



Student Handbook 2021-2022

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www.kwc.edu

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Student Pledge

As a student of Kentucky Wesleyan College, I pledge to follow the “Code of Student Conduct” and the “Standards of a Christian College”.

- I will endeavor to be the following:
 - honest,
 - truthful,
 - dependable,
 - trustworthy,
 - treat everyone in my community with fairness and consideration,
 - tolerant,
 - loyal,
 - reverent, and
 - to respect others and myself.
- I understand and agree that school must be a positive and cooperative environment so that everyone can learn.
- I understand that my daily attendance is the key to my success.
- I understand that violence, disruptive behavior, and abusive language are unacceptable and will not be tolerated.

By signing this pledge, I pledge to follow the “Code of Student Conduct” and the “Standards of a Christian College”, for as long as I am a student at Kentucky Wesleyan College.

Student’s Signature: _____ Date: _____

I believe in and am committed to the Wesleyan Way.

Student’s Signature: _____ Date: _____

Students will be required to sign the Student Pledge and the Panther Promise online before arriving to campus in Fall 2021 or Spring 2022.

WHO WE ARE

Mission Statement

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.

Kentucky Wesleyan College History

The dream of an institution of higher learning held by Methodists from the first days of settlement in Kentucky came to fruition in 1858 when the Kentucky Conference of the Methodist Episcopal Church, South, voted to establish a college at Millersburg. Classes began in 1866, after peace was restored following the Civil War, and the first commencement was in 1868. Begun as a training school for preachers, the curriculum expanded rapidly to include a solid basis of instruction in the liberal arts. Business classes were added when a demand for this instruction was identified. By the 1880s half of the alumni were employed as either teachers or businessmen.

Millersburg, located on a branch line railroad, proved too remote for effective student access. In 1890 the College moved to Winchester, in Clark County, which was served by two major rail lines. A fund drive resulted in money for new buildings, and the faculty from Millersburg settled into the hospitable environment of the College's new home. The early Winchester years saw other major changes as well. The first women were admitted as students in the early 1890s, a pioneering step for Kentucky Wesleyan College, which became one of the first institutions of higher learning in the Commonwealth to permit co-education. Intercollegiate athletics also became a part of the Wesleyan scene with competitions in football, baseball, and basketball, as well as a broad program of intramural sports for both men and women.

A Wesleyan tradition was born in 1905 when the main College building was destroyed by fire. One of the limestone ornaments that decorated the facade fell to earth but remained intact. This bust of Minerva, the Roman goddess of wisdom, became a symbol of the Wesleyan spirit. Today it is mounted in a prominent place on the Owensboro campus, and it is a focal point for many Wesleyan student activities.

Wesleyan secured full accreditation by the Southern Association of Colleges and Schools in 1947. Increasingly Wesleyan graduates were making their mark in the graduate and professional schools of the region. The strong curriculum in business and liberal arts was expanded to include major programs in pre-professional areas. Wesleyan earned an enviable reputation for the many students sent to medical, dental, law and graduate schools. The concept of the Wesleyan Spirit was strengthened with the founding of the Order of the Oak and Ivy in 1955 to honor students with outstanding academic and campus service careers.

The year 2000 started off with a bang as the Owensboro campus was severely damaged by an F3 tornado on Jan. 3. True to the College's spirit, the campus community looked for the silver lining and took the opportunity to improve campus by repairing and/or replacing damaged buildings to make the physical plant even better than before. Wesleyan continues to be a place filled with spirit and determination.

Standards of a Christian College

People never rise higher than their ideals. Standards of conduct are governed by the ideals that dominate human thoughts. This is true of institutions as well as individuals. Kentucky Wesleyan College encourages each of her students to be governed by the ideals derived from the Christian faith. This does not mean that all must think exactly alike or believe exactly the same things. The Christian community has room for many different ideals but there are some standards of thought and action that are common to all Christian people, and which ought to characterize the relationship in this academic community.

Proper regard for the personalities of other people requires us to be honest, truthful, dependable, trustworthy, tolerant, loyal, and reverent. These qualities are expected in the lives of all our students. Only as we live by these standards can we hope to live successfully in a Christian college community. Conduct not befitting these standards will be considered sufficient basis upon which to ask a member of our College community to discontinue his or her relationship with us.

Members of the Wesleyan community, both students and faculty, are expected to maintain the highest standards of Christian life in their daily activities.

Alma Mater

On the city's southern border
Reared against the sky
Proudly stands our Alma Mater
As the years go by
Forward ever be our watchword
Conquer and prevail
Hail to thee, our Alma Mater
Wesleyan, All Hail
Loyal be her sons and daughters
Ever in the strife
Always true to one another
Till the end of life
Forward ever be our watchword
Conquer and prevail
Hail to thee, our Alma Mater
Wesleyan, All Hail

Fight Song

Fight Ye Panthers ole Wesleyan,
For the purple and the white,
Fight till every foe is vanquished;
Fight for victory and right - Rah! Rah! Rah!
Play the game with might and valor;
May success your efforts bless.
With team we stand united,
For the college we love the best. Rah! Rah!

Financial Responsibilities

Annual Tuition and Fees

2021 – 2022 Charges

| TUITION | | Semester | Annual |
|------------------------|--|-----------------|---------------|
| | Full-time (12 - 18 hours) | \$14,200 | \$28,400 |
| | Part-time (1 - 11 hours) | \$820/hour | N/A |
| | Overload (>18 hours) | \$820/hour | N/A |
| | Summer Term | \$455/hour | N/A |
| | Online Degree Program | \$455/hour | N/A |
| | 3 Year Degree Program | | \$34,600 |
| ROOM AND DINING | | Semester | Annual |
| | <i>Deacon and Peoples</i> | | |
| | Semi-Private & Dining | \$4,945 | \$9,890 |
| | Private & Dining | \$6,225 | \$12,450 |
| | <i>Kendall</i> | | |
| | Semi-Private & Dining | \$5,425 | \$12,450 |
| | Private & Dining | \$6,685 | \$13,370 |
| | <i>Massie and Stadium</i> | | |
| | Semi-Private & Dining | \$5,925 | \$11,850 |
| | Private & Dining | \$7,220 | \$14,440 |
| | <i>Commuter Board (Optional)</i> | | |
| | Option 1 | \$199 | \$398 |
| | Option 2 | \$399 | \$798 |
| FEES | | Semester | Annual |
| | Applied Music Fee | \$225/hour | N/A |
| | Audit (part-time) | \$50/hour | N/A |
| | Computer Literacy Fee | \$60 | N/A |
| | Graduation Fee (assessed at 90 hrs.) | \$125 | |
| | Comprehensive Fee | \$630 | \$1250 |
| | Lab Course Fee | \$100 | N/A |
| | Laundry Fee (Residential) | \$100/semester | |
| | Mailbox Key Deposit | \$10 | |
| | One Time Registration Fee (Freshmen and Transfers) | \$100 | |
| | Online Course Fee | \$180/course | N/A |
| | Orientation Fee (New Student) | \$250 | |
| | Residence Hall Deposit | \$100 | |
| | Sports Medicine Fee (Athletes only) | \$150 | \$300 |
| | Study Abroad Program Fee (Plus tuition and/or add'l costs) | \$350 | |
| | | | \$164 |
| | Transcript Fee | \$11/transcript | |
| | Tuition Deposit | \$100 | |

Payment Options

Semester payment –If full payment of semester charges is received in the Cashier’s Office prior to the first day of class, no finance charges are incurred. No finance charges are incurred. Cash, check, money order, ACH & major credit card payments are accepted. Online payments can be made at <https://kwc.edu/bill-payment/> Convenience fee for card payments may apply.

Deferred payment – *A one percent (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 pre-registration for future semesters and current transcripts are not allowed. If internal collection efforts are unsuccessful, professional collection agencies will be utilized, and students are responsible for all collection costs incurred.

Monthly Payment Plan – Tuition financing plans are available to assist students and families in meeting educational expenses by offering a low-cost, interest-free payment plan administered by Nelnet Campus Commerce, for the fall and spring semesters only. To take advantage of this option, log on to MyCollegePaymentPlan.com/KWC no application is necessary. You will make monthly payments per the payment plan guidelines.

NOTE: This payment plan must be activated by the plan enrollment date and paid monthly to avoid the institutional finance charge assessed to all outstanding balances after the first day of class. Also, payment plans should be set up to pay in full the fall semester balance with the December payment and the spring semester balance with the April payment.

Please feel free to contact us at any time. We are here to assist students and their families in any way possible. If you receive an invoice or statement that appears incorrect, please notify the Cashier’s Office immediately. If you are having difficulty meeting the payment schedule, perhaps we can work together to find an appropriate solution.

Charges – It is the student’s responsibility to pay 100 percent (100%) of ALL charges assessed on their account less any financial aid awarded. Charges may include tuition, room, board, lab fees, student fees, collection fees, legal fees, etc.

Delinquent Accounts/Re-Admission 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, room & board, and any related fees to gain re-admission to Kentucky Wesleyan College.

Financial Aid

Completed financial aid awards are credited to the student account after the first full week of classes. Student and parent loan proceeds are applied to the student account upon receipt of the funds and the endorsement signature, if required.

Wesleyan is committed to helping each student meet his/her financial need, and more than 95 percent (95%) of our students qualify for some form of financial assistance from the College, external agency, state government, federal government, or a combination of the three.

For maximum financial aid consideration, you should complete the Free Application for Federal Student Aid (FAFSA) as soon as possible after October 1st. Visit our Scholarship and Grant Opportunities and our Academic Scholarship Program page for more information about financial assistance.

For more information regarding other financial aid opportunities, please see the financial aid office, (270) 852-3120, or email finaid@kwc.edu.

Financial Aid Counselor, Malissa Johnston
Financial Aid Counselor, Shiloh Young

Campus Resources and Services

Campus Services Business Hours

| | | |
|---------------------------------------|--|-------------------------|
| Administration Building | Monday-Friday | 7:30 a.m. – 10:00 p.m. |
| Administrative Offices | Monday-Friday | 8:00 a.m. – 5:00 p.m. |
| Panther's Den Spirit Store | Monday-Friday | 10:00 a.m. – 3:00 p.m. |
| | Open Saturdays before home football games and for special campus events | |
| | Open Sunday for special campus events. Summer hours - June and July (beginning June 4) | |
| | 10:00 AM - 2:00 PM Tuesday, Wednesday, and Thursday | |
| | Closed Sunday, Monday, Friday, and Saturday (except for special events) | |
| Faculty Offices | Monday - Friday | 8:30 a.m. – 5:00 p.m. |
| Health and Recreation Center | Monday - Friday | 8:00 a.m. – 12 Midnight |
| | <i>Students can access the gym after hours by using their ID.</i> | |
| Information Technology | Monday - Friday | 8:00 a.m. – 5:00 p.m. |
| The Market | Monday - Sunday | 24 Hours/Day |
| Howard Greenwell Library | Monday - Thursday | 7:30 a.m. – 12 Midnight |
| | Friday | 7:30 a.m. – 4:30 p.m. |
| | Saturday | 1:00 p.m. – 5:00 p.m. |
| | Sunday | 2:00 p.m. – 12 Midnight |
| Mail Room | Monday - Friday | 8:00 a.m. – 4:00 p.m. |
| Hocker Family Dining Center | <u>Monday-Thursday</u> | |
| | Breakfast | 7:30 a.m. – 9:00 a.m. |
| | Lunch | 11:30 a.m. – 1:00 p.m. |
| | Dinner | 5:00 p.m. – 7:00 p.m. |
| | <u>Friday</u> | |
| | Breakfast | 7:30 a.m. – 9:00 a.m. |
| | Lunch | 11:30 a.m. – 1:00 p.m. |
| | Dinner | 5:00 p.m. – 6:30 p.m. |
| | <u>Saturday</u> | |
| | Brunch | 11:00 a.m. – 1:00 p.m. |
| | <u>Sunday</u> | |
| | Brunch | 11:00 a.m. – 1:00 p.m. |
| | Dinner | 5:00 p.m. – 6:30 p.m. |
| Student Health Services Office | Monday - Thursday | 9:00 a.m. – 1:00 p.m. |
| | | 2:00 p.m. – 3:00 p.m. |
| | Friday | 9:00 a.m. – 12:00 p.m. |
| Panther Cafe' & Starbucks | Monday - Friday | 7:30 a.m. – 9:00 p.m. |
| | Saturday | 4:00 p.m. – 9:00 p.m. |
| | Sunday | 6:00 p.m. – 9:00 p.m. |

Note: Your Wesleyan Student ID will allow you after-hour access to the Winchester Center by using the card-swipe function located at each handicap accessible door.

Clubs & Organizations

- 1) **Aca-Panthers** – The Co-Ed A Capella singing group that formed in the Spring of 2019.
- 2) **Admissions Ambassadors** – This organization helps our Admissions program show prospective students the Wesleyan campus, answer any questions regarding college life, residential life, classes, etc.
- 3) **Alpha Chi National Honor Society** – The top honor society for promotion and recognition of scholarship among junior and senior students of Kentucky Wesleyan College.
- 4) **Alpha Psi Omega** – Alpha Psi Omega (ΑΨΩ) is a National Theatre Honor Society for participants in collegiate theatre. Students actively involved in theatre at Kentucky Wesleyan College are eligible for membership.
- 5) **Alpha Omicron Pi** – One of Wesleyan’s two national sororities. Alpha Omicron PI, also known as AOII, began at Kentucky Wesleyan College as the local sorority, Theta Omega. The local chapter went national in 2012 as the Beta Chi Chapter of Alpha Omicron Pi.
- 6) **American Medical Student Association** – AMSA is the oldest and largest independent association of physicians-in-training in the United States. At KWC, AMSA will help guide pre-medical students through MCAT prep and provide various resources for those interested in the medical field.
- 7) **Archery** – This organization strives to foster archery competition on campus to any student who is interested in learning about archery or competing in events.
- 8) **Art Club** – A club for anyone interested in all types of art and media.
- 9) **Band** – An instrumental music program including pep, marching and jazz bands. The band is open to all interested student musicians.
- 10) **Black Student Union (BSU)** – The purpose of the Black Student Union (BSU) is to promote activities of common interest, as well as cultural and educational benefits for the African American student body and other minorities.
- 11) **Campus Ministries “Mile 2” Team** – The Campus Ministries Mile 2 Team offers support to all campus ministry organizations and provides opportunities for students to participate in the general religious life on campus, in addition to planning several special events throughout the school year.
- 12) **Chemistry Club** – The Chemistry Club provides an opportunity for students who are majors of or are interested in the chemical sciences to be involved in promoting chemistry on and off campus.
- 13) **DancePurple** – This organization helps fundraise for Pediatric Cancer year-round. DancePurple organizes several small fundraisers throughout the year concluding with a six (6) hour no sitting Dance Marathon in the Spring.
- 14) **E-Sports** – This student-led group strives to compete in various e-sports within the intercollegiate league and to have fun while encouraging one another to become better competitors.
- 15) **Fellowship of Christian Athletes** – Uniting athletics and faith to bring together students and impact the campus as well as the community.
- 16) **Feminist Club** – This organization is focused on advocating for equitable treatment, rights and opportunities for women and girls in our local communities and on a broader scale.
- 17) **Harry Potter Club** – This club is for Witches, Wizards, muggles and all magical people who want to form a bond with like-minded students on the Kentucky Wesleyan campus.

- 18) **History Club** – History Club is a group of students who come together to appreciate and enjoy history.
- 19) **Honors Club** – This is an organization that will reward students both for their academic achievements and service work.
- 20) **Interfraternity Council** – The IFC regulates the affairs of the social fraternities, administers rules governing recruitment and new member education and encourages cooperation and harmony among its members.
- 21) **Kappa Delta** – One of Wesleyan’s two National sororities, the KDs began at Wesleyan in 1920 as the Chi Upsilon Chi Sorority. The local went national in 1958 as the Gamma Xi Chapter of Kappa Delta.
- 22) **Kentucky Education Association – Aspiring Educators (KEA-AE)** – Education majors participate in the KEA-AE. Representatives from KEA come to Wesleyan during the year to counsel students on current issues in education, hold seminars, and to give guidance concerning employment opportunities.
- 23) **Kentucky Wesleyan College Gospel Choir** – The KWC Gospel Choir relays the message of the Gospel of Jesus Christ through musical performance.
- 24) **Majors without Borders** – Majors Without Borders’ main mission is to cultivate an environment of learning through conversation amongst members with different majors on campus.
- 25) **Math Club** – Math Club provides an opportunity for students who are interested in understanding different and unique ideas of Mathematics to gather and discuss with other like-minded students.
- 26) **Panhellenic Council** – Panhellenic Council is the governing body for the national sororities on campus. It fosters cooperation, goodwill and harmony among the sororities, plans activities and administers policies and regulations governing Recruitment activities.
- 27) **Panogram** – The Panogram is the official Wesleyan student newspaper and is a source of information for students and faculty for social and academic events, local and regional news and many interesting feature articles. All students are invited to apply for a position with the Panogram.
- 28) **Panther Radio Society** – The purpose of this organization is to teach collegiate students the ropes behind the workings of a radio station being either on air or off air.
- 29) **Parnassus (The Writer’s Club)** – This organization is designed for persons who enjoy and are interested in creative writing.
- 30) **Prism** – Prism is a group dedicated to creating a safe place on campus for members of the LGBT community.
- 31) **Pre-Professional Society** – Science majors with career goals in professional fields such as medicine, veterinary, optometry, nursing or pharmacology. Pre-professional society meets monthly and has speakers in various career fields during the year.
- 32) **Psychology Club** – The Psychology club meets to discuss issues associated with psychology and other related fields.
- 33) **Sierra Club** – The Sierra Club is a branch of the National Sierra Club (Environment) that strives to create and maintain recycling as well as other campus sustainability projects to help preserve campus and the Earth.

- 34) **Sigma Alpha Mu** – One of Kentucky Wesleyan College’s three national fraternities, the Sammies started as the Octagon Club in 1964. They nationalized in 1968 as Beta Omega Chapter of Sigma Alpha Mu.
- 35) **Sigma Nu** – The Sigma Nu’s began at Wesleyan as Sigma Delta Fraternity in 1936. The local went national in 1960 founding the Eta Epsilon Chapter of Sigma Nu.
- 36) **Sigma Phi Epsilon** – The Sig Eps started as the Key Fraternity at Wesleyan in 1926. The group nationalized in April of 1959, establishing the Kentucky Gamma Chapter of Sigma Phi Epsilon.
- 37) **Student Organization of Latinx** – The purpose of SOL is to increase the interest and awareness of all students to the Latin culture, to be active in the Hispanic community through Volunteer activities, and to encourage diversity on the UT campus.
- 38) **Stanley Reed Political Science and Pre-Law Club** – Named after one of Wesleyan’s most prestigious alumni, United States Supreme Court Justice Stanley Reed, this club offers students interested in law and politics opportunities to listen to speakers, discuss relevant topics and debate important controversial issues.
- 39) **Student Activities Programming Board (SAPB)** – The SAPB provides a full range of social activities ranging from Midnight Movies, trips (i.e. Reds baseball game, Paoli Peaks ski trip, Nashville Predators hockey game, theme-park trips, etc.), novelty events, dances, comedians, and music entertainment. This organization comprises several committees and meets every other Tuesday at 12:10 PM in Cox Conference Room.
- 40) **Student Athlete Advisory Committee (SAAC)** – This group strives to enhance the student athlete experience. The SAAC provides a platform for student athletes to voice their opinions and recommendations to Wesleyan officials.
- 41) **Student Government Association (SGA)** – SGA is the self-governing body on campus that provides the student body with a voice in college affairs, ranging from administrative to social matters. SGA consists of an elected executive council and senate. Two senators represent each class. Elections are open to any interested student.
- 42) **Wesleyan Singers** – The College choir at Wesleyan is called the Wesleyan Singers. The class can be taken for one credit hour and is open to all students by audition. The group performs at many schools, churches, and civic functions.
- 43) **Wesleyan Wave** – The purpose of this organization is to foster school spirit among the students.

Student Resource Guide

| Questions | Where to Go | Extension(s) | Location |
|---------------------------------|---------------------------|----------------------|-----------------------------------|
| <i>Academic Dean's Office</i> | | 3117 | Administration Building |
| <i>Academic Assistance</i> | Student Success Center | 3220 | Student Success Center |
| <i>Academic Policies</i> | Registrar's Office | 3119 | Administration Building |
| <i>Account (Billing)</i> | Cashier's Office | 3108 | Administration Building |
| <i>Alcohol Abuse</i> | Counseling Services | 3183 | Administration Building |
| <i>Alcoholics Anonymous</i> | | 270-683-0371 | |
| <i>Alumni Information</i> | Alumni Office | 3146 | Martin Alumni Ctr./919 Scherm Rd. |
| <i>Athletic Trainer</i> | | 3332 | Health & Recreation Center |
| <i>Athletics</i> | Athletic Department | 3330 | Health & Recreation Center |
| <i>Audio-Visual</i> | Library | 3255 | Howard Greenwell Library |
| <i>Band</i> | Band Director | 3243 | Ralph Center |
| <i>Campus Ministry</i> | Dir. of Campus Ministries | 3203 | Administration Building |
| <i>Campus Security</i> | Security Guard Station | 270-929-8609 | Mobile |
| <i>Change of Address</i> | Registrar's Office | 3119 | Administration Building |
| <i>Change of Major</i> | Registrar's Office | 3119 | Administration Building |
| <i>Check Cashing</i> | Cashier's Office | 3108 | Administration Building |
| <i>Commencement</i> | Registrar's Office | 3119 | Administration Building |
| <i>Community Service</i> | CETL Office | 3233 | Howard Greenwell Library |
| <i>Computer Literacy</i> | Information Technology | 3266 | Howard Greenwell Library |
| <i>Computer Support</i> | IT Help Desk | 3268 | Howard Greenwell Library |
| <i>Counseling Service</i> | Terri Petzold | 3183 | Administration Building |
| <i>Diplomas</i> | Registrar's Office | 3119 | Administration Building |
| <i>Drug Helpline</i> | | 800-662-4357 | |
| <i>Equity and Inclusion</i> | CETL – Library | 3254 | Winchester Center |
| <i>Financial Aid</i> | Financial Aid Office | 3130 | Administration Building |
| <i>Fire</i> | Fire Dispatch | 9-911 (on-campus) | |
| <i>Fundraising</i> | Development Office | 3460 | Administration Building |
| <i>Graduation Check Sheet</i> | Registrar's Office | 3119 | Administration Building |
| <i>Greek Life</i> | Student Services Office | 3286 | Winchester Center |
| <i>Hospital</i> | Owensboro Health | 270-417-2000 | 1201 Pleasant Valley Rd. 42303 |
| <i>Housing</i> | Student Services Office | 3284 | Winchester Center |
| <i>Housekeeping</i> | Facilities Service Dept. | 3324 | Facilities Office |
| <i>Illness/Injury</i> | Campus Nurse | 3288 | Administration Building |
| <i>Immediate Care</i> | | 270-683-7553 | |
| <i>Instructional Technology</i> | Instructional Technology | 3300 | Howard Greenwell Library |
| <i>International Programs</i> | Academic Dean's Office | 3117 | Administration Building |
| <i>Internet</i> | Information Technology | 3268 | Howard Greenwell Library |
| <i>Intramurals</i> | Student Services Office | 3286 | Winchester Center |
| <i>Job Search/Resume</i> | Career Development | 3302 | Student Success Center |
| <i>KW Today</i> | Public Relations | 3143 | Administration Building |
| <i>Legal Counsel</i> | W. KY Legal Services | 270-683-4585 | |
| <i>Mail Room</i> | Mail Room | 3313 | Winchester Center |

| Questions | Where to Go | Extension(s) | Location |
|-----------------------------------|---------------------------|------------------------------|-----------------------------------|
| <i>Meal Plan Changes</i> | Student Services Office | 3284 | Winchester Center |
| <i>Orientation/KW101</i> | Student Success Center | 3220 | Student Success Center |
| <i>Online Classes</i> | Admin. 209 A | 3212 | Administration Building |
| <i>Panogram (Newspaper)</i> | Panogram Office | 3600 | Ralph Center |
| <i>PantherNet</i> | Webmaster | 3207 | Howard Greenwell Library |
| <i>Parking</i> | Student Services Office | 3285 | Winchester Center |
| <i>Phone-a-thon</i> | Development Office | 3460 | Administration Building |
| <i>Poison</i> | KY Regional Poison Ctr. | 800-222-1222 | |
| <i>Police</i> | Police Dispatch | 9-911 (on-campus) | |
| | OPD | 270-687-8888 | |
| | Daviess Co. Sheriff | 270-685-3927 | |
| <i>Printing Needs</i> | Mail Room | 3313 | Winchester Center |
| <i>External Publicity</i> | Development Office | 3143 | Martin Alumni Ctr./919 Scherm Rd. |
| <i>Rape Crisis</i> | New Beginnings | 270-926-7273 800-226-7273 | |
| <i>Registration</i> | Registrar's Office | 3119 | Administration Building |
| <i>Religious Activities</i> | Dir. of Campus Ministries | 3203 | Administration Building |
| <i>SAPB</i> | Student Services Office | 3286 | Winchester Center |
| <i>Scholarship Information</i> | Financial Aid Office | 3130 | Administration Building |
| <i>Security Guard Station</i> | | 3306 | Winchester Center |
| <i>Sexual Assault/Harassment</i> | Title IX Coord./Deputy | 3209 | Administration Building |
| <i>Social Policies</i> | Student Services Office | 3286 | Winchester Center |
| <i>Sophomore Experience</i> | Student Services Office | 3285 | Winchester Center |
| <i>Special Academic Needs</i> | Molly Gross | 3221 | Winchester Center |
| <i>Student IDs</i> | Student Services Office | 3285 | Winchester Center |
| <i>Study Skills</i> | Student Success Center | 3220 | Student Success Center |
| <i>Suicide Prevention</i> | Campus Nurse | 3288 | Administration Building |
| <i>Teacher Education</i> | Teacher Ed. Department | 3232 | Faculty Office Building |
| <i>Transcripts</i> | Registrar's Office | 3119 | Administration Building |
| <i>Tutoring</i> | Student Success Center | 3220 | Student Success Center |
| <i>Urgent Care</i> | | 270-688-1352 | Urgent Care |
| <i>Verification of Attendance</i> | Registrar's Office | 3119 | Administration Building |
| <i>Withdrawal from Class</i> | Registrar's Office | 3119 | Administration Building |
| <i>WKWC FM 90.3</i> | Radio Station | 3601 | Ralph Center |
| <i>Work Study</i> | Financial Aid Office | 3130 | Administration Building |

Room Reservations & Services

All room reservation requests will be made through the Outlook calendar. Click the New Appointment/ New Meeting icon at the top left of the screen. Complete the request (in the window that opens) with the pertinent information: name of event, organizer, date, times, and location. Then click send. The system will route the email to the administrator for that requested space, who will approve or deny based on availability. If you have any questions or problems with this process, you can contact the administrator who reserves your requested space at the numbers below:

| Location | Extension/Email |
|-----------------------------------|---|
| Admin. Meeting Rooms (Admin. 103) | 3117 |
| Chapel | 3104 |
| Classrooms | 3119 |
| Winchester Center Rooms | 3285 |
| Hocker Family Dining Center | 3280 |
| Jones Gymnasium | 3330 |
| CETL Collaboratory | 3233 |
| Woodward HRC | 3330 |
| AV Services | https://kwc.edu/audio-visual-technology-request-form/ |
| Computer Help Desk | https://kwc.zendesk.com/hc/en-us |
| Maintenance Request | facilities@kwc.edu |
| Security | security@kwc.edu |

If you would like to reserve any other area, please contact the Student Services Office at Ext. 3285.

