

Dear Student,

We are glad you have chosen to be a part of the student body of Kentucky Christian University for the 2008-2009 school year. The Student Services Staff's goal is to provide and to nurture a living and learning environment. This will enhance the potential for your spiritual, emotional, physical and intellectual development as you become ministers in your chosen professions throughout the world.

The Student Handbook is designed to provide you with information you will need to make your years at KCU as productive as possible. The University's policies, standards, rules and regulations concerning all aspects of campus life are described in these pages. Please read this handbook carefully because it will serve as the standard for quality campus living at Kentucky Christian University. Feel free to ask for clarification if you do not understand any of your responsibilities as a member of the KCU community. During registration you will be required to sign a statement verifying you have read this handbook and will adhere to the policies, procedures, rules and regulations of the University as described in these pages.

KCU offers you the opportunity to obtain a quality education in a Christian community. We encourage you to take advantage of every opportunity God gives you to learn and grow in Christ! You are also encouraged to stop in the Student Services Office at any time to see what's going on.

In Service to the Kingdom,

Ron Arnett
Dean of Student Services

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Kentucky Christian University practices equal opportunity in both admissions and employment and does not discriminate on the basis of race, national or ethnic origin, sex, color, age, or handicap (consistent with Section 702 of Title VII of the 1964 Civil Rights Acts which deals with exemptions for religious corporations with respect to employment of individuals with specific religious convictions).

Copies of all official policy and procedural manuals, including such official University documents as the *Constitution and Bylaws of Kentucky Christian University*, are available (on closed reserve) in Young Library under the title, *Current University Policies and Procedures*.



STUDENT LIFE IN THE KCU COMMUNITY

Kentucky Christian University offers the opportunity to obtain a quality education in a Christian community.

* *Opportunity* - It should be remembered that not everyone can afford the cost of attending Kentucky Christian University in terms of dollars, hours, and energy. You have sacrificed for the privilege and will want to protect your opportunity to be here.

* *Education* - This defines an University. The social aspect of the University certainly plays an important part in each student's life, but the main objective is to offer and receive a quality education.

* *Christian* - That is what sets KCU "apart" from other educational institutions. What we have in common is an allegiance to Jesus Christ and with that allegiance the responsibility that "Whatever we do. . .do it all in the name of the Lord Jesus." (Col. 3:17, NIV)

* *Community* - We are all in this together! We have come from all walks of life, different backgrounds and environments, but now we must join together to make up a "community" where the name of Christ is upheld.

While the Student Handbook presents University policy for many specific situations, several general principles may serve as a guide to what constitutes an acceptable life-style at KCU.

First, because we believe the Bible is God's Word, behavior that conflicts with Scripture is unacceptable at Kentucky Christian University. Sexual immorality, stealing, cheating, occult practices, and a host of other sins too great to list will not be tolerated. All students are expected to adhere to the standards set forth in Scripture in attitude as well as action.

Second, because as an institution we are committed to Jesus Christ, we must be concerned with our witness. This relates to our witness to our weaker brother within the Church as well as those outside the Kingdom. For that reason, the use of alcohol, drugs and/or tobacco on campus is forbidden.

Third, KCU has a responsibility to constituents that give the University spiritual and material support. Their expectations contribute to the formulation of policies concerning the University's "community" life.

Fourth, the municipal, state and federal laws also apply to the University campus.

Fifth, since KCU is a Christian community, a primary principle by which one can monitor behavior is simply "love one another". The Golden Rule is a guiding principle.

Policy Statements Concerning Student Life at Kentucky Christian University

All policies, rules and regulations stated in this handbook are official policy of the Board of Trustees of Kentucky Christian University and may be amended from time to time by that governing body. The following policy statements serve to specifically highlight the University's commitment to a quality education in a Christian community. In regard to all stated policies, you will be held accountable if you choose not to follow these policies.

Alcohol, Drugs and Narcotics: The Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-226) clearly states 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 it certifies to the Secretary of Education that it has adopted and has implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. As required by Federal Law, you are hereby notified by Kentucky Christian University that it is the policy of Kentucky Christian University to prohibit the use, sale, dispensing, possession, or manufacture of illegal drugs and narcotics or alcoholic beverages on campus, or as any part of its activities.

The University will not accept for enrollment any students or knowingly hire for employment any persons who are currently alcohol or drug abusers. A complete statement of KCU's policy on the use of drugs, narcotics, and alcohol is located in Appendix A.

Kentucky Christian University does not allow gambling on its campus. With the increased interest in gaming and the national exposure given to many aspects of gambling, the fact that gambling can become both habitual and detrimental to personal well being has been hidden. Due to the negative aspects of gambling, this ban on gambling will be enforced campus-wide.

Appearance: In an effort to establish a norm with which all students can achieve a reasonable level of comfort and to provide a standard of appearance that is in keeping with the expectations of the University, the following standards of dress will apply on campus AND at University sponsored events off campus (e.g. field trips, athletic events, choir tours, etc.).

