



Student Handbook 2025-2026

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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 Honor Code

As a member of the Kentucky Wesleyan College community, we each pledge to conduct ourselves with honor, to support others, live with integrity, and do everything with love.

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.

Kentucky Wesleyan College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate and baccalaureate degrees. Questions about the accreditation of Kentucky Wesleyan College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

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 2025 – 2026 Charges

TUITION	Semester	Annual
Full-time (12 - 18 hours)	\$17,255	\$34,510
Part-time (1 - 11 hours)	\$950/hour	N/A
Overload (>18 hours)	\$950/hour	N/A
Summer Term	\$495/hour	N/A
Online Degree Program	\$495/hour	N/A
3 Year Degree Program	\$20,240	\$40,480

ROOM AND DINING		Semester	Annual
<i>Deacon and Peebles</i>	Semi-Private & Dining	\$5,565	\$11,130
	Private & Dining	\$7,010	\$14,020
<i>Kendall</i>	Semi-Private & Dining	\$6,105	\$12,210
	Private & Dining	\$7,525	\$15,050
<i>Massie and Stadium</i>	Semi-Private & Dining	\$6,670	\$13,340
	Private & Dining	\$8,125	\$16,250
<i>Commuter Board (Optional)</i>	Option 1	\$254	\$492
	Option 2	\$474	\$922

FEES	Semester	Annual
Applied Music Fee	\$225/hour	N/A
Audit (part-time)	\$50/hour	N/A
Computer Literacy Fee	\$60	N/A
Comprehensive Fees	\$630	\$1260
Graduation Fee (assessed at 90 hrs.)	\$125	
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	
Sports Medicine (Athletes)	\$250	
Study Abroad Program Fee (plus tuition &/or additional cost)	\$350	
Transcript Fee	\$11.25/transcript	
Tuition Deposit	\$100	

Payment Options

Kentucky Wesleyan Offers 2 Payment Options:

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.

Semester payment – Full payment of semester charges is received in the Cashier's Office on or before the first day of class.

Cash, check, money order, ACH & major credit card payments are accepted (*Convenience fee for card payments apply*) Online payments can be made at [Bill Payment – Kentucky Wesleyan College \(kwc.edu\)](https://kwc.edu/bill-payment) link also found on student portal.

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, simply go to [Kentucky Wesleyan College – MyCollegePaymentPlan](https://kwc.edu/mycollegepaymentplan)

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

– A 1% monthly financing fee (assessed and posted monthly) is charged to ALL outstanding balances (excluding current payment plan accounts) except for the months of August and January. These accounts are considered Delinquent and MUST be paid by Mid-Semester Date or may result in administrative action, removal of current enrollment or account hold.

**Registration of delinquent accounts is not authorized for those with balances over \$500.00. If internal collection efforts are unsuccessful, professional collection agencies will be utilized, and students are responsible for all collection costs incurred.

Delinquent Accounts/Re-Admission Policy

Any student whose account has been moved 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. Payment in full at registration will be required for each semester thereafter

Kentucky Wesleyan College – Temporary Transcript Release Policy

In accordance with **KRS 164.283** and recent U.S. Department of Education guidance, Kentucky Wesleyan College permits the temporary release of official transcripts to support student transfer, job placement, or continued education—even if a balance is owed.

To request a temporary release of your transcript:

- Request transcript online at [Home - National Student Clearinghouse](https://www.nacac.org/home)
- Bursar's Office is notified of student requests and if a student has an overdue account balance
- Students must complete the **Temporary Transcript Release Request Form**, which confirms understanding of the account balance and financial responsibility.
- Students are **encouraged to pay the outstanding balance** or **work with the Bursar's Office to establish a payment arrangement**.
- A **first payment may be requested**, but it will not be used as a condition to withhold the transcript when the request supports educational or employment purposes, per state and federal policy. The purpose of the request may be confirmed as part of the review process.

This policy ensures compliance with state and federal regulations while promoting transparency and student success.

Account Balance, Payment Plan, & Refund Policies

Effective Date: June 1, 2025

1. Purpose

To ensure financial responsibility and operational efficiency, Kentucky Wesleyan College (KWC) requires that all students resolve outstanding balances from the prior semester before confirming their enrollment for the next semester and establishes guidelines for refund management and payment plan participation.

2. Registration Requirements

Students with unpaid balances from prior semester must

- Resolve any unpaid account balance in full by July 15 for Fall & December 15 for Spring
- Submit a complete and verifiable FAFSA application **And**
- Ensure all requested financial aid documents are on file with the Financial Aid Office by July 15

Failure to meet one of these requirements will result in administrative action.

Payment for each semester is due prior to the first day of class unless the student has officially withdrawn from the College or enrolled in a College Payment Plan (see 7).

3. Administrative Actions

Students who do not comply with the above requirements will:

- Have a financial hold placed on their account.
- Be administratively dropped from all Fall semester course registrations on July 31 or Spring semester course registration on December 31
- Lose access to housing assignments and campus services, participate in athletics or other activities linked to enrollment status.

Additionally, students are required to actively participate in the first week of classes. Failure to demonstrate active participation (e.g., attendance, assignment submission, communication with instructors) will result in administrative withdrawal from courses.

Students dropped for non-payment or non-participation will not be permitted to re-enroll until the balance is cleared or an approved payment arrangement is made.

4. Reinstatement After Drop

If a student resolves their balance after being dropped:

- Re-enrollment will be contingent on course availability.
- Students may be assessed a \$150 Late Registration Fee.
- Housing placements are not guaranteed and will be reassigned based on availability.

5. Communication Timeline

The Business Office will notify affected students through multiple communication methods:

- Initial Fall Term Billing Reminder: Sent by July 25
- Second Fall Term Billing Reminder: Sent by August 30
- Initial Spring Term Billing Reminder: Sent by December 5
- Second Spring Term Billing Reminder: Sent by January 31

Communications will be sent via official KWC email addresses.

6. Student Billing and Payment Policy

Kentucky Wesleyan College bills by academic term all billing statements are available online through the student portal [Kentucky Wesleyan College | Student Portal](#)

Declaration of Out-of-Pocket Payment Method

To promote financial planning and ensure timely tuition processing, all students are required to formally declare how they will cover their out-of-pocket expenses each term. “Out-of-pocket expenses” refers to any portion of a student’s tuition, fees, or other charges **not covered by financial aid, scholarships, third-party billing, or sponsorships**.

