open to our wonderful students. I look forward to working with you this year, and ultimately, witnessing and celebrating your incredible success!

Upward, Onward, and Forward,

Derek Greenfield, PhD, EdD

Vice President for Student Engagement and Campus Life/Chief Diversity Officer

# **KENTUCKY STATE UNIVERSITY**

## **MISSION AND VISION STATEMENT**

### **Mission Statement**

Kentucky State University is a public, comprehensive, historically black land-grant university committed to advancing the Commonwealth of Kentucky, enhancing society, and impacting individuals by providing quality teaching with a foundation in liberal studies, scholarly research, and public service to enable productive lives within the diverse global economy.

### **Vision Statement**

Kentucky State University prepares today's students as global citizens, lifelong learners, and problem solvers. To accomplish this, Kentucky State University must challenge itself and its students to be the best. It must recognize its strengths, expand, and excel. Notwithstanding, it must also welcome change and quality improvement. By doing so, Kentucky State University will gain widespread recognition as one of the region's strongest universities. As a university of distinction, Kentucky State University will create an environment where:

- Students are first;
- diversity is valued, understood, and respected;
- diverse, motivated, and talented students, staff, and faculty are actively recruited and retained;
- an intellectual environment conducive to leadership in teaching, research, and community service is encouraged and supported;
- effective teaching is promoted both inside and outside the classroom;
- students are taught how to obtain, evaluate, and use information;
- learning is lifelong;
- effective and efficient fiscal management by the administration is the norm;
- collegiality is the norm, not the exception;
- each person is a change agent; and
- excellence starts with the student.



## **The Spirit of Community**

At the core of our work is the notion of community. We all matter here as Thorobreds. We learn more when we collectively share our wisdom with one another. We have more fun when we celebrate with one another. We pick ourselves up from adversity faster when someone else lends a helping hand. We are better together.

The Xhosa tribe in South Africa acknowledges the importance of this framework with the word ubuntu, which is best summarized by the phrase “I am because we are, and we are because I am.” In his famed *Letter from the Birmingham Jail*, Dr. King captured the essence of this reality by writing these powerful ideas:

In a real sense all life is inter-related. All [men and women] are caught in an inescapable network of mutuality, tied in a single garment of destiny. Whatever affects one directly, affects all indirectly. I can never be what I ought to be until you are what you ought to be, and you can never be what you ought to be until I am what I ought to be....

This interdependence strengthens us, emboldens us to tackle new challenges, and reminds us that helping others can benefit our own growth as well. Geese are smart enough to know that they travel faster when flying in a unified formation. They also rotate leaders and take care of one another when a fellow goose needs assistance. We can model ourselves after these principles and accomplish more together.

It is with these very ideas in mind that we expect that all students will appreciate the importance of honoring this community in words and actions. In the spirit of inclusive excellence, we recognize that our campus is stronger when everyone feels valued and affirmed. Be yourself... and be responsible for the collective good at the same time. Indeed, just as it only takes a single pull on a loose thread to begin the unraveling of a sweater, a single act that violates the code of conduct can function to tear away at the heart of our precious community. Conversely, every positive and affirming act serves to add another tightening and colorful stitch to the sweater that keeps us all covered and warm.

By joining this special community, you express a conscious and intentional willingness to support this community and represent the university in the best possible manner. Kentucky State will become a better place because of your presence, and in turn, the University will be better positioned to offer life-changing opportunities to you and future Thorobreds.

# **STUDENT ENGAGEMENT AND CAMPUS LIFE MISSION AND VISION STATEMENT**

## **Mission Statement**

The Division of Student Engagement and Campus Life delivers holistic, transformational living, and learning experiences to support our students' intellectual, social, emotional and professional empowerment in becoming global leaders and culturally proficient change agents.

## **Vision Statement**

To establish a national model for student engagement, wellness, and success.

## **Core Values**

- Student-Driven
- Inclusion and Collaboration
- Holistic Learning and Wellness
- Ethical and Professional Conduct
- Innovation
- Empowered by Relationships

## **Purpose**

The University's Division of Student Engagement and Campus Life is committed to supporting our exceptional students as they navigate the many exciting and challenging experiences that await them at the University. It is with this understanding that the University designed the *K-Book* to help you encounter a successful matriculation. We hope that you will make the most of your educational journey by taking advantage of the many programs, services, and activities that are available. The University also expects that all members of the Student Engagement and Campus Life staff will model optimal behavior in the performance of their responsibilities.

## **University Historical Sketch**

From its modest beginnings as a small normal school for the training of black teachers for the black schools of Kentucky, this University has grown and evolved to become the state's unique, small, Liberal Studies institution, serving students without regard to their race, age, sex, national origin, or economic status. In addition to instruction, research, and public service are important, although secondary, emphases at the University.

The Commonwealth of Kentucky first chartered this institution in May 1886 as the State Normal School for Colored Persons, only the second state-supported institution of higher

learning in Kentucky. During the euphoria of Frankfort's 1886 centennial celebration when vivid recollections of the Civil War remained, the city's 4,000 residents were keenly interested in having the new institution located in Frankfort. Toward that end, the city donated \$1,500 (a considerable amount in 1886) and a site on a scenic bluff overlooking the town. This united display of community enthusiasm and commitment won the day. The new college was located in Frankfort in spite of competition from several other cities.

Recitation Hall (now Jackson Hall), the college's first building, was erected in 1887. The new school opened on October 11, 1887 with three teachers, 55 students, and John H. Jackson as President.

In 1890, the institution became a Land Grant College and the institution added the departments of Home Economics, Agriculture, and Mechanics to the school's curriculum. The school produced its first graduating class of five students in the spring of that year. The institution organized a high school in 1893. This expansion continued into the twentieth century in both name and program. In 1902, the institution changed its name to Kentucky Normal and Industrial Institute for Colored Persons. The Institution changed its name again in 1926 to Kentucky State Industrial College for Colored Persons. In the early 1930s the high school was discontinued and the institution was named the Kentucky State College for Negroes in 1938. The institution dropped the term "for Negroes" in 1952. The institution became a university in 1972 and the first graduate students enrolled in its School of Public Affairs in 1973.

Over the past twenty-five years, this University's enrollment and faculty have more than doubled and 29 new structures or major building expansions have enhanced its 511-acre campus that now also includes a 203-acre agricultural research farm. The year 1986 marked the University's centennial anniversary and its evolution over the previous century into a coeducational, liberal arts institution.

## **THE ALMA MATER**

Harriet N. Gibbons, '45 Frederick Jarmon, '43

Hail to our Alma Mater, dear is Her name,  
And there shall be no other to surpass Her fame.  
Hers is the hand that guides us day after day,  
And She will stand beside us, when we go on our way.

May blessings be upon Her, shepherd of youth;  
She holds the seat of honor, in the hall of truth.  
Mem'ries of Her shall never fade from our hearts,  
And we will praise Her ever, for the love She imparts.

Sing ev'ry voice together, let echoes rise.  
Hail to our Alma Mater, shout to the skies.  
Holding the torch of wisdom, She leads the way  
Clasping the hand of freedom, as She marches along.

## **KSU FIGHT SONG**

Robert Townsend

In little Frankfort stands Mighty K.S.U.  
With a will to fight, a will to win no matter what our foes may do. Rah! Rah! Rah!  
Stand up and give a cheer for a Thorobred victory.  
We still do our best when we're asked to stand the test and we'll win victoriously!  
Go Thorobreds Go! Fight Thorobreds Fight!

**-Repeat-**

## **Section I**

### **Guiding Principles and Policies**

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All statements in this handbook (“*K-Book*”) are announcements of present policy only. The University reserves the right at any time to modify or revoke any of the policies and/or procedures contained in the *K-Book*. Accordingly, readers of the *K-Book* should inquire as to whether the University has made any such revisions, amendments, or changes.

The *K-Book* serves as a means of communicating to students their rights, responsibilities, and obligations as members of the campus community; however, it is not to be regarded as a contract or offer to contract. While the *K-Book* is a major source of information, it does not contain all policies a student needs to know. The University has incorporated by reference The Undergraduate Catalog, the Graduate Catalog, and other relevant official University publications. The University’s Colleges and Schools may have additional policies, professional standards, and expectations to which students in those programs must adhere; as such, students must consult with their respective College or School regarding specific policies unique to students within a particular program. Upon request, the *K-Book* is available in an alternative format.

### **KEY UNIVERSITY POLICIES**

University policies are located on the University’s website. General campus policies and procedures may be located at on the University’s Policy and Procedure Library page while academic related policies and procedures relating may be found in the Undergraduate or Graduate catalog on the webpage for the Office of the Registrar. For your convenience, we have summarized key University policies below.

#### **FERPA Policy Statement**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are set forth in the student catalog and on the webpage for the Office of the Registrar. They are:

1. The right to inspect and review the student’s education records within 60 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official shall notify the student of the time and place where the student may inspect the records. If the University official to whom the request is submitted does not have the record, the University official shall advise the student of the correct official to whom the student needs to make the request.

2. FERPA affords individuals the opportunity to amend their education record if inaccurate, misleading, or in violation of privacy or other rights of the student. The student may submit a written request for amendment to the Registrar's Office. The student should include the justification for the proposed amendment. The Registrar's Office is located in the Julian M. Carroll Academic Services Building, Room 323. Within 60 days of receipt of the written request, the University shall provide the student with a decision as to whether Kentucky State is granting or denying the request. If the University denies the request, the student may submit a written request for a hearing in order to challenge the content of the record. The Admission and Recruitment Committee will inform the student of the date, place, and time of the hearing. The student shall submit all requests for amendment and requests for hearing in writing to the Office of the Registrar.
3. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest
  - Other schools to which a student is transferring
  - Specified officials for audit or evaluation purposes
  - Appropriate parties in connection with financial aid to a student
  - Organizations conducting certain studies for or on behalf of the school
  - Accrediting organizations
  - To comply with a judicial order or lawfully issued subpoena
  - Appropriate officials in cases of health and safety emergencies
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

**Family Policy Compliance Office  
United States Department of Education  
400 Maryland Avenue SW  
Washington, DC, 20202-4605**

In addition, the University has the right to disclose certain information about its students to third parties without the student's consent. This information includes:

- student's name, addresses, telephone numbers, campus e-mail address, major and minor fields of study, dates of attendance, classification, degrees and awards received, previous educational institutions attended, student organization participation, participation in University-recognized organizations and activities, height and weight of athletic team members, pictures, and dean's and president's lists.

However, FERPA also grants you the right to refuse to permit the University to disclose this information to others without your consent. If you wish to instruct the University not to disclose directory information about you, please contact the Office of the Registrar at 502-597-6234.

### **Alcohol Policy Statement**

The possession and/or consumption of alcoholic beverages on University property is subject to the laws of the Commonwealth of Kentucky and University policy developed in keeping with this policy. The University expects that all community members shall obey these laws and policy. The University promotes an environment where alcohol is unavailable to underage students and where alcohol education and counseling programs are available.

### **Drug-Free Policy Statement**

The University is committed to providing a healthy and safe environment for its students, faculty, and staff through its compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989. In accordance with these laws, students are to take note of the standards of conduct that shall be applicable while on University property, on University business or at University sponsored activities.

University policy, federal laws, state laws, and local ordinances prohibit students, faculty, and staff from unlawfully possessing, using, dispensing distributing, or manufacturing of illicit drugs on University property, on University business and/or at University sponsored activities. Any student, faculty, or staff who violates the University's standards of conduct shall be subject to appropriate disciplinary action up to and including suspension and/or termination.

In addition to University sanctions, students or employees may be subject to prosecution and imprisonment under federal and/or state laws.

### **Tobacco-Free Policy Statement**

The University prohibits the use of tobacco products on all property it owns, operates, leases, occupies or controls. For the purpose of this policy, the University defines tobacco as any lighted or unlit cigarette, cigar, pipe, bidi, clove cigarette, or any other smoking product. Smokeless or spit tobacco, dip, chew, snuff, or snus, in any form, are also prohibited.

Property for the purpose of this policy includes buildings and structures, grounds, enclosed bridges and walkways, parking structures, parking lots, and vehicles as well as personal vehicles in these areas.

### **Equal Opportunity/Affirmative Action Policy Statement**

The University does not discriminate in the administration of any educational services or any employment decisions on the basis of race, color, religion, sex, age (except for minors), marital status, national origin, citizenship status, disability, military service status, or any other status protected by law absent a bona fide occupational qualification. Non-discrimination requires compliance with federal or state employment laws and regulations including but not limited to the following: Equal Pay Act of 1963, Title VII of the Civil Rights Act of 1964, as amended, and Age Discrimination in Employment.