Athletics

Men compete in baseball, basketball, cross country, football, golf, soccer, tennis, track & field and wrestling through affiliation with the Great Midwest Athletic Conference and NCAA Division II. Men's bowling competes as a member of the United States Bowling Congress.

Women compete in basketball, bowling, cross country, golf, soccer, softball, tennis, track & field and volleyball through affiliation with the Great Midwest Athletic Conference and NCAA Division II.

Cheerleading is available for both men and women.

Athletic scholarships and grants are available to men and women athletes. Entering students who have an interest in a particular sport should write to the appropriate coach requesting further information about participation and scholarships.

Campus Dining Services

Welcome to a new academic year at Kentucky Wesleyan College! The Aladdin Dining Services Team would like to thank you for participating in our on-campus dining program. We are excited to introduce to you this year's repertoire of delicious meal options. You can enjoy a contemporary, crowd-pleasing selection of many of your favorite foods along with some of our own tasty specialties. The following has been designed to act as a quick reference guide to all of our services. We look forward to serving you!

Meal Plans and Panther Dollars

In order to meet your campus dining needs, we have designed the following meal plans for the 2021-2022 academic year. You may also add money (Flex) to your Student ID by visiting the Cashiers Office (x3108). Students may change their Resident Meal Plan within the first 10 days of each semester.

Dining Options

Meals may be enjoyed from one of our two locations, the Hocker Family Dining Center or Panther Cafe.

Flex

Flex dollars is like cash on your card that may be used at the Hocker Family Dining Center, Panther Cafe, and the Market.

Resident Meal Plans

| | | |
|----------------------------|------------------------|--------------------|
| <i>12 Meal Membership</i> | 12 meals each week | \$350 Flex Dollars |
| <i>16 Meal Membership</i> | 16 meals each week | \$100 Flex Dollars |
| <i>19 Meal Membership</i> | 19 meals each week | \$50 Flex Dollars |
| <i>120 Block Meal Plan</i> | 120 meals per semester | \$350 Flex Dollars |

Commuter Meal Membership

| | | |
|-----------------|-----------------------|-------------------|
| <i>25 Meals</i> | 25 meals per semester | \$40 Flex Dollars |
| <i>55 Meals</i> | 55 meals per semester | \$80 Flex Dollars |

Dining Flex Dollars

Students, faculty, and staff may purchase dining flex dollars.

\$105 Flex- \$100

\$220 Flex- \$200

Guests

Guest prices in the Hocker Family Dining Center are as follows

| | |
|-----------|--------|
| Breakfast | \$6.02 |
| Lunch | \$7.99 |
| Dinner | \$9.30 |

You may use your Flex Dollars as well as cash.

Flex dollars (comes with your meal plan) are like cash on your card that may be used at the Hocker Family Dining Center, Panther Cafe, and the Market.

Remaining Flex will roll over from fall to spring semesters but will expire at the end of the school year. Remaining Meals on the Meal Plans start over at the beginning of each semester. Flex Dollars and meals not used are forfeited & non-refundable.

Dining Policies & Procedures

One of our main goals is to provide a pleasant, clean, comfortable, and satisfying dining experience. In order to meet this goal, we ask for your assistance with the following procedures:

- Please bus your tray and disposables from your table when you have finished dining.
- Please refrain from taking food, dishes, or utensils from the dining area.
- Remember that the student ID cannot be used by anyone but the owner

Lost Your Student ID?

Remember to always have your student ID with you. If it is broken or lost, please contact the Student Services Office (x3285) as soon as possible to get a replacement. The cost for a replacement ID is \$25. You cannot use your meal plans or Flex Dollars without your student ID.

Campus Dining Employment

Earn extra income while on campus, make friends, have fun and learn new skills by being a Campus Dining Services employee. We offer flexible hours to fit your class schedule, competitive wages and the benefit of working “close to home.” Interested students should contact Josh Eckman by e-mail joshua.eckman@aladdinfood.com or stop by any of our dining locations during business hours.

Call Us

We invite and encourage you to call us anytime with questions, comments or suggestions about our Campus Dining Program. Your feedback is always welcome as it can only help us to serve you better. Call us at x3280.

Campus Ministries

Kentucky Wesleyan's Campus Ministries exists to serve, love, and build relationships of eternal value on our campus. Our mission is to "walk" as Jesus would walk on our campus--1 John 2:6 "The one who says he remains in Him should walk just as He walked." Jesus Christ modeled servant leadership, sacrificial love for everyone, and a focus on relationships.

Campus Ministries will provide opportunities for students and staff to worship, serve, and grow in their Christian faith through chapel services, prayer times, sharing our faith within groups, and service projects, trips, and experiences both locally, regionally, domestically, and internationally. Campus Ministries actively serves in all aspects of campus life.

Campus Ministries offers a weekly chapel service on Wednesdays (**Chapel @12:12**) for students, staff, and community to come together for worship, praise, and prayer. Campus Ministries also hosts "**stories**"...a time every Wednesday night to hear the stories of what God has done (and is doing) in the lives of those around us. We offer Grow Groups (**Ggroups**) which are small groups for our students to grow their faith and develop community. Campus Ministries offers a student led Fellowship of Christian Athletes huddle for students and scholar athletes. Through Campus Ministries, students have an opportunity to serve in numerous ministry leadership intern positions rooted in their gifts, callings, and passions.

The Campus Ministries office is located in the **John Mark Sowards Office of Campus Ministries** and is open weekdays 8AM-5PM.

Director of Campus Ministries:

Shawn Tomes
Phone: 270-852-3203
Email: stomes@kwc.edu

Campus Ministries Coordinator:

Anna Lake
Phone: 270-315-1416
Email: annala@kwc.edu

Campus Security and Crime Reporting

Kentucky Wesleyan College (hereinafter "Wesleyan" or the "College") is concerned with the safety and well-being of its students and staff and has contracted for security services to be provided by a private security agency. Uniformed security officers provide coverage during the evening and on weekends. Campus security, however, should be everyone's concern. For the College to provide a safe campus, we must have the assistance and cooperation of each and every person at Wesleyan.

You can help yourself and help us by always reporting suspicious people to your Resident Assistant or Resident Director, the Student Services Office, or some other College staff member. Report all broken locks, doors, windows and lights to your RA or RD or another appropriate person to Campus Security.

A few campus safety tips:

- 1) Do not breach security by propping open locked doors on campus buildings.
- 2) Always keep your room and car doors locked.
- 3) Don't walk alone at night.
- 4) Never leave personal belongings unattended.

Students should report all incidents of campus crime (theft, assault, etc.) to their RA and RD (if they are a residential student) and the Student Services Office, as well as the Owensboro Police Department. Sexual assaults should be reported to the Title IX Officer. A complete listing of campus crime statistics is located on PantherNet and the Wesleyan website.

Faculty, Staff, and Students can contact Campus Security at 270-929-8609.

Emergency Numbers

For fire, police or ambulance in emergency situations call: 9-9-1-1 from an on-campus extension (you may experience a slight delay but remain on the line).

In Non-Emergency situations call:

| | |
|---------------------------------|----------------|
| Daviess County Sheriff | 270-685-8444 |
| Kentucky State Police | 270-685-3927 |
| Owensboro Police Department | 270-687-8888 |
| Owensboro Fire Department | 270-687-8408 |
| Kentucky Regional Poison Center | 1-800-222-1222 |

Fire Drill Regulations

Every member of the College community should realize the responsibility for knowing what to do in case of a fire. Upon entering any building, an occupant should immediately acquaint himself with fire escape routes and become familiar with the location of fire extinguishers.

Fire drills expedite the correct procedure to follow should a real fire occur. In the event of a fire drill, occupants should vacate the building as quickly as possible. Failure to evacuate the building during a fire drill may result in disciplinary action.

The most important thing to remember during a fire drill or an actual fire is to **REMAIN CALM**. Running and pushing can cause panic and confusion, which may result in a deadly situation. Students should walk quietly to the nearest exit, then keep walking until they are a safe distance from the building.

Use of fire extinguishers and alarms, except in cases of emergency, is strictly prohibited and will result in referral to the Student Services Office for disciplinary action and possibly to local law enforcement.

Emergency Exit Procedures for the Physically Challenged

The state fire marshal, elevator contractor, and other safety personnel have been consulted to determine the best emergency exit procedures for physically challenged staff, students, and guests located on upper floors of the Barnard-Jones Administration Building or the Winchester Center. The following is a summary of the information:

Fire Exit - Use of the Administration Building or Winchester Center elevator during a fire alarm is strictly prohibited. Everyone must use the stairwells.

Depending on the circumstances, some individuals may prefer to navigate down the stairs with their own equipment after the initial crowd has exited. Others may wish to be transported without their chairs or supporting equipment. To assist with procedure, the College has specially designed emergency exit chairs that are located on each floor of the Administration Building and the second floor of the Yu Hak Hahn Center for the Sciences. The chairs provide better security for the physically challenged individual while other individuals assist with their descent of the stairs. A demonstration of the proper use of the equipment and the opportunity to familiarize yourself with it can be made available upon request.

Loss of Power Exit - In the event of a power loss, the Administration Building, Hahn Center, and Winchester Center elevators do not function. However, all elevators are equipped with emergency telephones that work during a loss of power if someone is trapped in the elevator.

******Contact Molly Gross, Director of the Office of Disability Services, at 270-852-3221 or by email at molly.gross@kwc.edu if a problem occurs or if special accommodations will be necessary.******



The Center for Engaged Teaching and Learning (CETL)

CETL's mission is to foster and advance faculty and student success through transformative engagement in learning environments.

CONNECT in service

- *Community Engagement (Service-Learning & Volunteering)* – Help your local community! We have a listing of area non-profit organizations ranging from homeless shelters to mentoring children to hospice care. If you or your student organization needs a service-learning project or just want to volunteer, come see us.

ENGAGE in your learning

- *Study Abroad and Study Away* – France, Mexico, China, Africa! Wherever you want to go to study, we will find you the right program for a month, a summer, a semester, a year! We coordinate the Study Abroad Program at Wesleyan. And we'll help you find an opportunity closer to home as well.
- *Scholarship, Creativity and Research* – Wesleyan values your work as scholars, creators and researchers – in any field! We coordinate Scholars Day, an opportunity for you to shine and share your achievements. We can help you brainstorm, organize and present.

CHANGE your community

- *The Bonner Leader Program* is an intensive community service and leadership development program where students intern at community partner organizations in Owensboro and participate in leadership training.
- *The Volunteer Income Tax Assistance program (VITA)* trains volunteers to prepare income tax returns for low- and moderate-income people. Our open sessions are Wednesdays and Saturdays. Students, staff, and faculty are welcome to have their taxes prepared. We are also seeking volunteers to prepare taxes! All majors can participate. Volunteers who complete the training receive a certification from the IRS.
- *AAUW – American Association of University Women* – Fight for equity and education for women and girls. Wesleyan is an institutional member of AAUW, qualifying all our

students (men and women) to become “e-affiliates” and benefit from programs, grants and scholarships. Come talk to us about joining!

Contact Information

Christine Salmon, Ph.D., Director

Admin 209A

M-F 8:00am – 5:00pm

cetl@kwc.edu 270-852-3254

Disability Services

Mission and Goals of the Office of Disability Services

Wesleyan is committed to equal opportunity for all academically qualified students and does not discriminate based on disability. The mission and goals of Kentucky Wesleyan College’s Office of Disability Services is to coordinate services that ensure that individuals with disabilities have equal access to take full advantage of this College’s educational, social, and cultural opportunities.

The goals of the Kentucky Wesleyan College’s Office of Disability Services (ODS) are:

- To provide and coordinate accommodations for enrolled students with disabilities. Services are individualized to meet the student’s needs based on their specific disabilities. The services provided by the ODS include, but are not limited to: testing accommodations, note-takers, readers, interpreter, access to assistive technology and books on tape. Other services are determined on an individual basis.
- To provide services and information to ease the transition into postsecondary education.
- To facilitate the development and independence of students with disabilities.
- To serve as a resource for students, staff, faculty and administrators within the College community and for individuals and agencies within the Daviess County community on disability issues.
- To assist with increasing the awareness of the College community on disability issues.
- To assist with campus wide efforts to comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.
- To facilitate sharing of information among disabled student service professionals within the region.
- To pursue external funding sources to enhance services for students with disabilities.

Contact Information

Molly Gross

Director of the Office of Disability Services

Located in the Student Success Center in Winchester

Phone - 270-852-3221

Molly.gross@kwc.edu

Mailing address:

Molly Gross

Director of the Office of Disability Services

Kentucky Wesleyan College

3000 Frederica Street

Owensboro, KY 42301

Family Educational Rights and Privacy Act (FERPA)

A signed copy of the FERPA form must be on file in the Registrar's Office. FERPA is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

Responsibilities of Students, Faculty & the Office of Disability Services

Wesleyan is committed to equal opportunity and challenge for all academically qualified students and does not discriminate on the basis of disability. The Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973 are significant federal mandates that require universities to provide reasonable and appropriate accommodations for qualified students with documented disabilities. Support services and accommodations are designed to provide students with disabilities full access to the College's educational opportunities.

The Office of Disability Services is responsible for the general coordination of programs and services for qualified applicants for admission and enrolled students with disabilities. Eligibility for services and appropriate accommodations are determined by the Office of Disability Services after review of disability documentation. Frequently, collaborative discussion between the Office of Disability Services, the student, faculty and others is required to identify appropriate accommodations such as those listed below.

Responsibility of Student:

- Students with disabilities are responsible for ensuring that the College is aware of disabilities that require accommodation in the educational process.
- Students with disabilities are responsible for requesting accommodations by identifying themselves to Molly Gross at the Office of Disability Services, presenting appropriate documentation of disability, completing a service request each semester, and requesting accommodation letters for faculty outlining specific accommodation needs.
- Students with disabilities are responsible for providing the accommodation letters to each faculty member.
- Students with disabilities are responsible for requesting accommodations in a timely manner.
- Students with disabilities are responsible for meeting the requirements of each class.
- Students with disabilities are responsible for notifying the Office of Disability Services if any problems occur in the receipt of approved accommodations.

Responsibility of Faculty:

- Faculty members are strongly encouraged to include the following statement on the course syllabus: "Wesleyan is committed to providing access to programs and services for qualified students with disabilities. If you are a student with a disability and require accommodation to participate and complete requirements for this class, notify me immediately and contact the Office of Disability Services (Student Success Center or 270-852-3221) for verification of eligibility and determination of specific accommodations."
- Faculty members are responsible for requiring verification of eligibility. The standard form of verification is a letter to the faculty prepared by the Office of Disability Services.
- Faculty members are responsible for providing approved accommodations for eligible students. The Office of Disability Services is available for consultation about appropriate levels of accommodation and available support resources.

- Faculty must consult freely with the Office of Disability Services as questions and concerns arise regarding approved accommodations for each student.

Responsibility of the Office of Disability Services (ODS):

- ODS is responsible for general coordination of accommodations for students with disabilities.
- ODS is responsible for referring students with suspected disabilities to sources of assessment, but ODS provides no diagnostic services.
- ODS is responsible for receipt and review of documentation of disability.
- ODS is responsible for determining eligibility for specific accommodations.
- ODS is responsible for preparation of accommodation letters. Letters are given to students who in turn share letters with faculty.
- ODS is responsible for discussing accommodation needs with students, faculty and others as appropriate to identify appropriate accommodations on a case-by-case basis.
- ODS is responsible for assisting faculty with classroom accommodation needs and provision of appropriate auxiliary aids.
- ODS is responsible for assisting with problem resolution as needed.

How to Apply for Services Provided by the Office of Disability Services

- Wesleyan is committed to equal opportunity and challenge for all academically qualified students and does not discriminate on the basis of disability. Accommodations are available to encourage students with disabilities to take full advantage of this College's educational, social, and cultural opportunities and experiences.
- The Office of Disability Services is responsible for the coordination of programs and services for qualified applicants for admission and enrolled students with disabilities. Determination of eligibility for services and appropriate accommodations is determined by the Office of Disability Services and Associate Dean of the College, after review of documentation of disability.
- At a scheduled appointment, the Director of the Office of Disability Services will discuss the student's request for services with the student to determine appropriate accommodations and/or consult with the faculty member or others outside the College (as deemed necessary) regarding the request.
- Questions or concerns from faculty, staff, or the student related to requested accommodations should be discussed with the Director of the Office of Disability Services informally and then be subject to informal consultation with the Academic Dean of the College. Written student complaints submitted to the Director of the Office of Disability Services will be addressed directly by the Director in writing to the sender. Matters that remain unresolved may be formally presented by the student to the Academic Dean of the College located in the Barnard Jones Administration Building by following the ADA Grievance Procedure. A complaint should be filed within 180 days after the complainant becomes aware of the alleged violation. Formal appeals include a written statement regarding the nature of the complaint, results of the informal meetings, and requested resolution. All formal appeals will be promptly investigated, and a decision will be rendered within 60 working days of the date of receipt. Please contact the Office of Disability Services for additional information on the grievance procedure.

Applying for and Requesting Support Services from the Office of Disability Services

Referrals - Students and potential students are referred to the Office of Disability Services by publications such as Wesleyan application packets, schedules of classes, course syllabi and catalogs. Students are also referred by community agency personnel, Wesleyan faculty, high school guidance

counselors, health care professionals, family members and others. Referrals must be made in writing. Referrals should be directed to:

Molly Gross
Director of the Office of Disability Services
Kentucky Wesleyan College
3000 Frederica Street
Student Success Center
Owensboro, KY 42303
270-852-3221

Submitting documentation of disability - All students seeking assistance from the Office of Disability Services must disclose the presence of a disability. In most cases, the student will be asked to submit documentation of disability for review by the Director of the Office of Disability Services. Upon receipt and review of the documentation, an intake appointment will be scheduled. Contact the Director to set up this appointment.

Intake appointment - After review of documentation, the Director over will contact the student to schedule an appointment with the student if the student has not already done so. At this meeting, the student's eligibility for accommodations and anticipated needs will be discussed. Policies and procedures regarding specific accommodations, such as letters for faculty, accommodations, supplemental note-taking services, etc. will be discussed at this appointment.

Requesting specific accommodations - Requests for accommodations are made by completing an Accommodation Application Form found at: www.kwc.edu

Submit the form along with a copy of the student's class schedule to the Director of the Office of Disability Services PRIOR to the start of the semester. All forms should be turned in BEFORE the end of the first week of each semester. Accommodations are not retroactive; date of determination occurs as of the date of application. It is the responsibility of the student to request specific accommodations each semester via the Accommodation Application Form. Please remember that no accommodations can be put in place until after submission of appropriate documentation, review by the coordinator, determination of eligibility for specific services, and requests by the student for specific accommodations.

Timeliness of requests - Submission of accommodation requests for instructor letters, accommodation, tutors from the Office of Disability Services and supplemental note-taking services from the Office of Disability Services should generally be submitted no later than one week prior to the beginning of the term. Some accommodations (such as interpreter service and taped/CD textbooks) require much more notice and requires the submission of course schedule, textbook name, author, and ISBN number in regards to taped/CD textbooks. Although the Office of Disability Services will make reasonable effort to process all requests, untimely requests may result in delay of accommodations.

Grievance Policy for the Office of Disability Services

Wesleyan has a continuing responsibility to monitor and address ADA compliance issues. The College does not discriminate on the basis of disability in its programs or activities. Complaints should follow the Grievance Procedure as indicated below. The Grievance Procedure is not a legal proceeding, but

rather an informal process to enable the College to remedy any and all effects of alleged discrimination.

The following internal grievance procedure concerning disability services provides for prompt and equitable resolution of complaints. Complaints concerning disability services should be addressed to the Director of the Office of Disability Services, Kentucky Wesleyan College, 3000 Frederica Street, Student Success Center, Owensboro, KY 42303, 270-852-3221.

To initiate or pursue a grievance based on discrimination related to the American with Disabilities Act (ADA), the following steps must be observed within 90 days of the time in which the alleged discrimination occurred. The steps are as follows:

- 1) The student should attempt to resolve disputes informally with either the party alleged to have committed the violation, and/or with the said party and the Director of the Office of Disability Services. If the dispute cannot be resolved informally, then the following formal resolution procedures should be followed.
- 2) A complaint should be filed in writing and should contain the name, address, and contact number of the person filing said complaint, as well as a brief description of the alleged violation. Upon receipt of the written complaint, the Director of the Office of Disability Services, shall acknowledge receipt within five working days.
- 3) A complaint should be filed with the Office of Disability Services within 90 days after the complainant becomes aware of the alleged violation.
- 4) An investigation, as may be appropriate, shall follow the filing of said complaint. The Office of Disability Services, along with the assistance of the Office of the Academic Dean for the College, shall conduct the investigation. This internal complaint procedure involves an informal, but thorough investigation, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint. This investigation will be completed within 30 days of the submission of the written complaint.
- 5) A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the Office of Disability Services, in association with the Office of the Academic Dean for the College, and a copy forwarded to the complainant.
- 6) The Office of Disability Services shall maintain the files and records relating to the complaints filed.
- 7) The complainant can request a reconsideration of the case in instances where the person is dissatisfied with the resolution. This will be known as the Appeals Process. The request for reconsideration (appeal should be made within 10 working days to the Office of Disability Services. This appeal must be made in writing to the Director of the Office of Disability Services for the College at 3000 Frederica Street, Student Success Center, Owensboro, KY 42303. This appeal MAY NOT be submitted via email or verbalized by phone or voicemail.
- 8) A decision from the Office of Disability Services, in association with the Office of the Academic Dean for the College, will be rendered within 20 days after receiving the appeal. The appeal decision is final. The student and other parties will be advised of the outcome of the appeal to the fullest extent allowed by the state and federal law.

NOTE: It is prohibited for any Wesleyan employee, official, or student to retaliate against or hinder the testimony of any individual because he/she has a filed a complaint under this procedure or who has otherwise assisted in the investigation of a grievance. Such retaliations will be subjected to sanctions as deemed appropriate by the Office of the Academic Dean for the College.

Health Services

The Health Services Department at Wesleyan is dedicated to maintaining the health and safety of our campus community. A registered nurse is available to all students at no cost on a walk-in basis.

Monday thru Thursday
9am – 1 pm & 2pm - 3pm

Friday 9am - noon

Barnard Jones Administration Building Room #213

270-852-3288

All services provided in Health Services are confidential

We promote a healthy lifestyle by offering educational programming and providing preventative education. Other services include the following:

| | |
|--|---|
| <ul style="list-style-type: none">• treatment of minor wound care• vital signs and blood sugar screening• referral to other health care professionals when appropriate | <ul style="list-style-type: none">• dispensing over the counter medications and supplies• first aid and CPR training/certification• referral for counseling |
|--|---|

The only requirement is that the Student Health Form must be on file and complete. Full time students (except for online) will provide the campus nurse with proof of insurance by submitting a copy of their insurance card with the Health Form.

Counseling Services

Kentucky Wesleyan College provides mental health counseling services for all students through the Counseling Services Office located in the Barnard-Jones Administration Building, room 209B. This office is staffed by the Director of Counseling who is a Licensed Clinical Social Worker. At times a graduate student intern teams with this office. Services are provided for a number of issues including college adjustment, stress, problem habits/behaviors, anxiety, depression, grief, eating disorders, substance use/abuse, relationship concerns, and other issues related to mental health. Individual, couples, and group counseling are available. Educational and training groups are also offered throughout the year.

Fees for services are included in the Health and Wellness Fee; there is no additional charge to the student. Students may call the Counseling Services Office directly to schedule an appointment, 270-852-3183. In the event this call goes to voicemail, callers are encouraged to leave a message with contact information so that the call can be returned. All information shared with the counselor is considered strictly confidential. Students experiencing personal, emotional, psychological or academic problems are encouraged to seek assistance through the Counseling Services Office.

Health & Mental Health Resources

| <u>Counseling Services</u> | <u>Phone</u> | <u>Notes</u> |
|--|---|--|
| Local Crisis Line | 270-684-9466 | Outside Daviess County 24-hour 1-800-433-7291 |
| National Suicide Prevention Lifeline | 1-800-273-TALK | Available 24 hours |
| Rape, Abuse, and Incest National Network (RAINN) | 1-800-656-4673 | Available 24 hours; sexual assault |
| New Beginnings | 270-926-7273 | Sexual Assault Support Services 24-hour crisis line (local) |
| National Domestic Violence Hotline | 1-800-799-7233 | Available 24 hours |
| Brentwood Meadows Mental Health Services | 812-858-7200 | Newburgh, IN |
| Deaconess Cross Pointe | 812-476-7200 | 24 hour psychiatric evaluations |
| RVBH - CSU | 270-684-0567 | Adult inpatient crisis stabilization unit |
| Care Net Pregnancy Center | 270-685-5077 | Call for an appointment |
| Stacey Connor, Facilitator Survivors of Suicide | 270-314-6603 sos@orspc.org | Support Group |
| River Valley Point of Entry | 270-683-4039 | Provides access to various services including mental health, substance use/abuse, and problem gambling |
| Helpguide.org | https://www.helpguide.org/home-pages/eating-disorders.htm | Information on eating disorders and various mental health issues |
| Tobacco Control and Prevention Program | 270-686-7747 | Resources and 1-on-1 counseling regarding tobacco use and smoking cessation |
| Trevor Helpline | 866-488-7386 (4-U-TREVOR) | 24-hour helpline for LGBTQ health, educational resources, and crisis |

Intramurals (Campus Recreation)

The College's intramural sports program is designed to allow each student to relax and enjoy friendly competition. Participation is the most important criteria. Intramural sports vary each semester but often include cornhole, volleyball, bowling, basketball, and more. All activities are co-educational and provide students an opportunity to participate. New activities and programs are added as student interest dictates. Also available are open gym times. One must be enrolled full time and be in good academic standing to compete.

Mail Room

Mailbox Assignments - All full-time students (residential and commuters) are required to have a mailbox on campus. No mail will be delivered without a mailbox. Failure to secure a mailbox will result in a \$25 fine and/or ten hours community service. Mailboxes are optional for part-time students.

1. There is a **\$10.00 refundable deposit** for each mailbox key to be paid online through PantherNet or the Student Portal.
2. All key deposits are refundable at the end of each academic year or at the time of withdrawal when the mailbox key is returned to the appropriate office.
3. If a student loses or damages his or her original key, the student will be required to pay an additional \$10.00 fee for a replacement. The student is eligible for a refund of the most recent \$10.00 deposit. The Mail Room will need to be notified of any lost or damaged keys so the Postal Coordinator can track the number of duplicates that need to be made.
4. It is important to return the key to the mailroom staff at the end of the academic year, as **mailboxes will be reassigned at the beginning of each school year. Failure to turn in your mailbox key by July 1 will result in a \$50 fine and forfeiture of your key deposit.**

Mail Room Capabilities

1. Hours of operation are 8:00 a.m. - 4:00 p.m.
2. Mail Room capabilities:
 - a. Sell stamps
 - b. Ship and receive packages (US Mail, UPS, Fed-Ex, etc.)
 - c. Mail letters
 - d. Sell regular envelopes for \$.25.

