



**Kentucky Wesleyan  
College  
Online Education  
Handbook  
2020-2021**

## Welcome

Welcome to Kentucky Wesleyan College! You have made an important decision - the decision to continue your education. Here at KWC we applaud that decision and make a commitment to you to do everything we can to help you accomplish your academic goals.

This handbook was written especially for students completing their coursework in the accelerated totally online format. The handbook incorporates parts of the Kentucky Wesleyan College Academic Bulletin (<http://kwc.edu/academics/academic-bulletin/>) and is to be considered a supplement to that publication. As a result, online students are strongly encouraged to review both the Academic Bulletin and the Online Education Handbook thoroughly.

Additional information about studying online at KWC can be found at <http://kwc.edu/academics/online/>

## Our KWC Mission

Kentucky Wesleyan College, in partnership with the United Methodist Church, fosters a liberal arts education that nourishes and prepares students intellectually, spiritually and physically to achieve success in life.

*Adopted by the Board of Trustees in June 2014 and reaffirmed in February 2016*

## Accreditation

Kentucky Wesleyan College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges, 1866 Southern Lane, Decatur, GA 30033-4097, telephone 404-679- 4500, at <http://www.sacscoc.org> for questions regarding the accreditation of Kentucky Wesleyan College.

## Online Degree Programs

Kentucky Wesleyan College offers six completely online degrees: Business Administration, Criminal Justice and Criminology, General Studies, Graphic Design, Psychology, and Religion.

**Business Administration:** The Bachelor of Science in Business Administration online degree program prepares students for professional careers in business and/or graduate studies. This preparation involves a curriculum that stresses analysis and communication, theory and practice, as shaped by the needs of the global business community. Ethics and values are emphasized in the curriculum, as well as technical efficiency and accountability. Kentucky Wesleyan College has received specialized accreditation for its business programs through the International Assembly for Collegiate Business Education (IACBE) located at 11374 Strang Line Road in Lenexa, Kansas, USA. The KWC business programs in the following degrees are accredited by the IACBE: Bachelor of Arts and Bachelor of Science in Accounting and Business Administration.

**Criminal Justice and Criminology:** The Bachelor of Science in Criminal Justice and Criminology online degree completion program is designed to help meet the ever-increasing demand for qualified and highly skilled professionals in the field of law enforcement and other related fields. The curriculum introduces students to the study of criminal behavior, criminal justice systems, social justice and law from a multidisciplinary, liberal-arts perspective. Students seeking a degree in criminal justice and criminology will study the complexities of and relationships among the legal, social, political, historical and psychological influences affecting crime, criminals, and law processes. The curriculum is designed to develop critical thinking skills and to prepare students for leadership roles in such fields as law enforcement, court administration, corrections, juvenile justice, probation and parole.

**General Studies:** Kentucky Wesleyan College's Bachelor of Science in General Studies online degree program is an interdisciplinary program that emphasizes the knowledge and abilities most demanded in today's society: Oral and written communication, critical thinking, problem solving, effective use of technology and global awareness. The General Studies online program offers you the flexibility to choose courses that meet your interests and professional goals in the following "core areas": Behavioral Studies, Business Studies, Education Studies, English, Humanities, and Social Sciences. As an online student in the General Studies program, you will work with your online advisor to create a degree plan and course of study that fits your needs.

**Graphic Design:** The Bachelor of Arts in Graphic Design online degree completion program is designed to help meet the ever-increasing demand for qualified and highly skilled professionals in the field of graphic design and other related fields. Students in this program complete a required core of art courses in which foundation principles of art and design are studied. After completing drawing and foundation design courses, students begin graphic design coursework that will focus on typography, branding design, publication, web design, animation and other advanced projects.

**Psychology:** The Bachelor of Science in Psychology online degree completion program provides students with knowledge about human behavior that is invaluable in any career. Students learn about aspects of themselves and others such as personality, perception, emotion, motivation, thought processes, child development, and psychological disorders. A bachelor's degree in psychology is good preparation for careers in fields such as business, law, and social work. The psychology major also provides students with an excellent background for applying to graduate school in psychology and ultimately becoming a practicing psychologist.