The University is committed to providing equal employment opportunity for all persons regardless of race, color, religion, sex, age (except for minors or for a bona fide occupational qualification), marital status, national origin, citizenship status, disability, military service status, or any other status protected by law.

The University has charged The Office of Human Resources with the University's compliance with Title VII of the Civil Rights Act of 1964. Any person who wishes to file a complaint alleging discrimination or harassment should file the complaint in writing with the Office of Human Resources, Kentucky State University, Academic Services Building Room 241, Frankfort, Kentucky 40601, (502) 597-6667, or the U.S. Department of Education, Office for Civil Rights, 400 Maryland Avenue, SW, Washington, DC. 20202, 1-800-421-3481 (V), 1-800-877-8339 (TTY).

### **Veterans Policy Statement**

The University does not discriminate against any individual based on the individual's status as a disabled veteran, recently separated veteran (as defined by P.L. 107- 288), veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized, or veteran who participated in a US military operation for which an Armed Force Services Medal was awarded pursuant to EO 12985 with respect to employment, including recruitment, hiring, promotion, compensation and any other condition, or privilege of employment for which a veteran may be otherwise qualified.

The University has adopted this policy to ensure compliance with its obligation as a federal contractor under the Vietnam Era Veteran's Readjustment Assistance Act, specifically 38 USC Sec. 4212, and its implementing policies, 41 CFR 60-250. The University shall direct anyone making a complaint arising reason of alleged discrimination to the Office of Human Resources, Academic Services Building 241, Frankfort, KY 40601, (502) 597-6667.

### **Americans with Disabilities Act Policy Statement**

The University does not discriminate against any student, employee, or applicant for admission or employment based on disability status.



Any employee who has a bona fide disability and needs a reasonable accommodation should contact the Office of Human Resources at (502) 597-6667. Any student who has a bona fide disability and needs a reasonable accommodation should contact the Office of Disability Services at (502) 597-6041.

All brochures, letters, and other invitations to campus events should contain the following:

If you require special assistance relating to a disability, please contact the Coordinator of the Disability Resource Center, at (502) 597-6041, or in Hathaway Hall, Office 107.

### **Campus Security Policy Statement**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (referred to as the Clery Act) is part of the Higher Education Opportunity Act. It requires institutions of higher education that receive federal financial aid to report specified crime statistics on college campuses and to provide other safety and crime information to members of the campus community. The purpose of the report is to give individuals in the University community the information they need for their personal safety and security while on campus. The Annual Security Information Report containing campus crime reporting procedures, policies, sexual harassment and sexual offense policies, crime statistics and a list of victim advocates is available for viewing on the campus security webpage.

A hard copy version is available through the Office of Campus Security upon request.

The Michael Minger Life Safety Act (referred to as the Minger Act) requires institutions of higher education in Kentucky to report crime statistics to current and prospective students and employees, to maintain a daily crime log, to report a fire or threat of fire to the State Fire Marshal immediately, and to issue special reports when there is an ongoing threat to the safety of students and employees. The University provides an annual report of campus safety policies, programs and statistics to the Kentucky Council on Postsecondary Education.

### **Hazing Policy Statement**

The University is concerned about the emotional, psychological, and physical health and well-being of its students. Any form of hazing by individuals or groups is unacceptable and is in direct conflict with institutional values related to the rights and dignity of students, all of whom have the right to belong to groups without risk of danger or humiliation. Consent to hazing is never a defense to a violation of this policy.

The laws of the Commonwealth require that all Kentucky colleges and universities adopt policy statements regarding hazing activities. This policy applies to the conduct of students, organizations, faculty and staff, as well as visitors and other licensees and guests on campus in accordance with KRS 164.375.

The intent of this statement is to set forth the University's position regarding hazing and to fulfill this statutory mandate. The University believes that new and existing members of

groups and teams can expect to participate in educational and enjoyable activities that build teamwork and camaraderie among all members of the group. The University intends for these activities to create a sense of identity and commitment within a group and are generally acceptable and encouraged. However, students should never be subject to any form of hazing by either an individual or a group.

The University considers this policy incorporated by reference in the bylaws of all organizations operating on campus.

A person commits the offense of hazing if that person engages in hazing or solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing. A person also commits the offense if that person intentionally, knowingly, or recklessly permits hazing to occur, or has firsthand knowledge of the planning of a specific hazing incident or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge to the appropriate University officials.

An organization commits an offense of hazing if the organization condones or encourages hazing, or if the organization's officer, member, pledge, or alumni commits, condones, encourages, or assists in the commission of hazing.

The University adjudicates hazing allegations against students alleged to have committed conduct violations through the student conduct system as detailed in this *K-Book*. The University reserves the right to refer students for criminal prosecution. Students found in violation of this policy may face sanctions detailed in this handbook up to and including suspension, expulsion, or other appropriate disciplinary action.

The University adjudicates hazing allegations against organizations alleged to have committed conduct violations based upon their form. The University will refer all Registered Student Organizations (RSO) (including but not limited to Greek Organizations, Club Teams, etc.) to the Dean of Student Leadership, Conduct, and Health.

The University adjudicates hazing allegations against staff and faculty in accordance with the University's Policy Manual and/or Faculty Handbook. Violations of this policy can result in disciplinary action up to, and including, termination. The University also reserves the right to refer staff and faculty for criminal prosecution.

As for visitors, other licensees and guests on campus found in violation of this policy, the University may take action including, by not limited to, the rescission of permission to operate or be present on campus property. The University also reserves the right to refer visitors, other licensees and guests for criminal prosecution.

### **Medical Amnesty Policy Statement**

Individuals and student organizations are encouraged to seek the necessary medical attention for themselves and community members who have over consumed alcohol or drugs. The medical amnesty policy allows for safe reporting of alcohol or drug abuse without fear of disciplinary and/or conduct sanctions in such situations. This policy allows University

officials to practice discretion on a case-by-case basis to determine whether to grant amnesty from charges and sanctions issued by the various disciplinary authorities at the University.

Under medical amnesty, a student or student organization who seeks emergency assistance on behalf of himself or herself, another community member, or a friend experiencing an alcohol or drug related emergency the University shall not be subject to disciplinary action under the University conduct system. If a party with authorization over a particular dwelling proactively requests a “sweep” of their premises by a police or canine unit, then that organization will not face conduct charges.

Although students who qualify for medical amnesty are exempt from disciplinary charges and sanctions, they may still be responsible for completing educational measures in relation to their alcohol or drug consumption. Educational measures may include, but are not limited to:

- Parental notification if under the age of 21;
- Alcohol and drug education; or
- A written project.

Students who qualify for medical amnesty will still be required to meet with the Dean of Student Leadership, Conduct, and Health.

The University will not apply this medical amnesty policy in situations where a University employee acting within the scope of their responsibilities makes the call for medical assistance. Additionally, law enforcement agencies may act within their own jurisdictions in enforcing local, state, and federal laws.

### **Title IX Policy Statement**

The University prohibits all forms of sexual discrimination, including Sexual Misconduct. The University is committed to providing a safe learning, living, and working environment for all members of the University community. Consistent with this commitment, the University prohibits sexual assault, stalking, domestic violence, dating violence, and sexual exploitation. Complicity in the commission of any act prohibited by this Policy or retaliating against someone for the good faith reporting or other participation in this Policy is strictly prohibited. Additionally, the University is committed to raising awareness of issues relating to Sexual Misconduct and its prevention, providing training and continuing education for students, faculty, and staff.

Employees or students who violate this regulation may face disciplinary action up to and including termination or expulsion. The University will take prompt and equitable action to prevent prohibited conduct, discipline anyone who violates this policy, stop further prohibited behavior, and remedy the effect of any such conduct. The University conducts ongoing

prevention, awareness, and training programs for employees and students to achieve the goals of this regulation.

Every member of the University community is responsible for fostering an environment free from prohibited conduct. All members of the campus community are encouraged to take reasonable and prudent actions to prevent or stop any acts of prohibited conduct. The University will support and assist community members who take such actions. For more information, contact the Title IX Coordinator at 502-597-6152, or in the Carl M. Hill Student Center, Suite 320.

**On-Campus Conduct:** The Policy applies to conduct that occurs on-campus, including conduct on property owned or controlled by the University.

### **Pet Policy Statement**

The only pets permitted in University Housing are fish. Aquariums for the fish are limited to a ten-gallon capacity. Those violating this policy will be charged \$50, required to immediately remove the pet, and may face judicial action. Additional charges for any required cleaning and/or pest extermination related to a pet violation will be charged to the student(s).

For assistance with emotional support or service animals, please contact the Disability Resource Center.

Again, this list is not exhaustive, and the university retains the right to add elements to it based on emerging issues and trends. Additional detailed behavior misconduct examples are housed in the Office of the Dean of Student Leadership, Conduct, and Health.

## **Section II**

### **Student Conduct**

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#### ***The Thoroughbred Creed:***

##### **PREAMBLE**

Since its humble beginnings in 1886, as a school for the education of African-American teachers, Kentucky State University has created a rich heritage of producing great leaders. These leaders entered the halls of our University to learn and went out to serve our Commonwealth, our Nation, and our World.

It is with the recognition of our history and the belief that all members of this community have the ability to achieve eminence in every field of endeavor that we daily practice and uphold our ideals as stated here.

##### **AS A TRUE THOROBRED**

I will practice personal and academic integrity;

..

I will respect the dignity, rights, and property of all persons;

..

I will discourage bigotry and discrimination, while striving to be intentionally inclusive by learning from differences in people, ideas and opinions;

..

In thought, word, and deed, I will support excellence in the learning, growth and development of others;

..

Allegiance to these ideals requires each Thoroughbred to refrain from and seek to prevent behaviors which threaten the freedom and respect every individual deserves.

..

Daily, I will practice responsibility, leadership, and service to my community, and I will be proactive in projecting the best image of myself and my campus.

## **Academic Conduct**

This section of the *K-Book* provides descriptive information regarding some of the academic policies and procedures with which students should be familiar. Please note that the primary sources for academic information are the University's Undergraduate and Graduate Catalog.

### **Academic Integrity**

Academic Integrity is a fundamental value for the University's community of students, faculty, and staff. We collectively wish to promote the highest and more honorable pursuit of intellectual achievement and understand the importance of manifesting integrity in all of our efforts. It should therefore be clearly understood that students engaging in acts of academic dishonesty may be subject to sanctions. Any student who knowingly assists in any form of academic dishonesty shall also be subject to sanctions. Academic dishonesty can occur in different forms, some of which include cheating, plagiarism, and forgery.

### **Academic Dishonesty**

#### **Plagiarism**

Plagiarism is the intentional or unintentional act of submitting the work of another as one's own. If the student has any uncertainty regarding plagiarism in the submission of any class material, he or she should discuss the matter with the instructor prior to submission of the material. Examples of plagiarism include:

- Submission of the complete or partial work, or of the words, ideas, or format of another, published or unpublished, without appropriate reference and source credit
- Employing or permitting another person to produce, alter, or revise material that the student submits as his or her own.

#### **Cheating**

Cheating is the fraudulent or deceptive taking, giving, or presenting of any information or material with the intent of aiding oneself or another on any academic work that is considered in any way in the determination of a course grade. Cheating includes, but is not limited to:

- Copying another student's homework;
- Copying another student's answers to test questions;
- Allowing or requesting someone else to do work for him/her on homework or tests;
- Possession or the attempt to gain possession of tests prior to their administration;

- Breaking or entering a locked or unoccupied office in an attempt to gain an unfair advantage;
- Using a cell phone or other device to obtain materials from websites or other students during tests;
- Using reference materials that have not been allowed by the instructor during tests;
- Using handwritten or printed notes during a “closed book/closed notes” test;
- Employing bribery, intimidation, or harassment in an attempt to gain unfair advantage;
- Purchasing or utilizing pre-made papers, projects, or other assignments;
- Using a paper, project, or other assignment prepared by another individual;
- Engaging another person to take a test (class-related or standardized, such as the GRE) in his/her place;
- Knowingly allowing someone else to represent your work as his/her own;
- Falsely attesting that work has been accomplished when it has not been;
- Falsely attesting that functions or classes were attended that were not attended; and
- Providing a false excuse for missing a deadline or schedule.
- Altering answers to test questions after the tests have been graded and returned;
- Altering grade report forms or changing grade forms or class rolls, either in their physical or electronic (computer file) form;
- Altering, falsifying, or misusing any other University documents;
- Falsifying research data or committing other forms of scientific misconduct;
- Falsely recording the signature of an advisor, instructor, or any university official on any official University academic document; and
- Providing false information to a faculty member or administrator.