3. All incoming mail should be addressed in this manner:

Joe or Jane Student Panther
Kentucky Wesleyan College
3000 Frederica Street
Owensboro, KY 42301

Do NOT place mailbox number on mail

4. When packages are received at the Mailroom, students will get a notification through their KWC email. A picture ID will need to be shown in order to pick up a package. **No exceptions.**
5. It is the student's responsibility at the end of the school year or when a student leaves campus (i.e. graduate, withdraw, or go home for the summer) to notify all institutions sending mail (i.e. banks, credit card companies, magazines) of the new address. If a student requests that mail be forwarded somewhere other than the parents' home (or other permanent address on file), he/she must contact the Postal Coordinator via e-mail.
6. The College will not be held liable for non-forwarded mail. According to the United States Postal Service (USPS), "A change of address may **NOT** be filed with the USPS for an

individual's mail addressed to an organization..." (USPS F020.1.4) Since the USPS considers the College an organization, this applies to our students, faculty and staff.

The Postal Coordinator may be reached at 270-852- 3313.

Student Services

The Office of Student Services is a central location through which students can access many resources and get assistance. The Office of Student Services is an umbrella under which the following offices are housed:

- Campus Health Services
- Counseling Services
- Equity and Inclusion
- Greek Life
- Residence Life
- Sophomore Experience
- Student Activities
- Student Conduct

Frequently asked questions in our office...

Information Changes

Life happens and change takes place. Students can change meal plans and ask about housing changes in Student Services. Students who have a change in name, off-campus address (including billing or parental address), telephone number, or marital status must, in writing, notify the Registrar's Office of these changes. It is the responsibility of the student to ensure that the Registrar's Office has the correct information in their personal data file. **A student's failure to properly notify the Registrar's Office of these changes does not excuse the student from meeting College academic deadlines or financial obligations.** Please be aware that student information changes will only be accepted from the affected student.

Lock Outs of Residence Hall Rooms

Students living in the residence hall are issued keys for use in the hall and their room. Sometimes students get locked out. Staff will assist students who are locked out of their room for free one time. Each time after that, when a student is locked out, they will be assessed a \$25.00 fee to open the door

Student ID Cards

Each new Kentucky Wesleyan College student will be issued a Student ID card during registration at no charge. Replacement cards may be issued in the Student Services Office if a card is lost. The replacement fee is \$25.00. Damaged cards will be replaced at no charge if the damaged card is turned into the Student Services Office. Students will use the same Student ID card during their tenure at Kentucky Wesleyan College. The Student ID must be validated during final registration each semester. The Student ID has many uses on campus:

- Student identification
- Howard Greenwell Library Card
- Dining Services Card
- Admission to SAPB events
- Admission to Wesleyan Players productions
- Admission to Wesleyan athletic events

- After hour access to Winchester Center, Woodward HRC, Yu Hak Hahn, & Ralph Fine Arts Center

Students should carry their Student ID card with them at all times and must present the card whenever requested by any College faculty/staff member (including food service staff, residence life staff, campus security, and bookstore personnel). Students who do not present a validated Student ID card may be denied access to an activity or event.

Parking

All automobiles parked on campus by Wesleyan students, faculty, and staff must be registered in the Student Services Office. Students may register their vehicles online at www.kwc.thepermitstore.com or by going to the Student Services Office. A parking permit is non-transferable and may only be displayed in the vehicle to which it is registered. The parking permit must be visible and attached to the front windshield, lower-driver's side corner at all times when it is parked on campus. The student will be issued a Commuter permit or a Resident permit, depending on their status. Commuter students ONLY may use the Yu Hak Hahn parking lot, as well as the eastern half (directly adjacent to the Administration Building) of the Scherm Road/Winchester lot. Resident students may use all other non-reserved, non-handicapped parking spaces.

General Policies Concerning Traffic Regulations

1. Vehicles shall be parked in the lots in the spaces indicated by parking lines on both sides. In case of curb parking, all vehicles are to be parked in the direction of the traffic flow and not in "No Parking" zones (indicated by yellow markings).
2. Parking in visitor, handicapped, or spaces designated for residence life staff is prohibited and will result in ticketing and potentially towing.
3. All vehicles shall observe speed limits and all traffic signs.
4. Motorcycles are classified as motor vehicles and must be registered in the Student Services Office. Motorcycles, mopeds, and scooters must observe traffic and parking regulations and are not to be operated on sidewalks or campus lawns.
5. All students involved in traffic accidents on campus should contact the Owensboro Police Department (OPD) at 270-687-8888 to file a police report for insurance purposes, and the accident should also be reported to the Student Services Office.
6. Campus streets and parking lots are maintained and policed by the city of Owensboro. The Student Services Office has no authority for parking or speeding tickets issued by OPD.
7. Vehicles found in violation of campus parking regulations will be ticketed and a fine will be assessed.
8. After three unresolved parking tickets, the vehicle may be towed at the owner's expense.
9. Any fines assessed that are unpaid may result in a delay in the registration process.
10. Vehicles parked in a restricted area will be towed, at the owner's expense. Failure to pay the towing charge will result in a hold being placed on the student's academic transcript.

The Student Success Center

Academic Support Services

Academic Advising

"Recognizing that effective academic advising is at the core of student success" (NACADA mission statement), Kentucky Wesleyan College invests resources in our faculty-driven academic advising program. Our academic advisers work with students to make sure they make "progress toward degree"

is required by federal financial aid rules and help students to secure relevant academic internships, practica, or research experiences as dictated by their discipline.

Updates about academic advising requirements, expectations, or changes in College policy or procedures are conveyed to faculty at the beginning of each semester at the Opening Faculty Meeting and via email during the academic year. Information about academic advising is also presented at some monthly Faculty Meetings.

For academic advising assistance, contact Dr. Shane Armstrong at sarmstrong@kwc.edu.

Advising for Freshmen Students

All freshman academic advising is purposefully linked to the KW 101 class, Freshman Seminar. Faculty teaching the mandatory course serve as academic advisers to freshmen students.

For freshman advising assistance, contact Dr. Shane Armstrong at sarmstrong@kwc.edu

Advising for Upperclassmen

Once a student has declared a major in the Registrar's Office, that student is assigned to an academic adviser in their discipline.

The Student Success Center (SSC)

WE ARE HERE TO HELP

The Student Success Center, located in the Winchester Center, provides many services to all Kentucky Wesleyan students including peer tutoring, supplemental instructors, peer writing fellows, and writing, reading, and study skills assistance. The Student Success Center approach incorporates hands-off support for each students' independent discovery of what needs growth, and tools to help them complete their own best work, provided by empathetic and professional student leaders. The Student Success Center offers the following academic services:

SUPPLEMENTAL INSTRUCTORS

The Student Success Center hires and trains supplemental instructors (SI) for a variety of classes that tend to benefit from peer leadership. These SI's are students who took the class, did well in the class, and are recommended by the professor of the class. The SI's work closely with the professors, lead weekly study sessions, help students study for exams, and prepare students for upcoming lectures.

PEER TUTORING

Sometimes students need to meet one-on-one with a tutor. The Student Success Center hires upperclassmen who have excelled in a course, are recommended by a faculty member, and are usually majors in that discipline, to tutor students in many different subjects. Peer tutoring includes a combination of appointment-based and drop-in sessions, and the daily schedule of who is tutoring when and in what subject is emailed to students every morning, and always posted on a sign outside of the Student Success Center.

PEER WRITING FELLOWS

Peer Writing Fellows (PWF) are housed in the Student Success Center but are a part of KWC's Quality Enhancement Plan (QEP), Writing Through Engagement. PWF's are similar to an SI, in that they attend lectures as student leaders, but their weekly workshops outside of class are focused on particular

writing skills students need to be successful in their writing in that course. Students enrolled in the course can also meet the PWF for one-on-one writing tutoring. If a course does not have a PWF assigned to it, students are encouraged to check the schedule for how and when to meet with a writing tutor.

STUDENT SUCCESS SERIES

The Student Success Series is a weekly lunchtime workshop held in the Student Success Center each fall semester, aimed at helping students learn quick-tips to improve in each of the LASSI assessment topics (motivation, test strategies, information processing, anxiety, academic resources, etc.). Virtual formats of the same information can be found on the SSC Brightspace page as well.

Please “like” our Facebook page, KWC Student Success Center, for updates, workshop links, and motivational messages!

For questions about our services, please contact Professor Molly Gross at molly.gross@kwc.edu, Dr. Christina Starkey at christina.starkey@kwc.edu, or Dr. Shane Armstrong at sarmstrong@kwc.edu.

Career Development

Career Development, located in the Student Success Center, assists students with preparing for life after Wesleyan by offering support and resources for students, faculty, staff and alumni. Career Development is a process that begins the moment you walk onto campus for your first semester. The Career Development Office supports this process by providing information and guidance on career related topics for all stages, beginning with “what should I major in” through “I’m an alumnus and I need to change careers.” Career information and skills assessments are available to help students prepare for their summer job, part-time job, internship, full-time job search and/or graduate school application process. On-campus events offered include: Business Etiquette Dinner, Speed Mock Interviews and Networking, the fall Graduate School, Volunteer, and Study Abroad Fair, the Spring Career, as well as other events. Juniors are strongly encouraged to attend the January program, Wesleyan Into The World. Beginning with the class of 2023, students are encouraged to participate in the four-year career and skill development program, The Wesleyan Edge. The Wesleyan Edge incorporates KW101, The Sophomore Experience, Wesleyan Into The World, and other activities into a comprehensive program designed to prepare you for your future. In addition to presentations and events, individual appointments are highly recommended and encouraged.

Services:

- Full-time, part-time, summer, and internship opportunities posted on Handshake (see our website for more information), Facebook (KWCCareer), and Twitter (KWCCareers). Note: Follow all three as not all jobs are posted at each of these locations.
- An online self-assessment program all students can access for career exploration.
- Individual career counseling for resumes, cover letter, interviewing, personal statement, and career exploration assistance.
- Access to local career connections.

- Opportunity to be mentored by a Kentucky Wesleyan College Alumnus by participating in the Alumni Mentor Program
- Recorded practice interviews for job and graduate school interviews.

Presentations and/or Workshops:

- Career Planning/Job Search
- Resume and Cover Letter Development
- Effective Interviewing
- Networking
- Preparing for a Job Fair
- Applying to Graduate School

For assistance contact:

The Student Success Center

270-852-3220

Office hours are from 8 a.m. - 5:00 p.m. Monday – Friday. Appointments recommended.

Rights and Responsibilities

Joint Statement on Rights and Freedoms of Students

In June 1967, a joint committee, comprising representatives from the American Association of University Professors, the United States National Student Association (now the United States Student Association), the Association of American Colleges, the National Association of Student Personnel Administrators, and the National Association of Women Deans and Counselors (now the National Association for Women in Education), formulated the "Joint Statement." The joint statement was endorsed by each of its five national sponsors, as well as by a number of other professional bodies. The governing bodies of the Association of American Colleges and the American Association of University Professors, acting respectively in January and April 1990, adopted several changes in language in order to remove gender-specific references from the original text.

In September 1990 and September 1991, an interassociation task force met in Washington, D.C., to study, interpret, update, and affirm (or reaffirm) the joint statement. Members of the task force agreed that the statement has stood the test of time quite well and continues to provide an excellent set of principles for institutions of higher education. As the 25th anniversary of the joint statement approached (1992), the task force developed a set of interpretive notes to reflect changes in law and higher education that occurred after 1967. These interpretive notes are referenced within the original text.

Preamble

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Institutional procedures for achieving these purposes may vary from campus to campus, but the minimal standards of academic freedom of students outlined below are essential to any community of scholars.

Freedom to teach and freedom to learn are inseparable facts of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community.¹ Students should exercise their freedom with responsibility.

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. Each college and university has a duty to develop policies and procedures, which provide and safeguard this freedom. Such policies and procedures should be developed at each institution within the framework of general standards and with the broadest possible participation of the members of the academic community. The purpose of this statement is to enumerate the essential provision for student freedom to learn.

I. Freedom of Access to Higher Education

The admissions policies of each college and university are a matter of institutional choice provided that each college and university makes clear the characteristics and expectations of students, which it considers relevant to success in the institution's program. While church related institutions may give admission preference to students of their own persuasion, such a preference should be clearly and publicly stated. Under no circumstances should a student be barred from admission to a particular institution on the basis of race. Thus, within the limits of its facilities, each college and university should be open to all students who are qualified according to its admission standards. The facilities and services of a college or university should be open to all of its enrolled students, and institutions should use their influence to secure equal access for all students to public facilities in the local community.

II. In the Classroom

The professor in the classroom and in conference should encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

A. Protection of Freedom of Expression

Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

B. Protection Against Improper Academic Evaluation

Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

C. Protection Against Improper Disclosure

Information about student views, beliefs, and political associations, which professors acquire in the course of their work as instructors, advisers, and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.

III. Student Records

Institutions should have a carefully considered policy as to the information, which should be part of a student's permanent educational record and as to the conditions of its disclosure. To minimize the risk of improper disclosure, academic and disciplinary records should be set forth in an explicit policy statement. Transcripts of academic records should contain only information about academic status. Information from disciplinary or counseling files should not be available to unauthorized persons on campus, or to any person off campus without the express consent of the student involved except under legal compulsion or in cases where the safety of persons or property is involved. No records should be kept which reflect the political activities or beliefs of students. Provisions should also be made for periodic routine destruction of noncurrent disciplinary records. Administrative staff and faculty members should respect confidential information about students that they acquire in the course of their work.

IV. Student Affairs

In student affairs, certain standards must be maintained if the freedom of students is to be preserved.

A. Freedom of Association

- Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the academic community. They should be free to organize and join associations to promote their common interests.
- The membership, policies, and actions of a student organization usually will be determined by vote of only those persons who hold bona fide membership in the College or university community.
- Affiliation with an extramural organization should not of itself disqualify a student organization from institutional recognition.
- If campus advisers are required, each organization should be free to choose its own adviser, and institutional recognition should not be withheld or withdrawn solely because of the inability of a student organization to secure an adviser. Campus advisers may advise organizations in the exercise of responsibility, but they should not have the authority to control the policy of such organization.
- Student organizations may be required to submit a statement of purpose, criteria for membership, rules of procedures, and a current list of officers. They should not be required to submit a membership list as a condition of institutional recognition.
- Campus organizations, including those affiliated with an extramural organization, should be open to all students without respect to race, creed, or national origin, except for religious qualifications, which may be required by organizations whose aims are primarily sectarian.

B. Freedom of Inquiry and Expression

- Students and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately. They should always be free to support causes by orderly means, which do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations, students or student organizations speak only for themselves.
- Students should be allowed to invite and to hear any person of their own choosing. Those routine procedures required by an institution before a guest speaker is invited to appear on campus should be designed only to ensure that there is orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. The institutional control of campus facilities should not be used as a device of censorship. It should be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or by the institution.

C. Student Participation in Institutional Government

As constituents of the academic community, students should be free, individually and collectively, to express either views on issues of institutional policy and on matters of general interest to the student body. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs. The role of student government and both its general and specific responsibilities should be made explicit, and the actions of student government within the areas of its jurisdiction should be reviewed only through orderly and prescribed procedures.

D. Student Publications

Student publications and the student press are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of the faculty and the institutional authorities and of formulating student opinion on various issues on the campus and in the world at large.

Whenever possible, the student newspaper should be an independent corporation financially and legally separate from the college or university. Where financial and legal autonomy is not possible, the institution, as the publisher of student publications, may have to bear the legal responsibility for the contents of the publications. In the delegation of editorial responsibility to students, the institution must provide sufficient editorial freedom and financial autonomy for the student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community.

Institutional authorities, in consultation with students and faculty, have a responsibility to provide written clarification of the role of the student publications, the standards to be used in their evaluation, and limitations on external control of their operation. At the same time, the editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and techniques of harassment and innuendo. As safeguards for the editorial freedom of student publications the following provisions are necessary.

- The student press should be free of censorship and advance approval of copy, and its editors and managers should be free to develop their own editorial policies and news coverage.
- Editors and managers of student publications should be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes should editors and managers be subject to removal and then by orderly and prescribed procedures. The agency responsible for the appointment of editors and managers should be the agency responsible for their removal.
- All institutionally published and financial student publications should explicitly state on the editorial page that the opinions there expressed are not necessarily those of the college, university, or student body.

Off-Campus Freedom of Students

A. Exercise of Rights of Citizenship

College and university students are both citizens and members of the academic community. As citizens, students should enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy and, as members of the academic community, they are subject to the obligations, which accrue to them by virtue of this membership. Faculty members and administrative officials should ensure that institutional powers are not employed to inhibit such intellectual and personal development of students as is often promoted by their exercise of the rights of citizenship both on and off campus.

B. Institutional Authority and Civil Penalties

Activities of students may, upon occasion, result in violation of law. In such cases, institutional officials should be prepared to apprise students of legal counsel and may offer other assistance. Students who violate the law may incur penalties prescribed by civil authorities, but institutional authority should never be used merely to duplicate the function of general laws. Only where the institution's interests as an academic community are distinct and clearly involved should the special authority of the institution be asserted. Students who incidentally violate institutional regulations in the course of their off-campus activity, such as those relating to class attendance, should be subject to no greater penalty than would normally be imposed. Institutional action should be independent of community pressure.

VI.Procedural Standards in Disciplinary Proceedings

In developing responsible student conduct, disciplinary proceedings play a role substantially secondary to, for example, counseling, guidance, and admonition. At the same time, educational institutions have a duty and the corollary disciplinary powers to protect their educational purpose through the setting of standards of scholarship and conduct for the students who attend them and through the regulations of the use of institutional facilities. In the exceptional circumstances when the preferred means fail to resolve problems of student conduct, proper procedural safeguards should be observed to protect the student from the unfair imposition of serious penalties.

The administration of discipline should guarantee procedural fairness to an accused student. Practices in disciplinary cases may vary in formality with the gravity of the offense and the sanctions, which may be applied. They should also take into account the presence or absence of an honor code, and the degree to which the institutional officials have direct acquaintance with student life in general and with the involved student and the circumstances of the case in particular. The jurisdictions of faculty or student judicial bodies, the disciplinary responsibilities of institutional officials, and the regular disciplinary procedures, including the student's right to appeal a decision, should be clearly formulated and communicated in advance. Minor penalties may be assessed informally under prescribed procedures. In all situations, procedural fair play requires that a student charged with misconduct be informed of the nature of the charges and be given a fair opportunity to refute them, that the institution not be arbitrary in its actions, and that there be provision for appeal of a decision. The following are recommended safeguards in such proceedings when there are no honor codes offering comparable guarantees.

A. Standards of Conduct Expected of Students

The institution has an obligation to clarify those standards of behavior, which it considers essential to its educational mission and its community life. These general behavioral expectations and the resultant specific regulations should represent a reasonable regulation of student conduct, but students should be as free as possible from imposed limitations that have no direct relevance to their education. Offenses should be as clearly defined as possible and interpreted in a manner consistent with the aforementioned principles of relevancy and reasonableness. Disciplinary proceedings should be instituted only for violations of standards of conduct formulated with significant student participation and published in advance through such means as a student handbook or a generally available body of institutional regulations.

B. Investigation of Student Conduct

Except under extreme emergency circumstances, premises occupied by students and the personal possessions of students should not be searched unless appropriate authorization has been obtained. For premises such as residence halls controlled by the institution, an appropriate and responsible authority should be designated to whom application should be made before a search is conducted. The application should specify the reasons for the search and the objects or information sought. The student should be present, if possible, during the search. For premises not controlled by the institution, the ordinary requirements for lawful search should be followed.

Students detected or arrested in the course of serious violations of institutional regulations, or infractions of ordinary law, should be informed of their rights. No form of harassment should be used by institutional representatives to coerce admissions of guilt or information about conduct of other suspected persons.

C. Status of Student Pending Final Action

Pending action on the charges, the status of a student should not be altered, or the student's right to be present on the campus and to attend classes suspended, except for reasons relating to the student's physical or emotional safety and well-being, or for reasons relating to the safety and well-being of other persons or property.

D. Hearing Committee Procedures

When the misconduct may result in serious penalties, and if a penalized student questions the fairness of disciplinary action, that student should be granted, on request, the privilege of a hearing before a regularly constituted hearing committee. The following suggested hearing committee procedures satisfy the requirements of procedural due process in situations requiring a high degree of formality.

- The hearing committee should include faculty members or students, or, if regularly included or requested by the accused, both faculty and student members.
- No member of the hearing committee who is otherwise interested in the particular case should sit in judgment during the proceeding.
- The student should be informed, in writing, of the reasons for the proposed disciplinary action with sufficient particularity, and in sufficient time, to ensure opportunity to prepare for the hearing.
- The student appearing before the hearing committee should have the right to be assisted in his or her defense by an adviser of the student's choice
- The burden of proof should rest upon the officials bringing the charge.
- The student should be given an opportunity to testify, to present evidence and witnesses, and to hear and question adverse witnesses. In no case should the committee consider statements against the student unless he or she has been advised of their content and of the names of those who made them, and has been given an opportunity to rebut unfavorable inferences, which might otherwise be drawn.
- All matters upon which the decision may be based must be introduced into evidence at the proceeding before the hearing committee. The decision should be based solely upon such matters. Improperly acquired evidence should not be admitted.
- In the absence of a transcript, there should be both a digest and a verbatim record, such as a tape recording, of the hearing.
- The decision of the hearing committee should be final, subject only to the student's right of appeal to the appellate board or President of the College (in cases of violation of the Panther Promise).

- 1) In order to protect the freedom of students to learn, as well as enhance their participation in the life of the academic community, students should be free from exploitation or harassment.
- 2) In order to make appropriate choices and participate effectively in an institution's programs, students have the right to be informed about the institution, its policies, practices, and characteristics. Institutions preparing such information should take into account applicable federal and state laws.
- 3) The reference to race must not be taken to limit the nondiscrimination obligations of institutions. In all aspects of education, students have a right to be free from discrimination on the basis of individual attributes not demonstrably related to academic success in the institution's program, including but not limited to race, color, gender, age, disability, national origin, or sexual orientation. When colleges and universities determine that achieving diversity within the student body is relevant to their academic mission, their admissions decisions may consider, among several

stated criteria, individual attributes that otherwise would be prohibited (see, e.g., Regents of the University of California v. Bakke, 438 U.S. 265 [1978]).

- 4) The student grievance procedures typically used in these matters are not appropriate for addressing charges of academic dishonesty or other disciplinary matters arising in the classroom. In these instances, students should be afforded the safeguards of orderly procedures consistent with those set forth in Section VI below.
- 5) The Family Educational Rights and Privacy Act (FERPA) provided for the protection of student records. Consistent with FERPA, institutions should have a statement of policy on the content of a student's educational record as well as the conditions for its disclosure. Institutions should also have policies and security practices to control access to student records that may be available or transmitted electronically.
- 6) As in the case of classroom matters, students should have protection through orderly procedures to assure this freedom.
- 7) "Institutional recognition" should be understood to refer to any formal relationship between the student organization and the institution.
- 8) The obligation of institutions with respect to nondiscrimination, with the exception noted above for religious qualifications, should be understood in accordance with the expanded statement on nondiscrimination in interpretive note #3 above. Exceptions may also be based on gender as authorized by law.
- 9) The events referred to in this section should be understood to include the full range of student-sponsored activities such as films, exhibitions, and performances.
- 10) "Academic and student affairs" should be interpreted broadly to include all administrative and policy matters pertinent to students' educational experiences.
- 11) The student conduct that may be subject to disciplinary proceedings described in this section should be understood to include alleged violations of standards of student academic integrity.
- 12) In addition, student organizations as well as individual students may be subject to institutional disciplinary sanctions, and in those circumstances, student organizations should also be guaranteed procedural fairness.
- 13) Like other practices in disciplinary cases, the formality of any appellate procedures should be commensurate with the gravity of the offense and the sanctions that may be imposed.
- 14) The institution should state as specifically as possible the sanctions that may be imposed through disciplinary proceedings.
- 15) This provision is intended to protect students' rights under both institutional codes and applicable law. Where institutional regulations are violated, students should be informed of their rights under campus disciplinary procedures. Where arrests are made for infractions of the law, students must be informed of their rights by arresting authorities.
- 16) The original text stated, "relating to the safety and well-being of students, faculty, or university property."
- 17) The student should also be informed of the specific sanctions, which may be imposed through the disciplinary proceeding.
- 18) As a matter of responsible practice, the decision of the committee, as well as grounds and procedures for appeal, should be communicated to the student in writing within a reasonable period of time.

Student Code of Conduct

Kentucky Wesleyan College expects that excellence in conduct is the goal of each student, and it anticipates that students will be sufficiently mature to conduct themselves according to the standards, laws and customs of the Kentucky Wesleyan community and to act in such a manner that will reflect credit upon the College.

It is not realistic to assume that every student will live entirely under self-discipline; therefore, provisions exist for handling situations that violate the regulations and principles of the College. It is your responsibility to acquaint yourself with these rules and abide by them. In order to conform to civil law, institutional policy and principles underlying College policies for student life, certain actions are prohibited. Failure to comply will result in disciplinary action. Some actions may constitute a violation of Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1688. See KWC's Title IX policy to determine if applicable.

Every member of the Kentucky Wesleyan College community is expected to conduct himself/herself in a manner which is supportive of and which does not impair the development of any other member of the community. To this end, the College has established a student conduct system that includes provision for disciplinary conferences, a Student Conduct hearing board, and a Board of Appeals.

The following are considered violations of the Code of Conduct and will be referred to the appropriate board or individual. The list is not intended to be all-inclusive. For the protection and welfare of each member of the community, the College, through the Dean of Student Services, reserves the right to appeal decisions of the student conduct boards in these matters.

The Student Code of Conduct may be applied to behavior conducted online, via email or other electronic medium. Students should also be aware that online postings such as blogs, web postings, chats and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online. Kentucky Wesleyan College does not regularly search for this information but may take action if and when such information is brought to the attention of Kentucky Wesleyan College officials.

Note: In cases where more than one violation has occurred because of an incident, sanctions will likely increase in severity. The sanctions listed are guidelines. However, all cases are treated on an individual basis. The student conduct officers, and boards do have authority to determine any sanctions they feel appropriate. Thus, in some instances, sanctions assigned to individuals may vary. Sanctions increase in severity when there are prior violations; all prior violations during the student's enrollment will be taken into consideration for sanctioning. Students should note that these rules and regulations apply to behavior that occurs on or off campus, except where indicated. Enrolled students may petition in writing to the Dean of Student Services to expunge their record of minor violations after a one-year period without additional violations. Expunged records will contain the student's letter of request for expungement. Otherwise, records are maintained for seven years after the student graduates or leaves Kentucky Wesleyan, in accordance with the policy on records retention).

Policies Regarding the Safety of the Community

1. Behavior, Which Endangers the Health and Safety of Self and/or Others

Definition: any behavior which creates a risk of danger to self and/or others or to the College community, including, but not limited to, violating the Panther Promise, engaging in self-injurious behavior, participating in drinking games, propping doors to residence halls, throwing objects from

windows, tipping vending machines, disregarding residence hall safety regulations, entering the roofs or attics of campus buildings, possession of a hoverboard, and housing animals. Students engaged in self-injurious behavior may reside on campus only with approval from the Dean of Student Services after completing and satisfying all requirements of the “Conditional Return to Residence Halls” form.

2. Fire-Related Offenses: Fire-Setting and Arson; Use of Candles/Grills/ Incense; Smoking

Definitions:

- a. Fire-setting: deliberately lighting a fire without authorization
- b. Arson: fires set with the intention of destroying property
- c. Use of candles: lighting candles or other open flames in residence halls or other College buildings
- d. Use of personal grills (barbecue)
- e. Use of incense in residence halls or other College buildings
- f. Smoking or use of tobacco anywhere on Kentucky Wesleyan College property
- g. Failure to leave a building when a fire alarm is sounding or when being so directed by a College official

3. Possession of Firearms or Weapons on Campus

Definition: the possession or use, whether open or concealed, of any weapon, including but not limited to guns, rifles, pistols, ammunition, powerful explosives, paintball guns, BB guns, stun guns, slingshots, bowie knives, crossbow, daggers, switchblade knives, metallic knuckles, throwing stars, knives of more than six inches when opened, and any other weapon of any kind while on College-owned property. Toy weapons that look like real weapons are similarly prohibited on campus.