**Religion:** The Bachelor of Arts in Religion online degree completion program is designed to help meet the increasing demand for qualified and highly skilled professionals in the fields of ministry, nonprofit work, business, journalism, and other related fields, as well as pursuit of further education. The religion program at Kentucky Wesleyan seeks to cultivate an appreciation of religious diversity by familiarizing students with the development, beliefs, and practices of multiple religious traditions. Through the religion program, students employ interdisciplinary resources in order to recognize and engage the function of religion in history, society, and culture.

Please refer to <http://kwc.edu/academics/online/> and the Academic Bulletin for specifics on each degree program.

## **Admissions Policies and Procedures**

Students wishing to gain acceptance to KWC's online degree program must submit a completed application found at <http://kwc.edu/academics/online/> and all official college transcripts from all colleges attended and from the student's high school. (GED holders must submit an official copy of their GED certification). All material must be received in the Office of Admissions at least 10 business days prior to the start of class.

Students must meet the admissions criteria set forth in the KWC Academic Bulletin. In addition to those requirements, prospective students will be made aware of the unique challenges of studying online and the decisions made by this office will take into account the likelihood of the student's success in the program.

All decisions on the transfer of courses and course equivalents will be made by the Registrar of the College in consultation with the appropriate departmental chairperson.

Once online students receive acknowledgment of acceptance into the program, they must pay an enrollment deposit. The deposit is applied to the first term's tuition balance. This deposit may be paid online, by calling (270) 852-3108 to make the deposit by phone, or student may pay in the Cashier's Office located in the Barnard Administration Building (ADM 110).

## **Student Services**

### **Academic Advisors**

Each student enrolled in an online degree program will receive academic advising through the Adult and Online Education Office. The academic advisor is responsible for helping students successfully navigate and complete their educational program. Advisors facilitate class scheduling and monitor academic performance.

### **KWC Email**

Each student enrolled in an online degree program is provided a KWC email account. This account is to be used in all online communication with instructors and other college personnel. Account information (username and password) and login instructions will be sent to the students following payment of the enrollment deposit.

Students will use this account to access a number of resources available from <http://kwc.edu/current-students/>; particularly Panthernet (KWC's Intranet), the Student Portal (course schedule and grades), and D2L Brightspace (the learning management system).

### **Technical Assistance**

For help with your KWC email or course login, please complete a Help Desk ticket <https://kwc.edu/help/>.

### Disability Support Services

Kentucky Wesleyan College is committed to providing access to programs and services for qualified students with disabilities. If you are a student with a disability and require accommodations to participate and complete requirements for this class, notify me immediately and contact Dr. Leah Hoover at the Office of Disability Services (FOB #15 or 270-852-3212) for verification of eligibility and determination of specific accommodations.

### Textbooks

Textbooks can be purchased through our online bookstore at <http://kwc.ecampus.com>. To purchase textbooks with funds from financial aid, a book voucher must be requested from the Cashier's Office. The book voucher can only be used in the KWC electronic bookstore.

### Library Services

Students enrolled in KWC's online degree programs have access to the KWC Howell Greenwell Library.

### Limitations

Students enrolled exclusively in an online degree program are not eligible for campus residency, intercollegiate athletics, or any student activities funded by the student activity fee.

### Schedule of Tuition & Fees

(2020-2021 academic year)

Tuition charge	\$455 per credit hour
Technology fee	\$ 70 per term
Enrollment Deposit	\$100
International student deposit	\$500 USD
Online course fee (traditional students)	\$180 per term

### Payment of Fees

Students receive a detailed invoice approximately three weeks prior to the start of classes. The College offers three payment options:

**A. Semester payment** - Full payment of the semester charges is received in the Cashier's Office prior to the first day of class. No finance charges are incurred. Cash, check, money order & major credit card payments are accepted.

**B. Monthly payment plan** – External tuition financing plans are available to assist students and families in meeting educational expenses by offering a low-cost, interest-free payment plan for the fall and spring semesters only. To take advantage of this plan, you must complete an application which is available online and in the Cashier's Office. To participate in the monthly payment plan, you must sign-up at the beginning of the academic year, which would be at the beginning of the fall semester, OR at the beginning of the semester for which you would like to participate in the plan. If you do not sign-up during this time, you will NOT be able to participate in the plan at a later date. Payment plan enrollees will make monthly payments directly to the payment plan company per their guidelines. Please see the Cashier's Office for further details.