### Forgery

Forgery is falsely recording the signature of an advisor, instructor, or any university official on any official University academic document.

## **Procedures Related to Academic Dishonesty or Misconduct**

### Investigation and Determination

#### (Procedures codified in the Undergraduate Catalog)

1. Responsibility of the Instructor: An instructor who has evidence that a student has committed an academic offense shall attempt to arrange a personal conference with the student to discuss the matter. The instructor shall present the evidence of the offense, give the student an opportunity to state his/her case, and make known to the student the charges and possible sanctions that may be imposed and/or recommended. If the student is unavailable or fails to attend such a conference, the instructor shall proceed to inform the student of the nature of the evidence, the charges and the possible sanctions

by certified mail, with copies to the Chairperson of the Department in which the student is enrolled. The instructor may then proceed to assign any grade on a paper or examination related to the offense, assign any grade for the course in which the offense occurred, or recommend to his or her Chairperson a more severe sanction.

2. Responsibility of the Chairperson: After reviewing the report from the instructor and making any appropriate investigation, the Chairperson will forward the materials, along with his or her own recommendation, to the Provost. The Chairperson shall notify the student of his or her recommendation by certified mail.
3. Responsibility of the Vice President for Student Engagement and Campus Life: After reviewing the material furnished and conducting any appropriate investigation, the Provost will forward the material, along with any recommendations, to the Vice President for Student Engagement and Campus Life, as well as to the student by certified mail.

For recommendations of suspension or dismissal, the Vice President for Student Engagement and Campus Life shall notify the student of his or her recommendation by certified mail, with copies sent to the instructor, the Chairperson of the Department in which the offense occurred, and to the Registrar.

For all sanctions, the Vice President for Student Engagement and Campus Life will forward the case to the All-University Court for processing according to the standard procedure of that court, as well as provide notice of the recommendation to the student by certified mail.

### Sanctions for Academic Offenses

For a student found to have committed an academic offense, Kentucky State may consider imposing one or more of the following sanctions:

- Assignment of any grade on a paper, examination, or other material related to the offense;
  - Assignment of any grade for the course in which the offense occurred;
  - Forced withdrawal from the class in which the offense occurred; and/or
  - Suspension from the Kentucky State for a specified period including exclusion from all classes and termination of student status and all related privileges and activities
- NOTE: A student who violates any of the terms of suspension shall be subject to further discipline in the form of permanent dismissal.

### Appealing a Sanction

The student receiving a sanction shall have the right to appeal the alleged conduct violation to each higher level of authority. The student may challenge the sanction by submitting a written appeal to the faculty member and the Vice President for Student Engagement and Campus Life within fifteen (15) calendar days of receiving the sanction notice.

Failure to make an appeal within this fifteen (15) day time period shall constitute a waiver



of the appeal right and shall result in the sanction becoming final as recommended and the case is considered complete, except as noted below in cases in which the sanction includes probation, suspension, or expulsion.

## **Behavioral Conduct**

It is our expectation that students will desire to conform to the Code of Conduct mentioned in this *K-Book*, in order to ensure a safe and productive campus community for everyone to enjoy. In those instances when students do not demonstrate adherence to the Thorobred creed and violate policies contained in this *K-Book*, the University has established protocols for responding accordingly. Students are responsible for knowing University policies, disciplinary procedures, and sanctions. Students need to understand that they are also subject to criminal statutes and penalties.

### **Examples of Behavioral Misconduct**

The following constitute violations of the Student Code of Conduct:

#### **Disruptive behavior**

Disruptive behavior is intentional conduct that disrupts the academic environment and interferes with the ability of faculty to teach or other students to learn. Disruptive behavior includes, but is not limited to:

- “Shouting down” a faculty member, student, or other speaker; and
- Physically or verbally harassing an instructor or fellow student.

#### **Harm to the facilities that support the academic environment**

This type of academic misconduct occurs when a student purposely harms the facilities that support the academic environment. It includes, but is not limited to, damaging books, laboratory equipment, computers, and other facilities.

#### **Sabotage**

Sabotage is the intentional act of preventing others from completing their work. Sabotage includes, but is not limited to:

- Stealing books or other materials from the library, computer center, or other University facilities;

- Removing pages from University owned books or journals;
- Inhibiting another student from completing or turning in their work;
- Destroying the work of another student; and
- Fabrication, disruptive behavior, and harm to facilities that support the academic environment.

### *Dangerous Behavior*

Purposely, knowingly, or recklessly endangering or threatening to endanger the life, health, safety, or property, of others, including projecting or causing an object to fall from a building.

### *Sexual Misconduct*

Subjecting another person to any form of sexual misconduct (e.g., physical, verbal, visual, online/electronic/social media, etc.). Offenses of this nature and the procedures for resolving them are set forth in the University's Title IX Policy.

### *Harassment*

Engaging in a course of conduct intended to harass, intimidate, or unreasonably impair a person's ability to participate in or fully benefit from the campus environment.

### *Hazing*

Any reckless or intentional act, occurring on or off campus, that produces physical, mental, or emotional pain, discomfort, humiliation, embarrassment, or ridicule directed toward other students or groups (regardless of their willingness to participate), that is required or expected of new members and which is not related to the mission of the team, group, or organization. This includes any activity, whether it is presented as optional or required, that places any member in a position of servitude as a condition of membership or continuing membership.

### *Weapons*

It is a violation of university policy to possess a deadly weapon on all university property. It is also a violation to include the following item:

- tasers/stun guns;
- pellet guns;
- BB guns;
- airsoft guns;
- paint ball guns and firearms;
- explosives;
- fireworks; and
- other deadly weapons or look-alike or replica weapons.

### Fire/Safety Hazards

Creating a fire or safety hazard, abusing/misusing safety equipment, transmitting false fire alarms, or helping or influencing others in such offenses.

### University Policies

Violating any published or posted university rule or regulation or encouraging, assisting, or helping someone to violate University policies.

### Violations of Law

Evidence of violation of local, state, or federal laws.

### Trespassing

Unauthorized entry to, or unauthorized use of, any University property or facilities; this includes, but is not limited to:

- a) Failing to comply with residence hall visitation policies;
- b) Failing to comply with residence hall policies as listed in the residence hall guidelines and/or the housing contract; and
- c) Unauthorized entry to, or unauthorized use of, any other University property or facilities.

### False Identification

Falsifying identity and/or other identifying information on University documents or records, or refusing to produce or producing false identification when requested by University personnel.

### Information Technology

Interfering with the use of or abusing any part of University computing services or facilities, or any other violation of the University's Information Technology policies and procedures.

Students must also comply with the technology usage policies established by faculty in their courses, including limitations on laptop and cell phone usage.

### Disciplinary Insubordination

Failing to abide by the terms of any disciplinary sanction properly imposed by a University official, committee, agency or hearing body.

### Violations are not limited to the areas and examples given

The examples given above are illustrative only as it is impossible to delineate or cite every possible violation. Any act that violates the principles of honesty and fairness or damages

the facilities that support the academic environment, including acts that do not fit neatly into any of the above examples, may invoke the academic discipline process.

## **Procedures Related to Behavioral Misconduct**

### **Introduction**

The University has designed its Student Conduct system to be educational, disciplinary, restorative, and fundamentally fair. All parties must receive equal and just treatment, with due respect for all individual rights and privileges. The University ensures that the party alleging the policy violation (Complainant) has the same rights as the party alleged of violating the policy (Respondent) has. Students under this system have the right to appeal hearing body decisions.

The University's jurisdiction for the Student Conduct shall not be limited to conduct which occurs on Kentucky State's property. The University shall also have jurisdiction for off-campus conduct in the following situations:

- Student activity in direct connection with any credit-bearing experiences, including, but not limited to:
  - internships;
  - field trips;
  - study abroad; or
  - student teaching.
- Any activity supporting pursuit of a degree, including, but not limited to:
  - research at another institution or a professional practice assignment;
  - any activity related to an athletic or other extracurricular activity as a representative of the University;
  - or conduct which adversely affects the university community and its pursuit of its objectives.

### **Investigation and Determination**

(Procedures DO NOT include sexual misconduct covered by Title IX)

Any member of the university community may report any student for misconduct and such reports may originate from parties outside of the university community. A report should be prepared in writing and submitted to the Dean of Student Leadership, Conduct, and Health. The student retains all rights and privileges of a student in good standing until determined to be "responsible" for violating law or policy except cases of emergency necessary to protect the student and/or preserve the safety of the campus community.

The University reserves the right to investigate off-campus conduct under these limited circumstances.

The Dean of Student Leadership, Conduct, and Health will assign cases for hearing when the offense involves bodily harm, property damage, or multiple offenses not involving bodily harm and/or property damage. The Dean of Student Leadership, Conduct, and Health shall ensure that the University provides due process rights to both the Complainant and Respondent.

### **Resolution Process** **(Non-Academic in Nature and Unrelated to Title IX)**

The University will use the disciplinary authority inherent in its responsibilities to protect its educational purposes and processes. In the exercise of this authority, the University shall ensure that the student alleged to have violated Kentucky State's Code of Conduct shall receive due process.

#### **Standard of Proof**

The University uses the "preponderance of the evidence" standard to decide if a student is responsible or not for a violation. As such, hearing officer(s) should weigh whether it is "more likely than not" a student committed a violation based on the available information. Put another way, hearing officer (s) need only be 51% sure that a violation occurred.

#### **Investigation**

Resident Directors or the Dean of Student Leadership, Conduct, and Health may conduct an investigation to determine whether the allegations of a policy violation have merit, and/or if they can be disposed of administratively by mutual consent of the involved parties. Such agreed dispositions shall be final and there shall be no right of appeal.

#### **Informal Resolution**

Resident Directors (RDs) are professional staff residing in the residence halls who oversee the operation of the facilities, supervision of staff, and the development of the residence hall community. The RDs have the authority to handle all offenses that do not involving bodily injury and/or property damage and constitute only the first or second offense. Resident Hall Directors also have the authority to warn, reprimand, and impose educational consequences. Resident Hall Directors do not have the authority, however, to withhold any benefit a student is otherwise entitled or to restrict their liberty.

#### **Formal Resolution** **Student Conduct Hearing**

The Dean of Student Leadership, Conduct, and Health shall schedule a Student Conduct Hearing if University officials cannot handle the matter through the informal resolution

process. The hearing body shall create a single official record in written, audio, or other method as selected by the hearing body. The record shall be the property of Kentucky State and maintained by the Dean of Student Leadership, Conduct, and Health.

The purpose of the student conduct hearing is to arrive at a fair and just decision. All hearings shall be private. Rules of Evidence shall not apply. If the Complainant or Respondent does not appear for the hearing, provide sufficient notice, or a reasonable excuse for their absence, the hearing may proceed without the Complainant or Respondent present.

### **Hearing Process**

The parties shall have the opportunity to present information and witnesses and the hearing body shall hear the matter in a just manner. During the presentation of information and witnesses, the party presenting the information or witnesses will be able to ask initial questions followed by questions from the other party. The hearing body shall also have the opportunity to ask questions. The parties shall direct questions about the information or witnesses through the hearing body who will determine whether the question is relevant to the proceedings.

The order of presentation for the hearing will normally follow the steps indicated below:

1. Introductions and reading of the alleged violation(s).
2. Opening statement by the Complainant.
3. Opening statement by the Respondent.
4. Presentation of witnesses by the Complainant.
5. Presentation of witnesses by the Respondent.
6. Presentation of information by the Complainant.
7. Presentation of information by the Respondent.
8. Questions from the hearing body.
9. Closing statement by the Complainant.
10. Closing statement by the Respondent.
11. Closed session deliberation by the hearing body.
12. Decision of responsibility rendered by the hearing body.
13. Students found responsible for policy violations may present two-character witnesses. Complainants may present a statement regarding the effect of policy violation(s).
14. Closed session deliberation by the hearing body to determine appropriate sanctions.
15. Decision of sanctions rendered by the hearing body.

During the closed deliberation session, the hearing body will meet to decide whether the Respondent is responsible for violating the alleged university policies by a preponderance of the evidence. If the hearing body finds the Respondent responsible, the hearing body will

assign sanctions taking into consideration any prior violations, character witnesses presented by the Respondent, and the Complainant's statement regarding the effect of policy violations.