Policy Statement

All students must fulfill one of the following by **July 15th** for the Fall term and **December 15th** for Spring Term:

1. Pay in Full

Submit full payment for all out-of-pocket charges via cash, check, or credit/debit card. Payment must be received **by the first day of the term** [Bill Payment – Kentucky Wesleyan College](#)

2. Enroll in a Payment Plan

Sign up for an approved institutional payment plan through the Student Billing Office or online via the Student Billing Portal **by July 15th** the plan must cover the full remaining balance not paid by other sources.

[Kentucky Wesleyan College – MyCollegePaymentPlan](#)

Please feel free to contact us at any time. We are here to assist students and their families in any way possible. If you are having difficulty meeting the payment schedule, perhaps we can work together to find an appropriate solution.

Failure to Comply

Students who do not declare a payment method or enroll in a payment plan by the stated deadline may face the following consequences:

- Late payment fees.
- A registration hold or inability to access course materials.
- Administrative withdrawal from classes for non-payment.
- Withholding of diploma until the account is resolved.

How to Declare Payment Method

- Review current Financial Aid Award Offer (emailed to student)
- Determine annual total out-of-pocket (total direct cost – total aid = total out-of-pocket)
- Log in to the [Kentucky Wesleyan College | Student Portal](#) accept/decline available loans if applicable - complete all loan requirements. *loans are included in total aid above
- Review **term anticipated** account balance – “My Bill” on portal
- Complete Declaration of Out-of-Pocket Method Form [Declaration of Payment Method](#)

For assistance, contact the Student Accounts Office at 270-852-3108 or cashier@kwc.edu or Financial Aid Office at 270-852-3120 or finaid@kwc.edu

7. Payment Plan Policy

Students may enroll in an official KWC Payment Plan, provided they:

- Complete enrollment by the deadline - July 15. [Kentucky Wesleyan College – MyCollegePaymentPlan](#)
- Complete enrollment payment and first scheduled payment by the agreed date.
- Remain current with all scheduled installment payments.

Students please do not assume your balance will automatically adjust if financial aid is received. You should review your agreement balance online and reconcile with account balance.

Failure to adhere to payment plan terms, including missed or late payments, will result in:

- Immediate reinstatement of the financial hold.
- Possible administrative withdrawal from enrolled classes.
- Ineligibility to participate in future payment plan options until the balance is resolved.

Students must also ensure that payment plan balances are satisfied by the end of the academic year. Outstanding payment plan balances cannot be rolled into the next academic year.

8. Refund Policy

Institutional Aid Refund Policy

Kentucky Wesleyan College (KWC) institutional aid is intended to support direct educational expenses and promote student success. Institutional aid includes scholarships, grants, and awards funded by the College. These funds are not designed to generate personal refunds for non-educational expenses.

If a student's total financial aid—including federal, state, and external scholarships or grants—does not exceed the cost of attendance, and the amount of KWC institutional aid is greater than the sum of all outside aid received, **KWC institutional aid will not be refunded directly to the student**. However, students may be eligible to submit **reimbursement requests** for documented **school-related expenses** up to the amount of unused institutional aid.

Reimbursement Guidelines:

- Students may submit receipts for eligible educational expenses incurred during their time at KWC.
- Reimbursements are only permitted if institutional aid remains after all direct KWC charges (tuition, fees, room, board) are covered.
- **Only one technology device (e.g., laptop or tablet)** may be reimbursed per student during their course of study at KWC.
- All receipts must be itemized and submitted within the same academic year the expense was incurred. Fall semester receipts due by November 1. Spring semester receipts due by April 1.
- All reimbursement requests are subject to review and approval by the Office of Financial Aid and Business Office.

Examples of Eligible School-Related Expenses:

- Required textbooks and course materials
- Academic supplies (e.g., notebooks, binders, calculators, lab supplies)
- Professional licensure or certification exam fees
- Educational software or subscriptions required for coursework
- Travel or lodging expenses for approved academic conferences or study-related activities
- One personal technology device (e.g., laptop or tablet) used for academic purposes
- One Commuter gas receipt per week

Non-educational expenses such as personal travel, entertainment, clothing, or non-academic subscriptions are **not eligible** for reimbursement.

Students should contact the Financial Aid Office with questions.

- Refunds will be processed within the timelines established by the Business Office.
- No credit balances will be allowed to roll over from one academic year to the next.

9. Appeals

Students experiencing extraordinary circumstances may submit an appeal to the Business Office by July 20. Appeals will be reviewed by the Director of Student Accounts, and decisions will be communicated within five business days.

Financial Aid & Payment Deadline Policy

Effective date 5-1-2025

All students must complete the financial aid process and resolve any balance due by:

- **Fall Semester:**
 - On Campus – July 15
 - Online Campus Fall 1 – July 15
 - Online Campus Fall 2 – September 15
- **Spring Semester:**
 - On Campus – December 15
 - Online Campus Spring 1 – December 15
 - Online Campus Spring 2 – February 15
- **Summer Semester**
 - Summer 1 term – May 1
 - Summer 2 term – June 15

This means:

- Your **FAFSA must be submitted** and all required documents completed,
- You must **accept or decline your aid offer** in your student portal,
- Any remaining balance must be **paid in full or set up on an approved payment plan** with the Cashier or online at [Monthly Tuition Payment Plan – Kentucky Wesleyan College](#) by the deadline dates above.

✗ What Happens If You Miss the Deadline?

If your financial aid or payment arrangements are not completed by the deadlines above, you may:

- Be **prevented from attending classes**,
- **Lose your housing assignment**,
- Be **dropped from your courses**,
- Be **ineligible to participate** in athletic practices or other campus activities.

✓ What You Should Do Now

1. **Submit your FAFSA** for at <https://studentaid.gov>
2. Check your financial aid portal regularly for missing documents or updates
3. Contact the **Office of Financial Aid** at finaid@kwc.edu or 270-852-3120
4. Contact the **Bursar** for payment plans or account help at cashier@kwc.edu

We're here to support you! Our goal is to make the financial aid and billing process smoother and more predictable so you can focus on your academic success.

Director of Financial Aid, Crystal Hamilton
Financial Aid Counselor, John Wells

- Student Last Name: A-L

Financial Aid Counselor, Michael Hoover

- Student Last Name: M-Z

Campus Resources and Services

Campus Services Business Hours

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.