C. **Deferred payment** – A 1% monthly financing fee (assessed and posted monthly) is charged to ALL outstanding balances carried after the first day of classes. Any balance due after the mid-semester date is classified as delinquent. The current registration of delinquent accounts may be voided and registration for future semesters and current transcripts are not permitted. If internal collection efforts are unsuccessful, professional external collections agencies will be utilized and students are responsible for all interest, collection, legal fees and attorney costs incurred.

### **Collections/Enrollment Policy**

Any student whose account has been turned over to collections at any point during the life of the account will be required to pay in full at registration for tuition and any related fees to gain re-admission to KWC. Payment in full at registration will be required for each semester thereafter.

## **Refund Policy**

### **Reduction in Credit Hours**

Students dropping enrollment status from full-time to part-time and part-time students dropping credit hours will have their student account and fees adjusted accordingly IF the drop slip is completed and submitted to the Registrar's Office by the add/drop deadline. Once this deadline has passed, all tuition & fees and related course fees will remain on the student's account, but may be prorated.

### **Withdrawal**

For more information regarding the adjustment of charges and financial aid upon withdrawal from the college, please contact the Financial Aid Office or the Cashier's Office.

## **Dropping a Course**

Students may complete drop/add online during the designated period. After this time, students must complete a Drop from a Course form <https://intranet.kwc.edu/registrar/drop-or-withdraw-from-an-online-course/> or link available from the Director of Adult and Online Education, within the prescribed dates listed in the academic calendar for that term. When the drop/add affects the billing status of the student, notification will be made to the Financial Aid Office and the Business Office. Second term online classes may be added through the drop/add period for Online Term II.

After the add/drop period is over, students may still withdraw from a course, earning a grade of "W," until the withdrawal deadline. After this deadline, students may only withdraw from a course with permission from the Academic Dean. Students will be given either a WP (Withdrawn passing) or WF (withdrawn failing). These grades do not factor into the GPA. The last day to withdraw from a class with a WP or WF is one week before the end of classes. Failure to obtain this permission may result in an F.

## **Withdrawal from the College**

By electing to register for courses at Kentucky Wesleyan College, students become financially liable for all associated tuition and fees. If a student decides they do not desire to attend Kentucky Wesleyan College prior to classes beginning, they must officially **withdraw from the college**. To officially withdraw from Kentucky Wesleyan College, the Online Degree Programs Term or College Withdrawal form <https://intranet.kwc.edu/request-for-withdrawal-form-landing-page/> must be completed. If the student withdraws after the no-penalty date, a pro-rated adjustment in charges and financial aid will be made

based on the number of registered days. The “official date of withdrawal” is the date the completed form is received by the Registrar’s Office.

The “official date of withdrawal” is defined as the date on which the student submits the correct form to start the withdrawal process. If this process is initiated after 5:00p.m. CST, the date of withdrawal will be recorded as the next business day.

After 60 percent of the enrollment term, no adjustments are made, which is congruent with the federal financial aid adjustment schedule. Please see the Financial Aid section for more details.

Based on the adjusted charges and financial aid, the appropriate refund of payment or billing for outstanding balance due will be mailed to the student's home address within fifteen working days of the withdrawal. **Failure to properly withdraw means the forfeit of all rights to an adjustment of charges and a grade of “F” may be recorded for all courses.**

### **Administrative Withdrawal**

Students who have not officially withdrawn at the end of a semester and have not registered for the following semester will be administratively withdrawn by the Registrar’s Office on the last drop/add day of the following semester. Students on leave of absence who do not return to Kentucky Wesleyan College by the second semester of the leave of absence period will be administratively withdrawn by the Registrar’s Office at the end of the leave of absence period. Administratively withdrawn persons wishing to return to the College must apply for readmission.