NOTE: Possession of a concealed weapons permit does not entitle individuals to carry concealed weapons of any kind on campus.

4. Tampering with Fire and Safety Equipment

Definition:

- a. Tampering with or removing fire alarms or bells, fire pull stations, smoke detectors, fire extinguishers, sprinklers, exit signs, or other safety equipment (including those in residence hall rooms)
- b. Giving false alarms (including false use of emergency whistles)

5. Possession of Fireworks

Definition: the possession and/or use of fireworks on College-owned property.

6. Violation of the Panther Promise

Definition: Violating any of the community principles put forth in the Panther Promise – including, but not limited to refusing to wear a mask, not physically distancing, violating room occupancy numbers, and other listed policies.

Policies Regarding Respect of Community Members

7. Fighting

Definition: an encounter with blows or other personal violation between two or more persons, including assault and battery; includes individuals participating as members of organizations, intramurals, or athletic teams.

7. Sex-Related Offenses: Rape, Sexual Assault, Indecent Behavior

Definition: including, but not limited to, violations of the following: rape, sexual assault (See “Sexual Assault/Harassment Policy”), indecent language on a telephone, and indecent exposure.

8. Harassment and Incivility

Definition: Physical abuse, verbal abuse, intimidation, threats, harassment, coercion, and/or other conduct directed toward any member of the Kentucky Wesleyan College community that puts that individual in fear of harm or for their safety; includes defaming, profane, or vulgar remarks directed at another individual. Applies to communication through any medium (e.g., telephone, computer/e-mail, social networking sites, face-to-face) and may apply whether the behavior is repeated or a single incident.

9. Hazing

Definition: Any action or situation which recklessly or intentionally endangers the emotional, mental or physical health and/or safety of a student, or which removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in any organization operating under registration with or auspices of the College. Such behavior may include but is not limited to:

- a. Physical activity including beating, branding, forced calisthenics, exposure to the elements; forced consumption of any food, liquor, drug, liquid or other substances; or other forced activity which could adversely affect the physical health or safety of the individual.
- b. Other activity which could subject the individual to mental stress such as sleep deprivation, forced exclusion from social contact, activity that could result in embarrassment such as costumes, shaving, stunts, etc., other forced sexual or physical contact which could result in embarrassment, or any other activity which could adversely affect the mental health or dignity of the individual.
- c. Also inclusive of any attempt to harass or to annoy any person by playing abusive or ridiculous tricks upon him/her or subjecting him/herself to personal indignity or danger, or aid or abet others engaging in such behavior.
- d. Any activity, as described above, upon which the initiation, admission into or affiliation with a Kentucky Wesleyan College organization or team that may be directly or indirectly conditioned, shall be presumed to be a “forced” activity, the **express or implied consent of an individual to participate in such an activity notwithstanding.**
- e. Apathy or acquiescence in the presence of hazing.

10. Disorderly Conduct

Definition: conduct that is offensive or annoying to others or is disruptive of the rights of others. This includes, but is not limited to, excessive noises such as loud talk, shouting, loud music or televisions, horseplay, practical jokes, hall sports, and general disturbances.

11. Lying

Definition: the making of a false statement to any member of the College community (student, faculty, or staff).

12. Fraud

Definition: a false representation that is intended to deceive another. This includes use of a fake or borrowed ID.

13. Failure to Comply with a Lawful Order of a College Official

Definition: direct disobedience of a lawful order of a college official (including, but not limited to, Resident Directors, Resident Assistants, and Security Officers). This includes, but is not limited to, failure to evacuate a building during a fire alarm, failure to identify oneself and/or present an ID upon request, failure to comply with a request to give up possession of alcohol or to open a room door.

14. Visitation Violations

Definition: violation of the residence hall visitation policy. Residential students may have guests and visitors 18 years of age or older during open visitation periods. After open visitation, guests and visitors must be registered with Residence Life staff. NOTE: Anyone found in the presence of a visitation violation may be charged with the violation, even if the member of the opposite gender is not their guest.

15. Unauthorized Occupancy of a Residence Hall

Definition: commuter students or non-students who stay in the residence halls without proper authorization to do so or resident students who allow non-students or commuters to stay in their room or suite for an extended period of time, beyond the guidelines as stated in the Residence Hall Policies and Procedures section of this handbook. This may also apply to an illegal room change of a resident student, and unauthorized occupancy of room during College breaks. Commuter students found responsible for violation of this policy may be barred from residence halls.

Policies Regarding Respect for Property

16. Destruction or Defacing of Property

Definitions:

- a. Against an individual – Attempted or actual destruction of and/or damage to an individual’s personal property
- b. Against the College – Attempted or actual destruction, damage, or defacement of College property (personal or real) including, but not limited to, defacing structures and facilities, parking/driving on grass or sidewalks, and tipping or “salting” vending machines.

17. Stealing

Definition: the unauthorized attempted or actual taking of property from the possession of another person or the College. This includes the unauthorized consumption of food from the dining hall or from a campus event.

18. Possession of Lost or Stolen Property

Definition: the unauthorized possession of property that has been reported lost or stolen.

19. Misuse of College Property

Definition: the unauthorized use of College property, including, but not limited to, the unauthorized use of College keys, duplication of College keys, unauthorized use or misuse of vehicles, unauthorized use or misuse of equipment, computers, information management systems, or unauthorized use or misuse of College spaces.

Policies Regarding Individual Responsibility

20. Laws of Wider Society and College Policies

All students are required to abide by all published College policies and by the laws of the local, state, and national governments and are subject to student conduct action through College processes, as well as possible criminal or civil charges, for violation of any of the laws or policies. The College reserves the right to take action against students for off-campus incidents when behavior off campus affects the College and/or the image of the College.

21. Alcoholic Beverages

Wesleyan prohibits the possession and/or use of alcohol and display of alcoholic beverage containers (either full or empty) on College property or at College-sponsored functions, regardless of a student's age. Students may also be referred to the civil authorities for the unlawful possession of alcoholic beverages on College property or at College-sponsored functions.

- a. Possession and/or Consumption
 1. Definition: the possession and consumption of alcoholic beverages anywhere on College-owned property. Possession includes both open and closed containers, as well as cups.
- b. Being under the Influence of Alcohol
 1. Definition: a person who, having consumed alcoholic beverages, experiences a loss of the normal use of his/her mental and/or physical faculties. Indicators include (but are not limited to) smell of alcohol on the breath, slurred speech, loss of motor coordination, aggression, loss of memory (blackouts), abusive behavior, and behavior which is disruptive or interferes with the rights of others.
- c. Provision/Distribution of Alcohol
 1. Definition: dispense, divide, deal, dole out mean to give out, usually in shares, to each member of a group.
 - i. By an individual: any person providing or distributing alcohol to other individuals on College property.
 - ii. By an organization: any organization providing or distributing alcohol on College property.
- d. Sponsorship of an On-Campus Activity Involving the Unauthorized Use of Alcoholic Beverages by Individuals or College-Recognized Organizations
 1. Definition: the sponsoring of any activity or event involving the use of alcoholic beverages on-campus or on any property owned or controlled by the College without specific College approval. This applies whether a student(s) or organization(s) carries out the activity.
- e. Display of Alcoholic Beverage Containers
 1. Definition: any public display of alcohol containers. This includes, but is not limited to, pyramids made of cans or bottles, and ornamental alcoholic beverage containers. This also applies to alcohol containers that are empty.
- f. Driving Under the Influence
 1. Definition: operating a motor vehicle under the influence of alcohol/other drugs on College property. This includes, but is not limited to, all roads, parking lots, and grass areas.

22. Other Drugs

Definition: the possession, use (without legal prescription), and/or distribution of controlled or illegal substances (including prescription drugs) by any member of the College community.

NOTE: Any individuals who are involved in any drug-related violations are subject to criminal action; it is the duty of the College to report such individuals and violations to the legal authorities.

- a. Possession and/or Use of Controlled or Illegal Substances
 1. Definition: the illegal possession or use of controlled or illegal substances. This includes possession or use of prescribed drugs without valid medical prescription.
- b. Distribution and/or Sale of Controlled or Illegal Substances
 1. Definition: the distribution, and/or sale of controlled or illegal substances. This includes distribution or sale of prescribed drugs without valid medical prescription.
- c. Possession of Drug Paraphernalia
 1. Definition: the illegal possession and/or use of drug paraphernalia, including, but not limited to, roach clips and bongs, rolling papers, or any material or apparatus containing any amount of drug residue.
- d. Accessory to Drug Use, Possession, or Sale
 1. Definition: being in the presence of or aiding and abetting the possession, sale, or use of controlled or illegal substances.

Sanctions

1. Educational Sanctions

The hearing body may choose to assign an educational project or task to be completed. Some examples of these sanctions include web-based modules, papers, written apologies, book reports, and program plans and implementation.

2. Campus Service Hours

Campus Service Hours are intended to benefit the individual and the campus (such as a volunteer service-related activity). Campus Service Hours will always be accompanied by a reflection paper written by the student.

Any overdue or uncompleted sanctions will result in a referral to the Dean of Student Services for additional disciplinary consideration.

Any student who plans to enter a plea of being in-violation is encouraged to propose a constructive or educational task to be considered by the board or officer hearing the case.

3. Loss of Visitation

When a student loses visitation privileges: the student may not have members of the opposite gender in their room, (either as guests or by being in the room when guests of a roommate are present), nor may the student be a guest in rooms of members of the opposite gender. Students may not visit opposite gender residence halls.

4. Fines

Students may be required to pay a reasonable sum of money as a sanction.

5. Restitution

Reimbursement for damage to person or property or misappropriation of property, either through appropriate repairs or monetary compensation, may be imposed as a sanction.

6. Alcohol Education Class

Students found responsible for violating the Kentucky Wesleyan College Alcohol Policy may be required to attend alcohol education classes or complete an online alcohol education module. Students found responsible for subsequent alcohol violations may be required to complete a professional assessment (at their own cost), follow recommendations of a local substance abuse specialist, and release information to the College.

7. Referral for Counseling

If, in the opinion of the Student conduct Officer/Board, a student involved in a disciplinary situation will best be served by counseling, the student may be required to attend counseling sessions with a counseling professional on/off campus. The student will be responsible for all fees incurred by contracting the services of an independent professional.

8. Residence Hall Relocation

A recommendation to the Dean of Student Services that the student be required to move to another room, residence hall, or residence area because of their lack of willingness to live within the rules of their present residence hall community. This sanction will be recommended in situations where

the board or officer feels the individual would benefit from a change of environment in order to conform to acceptable group-living standards.

9. Loss of Housing Privileges

A recommendation to the Dean of Student Services that a student lose their privilege of residing in College-owned housing as part of an imposed sanction. If a student loses College housing privileges, a letter will be sent to their parents (if financially responsible) notifying them of their housing status. Students removed from housing will not receive a prorated return based upon date of removal. Student athletes receiving athletic scholarships may also lose support if removed from housing.

10. Official Reprimand

The Official Reprimand is a written notification to a student indicating that they have been found responsible for a policy, that the behavior was inappropriate, and that any other violations of College regulations for which the student is found responsible will result in a more severe disciplinary action. In addition, if the student does not meet any special stipulations associated with the sanction, further action will be taken, which may include suspension. The Official Reprimand normally remains in effect for one full calendar year. If there are no additional violations during that year, the Official Reprimand will expire.

11. Warning

A warning status imposed for a specific time period (at least one calendar year) during which a student is expected to show a positive change in behavior. If the student does not meet any stipulation associated with the Warning or if they are found responsible for other or subsequent violations of College policy, regulation or law, they will be automatically placed on Probation and may also face suspension from the College depending on the severity of the violation. A student on Warning is considered to be on marginal conduct standing.

12. Probation

A probationary status imposed for a specific time period during which a student is expected to show a positive change in behavior. Furthermore, if the student does not meet any special stipulation associated with the probationary standing or if they are found responsible for any other rule, regulation, or law, they will be suspended from the College. If a student is placed on probation, a letter will be sent to their parents notifying them of their status. A student on probation is not considered to be in good conduct standing.

- a. Specific Probation: a student placed on specific Probation will be suspended from Kentucky Wesleyan for conviction of a second offense in the violation category during the time of Probation. The suspension may be immediate or deferred at the discretion of the Dean of Student Services.
- b. General Probation: a student placed on general Probation will be suspended from Kentucky Wesleyan for conviction of any student conduct or honor offense during the time of Probation. The suspension may be immediate or deferred at the discretion of the Dean of Student Services

13. Disciplinary Suspension

The removal of a student from the College for a period of time; suspension permits the student to apply for readmission at the end of the sanction imposed. While a student is suspended, they are not to return to the campus, grounds, programs, facilities, and activities of the College without

written permission from the Dean of Student Services. If the student returns to the campus without written permission during the time period for which they have been suspended, their eligibility to return to Kentucky Wesleyan may be threatened. A student who is suspended is not eligible for any financial refund or credit from the College. Suspended students will receive a WP or WF depending on their level of performance in each class. Note: Students who accrue an inordinate amount of conduct violations while enrolled at the College may also be eligible for suspension.

- a. Deferred Suspension: a student may be permitted to complete the current semester and be suspended for the next regular academic term or longer if they fail to meet a specific set of requirements set forth by the Student Conduct Hearing Board (for example: community service related to the violation, counseling, educational sanctions).
- b. Delayed Suspension: a student may be permitted to complete the current semester and be suspended for the next regular academic term.
- c. Immediate Suspension: suspension from the College for the remainder of the semester or longer.

14. Immediate Interim Suspension

In the event a student's actions demonstrate that their continued presence at the College constitutes a danger to property, the student, or to others, the student may be placed on immediate interim suspension, pending a student conduct proceeding, finding, and final sanction.

15. Permanent Separation

Permanent removal from the College. Conditions related to presence on campus, financial refund, and course withdrawals apply as described under Disciplinary Suspension above.

16. Any other sanction appropriate to the violation

Suggested Sanctions for Code of Conduct Violations

The following penalties are the minimal suggested sanctions for each of the following Code of Conduct violations. Penalties may include, but are not limited to, the suggestions listed below. All prior violations during the student's enrollment will be considered when sanctions are determined, as will the period of time that has elapsed since those violations. Every sanction should include an educational component. Any modifications to the sanctions by the Student Conduct Hearing Board must be approved by the Dean of Student Services before being communicated to the student. A summary explanation of these codes follows.

Summary of Sanction Codes

| | | | |
|-----|----------------------------|-----|--------------------------------|
| CSH | Campus Service Hours | OR | Official Reprimand |
| ES | Educational Sanction | PN | Parental Notification |
| AEC | Alcohol Education Class | W | Warning |
| \$ | Monetary Fine | P | Probation |
| LV | Loss of Visitation | IIS | Immediate Interim Suspension |
| LH | Loss of Housing Privileges | DS | Disciplinary Suspension |
| RHR | Residence Hall Relocation | PS | Permanent Separation/Expulsion |

| <u>Suggested Sanctions</u> | | | |
|--|--|--------------------|--------------------|
| <u>Violation</u> | <u>1st Offense</u> | <u>2nd Offense</u> | <u>3rd Offense</u> |
| Policies Regarding The Safety Of The Community | | | |
| Behavior Which Endangers the Health and Safety of Others | W and CSH/ES to DS and loss of housing | P or DS | PS |
| Fire-Setting and Arson | DS or PS | PS | |
| Candles/Grills/Incense | OR | ES, \$25, P | ES, \$50, LH |
| Smoking/Use of Tobacco | OR, \$25 | ES, \$50, P | ES, \$100, LH, W |
| Possession of Firearms or Weapon on campus | W to PS | P to PS | PS |
| Tampering with Fire and Safety Equipment | P - DS, \$100 - \$500, and/or LH | DS or PS | PS |
| Possession of Fireworks | P, CSH, or DS | DS or PS | |

Policies Regarding Respect Of Community Members

| <u>Violation</u> | <u>1st Offense</u> | <u>2nd Offense</u> | <u>3rd Offense</u> |
|---|---|--|---|
| Fighting | CSH/ES & P- DS for one year | DS or PS | |
| Sex-Related Offenses | DS or PS | PS | |
| Harassment | CSH/ES, W to DS | P, DS or PS | |
| Hazing (individual) | ES/W to PS | DS or PS | |
| Hazing (organization) | ES, DS for one year or permanent loss of official recognition | Permanent loss of official recognition | |
| Disorderly Conduct | From OR, CSH, ES, W to P | P to DS | DS |
| Lying | ES, W, P or DS | DS or PS | PS |
| Fraud | CSH/ES, W - DS for one year | DS or PS | PS |
| Failure to Comply With a Lawful Order of a College Official | From OR, CSH/ES, W to P | P or DS | DS or PS |
| Visitation Violation | LV for one week and one weekend | CSH/ES, LV for two weeks and two weekends, OR, W | W to P, CSH/ES, LV for four weeks and four weekends |
| Unauthorized Occupancy of a Residence Hall | OR, CSH, \$100 | W to P, \$150 | W to DS, \$200 |

| Policies Regarding Respect For Property | | | |
|---|---|--|-------------------------------|
| <u>Violation</u> | <u>1st Offense</u> | <u>2nd Offense</u> | <u>3rd Offense</u> |
| Destruction or Defacing the Property of an Individual | From \$, ES/CSH, W to DS, and restitution | DS | |
| Destruction or Defacing the Property of the College | From \$, ES/CSH, W to DS and restitution | DS | |
| Stealing | From P to DS, \$, CSH | PS | |
| Possession of Stolen Property | P or DS | PS | |
| Misuse of College Property | CSH/ES, W | P to DS | PS |
| Policies Regarding Individual Responsibility | | | |
| <u>Violation</u> | <u>1st Offense</u> | <u>2nd Offense</u> | <u>3rd Offense</u> |
| <i>Alcoholic Beverages:</i> | | | |
| Possession/ Consumption of Alcohol | ES, OR - W, \$50 or 5 CSH, AEC | Counseling, \$100 or 10 CSH, P, Assessment | P - DS, \$150 or 15 CSH |
| Being Under Influence of Alcoholic Beverages | AEC, ES, W, CSH | Counseling, ES, \$50, P, PN | P - DS, PN, \$100 Assessment* |
| Provision/Distribution of Alcohol | W to P, CSH, \$50 | P to DS, PN | DS to PS |
| Sponsorship of an On-Campus Activity Involving the Unauthorized Use of Alcoholic Beverages (students) | P, CSH, \$75 | DS, PN | PS |

| <u>Violation</u> | <u>1st Offense</u> | <u>2nd Offense</u> | <u>3rd Offense</u> |
|--|--|--|--|
| Sponsorship of an On-Campus Activity Involving the Unauthorized Use of Alcoholic Beverages (organizations) | P, CSH for responsible students; from 15 weeks probation to one year suspension of College recognition | DS for responsible students, revocation of College recognition of organization | PS |
| Display of Alcoholic Beverage Containers | OR, \$25 | Charged with Failure to Comply, W | Charged with Failure to Comply, W to P |
| Driving Under the Influence | Referred to KY State legal system, P, loss of campus parking privileges | Referred to KY State legal system, P or DS, PN | Referred to KY State legal system, PS |
| <i>Other Drugs: **</i> | | | |
| Possession and/or Use of Controlled or Illegal Substances | ES, P to PS, PN, LH, \$250 | DS or PS | PN, PS |
| Distribution and/or Sale of Controlled or Illegal Substances | P to PS, PN | PN, PS | |
| Possession of Drug Paraphernalia | CSH/ES, W to DS, PN, \$150 | P to DS or PS, P | PS |
| Accessory to Drug Use, Possession, or Sale | CSH/ES, W to PS, \$100 | P to PS | PS |

*Students are responsible for the cost of required off-campus assessments.

**According to federal law, students who are convicted on drug charges in the criminal courts will also lose federal financial aid awards for the period of their sentence.

NOTE: Consideration of prior violations will include information about Campus Citations the student has received from the Police Department, as well as the length of time that has elapsed since the prior incidents.

The Student Conduct System

Process for Handling Complaints

Any member of the College community may file a written complaint of alleged violations with the Student Services Office. The Office reserves the right to gather additional information before proceeding.

The Student Services Office will designate a Hearing Officer who will notify all implicated students of possible violations. Students are required to meet with the Hearing Officer for a disciplinary conference as quickly as possible after receiving this notification. The purpose of this meeting is to inform the student of the complaint, determine if there is a basis for further action, advise the student of the student conduct process, and explain the student's rights and options. Undue delay or failure to respond will result in further disciplinary action.

If, in the judgment of the Hearing Officer, the information warrants no further action, the complaint may be filed **For Information Only**. However, if additional information becomes available or a future incident occurs, the Hearing Officer may then take further disciplinary action.

Student Option

If the information from an initial meeting or written incident report indicates that the student is clearly responsible of a policy, and the violation is a minor or first time offense, then the Hearing Officer may offer a “**Student Option**” in which the involved student is offered through a letter or conduct conference the opportunity to accept responsibility for the violation and accept the designated sanction(s). If offered through a letter, the involved student is then not required to meet with the Hearing Officer concerning this violation. The Student Option may be taken only when a student agrees to plead responsible to an offense, which is their first in a particular category (and the student is not under prior conduct status such as Warning or Probation) and further agrees to accept a sanction(s) as prescribed by the Hearing Officer. If the student does not accept responsibility for the violation or declines to accept the assigned sanction(s), then the student is required to meet with the Student Conduct Hearing Board concerning the matter. Failure of the student to contact the Hearing Officer in the time allotted will be understood as acceptance of responsibility and sanction(s). If no standard penalty exists, the violation is unusually serious, or the student does not accept responsibility and plead responsible, automatic referral may be made to a hearing board or administrative hearing. In any case, the Hearing Officer has the discretion to refer the violation to The Student Conduct Board; the student also has the right to request a hearing.

Referral to Hearing and Student Rights

Hearings may be conducted by the Student Conduct Board. In all cases that go to a hearing, procedural fair play includes the following **student rights**: that the student be informed in writing, usually two days prior to the student conduct proceedings, of the reasons for the proposed student conduct action against them, that they be given a fair opportunity to hear and raise questions for all witnesses and about the evidence against them, that the hearing bodies not be arbitrary in their actions, and that there be provision for appeal of a decision. The decision of the Student Conduct Board is final, subject only to the student's right of appeal.

During the exam week and the summer session, the Dean of Student Services shall be responsible for adjudicating all student conduct matters.

Decisions of the Board are confidential. The Dean of Student Services reserves the right to release decisions in those cases that they deem to be in the best interest of the College or student(s) involved and/or as required by law.

Student Conduct Board

This board will be established so that a body of College faculty and/or staff may hear a student's case. Hearings may be conducted with no less than three faculty/staff members plus a chair. Hearings of the board are closed. If a student wishes to appeal a decision of the board, they must do so within three business days and in writing to the Dean of Student Services.

Board of Appeals

A student may appeal a Student Conduct Board's decision. In cases where an impacted party has been identified by a Hearing Officer, that individual also has a right to appeal the decision. An appeal must be submitted via a written or emailed letter within five (5) business days after the Conduct Board's decision is sent. Once an appeal is submitted it is forwarded to the Appeals Board. For violations of the Panther Promise (COVID-19 policies), the President of the College will serve as the appellate body. The Conduct Board's decision is considered final if an appeal is not submitted within the specified time. Hearings may be conducted with no fewer than three members and will include only College faculty and staff. Decisions by the Board of Appeals or the President of the College are final.

Appeals

Grounds for an appeal of a student conduct decision must be based on one of three arguments:

1. A violation of rights occurred as a result of the manner in which the hearing was established and conducted;
2. The sanction assigned is inappropriate for the violation involved;
3. New evidence has surfaced or a witness has come forward that could directly affect the outcome of the hearing.

An appeal is not a rehearing of the complaint based upon a disagreement with the finding of the hearing body. By a simple majority vote, the appellate body may uphold the original decision and sanctioning, uphold the decision and revise sanctioning, or overrule the original decision and sanctioning.

Hearing Guidelines

1. Hearings shall be conducted in private with only the participants and advisors present.
2. In hearings involving more than one accused student, the Dean of Student Services, at their discretion, may permit hearings concerning each student to be conducted separately.
3. The Boards, at the discretion of the Dean of Student Services and advisors, may accept pertinent records, exhibits, and written statements as evidence for consideration.
4. A student may bring an advisor of their choice to the hearing, provided the advisor is a member of the College community. Attorneys may not serve as advisors; attorneys may be present to observe only if a student is charged with a serious crime and is charged off campus with the same offense. Advisors are not permitted to address any participants in the hearing other than the person whom they are advising in the presentation of their case. The Dean of Student Services shall be notified by the accused student (or complainant) at least 24 hours prior to the hearing that the student plans to have an advisor present. If the advisor speaks out of turn to the Board or anyone other than their advisee, the Dean of Student Services can remove them from the hearing.
5. A student may present witnesses to testify on their behalf. Witnesses can give testimony directly relevant to the specific, alleged violations or speak on the student's character. Written statements rather than personal testimony may be permitted, and when they are, it is only at the discretion of the Dean of Student Services. It is the responsibility of the respondent student and the complainant to request that any witnesses other than those

officially summoned be present at the hearing. The Dean of Student Services shall be notified 24 hours in advance of the hearing of any witnesses requested to be present.

6. All procedural questions are subject to the final decision of the Dean of Student Services.
7. In the event that the respondent student does not appear for the hearing at the appointed time, the hearing may still be conducted, at the discretion of the Dean of Student Services, and the accused student will be considered to have waived their right to be heard.
8. After the hearing, the Board shall determine (by majority vote) whether the student has violated any section of the Code of Conduct that the student is charged with violating.
9. The Board's decision shall be made on the basis of the preponderance of the evidence as it relates to a violation of the Code.
10. If, during the course of the hearing, information is presented which indicates that the respondent is responsible for violations of the Code of Conduct in addition to those with which they were charged, the Board may find the student responsible for such violations and sanction the student accordingly. In such a case, the student has the right, through the appeal process, to ask for a full hearing on any such charges so that they can appropriately prepare for the hearing.
11. The Boards may discipline a student who in any way seeks to obstruct the internal conduct process, such as refusing to appear at a hearing, lying to the Board, etc.

Order of Events at the Hearing

1. Introduction by the Dean of Student Services of all participants.
2. Review of the respondents' and complainant's basic rights.
3. Reading of the complainant's statement and the alleged violation resulting from the statement.
4. The respondent shall indicate that they agree or do not agree that they violated the Code of Conduct.
5. The complainant makes an opening statement, adding anything pertinent to the written statement.
6. The respondent makes an opening statement.
7. The Board questions the complainant and/or the respondent. The complainant may raise questions through the Dean of Student Services for the accused student; the respondent may raise questions through the Dean of Student Services for the complainant.
8. Witnesses are brought into the hearing individually to present their statements. First, witnesses requested by the respondent will be heard. The witness shall make their statement, and answer questions from the Board, the complainant, and the respondent.
9. The complainant makes a closing statement.
10. The respondent makes a closing statement.
11. The Board shall have the last opportunity for questions.
12. The Board shall enter closed deliberations for its decision. The respondent and the complainant will be informed when a decision is reached.