## **University Staff Roles and Responsibilities**

### *1. Resident Directors:*

RDs are authorized by the Dean of Student Leadership, Conduct, and Health to: 1) determine if a student has committed lower-level infractions of the Student Code of Conduct that do not involve bodily injury or property damage; and 2) to administer the imposition of warnings, reprimands, and educational consequences. If the involved parties cannot mutually dispose of the allegation, the RDs shall refer the matter to the Dean of Student Leadership, Conduct, and Health for a hearing.

### *2. Dean of Student Leadership, Conduct, and Health:*

The Dean oversees the entire student conduct system as designated by the University President. S/he may adjudicate any policy violation including residential community cases and other violations of the Student Code of Conduct. If the involved parties cannot mutually dispose of the allegation, the student shall have an Administrative Hearing with the All-University Court.

### *3. All-University Court:*

All-University Court hears cases that cannot be resolved through the aforementioned resolution process. This hearing body shall consist of five members — two faculty members, two staff members, and one student member — approved by the President of the University. The terms of the appointment shall be one-year appointments subject to renewal each academic year.

### *4. Board of Regents:*

Kentucky Revised Statute 164.370 provides that: Each Board of Regents may invest the faculty or a representative committee of designated faculty, staff, and students with the power to suspend or expel any student for disobedience to its rules, or for any other contumacy, insubordination or immoral conduct. In every case of suspension or expulsion of a student, the person suspended or expelled may appeal to the Board of Regents. The Board of Regents shall prescribe the manner and the mode of procedure on appeal. The decision of the Board of Regents shall be final.

## **Student Rights**

Students have the following rights in the student conduct system:

**Notification** – The Respondent shall have the right to receive notification of the alleged policy violation. The notification shall also include the time and place of the hearing and the hearing body to which the case is assigned. The Dean of Student Leadership, Conduct, and

Health shall be responsible for ensuring that all notifications and correspondence to the Complainant and the Respondent are sent via University email.

Hearing - The Respondent has the right to appear in person without counsel before the hearing body make a final decision. If the Complainant or Respondent chooses not attend the designated hearing, the hearing may continue in the absence of that party.

Information – The Respondent shall have access to all information presented in the hearing to determine responsibility of the alleged policy violation(s). The Respondent may present to the hearing body as much or as little information as the Respondent so chooses. Neither party is not required to participate in the hearing, but in doing so, that party will lose the opportunity to voice his/her perspective on the proceedings.

Witnesses – The Respondent may present witnesses who have information regarding the facts of the case that may help determine whether the Respondent is responsible for the alleged violations. The Respondent can only present character witnesses in the sanctioning phase of a hearing. The Respondent may present up to two character witnesses to speak on his or her behalf.

Silent Advisor – Both parties have the right to bring a silent advisor of their choice throughout the hearing process. However, the only Complainant and Respondent are responsible for presenting their case. The silent advisor may only advise the party and may not actively participate in the disciplinary process. **The silent advisor may not be a lawyer.** The proceedings are not a court case and the silent advisor may not speak during the hearing.

Written Decision – The Dean of Student Leadership, Conduct, and Health shall receive written notification of the hearing results and any sanction(s) if applicable as soon as possible after the hearing and will ensure that it is immediately communicated to the Respondent via University email.

Appeal – The Respondent has the right to appeal the outcome of the decision. In cases in which the Respondent accepts responsibility for the allegation, the Respondent retains the right to appeal the sanction.

### **Sanctions and Consequences: The BRED Approach**

The University has the authority to impose consequences and/or sanctions on students who violate university policy. Upon the finding of a violation, the hearing body shall determine appropriate consequences and/or sanctions. Consequences and/or sanctions shall bear a reasonable relation to the nature of the violation of University policies for which the consequence and/or sanction is imposed. In determining possible consequences and/or sanctions, the University shall consider the violation at hand, the welfare of the student and the campus community, and the prior disciplinary record of the student, with the goal of assigning the minimum consequence and/or sanction necessary to prevent the behavior from recurring.



Ultimately, the University's approach to sanctioning behavioral conduct violations is informed by an educational, developmental, and restorative perspective. The BRED (Balance, Restitution, Education, Dignity) Approach incorporates accountability and aims to serve all equally in an unbiased and fair manner.

- *Balance* – taking a level of responsibility and acknowledgement of the conduct violation after a comprehensive investigative process
- *Restitution* – providing a level of service as a means of amending the disciplinary violation that has taken place, inclusive of financial obligations or service work
- *Education* – engaging in a form of educational training or programming inclusive of opportunities through educational enrichment or mental health support
- *Dignity* – transitioning to a sense of pride and reconnection with the campus culture and growth in community engagement

When a student has his or her rights violated or violates the rights of others, the campus community is affected and appropriate consequences will follow. By using restorative practices, the University encourages students to take active responsibility for their actions and work within the Office of the Dean of Student Leadership, Conduct, and Health to repair and heal any harm created by misconduct as well as seek to minimize the reoccurrence of the inappropriate behavior.

#### Sanctions for Behavioral Misconduct

- Administrative Loss of Privileges - suspension of the privileges of a student prior to or as a component of the disciplinary process. The student will receive written notification of any loss of privileges.
- Administrative Assessment – a financial penalty to hold students accountable for their actions or to pay for resources required to fund another sanction.
- Community Service – service to university or designated community agency. RDs have the authority to impose this sanction.
- Eviction – forced removal from the residence halls, a classroom, or other university property.
- No Contact Order – a directive to refrain from any contact, direct or indirect, with one or more designated persons or group(s) through any means including personal

contact, email, text messaging, telephone, social media, or third parties. A No Contact Order may be temporary or permanent.

- Restitution – payment to Kentucky State or to an individual for damages to university property or personal property.
- Warning - written notice advising that the student's behavior has been found in violation of the Student Conduct Code. In addition, the student is advised against recurrence of behavior in violation of the Student Conduct Code. The RDs have the authority to impose this sanction.
- Probation - written notice that it has been determined that there is substantial evidence that a student has violated University policies, rules, regulations, or the Student Conduct Code. Probation may include designated restrictions on the student.
- Suspension – temporary removal of student from campus for a specified period. Suspension may be imposed even though the violator has not received a previous sanction of warning or probation. Under provisions of KRS 164.370, a student suspended for violations of the Student Conduct Code shall have the right of appeal to the Board of Regents. The decision of the Board of Regents is final.
- Expulsion –expulsion is for an indefinite period of time, and may be imposed even though the violator has not received a previous sanction of suspension, warning, or probation. Only when the President or his/her designee removes a sanction of dismissal may a student apply for readmission. Normally, dismissed students must wait two years before requesting removal of the dismissal sanction from their records and annually thereafter. Expelled students must meet all other University requirements before being reinstated. Under provisions of KRS 164.370, a student expelled for violations of the Student Conduct Code shall have the right of appeal to the Board of Regents. The decision of the Board of Regents is final.

### **Consequences Designed to Provide Student Support**

- Alcohol/Substance Abuse Assessment – referral to the Center for Emotional Wellness or other appropriate provider for an assessment to identify alcohol and/or substance misuse/abuse or risk factors and to make potential recommendations for treatment. \*\*
- Mental Health Support – referral to psychoeducational programming with mental health counselors or interventionists for topics that may include anger management, interpersonal relationships, boundaries, and personal responsibility.
- Educational Enrichment – referral to attendance or participation in a prearranged class, program, or activity designed to educate or address a particular behavior, topic, or issue.

- Peer Intervention — an option for students to receive peer intervention or participate in peer mediation.

## **APPEALS**

The Respondent has the right to appeal the outcome of a hearing. The Respondent must submit the appeal to the Vice President for Student Engagement and Campus Life, who shall serve as the Appeals Officer, or his/her designee, in writing, within two (2) business days of receiving the outcome. “In writing” means a document that is hand written, typed, or emailed.

Only the following constitute grounds for appeal of a hearing:

- Procedural irregularity that, had it been addressed, would cause a significant difference in the finding or sanction;
- Sanctions inconsistent with nature of the violation;
- New information not available for the original hearing that could significantly impact the findings. Information that was known to the Complainant or Respondent during the investigation, but which he or she chose not to present, is not new information. A summary of this new information and its potential impact on the investigation findings must be included in the written appeal.

The process for appeals differs based on the nature of the sanctions imposed.

### Appeals Involving Sanctions other than Suspension or Expulsion

1. The student may appeal the decision to the Vice President for Student Engagement and Campus Life. The student must submit his/her appeal in writing within two business days after the decision is served on the student by mail.
2. The Vice President for Student Engagement and Campus Life shall review the appeal to determine if there are grounds for the appeal.
3. If no grounds for appeal exists, the Vice President for Student Engagement and Campus Life shall deny the appeal and the sanction will be final.
4. If the Vice President for Student Engagement and Campus Life finds that grounds for appeal exist, the Vice President for Student Engagement and Campus Life shall review the appeal based only on the grounds identified in the appeal.
5. The Vice President’s decision shall be final.

### Appeals Involving Sanctions of Suspension or Expulsion

1. The Vice President for Student Engagement and Campus Life will evaluate the appeal and determine whether grounds for appeal exist.

2. The Vice President for Student Engagement and Campus Life shall review the materials submitted and make the appropriate decision.
3. The student may appeal the Vice President's decision to the Board of Regents. The student must appeal on one of the three grounds listed above. The student must appeal in writing, within two business days of receiving the Vice President for Student Engagement and Campus Life's decision. The student must submit his/her appeal, the hearing body's original decision, the student's original appeal, and the Vice President for Student Engagement and Campus Life's response, along with the new appeal, to the Board of Regents.
4. The Board of Regents' decision shall be final.

*Principles Governing Appeals of Sanctions:*

1. Unless the student is appealing based on new information that was not available at the original hearing, the persons hearing the appeals shall not consider matters outside of the hearing record in making a determination.
2. Appeals that are granted based upon a procedural error that, had it been corrected, would cause a significant difference in the sanction, shall be remanded back to the original hearing body to correct the procedural error.

## **Temporary Emergency Action**

### **Overview**

The University reserves the right to impose temporary emergency action upon a student when there is reason to believe, based upon available information, that the student poses an immediate threat to the safety, health or welfare of persons, property, or the orderly operation of the University. Kentucky State shall only use the temporary emergency action in extraordinary circumstances when there is potential or threat of danger or disruption and the serious nature of the threat requires immediate action. The temporary action is interim in nature, pending the outcome of the disciplinary process. Following the imposition of temporary emergency action, the University shall provide the applicable disciplinary process as expeditiously as possible.

Emergency action includes, but is not limited to the following:

- **Emergency Temporary Suspension** - This action requires a student to leave campus property immediately, and not return during the suspension period, and/or comply with other stated conditions for a specified period. The Vice President for Student

Engagement and Campus Life, Dean of Student Leadership, Conduct, and Health, or the Director of Housing and Residence Life may impose emergency suspension.

Emergency Temporary Housing Relocation/Removal - The Vice President for Student Engagement and Campus Life, Dean of Student Leadership, Conduct, and Health, or Director of Housing and Residence Life may impose this action upon a student. When a University Official removes a student from housing, the student cannot enter any residence halls, but may attend classes and other University functions as normal. If a student enters a residence hall, the University may treat the student as a trespasser and the student may be subject to further disciplinary action.

### **Notice of Emergency Action**

A student will receive written documentation of any temporary emergency action taken against him or her. The documentation shall explain the nature, reason for, and duration of the action, as well as any conditions that may apply.

### **Disregard for Emergency Action**

Any student who returns to the campus and/or violates other stated conditions during the specified period shall be subject to further separate action and may be treated as a trespasser. Permission to be on campus for a specific purpose must be requested and obtained in writing or by telephone from the Vice President for Student Engagement and Campus Life, Dean of Student Leadership, Conduct, and Health, or Director of Housing and Residence Life prior to any conduct contrary to the suspension or restrictions.

### **Involuntary Withdrawal**

The University also reserves the right to pursue involuntary removal of a student from campus. The University does not characterize involuntary removals as disciplinary in nature. This process outlines when and how a student may be involuntarily withdrawn from the University for demonstrating behavior that:

- Poses a danger of causing imminent physical harm to the student or to others;
- Unreasonably disrupts the normal educational processes and orderly operation of the University; or
- Engages, or threatens to engage in behavior that would cause property damage.

Involuntary withdrawals from the University and/or University Housing will remain in effect pending an administrative hearing. The Dean of Student Leadership, Conduct, and Health will provide written notice to the student of the decision to pursue an involuntary withdrawal.