### **Leave of Absence**

In general, students are expected to complete their degrees by attending Kentucky Wesleyan College for four (4) consecutive years. Occasionally, students may find it necessary to interrupt their program of study. In this event, the student may apply to the Registrar for a leave of absence. Leaves of absence may be granted for one (1) semester or an academic year, but not shorter than one (1) semester or longer than one (1) continuous year. Leaves fall into two (2) categories:

#### **1. Medical Leave of Absence**

A Medical Leave of Absence may be granted through the Registrar’s Office in consultation with other campus offices and upon receipt of a statement by a student’s personal physician. If approved, a student will be awarded a “W” for all coursework. Before returning to campus, students must present medical and therapeutic assessments from appropriate professionals, not related to the student and or his/her family, concerning the students’ ability to return.

#### **2. Military Call to Active Duty Policy (Military Leave of Absence)**

Students will be allowed to withdraw without penalty from the College and receive 100 percent credit for tuition and fees (less any financial aid which the student may have received for the term) and a prorated refund of room and board charges upon presenting an original copy of their orders to the Registrar. Some financial aid programs cannot be refunded after a certain date; these financial aid adjustments are subject to program regulations.

Alternatively, incomplete (I) grades in all classes, with no tuition and fee reimbursement, may be more appropriate when the withdrawal is near the end of the semester and incompletes are agreed to by the instructor(s) and the student and approved by the Registrar. However, if the student chooses to withdraw from only a portion of his/her classes and receive incompletes in the remaining classes, he/she would receive a partial reimbursement of tuition and fees only if the number of remaining credit hours is fewer than 12. In either of these alternative cases, the student will be allowed to complete the

course work according to the established policies of the College and the agreement with the instructor(s) involved. Before returning to campus, students must notify the Registrar in writing at least 30 days before their return.

## **Academic Records and Transcripts**

### **Transcripts**

Transcript requests must be made through the Registrar's Office. All requests (for either an official or unofficial transcript) must be in writing and include the student's signature. Transcript Request Forms are available on the Registrar's page on kwc.edu ( <https://kwc.edu/academics/registrar/request-a-transcript/> ). **No telephone or email requests are accepted.**

Official transcripts will not be released to any student carrying a balance on their accounts receivable or housing account from a previous semester. Likewise, enrolled students with delinquent balances on their current semester accounts receivable or housing account are not eligible for official transcript copies. Currently enrolled students who participate in a private tuition payment plan are eligible for transcripts if they are in good standing with the private tuition payment company. Students who are not in compliance with Federal Perkins Loan repayment guidelines are NOT eligible for official transcript copies. Please see the cashier's office if you have further questions in regards to transcript eligibility. Students who have not completed federally required exit loan counseling are not eligible to receive official transcripts.

Transcript request records submitted on the Transcript Request Form will be maintained for at least one (1) year.

### **Records Retention Statement**

The official transcript of each student who enrolls and earns a grade for any number of courses will be maintained by the Registrar's Office permanently.

A student's official admission file, once transferred to the Registrar's Office, shall be maintained for seven (7) years after the student's last date of separation from the College. Materials in this file include documents relating to the student's academic career at Kentucky Wesleyan College.

### **Family Educational Rights and Privacy Act (FERPA) Policy**

The following policy is in accord with Kentucky Revised Statute 164.283, the Family Educational Rights and Privacy Act of 1974 (Public Law 93-380) as amended (Public Law 93-568), also known as the Buckley Amendment, and the regulations formulated by the U.S. Department of Education.

### **What is FERPA?**

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords certain rights to students concerning their education records. FERPA provides for the right to inspect and review education records, the right to seek to amend those records, and the right to limit disclosure of information from the records. FERPA applies to all institutions that receive federal funds under any program administered by the Secretary of Education.



**Who is protected under FERPA?**

Students who are currently enrolled in higher education institutions or were formerly enrolled are protected. The records of students who are deceased are not protected under FERPA. FERPA does not apply to records of applicants for admission who were denied acceptance, or if accepted, did not attend.