Administration Building	Monday-Friday	7:00 a.m. – 9:00 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. – 1:00 p.m.
Open before home football games and special events on Saturday and Sunday Summer hours - June 1 – August 19, 10:00 AM - 3:00 PM Wednesday only Open for special events Saturday and Sunday, open at Sportscenter most home basketball games		
Faculty Offices	Monday - Friday	8:30 a.m. – 5:00 p.m.
Health and Recreation Center	Monday - Friday	8:00 a.m. – 5:00 p.m.
<i>Students can access the gym 5:00 – 10:00 pm M-F with a Student ID card. Weekends are card access only.</i>		
Information Technology	Monday - Friday	8:00 a.m. – 5:00 p.m.
The Market (Winchester Center)	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. – 9:30 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. – 9:30 a.m.
	Lunch	11:30 a.m. – 1:00 p.m.
	Dinner	5:00 p.m. – 6:30 p.m.
	<u>Saturday & Sunday</u>	
	Brunch	11:00 a.m. – 1:00 p.m.
	Dinner	5:00 p.m. – 6:30 p.m.
Student Counseling Services	Monday-Friday	8:00 a.m. - 5:00 p.m.
Panther Cafe' & Starbucks	Monday - Friday	7:30 a.m. – 9:00 p.m.
	Saturday	5:00 p.m. – 9:00 p.m.
	Sunday	5:00 p.m. – 9:00 p.m.

Clubs & Organizations

Students are encouraged to read through the list of active student organizations below and reach out to groups they are interested in joining!

- 1) Admissions Ambassadors** – This organization helps our Admissions program show prospective students the Wesleyan campus, answer any questions regarding college life, residential life, classes, etc. Interested students are encouraged to reach out about membership!
- 2) Alpha Chi National Honor Society** – The top honor society for promotion and recognition of scholarship among junior and senior students of Kentucky Wesleyan College. Interested students are encouraged to reach out about membership!
- 3) 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. Interested students are encouraged to reach out about membership!
- 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. Interested students are encouraged to reach out about membership!

- 5) **Art Club** – A club for anyone interested in all types of art and media. Interested students are encouraged to reach out about membership!
- 6) **Asian Student Organization (ASO)**- The Asian Student Organization will participate in campus awareness and education events that support and celebrate students with Asian heritage. Interested students are encouraged to reach out about membership!
- 7) **Band** – An instrumental music program including pep, marching and jazz bands. The band is open to all interested student musicians.
- 8) **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. Interested students are encouraged to reach out about membership!
- 9) **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. Interested students are encouraged to reach out about membership!
- 10) **Club House** - The purpose of this organization is to share our passion and interest in Disney films, lore, history, and trivia by watching, analyzing, and discussing Disney films and shows through events such as Movie Nights, Trivia Nights, etc. Interested students are encouraged to reach out about membership!
- 11) **Crochet Club**- A club developed to create a space where people can learn to crochet or have fun crocheting together and sharing tips. This club is all-inclusive to students and teachers! We work on projects together as a group, providing written patterns and helping them hands-on. Interested students are encouraged to reach out about membership!
- 12) **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. Interested students are encouraged to reach out about membership!
- 13) **Every Life Matters** – The mission of this organization is to raise awareness of suicide prevention and break the stigma of mental health. Interested students are encouraged to reach out about membership!
- 14) **Fellowship of Christian Athletes** – Uniting athletics and faith to bring together students and impact the campus as well as the community. Interested students are encouraged to reach out about membership!
- 15) **History Club** – History Club is a group of students who come together to appreciate and enjoy history. Interested students are encouraged to reach out about membership!
- 16) **Honors Club** – This is an organization that will reward students both for their academic achievements and service work. This student organization is open to all students enrolled in the honors program. Interested students are encouraged to reach out about membership!
- 17) **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. Interested students are encouraged to reach out about membership!
- 18) **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. Interested students are encouraged to reach out about membership!
- 19) **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. Interested students are encouraged to reach out about membership!
- 20) **KWC Chemistry Club**- Provide 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. Interested students are encouraged to reach out about membership!
- 21) **Majors without Borders** – Majors Without Borders’ main mission is to cultivate an environment of learning through conversation amongst members with different majors on campus. Interested students are encouraged to reach out about membership!
- 22) **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 students. Interested students are encouraged to reach out about membership!
- 23) **National Association of the Advancement of Colored People (NAACP)**- seeks to ensure racial, social, and economic equality of rights of all persons and to eliminate race-based discrimination. Interested students are encouraged to reach out about membership!
- 24) **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. Interested students are encouraged to reach out about membership!
- 25) **Panther Radio & Media Society** – The purpose of this organization is to provide students the opportunity to foster their creativity in the media outlets provided whether it be radio, podcasts, graphics, or video. We also continue the promotion of WKWC 90.3 radio station. Interested students are encouraged to reach out about membership!
- 26) **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. Interested students are encouraged to reach out about membership!

- 27) **Psychology Club**- provides a forum for any student interested in the field of psychology to meet and discuss common interests. Interested students are encouraged to reach out about membership!
- 28) **Prism** – Prism is a group dedicated to creating a safe place on campus for members of the LGBT community and their allies. Interested students are encouraged to reach out about membership!
- 29) **Scribes** – This organization is a student-led organization that focuses on the creation, study, and enjoyment of literature. Interested students are encouraged to reach out about membership!
- 30) **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. Interested students are encouraged to reach out about membership!
- 31) **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. Interested students are encouraged to reach out about membership!
- 32) **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. Interested students are encouraged to reach out about membership!
- 33) **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. Interested students are encouraged to reach out about membership!
- 34) **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. Interested students are encouraged to reach out about membership!
- 35) **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. Interested students are encouraged to reach out about membership!
- 36) **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. This student organization is open to any student participating in the Kentucky Wesleyan Athletics program. Interested students are encouraged to reach out about membership!
- 37) **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.
- 38) **Student Organization of Latinx** – The purpose of SOLx is to increase the interest and awareness of all students to the Latin culture and to be active in the Hispanic community through Volunteer activities. Interested students are encouraged to reach out about membership!
- 39) **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. Interested students are encouraged to reach out about membership!