Students will always dress modestly. Hair will be groomed to reflect a style which is appropriate to the individual, neat and attractive, and does not draw attention to itself (e.g. nonhuman colors). Male students' hair should be of an appropriate length. Extreme hair styles are not acceptable.

Students will avoid "cultural extremes". For example, students cannot wear nose rings, eyebrow rings, lip rings, tongue studs, or any visible body piercing other than earrings, as these are regarded as cultural extremes which tend to draw attention away from the individual as a person and place it on the symbol. The meaning of such symbols is blurred in our culture and therefore is confusing and sometimes controversial.

Lettering on clothing should be appropriate and appropriately placed. All clothing should be neat and in good repair. As a gesture of respect, male students are not to wear caps, hats or bandannas in the chapel. Students' dress for chapel services should be "up scale", more "dressy" than casual. For example, "low ride" jeans and printed tee shirts are inappropriate for chapel.

Some special campus events require semiformal attire (e.g., suits and dresses). These events include: Convocation (attendance is required); Baccalaureate; Commencement; and all banquets held on or off campus.

Automobiles: The use of a motor vehicle (car, truck or motorcycle) is a privilege subject to regulation by the University. All students, commuters and residents, must register their vehicles with the Student Services Office when they register for classes. When registering the vehicle, the student will be informed of specific responsibilities connected with having a car on campus and given a KCU decal. Commuters are required to pay a commuter parking fee of \$20.

The University assumes no responsibility in connection with students' cars. Cars must not be used for activities that are contrary to policies of the University. Students who loan their cars to others will be held responsible for any violations of KCU regulations concerning automobiles. Students who wish to bring non-registered cars to campus for special events or short periods of time must notify the Student Services Office when the vehicle is brought on campus.

Please note that the color of the KCU parking decal denotes parking area assignments. Students are to park only in their assigned parking areas. Several areas are designated as NO PARKING AREAS for students, those include: the cemetery property; faculty, staff and visitor parking zones in front of Lusby Center during business hours (Monday through Friday from 7:45 a.m. to 5:00 p.m.); behind Dale Hall, except for Resident Assistants and KCU staff and faculty; Landsdowne Avenue from College Street northward; along the front sidewalk of Waters Hall; the service drive on the south side of Lusby Center; the apartment complex parking lots except for apartment residents; and all no parking zones marked by the University and/or the city of Grayson.

Collections: Students are not permitted to solicit funds for any cause either privately or publicly without approval from the Dean of Student Services.

Computer Network Usage: Any student engaging in tasteless conversation on the Internet will be dismissed from the computer lab and all computer privileges (including those in the residence halls) will be revoked. All students who use the University's computer network stations and/ or dial up services, whether on University owned or personally owned computers, must adhere to the guidelines found in the Kentucky Christian University Computer Usage & Support Policy (Appendix C).

Dancing: Dances will not be held on campus. Students agree in writing that they will not attend dances held in places which serve alcoholic beverages or where the atmosphere promotes unChristian behavior while they are enrolled at Kentucky Christian University when they sign the Student Handbook acceptance statement during the registration process.

False Information: Knowingly furnishing false information to a University official or member of any hearing board acting in performance of their duties, or failure to provide University personnel with complete information upon request may result in disciplinary sanctions.

Fireworks: Recreational fireworks are illegal in the state of Kentucky; therefore, are not allowed on campus.

Hazing: Kentucky Christian University supports only those activities that are constructive, educational, inspirational, and that contribute to the spiritual, emotional, physical and intellectual development of students. The University unequivocally opposes any hazing activities. KCU interprets hazing as any act, whether physical, mental, emotional or psychological, which

subjects another person to anything that may abuse, mistreat, degrade, humiliate, harass, or intimidate an individual, or which may in any fashion compromise an individual's inherent dignity as a person, regardless of location, intent, or consent of participants. Actions and activities that are explicitly prohibited include, but are not limited to, the following:

1. forcing or encouraging someone to wear, in public, apparel that is conspicuous and not within the norm of what is considered to be in good taste,
2. calling an individual demeaning names,
3. any form of audible harassment,
4. engaging in public stunts and buffoonery,
5. degrading, humiliating, or compromising of another's moral or religious values.

Violation of this policy may result in immediate disciplinary sanctions ranging up to dismissal from the University.

Movies: Movies rated G and PG are acceptable for campus viewing. Movies of lesser standards are not to be viewed on campus. In any and all cases, allow your Christian standards to regulate your selection of movies. This is the University's recommendation for your selection of movies at theaters as well.

Property Issues: Unauthorized entry into or use of University property, including facilities, residence halls, equipment and/ or resources as well as any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, or disfiguring property belonging to the University including, but not limited to, furniture, fire alarms, fire equipment, elevators, telephones, institutional keys, library materials, and/ or safety devices may result in immediate disciplinary sanctions ranging from restitution for damages to dismissal.

Publications: *The Marturian* is the University yearbook. It is edited and managed by students, with a University staff member as advisor and final editor. Its major function is to communicate to students, faculty, administration, and the public information about what the University community does, feels, and thinks. No student or students shall publish any papers or other publications bearing the name of Kentucky Christian University, or purporting to issue from it, without obtaining permission from the Dean of Student Services.