**What are my FERPA rights?**

1. The right to inspect and review the student's Kentucky Wesleyan College education records within 45 days of the day the College receives a request for access. A student should submit to the College Registrar a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. The right to request an amendment of the student's Kentucky Wesleyan College education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the College to amend a record should write the Registrar, clearly identify the part of the record the student wants changed, and specify why they believe it is inaccurate, misleading or in violation of their privacy rights. It is the responsibility of the student to provide legal documentation (i.e. official birth certificate, court record or marriage certificate) for requests for name changes. If the decision of the Registrar is in agreement with the request of the student, the appropriate record(s) will be amended and the student will be notified in writing of the amendment. If the Registrar decides not to amend the record as requested, the Registrar will notify the student in writing of the decision and the student's right to appeal the decision following Kentucky Wesleyan College's published student privacy policy.

The FERPA amendment procedure may be used to challenge facts that are inaccurately recorded. It may not be used to challenge a grade, an opinion, or a substantive decision made by Kentucky Wesleyan College about an eligible student. FERPA was intended to require schools to conform to fair recordkeeping practices and not to override the accepted standards and procedures for making academic assessments, disciplinary rulings, or placement determinations. Thus, while FERPA affords eligible students the right to seek to amend education records which contain inaccurate information, this right cannot be used to challenge a grade or an individual's opinion, or a substantive decision made by Kentucky Wesleyan College about a student.

3. The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.

Additional exceptions that permits Kentucky Wesleyan College to non-consensually disclose person information includes disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to: determine the eligibility for the aid; determine the amount of the aid; determine the conditions for the aid; and/or enforce the terms and conditions of the aid. With respect to this exception, the term "financial aid" means payment of funds provided to an individual that is conditioned on the individual's attendance at a school. Disclosure also may occur if a health or safety emergency occurs or if a student violates any Federal, State, or local law or any Kentucky Wesleyan College rule or policy covering the use or possession of alcohol or a controlled substance.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

### **When do my FERPA rights begin?**

FERPA rights begin when a student begins classes at Kentucky Wesleyan College.

### **What are education records?**

Education records are any records maintained by the college that are directly related to a student and are maintained by an educational institution or party authorized to keep records for the institution. Records may be in the form of any medium (handwritten, print, electronic, etc.). FERPA coverage includes records, files, documents and data directly related to students. This includes transcripts or other records from a school in which a student was previously enrolled.

Education records include any records in the possession of an employee of the college that are shared with or accessible to another individual with the following exceptions:

1. Personal records kept by Kentucky Wesleyan College employees that are in the sole possession of the maker and are not accessible by or revealed to any other person;
2. Employment records, unless those records are contingent on the fact that they employee is a student;
3. Records maintained by campus security solely for law-enforcement purposes
4. Types, locations, and custodians of educational records are listed on page 252 of the Academic Bulletin.

### **What information can be released about Kentucky Wesleyan College students?**

Directory information is information about a student that is not considered harmful or an invasion of privacy if disclosed. While FERPA protects the privacy of education records, directory information is not treated as confidential and may be disclosed by the college without student consent unless the student submits a completed and signed "Request for Non-Disclosure of Directory Information" form to the Office of the Registrar in Room 107 of the Barnard-Jones Administration Building. At Kentucky Wesleyan College, the following has been designated as directory information:

- Student name
- Addresses (local, permanent and email)
- Phone number(s)
- Date of birth
- Declared fields of study (major(s), minor(s), etc.)
- Status (full-time, part-time, withdrawn, graduated, etc.)

- Dates of attendance
- Classification (freshman, sophomore, etc.)
- Degrees awarded, including any honors received
- Most recent previous educational institution attended
- Photographic, video or electronic images of students taken and maintained by the college
- Participation in officially recognized activities/sports
- Weight and height of members of athletic teams
- Whether or not student is in good standing with the College
- Name of student's academic advisor

All other information is considered non-directory information and will not be released unless the student submits a completed, signed "FERPA Release of Information" form to the Office of the Registrar.

### **Can a student restrict the release of directory information?**

Students may withhold disclosure of directory information. To withhold disclosure, the student must complete, sign and submit a "Request for Non-Disclosure of Directory Information" to the Kentucky Wesleyan College Office of the Registrar, 3000 Frederica Street, Owensboro, KY 42301. Directory information will then be withheld as long as the student is enrolled or until the student submits a request to revoke the withholding of Directory Information to the Registrar. Regardless of the effects upon the requesting student, the institution assumes no liability as a consequence of honoring instructions that directory information be withheld. Kentucky Wesleyan Colleges assumes that failure on the part of the student to specifically request the withholding of directory information indicates approval of that information for disclosure.