Completion of Sanctions

Students accepting responsibility for violations and those found responsible through the student conduct system are responsible for completing all sanctions imposed, by the deadlines given. Unless an extension has been granted in writing by the Dean of Student Services, failure to complete sanctions will be considered Failure to Comply, and additional charges may result. If a student has been placed on Probation, failure to comply with sanctions will result in Disciplinary Suspension. Any unpaid fines will be charged to the student account, and uncompleted Community Service Hours will convert to monetary fines at the rate of \$20/uncompleted hour. If a student leaves Kentucky Wesleyan before

non-monetary sanctions are completed, and later applies for and is granted readmission, sanctions will be reinstated upon the student's return and new deadlines will be given. If a student leaves Kentucky Wesleyan with a conduct status sanction in effect (Official Reprimand or other conduct status), the status will be reinstated upon the student's return.

Status of a Student During an Appeal

The sanction imposed as a result of the original hearing shall not be in effect at such time as an appeal is requested and during the time prior to an appeal hearing. However, a student who is suspended or expelled from the residence halls or the College must abide by that sanction, unless granted permission by the Dean of Students to remain in the residence halls and/or classes until such time as a decision is reached by the Appeals Board. A student who is directed not to have contact with another individual must also abide by that sanction until the appeal is acted on unless specific permission to the contrary is granted by the Dean of Student Services.

Withdrawal in Lieu of Facing a Hearing

1. Under certain conditions, the Dean of Student Services could agree that a student charged with an offense may withdraw from the College rather than face a student conduct hearing. A student must request such an option in writing (having cleared all outstanding account balances) and must stipulate that the petition is voluntary.
2. A student withdrawing in lieu of facing a student conduct hearing must have the clearance of the Dean of Students before they may apply for readmission to the College. Charges will be reinstated upon the student's return if they are re-accepted to the College.

NOTE: In cases where the respondent simply leaves the College prior to the hearing date, the hearing will be postponed until the student returns to Kentucky Wesleyan. Should a student charged with an offense never return to Kentucky Wesleyan, the charge will be dismissed when the student file is discarded. In cases involving local, state, or federal laws, the proper authorities will be notified and the information will be provided to them. In cases where the witness or complainant leaves the College prior to the hearing, reasonable effort will be made to inform the witness or complainant of the hearing date and expectations. If the complainant or witness cannot be contacted, or chooses not to testify, the Dean of Student Services will determine whether or not to proceed with the hearing. If no hearing is held, the charge against the respondent will be cleared from the student's record.

Policies and Procedures

Alcohol & Drug Use/Abuse Policy & Program

As a church-related, Christian college, the College is concerned about the health and well-being of its students and recognizes the health hazards involved with the use of alcohol and illicit drugs. In an attempt to deter students from using alcohol and illicit drugs, the College has adopted the following policies.

The Drug-Free Schools and Communities Act and Drug and Alcohol Abuse Prevention Regulations (Education Department General Administrative Regulations), notes that no institution of higher education shall be eligible to receive funds or any other form of financial assistance under any Federal program, including participation in any federally funded or guaranteed student loan program, unless the institution certifies to the Secretary that the institution has adopted and has implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. In response, KY Wesleyan College has adopted and implemented program and policies to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

Information on Preventing Drug and Alcohol Abuse

The College assists in drug education and prevention programs to inform and encourage students to refrain from the use of alcohol and other drugs.

- All new full-time students participate in the THINK FAST GAME SHOW, giving them initial exposure to the expectations of student conduct and the serious effects of substance abuse. Activities are provided to establish involvement and connection to campus, while promoting alcohol and drug free choices.
- Focus on awareness with such programs as Alcohol Awareness Week promoted by Student Government is a joint effort involving students, faculty, and staff, as well as KY State Police and River Valley, a local mental health facility. “Drunk Goggles” that also address driving distraction are part of this program.
- KY Wesleyan is a smoke free campus.
- Guest sign in procedures are in place to monitor residence hall activity
- Alcohol and drug free alternative activities /programs are offered 2-3xs a month. These activities include midnight movies at a local theater and numerous chaperoned trips to athletic events. Sophomores engage in the “Sophomore Experience” for monthly adventures to various resorts and community non-profit organizations as volunteers.

Information pertaining to the legal sanctions under Kentucky state law for the unlawful possession of distribution of illicit drugs and alcohol; the health risks associated with the use of illicit drugs and the abuse of alcohol; and drug and alcohol abuse counseling programs available to students are also included in this policy.

Possession and/or Use of Alcohol Beverages and Containers

Wesleyan prohibits the possession and/or use of alcoholic beverage containers (either full or empty), and the possession, use and/or distribution of illegally-obtained prescription drugs or illicit drugs or drug paraphernalia on College property or at College-sponsored functions, regardless of a student’s age. Students may also be referred to the civil authorities for the unlawful possession of alcoholic beverages on College property or at College-sponsored functions.

Possession, Use and/or Distribution of Illicit Drugs or Drug Paraphernalia

Students involved with the possession and/or use of illegally obtained prescription drugs or illicit drugs or drug paraphernalia on College property or at College-sponsored student functions are subject to the sanctions listed in the student conduct section.

Students may also be referred to the civil authorities for the unlawful possession and/or use of illicit drugs on College property or at College-sponsored student function.

Students involved in the distribution of illicit drugs on College property or at College sponsored student functions will be expelled from the College in addition to being referred to the civil authorities.

PLEASE NOTE: Presence of articles may be interpreted as actual possession of those articles. Students encountered in locations where drugs, alcohol, firearms, ammunition and explosives or other misconduct is evident will normally be considered in violation of the Code of Conduct or Residence Hall Regulations, even if they do not have the prohibited items on their person at the time they are encountered.

Rehabilitation and Treatment Resources

All students may receive counseling services through the Counseling Services Office, Administration Building, room 209B. This office is staffed by the Director of Counseling who is a Licensed Clinical Social Worker. Fees for these services are included in tuition costs; there is no additional charge to the student. All information shared with the counselor is considered strictly confidential. Call 270-852-3183 for an appointment.

HOTLINES:

Crisis Line (24/7) 270-684-9466 or 1-800-433-7291

Vets4Warriors (24/7) 1-855-838-8255

24/7 Addiction Help 1-800-559-9503

River Valley Regional Prevention Center Resource Center 270-689-6563

More Resource Guides are available in the Student Health Office, Room 213, Administration Building.

Health Risks

Substance abuse may result in a wide array of serious health and behavior problems. Substance abuse has both long and short-term effects on the body and the mind. In addition to the problem of toxicity, contaminant poisonings often occur with illegal drug use. HIV infection with intravenous drug use is a prevalent hazard.

Acute health problems may include heart attack, stroke, and sudden death, which can occur with first time cocaine users. Long lasting effects caused by drug and alcohol abuse can cause problems such as disruption of normal heart rhythm, high blood pressure, bleeding and destruction of brain cells, possible memory loss, infertility, impotence, immune system impairment, kidney failure, cirrhosis of the liver, and pulmonary damage. Drug use during pregnancy may result in fetal damage and birth defects causing hyperactivity, neurological abnormalities, and developmental difficulties.

Good Samaritan Policy

Kentucky Wesleyan College encourages students to assist each other in times of need; the Good Samaritan Policy can be enacted when one student seeks needed medical care for another. If a student is with another student they perceive to be in danger and calls for medical aid, they will not be held accountable for violating the college alcohol policy. The college's main concern is getting the proper care for the student in need. Students should call for help and NOT drive anyone in need of medical attention. Most students are not trained to care for another student should they become ill or disruptive which could impact one's ability to drive safely. Students with or observing a student "in danger" are expected to seek medical attention. If a student is with another student who has had too much to drink and does not call for assistance, they will be held accountable with strict sanctions for "Behavior that Endangers the Health or Safety of Self and/or Others."

Example: Josh and Matt, both students, are drinking alcohol together. Matt becomes sick and is not responsive when Josh checks on him. Josh knows that Matt needs medical attention but is concerned that they may face sanctions because they both violated the college alcohol policy by consuming alcohol on campus. If Josh calls 911 to get medical help for Matt, Josh is protected by the Good Samaritan Policy.

Medical Safety Policy

When an individual receives emergency medical attention related to his or her consumption of alcohol, he/she will be required to immediately complete a substance abuse assessment within a reasonable amount of time as determined by the Office of Student Services (typically 24-72 hours) and participate in any recommended treatment.

As a part of the conduct process, and provided that the student did not commit any other egregious conduct violations, the student will not be subject to disciplinary suspension as a result of the alcohol violation but will receive other consequences.

Failure to complete the elements of the Medical Safety Policy will limit the student's continued eligibility. If there is a subsequent hospitalization, the College will review the incident on a case-by-case basis and reserves the right to handle each situation as deemed necessary.

Example: Josh and Matt, both students, are drinking alcohol together. Matt becomes sick and is not responsive when Josh checks on him. Josh knows that Matt needs medical attention but is concerned that they may face sanctions because they both violated the college alcohol policy by consuming alcohol on campus. If Josh calls 911 to get medical help for Matt, Matt is protected from suspension by the Medical Safety policy. However, Matt will most likely receive educational sanctions and/or be required to complete a substance abuse assessment.

Rehabilitation and Treatment Resources

Counseling services are available for all students through the Counseling Services Office, Barnard-Jones Administration Building, room 209B. Fees for these services are included in tuition costs; there is no additional charge to the student. All information shared with the counselor is considered strictly confidential. Call 270-852-3183 for an appointment.

Academic Changes

If a student wants to change their major, they should go to the Registrar's Office and fill out the appropriate form.

Information Technology Appropriate Use

Background and Purpose

This document constitutes a college-wide policy for the appropriate use of all Kentucky Wesleyan computing and network resources. It is intended to provide effective protection of individual users, equitable access, and proper management of those resources. These guidelines are intended to supplement, not replace, all existing laws, regulations, agreements, and contracts which currently apply to those resources.

Access to Kentucky Wesleyan networks and computer systems is granted subject to College policies and local, state, and federal laws. Appropriate use should always be legal and ethical, reflect academic honesty and community standards, and show restraint in the consumption of shared resources. It should demonstrate respect for intellectual property; ownership of data; system security mechanisms; and individuals' rights to privacy, freedom of speech, and freedom from intimidation, harassment, and unwarranted annoyance. The College is not responsible for unacceptable or unethical use of the information technology environment including computer and computer networks or electronic communication system.

Appropriate Use

Appropriate use of information technology resources includes instruction; independent study; authorized research; independent research; and official work of the offices, units, recognized student and campus organizations, and agencies of the College.

Authorized use of Kentucky Wesleyan-owned or operated computing and network resources is consistent with the mission of the College, and consistent with this policy.

Authorized users are: Kentucky Wesleyan faculty, staff, and students.

In addition, a user must be specifically authorized to use a particular computing or network resource by the campus unit responsible for operating the resource.

Acceptable conduct in and use of this environment must conform with: existing College policies, guidelines, and codes of conduct; Kentucky Wesleyan's Web, Email, Intellectual Property and Information Resource Policies; and existing local, state and federal laws.

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.

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. NOTE: 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.

Confidentiality and Privacy

Authorized access to data or information entails both privilege and responsibility, not only for the user, but also for the system administrator. In general, the College will treat information stored on computers as confidential. However, there is no expectation of privacy or confidentiality for documents and messages stored on College-owned equipment. Additionally, email and data stored on Kentucky Wesleyan's network of computers may be accessed by the College for the following purposes:

- Troubleshooting hardware and software problems.
- Preventing unauthorized access and system misuse.
- Retrieving business related information.
- Investigating reports of violation of this policy or local, state or federal law.
- Complying with legal requests for information.
- Rerouting or disposing of undeliverable mail.

To the greatest extent possible in a public setting, individuals' privacy should be preserved. However, privacy or confidentiality of documents and messages stored on College-owned equipment cannot be guaranteed. Users of electronic mail systems should be aware that, in addition to being subject to authorized access, electronic mail in its present form cannot be secured and is, therefore, vulnerable to unauthorized access and modification by third parties.

Enforcement

Persons in violation of this policy are subject to the full range of sanctions, including the loss of computer or network access privileges without notification, disciplinary action, dismissal from the College, and legal action. Some violations may constitute criminal offenses, as outlined in Kentucky statutes and other local, state, and federal laws; the College will carry out its responsibility to report such violations to the appropriate authorities.

Advertising and Publicity Policies

In an effort to go green, Kentucky Wesleyan College now utilizes digital campus signage for student organization, faculty, and staff advertising. All publicity content must be approved by the Office of Student Services through KWConnect. The approval is certification that the sponsoring organization has met the applicable conditions established by the Office of Student Services as set forth in these policies. Authorization may be refused if one or more of these conditions have not been met. This authorization is neither an endorsement of the activities nor of the subjective quality of the publicity, but rather allows the sponsoring organization to publicize events in accordance with these procedures.

Material to be posted must be submitted to the Office of Student Services no later than one week prior to the proposed date of posting, and KWConnect event submissions must include the publicity. Postings may be displayed for a maximum of 3 weeks through digital campus signage. When posting in any off-campus area, local laws, and ordinances supersede those set by the Office of Student Services. It is the responsibility of the organization initiating the publicity to comply with such regulations.

Publicity is defined as: the giving out or posting of information about a product, person, group, or event for advertising or promotional purposes. Publicity includes, but is not limited to, flyers, signage, posters, banners, quarter sheets, table tents, social media postings, website materials, purchased ads (both online and in print), displays (small and large), chalking, sidewalk stickers, and lawn signs. All publicity is now to be digital and submitted through the Campus Signage Request form on KWConnect. Paper advertising is only permitted on the bulletin boards of the Barnard Jones Administration Building (Admin), Yu Hak Han Center for the Sciences (Hahn), and Ralph Center for Fine Arts & Communication Arts (Ralph). Upon approval of the Department Head, paper advertising may also be hung in a Department's space on campus. Table tent advertising in the Dining Hall and Panther Cafe area is to be submitted to and approved by Dining Services.

The following **MUST** be indicated on all materials to be posted:

- The full name of the sponsoring organization
- The time, date, and place of the event
- Any entrance fees or costs to participate

Only officially recognized Kentucky Wesleyan College student organizations may advertise functions or activities within the campus area. Occasionally, when the interest to Kentucky Wesleyan College students would be great, small notices, either commercial or from other universities, may be posted if authorized.

Any organization failing to comply with these policies and procedures may lose their posting privileges as well as other privileges for a stated period of time. In addition, the organization may be charged the cost for the removal of the poster from the unauthorized location(s) and assessed a \$5 fine per poster.

1. Activities which are open to members and non-members of the organization may be publicized through general advertising media. However, notification of a meeting or event that is only open to organization members should be made internally (via KWConnect, email, or other means).
2. Printed flyers and posters must be confined to the bulletin boards in Admin, Hahn, and Ralph and removed within 24 hours of the completion of the event.
3. The maximum allowable size for flyers is 11x17 inches. The Office of Student Services may grant special consideration for special events that may require larger posters.
4. College and Student Government Association general election campaign posters need not be approved, but they must meet all other criteria specified for posting. While digital posters are preferred, campaign posters may be printed or handmade and should only be posted on the bulletin boards in Admin, Hahn, and Ralph. Additional hanging locations must be approved by the Director of Student Involvement or Dean of Students.
5. Posters and flyers may be hung by Greek Organizations during the formal recruitment period each fall. Posters may be printed or handmade and must be approved by the Director of Student Involvement. All criteria specified for advertising must be met and posting locations must be approved by the Director of Student Involvement.
6. Any organization wishing to chalk sidewalks and walkways must submit a written copy of the proposed chalking message for approval to the Office of Student Services at least three working days prior to the proposed date of chalking. See the Chalking Announcements on Campus policy for information regarding chalking.
7. No posters or other forms of publicity advertising or implying the sale or use of alcoholic beverages (i.e. pub crawls, drink specials, happy hours) will be approved.
8. The content of postings must avoid demeaning or discriminatory portrayals of individual groups, cannot be libelous, violate copyright law, or contain any material that is inconsistent with the community standards of Kentucky Wesleyan College, including any reference to alcohol, drugs, or sexual innuendos.
 - a. The Office of Student Services will not approve literature that includes language or graphic illustrations that dehumanize individuals or foster intolerance of others because of their race, age, nationality, religion, gender, sexual orientation, disability, or any other characteristic protected by applicable laws.
 - b. Materials will not be approved if they contain offensive language or images.

Chalking Announcements on Campus

Any organization wishing to chalk sidewalks and walkways must submit a written copy of the proposed chalking message for approval to the Office of Student Services at least three working days prior to the proposed date of chalking. Organizations or individuals that chalk without prior approval will be responsible for the cost of removal and may be assessed a 5 dollar fine per 36"x24" area chalked.

When chalking on campus, please remember:

- Do not chalk within 25 feet of any door
- Do not chalk under any overhang (it takes a very long time to wear away)
- Alternate sidewalk blocks so you are not chalking on every one
- Chalking buildings or walls is strictly prohibited
- The material used to mark the walk must be water-soluble chalk (sidewalk chalk)
- The use of markers, paints, oil-based products, or spray chalk is prohibited

If you are already submitting a flyer for your event, and the message you plan to chalk is identical to what is on the flyer, simply note that in your event submission. No additional submissions are necessary.

Children on Campus Policy

People Covered by Policy: All KWC personnel, contracted programs and camp operators, and guests of KWC on campus.

Policy Statement: Kentucky Wesleyan College encourages safe, supervised campus visitations by children for the purposes of making decisions about their academic future such as: attending educational, cultural, or sporting events and camps and authorized use of facilities.

Kentucky Wesleyan College campus grounds and infrastructure are designed to provide an environment conducive to academic and occupational activities performed by students and employees. For reasons that include the safety of children and assuring the professional and efficient performance of academic pursuits, operations, and services, Kentucky Wesleyan College cannot accommodate unsupervised children in campus workplaces, classrooms, or at any other venue or event on campus.

Purpose: To assure the safe and appropriate supervision of children on campus and set out appropriate conditions, locations, and situations where children are permitted.

Definitions

Children: Minors under the age of 18.

Minors Enrolled as Students: Properly enrolled students under the age of 18 who have the rights and privileges of any other student in the classroom and on campus grounds, except that such minors between the ages of 13-15 must have a signed release form on file in the Admissions Office indicating whether they will be accompanied on campus by a responsible adult and must be in compliance with that form. Properly enrolled students under the age of 13 must always be accompanied by a responsible adult. Properly enrolled Minors shall adhere and abide by KWC's Sexual Harassment & Assault policy.

Supervised: An adult designated as responsible for the child is providing direct on-site care and attention to the child's health, safety, and welfare. An adult responsible for the child who is present but performing work, teaching, or other activities that distracts his/her attention from the child does not meet this criterion.

Unsupervised: The adult responsible for the child is not present or is performing duties that distracts from the adult's attention to the child.

Procedures

Classrooms: Presence in classrooms is restricted to properly enrolled students or visitors with a legitimate purpose, who may be adults or minors. Instructors of record are responsible for ensuring that individuals who attend their classes are properly enrolled or have been invited for the purpose of making special announcements, guest lecturing, or other authorized reasons. Instructors are also responsible for addressing situations when unauthorized individuals attend their classes.

Instructors have the discretion to make infrequent exceptions due to temporary, unforeseen emergencies. In these cases, children must remain in the classroom and are not allowed to sit in the hallway or be unsupervised in other locations on campus.

Offices: Children are allowed in offices on campus in the following situations:

- Short, occasional visitation by children who are accompanied by a responsible adult.
- Infrequent exceptions granted by the supervisor due to a temporary, unforeseen emergency and only when the responsible adult is able to be present and attend to the care and welfare of the child.

Children are not allowed in offices on campus in the following situations:

- An alternative to regular childcare provisions, e.g., infant care or childcare during summers and holidays.
- When the child is too ill to be sent to regular childcare location or school.
- Provision of regular and routine childcare after the Campus School or any other school has dismissed, regardless of duration each day.

- Presence of child interferes with normal operations.

Supervisors are responsible and accountable for ensuring that this policy is followed. Should employees require time to resolve their childcare situation, they are required to leave work and paid time off will be assessed.

Camp Grounds and Facilities: Due to safety issues, under no circumstances may unsupervised children be allowed to play on campus grounds, roam campus buildings, or sit unaccompanied in campus buildings or benches on the grounds. Areas that are off limits to unsupervised children include, but are not limited to:

- Hager Hall
- Yu Hak Hahn Science Center
- Parking lots
- Residence Halls
- Cafeteria
- Winchester Center
- Game rooms
- Athletic fields
- Facilities/Maintenance Building

Anyone finding an unaccompanied child on campus grounds should first determine if the parent(s) are on campus and try to reunite the child with the parent(s). If unable to do so, the adult should inform the Student Life Office of the location of the child during the hours of 8 AM – 5 PM Monday-Friday. Call (270) 852-3285 to request such assistance. After 5 PM and during weekend hours, please call Campus Security at (270) 929-8609. If you are unable to reach Student Life (during 8 AM – 5 PM) or Campus Security (after 5 PM and on weekend hours), please contact the Residence Director on Call at (270) 231-7371.

Areas Totally Off Limits to Children, Regardless of Supervision: Due to safety and health hazards, and in the interest of an effective learning environment, some campus areas are totally off limits to children, regardless of supervision by a responsible adult. These areas include, but are not limited to:

- Student computer labs
- Research laboratories
- Teaching laboratories where chemicals are present
- Chemical storage areas
- KWC vehicles and golf carts
- Mechanical rooms
- All kitchens

Conduct Requirements: Employees or any adult participating in programs and activities covered by this Policy shall:

- Provide an environment free from sexual harassment and sexual assault. Management and supervisory personnel, including all authorized adult participants/supervisors, shall ensure that sexual harassment in any form will not be tolerated and are responsible for taking reasonable and necessary action to prevent sexual harassment and assault.

- Participate in periodic education and training programs regarding conduct that could constitute a violation of KWC's Sexual Harassment and Assault policy.
- Promptly report any incident of sexual harassment or assault to KWC's Title IX/Sexual Harassment Officer, or if uncomfortable reporting to the Title IX/Sexual Harassment Officer, report to any one of the following: Vice President of Student Services, Vice President of Academic Affairs or the Director of Human Resources.

Conduct Requirements: Employees or any adult participating in programs and activities covered by this Policy shall not:

- Have one-on-one contact with Minors; in general, it is expected that activities where Minors are present will involve two or more Authorized Adult participants/supervisors who will adhere to the Three Person Rule (*i.e.* no one-on-one contact between Authorized Adult participants/supervisors and Minors).
- Participate in a sleepover under the auspices of the program or activity, unless (1) two Authorized Adults are present or (2) an Authorized Adult has given his/her written consent and there is at least one other Authorized Adult or Employee, and the two Authorized Adults and/or Employees remain in each other's presence at all times.
- Engage in abusive conduct of any kind toward, or in the presence of, a Minor.
- Sexually assault, harass, or engage in the discrimination of a Minor.
- Strike, hit, administer corporal punishment to, or touch in an inappropriate or illegal manner any Minor.
- Pick up Minors or drop off Minors from their homes, other than the driver's child or children, unless prior written authorization has been provided by the person in charge of the program or activity covered by this policy whether before, during, or after the program or activity.
- Engage in the use of alcohol or illegal drugs or be under the influence of alcohol or illegal drugs during such programs or activities.
- Make pornography in any form available to Minors participating in programs and activities covered by this Policy or assist them in any way in gaining access to pornography.
- Engage in any activity that would risk the safety, health, or welfare of the Minor.

Allegation of Inappropriate Conduct: Employees participating in programs and activities covered by this Policy shall:

- Strive to ensure the health and safety of Minors participating in programs and activities covered by this Policy, and, when appropriate, remove Minors from dangerous or potentially dangerous situations. In such case, the Title IX/Sexual Harassment Officer, must be notified immediately and in the event that the Title IX/Sexual Harassment Officer is not immediately available, then the Deputy Title IX/Sexual Harassment Officer(s) should be contacted.
- Discontinue any further participation in programs and activities covered by this Policy when an allegation of inappropriate conduct has been made against him or her, until such allegation has been satisfactorily resolved.

Class Attendance

Each student is expected to attend all classes, labs and other course-related activities for which she/he is enrolled. No student may attend a course for which she/he is not officially registered. Non-attendance in a course does not result in an automatic drop. See the Academic calendar for deadlines to add or drop a course or withdraw from college.

The attendance policy for each class is determined by the instructor and is stated in the course syllabus. It is the student's responsibility to know the policy on attendance for each course in which she/he is enrolled.

Consistent class attendance and participation are essential to academic success. Poor class attendance/participation is a major issue in academic failure. Institutional norms related to courses which have an attendance policy is unexcused absences should not exceed twice the number of classes per week. This means that a student would be permitted four (4) unexcused absences in a class that meets every Tuesday and Thursday, six (6) unexcused absences in a class that meets every Monday, Wednesday and Friday, and one unexcused absence in courses that meet once per week. When unavoidable absences occur, the student should explain the circumstances as soon as possible to the instructor.

For instructors who have attendance policies, when it is determined the number of absences has reached the level where any additional absences would prevent the student from attaining the objectives of the course, this judgment should be communicated to the student with the warning that any further absences during the academic term will result in an automatic dismissal from the course and a grade of "E" failure for non-attendance will be awarded.

Absences Due to Illness or Weather-Related Issues – Students should contact their instructors at the earliest opportunity, preferably prior to the class meeting. Individual instructors will use their own discretion when choosing to excuse or not excuse an absence.

Absences Due to Emergencies – Students should notify the Academic Dean's Office (270 852 3117). Instructors will be contacted but it is the student's responsibility to arrange for any make-up work. The instructor in each course is responsible for arranging for the administration of any deferred examination.

Absences while representing Kentucky Wesleyan College due to athletic travel and/or competitions, academic activities, I.e., conference attendance, music competitions, field experiences, etc., are excused absences. Students must notify their instructors at the earliest possible opportunity of the class conflict with an approved College event. Students must consult with their instructors to determine the arrangements for any missed work. In all cases, students are expected to follow the policies outlined by the instructor in the course syllabus.

There may be additional class attendance requirements related to academic, athletic, or extracurricular activities participation. Please consult the instructor, student athlete handbook and coach, or extracurricular supervisor as appropriate.

Communication of an Emergency

LiveSafe is an emergency notification system provided to our students, parents, faculty and staff.

Emergency alerts pertaining to bad weather, campus alerts or other mass notification needs are sent via e-mails, cell phones, text messages and telephones. Emergency messages are initiated by the V.P. of Academic Affairs, President, V.P. of Student Services or V.P. of Finance.

Each member of the Kentucky Wesleyan community should download the LiveSafe app on their cell phone. All campus email addresses and campus telephone numbers are automatically entered into the database. Any personal contact information must be submitted to the Office of Student Services to be updated in the LiveSafe database.

Copyright Infringement (Policy in Response to Allegations)

A Message to the Kentucky Wesleyan College Community

Dear Kentucky Wesleyan College Community,

As you are likely aware, in spite of its ease and the fact that “everyone does it,” downloading music, television programs, films, games, and software without paying for them and without permission of the owner is against the law. What you may not realize is that even if you purchase those materials legally, when you make them available to others by placing them in “shared” folders accessible to peer-to-peer software (P2P) (see Wikipedia’s “Peer-to-peer,” <http://en.wikipedia.org/wiki/Peer-to-peer>) you are also violating United States copyright law and are subject to civil and, in extreme cases, criminal penalties. You should also be mindful that if you can use software (e.g., Limewire, Morpheus) to locate music or other files on the internet, the copyright owners will have at least as powerful software to locate the infringing files on your computer.