Student Resource Guide

Questions	Where to Go	Extension(s)	Location
Academic Advising	Registrar's Office	3119	Administration Building
Academic Dean's Office		3117	Administration Building
Academic Assistance	Student Success Center	3220	Winchester Center
Academic Policies	Registrar's Office	3119	Administration Building
Account (Billing)	Cashier's Office	3108	Administration Building
Alcohol Abuse	Counseling Services	3183	Administration Building
Alcoholics Anonymous		270-683-0371	
Alumni Information	Alumni Office	3146	Martin Alumni Ctr./ 919 Scherm Rd.
Athletic Trainer		3332	Health & Recreation Center
Athletics	Athletic Department	3330	Health & Recreation Center
Audio-Visual	Director of Audio-Visual	3203	Activity Center
Band	Band Director	3243	Ralph Center
Billing/Student Accounts	Bursar/Cashier Office	3108	Administration Building
Campus Security	Security Guard Station	270-929-8609	Mobile
Change of Address	Student Portal		Form on Student Portal
Change of Major	Registrar's Office	3119	Administration Building
Check Cashing	Cashier's Office	3108	Administration Building
Commencement	Registrar's Office	3119	Administration Building
Computer Literacy	Information Technology	3266	Howard Greenwell Library
Computer Support	IT Help Desk	3268	Howard Greenwell Library
Counseling Service	Terri Petzold	3183	Administration Building
Diplomas	Registrar's Office	3119	Administration Building
Drug Helpline		800-662-4357	
Financial Aid	Financial Aid Office	3120	Administration Building
Fire	Fire Dispatch	9-911 (on-campus)	
Fundraising	Development Office	3460	Administration Building
Graduation Degree Audit	Registrar's Office	3119	Administration Building
Greek Life	Student Services Office	3286	Winchester Center
Hospital	Owensboro Health	270-417-2000	1201 Pleasant Valley Rd. 42303
Housing	Student Services Office	3284	Winchester Center
Housekeeping	Facilities Service Dept.	3324	Facilities Office
Instructional Technology	Instructional Technology	3300	Howard Greenwell Library
International Programs	Tamara Coy		
Internet	Information Technology	3268	Howard Greenwell Library
Intramurals	Student Services Office	3286	Winchester Center
Job Search/Resume	Career Engagement	3222	Martin Alumni Center
KW Today	Public Relations	3143	Martin Alumni Center
Legal Counsel	W. KY Legal Services	270-683-4585	
Mail Room	Mail Room	3313	Winchester Center

Questions	Where to Go	Extension(s)	Location
Meal Plan Changes	Student Services Office	3284	Winchester Center
Orientation	Student Services Office	3286	Winchester Center
PantherNet	Webmaster	3207	Howard Greenwell Library
Parking	Student Services Office	3285	Winchester Center
Phone-a-thon	Development Office	3460	Administration Building
Poison Police	KY Regional Poison Ctr. Emergency Dispatch	800-222-1222 911	From office phone 9- 911
	OPD	270-687-8888	
	Daviess Co. Sheriff	270-685-3927	
Printing Needs	Mail Room	3313	Winchester Center
External Publicity	Development Office	3143	Martin Alumni Center
Rape Crisis	New Beginnings	270-926-7273 800-226-7273	
Registration	Registrar's Office	3119	Administration Building
Religious Activities	Dir. of Spiritual Life	3203	Administration Building
SAPB	Student Services Office	3286	Winchester Center
Scholarship Information	Financial Aid Office	3120	Administration Building
Security Guard Station		3306	Winchester Center
Sexual Assault/Harassment	Title IX Coord./Deputy	3254	Howard Greenwell Library
Social Policies	Student Services Office	3286	Winchester Center
Office of Accessibility	Lori Thurman	3254	Howard Greenwell Library
Student IDs	Student Services Office	3285	Winchester Center
Study Skills	Student Success Center	3220	Winchester Center
Suicide Prevention	Campus Counselor	3183	Administration Building
Teacher Education	Teacher Ed. Department	3232	Faculty Office Building
Transcripts	Registrar's Office	3119	Administration Building
Tutoring	Student Success Center	3220	Winchester Center
Urgent Care		270-688-1352	Urgent Care
Verification of Attendance	Registrar's Office	3119	Administration Building
Withdrawal from Class	Registrar's Office	3119	Administration Building
WKWC FM 90.3	Radio Station	3601	Ralph Center
Work Study	Financial Aid Office	3120	Administration Building

Athletics

Men compete in baseball, basketball, football, golf, soccer, tennis, and wrestling through affiliation with the Great Midwest Athletic Conference and NCAA Division II.

Women compete in basketball, golf, soccer, softball, tennis, 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.

All students receive free admission to athletic events with their student ID card. All schedules and updates can be seen on <https://kwcpantthers.com/>

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 2025-2026 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 are 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>150 Block Meal Plan</i>	150 meals per semester	\$350 Flex Dollars

Each residential meal plan comes with 5 guest swipes per semester.

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	\$6.50
Lunch	\$7.50
Dinner	\$8.50

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 Stanley Solomon by e-mail stanley.solomon@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.

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 our campus community to own and grow their own 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 serves as a spiritual life resource for all aspects of our campus and community.

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 other 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 offices are located inside the **Jack T. Wells Activity Center**, which is open weekdays 8AM-5PM.

Director of Spiritual Life & Audio Visual

Anna Crasher

Phone: 270-315-1416

Email: anna.crasher@kwc.edu

Director of Campus Ministries

Jim Coleman

Email: jcoleman@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. A part-time director of Campus security will be available Monday-Friday during the day. 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: 9-1-1

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 themselves with fire escape routes and become familiar with the location of fire extinguishers.

Fire drills exhibits 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.

Accessible Emergency Evacuation Procedures

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, Winchester Center, and/or Kendall Hall 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

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function. However, all elevators are equipped with emergency telephones that work during a loss of power if someone is trapped in the elevator.

*****Contact Lori Thurman, Disability Service Coordinator, at 270-852-3254 or by email at lori.thurman@kwc.edu if a problem occurs or if special accommodations will be necessary.*****

Disability Services

Mission and Goals of the Disability Services Office

Kentucky Wesleyan College is committed to equal opportunity for all academically qualified students and does not discriminate based on disability.

The mission and goals of KWC's Office of Accessibility 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 Disability Services Office 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 include, but are not limited to: testing accommodations, note-takers, readers, interpreter, access to assistive technology, audio books, and others 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 Kentucky Wesleyan College community and for individuals and agencies within the Daviess County community on disability issues.
- To assist with increasing the awareness of the Kentucky Wesleyan 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

Lori Thurman
Disability Services Coordinator
Greenwell Library
Phone - 270-852-3254
lori.thurman@kwc.edu

Mailing address:

Lori Thurman
Disability Services Coordinator
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 Disability Services Office:

Kentucky Wesleyan College 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 Disability Services Office 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 OA after review of disability documentation. Frequently, collaborative discussion between the Disability Services Office, the student, faculty and others is required to identify appropriate accommodations.

Responsibility of Student:

- Students with disabilities are responsible for ensuring that Kentucky Wesleyan College is aware of disabilities that require accommodation in the educational process.