### **Who can have access to students' education records?**

FERPA permits disclosure without consent to school officials with legitimate educational interests. A school official is defined as a person employed by the college in an administrative, supervisory, academic or research, or support-staff position (including law enforcement/security personnel and health staff); a person or company with whom the college has contracted for a service or operations function (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Furthermore, the college is required by law (the Solomon Amendment) to provide the name and address of all students to any legitimate military recruiter who makes such a request in writing to the Office of the Registrar. This applies even if the student has submitted a request to withhold directory information.

### **Can parents access their students' education records?**

For a parent to have access to his or her child's non-directory information, the student must have submitted a completed and signed "FERPA Release of Information" form to the Office of the Registrar. The parent must be listed on this document as someone to whom the institution has been authorized to disclose specific, non-directory information.

### **What is FERPA procedure in health or safety emergencies?**

If non-directory information is required during an emergency, Kentucky Wesleyan College may release that information if it deems the information necessary to protect the health and safety of the student or other individuals.

### **Whom should I contact for more information?**

Please direct any questions not answered here to Registrar at 270-852-3119.

### **FERPA is a Federal law. Violation of the law may result in the loss of federal funds allocated to Kentucky Wesleyan College.**

Please note: The information above has been developed by the Office of the Registrar to provide general information about the law and procedures related to accessing confidential student information and to provide guidance on commonly asked questions or situations faced by faculty, staff, students and parents. It is for informational purposes only and is not intended as legal advice.

## **Graduation Requirements**

Students enrolled in the online degree program must meet the requirements for graduation stipulated in the Academic Bulletin, except they are not required to attend the commencement ceremony. See the current Academic Bulletin for details.

## **Student Classification**

Students will be classified in accordance with their completed semester hours at all accredited institutions as follows:

<b>Freshman:</b>	<b>0 to 29 semester hours</b>
<b>Sophomore:</b>	<b>30 to 59 semester hours</b>
<b>Junior:</b>	<b>60 to 89 semester hours</b>
<b>Senior:</b>	<b>90 semester hours and beyond</b>

**\*\* A student must be enrolled in a minimum of 12 semester hours to be classified as a full-time student.**

## **Academic Probation**

A student must maintain the following standards in order to remain in academic good standing. Student who fall below the following standards in their cumulative GPA at Kentucky Wesleyan College will be placed on academic probation.

<b><i>Number of semester hours attempted</i></b>	<b><i>Probation scale for KWC cumulative GPA</i></b>
1-29 semester hours	less than 1.6 cumulative GPA on a 4.0 scale
30-59 semester hours	less than 1.8 cumulative GPA on a 4.0 scale
60 or more semester hours	less than 2.0 cumulative GPA on a 4.0 scale

1. A student readmitted to the college following his or her academic suspension will automatically be on academic probation during the semester of his or her return.
2. A student may be placed on academic probation as a condition of his or her admission to the college if his or her previous record warrants.

## **Academic Suspension**

1. A student on academic probation for any of the above reasons will be placed on academic suspension if in the following semester, fall or spring, he or she does not meet the minimum standards of academic performance applicable to him or her as shown in the academic probation chart.
2. A student will be placed on academic suspension at the end of any semester in which he or she has failed to pass at least 50 percent of the semester hours in which he or she was enrolled.
3. A student who, in the judgment of his or her faculty advisor and the Dean of the College, has demonstrated that he or she is not pursuing the educational purposes for which he or she was admitted to the College may be placed on academic suspension at anytime.
4. The Dean of the College may continue on academic probation for one semester a student who fails to meet the standards under 1, 2 or 3 above if the student can show evidence of unusual circumstances during the previous semester, such as extended personal illness or death in the immediate family.
5. The Dean of the College may continue on academic probation a student who has failed the standards under 2 or 3 above, but who has shown reasonable progress by attaining as a full-time student a GPA of 2.25 or higher in the immediate past semester providing also that the student receives no grade of "F." A student who has been excluded for academic reasons is eligible to apply once for readmission after one semester (fall or spring) has passed.