The 1998 Digital Millennium Copyright Act (DMCA) and Wesleyan policies speak directly to this issue and define the procedures we follow when notified that a copyright owner believes they’ve located a case of infringement on a computer attached to the campus network. Immediately upon receipt of such a complaint, the DMCA requires that we block access to the allegedly infringing content until such time that the complaint can be resolved as prescribed in Kentucky Wesleyan College’s *Policy on Response to Allegations of Copyright Infringement*.

At the very least even a simple notification will likely disrupt your access to the internet and create significant amounts of work for College personnel. Even a single event can result in you and your family facing a lawsuit. Repeat offenses will most likely result in losing the privilege of internet access from your residence hall room and, again in extreme cases, lead to more severe sanctions.

Wesleyan is careful to follow the procedures as outlined in the DMCA both to protect the financial resources of the College and to serve as much as possible as a buffer between students and complainants. In 2009 a federal jury ordered a Boston University graduate student to pay four music companies \$675,000 for downloading and distributing more than two dozen songs. The Chronicle of Higher Education noted that “The jury could have demanded that Mr. Tenenbaum, a 25-year-old physics student, pay as much as \$4.5-million . . .” and that “In a separate lawsuit in June, a woman was ordered to pay \$1.92-million in damages for downloading 24 songs.”

Please, for your own sake, do not download or make copyrighted materials available on your computer! Please see links below for more information and contact me if you have questions or need help.

Dr. Paula Dehn
Agent Designated to Receive Copyright Complaints

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ’s at www.copyright.gov/help/faq.

Drop/Add Procedure

Students must complete the drop/add form available in the Registrar’s Office within the prescribed dates listed in the academic calendar for that term.

Final Exam Policy

No away co-curricular events can be scheduled during final exam week, including weekends. No home co-curricular events can be scheduled on the day or evening a final exam is scheduled. No student should be required to take more than two final exams in one day. Students scheduled for three or more final exams should contact their professors first to attempt to reschedule. If this is not possible, then contact the Academic Dean.

Panther Promise

Due to the COVID-19 pandemic, all Kentucky Wesleyan students are required to sign the Panther Promise agreement at the beginning of each academic year. The Panther Promise outlines specific regulations, guidelines, and commitments that each student must follow to keep themselves, each other, and the campus community safe. Failure to sign the Panther Promise will result in the student being unenrolled from the institution. Violation of the Panther Promise can result in the student being moved to remote learning for the remainder of the semester, removed from campus housing, and being prohibited from participating in campus activities.

The Panther Promise reads as follows:

Being a member of the Kentucky Wesleyan family means that each of us must be willing to take steps to stay healthy and well while also protecting each other. I commit to take responsibility for my own health, to keep the Wesleyan community safe from the spread of COVID-19 and other infections so that I can attend class on campus this year.

I PROMISE TO...

PROTECT MYSELF

- Monitor myself for [symptoms of COVID-19](#) daily and report to the Office of Student Services if I experience any COVID-19 symptoms.
- Wash my hands with soap and water for at least 20 seconds frequently, use hand sanitizer at times when soap and water are not available, and minimize touching surfaces in shared areas along with my face, mouth, eyes or nose.
- Respond to calls or texts from contact tracers to enable tracking of the disease.
- Stay informed and responsive about health and safety updates or responses to COVID-19 from College staff.

PROTECT OTHERS

- Adhere to current campus policies relative to masks and facial coverings and physical distancing.
- Stay home, isolate, and contact Student Services if I feel ill, after possible exposure to someone who is ill or has tested positive for COVID-19. I will not be punished academically or socially for taking these responsible actions.

PROTECT THE WESLEYAN COMMUNITY

- Participate in testing and contact tracing as instructed to preserve community health.
- Adhere to isolation and quarantine instructions if I test positive or am exposed to someone who has tested positive.
- Serve as an active bystander for the well-being of others, helping remind others of their responsibilities to follow campus policies relative to masks and physical distancing and other guidelines to assure everyone's health and safety.
- Report any concerns regarding compliance to expectations outlined in the promise to the [Office of Student Services](#).
- Seek assistance from college and community staff or resources to support myself or other members of the community during this challenging time.

I understand that even though the College will take precautions to reduce the risks of COVID-19 on campus, I can never be completely shielded from all risk of illness caused by the virus, and everyone in our campus community, including me, shares the responsibility for the health of the Wesleyan community. I acknowledge my individual effort is critical to a successful 2021-2022 academic year and commit to upholding my promise to fellow Panthers as outlined above when choosing to return and participate in campus life.

WINCHESTER FIRE PIT

Booking the Space

Use of the Winchester Fire Pit is available to Registered Student Organizations and Departments only. Before booking please be aware that a Kentucky Wesleyan College Employee must be present during the entire use of the fire pit. This must be the faculty or staff advisor of a registered student organization or from the Department reserving the fire pit.

- A minimum of two weeks needed to reserve the space
- Reserve time is a maximum of two hours
- Only one reservation per day allowed
- Event must end by 11 pm

To reserve the Fire Pit you must complete the Winchester Fire Pit reservation form found [here](#). After completing the reservation form you must create a calendar request using Outlook and your KWC email.

***The organization or department reserving the Fire Pit must also notify the Fire Department of the City of Owensboro. After your reservation has been approved and your room reservation has also been approved, the staff or faculty member that will be present for the event must contact Fire Marshall and Battalion Chief Steve Leonard by calling 270-993-5008. Chief Leonard must be contacted at least 2 days before the scheduled event. When contacting Chief Leonard, you must tell him the date and time of the fire as well as your name and contact information as the supervising staff or faculty member. Failure to contact Chief Leonard will result in your event being cancelled.**

Rules/Protocol

- No alcohol permitted
- No burning of materials other than seasoned wood or quick-starting logs (Rubbish, leaves, grass, and other substances that will give off substantial smoke or obnoxious odors are prohibited)
- Lighter fluid and fire starter sticks are the only approved accelerants for starting your fire. After fire is started please make sure to keep excess lighter fluid away from the fire.
- No horseplay or physical activities within 15' of fire pit
- The person/leader responsible for the event needs to communicate social distancing expectations when around the fire. Groups not social distancing will be asked to end their fire early.
- A Kentucky Wesleyan College employee must be present at all times when fire is present.
 - The employee should be from the Department using the fire pit or the Faculty or Staff Advisor of the Student Organization using the fire pit.
- Metal roasting sticks and disposable wood skewers/roasting sticks are permitted for use at the fire pit.

- If the wind picks up and sparks are blowing towards the trees or campus buildings, the fire is to be extinguished.
- Groups and Departments using the fire pit must provide their own firewood
 - Small bundles of firewood can be purchased at Kroger for \$5
- **The group using the fire pit is responsible for having the water hose from Massie ready and available to extinguish the fire at all times.** The day of your event the faculty or staff member in charge must pick up the water key from Student Services. *The water key must be in the faculty or staff member's position at all times. *
- You must have the water hose on before starting the fire and are responsible for turning the hose off and returning it to its stored position after the fire.
- When the event is over the remnants of burning wood and coals must be thoroughly drenched with water by means of the hose. When drenching the fire, apply enough water to ensure that all embers have been extinguished.
- Never burn treated wood, construction lumber, or any material that can pose an environmental or health hazard (e.g., plastic, Styrofoam, oil, or rubber).
- Never burn any paper products, cardboard, or other combustible trash as these materials burn too hot and generate too much ash.
- Never break or destroy trees, shrubs, bushes or landscaping on campus to use for firewood or fuel.
- Exercise extreme care and proper judgement at all times. Recreational fires are a wonderful privilege, but also pose a risk to campus property and personal safety when not properly maintained.
- **The water key must be returned to Student Services by 10 AM the morning after use of the fire pit.**
- **The Student Organization or Department hosting the fire is responsible for cleaning the fire pit after their use.** The staff member in charge of the fire will need to put in a facility request for shovels and trash bags to be available the day after your organization uses the fire pit. Fire pit must be cleaned out no later than 24 hours after use. Failing to clean out the fire pit the following day may result in fines or loss of fire pit privileges.
 - All cleaned up ash and debris must be put into trash bags and then deposited in a nearby dumpster. Dumpsters are located near residence halls and near the loading dock of Winchester.

Residential Housing Policy

Kentucky Wesleyan College values developing the whole student. This means great emphasis is placed not only on academic success, but also on a student's successful engagement into campus life. The College recognizes the opportunities for learning from others, developing social and interpersonal skills, and personal growth are enhanced by residing on campus. Residence Life's goal is to create an environment that provides the foundation for the academic, social, and personal development of every residential student.

Students who reside in the residence halls are provided opportunities to develop various skills that add value to the academic education Wesleyan students receive. This helps separate our students from the rest as they transition from school to careers and their new lives post college. With this in mind, we have set our housing policy to reflect this commitment.

Upon admission to the College, all students are required to submit a Commuter/Housing form, which is available in the Admissions Office, prior to enrolling. Returning Students will be provided the opportunity to participate in Room selection each spring for the next academic year.

Residential Housing Requirement

Effective Fall 2019

All full-time, unmarried students under the age of 21 are required to live in the residence halls and participate in a residential dining plan. Exceptions to this policy may be granted under the following conditions by the Director of Residence Life or the Dean of Students:

- Students who have achieved a cumulative grade point average of 2.5 after completing 6 full-time college semesters (at least 90 credit hours); OR
- Students who will reach the age of 21 prior to September 1 of the academic year with a cumulative grade point average of 2.5; OR
- Students who are classified as independent (as defined by the most recently filed tax return), married, or support a dependent over 50%; OR
- Students who reside in one of our designated “commuter counties” (KY – Daviess, Hancock, Henderson, Mclean, Ohio; IN – Spencer, Vanderburgh, Warrick) or within 30 miles of campus as long as they are living with a parent or a legal guardian.

All full-time Kentucky Wesleyan College students who receive 75% or more of their tuition/mandatory fees in institutional aid are required to live on-campus with the exception of students meeting housing exemption #4. Institutional aid is defined as: unrestricted, restricted, academic, athletic, talent and endowed scholarships.

It is understood that the housing contract includes both the fall and spring semesters, except for students who graduate in December or no longer attend Kentucky Wesleyan College. Students entering during the spring semester will only be under contract for that semester.

Application to Live Off-Campus

Kentucky Wesleyan College reserves the right to consider each request to live off-campus on a case-by-case basis, and to request and receive any and all documentation deemed necessary to verify the information submitted with the request. Students are advised not to enter into any off-campus lease or rental agreement before the College makes its determination with regard to the student’s request. Students who sign a lease without being released from campus housing will be responsible for the room charge and their off-campus rent.

All requests to live off-campus must be made to the Office of Student Services by 5pm on June 30th. Once given permission to live off campus, re-application is not necessary so long as the conditions for which the student was approved are met. Decisions will be made periodically throughout the Spring and Summer. Decisions are generally made one week prior to room selection, last day of classes, end of May, and second week of July. Students will be notified via their campus email address.

Any student on academic probation, may be asked to move into College housing and continue living in College housing until probation is lifted.

Students who officially terminate their housing contract from the residence hall at any time during the academic year and subsequently continue full-time enrollment will forfeit their housing deposit and be assessed a \$1,000 contract termination fee. The fee will be assessed to the student's bill.

Violation of Housing Policy

Students are required to verify their housing status each semester by signing a housing affidavit at the required Student Life Update held on the first day of class. If a student is found in violation of the housing policy they will be charged room and board for each semester the policy has been violated; and be placed on Disciplinary Probation making them ineligible to participate in all Wesleyan co-curricular activities.

Summer Housing for New Students

Effective August 1, 2008

Due to liability concerns, prospective students, defined as students not enrolled during the previous spring semester or the current summer semester, shall not be eligible for summer housing. Only new students who are required to report early for preseason conditioning will be allowed to move to campus before the official opening date. All residential students must submit a housing form and their \$100 housing deposit prior to checking in to their residence hall. New summer and fall students who enroll in an on-campus summer course are eligible to live on campus.

Students must be enrolled to be eligible for on-campus residency

Students must be enrolled in the appropriate Kentucky Wesleyan College term to be eligible for on-campus residency. During semester breaks, students must be registered for the upcoming semester and paid in full to be eligible for on-campus residency.

Howard Greenwell Library Circulation Policy

1. All borrowers must present a valid Kentucky Wesleyan College photo ID or register for a library card before they may check out materials.
2. Some materials may not be checked out. These include reference materials, periodicals and selected AV materials.
3. Loan periods and fines for circulating materials are as follows:
 - Books /CDs - checked out for 3 weeks - fine is 10 cents per day, with a maximum fine of \$10.00 per item
 - DVDs - checked out for 3 days - fine is \$1.00 per day, with a maximum fine of \$10.00 per tape.
4. The replacement charge for lost materials is the current price of the item plus a \$10.00 processing fee. Charges for out-of-print or unavailable materials are assessed at the original cost (or \$25.00, whichever is greater) plus a \$10.00 processing fee.
5. Materials may be renewed only if all fines have been paid in full and all overdue materials have been returned. Materials that have been requested and reserved by another patron may not be renewed. Materials may be renewed online one time only. Materials may not be renewed by telephone.
6. Borrowing privileges of patrons having overdue materials and/or unpaid fines or fees will be suspended. These privileges will be reinstated when all fines have been paid and all materials returned, or a replacement cost has been paid.

7. At the end of each semester, the Registrar will be notified of those Wesleyan students having overdue materials and/or unpaid fines or fees in excess of \$10.00 at Kentucky Wesleyan College, Brescia University and Owensboro Community & Technical College (OCTC) libraries. Transcripts will be held until all fines or fees have been paid and all materials returned.

Inclement Weather Class Cancellation Policy

Classes may be canceled due to severely inclement weather. The decision to cancel classes will be made by the Academic Dean by 6:00 a.m. and communicated immediately to the media and to the campus community by campus e-mail.

The following stations (radio and TV) are contacted and usually broadcast the information:

| | |
|---|---|
| <ul style="list-style-type: none"> • Closing Hotline 270-852-3116 • WFIE-Channel 14 in Evansville | <ul style="list-style-type: none"> • FOX 7, News 25 • WBKR/WOMI, Cromwell Group |
|---|---|

Students should listen for these announcements. Individual faculty members may also list their particular class cancellation policy on their course syllabus.

Military Call to Active Duty (Military Leave of Absence) Policy

Students will be allowed to withdraw from the College and receive 100% 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 then 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 receive a prorated refund of room and board charges and 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. The right to use College facilities is suspended while the leave is in effect.

Missing Student Notification Policy & Procedures

The purpose of this policy is to establish procedures for the College's response to reports of missing students, as required by the Higher Education Opportunity Act of 2008. This policy applies to students who reside in campus housing.

A Wesleyan residential student is **“determined to be missing”** when a missing person report investigation concludes that the student has been absent from the College for a period of 24 hours or longer without any known reason. The Dean of Students, or designee, in conjunction with the Director of Residence Life, will make the official determination of whether a student is deemed missing.

Note: In order to avoid any jurisdictional conflicts, when a commuter student is believed to be missing, the reporting person should immediately notify local law enforcement authorities. The Student Services Office will assist external authorities with the investigations as requested.

Procedure for designation of confidential emergency contact information

All residential students have the opportunity annually to identify an individual or individuals to be an emergency contact contacted by the Dean of Students not later than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below. A designation will remain in effect until changed or revoked by the student. This information is maintained confidentially and will be available only to the Dean of Students, Director of Residence Life, the VP of Finance, and Vice President of Academic Affairs and Dean of the College. **The administration of the College reserves the right to notify the parents of a student under the age of 21 if she/he has been determined to be missing.** Each student over the age of 18 has the option of opting out of the Missing Student Policy as per the Missing Student Procedures 20 USC 1092 (j) (Section 488 of the Higher Education Opportunity Act of 2008), through signing a waiver on the Missing Student Information Form.

For those students under the age of 18 and not an emancipated individual, the College is required to notify the emergency contact as well as the custodial parent or guardian no more than 24 hours after the student is determined to be missing.

Procedure for official notification for missing students

- Any concerned person who has information that a residential student may be a missing student must notify the Dean of Students as soon as possible so that an official determination may be made about whether or not the student is missing.
- The Student Services Office and Residence Life Staff will gather all essential information about the residential student from the reporting person and from the student's acquaintances. Appropriate campus staff will be notified to aid in the search for the student. Appropriate staff will include the Residence Director, the Dean of Students, and Dean of the College.
- If the above actions are unsuccessful in locating the student within 24 hours, or it is apparent immediately that the student is a missing person (e.g. witnessed abduction) the student will be determined a missing student.
- Within 24 hours after a student is determined to be missing, (1) the Dean of Students, or designee, will notify the emergency contact per emergency contact process; and will notify the appropriate local law enforcement agencies for assistance. **In addition, the administration of the College reserves the right to notify the parents of a student under the age of 21 if she has been determined to be missing.**

Residence Life

As we start another year, the 2021-2022 Residence Life staff would like to say welcome to all of you who are new to our campus and welcome back to those who are returning. We are looking forward to seeing our old friends and making many new ones.

Please let your RA, RD, or Director of Residence Life know if you have ideas for programs you would like to see us plan for your hall or for the whole campus. We will do our best to provide you with many fun and informative activities. Best wishes for a successful year!

Residence Hall Policies and Procedures

Wesleyan offers students a unique experience through its residence halls. Each residence hall is a community designed to enrich and broaden the educational experience of students. The residence halls are intended to meet the physical needs of our residential students, while providing activities and programs that contribute to their total educational experience.

Two objectives of higher education are to develop self-reliance and to form desirable and acceptable habits of conduct. All students living in the residence halls, as well as non-residential students and visitors, are expected to conform to the ordinary rules of polite society and to the regulations of the College; to respect the rights of others; and to have regard for the preservation of College property as well as the property of others. If a student has questions about the residence hall regulations, the first contact should be their Resident Assistant.

The following regulations have been established to ensure a desirable living environment conducive to sleep, study, and social interaction among residents. Students who are alleged to have violated these regulations will be referred to the Student Services Office for appropriate disciplinary action.

I. Room Assignment and Change Policies

- 1) **Room Assignment** - Residence hall rooms are assigned by the Student Services Office. Once a student has been assigned to a room, the student may not move to another room in any residence hall without first receiving written permission from the Director of Residence Life.
- 2) **Room Change** - Room Changes will only be permitted during a specified time each semester. Room change requests outside those specified times will only be permitted if the Director of Residence Life determines that extenuating circumstances exist, and the change is approved by the Student Services Office.
 - a. Once a room change has been approved, all students involved in the change must move to their new room assignment(s) within 48 hours of permission being granted.
 - b. Any student involved in a room change who fails to move within that 48-hour deadline will be assessed \$25 per 48 hour period.
 - c. Any student who fails to move within another 48 hours will lose the opportunity to change to the newly assigned room.
- 3) **Unauthorized Room Change** - Any student who makes an unauthorized room change at any time during the year will be assessed \$100, referred through Student Conduct system, and will be required to move back into their original room. The College reserves the right to reassign individuals to different rooms at any time if such reassignment is deemed necessary.
- 4) **Consolidation** - A student living alone in a regular double room, who is either ineligible for a single room or who does not want to pay the additional price for a single room, will either be moved into another regular double room with another student, or will have another student moved in with her/him. This policy will apply until Spring Break of the academic year.
- 5) **Private Rooms** – There are a limited number of designed singles. Double rooms may be utilized as single rooms with approval from the Director of Residence Life should space be available. If space is available, single rooms will be given to those students requesting one, based on the following criteria:
 - a. Number of hours completed at Kentucky Wesleyan College,
 - b. Cumulative GPA at Kentucky Wesleyan College,
 - c. Date of birth and judicial history.

Prior to the room consolidation meeting held each semester, students requesting a single room by the stated deadline will be ranked according to the criteria listed above. Students requesting a single room after the stated deadline will have their names added to the bottom of the list of those students ranked according to the criteria listed above. If a student is offered a single room and declines, but later wishes to have their name placed on the single room waiting list again during the same academic year, it will be placed at the end of the list and previous rankings will not be considered.

- 6) **Premium Living Arrangements** - Students wishing to live in Stadium Drive, Peeples Hall Suites, or Massie residence halls must meet and maintain a minimum 2.0 GPA to remain in their respective halls. Massie Hall is reserved for returning students; however, new freshmen may be placed in Massie if there is available space with an incoming GPA of 3.2 or higher.
- 7) **Disabled Student Housing** - Under Kentucky state law, each college or university in the state is required to give priority for first floor housing to disabled students who notify the institutions of their disability. If first floor housing is unavailable, the institution will allow the student to seek alternative on-campus or off-campus housing.
- 8) Meningitis, flu and hepatitis B vaccines and T.B. skin tests are available to the student at cost. Contact the Student Health Office for more information.

II. Check-In, Check-Out and Billing Policies

- 1) **Room Condition Report (RCR)** - Upon checking into their room, both occupants of the room must complete a RCR for their room verifying that the condition of the room and its furnishings at the time of check-in, is indeed accurate. It is each resident's responsibility to make sure their RCR accurately reflects the condition of their room and its furnishings, at the time of check-in. **Students who fail to make the necessary notations on their RCR within 24 hours after they check into their room, who are not present at check-out, or who have utilized the express check out option, when the R.A. or R.D. makes the end-of-the-year notations on the RCR, may not dispute the charges for which they are assessed at the end of the school year.**
- 2) **Housing Deposit** - All students living in a College residence hall must pay a \$100 housing deposit, which is a security deposit and is held by the College until the student permanently leaves College housing. Returning students must have \$100 in their residence housing deposit account by each **July 1st. Students who will not be returning to the residence halls the following fall must notify the Student Services Office by July 1st or they will forfeit their housing deposit.**
- 3) **Mandatory Meetings** - Throughout the year mandatory hall meetings may be held. A 24-hour notice will be given to all residents. Failure to attend may result in a \$25 fine and/or 5 hours of community service.
- 4) **Hall Closures** - The residence halls are closed during all College vacation periods (Thanksgiving, Christmas, Spring Break, and summer). Notification informing residents of the date and times the building will close, as well as when it will reopen following each vacation period is sent through campus e-mail and communicated through signs in halls at least one week prior to each vacation period. Only residents granted permission by the Student Services Office to remain in the residence halls during vacation periods will be allowed to stay. All other residents should make travel plans or alternate housing arrangements for the Thanksgiving, Christmas and Spring Break vacation periods that allow them to be checked out of the residence hall by the official closing time.
- 5) **Leaving After Finals** - Students are required to leave the residence hall within 24 hours after their last final exam ends for both the fall and spring semester exam periods. Students wishing

to remain in the residence halls beyond that 24-hour time need written permission from the Director of Residence Life. The Director will use his/her discretion in granting permission, based on guidelines established by the Student Services Office. All students must leave the hall by the announced hall closing time, even if 24-hours has not passed since their last final. Students who do not leave by the announced hall closing time will be billed \$40.00 per additional night.

- 6) **Staying later or Arriving Earlier than Closure/Opening Date** - Students sometimes have a need to stay. In extraordinary circumstances, students who need to stay or arrive early should submit a written request to stay late/arrive early to Student Services Office Staff. There is a per night charge to stay in hall of \$40.00.
- 7) **Checking Out of Residence Hall Room** - Students who withdraw from the College or check out of the residence hall at any time during the school year must do the following:
 - Remove ALL personal belongings from the room
 - Clean the room (remove garbage, sweep and wipe off furniture)
 - Either complete an Express Check Out or check out with staff and sign the RCR
 - Return their room/hall key(s) to the Residence DirectorStudents who do not check out of the hall by the arranged check-out deadline or process will be assessed \$50 minimum fee and a \$40.00 per night charge. If students do not return all keys issued to them for the hall a fee of at least \$100 per key will be deducted from their residence hall/damage deposit account. Keys need to be returned prior to departure to the Residence Director of the hall or staff in Student Services Offices.
- 8) **Public Area Damages** - The costs to repair damages to the building or furnishings outside of student rooms will be assessed to the residents of the wing/floor where the damage occurred, or if in a public area available for use by all residents (i.e. lobbies, laundry rooms), it will be assessed to all the residents in the building. These assessments will be deducted from each resident's hall damage deposit.
- 9) **Housing Contract** - The housing contract is generally for one year. It is understood that the housing contract includes both the fall and spring semesters, except for students who graduate in December or no longer attend Kentucky Wesleyan College. Students entering during the spring semester will only be under contract for that semester.
- 10) **Breaking Housing Contract** - A contract termination fee of \$1000 and forfeiture of the housing deposit will be assessed to residents who officially withdraw from the residence hall at any time during the academic year and subsequently continue full-time enrollment.

III. Residential Rules and Regulations

- 1) **Aiding and Abetting** - Students are responsible for any behavior that takes place in their room, whether or not they are present in the room at the time the behavior occurs.
- 2) **Alcohol and other drugs** - Alcoholic beverages and illegal drugs are not permitted anywhere on campus, or in College housing. **Violations of this regulation will result in disciplinary action, up to and including possible expulsion from the College.**
 - (a) The presence of alcoholic beverage containers, either full or empty, anywhere on residence hall property could result in room searches and will result in disciplinary action being taken.
 - (b) Presence of articles may be interpreted as actual possession of those articles. Students encountered in locations where drugs, alcohol or other misconduct is evident will normally be considered in violation of the Code of Conduct even if they do not have the prohibited items on their person at the time they are encountered.
 - (c) Consequences
 - (i) Drugs - Up to suspension or expulsion from Kentucky Wesleyan College

(ii) Alcohol - Campus Work and Fines.

1. First Violation = 10 hours campus work & minimum \$50.00 fine
2. Second Violation = 20 hours campus work & minimum \$100.00 fine
3. Third Violation = 30 hours campus work, minimum \$150.00 fee and referral for assessment and parent contact

3) **Athletic Activities** - Athletic activities are to be confined to areas designated for such use and are not to occur inside or outside of the halls, in areas close to the residence halls

4) **Approved Appliances** - **Approved** appliances for use in the residence halls include:

- i) Microwaves no more than 700 watts
- ii) Refrigerators 2 amps or less

Students should consider the government-backed “Energy Star” label when buying lights and electronics. The label is a distinctive half-globe logo with the word “energy” and a star inside. Products with this label meet high energy-efficiency guidelines set by the U.S. Environmental Protection Agency and the U.S. Department of Energy.

Items **not permitted** due to serious fire hazard or safety concerns include, but are not limited to:

| | |
|--|---|
| <ul style="list-style-type: none">● Any appliance with an open heating element● Black lights● Candles, candle burners or oil burners (not allowed in the halls, even if they are not or have not been burnt)● Crock pots● Extension cords which do not have a surge protector/on-off switch● George Foreman-type grills● Hoverboards | <ul style="list-style-type: none">● Halogen lamps● Power tools, saws, large moving blades, etc.● Incense● Lava lamps● Hot plates● Space heaters● Toasters● Toaster ovens |
|--|---|

5) **College Owned Furnishings**

- i) Student Rooms - Students may not remove any College-owned furnishings from their rooms.
- ii) Public Areas - Students may not remove College furnishings from the lobby, floor lounges, or any public areas in the residence halls. Students found to have any lounge or public area furnishings in their room will be referred to the Student Services Office.

6) **Cleanliness** - Students are expected to keep their rooms clean and orderly at all times.

7) **Confiscation of Prohibited Items** - If a College staff member observes items that are not permitted in the residence hall in a student’s room, these items will be confiscated. With the exception of alcohol and illegal items (such as drugs, illegal weapons, etc.), confiscated items will be returned to their owners, typically at the end of the school year. Alcohol will be disposed of when it is confiscated. Illegal items will generally be turned over to the police

8) **Cooking - Cooking, other than preparing snacks, is not permitted in students’ rooms.**

9) **Damage to Walls** - Nails, hooks, etc. may not be attached to the walls. Pictures and other items are not to be attached to the walls, windows, or furniture by any method that leaves holes or marks. Students will reimburse the College for damages resulting from the use of unapproved materials.