- Students with disabilities are responsible for requesting accommodations by identifying themselves to Lori Thurman at the Disability Services Office, 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 Disability Services Office 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: “Kentucky Wesleyan College is committed to providing access to programs and services for qualified students with disabilities. If you are a student with a disability and require accommodation to participate and complete requirements for this class, notify me immediately and contact Lori Thurman at the Disability Services Office in the Greenwell Library (270-852-3254) 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 Disability Services Office.
- Faculty members are responsible for providing approved accommodations for eligible students. The Disability Services Office is available for consultation about appropriate levels of accommodation and available support resources.
- Faculty must consult freely with the Disability Services Office as questions and concerns arise regarding approved accommodations for each student.

Responsibility of the Disability Services Office (DSO):

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

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

Referrals – Students and potential students are referred to the Disability Services Office by publications such as Kentucky Wesleyan application packets, schedule of classes, course syllabi and catalogs. Students are also referred by community agency personnel, Kentucky Wesleyan faculty, high school counselors, health care professionals, family members and others.

All referrals must be in writing and sent to the Disability Services Office:

Lori Thurman
Disability Services Coordinator
Kentucky Wesleyan College
3000 Frederica Street
Owensboro, KY 42303
270-852-3254

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

Intake appointment - After review of documentation, Lori Thurman will contact the student to schedule an appointment. 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, etc. will be discussed at this appointment.

Requesting specific accommodations - Requests for accommodations are made by obtaining and completing an Accommodation Application form. The form may be obtained from Lori Thurman or accessed at www.kwc.edu. The form along with a copy of class schedule will then need to be submitted to Lori Thurman 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 at the date of the application approval.

It is the responsibility of the student to request specific accommodations each semester. Please remember that no accommodation can be put in place until after submission of appropriate documentation, review by the coordinator, determination of eligibility for specific services, and request by the student for specific accommodations, and verification that faculty have seen the accommodations.

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

Grievance Policy for the Disability Services Office:

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 Lori Thurman, Disability Services Coordinator, Kentucky Wesleyan College, 3000 Frederica Street, Owensboro, KY 42303.

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 Disability Services Coordinator. 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 Disability Services Coordinator shall acknowledge receipt within five working days.
- 3) A complaint should be filed with the Disability Services Office 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 Disability Services Office, 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 Disability Services Office, in association with the Office of the Academic Dean for the College, and a copy forwarded to the complainant.
- 6) The Disability Services Office 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 Disability Services Office. This appeal must be made in writing to the Disability Services Coordinator for the College at 3000 Frederica Street, Owensboro, KY 42303. This appeal MAY NOT be submitted via email or verbalized by phone or voicemail.
- 8) A decision from the Disability Services Office, 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.

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 213. This office is staffed by the Director of Counseling, who is a Licensed Clinical Social Worker and a Licensed Clinical Alcohol and Drug Counselor. 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 including Mental Health First Aid Certification Training and QPR (Question, Persuade, Refer) Gatekeeper Training.

Fees for services are included in the Comprehensive 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	988 or 1-800-273-8255	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 Springs 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
Survivors of Suicide	sos@orspc.org	Support Group Resources: https://www.orspc.org/resources
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 Vaping Prevention Program	Local: 270-686-7747 ext. 3078 Kentucky: 1-800-QUIT-NOW	Resources and 1-on-1 counseling regarding tobacco use, smoking and vaping 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, ping pong, 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. Students can access the calendar of Intramural Sports on the campus website: <https://kwc.edu/campus-life/intramural-sports/>

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. 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. 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.

3. Note that students are only required to return mailbox keys if they **leave or graduate from Kentucky Wesleyan College**.

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:
John or Jane Student Panther
Kentucky Wesleyan College
3000 Frederica Street #Student Number
Owensboro, KY 42301
Note: Students are encouraged to have their mailbox numbers placed on incoming 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.

Amazon Locker

- Students who order items from Amazon can select the campus locker as their delivery location during checkout. Once your package is delivered, Amazon will send you a unique pickup code. Simply enter the code on the locker screen to retrieve your package at your convenience.
- Location: Winchester Center — directly across from the Mailroom, in front of the Panther's Den Spirit Store
- Locker Name: Chalice
- This is a great option for students who want flexibility in picking up packages, especially after mailroom hours.
- If you have any questions about using the locker, feel free to contact the Mailroom or visit [Amazon Locker Help Page](#).

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:

- ✧ Counseling Services
- ✧ Fraternities & Sororities
- ✧ Residence Life
- ✧ Student Activities
- ✧ Student Conduct

Frequently asked questions in our office...

Information Changes

Students can change meal plans and ask about housing changes in Student Services. If there is a change in name or marital status, students should notify both the Financial Aid and Registrar's Offices in writing. For changes to an off-campus address (including billing or parental address) or telephone number, students must submit the Change of Address Form available in the Student Portal. It is the responsibility of the student to ensure that appropriate offices have 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 student directly.

Lockouts of Residence Hall Rooms

Students living in the residence hall are issued keys for use in the hall and their rooms. Sometimes students get locked out. Staff will assist students who are locked out of their room for free one time. Each subsequent lockout will result in the following fee structure:

- 1st Lockout- Free
- 2nd Lockout- \$5
- 3rd Lockout- \$15
- 4th Lockout- \$45
- 5th Lockout- \$135 fee and a mandatory meeting with Residence Life

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 in to 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
- 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, and campus security). Students who do not present a validated Student ID card may be denied access to an activity or event.

Parking

Students are asked to fill out the parking permit registration form provided via their Wesleyan email address beginning July 1st of each academic year. Students may pick up their parking permits in the Office of Student Services during move in activities and regular business hours. Permits should be displayed in the bottom corner of the front windshield.

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, 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 or towed and a fine will be assessed.
8. Any fines assessed that are unpaid may result in a delay in the registration process.
9. 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.

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 advisors work with students to make sure they make “progress toward degree” as required by federal financial aid rules and help students to secure relevant academic internships, practice, or research experiences as dictated by their discipline.

Kentucky Wesleyan’s Academic Advising Mission Statement: At Kentucky Wesleyan, the purpose of academic advising is to provide students the opportunity to plan and review their academic and life plans through ongoing discussions with an interested faculty member. 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.

Academic Advising for Freshmen and Transfer Students

Freshman students will be assigned a faculty advisor who will serve as their academic advisor or they may work with the Registrar’s Office for assistance with advising questions.

Academic Advising for Upperclassmen

Sophomore, Junior, and Senior students will be advised by a full-time faculty member within their major at the College or one of the

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advisors in the Office of Academic Advising. Students wishing to change their academic advisor should contact the Registrar's Office in the Administration Building or online.