A student who is permitted by the dean of the College to continue on probation may not be eligible for financial aid. Students should consult with the Financial Aid Director for information and clarification.

## **Financial Aid Suspension**

A student who falls below Satisfactory Academic Performance and/or does not complete 67% of the attempted credit hours for Fall and Spring semesters will be placed on Financial Aid Suspension. The student needs to submit a Financial Aid Appeal which includes a letter of explanation and an Academic Plan prepared by their academic advisor.

## **Standards of Student Conduct**

### **Academic Integrity Policy**

Kentucky Wesleyan College expects its students to adhere to the highest standards of academic honesty and integrity. Any student who, beyond a reasonable doubt, violates these standards is subject to disciplinary action by the faculty member in whose class the academic dishonesty has occurred and by proper college authorities. Examples of acts constituting academic dishonesty include (but are not limited to) the following:

1. Knowingly participating in fraudulent activities relating to examinations, assignments or projects: e.g.
  - Plagiarism - claiming or implying that the ideas or works of others are one's own original thoughts (includes making use of reports, term papers, films or other writing advertised for sale).
  - Writing reports, etc., or completing projects for others to submit for evaluation.

- Submitting work that has been submitted in another class (unless there is written permission and it is acceptable to the instructor).
  - Taking examinations for another student.
  - Any form of cheating during the administration of an examination.
  - Intentionally missing examinations to obtain information from class members for illegitimate make-up of examinations.
  - Providing material or information to another person with knowledge that these materials or information would be used improperly.
2. Theft of examinations, projects, grade books, etc. Alteration of grades or scores on examinations, reports or in grade books.
  3. Falsifying reasons for missing classes, not completing assignments, etc.
  4. In addition to being honest, Kentucky Wesleyan students are expected to be civil and respectful to their instructors and fellow students.

Procedures and penalties: A faculty member who finds beyond a reasonable doubt that a student has violated academic integrity must report the violation to the office of the Vice President of Academic Affairs using the Academic Integrity Report form. The faculty member has the right and responsibility to impose course –related sanctions, such as:

- Substitute examination or assignment.
- A grade of ``F" for examination or assignment.
- Expulsion from the class with a grade of ``F" for the course.
- Recommendation that the student be expelled from the college.

For first time violations, students must complete an Academic Integrity Workshop available weekly through the Student Success Center. (Arrangements will be made for a remote student.) Second violations will be considered by the Dean of Student Success and third violations will be reviewed by the Academic Integrity Review Board. Additional information concerning what constitutes Academic Integrity, procedures for review or appeal of penalties may be found in the Kentucky Wesleyan College Student Handbook.

## **INFORMATION TECHNOLOGY APPROPRIATE USE POLICY**

This policy establishes guidelines for the appropriate use of computer equipment, software and networks owned or operated by Kentucky Wesleyan College. Access to the College’s information systems is granted to KWC students, faculty and staff with the stipulation that they follow these guidelines and abide by local, state and federal laws.

### **3.1 General Guidelines**

A. In making appropriate use of information resources you **MUST**:

1. Protect your userID from unauthorized use. You are responsible for all activities initiated under your userID.
2. Access only files and data that are your own, that are publicly available, or to which you have been given authorized access.
3. Be considerate in your use of shared resources. Refrain from monopolizing systems, overloading networks with excessive data, or wasting printer paper and other supplies.
4. Use the FACULTY, STAFF and/or STUDENT e-mail groups to communicate only college-related information, including notices about events, activities, sports competitions and general business/academic information.