10) **Dependents and Spouses** - Under no circumstances may dependent children or spouses live in residence halls. In the event of pregnancy, a student should contact the school nurse immediately for prenatal referral. Due to health concerns, a pregnant student must make off campus housing arrangements prior to the third trimester of pregnancy.

- 11) **Electrical Additions** - Students may not install ceiling fans, additional lighting fixtures, etc., or tamper with any electrical wiring in the residence halls including the cable television wiring and the smoke detectors. External radio and TV antennas are also not permitted.
- 12) **Fire Safety Equipment** - Under Kentucky state law, each college or university in the state must disclose to all residents of on-campus housing facilities whether the facility where residents are housed is equipped with an “automated fire suppression system,” or, in other words, a sprinkler system. With the exception of *Kendall and Massie Halls*, the residential facilities on Kentucky Wesleyan College’s campus are **NOT** equipped with such systems, and are not required to be since they are not over three stories. They are equipped with fire/smoke detectors and alarm systems. All residential students sign a form acknowledging this information when checking into the residence hall.
- i) Tampering with or misuse of smoke detectors, fire alarms, pull stations or fire extinguishers is a very serious offense.
- ii) Consequences – Fine, educational sanction, restitution for equipment, and possible relocation to difference living arrangement, a fine and possibly referral to local law enforcement.
- 13) **Gambling** is not permitted anywhere on the Kentucky Wesleyan College’s campus.
- 14) **Non-Compliance and Defiant Behavior** - Students who direct profanity or obscenities at staff (Staff members include faculty and staff of the college as well as personnel employed by the companies with whom the college contracts for services.) verbally abuse staff or obstruct staff access to rooms in college buildings, provide false identification/information or no identification/information, refuse to follow reasonable instructions/requests of staff, interfere with staff who are attempting to carry out the responsibilities of their position, or who verbally threaten and/or physically harm a staff member will be referred to the Student Services Office.
- 15) **Overnight Guests** - KWC students are permitted to have overnight guests and visitors under the following guidelines:
- Students are responsible for the actions of their visitors and must accompany them for the duration of the visit.
 - Students are also responsible for informing their visitors of College regulations and appropriate parking areas.
 - All overnight guests and visitors must be registered with Residence Life through an online registration form. It is the responsibility of the student host to have the roommate’s permission and to complete the online form with the guest/visitor prior to open visitation ending.
 - The hosting student must have permission from their roommate(s) in order for an overnight guest and/or visitor to be registered.
 - No overnight guest or visitor may sleep in public areas.
 - Each student may host a maximum of two overnight guests or visitors at one time.
 - A guest or visitor’s stay may not exceed two overnight visits in any given week. An extended pattern of visitation may lead to immediate removal of the guest or visitor.
 - Overnight guests and visitors are not permitted until after classes begin at the beginning of each semester, during the final examination period at the end of each semester, or during break periods. Otherwise, guests and visitors are permitted at any time of the year while classes are in session.
 - In no instance shall a guest or visitor become a long-term resident of a College owned facility, as it would interfere with the rights of roommates and others in the living unit.
 - In halls with gender specific floors, guests/visitors should be escorted by their student host to the bathroom based on how the guest/visitor best identifies.

All campus recruits need to be registered by their hosting party with the Director of Residence Life. Non-KWC overnight visitors who are on campus for a recruiting event will be registered by Residence Life. Kentucky Wesleyan College reserves the right to immediately remove a non-KWC student visitor from campus for disruptive behavior or any violation of a College policy.

16) **Pets** - Pets (with the exception of fish in an aquarium) are not allowed in the residence halls. Students should not clean aquariums in the sinks in the bathrooms, due to plumbing problems caused by gravel in the pipes. Students found in violation will be assessed a \$100.00 fee for additional cleaning of the room, referral through Student Conduct system and immediate removal of the pet.

17) **Quiet hours** are observed in the residence halls and on all college property is as follows:

Sunday – Thursday 10 PM until 10 AM

Friday and Saturday Midnight until noon

- During the *above quiet hours*, a quiet atmosphere conducive to study, rest, or sleep must be maintained by all residents and their guests.
- **Courtesy hours, however, are always observed in the residence halls.** Therefore, the volume of voices, radios, stereos, video/computer games, TVs, musical instruments, etc. is never to be so loud as to disturb other residents on campus or in the surrounding neighborhood, regardless of the time of day or night.
- After a third offense for noise violations, the College reserves the right to confiscate the equipment responsible for the noise (i.e. stereo, computer speakers, video games/system, etc.)

18) **Quiet Hours, Twenty-Four Hour** - will be observed in the residence halls and on all college property during final exam periods. Notices will be posted in the residence halls in advance informing students of this observance.

19) **Removal of Student** - The College reserves the right to remove any student from a residence hall at any time, if their conduct is disruptive to other residents or if they pose a threat to themselves or the safety and well-being of other members of the campus community.

20) **Smoking** - Smoking is not permitted on campus. This includes electronic cigarettes, i.e. e-cigs. Students found to have smoked in their room will be assessed minimum \$100.00 fee for cleaning the room, painting walls and cleaning of furniture.

21) **Theft** - Theft is not acceptable and people found responsible will be dealt with disciplinarily through the College but may also face charges in Owensboro community.

a) The College does not assume responsibility for loss of or damages to a student's clothing, valuables or other personal property.

b) **Room doors should be locked at all times.**

c) In case of theft, report it immediately to your Resident Director or the Student Services Office. Please note - personal items left outside a room will be discarded unless prior arrangements are made with the Physical Plant staff.

The College recommends that students secure a personal renter's insurance policy as student property in the residence halls is not covered under the College's property insurance.

22) **Unauthorized Party** - Only two guests per resident at one time (regardless of gender) allowed in the residence hall rooms or common areas. Having more than six people in one residence hall room may be considered an unauthorized party.

23) **Visitation** - A "visitor" is defined as a non-KWC student visiting a current KWC student; a "guest" is defined as a currently enrolled KWC student who is not currently assigned as a resident of that particular room. All visitors and guests must be escorted in residence halls by a residential student living in that building at all times.

Open visitation hours for members of the opposite gender are as follows:

Sunday - Thursday 11 a.m. until midnight

Friday and Saturday 11 a.m. until 2 a.m.

Children under the age of 18 are not permitted in the residence halls without express permission from the Director of Residence Life. Exceptions include the child is visiting briefly with a parent/legal guardian or for a campus approved recruiting event. Babysitting in the residence halls is prohibited.

24) **Waterbeds** - Waterbeds are not permitted in the residence halls.

25) **Weapons and Fireworks** - Weapons, airsoft pistols, firearms, ammunition, explosives and fireworks are not permitted anywhere on campus, or in College housing.

Violations of this regulation will result in disciplinary action, up to and including possible expulsion from the College.

PLEASE NOTE: Presence of articles may be interpreted as actual possession of those articles. Students encountered in locations where firearms, fireworks, ammunition and explosives or other misconduct is evident will normally be considered in violation of the Code of Conduct even if they do not have the prohibited items on their person at the time they are encountered.

26) **Window and Roof Access**

(1) *Displays* - Clothing, blankets, towels, or other articles (including beer signs, or alcohol propaganda, etc.) are not to be hung or displayed in residence hall windows.

(2) *Laundry* - No hanging laundry from windows or railings at Stadium.

(3) *Windowsills* - Items should not be set on outer windowsills or thrown from windows.

(4) *Safety* - Students should not sit in or lean out of residence hall windows. Any student found on the roof of any campus building will be referred for judicial action.

Residence Hall Room Entry and Search and Seizure Policy

The College respects and is committed to protecting each student's rights. However, it is also responsible for ensuring that adequate attention and protection are extended to all persons on campus, to the educational and service functions of the College, and to College property. To this end there will be times when College Officials, acting in the confines of their job, will need to enter student spaces. The following outline some typical instances where staff might enter a student room.

- **Health and Safety Inspections** - Within the residence halls, the Resident Director, with the approval of the Student Services Office, may conduct periodic room inspections (accompanied by another party) for health and safety violations. In most cases, a minimum of 24-hours' notice will be given in advance of the inspection by the residence hall staff. However, the College reserves the right to enter any student room at any time. The College decides to do so in its sole discretion and may look into any property (College or student owned).

All areas of a Residence Hall are College property. Although students bring items to campus, for example a refrigerator, College officials have the right to search those items if there is reason to believe the student is in violation of College property or for safety reasons. If a College staff member observes items that are not permitted in the residence hall in a student's room, these items will be confiscated. With the exception of alcohol and illegal items (such as drugs, illegal weapons, etc.), confiscated items will be returned to their owners, typically at the end of the school year. Alcohol will be disposed of when it is confiscated. Illegal items will generally be turned over to the police.

It is understood and agreed that residence hall rooms are College property, are not considered permanent residence for students, and therefore tenant/landlord laws do not apply. A student's family home is still considered his or her permanent address.

- **Law Enforcement Entry** - State and federal laws govern the entry of police officers into your room to investigate illegal activity. Lawful searches include, but are not limited to, a search with a search warrant and a search in which the resident has given permission for the search (verbally or by waiver).
- **Policy Violations in Progress** - A Student Life or residence hall staff member may enter a student's room at any time if the staff member has reason to believe the health and safety of the occupants are in jeopardy and/or a residence hall regulation or Student Code of Conduct violation is occurring in the room. Evidence of alcohol or drug use in the room or elsewhere in the hall also warrants probable cause for room searches (including drawers, closets, refrigerators, etc.).
- **Threat to Self, Others or Property** - Residence Life staff may also enter or search your room without your permission if there is a threat to the safety and well-being of persons or property, or for reasons stated below. Under such conditions, a staff member may enter and search your room whether you are present or not. Another member of the Student Life staff and possibly other officials will assist the staff member if it is thought that such danger is connected with fire, chemicals, explosives, weapons, or other items that could cause serious personal trauma or injury.

If a staff member enters your room with your permission and sees a violation that threatens the health, safety, and welfare of the College community, the staff member will confiscate all objects or materials that constitute a threat and take them as evidence to the Student Services Office. Other staff members or students may be asked to assist in an emergency situation requiring room entry if the situation threatens immediate harm to individuals. Staff will not, except as noted above, admit a third party to your room without obtaining your written or oral permission.

Residence Hall Emergency Response Procedures

- 1) In all cases of emergency, students should contact their RA, RD, or the Student Services Office.
- 2) Students must vacate the building whenever the fire alarm sounds. Students remaining in the building or who enter the building before they have been given permission to re-enter after the alarm has ended, will be subject to disciplinary action.
- 3) Students are required to leave their rooms or other areas of the building during the sounding of severe weather sirens, and immediately go to the basement, if available, or first floor internal areas of the building, if a basement is not available. Students who fail to follow this procedure will be subject to disciplinary action. **Note: Sirens in Owensboro and Daviess County are tested at noon on Fridays.**
- 4) Students who become ill should contact their Resident Director and/or the campus nurse.

Solicitation Policy

Group or general solicitation of funds may be initiated by departments or individuals at the College only with the advance, written approval of the Advancement Office.

To avoid multiple appeals and/or solicitation of gifts from individuals, businesses, organizations, or foundations, and to prevent institutional and donor embarrassment, the Advancement Office must approve all solicitations in advance and in writing. In addition, individuals or firms seeking permission to use the College, its official seal or other Wesleyan symbols on a product for commercial purposes should obtain prior approval from the Public Relations Office. This includes give-away items containing commercial advertising for distribution on campus.

Student Life Social Event Policy

All student organizations wishing to hold social functions on or off campus must obtain permission from the Office of Student Services at least two weeks prior to the function. Failure to comply will result in the denial of the request and disciplinary action. Please refer to the Student Organization Policy handbook for further requirements for holding events on campus. You may submit an event approval request online through the KWConnect platform.

The Office of Student Services is here to help you, so if you have any questions regarding the process please feel free to stop by our office in the Winchester Center or contact the Director of Student Involvement.

Anti-Hazing Policy

Students, student organizations, athletic teams and other student groups of the Kentucky Wesleyan College community are strictly prohibited from engaging in any type of hazing activity. Hazing is defined as "any action or situation which recklessly or intentionally endangers the emotional, mental, or physical health and/or safety of a student, or which removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in any organization operating under registration with or auspices of the College." This includes any action that endangers the health or well-being of an individual, is personally degrading, has an adverse effect on the academic performance of the student, or which violates any federal, state or local statute or College policy. Individual or group consent to hazing activity in no way validates the activity or excludes those perpetuating it from being charged with a crime.

Individual members, organizations and groups who violate this policy are subject to College disciplinary action, as set forth in the Kentucky Wesleyan College Student Code of Conduct. This document is available for review at the Office of Student Services or online in the Student Handbook.

Additionally, any College student organization, group or individual student violating this policy or the Kentucky KRS Statute 164.375 on Hazing, is subject to sanctions that may be imposed by the Student Conduct Hearing Board and/or a court of law. The Kentucky KRS Statute on Hazing, 164.375, is available for review at <https://apps.legislature.ky.gov/law/statutes/statute.aspx?id=4280>. Examples of activities or situations that could meet the definition of hazing include, but are not limited to, the following:

- Keeping the date of initiation/induction a secret; requiring signatures for initiation
- "Kidnapping" of any member, leaving members stranded in a remote location to find their way home, or scavenger/treasure hunts
- Any form of forced physical activity and/or exercise, whether extreme or not (i.e. push-ups, sit-ups, or other calisthenics, runs, walks, etc.)
- Physical harassment such as paddling, hitting, beating, slapping, pushing, or striking
- Marking or branding
- Personal servitude of any kind (i.e. phone duty, cleaning, yard work, doing errands, etc.)
- Forcing or encouraging ingesting of any type of liquid or solid matter, edible or non-edible (i.e. alcohol, chewing tobacco, raw onions, spoiled food, dirt, etc.)

- Requiring the carrying of any item around campus such as paddles, rocks, books, shields, etc.
- Requiring the wearing of unusual, embarrassing or uncomfortable clothing
- Sleep deprivation or requiring/encouraging anyone to sleep anywhere other than their own residence or bed
- Preventing personal hygiene, communication with certain groups, and/or restricting places that new members can go on campus or in the community
- Verbal abuse such as yelling or screaming or labeling with silly or embarrassing nicknames
- Any activity that interferes with a student's academic pursuits (class attendance, studying, etc.)
- Requiring or suggesting that members vandalize, destroy or steal property or commit crimes
- Requiring anything of one group of members that is not required of another

Individuals or groups seeking additional information about this policy or reporting possible violations should contact staff in the Office of Student Services at 270-852-3285.

Title IX Statement

In conformity with the pertinent requirements of Title IX of the Education Amendments of 1972 enacted by the Congress of the United States, Kentucky Wesleyan College does not within the context of its religious principles, its heritage, its mission and its goals discriminate on the basis of sex in the area of employment, admission or educational programs or other activities.

Inquiries concerning the application of Title IX to Kentucky Wesleyan College may be addressed Title IX Coordinator, Administration Building, Kentucky Wesleyan College, 3000 Frederica Street, Owensboro, KY 42301, Telephone (270) 926-3111, the responsible employee named pursuant to the regulations.

Non-Discrimination Policy

Kentucky Wesleyan College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. For questions or concerns regarding the College's policy on non-discrimination, please contact the following persons:

Director, Office of Disability Services

Molly Gross, Director, Office of Disability Services
 Kentucky Wesleyan College
 3000 Frederica Street
 Owensboro, KY 42301
 270-852-3221

Title IX Coordinator and Age Act Coordinator

Andrea Denise Bolden
 Kentucky Wesleyan College
 3000 Frederica Street
 Owensboro KY 42301
 270-852-3254

Sexual Assault/Harassment Policy

The Sexual Assault/Harassment policy is under revision as of June, 2014. Please refer to Panther Net for the most up-to-date information found in the student handbook.

1. Contents

2. Purpose

2.1. The purpose of this policy on sexual harassment is: 1) to increase the awareness of, and sensitivity to, problems associated with sexual harassment; 2) to prevent sexual harassment at Kentucky Wesleyan College; and 3) to provide a process to redress grievances concerning, and complaints of, sexual harassment. Furthermore, this policy is adopted and implemented with the express purpose of providing protection and relief for victims of sexual harassment, while at the same time ensuring fair treatment for those accused of sexual harassment. Additionally, this policy is intended to establish equitable procedures for filing complaints, investigating charges, and resolving complaints of sexual harassment.

3. Scope

3.1. All members of the College community are required to comply with the policy and procedures outlined to address complaints. In addition to the procedures outlined herein, discrimination and harassment complaints may be filed with the U.S. Equal Employment Opportunity Commission or the U.S. Department of Education, Office for Civil Rights. Any complaint of sexual harassment filed under this Wesleyan policy shall be processed even if the complainant also files a complaint or suit with an outside source. Retaliation against anyone who makes a complaint or participates in the complaint process will not be tolerated.

4. Policy

4.1. Sexual Harassment

4.1.1. Wesleyan is committed to providing a working and learning environment that is free from sexual harassment and it is the policy of the College that sexual harassment in any form will not be tolerated. Management and supervisory personnel, at all levels, are responsible for taking reasonable and necessary action to prevent sexual harassment. All members of the College community, employees, and students are required to promptly report conduct that could be in violation of this policy.

4.1.2. Wesleyan takes measures to periodically educate and train employees regarding conduct that could constitute a violation of this policy. All management and supervisory personnel are expected to participate in such education and training and to be knowledgeable concerning the policy.

4.1.3. The College will (1) respond to every complaint of sexual harassment reported, (2) take action to provide remedies when sexual harassment is discovered, (3) impose appropriate sanctions on offenders in a case-by-case manner, and (4) to the extent possible, protect the privacy of all those involved in sexual harassment complaints. The above actions will apply to the extent permitted by law or where personal safety is not an issue.

4.2. Sexual Assault

4.2.1. Wesleyan is committed to providing an atmosphere of higher learning in which students can achieve their goals and potential. The College is committed to creating and maintaining a community in which all persons who participate in college programs and activities, as well as all guests and visitors while on college property, can work together in an atmosphere free from all forms of assault, exploitation, or intimidation, including that which is sexual in nature. Because the personal safety of the students, staff and faculty is a priority, Wesleyan will not tolerate sexual assault or sexual misconduct. Kentucky state law also prohibits such

conduct. Perpetrators of this behavior are subject to disciplinary action as well as criminal and civil penalties. Guests and visitors are held responsible for their actions while on College property and students are responsible for the supervision of their guests.

4.2.2. Sexual assault is an act of violence. The victim of an assault may be in a state of shock and disbelief, and may be feeling a variety of emotions such as fear, anger, helplessness, shame, and/or guilt. A victimized person may not know who to trust or where to turn for help. Any person who has been sexually assaulted has many options in seeking assistance. A number of resources are available both on and off campus to assist assault victims. Although it is the person's option whether to seek legal, medical, and/or psychological services, persons are encouraged to utilize these resources in order to make the most informed choices regarding prosecution, physical safety, and emotional recovery. Please see Addendum 2 for additional support information.

4.3. Dissemination -- This policy will be made available to all employees and students. Periodic notices sent to students and employees about Wesleyan's Sexual Harassment and Sexual Assault Policy will include information about the complaint procedure and will refer individuals to designated offices/officials for additional information.

5. Definitions

5.1. **Sexual Harassment** is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

5.1.1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational experience;

5.1.2. Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual;

5.1.3. Such conduct is sufficiently severe and pervasive so as to alter the conditions of or have the purpose or effect of substantially interfering with, an individual's work or academic performance by creating an intimidating, hostile, or offensive working or educational environment.

5.1.4. Harassment does not include verbal expressions or written material that is relevant and appropriately related to course subject matter or curriculum, and this policy shall not abridge academic freedom or the College's educational mission.

5.2. **Sexual Misconduct/Sexual Abuse** - Attempting or making sexual contact with a person against his/her will OR with a person who is physically, mentally, or legally unable to give consent. Sexual misconduct includes, but is not limited to, inappropriate touching or fondling of intimate body parts.

5.3. **Sexual Assault / Rape** – Sexual intercourse or penetration (anal or vaginal) with another person by means of forcible compulsion, or with a person incapable of consent by reason of age and/or mental or physical incapacity. Physical/Mental incapacity includes, but is not limited to, persons who are unconscious, under the influence of drugs or alcohol, or otherwise unable to communicate consent.

5.4. **Consent** - The positive cooperation in an act; an attitude in accordance a behavior; an exercise of free will. The person giving consent or permission must act freely and voluntarily AND have knowledge of the nature of the act involved.

5.5. **Forcible Compulsion** – Includes physical force or the threat of physical force, expressed or implied, which places a person in fear of immediate death or physical injury or kidnap of self or another person. A victim is not required to fight back. Placing a person in a continual state of fear

and/or subjecting that person to an environment of emotional, verbal, or physical duress is sufficient to constitute force.

6. Procedures

6.1. Amendments to Procedures

6.1.1. The College specifically reserves the right to modify and/or amend any or all of the procedure(s) outlined herein at any time, at its discretion. In the event Wesleyan determines that circumstances warrant modification and/or amendment of any part of these procedures, timely notice of same shall be delivered, in writing, to all relevant and affected parties.

6.1.2. Wesleyan has adopted procedures to promptly and fairly address concerns and complaints about sexual harassment. Complaints may be submitted informally or formally. If a complaint implicates or involves both this policy and any other College complaint or grievance policy or procedure, the College may, in its discretion, suspend the procedures relating to other complaints or grievance policies pending completion of the sexual harassment complaint procedures

6.2. Reporting Suspected Sexual Harassment

6.2.1. Any individual who believes he/she may have experienced sexual harassment, or who believes that he/she has observed sexual harassment taking place, should report this information immediately to the Sexual Harassment Officer, appointed by the President. If the complainant does not feel comfortable reporting the matter to the Title IX/Sexual Harassment Officer, he/she may also report the alleged harassment to any one of the following: Vice President of Student Services, Vice President of Academic Affairs or the Director of Human Resources. All reports/complaints, whether informal or formal, received by any of these individuals must, in turn, immediately be reported to the Title IX/Sexual Harassment Officer. Unless otherwise provided herein, investigation of sexual harassment complaints shall be the responsibility of the Title IX/Sexual Harassment Officer (the "Investigator").

6.3. Investigation of Complaints

6.3.1. Unless otherwise provided herein, responsibility for the investigation of both formal and informal sexual harassment complaints shall be with the Sexual Harassment Officer (the "Investigator"). The President has the authority to appoint, in his/her sole discretion, an alternate investigator as circumstances require. The procedures outlined herein shall control in the event an alternate investigator is appointed under any provision of this policy.

6.3.2. Complaints will be addressed as confidentially as possible, considering the specific circumstances of the allegations, to protect the rights of both the complainant and the person accused. The Investigator may gather information from any source deemed necessary in an effort to fully investigate and resolve the complaint.

6.4. Investigator Conflict of Interest

6.4.1. The complainant, alleged offender and/or the Investigator may allege that the Investigator has a substantial conflict of interest. In that event, details supporting the alleged conflict of interest must be submitted in writing to the President within five (5) business days of the date the person alleging the conflict has notice of the Investigator's identity. The President will determine whether a conflict may exist, and, if so, he/she shall appoint an alternate investigator in an expeditious manner. The President's decision is final. In the event a request for an alternate investigator is made and/or an alternate investigator must be appointed, the specific timelines provided in the policy shall be suspended pending that appointment.

6.5. Informal Complaint Process

- 6.5.1. An individual who feels he/she has been sexually harassed may desire to resolve his/her complaint informally (i.e., without formal disciplinary action being taken against the accused individual and without the formal investigation process). An example of an informal complaint is one where the complainant requests only that an appropriate university official counsel the accused individual to cease and desist the alleged conduct, and requests no other specific action(s) be taken against the accused.
- 6.5.2. Persons making informal complaints of sexual harassment agree and understand that no formal disciplinary action will be taken against the alleged offender based on an informal complaint. If the complainant chooses, he/she may at any time prior to resolution of the informal complaint amend the informal complaint to a formal complaint. The timeline for resolving the complaint may be revised when it is changed from an informal to formal complaint.
- 6.5.3. If the alleged offender elects not to participate in resolving an informal complaint, the nonparticipation will not be considered as damaging evidence but will not change or waive Wesleyan's responsibility to investigate and to make decisions based on available information.
- 6.5.4. The Investigator may, if the circumstances warrant, request that the alleged offender's immediate supervisor counsel him/her regarding the alleged conduct, and/or may recommend counseling, training, education, and/or other non-disciplinary actions be implemented or undertaken. Attempts to resolve an informal complaint will be completed within 60 days from the date of receipt of the complaint by the Investigator. The complainant and the alleged offender will be informed in writing of the outcome of the informal process. An informal complaint resolution may not be appealed, but a formal complaint on the same incident may be filed after an informal complaint has been resolved.
- 6.5.5. Note: The College will attempt to balance the wishes of a complainant who does not want to file a formal complaint with the College's responsibility to respond to serious allegations and take prompt, appropriate corrective action. A complainant who chooses not to proceed with a formal complaint will be asked to state that preference in writing.
- 6.6. Formal Complaints of Sexual Harassment
- 6.6.1. Formal and informal complaints must be delivered by the complainant to one of the reporting persons referenced above under 6.2.1. The formal complaint must be filed as soon as possible after the alleged incident occurred or after attempts to resolve the situation informally have been unsuccessful. A standard form for documenting and submitting the complaint is provided in Addendum 1 to this policy.
- 6.6.1.1. The formal complaint must be in writing, signed by the complainant, and shall include the following information:
- 6.6.1.2. Details concerning the incidents or conduct giving rise to the complaint;
- 6.6.1.3. Dates and location of incidents;
- 6.6.1.4. Any witnesses to the alleged incidents or conduct;
- 6.6.1.5. Action requested to resolve the complaint and prevent future violations of the policy.
- 6.6.2. Notification to Person Accused/Supervisor: The alleged offender will be provided with a copy of the complaint by the Investigator within five (5) business days of the Investigator's receipt of said complaint. The Investigator may notify the supervisor of the accused person regarding the complaint, in order that the supervisor may take appropriate temporary and/or

remedial actions during the investigation. (Example: temporary assignment, leave of absence, etc.)

6.6.3. Investigative Process

6.6.3.1. The alleged offender will be required to submit a written response to the complaint within five (5) business days of receipt of a complaint, a copy of which will be provided to the complainant by the Investigator.

6.6.3.2. The Investigator will interview the complainant and the alleged offender, may also interview witnesses, supervisors, and/or any other persons who may have information about the alleged incident, and may review personnel or other records relevant to the complaint. The complainant and the accused person shall be permitted to suggest witnesses and/or other evidence, which shall be considered by the Investigator. All individual interviews will be recorded.

6.6.4. Investigative Findings

6.6.4.1. Within sixty (60) days of receiving the formal written complaint, the Investigator will assess whether a violation of the policy has occurred and will submit findings in writing to the complainant and the person accused. If the Investigator finds by a preponderance of the evidence (that it is more likely than not) that the alleged sexual harassment has occurred, the Investigator shall notify the accused person, his/her immediate supervisor, if applicable, and the Vice President of Student Services, if the complainant or the accused is a student, the Director of Human Resources, if the complainant or the accused is a staff or faculty member, and the President.