The Student Success Center (SSC)

The Student Success Center houses Kentucky Wesleyan's academic support services for students. Located in the Winchester Center, the Center enjoys a centrally located space in a high-traffic area. Staff, both professional and peer, strive to assist students academically by offering academic support resources and programs. Student Success Center services include one-on-one peer tutoring, faculty support, supplemental instructors, arrangement of group study sessions, writing assistance, and help with study skills assistance. Throughout the school year, the Student Success Center offers free workshops to all Wesleyan students, about a variety of academic topics.

Online Services

Students enrolled in online classes may contact the Student Success Coach in the SSC who will work with them to connect with appropriate campus resources. All study skills materials provided by the Center in any workshops are available on the Student Success Center page in BrightSpace. The SSC also offers one-on-one appointments to any student struggling with time management, organizational skills, effectively using textbooks, etc. All of these services are available to distance-learning students via email, phone, or Microsoft Teams.

Programming

A Student Success Workshop, providing instruction about a specific study skill, is presented most weeks. Students leave the workshop with new reference material that is also available any time for pick-up. Topics may include time management, organization, test strategies, concentration, motivation, anxiety, academic resources, and any other topic requested by KWC students and/or faculty.

Career Engagement

The Career Engagement Office, located in the Administration building, Room 402, helps students prepare for life after Wesleyan by offering support and resources for students, faculty, staff, and alumni. Career preparation is a process that begins the moment you walk onto campus for your first semester. The Career Engagement 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. Career Engagement events allow you to meet valuable contacts, learn about specific employers or graduate schools and practice the skills you will need to transition successfully to the work world. Events include Leadership Wesleyan, Lunch and Learn sessions with employers, Business Etiquette Dinner, Speed Mock Interviews and Networking, and three fairs fall Graduate School, Volunteer, and spring Career Fair. Students are also strongly encouraged to participate in The Wesleyan Edge (The Edge) to earn a scholarship each year (sophomore, junior and senior years). The Edge is a comprehensive 4-year career and skill development program that helps you determine your career path and the steps needed to get you there, one year at a time. In addition to presentations and events, individual appointments are highly recommended and encouraged.

Services:

- Monthly Career Corner email with upcoming events, helpful links and tips, and the latest from our young alumni
- Weekly email with job postings
- Handshake, a job and internship posting and application platform (all students have accounts)
- FOCUS, an online career exploration and self-assessment program
- Individual career counseling for resumes, cover letter, interviewing, grad school preparation, and career exploration assistance.
- Connect to employers and alumni in the work world
- Presentations and/or Workshops for student organizations or classes

For assistance contact:

Career Exploration

270-852-3222

laura.rudolph@kwc.edu

Office hours are from 8 a.m. - 5:00 p.m. Monday – Friday. Appointments recommended and can be scheduled via Handshake

Student Code of Conduct

Kentucky Wesleyan College strives to engage all students in transformative learning, community, and service opportunities. Throughout a student's tenure at Kentucky Wesleyan, their behavior, actions, and attitudes reflect the larger campus community. Therefore, the 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.

However, it is an inevitable outcome that not all students will abide by the laws, standards, and customs of Kentucky Wesleyan. Therefore, these procedures were created to hold our community accountable to the standards therein. 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 that 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 and Assistant 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 media. 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.

Note for Employment at Kentucky Wesleyan College: Conduct records will be reviewed for any student who has attended Kentucky Wesleyan College within 5 years of their application date as a part of the standard background check through Human Resources.

Code of Conduct Basis

The Wesleyan Way lies at the heart of Kentucky Wesleyan with its core tenets being support, honor, integrity, and love. It is in deference and respect for these values that the Student Code of Conduct was constructed. It is the belief of the institution that in attending Kentucky Wesleyan, each student agrees to live out our shared values. The following charges encompass the majority of student conduct violations on campus under the banner heading of a value from the Wesleyan Way. By rooting any conduct charge back to a larger shared value, we find that students are better able to understand that their actions impact our larger community as well as the underlying issues that tie into their actions. An example lies in a student who was charged with littering. On its face, we can talk about the detriments of littering and the consequences of that choice. By tying it to the Wesleyan value of honor, we can dive deeper. It is through remembrance that we are called to honor our planet, our custodial staff, and even the squirrels on our grounds that students will hopefully find a deeper appreciation and understanding for the reasoning behind our campus laws, standards, and customs.

Support One Another & Love One Another in Christ Charges

As a community rooted in Christ, we are called to love one another in ways that reflect the love shown to us by Christ. That love transcends differences and seeks the fulfillment of all. Conduct that violates this value includes, but is not limited to:

General Failure to Love One Another in Christ

Definition: any behavior that demonstrates a lack of care and concern for one another that does not directly correlate to any of the subsequent charges.

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

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.

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.

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.

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.

Discrimination

Definition: A Discriminatory act is a completed, attempted or threatened abusive or hostile act against persons, property, or an institution, where such acts manifest evidence that the target was intentionally selected on the basis of the target’s actual or perceived race, ethnicity, religion, national origin, sex, and age.

Discriminatory acts comprise two sub-categories:

1. Discriminatory Harassment: An act that has the purpose or effect of unreasonably interfering with a person’s employment or education, creating a hostile employment or educational environment where the motivation for this act is based substantially on the target’s actual or perceived identity as a member of a protected class.
2. Hate Crime: A hate crime is defined by federal and state law. It requires an underlying criminal act – e.g., criminal homicide, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, or destruction/damage/vandalism of property — where such crime manifests evidence that the target was intentionally selected because of the respondent’s bias related to the target’s actual or perceived race, gender, gender identity, religion, sexual orientation, ethnicity, national origin and/or disability or other classification protected by applicable law.

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.

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.

Honor Charges

At the heart of our institution, honor is a shared value. We honor the commitment of those who serve the mission of the institution, as well as our shared contributions and the spaces that allow for our exploration and growth. Living with honor means recognizing that our actions have a broad and sweeping impact on our community. Conduct that violates this value includes, but is not limited to:

General Failure to Live with Honor

Definition: any behavior that does not demonstrate honorable intentions and impact that does not directly correlate with any subsequent charges.

Noxious Odor Policy

Definition: A noxious odor is any fragrance or aroma that has such intensity that it can become apparent and disruptive to those around. An odor may become noxious when the smell emanates too strongly (e.g. cigarette, marijuana, cigar or pipe, perfume, air freshener, or large amounts of dirty laundry).