B. In making appropriate use of information resources you **MUST NOT**:

1. Use another person's files or data without permission.
2. Use computer programs to decode passwords or access control information.
3. Load software or data on the hard drive of any public access workstation.
4. Engage in any activity that might be harmful to systems or to any information stored therein, such as creating or propagating viruses, disrupting services, or damaging files.
5. Make or use illegal copies of copyrighted software or computer files (including music and video files), store such copies on College systems, or transmit them over College networks.
6. Use mail or message services to harass, intimidate, or otherwise annoy another person.
7. Use any e-mail group to distribute chain letters.
8. Use the FACULTY, STAFF and/or STUDENT e-mail groups for socializing, personal comments, etc. Individual addresses should be used for personal messages and communications.
9. Use another person's userID and password.
10. Place on any College-owned or operated system information or software which
  - a. infringes upon the rights of another person;
  - b. is abusive, profane, or obscene; or
  - c. promotes a commercial enterprise or product.

### **3.2 Disclaimers**

The College reserves the right to limit, restrict or extend computing privileges and access to its information resources.

The College supports each individual's right to privacy of personal files and will take reasonable steps to ensure security of its systems. Computing resources, however, are potentially accessible to others through normal system administration activities and to the public through public records laws. Therefore, the College cannot guarantee absolute privacy of files.

The College cannot guarantee that, in all instances, data will be retained on its systems. It is the responsibility of the user to make secure backup copies of essential files for disaster recovery.

### **3.3 Enforcement**

The College considers any violation of these guidelines to be a serious offense and reserves the right to examine files allegedly related to inappropriate use. Violators are subject to immediate loss of e-mail and/or network access privileges and possible disciplinary action.

## **Academic Grievance**

Level 1 - The resolution of a grievance through direct and informal communication as close as possible to the point of origin is encouraged. A student with an academic grievance ordinarily should attempt to discuss the problem with the specific professor. This process must be initiated no later than two (2) weeks after the start of the next regular academic session.

Level 2 - In the event the aggrieved person is not satisfied with the disposition of the grievance at level 1, the student may file the grievance with the academic dean, using the form <https://kwc.edu/student-complaint-form/>. This document must be received within 14 days following the decision from the level 1 discussion. Within 10 days of receipt of the grievance, the dean may request a conference with the aggrieved. The academic dean will render a written decision to the student within 20 days after receiving the grievance.

Level 3 - In the event the aggrieved person is not satisfied with the disposition of the grievance at level 2, he/she may request a hearing before the Academic Policies Committee. The request for a hearing should be made within 14 days following the level 2 grievance decision. The Academic Policies Committee must hear the case within 3 weeks (if during the fall or spring semesters) or if an appeal should occur during summer, the Academic Policies Committee will act upon the matter in a timely manner. The committee will render a written decision to the student and the academic dean within 10 days of the hearing. With the exception of procedural violations, the decision of this committee shall be final.

Level 4 - In the event the aggrieved person is not satisfied with the procedures of the grievance at previous levels, the student may request a hearing with the President of the College. Within 10 days of the receipt of this grievance, the President shall render a written decision as to the solution and at his or her direction, schedule an appropriate conference. The decision of the President shall be final.

### **Sexual Harassment Policy**

To learn more about the Sexual Harassment and Assault Policy refer to <http://kwc.edu/campus-life/sexual-harassmentassault/> .

### **Other Academic Policies**

All other academic policies of Kentucky Wesleyan College may be addressed by reading the current Academic Bulletin, or referring to **Student Complaint Policy** in KWC.edu > Current Students <https://kwc.edu/uploads/sites/2/STUDENT-COMPLAINT-POLICY.pdf> .

**“All students earning a degree at Kentucky Wesleyan College are responsible for being familiar with the academic policies and procedures outlined in this catalog.”**

### **Enrollment in Online Courses by Traditional KWC Students**

Traditional KWC students can take one online course per Fall or Spring semester as a part of their full-time schedule, and up to 4 online courses during the summer. To be eligible to take online courses, the traditional student must have a 2.0 GPA and have earned at least 30 semester hours of credit by the time the online course begins. Petitions for exceptions to this policy must be made in writing and filed with the Director or Adult and Online Education. Traditional students are responsible for the \$180 online course fee and any overload tuition costs during semesters, and all tuition and fees during the summer.

### **Contact Information**

The Director of Adult and Online Education at Kentucky Wesleyan College is Dr. Rebecca Francis. Dr. Francis can be contacted at [rfrancis@kwc.edu](mailto:rfrancis@kwc.edu) or (270) 852-3222 office phone.