A university representative will contact the student in writing to formally schedule an administrative meeting with the Vice President for Student Engagement and Campus Life,

Dean of Student Leadership, Conduct, and Health, or their designee. The student shall have the right to bring an advisor or advocate. During the meeting, the student shall have the right to provide testimony and relevant supportive documents.

If a student is involuntarily withdrawn under the provisions listed above, the student has the right to appeal the decision by providing written notice of appeal to the Vice President for Student Engagement and Campus Life within two (2) business days the student received notice of the decision.

Upon receipt of the student's appeal, the Vice President for Student Engagement and Campus Life shall afford the student a meeting at which time the student may present supporting evidence and reply to evidence presented by others. The student has the right to be accompanied by an advisor or advocate, but the student may not have an attorney present at the meeting. The Vice President for Student Engagement will review all information and inform the student of the final decision in writing within five (5) business days of meeting with the student.

### **Deviations from Established Disciplinary Procedures**

The Vice President for Student Engagement and Campus Life or Dean of Student Leadership, Conduct, and Health reserves the authority to divert a student from the normal disciplinary process, if they believe that the student is suffering from a medical, mental or emotional disorder and this disorder has influenced the student's behavior. In such an event, the Vice President for Student Engagement and Campus Life or Dean of Student Leadership, Conduct, and Health may refer a student for evaluation, at the student's expense, by an independent licensed psychiatrist or psychologist chosen by the University.

The University shall take no disciplinary action while the evaluation is pending. A student who fails to cooperate and complete the evaluation in a timely manner may be involuntarily withdrawn from the University, or referred for disciplinary action, or both. Finally, as a condition of continued enrollment at the University, the Vice President for Student Engagement and Campus Life or Dean of Student Leadership, Conduct, and Health may require the student to secure counseling or therapy.

### **Section III**

## **Student Organizations and Activities**

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### **Purpose**

The University is committed to providing a vibrant campus life experience for students, including participation in student organizations that offer educational and leadership development opportunities. Student organizations represent the student body and the University. The success of student organizations depends largely upon how sincere students are in their commitment to work with fellow students, advisors, and the University's administration in planning, promoting, and holding well-organized activities.

### **Student Organization Requirements**

#### **Creation of Student Organizations**

#### **Application to Create a Student Organization**

Enrolled students desiring to form a student organization must submit an application to create a registered student organization to the Office of Campus Life. The application must contain the following:

1. A minimum of five (5) students interested in participating, with the names and email addresses of the students;
2. Name and signature of full-time University faculty or staff members who have agreed to serve as the organization's advisor (see Student Organization Advisors on page 43 for additional information on advisors);
3. Statement of the organization's purpose; and
4. The organization's Constitution.

The Office of Campus Life reviews applications the third Wednesday of each month, and notification of the decision will be communicated to the submitting students no later than three (3) business days after review of the application.

### **Registration**

All student-related clubs and organizations must be registered with the Office of Campus Life to have official University recognition. Each student organization is required to submit a registration form annually to the Office of Campus Life.

### **Orientation**

The Office of Campus Life coordinates orientation for student organizations. Orientation is a required training and takes place during the Student Leadership Institute. Orientation sessions provide members of student organizations an overview of student organization expectations, available resources, pertinent dates and events, and the opportunity to ask desired questions.

Student organizations are required to have at least two (2) active members of their organization attend the orientation. At least one of these individuals must be a member of the organization's executive leadership (the equivalent of what would be considered the president, vice president, treasurer, or secretary). If the student organization cannot arrange appropriate attendance at the orientation due to extenuating circumstances, alternative arrangements can be made with the Office of Campus Life. In cases where an organization does not meet this requirement, that organization may be declared inactive and will forfeit any rights and privileges granted to student organizations.

### **Membership**

#### **Access to Membership**

Membership in any Kentucky State University student organization is open to all full-time students enrolled in degree programs. Students that are cross-registered (and not fully enrolled at Kentucky State University) are not eligible to participate in student organizations.

Membership in any student organization includes only those written requirements set forth in that organization's constitution and by-laws, and those set forth by the Student Code of



Conduct and University policies. If the organization has a national affiliation, its guidelines and policies must be adjusted to conform to the University's policies and procedures.

Auditions or tryouts are held by groups which require members to have certain skills or performing abilities. These auditions or tryouts are not intended as pledge activities. Organizations in this category are:

- Athletic teams;
- Bands;
- Musical groups;
- Cheerleaders;
- Dance groups;
- Debate societies;
- Military organizations; and
- Quiz bowl teams.

Other organizations wishing to hold auditions or try-outs must receive written permission from the department involved and the Office of Campus Life. At no time shall auditions or tryouts be conducted in a manner which causes injury or bodily harm to a student. Pledging of any kind is prohibited. Any organization found guilty of pledging, hazing, or any similar activity will face disciplinary sanctions.

### **General Membership Requirements**

Most student organizations are open to any full-time student in good standing (cumulative 2.0 GPA for undergraduates; 3.0 for graduate students) who does not have any judicial sanctions or pending cases. Organization members holding officer positions must maintain a 2.5 for undergraduates and 3.0 for graduate cumulative GPA to remain actively in position. The exception to this policy may occur in Greek-letter organizations and the Student Government Association.

### **Activities**

#### **Scheduling Activities**

Any activity must be scheduled in accordance with University policies and procedures, and at a time and in such a manner that will not disrupt normal operations and other activities of the University. All activities held off-campus must have the approval of the Director of Campus Life. Unbecoming conduct at an off-campus event will be treated as if the event were held on campus.

All event/program requests must be submitted via BRED NATION for all registered student organizations at least ten to fifteen (10 to 15) business days prior to the event date. A submitted event request via BRED NATION is NOT a space request. Students must access the space request form on the KSU website. Reservations are granted in order of application.

Only registered student organizations are permitted to hold meetings and activities in campus facilities. All organizations' calendars of events must be approved by the Office of Campus Life at the beginning of each semester and on a monthly basis as events are added.

No student organization is permitted to host an activity or event during final examinations, during an official University sponsored event (such as Commencement or new student orientation), or times when the University is closed due to inclement weather or other unforeseen circumstance.

### **Posting Requirements**

Student organizations must comply with the Posting and Distribution of Posters/Flyers/Materials Policy on page 82 of this *K-Book*.

### **Conduct at Activities and Meetings**

Organizations are responsible for the conduct of those attending their activities or meetings. It is the responsibility of the organization to incur the cost of any security needed. Student Organizations that have engaged in alleged violation of University policies, or state and federal laws, will be placed on an immediate cease and desist of all organizational activities until the conclusion of the investigation and resolution of all allegations. Any organization found responsible for allegations may be placed on temporary probation or suspended for the misconduct of their guests.

### **Drug and Alcohol Policy and Amnesty**

The possession, distribution, and/or use of drugs and/or alcohol is prohibited at all student organization activities. Student organizations failing to comply with this prohibition are subject to sanctions from the University.

However, the University will not pursue disciplinary action against a student or student organization if a party with authorization over a particular dwelling proactively requests a "sweep" of the premises. For additional information, see the University Medical Amnesty Policy on page 80 of this *K-Book*.

### **Organizations**

#### **Service Organizations**

Service organizations are designed to foster community and University service experiences. Their focus may be social awareness, political awareness, aid to youth and the elderly,

women's issues, legal issues, general aesthetics, religion, or prospective careers. The minimum academic requirement for membership in these organizations is a GPA of 2.0.

### **Honors Societies**

University honors societies are usually chapters of nationally affiliated organizations. Requirements for membership in these organizations are usually set by the national group with recommendations from the University's administration. The minimum academic requirement to obtain membership is usually a cumulative GPA of 3.0. The local chapter may require a higher average but not a lower one.

### **Student Government Association (SGA)**

The Student Government Association (SGA) is the largest student organization on campus. SGA officers or appointed staff are required to have a minimum cumulative GPA of 2.5, maintain full-time status, and have no University judicial actions or pending cases in order to qualify for an elected position and to maintain the position once elected. The SGA Constitution can be accessed by students through the SGA office for more information about the policies and affairs of this organization. The minimum academic requirements for officers set forth by the SGA Constitution are as follows (with the exception of freshmen officers):

#### President of the SGA:

- Cumulative GPA of 2.5;
- Junior classification at the time of spring elections (must not graduate before the following May); and
- Judicial clearance.

#### 1st & 2nd Vice President of the SGA:

- Cumulative GPA of 2.5;
- Junior classification at the time of spring elections (must not graduate before the following May); and
- Judicial clearance.

#### Mr. & Miss Kentucky State University:

- Cumulative GPA of 2.5;
- Junior classification at the time of Spring elections (must not graduate before the following May); and
- Judicial clearance.

#### Class Presidents:

- Cumulative GPA of 2.5;

- Classification commensurate with elected position; and
- Judicial clearance.

Class Vice Presidents:

- Cumulative GPA of 2.5;
- Classification commensurate with elected position; and
- Judicial clearance.

Class Senators (four from each class):

- Cumulative GPA of 2.5;
- Classification commensurate with elected position; and
- Judicial clearance.

Class Kings & Queens:

- Cumulative GPA of 2.5;
- Classification commensurate with elected position; and
- Judicial clearance

All other executive and non-executive positions:

- Cumulative GPA of 2.5;
- Classification may or may not commensurate with elected position; and
- Judicial clearance.

### **Greek-letter Organizations**

Greek-letter organizations include all groups that identify with Greek letters, including National Pan-Hellenic Council members, and music, social, and service organizations. For National Pan-Hellenic Council organizations, each organization must have a minimum of one member to be current financial members of the National Pan-Hellenic Council and to be considered a chapter at Kentucky State University. Specific membership criteria for Greek-letter organizations can be found in the Greek Life Code of Conduct.

### **Student Organization Advisors**

#### **Advisors of Record**

Advisors of record must be full-time faculty or staff at Kentucky State University and must be approved by the Office of Campus Life before accepting a role as an organizational advisor. Owing to size and/or diversity of members, some organizations may wish to have more

than one advisor. That is permissible, but only one person may serve as the primary or official advisor (advisor of record).

In selecting an advisor, students should make certain that the prospective advisor has a sincere interest in the goals and objectives of the organization and has time to work with the group. The advisor must approve and sign all requests for on-campus and off-campus activities held by the organization. In doing so, the advisor signifies endorsement of the event and will be held duly responsible.

### **Advisor Responsibilities**

All student organizations are required to have at least one (1) on-campus advisor who is a full-time employee of Kentucky State University. It is recommended that this advisor be knowledgeable of the nature of organization they are requested to assist with. If one or more organizations chooses the same advisor, the organization(s) may be asked to reassign its advisory duties should any impediments to success or conflicts of interest arise. It is the responsibility of advisor to:

1. Provide continuity with the past activities of the organization;
2. Facilitate the development of the organization and its members by providing opportunities to develop individual skills (communication, time management, budgeting, etc.) and group skills (problem solving, conflict resolution, decision making, etc.);
3. Provide assistance, ideas, and expertise with tasks to be accomplished by the organization, including planning a program, running a meeting, holding an election, and publicizing an activity.
4. Provide knowledge of university policies and procedures that affect the organization.

### **Selecting an Advisor**

When selecting an advisor, members of Student Organizations should consider the following:

1. The advisor should have the time to devote to the organization and understand the level of commitment required.
2. The advisor should understand the organization's purpose.
3. It is idea to find an advisor that shares some of the same interests as the organization, and who has previously interacted with the leadership of the organization.
4. The selected faculty or staff person should have a reasonable length of time to consider her or his decision.

## **Greek Life**

### **Greek Life Code of Conduct**

The University recognizes that Greek-letter organizations are an integral part of the campus community and typically have a positive impact for members and the campus community as a whole. This Greek Life Code of Conduct governs the actions of Greek-letter organizations at Kentucky State University. The Office of the Dean of Student Leadership, Conduct, and Health and/or the Office of Campus Life may create procedures and standards to implement this policy and any other rules and standards.

The Dean of Student Leadership, Conduct, and Health and/or Director of Campus Life has the right at any time to exercise his or her authority concerning any Greek-letter organization when deemed appropriate. The Dean of Student Leadership, Conduct, and Health and/or Director of Campus Life is responsible for the interpretation of this Greek Life Code of Conduct. Should any person wish for an interpretation of any provision of this policy, that party should contact the Office of the Dean of Student Leadership, Conduct, and Health and/or the Office of Campus Life.