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

Possession of Firearms on Campus

Definition: the possession or use, whether open or concealed, of any firearm, including but not limited to guns, rifles, pistols, of any kind while on College-owned property. Toy guns that look like real firearms 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.

Possession of Weapons on Campus

Definition: the possession or use, whether open or concealed, of any weapon, including but not limited to 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.

Possession of Fireworks

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

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.

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.

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.

Integrity Charges

At Kentucky Wesleyan College, we strive to live with integrity in both our academic pursuits and within the confines of daily life. To live with integrity at its heart is to live honestly and to pursue truth in all areas. This commitment to honesty and truth is reflected in the care we take in ensuring that our student body's behaviors and intentions demonstrate the nature of their character. Incongruence of character and dishonesty both violate our call to live with integrity. Conduct that violates this value includes, but is not limited to:

General Failure to Live with Integrity

Definition: any behavior that does not display integrity and honesty, that does not directly correlate to any subsequent charges.

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)

Lying

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

Fraud

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

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.

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.

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.

Possession of Lost or Stolen Property

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

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.

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.

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

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 educational task to be considered by the board or officer hearing the case.

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 often be accompanied by a reflection paper written by the student.

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 violating 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. 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

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 unless a Student Conduct Board can be assembled.

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 and students may hear a student's case. Hearings may be conducted with no less than three 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 three (3) 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. Appellate 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 Counseling Services Office, Room 209B, 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.

Audio Visual Requests

Many if not all of you have Audio Visual events for this semester. Please submit the requests for them as early as possible. **The requirement for basic A/V needs is a minimum of 72 hours in advance. And anything on a higher A/V Production Level (Such as stage lighting, Live Stream, or a large stage set up) will require the form to be submitted 2 weeks in advance with a meeting with the Director of AV to go over everything. If this is not met, your request will likely be declined.**

You can submit an Audio-Visual request on the "I am a student" page under "Audio Visual Requests."

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. **When hanging advertising on additional approved locations only painter's tape or sticky tack may be used. Scotch tape and masking tape are not permitted as they may cause paint to peel from walls.**

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. Handcrafted and printed flyers and posters may not use glitter and may only use painters or wall-safe tape to attach to painted surfaces.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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

Purpose: 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.

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

Policy Statement:

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

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.
- Acknowledge that anyone suspected of harassment or abuse may be subject to civil and/or criminal proceedings and, if convicted, will be prosecuted to the fullest extent allowed.

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 another member of the President's Cabinet.

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. James Cousins

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 may add Practicums, Internships, and Independent Research courses through the last day of the drop/add period of the semester of the internship. Second term online classes may be added through the drop/add period for Online Term II. After the drop period is over, students may still withdraw from a course **two weeks before the end of classes**, earning a grade of “W”. Students who fail to withdraw from a course before the deadline stated in the academic calendar will result in the instructor assigning the grade earned. To withdraw from a course, go to the following link on PantherNet (<https://intranet.kwc.edu/registrar/>) and complete the ‘Withdraw from a Course Form’.

Students who withdraw from school before the withdraw date stated in the academic calendar must submit the proper withdraw paperwork will be granted the grade of ‘W’ in all courses. To withdraw from Kentucky Wesleyan College, go to the following link on PantherNet ([Request for Withdrawal from KWC – Kentucky Wesleyan College](#)) and submit the ‘Request for Withdrawal from KWC’.

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/Provost and Vice President of Academic Affairs office.

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 in Student Services. 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
- 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
- **The group using the fire pit is responsible for having the water hose ready and available to extinguish the fire 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 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.

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 Provost/Vice President for Academic Affairs by 6:00 a.m. and communicated immediately to the media and to the campus community by campus e-mail and LiveSafe Alert.

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 no 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 2024-2025 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!

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 in 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 must submit a Commuter/Housing form, available in the Admissions Office or online, before enrolling. Returning Students will be provided the opportunity to participate in Room Selection each spring for the next academic year.

Residential Housing Requirement

Policy (Effective Fall 2025)

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, 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 decision 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. Students will be notified via their campus email address and can look at their student portal to see assignment.

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.

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 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.

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 \$50 per day until moved.
 - 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. Housing priority number (number of hours completed times cumulative GPA)
 - b. Number of hours completed at Kentucky Wesleyan College,
 - c. Cumulative GPA at Kentucky Wesleyan College,
 - d. 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, Peoples Hall Suites, or Massie residence halls must meet and maintain a minimum 2.3 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.
- 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 an 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 (if offered), 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 KWC residence hall must pay a \$100 housing deposit. That housing deposit is applied directly to the students account afterwards.
- 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. Mandatory meetings that will occur are opening meetings the first two weeks of each semester and closing meetings that happen the last two weeks of the semester.
- 4) **Hall Closures** - The residence halls are closed during all College vacation periods (Winter Break and Summer Break). 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 Winter Break and Summer 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 their 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 \$50.00 per additional night and may also receive a 50 dollar improper checkout fee if they fail to communicate their reasoning for staying with appropriate residence life staff.
- 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 request to stay late/arrive early to Student Services Office Staff. There is a per night charge to stay in hall of \$50.00. Winter and summer housing is offered to current, eligible students. Please inquire about price of break housing for the full break.
- 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 Resident Assistant (RA), Residence Director (RD), or drop it off in the express check out box.

Students who do not check out of the hall by the arranged check-out deadline or process will be assessed \$50 minimum fee and a \$50.00 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 charged to the student's accounts.
- 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 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:
- Microwaves no more than 700 watts
 - 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 	<ul style="list-style-type: none"> Halogen lamps Power tools, saws, large moving blades, etc. Incense Lava lamps Hot plates Space heaters
<ul style="list-style-type: none"> George Foreman-type grills Hoverboards Food steamer Deep fryer 	<ul style="list-style-type: none"> Toasters Toaster ovens Air fryer Rice cookers Rotation oven (pizza)

5) College Owned Furnishings

- Student Rooms - Students may not remove any College-owned furnishings from their rooms.
 - 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) **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.
- 9) **Dependents and Spouses** - Under no circumstances may dependent children or spouses live in residence halls.
- 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, smoke detectors, and any internet/Wi-Fi cabling. Networking devices are 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.
- Tampering with or misuse of smoke detectors, fire alarms, pull stations or fire extinguishers is a very serious offense.
 - 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, obstruct staff access to rooms in college buildings, provide false identification/information, 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.
 - The hosting student must have permission from their roommate(s) in order for an overnight guest and/or visitor to be there.
 - 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 may not be permitted during the final examination period at the end of each semester. 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 are not allowed in the residence halls. 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. If the pet is not removed there will be an additional \$100.00 fee assessed for each day the animal is there.