6.6.4.2. The supervisor of the alleged offender shall be responsible for acting on the findings of the Investigator. In accordance with College disciplinary policies/procedures, the supervisor shall consult with and/or notify the appropriate College administrative official(s) regarding formal disciplinary actions to be taken against the person accused.

6.6.5. Disciplinary Action

6.6.5.1. Within ten (10) business days of receiving the Investigator's findings, the supervisor shall meet with the accused person to discuss the findings and recommendations and shall determine appropriate disciplinary action.

6.6.5.2. In making a decision regarding discipline, the supervisor shall consider properly established records of previous conduct and the seriousness of the violation. A complaint made more than twelve (12) months after the incident shall not be the basis for formally disciplining any person accused of sexual harassment. However, where there are allegations of sexual harassment made within the twelve (12) month period and a pattern or practice of sexual harassment exists or prior complaints of sexual harassment have been confirmed, the supervisor shall consider the totality of information in determining appropriate discipline, and may also take formal disciplinary action. The supervisor may also review any part of the investigative records. Appropriate discipline may range from an oral reprimand up to and including termination/dismissal for cause or any other appropriate remedial action.

6.6.5.3. Both the accused person and Investigator will be notified in writing of the decision of the supervisor. The Investigator will, in turn, notify the complainant regarding the resolution of the complaint, what corrective action, if any, will be taken, and/or, in general, whether any discipline will be imposed.

6.6.6. Conflict with Legal or Other Administrative Process

6.6.6.1. In the event a separate investigation is being conducted by persons not affiliated with Wesleyan through other legal or administrative channels, the College reserves the right to postpone or defer final action pursuant to its Sexual Harassment Policy until such time as a final decision has been made with regard to the separate legal or administrative action. The College will inform the complainant and the accused in writing of the delay of any decision but will endeavor to complete the process in an expeditious manner, considering all the circumstances. Temporary disciplinary measures may remain in place in the interim.

6.6.7. Appeal of Formal Complaint Resolution/ Disciplinary Action

6.6.7.1. Either the complainant or person accused may file an appeal of any decision concerning the resolution of the complaint. An appeal by either party must be made in writing and delivered to the Office of the President within five (5) business days of receipt of the notice of resolution/disciplinary decision. The written appeal must state in detail the reason(s) for the appeal and shall address one or more of the following:

6.6.7.1.1. If the appeal alleges the findings of the investigator included relevant, factual errors or omitted relevant facts, the appeal shall specify each and every alleged factual error, and/or details of each, and every relevant fact that was omitted from the investigation;

6.6.7.1.2. If the appeal alleges substantive procedural errors, the person appealing shall identify each and every instance of said substantive procedural error;

6.6.7.1.3. If the appeal alleges relevant and substantive issues or questions concerning interpretation of College policy, the person appealing shall state, in detail, the issues/questions supporting this allegation;

6.6.7.1.4. If the appeal alleges new information or evidence, the person appealing shall specify the reasons why said information was not available or provided to the Investigator during the investigation, including specific reasons;

6.6.7.1.5. If the appeal alleges either that the action(s) or inaction(s) of the supervisor in response to the findings of the investigator will not prevent future violation(s) of this policy, the person appealing shall specify, in detail, the reasons and basis for this belief/allegation.

6.6.7.2. No disciplinary or other action based on the complaint shall be taken against the alleged offender during the appeal process, although temporary, interim measures may remain in place. As indicated herein, the College, in its discretion, may at any point in the complaint process elect to place the alleged offender on disciplinary probation, if a student, or on administrative leave, with or without pay, or implement a temporary reassignment, if an employee, staff or faculty member.

6.6.7.3. Sexual Harassment Appeal Committee

6.6.7.3.1. Appeals shall be submitted to a Sexual Harassment Appeal Committee whose members shall be selected and appointed by the President. The Committee will include at least one male and one female and be composed of an odd number of members to insure a majority consensus is feasible.

6.6.7.3.2. Member Appointments: Both the complainant and the alleged offender shall be provided with an opportunity to submit written objections within 5 business days to the appointment of any Committee member(s) on the

basis of that member's inability to act impartially. If the President determines that a Committee member cannot act impartially, then an alternate appointment shall be made. The Committee shall be appointed in a timely manner, considering all relevant circumstances. The President's decision regarding Committee appointments is final.

6.6.7.3.3. Hearing/Committee Recommendation: The Committee will conduct a formal hearing and will allow the complainant and the accused person ("the parties") to present information which, in the Committee's discretion, is relevant to the allegations. If the appeal involves allegations described in "Filing an Appeal" above, the Committee will likewise consider the statement(s) of the supervisor. The Committee shall have sole discretion regarding the personal appearance of any witness, whether to consider only the parties' statements and review only the written record, or any other matter regarding the conduct of the hearing. The hearing will not be considered a judicial hearing but rather an internal hearing at which the complainant and the alleged offender are present. Legal counsel will not be permitted to be present during any part of the Committee hearing. The formal hearing shall be recorded.

6.6.7.3.4. The Committee's deliberations shall be closed to all persons other than the Committee members and shall not be recorded. Its recommendation will be determined by a majority vote, shall be in writing, and delivered to the President. It may be accompanied by a minority opinion. The appeal will be conducted and completed in an expeditious manner, considering all the circumstances.

6.6.7.3.5. President's Review and Recommendation: The President shall review the recommendation and may either affirm, amend, or return the recommendation for further deliberation and recommendation by the Committee. The President's review and decision will be conducted in an expeditious manner, considering all the circumstances, shall be a final decision, and will be reported in writing to the complainant, person accused, the supervisor, and the Investigator.

6.6.8. Written Record of Complaints, Investigations, and Resolutions/Decisions

6.6.8.1. Written records, as well as any investigative recordings, related to complaints will be marked "CONFIDENTIAL" and will be retained in a separate and secure (locked) file in the office of the Sexual Harassment Officer. Records shall be retained as required by state law.

6.6.8.2. Written records relating to a finding that sexual harassment has occurred may be placed in an accused student's/employee's official file and may include:

- 1) Any document that has been mutually agreed to by the College and the person accused of harassment;
- 2) A letter issued by the responsible administrator to the accused person at the conclusion of a formal investigation, which notifies the accused of actions, decisions and/or other recommendations concerning the complaint; or
- 3) A settlement agreement between the parties.

6.7. If follow up is required pursuant to the final action/recommendation, procedures should be implemented to notify or remind the appropriate persons of any future review or action to be taken.

Addendum 1
Kentucky Wesleyan College
Sexual Harassment & Assault
Complaint Form

If you believe you have been sexually harassed or assaulted by any member of the college community or while participating in a college sponsored activity, you are encouraged to bring it to the attention of the Title IX/Sexual Harassment Officer (SHO), and/or other person listed in the Kentucky Wesleyan College Sexual Harassment/Sexual Assault Policy. This form is to be used for reporting to the Title IX/Sexual Harassment Officer. If you would like to also initiate a criminal investigation of a sexual assault, call the local Police Department, 911 or 687-8888 as soon as possible.

The Title IX/SHO is available to provide you with answers to questions you may have about the process and your options, advice and/or referrals. You are not obligated to use your name; however, should you want disciplinary action taken, if appropriate, in response to your allegations(s), your name is essential to the process. If you feel strongly about confidentiality, the Title IX/SHO can put the person “on notice” and attempt to stop the behavior through an educational process on the law and policy on sexual harassment and the inappropriateness of the person’s conduct. Whatever your decision, the Title IX/SHO or any other college official is available to assist you in stopping the unwelcome and unwanted conduct.

Name of person filing complaint:

Address:

Telephone Number:

Date of Birth (if minor):

Alleged Offender at who this complaint is directed:

Date(s) and Location(s) of incidences:

Details concerning the incidents or conduct leading to the complaint (additional details may be provided on an additional sheet of paper)

Witnesses to the incidents:

Did you attempt to resolve the complaint by contacting the individuals(s) against which the complaint is directed (not required for making complaint): YES NO

If yes, how?

Complainant's Choice of Resolution Option

After reviewing a copy of the Wesleyan Sexual Harassment & Assault Policy, I choose to pursue resolution of my complaint through the following process: (initial one space)

Informal Complaint

Formal Complaint

I do not wish my complaint to be pursued; however, I have been advised that, because the College is legally required to investigate all egregious acts of sexual harassment, the College reserves the right to investigate my complaint if it is deemed necessary to protect the interests of the College or the community. I will be advised if the College elects to conduct an investigation.

I understand that I must submit my complaint in writing before any review or other action takes place. I declare that the facts set forth in this complaint form are true and accurate pursuant to the penalty of perjury under the laws of the State of Kentucky.

Signature of Complainant:

Date:

Send form to:

Andrea Denise Bolden
Title IX Coordinator
Kentucky Wesleyan College
3000 Frederica Street
Owensboro KY 42301
270-852-3254

Addendum 2
Kentucky Wesleyan College
Sexual Harassment & Assault
Crisis Response

Sexual assault is an act of violence. The victim of an assault may be in a state of shock and disbelief and may be feeling a variety of emotions such as fear, anger, helplessness, shame, and/or guilt. A victimized person may not know who to trust or where to turn for help. Any person who has been sexually assaulted has many options in seeking assistance. A number of resources are available both on and off campus to assist assault victims. Although it is the person's option whether to seek legal, medical, and/or psychological services, persons are encouraged to utilize these resources in order to make the most informed choices regarding prosecution, physical safety, and emotional recovery.

If you are the victim of a sexual assault, please know that you are in no way to blame for the criminal behavior. If you notice behaviors in other persons that indicate Sexual Harassment or Assault may have occurred, you are required to report the suspicion to the Sexual Harassment Officer.

Here are some guidelines to help you in the aftermath of a sexual assault:

1. **GO TO A SAFE PLACE** as soon as possible.
2. **TRY TO PRESERVE ALL PHYSICAL EVIDENCE.** Do not wash, bathe, use the toilet, or change clothing if it can be avoided. If changing clothes is a must, put all clothing worn at the time of the assault in a paper bag, *not plastic*. A plastic bag can be used if paper is not available. However, do not seal the bag tightly, as that can cause a breakdown of the evidence.
3. **IF YOU BELIEVE YOU WERE GIVEN A DATE RAPE DRUG**, wait to urinate until you arrive at the hospital. However, if you can't wait, collect your first urine in a clean container with a lid and take it to the emergency room or police station with you. Also, be sure to tell the emergency room personnel your symptoms and that you believe you were given a date rape drug so they can take the necessary sample.
4. **CONTACT SOMEONE** for support and information (family, friend, Resident Life staff member, College staff, Director of Campus Ministries, or campus security).
 - i) For on-campus services, contact:
 - (1) Terri Petzold at (270) 852-3183
 - (2) Health Services at (274) 852-3288
 - (3) Student Services Office at (270) 853-3285.
 - ii) For off-campus counseling and support services, contact:
 - (1) Rape Victim Services at (270) 926-7273
 - (2) OASIS (Abuse/Assault) at (270) 685-0260
5. **SEEK MEDICAL ATTENTION** to address physical health needs, to ensure that you are disease – and injury-free, and to collect important evidence in the event of a later decision to take legal

action. Hospital emergency rooms provide evidentiary exams, which include testing and treatment for sexually transmitted infections, pregnancy, and physical trauma. For the purpose of effective evidence collection, physical examination at a local emergency room must take place as soon as possible and no later than seventy-two (72) hours after the assault.

- a) Emergency medical care can be received at Owensboro Health Regional Hospital Emergency Department (call (270) 417-2000). - For victims assaulted in the Commonwealth of Kentucky, these exams are free of charge.
- b) Need transportation, call Campus Security (270) 929-8609 for assistance.
- c) If you choose not to have an evidentiary exam conducted, please consider an appointment at a health department, Health Services (270) 852-3288, or with your regular physician.

6. CONSIDER COUNSELING for support and to help you deal with a variety of feelings that often follow an assault.

- a) Contact any of the following for confidential counseling services.
 - i) Terri Petzold at (270) 852-3183
 - ii) Rape Victim Services at (270) 926-7273
 - iii) OASIS (Abuse/Assault) at (270) 685-0260

7. If you choose to REPORT THE ASSAULT, you can contact law enforcement by calling 911 or campus security at (270) 929-8609.

- a) A call to campus security does not mean that you must bring criminal charges. The decision to file an official police report is yours to make. If the assault did not occur on campus, campus security can assist you in determining how and where to file a police report. Timely notification helps the police in conducting their investigation and it provides a better chance of successful prosecution. You are encouraged to report the sexual assault and have it documented, even if you are not sure about filing formal criminal charges. Regardless of whether you report the incident to the police, you are still encouraged to seek medical attention to ensure your own personal safety.
- b) Reporting an assault and receiving medical treatment does not require that the victim press charges. It does, however, allow the collection of data and information that can be used should the victim choose to press charges.

- c) If you **NEED ASSISTANCE OR ADVOCACY**, contact any of the following for accompaniment to medical and/or legal proceedings and/or referral for other support services.
- Residence Life staff member
 - Student Life - 270- 852-3285
 - Director of Campus Ministries - 270- 852-3203
 - Campus Counselor - 270- 852-3183

Addendum 3
Kentucky Wesleyan College
Sexual Harassment & Assault
Legal or Judicial Reporting Options and College Reporting Procedures

Pursuit of disciplinary action against an alleged assailant (if the accused is also a Wesleyan student) may result in disciplinary action if the assailant is found to be in violation of this policy. For assistance, please contact the Office of Student Life at (270) 852-3285, the Title IX Coordinator, or refer to the Student Grievance Procedure contained herein.

Criminal Prosecution

Reporting a sexual offense to the police begins the legal process for prosecution. The sooner an assault is reported to the police, the more likely valuable evidence can be collected.

If you decide to file a criminal report, please contact Campus Security ((270) 929-8609 or the local law enforcement agency where the crime occurred.

- Owensboro Police Department at (270) 687-8888
- Daviess County Sheriff at (270) 685-8444
- Kentucky State Police at (270) 685-3927

Civil Complaint

A civil suit for damages may be brought against the assailant regardless of whether criminal or campus judicial charges are pursued. If you wish to explore this option, please contact a private attorney.

Reporting Requirement

Although you are not *required* to report sexual assault to the police, you are encouraged to give serious consideration to this option. Please be aware that if you go to the hospital, the staff will most likely report the assault to the police. It is up to you, however, to decide if you want to talk to the officer or not. Reporting an assault to the police does not mean you have to prosecute. You may not wish to prosecute or you may not feel prepared to make that decision right now. However, a delayed report could result in loss of physical evidence which would be vital in the court proceedings should you change your mind about prosecution.

Risk Reduction

Wesleyan recognizes the need for healthy and successful relationships. Prevention of sexual assault begins with those who are committing the offenses but can be supplemented by the use of methods to reduce the risk of potential victimization. All persons can play a role in combating sexual assault by holding perpetrators accountable for their actions, supporting the rights and choices of those who have been assaulted, and making full use of campus resources to educate themselves on this serious problem. Unfortunately, sexual assault can still happen, even when you take all the necessary precautions.

The following guidelines can significantly decrease your risk of assault. **It is important to realize that if you have been sexually assaulted and you did not follow these guidelines, the assault is still not your fault.**

- Know your sexual limits and communicate them clearly.
- Avoid the use of substances, including alcohol that may cloud your judgment of a situation or a person. If you should choose to use alcohol or drugs, please be aware of your limits and develop a safety plan before engaging in an activity.
- Be assertive and confident. Confrontational words and behaviors can effectively deter some assailants.
- When someone pressures you sexually, don't be afraid to say "No."
- Be as direct as possible about your intentions/expectations. If you feel you are being misinterpreted, restate your position.
- Have a heightened awareness of your surroundings, particularly in new or unfamiliar situations.
- Try to determine potential threats or challenges to your personal safety and mentally prepare yourself for a variety of intervention strategies: make a scene; alert a friend; leave the situation, etc.
- Trust your intuition. If a particular person or situation makes you feel uncomfortable, unsafe, or uncertain, choose an alternative.
- IF YOU DECIDE TO FIGHT BACK, remember that the vulnerable targets of an assailant's body are the eyes, nose, throat, stomach, and groin. However, please be aware that physical resistance is not always a wise option, as it may further aggravate the assailant.
- Never leave your beverage unattended or accept a drink from an open container. When you go to a party or club, go with a group of friends. Arrive together; watch out for each other; and leave together.
- Don't be afraid to "make waves" if you feel threatened. If you feel you are being pressured or coerced into sexual activity against your will, don't hesitate to state your feelings and get out of the situation. A few minutes of social awkwardness or embarrassment are better than the trauma of a sexual assault.

Because sexual misconduct can have serious social, academic, and legal consequences for the perpetrator as well as the victim, **reduce your risk of committing a sexual offense by following these simple rules:**

- Avoid use of substances that may cloud your judgment. Also, avoid sexual activity with someone whose judgment is impaired by drugs or alcohol.
- Be aware of others' limits and expectations. Respect their boundaries.
- If someone says No to your sexual advances, recognize that it is not a rejection of you as a person.
- Make sure you have a person's complete consent before engaging in sexual activity. Never pressure or force a person to have sex.
- If you feel you are getting "mixed messages" from a potential sex partner, ask for clarification. Pay attention to verbal indicators, tone of voice, body language, etc. If any one of these things indicates reluctance or uncertainty, STOP and walk away. Know that a person who initially desires sex has the right to change their mind at any time, and you are obligated to respect that decision. While you may not be able to control your sexual desires, you ARE able to control your actions.

- Don't assume that a person wants to have sex with you just because they dress provocatively or flirt with you. Also, don't assume that just because a person has had sex with you before, they are willing to have sex again.
- Realize that a person can consent to kissing or other sexual activity WITHOUT consenting to intercourse and/or oral sex.

Addendum 4
Kentucky Wesleyan College
Sexual Harassment & Assault
State Laws Pertaining to Sexual Offenses and Stalking

The following are summaries of some of the laws in Kentucky relating to sexual offenses and stalking.

First Degree Rape: A person who engages in sexual intercourse with another person by forcible compulsion or engages in sexual intercourse with another person who is incapable of consent because he/she is physically helpless or is less than 12 years old, is guilty of first degree rape. The crime is punishable by at least ten (10) years but no more than twenty (20) years in prison, unless the victim is under the age of 12, or the victim is seriously physically injured, in which case the crime is considered a Class A felony, which carries a sentence of at least twenty (20) years but no more than fifty (50) years, or life, in prison.

First Degree Sodomy: A person is guilty of first degree sodomy when he/she engages in deviate sexual intercourse with another person by forcible compulsion or engages in deviate sexual intercourse with another person who is incapable of consent because he/she is physically helpless or is less than 12 years old. The punishment for first degree sodomy is at least ten (10) years but no more than twenty (20) years in prison, unless the victim is under the age of 12, or the victim is seriously physically injured, in which case the crime is considered a Class A felony, which carries a sentence of at least twenty (20) years but no more than fifty (50) years, or life, in prison.

First Degree Stalking: To stalk is to engage in an intentional course of conduct directed at a specific person or persons which seriously alarms, annoys, intimidates or harasses the person(s) and which serves no legitimate purpose. A person is guilty of stalking in the first degree when he/she intentionally stalks and makes an explicit or implicit threat with the intent to put the person(s) in reasonable fear of sexual contact, serious physical injury or death, and:

- 1) A protective order has been issued to protect the same victim and the perpetrator has actual notice of the protective order; or
- 2) A criminal complaint is currently pending by the same victim, and the perpetrator has been given actual notice of the complaint; or
- 3) The perpetrator has been convicted of or pled guilty within the prior 5 years to a felony or Class A misdemeanor against the same victim; or
- 4) The act was committed while the defendant had a deadly weapon on or about his/her person.

Stalking in the first degree is a punishable by at least one (1) but not more than five (5) years in prison.

Stalking in the Second Degree: A person is guilty of stalking in the second degree when the person intentionally stalks another person and makes an explicit or implicit threat with the intent to place the victim in reasonable fear of sexual contact, physical injury, or death. Second degree stalking is a Class A misdemeanor and is punishable by at least 90 days to one (1) year in prison.

Grievance Policy for Title IX Discrimination Issues

Non-Discrimination Committee

The President of the College will appoint a Non-Discrimination Committee. The members of this committee will serve a two-year term. The committee will consist of one faculty member, one staff member and one student (the Director of Disability Services, the Title IX Coordinator and the Age Act Coordinator cannot be members of this committee). The committee performs two major functions: (1) oversight of disability accommodations and (2) hearing unresolved ADA, Title IX or Age Act grievances.

At least once a year the committee will investigate a random sample of disability cases (students and staff). The committee will report the results of their investigation directly to the President of the College. Their report will include recommendations for improvements.

Complaint Process

A student or employee who alleges a Title IX or Age Act violation may file a complaint with the Coordinator.

The Title IX and Age Act Coordinator is:

Andrea Denise Bolden
Kentucky Wesleyan College
3000 Frederica Street
Owensboro KY 42301
270-852-3254

A student grievance is a formal complaint filed by an individual enrolled in the College. An employee grievance is a formal complaint filed by an individual who is on the College's payroll. Either individual may file a complaint.

Issues that are grieved, include, but are not limited to:

- Denial of accommodations that have been requested;
- Insufficient accommodations,
- Gender inequities, OR
- Age discrimination.

The following steps explain the procedure:

- 1) A complaint must be filed in writing with the appropriate coordinator, contain the name and address of the person filing it, and briefly describe the alleged violation.
- 2) A complaint must be filed within 30 days after the complainant becomes aware of the alleged violation.
- 3) If the complainant agrees (in writing), the coordinator may attempt to informally resolve the grievance. If the grievance is not resolved to the satisfaction of the complainant in 10 days, the matter will be investigated (step #4).

- 4) An investigation shall follow the filing of the complaint. The Coordinator shall conduct the investigation. These rules allow for an informal, but thorough investigation, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
- 5) A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the Coordinator and a copy forwarded to the complainant and the President no later than 15 business days after its filing.
- 6) The Coordinator shall maintain the files and records relating to complaints filed.
- 7) The Coordinator will gather all the documents relating to the investigation and submit the documents with a summary of the case to the Non-Discrimination Committee within 15 business days.
- 8) A hearing will be held within 10 business days of the committee receiving the information.
- 9) The Non-Discrimination Committee will issue a decision within five business days of hearing the complaint.
- 10) The complainant can request an appeal of the case in instances where he or she is dissatisfied with the resolution. The request for appeal should be made within five business days to: Chair of the Board of Trustees, Kentucky Wesleyan College.
- 11) The right of a person to a prompt and equitable resolution of the complaint filed here under shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the responsible federal department or agency. Use of this complaint procedure is not a prerequisite to the pursuit of other remedies.
- 12) These rules shall be construed to protect the substantive rights of interested persons, to meet appropriate due process standards and to assure that Wesleyan complies with the ADA, Section 504, Title IX, and the Age Act.

The Chair of the Board of Trustees will appoint the Appeals Committee. This committee will hear all appeals related to ADA, Section 504, Title IX, and the Age Act. The committee is composed of one student, one faculty member, one administrator/staff member and one trustee. The Chair of the Board of Trustees appoints one of the Committee members as the Chair of the Appeals Committee.

Appeals Committee

- 1) Within 10 days of the appeal request, the Chairperson of the Appeals Committee will begin the hearing and take whatever action is necessary to ensure an equitable, orderly, and expeditious hearing. As presiding officer, the Chairperson may remove anyone not complying with the rules and/or disrupting the hearing. Only clearly relevant and substantive evidence will be allowed.
- 2) Legal, procedural rules of evidence will not be used in the appeals hearing.
- 3) All members of the Appeals Committee, the complainant and the alleged violator of the ADA, Section 504, Title IX, or the Age Act may examine all available evidence and question all witnesses.
- 4) The student and/or employee may bring a representative; however, it is not a requirement. The student and/or employee, or their representative may ask questions if necessary.
- 5) Witnesses will be heard one at a time and may be excused from the hearing by the Chairperson after testifying.
- 6) After all available evidence and witnesses have been examined and questioned, all persons except members of the Appeals Committee must leave the room.

- 7) Within 30 days of the beginning of the hearing, members of the Appeals Committee will then make a determination of the appeal and render a written decision to the complainant and to the Chairperson of the Board of Trustees.

Within two business days of the determination, a copy of the final resolution resulting from the complaint procedure shall be provided to the appropriate officer in the school where the violation has occurred and to the Human Resources Department. This decision will be the final outcome of the Kentucky Wesleyan College Non-Discrimination process.

Whistleblower Policy

The College encourages employees to report concerns to their immediate supervisors. However, there may be times when this traditional reporting system is not possible or practical. For those times, the College has devised a whistleblower policy. This policy applied to all Kentucky Wesleyan College employees, students, and related community members. This policy should not be used for issues such as personal or employment grievances, general compensation and benefit complaints, or opinions on policy.

Kentucky Wesleyan College employees, students, and related community members are responsible for reporting illegal or dishonest events involving College employees, students, or resources. If the event is illegal, it should be reported to the proper authorities. If the event is contrary to a College policy or its mission, it should be reported according to the applicable policy. If a policy is not in place to address the specific issue, it should be reported to a College Officer, the College President, or the College Hot Line at 270-852-3199. If the event is such that internal reporting is not practical, it should be reported to the Chair of the Kentucky Wesleyan Board of Trustees (see contact information below).

A person who in good faith reports an activity or event that he or she reasonably believes to be illegal or dishonest is a whistleblower. When reporting alleged events, the whistleblower must provide enough information to justify an investigation. Examples of specific information include a thorough description of the event, who was involved, who knew about it, what specifically happened, when and where it happened, and if it is still ongoing. While the College allows anonymous reports, it encourages whistleblowers to include their names so that appropriate follow-up questions may be asked. Without sufficient information, an investigation will not be conducted. If a whistleblower requests that his or her identity remain confidential, the request will be respected to the extent that doing so does not impede the investigation or is not required by law or law enforcement officials. The College cannot guarantee complete confidentiality. Whistleblowers should be aware that their public testimony may be needed to prove a case against a reported employee or related community member.

The College prohibits retaliation against an employee, student, or related community member who makes a whistleblower report. Retaliation means to take direct and intentional action to negatively impact the whistleblower's conditions of employment or enrollment in retribution for reporting an event. This policy also extends to employees, students, and related community members who assist in the investigation of such a report. A whistleblower who believes that he or she has been retaliated against may file a written complaint with the President and the Chair of the Kentucky Wesleyan Board of Trustees. If the retaliation is proven, the person or persons involved may be subject to disciplinary action, up to and including termination.

A whistleblower remains subject to the standard expectations of an employee or student. This policy does not protect a whistleblower from disciplinary actions based on his or her behavior, conduct, or performance. The whistleblower must be acting in good faith. A whistleblower who makes malicious claims or claims that he or she knows to be false is subject to disciplinary action, up to and including termination.

Contact Information

College Hotline number - 270-852-3199 (managed by recording of call to report issue)

Office of President - President's Office, 3000 Frederica Street, Owensboro, KY 42301, 270-852-3104

Chair of the Board of Trustees - Board Chair, c/o Office of the President, 3000 Frederica Street, Owensboro, KY 42301

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, they must officially withdraw. To withdraw officially from Kentucky Wesleyan College, the appropriate withdrawal form (obtained from the Registrar's Office) must be completed, signed, and returned to the Registrar's Office. *The effective date of withdrawal is the date on which the notification is received in the Registrar's Office. UNLESS the student has failed to attend classes in which case the last date of academic event will be used to determine the withdrawal date.*

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. After 60 percent (60%) of the enrollment term, no adjustments are made, which is congruent with the federal financial aid adjustment schedule. Please see the Financial Aid section of the Academic Bulletin 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.