### **General Policies**

The Office of the Dean of Student Leadership, Conduct, and Health and the Office of Campus Life have outlined the following statements regarding Greek Life at Kentucky State University:

1. Greek-letter organizations and their members will abide by all rules and policies of the University as published in this policy, the Student Code of Conduct, and local, state, and federal laws.
2. Greek-letter organizations will establish alumni support for the purpose of providing community, information, training, discipline, and leadership.
3. Greek-letter organizations will promote academic excellence for members and foster an environment conducive to learning.
4. Greek-letter organizations will participate in campus activities and contribute to campus life.
5. Greek-letter organizations will encourage and support the involvement of its members in not only fraternity/sorority leadership positions, but leadership positions throughout the campus community.
6. Members of Greek-letter organizations must recognize that, by virtue of enrollment, they are at the University primarily for an academic education. The basic relationship between the student and the University cannot be altered by co-curricular activities such as membership in a Greek-letter organization.
7. Members must recognize that Greek-letter organization membership is a privilege, and by voluntarily associating with a Greek-letter organization, agree to conduct themselves responsibly at all times in accordance with the policies and guidelines of the University and their organization.
8. Members will participate thoughtfully in the business of their organizations, accept responsibility for their organization, and embrace and support the policies and goals of Kentucky State University as well as their organization.

9. Greek-letter organizations will be subject to the authority of the Office of the Dean of Student Leadership, Conduct, and Health and/or the Office of Campus Life and other entities as specifically outlined in this policy.
10. The Office of the Dean of Student Leadership, Conduct, and Health and/or the Office of Campus Life will determine and implement any rules or guidelines not covered by this policy.

## **Membership Policies**

### Pre-Membership Requirements

Students seeking to join Greek-letter organizations must meet the following minimum requirements:

1. Standing as a full-time, currently enrolled student at Kentucky State University;
2. Earned 30 credit hours at Kentucky State University;
  - a. Transfer students must have earned 15 of the 30 credit hours from Kentucky State University.
3. Cumulative GPA of 2.5 (no rounding);
4. Thirty-Five (35) hours of verifiable community service through Kentucky State University;
5. No outstanding Student Code of Conduct violations; and
6. Must complete the Divine Intervention (Greek Life educational program facilitated by the Office of Campus Life) prior to the chapter's submission of a Request for Membership Intake by NPHC or Non-NPHC Organization. Divine Intervention credit is good for 2 years. If a student's Divine Intervention credit expires, the student is responsible for attending the next available Divine Intervention.

### Initiated Member Requirements

Students who are initiated into Greek-letter organizations must maintain the following minimum requirements:

1. Maintain a 2.5 cumulative GPA (no rounding);
2. Must be a full-time, currently enrolled student at Kentucky State University;
3. Be in good standing with Kentucky State University; and
4. Complete a minimum twelve (12) hours of community service through Kentucky State University annually.

### Organization Responsibilities

Organizations have the following responsibilities during the membership intake process:

1. Organizations must petition the University to be considered for membership intake;
2. Organizations must ensure that membership intake activities will not interfere with the academic progression of candidates;

3. In the selection of new members, organizations must ensure that the process is free of any form of hazing;
4. Chapter advisors must be present at all membership intake activities; and
5. Organizations must complete all required paperwork.

#### Membership Intake Period

1. Greek-letter organizations may conduct membership intake during the Fall or Spring semesters only.
2. Membership intake activities may only be conducted during the following days/times for the approved intake period:
  - a. Monday – Thursday: 5:00pm – 10:00pm
  - b. Friday: 5:00pm – 12:00am
  - c. Saturday: 8:00am – 12:00am
  - d. Sunday: 8:00am – 10:00pm
  - e. No membership intake activities can take place during any school holidays.
  - f. The specific membership intake period will be announced by the Office of Campus Life.

#### New Member Presentations

All Greek-letter organizations must have the date, time, and location of all new-member presentations approved and/or determined by the Office of Campus Life.

#### **Prohibited Activities**

Greek-letter organizations will comply with the following rules, in addition to those stated in the Student Code of Conduct:

1. The possession, sale, use, or consumption of alcoholic beverages during on-campus events, sponsored or endorsed by a Greek-letter organization, or at any on-campus event an observer would associate with a Kentucky State University Greek-letter organization is prohibited.
2. The purchase of alcohol through or with organizational funds is prohibited. Additionally, the purchase of same for members or guests undertaken or coordinated by any member in the name of or on behalf of an organization is prohibited.
3. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor.

#### **Meetings and Social Events**

Kentucky State University sets forth requirements for hosting meetings and social events on or off campus in an effort to foster a safe environment for organization members and guests. Such policies are designed to complement national organization risk management programs.

Organizations that intend to host an event/activity must complete and submit a building request form as well as an event request form to the Office of Campus Life no later than 10-



15 business days before any planned event.

### **Plot Designations**

Organizations should note the following regarding plot designations and other campus property:

- Only National Pan-Hellenic Council organizations are approved to have designated plot areas on campus. No other requests will be entertained.
- Persons or groups who paint or otherwise deface University property are subject to disciplinary action, as it will be considered vandalism.
- Any changes to designated plot areas must be approved by the Office of Campus Life and the Director of the Office of Facilities and Maintenance Operations.
- Organizations are responsible for the primary care of their designated area. Organizational areas not properly maintained will be subject to fines.

### **Organization Academic Performance Standards**

In addition to academic requirements for individual Greek-letter organization members, the organization as a whole must meet the following minimum requirements:

- The average GPA for each Greek-letter organization (Chapter GPA) must be 2.5 or higher each semester for chapters to remain in good standing with the University.
- Organizations failing to meet the 2.5 GPA requirement at the end of each semester (excluding summer) will be required to develop an academic improvement plan.
- Organizations failing to meet or exceed the 2.5 academic standard for two consecutive semesters (not including summer terms) are subject to sanctions from the Office of Campus Life.

### **Educational Programming – Greek Towers**

To enhance the individual and personal development of the campus community, all Greek-letter organizations must engage in the Greek Towers which is a standard of distinction and accreditation program for the Greek Community at Kentucky State University. Greek Towers was created to help all organizations meet their particular needs by integrating their mission throughout programming and elevate each group to achieve excellence in five areas: scholarship, citizenship, leadership, brotherhood/sisterhood, and membership and accountability.

Organizations will select which program(s) best meet their particular needs by integrating their mission throughout the programming structure. Organizations may co-sponsor educational programs. Programs must have 75 percent of the organization's membership present to qualify. Topics that must be considered include:

Academic Integrity	Ethical Decision Making	Sexual Assault
Academic Success	Hazing	Study Skills
Alcohol Awareness	Healthy Relationships	Career Development
Communication	Leadership Development	Stress Management
Personal Responsibility	Personal Achievement	Time Management

Programs centered on student health must be co-sponsored with or have the approval of the Student Health Center and/or University Center for Emotional Wellness, for liability purposes.

### **Community Service**

Organizations should be committed to developing citizenship through service. Kentucky State University offers many opportunities for students to serve the local community. It is imperative that organizations strengthen the campus Greek community by supporting each other's service events. All organizations are required to demonstrate their commitment to service as follows:

1. All Greek-letter organizations will engage in a minimum of two community service projects per semester. Service projects must be coordinated through the University.
2. Each academic year (not counting summer terms), all organizations must cumulatively acquire an average of 12 service hours per member, with at least 75% of the membership actively volunteering.
3. Each organization will submit a report to the Office of Campus Life by the last day of each semester as listed on the academic calendar (not including summer term) detailing their compliance with the community service requirement.

### **Campus Activities**

Organizations should be committed to forming connections with other non-Greek-letter organizations and persons not part of the campus Greek community. Each organization will participate in/host at least two (2) all-campus activities each academic year (not counting summer terms). Organizations may cosponsor events.

## **Risk Management**

Greek-letter organizations must work with their national organizations to develop individual organization risk management policies. These policies will be submitted to the Office of Campus Life annually, along with other relevant insurance certificates.

## **Discipline and Sanctions**

Student organizations that fail to meet any or all provisions of the *K-Book* or other University policy may be subject to sanctions by the Office of Campus Life.

### **Lines of Authority**

The organizational president and advisor serve as official representatives of student organizations and must ensure that all University policies are followed. Members should channel any concerns through the organizational president and/or advisor of the organization. For student organizations failing to comply with University policies, the organizational president and advisor may be subject to disciplinary actions in addition to those imposed on the student organization.

### **Complaints Against Student Organizations**

Any Kentucky State University faculty, staff, or student may initiate a complaint against a student organization for an action that might lead to a sanction pursuant to this policy or the Student Code of Conduct. The Student Organization shall be afforded the same due process rights as a student.

### **Sanctions**

The Office of Campus Life may impose sanctions, including, but not limited to the following:

#### **Disciplinary Sanctions**

1. **Censure**: A warning that an organization's actions are unacceptable and that further infractions will result in more serious sanctions.
2. **Restitution**: An organization shall be required to make reparations for damages associated with the actions or entities involved.
3. **Fines**: An organization shall be required to make a monetary payment by a specified date. The amount will be up to \$500 depending on the severity of the infraction.
4. **Cease and Desist**: Cease and desist is used as a temporary status for organizations that have pending conduct matter(s) yet to be resolved or awaiting an appellate level

decision. While on cease and desist, chapters should cease normal activities and desist any congregating of membership or chapter function.

5. *Administrative Probation*: Intended to provoke learning and positive change within an organization. Length of the probation will be determined by the Office of Campus Life.
6. *Activities Suspension*: An organization may be prohibited from participating in campus activities such as service activities, community-wide events, education programs, Homecoming, Spring Fest, and membership intake activities. The length of the suspension will be determined by the Office of Campus Life.
7. *Social Suspension*: An organization may be restricted or prohibited from sponsoring or participating in any social event. The length of the suspension will be determined by the Office of Campus Life.
8. *Administrative Suspension*: An organization may be temporarily restricted from any or all activities normally permitted to a student organization. The length of the suspension will be determined by the Office of Campus Life.
9. *Administrative Expulsion*: An organization will lose all rights as a student organization recognized by Kentucky State University. This sanction will be for an indefinite period of time.

#### Educational Sanctions

1. *Educational Workshop*: An organization will be required to participate in a program of an educational nature. The exact form of the program will be determined by the Office of Student Life.
2. *Philanthropic Service*: An organization shall be required to participate in a service project.

## **Section IV**

### **Student Complaints**

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This policy applies to all students who file a complaint or request resolution to a concern:

1. that is not covered by another existing policy/procedure; or
2. when the application of an existing policy/procedure did not appropriately address the concern.

This policy also applies to university employees who are responsible for the resolution of a student complaint.

References:

Undergraduate Catalog  
Graduate Catalog  
Human Resources Policy Manual  
Title IX Policy

Kentucky State is committed to treating all students fairly and respectfully. Students should first attempt to resolve their concerns informally through collaboration and discussion. Students may resolve many issues by meeting with the concerned parties and/or scheduling an appointment to meet with a faculty or staff member and discussing the concern in a clear, honest, and respectful way. Some issues, however, may require resolution through an existing, prescribed process (see References). Not every written inquiry or concern from a student constitutes a formal written student complaint. Formal written student complaints typically involve requests for resolution after the University has denied a student an action or service and after the student has exhausted any existing procedures to resolve the concern. If a student concern cannot be resolved informally, or through an existing process, then the student may file a formal complaint through the Dean of Student Leadership, Conduct, and Health.

Note: It is not the intention of the University to use the formal written student complaint process as an appeal for a prior decision. If the University has resolved the student concern through an existing process, properly administered, and fundamentally fair, the University will generally deem that student's complaint resolved.

Submitting a formal written student complaint:

**Step 1.** Students may submit their formal written complaint in one of two ways:

1. Submit a formal written complaint by sending an e-mail to:
2. Mail or deliver a formal written student complaint:

The following information must be included for the submission to be considered a formal written complaint:

1. student first and last name;
2. student KSU ID Number;
3. student KSU email address;
4. specific information about the complaint - include dates, persons, and other pertinent information related to the complaint;
5. steps the student has taken to resolve the complaint; and
6. an explanation of what the student would consider to be a satisfactory resolution to the complaint. If submitted in writing, the student's signature must be included in the complaint. Anonymous complaints are not accepted.