Exception: you are allowed to have tropical and/or freshwater fish that are legal to own in the state of Kentucky. Fish should be maintained in tanks of 10 gallons or less. Students should not clean aquariums in the sinks in the bathrooms, due to plumbing problems caused by gravel in the pipes.

- 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 and vaping. 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.

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, for a campus approved recruiting event, or the child of the live in professionals known as Resident Directors (RDs). 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, fireworks, and weapons that are replicas 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.

1. **Health and Safety Inspections** - Within the residence halls, the Resident Directors, Resident Assistants and/or Director of Residence Life, 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.

2. **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).
3. **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.).
4. **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 Student Services.

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 External Relations Office.

To avoid multiple appeals and/or solicitation of gifts from individuals, businesses, organizations, or foundations, and to prevent institutional and donor embarrassment, the External Relations 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 one week 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 the ingestion 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, Lori Thurman, Kentucky Wesleyan College, 3000 Frederica Street, Owensboro, KY 42301, Telephone (270) 926-3254, 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:

Title IX & Disability Services Coordinator

Lori Thurman
Kentucky Wesleyan College
3000 Frederica Street
Owensboro KY 42301
270-852-3254

Sexual Assault/Harassment Policy

The College's Sexual Assault and Harassment policy and support information can be found on the KWC website at <https://kwc.edu/campus-life/sexual-harassmentassault/>.

You may also contact the Title IX Coordinator, Lori Thurman, at lori.thurman@kwc.edu, (270)852-3254, or in her office in the Howard Greenwell Library.

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 1-877-647-3335. 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

To file a report, use client code KYWC and choose one of the following methods:

- Web: www.RedFlagReporting.com and click on "File a Report"
- Call: 1-877-647-3335
- Text: RFR to 234-231-9005
- Fax: 330-572-8146
- Email: redflag@redflagreporting.com
- Mail: RFR, P.O. Box 4230, Akron, Ohio 44321

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

Withdrawal Policy & Financial Adjustment Schedule

Effective beginning Fall 2025 and Spring 2026 Terms (Traditional, Online)

All students withdrawing from Kentucky Wesleyan College on or after the first day of the semester will be charged a \$100 processing fee.

1. Purpose

This policy outlines the procedures and financial implications for students who withdraw from Kentucky Wesleyan College before the completion of a term. It ensures compliance with federal regulations and institutional policies related to tuition, fees, and housing charges.

2. Official Withdrawal Process

To officially withdraw, a student must:

- Complete the Withdrawal Form from the Registrar's Office [Request for Withdrawal from KWC – Kentucky Wesleyan College](#)
- Conduct an exit interview with the Office of Academic Affairs or Student Life
- Return all college property (e.g., keys, ID cards, books)
- Notify Residence Life if living in campus housing

The official withdrawal date is the date the student initiates the withdrawal process. **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.**

3. Tuition and Fee Adjustments

Adjustments are based on the number of calendar days completed in the semester.

Fall 2025 and Spring 2026 **Traditional** Tuition Refund Schedule:

Withdrawal Period	Tuition Refund
Aug 26 – Sep 01	100%
Sep 02 – Sep 08	75%
Sep 09 – Sep 15	50%
Sep 16 – Sep 22	25%
Sep 23 – Sep 29	0% (No Refund)

Spring 2026 Tuition Refund Schedule:

Withdrawal Period	Tuition Refund
Jan 12 – Jan 18	100%
Jan 19 – Jan 25	75%
Jan 26 – Feb 01	50%
Feb 02 – Feb 08	25%
Feb 09 – Feb 15	0% (No Refund)

Adjustments are based on the number of calendar days completed in the semester.

Fall **ONLINE I/II** 2025, Spring **ONLINE I/II** 2026, **Summer ONLINE I/II** 2026 Tuition Refund Schedule:

Fall ONLINE I 2025 Tuition Refund Schedule

Withdrawal Period	Tuition Refund
Aug 26 – Aug 29	100%
Aug 30 – Sep 03	75%
Sep 04 – Sep 8	50%
Sep 9 – Sep 13	25%
Sep 14 – after	0% (No Refund)

Fall ONLINE II 2025 Tuition Refund Schedule:

Withdrawal Period	Tuition Refund
Oct 20-Oct 23	100%
Oct 24-Oct 28	75%
Oct 29-Nov 2	50%
Nov 3-Nov 7	25%
Nov 8- after	0% (No Refund)

Spring ONLINE I 2026 Tuition Refund Schedule:

Withdrawal Period	Tuition Refund
Jan 12 – Jan 15	100%
Jan 16 – Jan 20	75%
Jan 21 – Jan 25	50%
Jan 26 – Jan 30	25%
Jan 31 – after	0% (No Refund)

Spring ONLINE II 2026 Tuition Refund Schedule:

Withdrawal Period	Tuition Refund
Mar 9-Mar 12	100%
Mar 13 – Mar 17	75%
Mar 18 – Mar 22	50%
Mar 23 – Mar 27	25%
Mar 28 – after	0% (No Refund)

Summer ONLINE I 2026 Tuition Refund Schedule:

Withdrawal Period	Tuition Refund
May 11-May 14	100%
May 15 – May 19	75%
May 20 – May 24	50%
May 25 – May 29	25%
May 30 - After	0% (No Refund)

Summer ONLINE II 2026 Tuition Refund Schedule:

Withdrawal Period	Tuition Refund
June 29-July 2	100%
July 3– July 7	75%
July 8-July 12	50%
July 13 – July 17	25%
July 18 - after	0% (No Refund)

4. Room and Board Adjustments

Room and meal plan charges follow a separate refund schedule:

- Room: Prorated weekly through the 4th week of classes. No refunds after Week 4.
- Meal Plans: Prorated based on usage and weeks remaining.

Housing Adjustment Percentages (Fall & Spring):

Withdrawal Week	Housing Refund
Week 1	90%
Week 2	75%
Week 3	50%
Week 4	25%
Week 5	0% (No Refund)

5. Financial Aid Implications

Withdrawing may affect a student's federal, state, or institutional financial aid. The Return to Title IV (R2T4) calculation is required for any student who received federal aid and withdrew before completing 60% of the term. Financial aid adjustments are made according to federal rules and may result in the student owing a balance to the College.

6. Appeals

Students who wish to appeal their refund or withdrawal classification must submit a written request within 15 business days of withdrawal to the Business Office or the Vice President for Finance.

Administrative Withdrawal

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