**Step 2.** Upon receipt of a written student complaint, the Dean of Student Leadership, Conduct, and Health will contact the student via email to confirm receipt of the complaint. If the complaint is incomplete or lacking sufficient information, the Dean of Student Leadership, Conduct, and Health will notify the student. The Dean of Student Leadership, Conduct, and Health shall also specifically state what additional information is needed before the complaint is considered a formal written complaint. If there is another resolution process prescribed by existing policy and it is clear the student has failed to follow that process first, the Dean of Student Leadership, Conduct, and Health will notify the student that he/she will not accept the formal written complaint until the student attempts the other resolution process first.

**Step 3.** If the written complaint contains sufficient information and the student has exhausted the existing procedures to resolve the complaint (if applicable), then the Dean of Student Leadership, Conduct, and Health will record the complaint in the complaint tracking log and forward the complaint to the office responsible for resolution (responsible office):

- Undergraduate and Graduate Academic Affairs Complaints: Registrar
- Employee and Employment Matters: Director, Human Resources
- University Facilities, Property, and Auxiliary Service Complaints: EVP, Finance & Administration
- Student Engagement and Campus Life Complaints: VP, Student Engagement and Campus Life or Dean of Student Leadership, Conduct, and Health
- Other Complaints: Appropriate office directly reporting to the University President.

**NOTE:** The Dean of Student Leadership, Conduct, and Health is not an advocate for any party to a dispute. The Dean of Student Leadership, Conduct, and Health is an advocate for a fair process. In most cases, the Dean of Student Leadership, Conduct, and Health will refer the matter to another office for resolution. The University has designed this process to ensure that the appropriate official considers the complaint and provides an impartial review.

**Step 4.** Within five (5) business days of receiving a formal written complaint from the Dean of Student Leadership, Conduct, and Health, the responsible official shall:

1. provide the Dean of Student Leadership, Conduct, and Health with the name and office of the person primarily responsible for resolving the complaint; and
2. notify the student of the office responsible for resolving the complaint.

**Step 5.** Within thirty (30) calendar days of receiving a formal written student complaint from the Dean of Student Leadership, Conduct, and Health, the responsible office shall notify the Dean of Student Leadership, Conduct, and Health, in writing, about the resolution of the complaint.

The notification shall include:

1. the status of the resolution (open, closed-resolved, close-not resolved);
2. the date the complaint was closed (if applicable);
3. a brief description of resolution (if resolved) or reason/status (if not resolved); and
4. how the student was notified of the resolution (if applicable).

If the case remains open, the responsible office shall provide an update to the Dean of Student Leadership, Conduct, and Health every thirty (30) calendar days. If a complaint remains open for more than sixty (60) calendar days, the Dean of Student Leadership, Conduct, and Health shall notify the University President.

The responsible office shall maintain a record of the complaint and its disposition for three (3) years after resolution in accordance Model University Records Retention Schedule. The Dean of Student Leadership, Conduct, and Health, however, shall be responsible for maintaining the complaint tracking log documenting the three (3) prior years of formal written complaints.

Once the student has exhausted all options for the resolution of a complaint with Kentucky State, the student has the right to file a complaint with the Kentucky Council on Postsecondary Education at [http://cpe.ky.gov/campuses/consumer\\_complaint.html](http://cpe.ky.gov/campuses/consumer_complaint.html) or the Southern Association of Colleges and Schools Commission on Colleges at [www.sacscoc.org](http://www.sacscoc.org).

## **Section V**

### **Behavioral Intervention Team (BIT)**

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#### **Purpose**

Our fundamental priority is the safety and well-being of all students. In the case when student behavioral issues create concern for the safety and well-being of the campus community, the Behavioral Intervention Team (BIT) at Kentucky State University exists to offer additional support, guidance, and resolution of matters. Included in, but not limited to, the list of behavioral concerns are threats, aberrant behavior, violent or perceived violent behavior, expressed suicidal ideation, or violence against others.

The BIT does not preempt any other University office in performing its duties in enforcing the law or managing situations. In addition, the BIT shall be responsible for developing and reviewing University policies that address such situations and behavior. The BIT will also educate faculty and staff members regarding students of concern and the referral process. For more information about the BIT to report a person of concern, please contact the Vice President for Student Engagement and Campus Life. In case of emergency, please call University Dispatch at 502-597-5878.

#### **Mandated Assessment Policy**

The University is concerned for every student on our campus and for our entire campus community. In an effort to serve our community more effectively, the BIT put in place the following guidelines to help reach students who may be in need of support but who are unwilling or unable to take advantage of these services.

#### **Mandated Assessment Definition**

A mandated assessment is an opportunity for the University to determine if a student is in need of help or support. The assessment starts with an individual meeting with a designated staff member in the Center for Emotional Wellness. Following this initial meeting, the designated counselor may determine whether additional services are necessary. These services may include, but are not limited to, referral to an outside agency for additional evaluation, additional sessions with the Center for Emotional Wellness counselor, or referral to outside agent for additional assessment.

#### **BIT Review Process**

##### **Referrals**

Any University employee or student may recommend a student to BIT for a possible mandated assessment. Reports also may come from parents or others concerned about a student. Once the BIT determines that a mandated assessment is necessary, the process is set



into motion.

More information about referring a student to BIT can be found in the Office of the Vice President for Student Engagement and Campus Life or the Office of the Dean of Student Leadership, Conduct, and Health.

### Decision-Making

The decision of whether to require a student to undergo a mandated assessment is made by the BIT after careful consideration of the information provided in the referral and a determination of the best course of action.

Behaviors that may lead to a mandated assessment include, but are not limited to:

- Threat to self;
- Threat to others;
- Self-destructive behaviors; and/or
- Concern that the student may not be able to function in or remain in the academic community.

### Confidentiality

The mandated assessment with the designated counselor is confidential. However, the student will be required to sign a release of information so that the designated counselor can communicate with BIT to help make recommendations for further action. In some cases, additional releases may be required to obtain all relevant information. No one else will have access to any information without written permission from the student assessed. The Center for Emotional Wellness shall maintain in accordance with law a file containing the full assessment. The summary of the assessment will be part of the student's file that is maintained by the Office of the Vice President for Student Engagement and Campus Life and the Dean of Student Leadership, Conduct, and Health.

## **Mandated Assessment Procedures**

### Center for Emotional Wellness Assessment

Once the BIT determines that the student needs a mandated assessment, a BIT representative shall contact the student to schedule an appointment with the Center for Emotional Wellness. The appointment will take place as soon as possible. The Center for Emotional Wellness shall ask the student to provide information required to complete the mandated assessment. Additionally, the Center for Emotional Wellness shall sign a release allowing the Center for Emotional Wellness to share a summary of the student's assessment with the BIT as part of the Mandated Assessment process.

### Outside Arrangements

A student, however, may choose to have a similar assessment completed by a mental health professional not employed by the University. The following properly credentialed and/or licensed mental health professional are permissible:

- Licensed Professional Counselor;
- National Board Certified Counselor;
- Licensed Psychologist;
- Health Services Provider of Psychology; or a
- Board certified Psychologist.

The student will be responsible for the cost of this outside assessment and must sign a release allowing the Center for Emotional Wellness staff and BIT to communicate with the outside professional conducting the assessment.

### Review and Final Decision

Following a mandated assessment by a University counselor, the counselor provides a summary to the BIT for review. In situations where an outside professional has conducted the mandated assessment, a member of the Center for Emotional Wellness staff will review the outside professional's assessment and send a summary of the assessment to the BIT.

Once in receipt of the mandated assessment summary, the BIT will make the decision as to what actions are necessary for the campus community. The BIT may determine:

- No further action required (student continues enrollment at the University);
- Referral to an outside Psychiatrist for additional evaluation;
- Additional sessions with a Center for Emotional Wellness counselor;
- Referral to outside agency for additional assessment; or
- The invocation of the Involuntary Withdrawal Policy.

### Appeals

A student may appeal the final decision of BIT to the Vice President for Student Engagement and Campus Life. The appeal will follow the same guidelines outlined on pages 35 of this *K-Book*.

## **Refusal to Comply with a Mandated Assessment**

If a student refuses to participate in the mandated assessment, the BIT will begin the Involuntary Withdrawal process. A mandated assessment will only be one part of the overall picture of the student and will not be the sole determining factor for action taken regarding the student.

### **Involuntary Withdrawal**

The University is committed to the health and safety of all its community members. Therefore, a student may be involuntarily withdrawn from the University if it is determined that the student presents a danger to others or is unable to function at the University. The University will only make a decision for involuntary withdrawal after less drastic measures have been considered and rejected as inappropriate or insufficient under the circumstances. Prior to any involuntary withdrawal, a student will be encouraged to withdraw voluntarily. BIT decisions for involuntary withdrawal will follow the appeals process and procedures established on pages 33 of this handbook.

This policy does not take the place of disciplinary action for a student's violations of University policy. Invocation of this policy occurs only in extraordinary circumstances where it is determined that other policies are inadequate or inappropriate.

### **Drug and Alcohol Amnesty**

The University will not pursue disciplinary action for improper use of alcohol or other drugs against a party reporting behavioral concerns of themselves or another individual. However, the University may refer the student to counseling services. For additional information, see the University Medical Amnesty Policy on page 86 of this handbook.

## **Section VI**

### **Campus Resources and Services**

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#### **Student Health Services**

The University's Student Health Services staff provides quality, free-of-charge healthcare to students. In order to support the holistic development of a healthy lifestyle for students, we focus on all aspects of care—physical, emotional, mental and spiritual. We sponsor outreach projects to access students on their level, and we conduct workshops and seminars to help educate the public about living a life of wellness. Services are available during the regular academic year and summer sessions.

Our program is broad in scope, encompassing preventive medicine, health education, physical and mental health care, wellness offerings, and appropriate referrals. The University provides students with appropriate advice, medications to treat STIs and some over the counter medications, comfort, educational materials, and first aid. When necessary, Student Health Services refers students to appropriate health-care professionals or facilities in the Frankfort community or beyond. All records, treatments, and referrals are strictly confidential in accordance with law and policy.

The services provided to students by Student Health Services include the following:

- Educational counseling for alcohol and other drug abuse;
- Free screenings for high blood pressure, blood sugar, chlamydia and gonorrhea, HIV, urine pregnancy test, UTIs, rapid strep test, and mononucleosis;
- Health education workshops and seminars to promote healthy lifestyles;
- Counseling and mental health services by a licensed counselor;
- Preventive and corrective health care (on an out-patient basis); and
- An annual health fair.

#### **Counseling and Mental Health Services**

The Center for Emotional Wellness provides counseling services to support students with their needs relating to mental and emotional health and wellness. All University students are eligible for free counseling services and mental health support. We can assist in many ways, including:

- Personal counseling;
- Collaborative crisis intervention;
- Support group facilitation;
- Psycho-educational training;
- Educational seminars on mental health and wellness

The Center also recognizes the importance of promoting mental wellness through the campus community as a daily practice. As such, counselors collaborate with students and other staff/faculty to provide relevant and exciting educational programming that offers practical information for healthy living. To further engage students, the Center manages the Innovation and Creativity Lounge on campus to deliver a unique environment for students to express themselves and identify meaningful solutions to life challenges.

### **Disability Resource Center**

The mission of the Disability Resource Services is to facilitate equal access to the University's campus, programs, activities, and services, in accordance with federal and state policies and University policies. We support this mission by applying eligibility guidelines and coordinating the delivery of appropriate accommodations so that students with disabilities can pursue their educational goals. Additionally, we promote greater disability awareness campus-wide. Students can find additional information, including how to request accommodations, on the Disability Resource Center webpage.

### **Student Support Services**

Student Support Services provides academic, social, and cultural support for students to increase retention, persistence, and graduation of students. Student Support Services offers the following services:

- Academic Support;
- Personal Counseling;
- One on One and Group Tutoring;
- Mentoring (group and/or individual);
- Career Counseling;
- Workshops to enhance academic success;
- Cultural and social activities;
- Financial Literacy; and
- Other Community Service Assistance.

### **Thorobred Learning Center**

The Thorobred Learning Center (TLC) is an academic support unit designed to facilitate student success, retention, and graduation. The Center provides comprehensive learning assistance to meet the academic demands of all students along all points of their academic careers.

### **Academic Advising Center**

The Academic Advising Center (AAC) is designed to inspire and support students in their pursuits to identify and achieve personal, educational, and career goals. Academic advising is a form of one-on-one teaching and mentoring. The AAC works as a team to ensure student success. The AAC assigns each student an Academic Advisor, a Success Coach, and a Faculty

Mentor. The AAC team aims to get to know each student individually, and the AAC team supports each student in various ways. Students are likewise encouraged to play an active part in the advising relationship and seek their advising team's help to:

- Develop a 4 Year Study Plan;
- Declare and/or change a major or minor;
- Understand the contents in the Course Catalogue;
- Select courses for the upcoming term;
- Change course registration prior to Drop/Add;
- Improve academic skills;
- Understand academic policies;
- Monitor their academic progress;
- Explore post-graduate and/or career plans;
- Connect to university resources; and
- Develop skills needed for personal and professional success.

### **Upward Bound**

Upward Bound is a federally funded TRIO program that provides support to participants whose goals are to receive a college degree. It is comprised of both a rigorous academic year and summer component. Students must be low income and/or first generation. The program also accepts ninth graders at risk for academic failure.

Our mission is to motivate, assist, and promote qualified high school students to pursue a four-year college degree by building their academic skills and social development through exposure to a variety of career, cultural, academic, and social experiences.

The program currently serves the following three high schools in Frankfort, Kentucky:

- Western Hills
- Franklin County High
- Frankfort High.

### **Career and Professional Development Center**

The Career and Professional Development Center believes that our students are not an interruption of our work — they are the purpose of it. The Career and Professional Development Center dedicates itself to improving a student's chance of success through career, academic, personal, and vocational development, achieved through a wide range of services from workshops to career and graduate school fairs.

### **Exum Center**

Exum Center exists to provide members of the University community with facilities, programs, and services that educate, promote, and support a healthy, active and balanced lifestyle.

### **Office of Campus Life**

In earlier sections, information about various opportunities within the Office of Campus Life was provided. However, the Office of Campus Life also delivers a wide range of exciting programs throughout the year for the entire campus community to ensure that students experience co-curricular educational development and enjoyable times as a Thorobred. A monthly calendar of events is provided so that students are familiar with all of the ways to be involved on campus. Our intramural sports program is facilitated through this Office as well. In addition, “The Spot” (formerly the Game Room) offers a relaxed environment for students to congregate, watch TV, and play pool, cards, and video games; regular competitions and special events occur in this space as well. Some of the highlights each year sponsored by the Office of Campus Life are Homecoming (including the Fashion Show, Comedy Show, and Concert), Spring Fest, Royal Court Pageants, and Winter Fest.

### **Housing and Residence Life**

The Office of Housing and Residence Life ensures that students have access to a safe and enriching residence life experience to enhance the quality of their educational journey. From enrichment programs to the Residence Hall Association to support student leadership, residential students have ample opportunity to be engaged and feel at home. The Housing and Residence Life Office policies and forms are located in its office and on its University web page.

## **Section VII** **Additional Notice**

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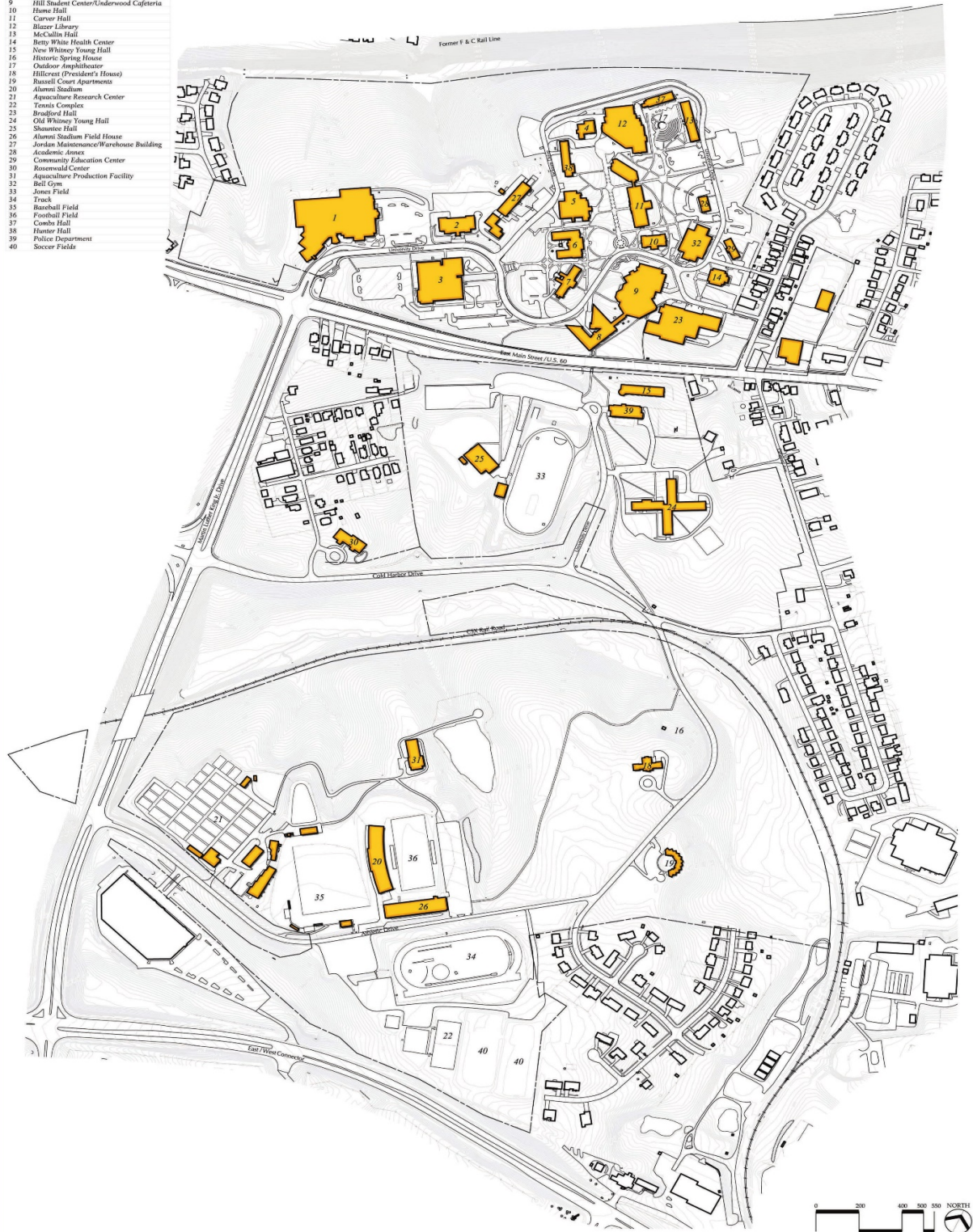
### **Accreditation**

Kentucky State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, masters, and doctorate degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia, 30033-4097 or call 404-679-4500 for questions about the accreditation of Kentucky State University."



# Kentucky State University Existing Campus Plan

- EXISTING BUILDINGS & FACILITIES**
1. William Evans Center
  2. Cooperative Extension Building
  3. Carroll Academic Services Building
  4. Jackson Hall
  5. Atwood Agricultural Research Facility
  6. Kentucky Hall
  7. Chandler Hall
  8. Hatheway Hall
  9. Hill Student Center/Underwood Cafeteria
  10. Flame Hall
  11. Carver Hall
  12. Blazer Library
  13. McCullin Hall
  14. Berry White Health Center
  15. New Whitney Young Hall
  16. Historic Spring House
  17. Outdoor Amphitheater
  18. Hillcrest (President's House)
  19. Russell Court Apartments
  20. Alumni Stadium
  21. Aquaculture Research Center
  22. Tennis Complex
  23. Bradford Hall
  24. Old Whitney Young Hall
  25. Shumaker Hall
  26. Alumni Stadium Field House
  27. Jordan Maintenance/Warehouse Building
  28. Academic Annex
  29. Community Education Center
  30. Rosenwald Center
  31. Aquaculture Production Facility
  32. Bell Gym
  33. Jones Field
  34. Track
  35. Baseball Field
  36. Football Field
  37. Comb Hall
  38. Hunter Hall
  39. Police Department
  40. Soccer Fields



Existing Campus Plan

Barnette Bagley Architects / M2D Design Group

<b>ADMINISTRATION</b>		
<b>Office of the President</b>	201 Hume Hall	502-597-6260
<b>Provost &amp; Vice President for Academic Affairs</b>	424 Hathaway Hall	502-597-6442
<b>Executive Vice President for Finance and Administration</b>	259 Academic Services Building	502-597-6343
<b>Vice President for Institutional Advancement</b>	202 Academic Services Building	502-597-6760
<b>Senior Vice President for Brand Identity</b>	202 Hume Hall	502-597-6286
<b>Vice President for Student Engagement and Campus Life</b>	320 Student Center	502-597-5911
<b>ACADEMICS</b>		
<b>College of Agriculture, Communities, and the Environment School of Agriculture, Food and Environment</b>	205 Cooperative Ext. Bldg.	502-597-6310
<b>School of Aquaculture and Aquatic Sciences School of Family and Consumer Sciences</b>	Aquaculture Research Ctr.	502-597-6310
<b>Director of Land Grant Programs College of Humanities and Social Sciences</b>	205 Cooperative Ext. Bldg.	502-597-6310
<b>School of Behavioral and Social Sciences</b>	231 Hathaway Hall	502-597-922
<b>School of the Humanities and Performing Arts</b>	G-5 Bradford Hall/ 414 Hathaway Hall	502-597-6496 502-597-6990
<b>College of Natural, Applied, and Health Sciences School of Nursing and Allied Health</b>	Betty White Health Center	502-597-5957
<b>School of Natural Sciences</b>	204 Carver Hall	502-597-6604

<b>Atwood Institute College of Business and Computational Sciences</b>	431 Hathaway Hall	502-597-5913
<b>School of Mathematics and Computer Science</b>	314 Hathaway Hall	502-597-6384
<b>School of Business and Technology</b>	105A Bradford Hall	502-597-6708
<b>College of Public Service and Leadership Studies</b>	105 Bradford Hall	502-597-6708
<b>School of Educa- tion and Human Development</b>	108 Hathaway Hall	502-597-5919
<b>School of Social Work</b>	210 Hathaway Hall	502-597-6890
<b>School of Government, Policy, and Justice Studies</b>	210 Hathaway Hall	502-597-6890
<b>ADMINISTRATIVE OFFICES</b>		
<b>Admissions (BREDS) Office</b>	333 Academic Services Bldg.	502-597-6813
<b>Aquaculture Research Facility</b>	Athletic Drive	502-597-8106
<b>Blazer Library</b>	Blazer Library	502-597-6852
<b>Bursar</b>	349 Academic Services Bldg.	502-597-6278
<b>Campus Life</b>	330 Student Center	502-597-6785
<b>Cashier</b>	364 Academic Services Bldg.	502-597-6250
<b>Career and Professional Development Center</b>	312 Academic Services Bldg.	502-597-6700
<b>Center of Excellence for the Study of Kentucky Af- rican Americans</b>	103 Jackson Hall	502-597-6315
<b>Continuing and Distance Education</b>	Rosenwald Building	502-597-5611
<b>Counseling Services</b>	104 S. University Drive	502-597-6970

<b>Dean of Student Leadership, Conduct, and Health</b>	320 Student Center	502-597-6283
<b>Disability Resource Center</b>	107 Hathaway Hall	502-597-6041
<b>Distance Learning/Videoconferencing</b>	526 Academic Services Bldg.	502-597-5050
<b>Exum Center</b>	101 University Drive	502-597-5867
<b>Exum Wellness &amp; Intramurals</b>	226 Exum Center	502-597-5510
<b>Financial Aid</b>	349 Academic Services Bldg.	502-597-5960
<b>Health Services</b>	104 S. University Drive	502-597-6271
<b>Information Technology (IT)</b>	379 Academic Services Bldg.	502-597-7000
<b>Land Grant Programs</b>	Cooperative Extension Bldg.	502-597-6310
<b>Mail Room</b>	Student Center 2 <sup>nd</sup> Floor	502-597-6645
<b>Ombudsperson</b>	320 Student Center	502-597-5080
<b>Registrar</b>	323 Academic Services Bldg.	502-597-6234
<b>Housing and Residence Life</b>	317 Academic Services Bldg.	502-597-5951
<b>Spirit Shop</b>	Student Center 2 <sup>nd</sup> Floor	502-597-6352
<b>Student Engagement</b>	320 Student Center	502-597-6671
<b>Student Success</b>	330 Student Center	502-597-6388
<b>Student Support Services</b>	393 Student Center	502-597-7780
<b>Thorobred Learning Center (TLC)</b>	110 Student Center	502-597-6680
<b>Title IX</b>	320 Student Center	502-597-6152
<b>University College</b>	406 Academic Services Bldg.	502-597-5084
<b>University Police</b>	53 Exum Center	502-597-6877