Safety: If there is a reasonable belief that a student has put the health, safety or reputation of the University community in jeopardy, the student may be immediately removed from campus with the potential for further disciplinary sanctions.

Serious Illness: Communicable disease and/or catastrophic illnesses which may be detrimental to the campus community or which may seriously impair a student's academic standing due to excessive absences will be considered on a case by case basis. Professional medical counsel will be sought by the University in order to come to a decision that will best serve the student's interest. Students desiring information concerning HIV testing for the AIDS virus may anonymously secure the addresses and phone numbers of local agencies by contacting the Student Services Office, Student Health Services or the Student Counseling Service. KCU is in compliance with the American With Disabilities Act.

Sexual Harassment: Kentucky Christian University prohibits and will not tolerate the sexual harassment of any member of the University community by any other member. Sexual harassment is any behavior that: (1) emphasizes the sexuality of another person in a manner that prevents or significantly impairs that person's full enjoyment of the benefits and opportunities to live, learn, or work at KCU; (2) is unsolicited; and (3) is met with resistance, with non-cooperation, or with coerced or self-defensive cooperation. Any person who believes that he or she has been sexually harassed while a member of the Kentucky Christian University community by any other member or members of the University community may turn for assistance to any official of the University or member of the faculty or staff with whom he or she feels comfortable. Information concerning the possible course of action available

to the student or employee will be carefully and clearly explained. A full statement of the University policy concerning sexual harassment is located in Appendix B.

Sexual Immorality: Sexual behavior is expected to fall within the guidelines found clearly in Scripture. KCU expects male/female relationships to be conducted in a mature, responsible and caring manner. The University expects students to refrain from sexual relations outside of marriage. Any activity that falls short of clear Biblical principles and/or good taste will receive disciplinary action. Inappropriate public displays of affection, single students dating married persons, married students dating anyone other than their spouses, homosexual activity and cohabitation with members of the opposite sex are examples of unacceptable behavior. Sexual immorality by any student that deviates from or goes beyond the one man, one woman relationship within the traditional bonds of marriage may result in expulsion or appropriate disciplinary action which conforms to the University's expectations.

Tobacco: The use of tobacco is prohibited on campus. Due to health concerns the use of tobacco in any form is discouraged.

Weapons: KCU is a weapon free campus. Students, staff and faculty are prohibited from bringing weapons and/ or ammunition on University property or in University buildings or keeping weapons and/ or ammunition on University property or in University buildings.

Written Complaints Policy: In the interest of protecting all students, the University will process written student complaints as expeditiously as possible. Students are expected to take their concerns to the faculty member, staff person, or administrative office with whom they have a grievance, before filing a formal written complaint. If satisfaction is not achieved, the student may prepare a written complaint describing in detail the grievance and the steps taken heretofore to bring about resolution. The written complaint should be filed with the Office of the Dean of Student Services for consideration by the Enrollment Management Committee.

The Enrollment Management Committee will investigate the student concern by interviewing the student and the relevant personnel against whom the grievance is filed, or who have administrative responsibility for the area against which a grievance is filed. If the complaint is satisfied the Student Services officer will note and file the resolution.

If the concern remains unresolved, the Student Services officer will turn the file over to the Office of the President. The President and the Administrative Cabinet will review the complaint and may interview the principle parties in the grievance prior to rendering a decision.

In rare instances the President may choose to refer the complaint to the Board of Trustees whose decision is final and complete.

Consequences For Noncompliance To Policy Statements

Because those involved in the ministry of Kentucky Christian University believe that all mature Christians must take personal responsibility for their choices, the University's policies are built on accountability. At the same time, the University is committed to a disciplinary process that not only corrects, but also builds up each individual. Therefore, any unacceptable behavior will be confronted quickly and positively and the student will be made aware of the necessity to comply with University policy.

When a student is in violation of campus policies it will be the goal of the Student Services Staff to counsel the student toward improved behavior with the objective being to help our students conform to living within stated and implied rules and guidelines while enrolled at

Kentucky Christian University. The process for this will follow these guidelines:

1. Verbal warning with encouragement toward acceptable behavior.
2. Written warning stating rules violation and desired behavior change.
3. Fine, commensurate with severity of violation.
4. Repeated fine if offensive behavior is repeated.
5. After third fine for same rules violation the student will be dismissed from the University.

Fines will range between ten and twenty-five dollars.

Fines- Fines and/or damage assessments must be paid before finals can be taken and/or before requests for official transcripts will be honored. Fines may be imposed for the following:

- Parking Violation Fines - Parking fines are due within a week of notification of the fine (i.e. your parking ticket). Fines that are not paid within two weeks are considered delinquent and may result in the impoundment of the student's car and payment by the student for the towing charge. A \$10 fine is imposed for a second parking violation. Each succeeding parking violation will entail a fine equal to the preceding fine, plus an additional \$5. A fifth violation will result in a fine and the loss of the privilege to have a vehicle on campus.
- Speeding Fines- The posted speed limit of 20 miles per hour is enforced on campus. Violating the speed limit will result in a fine of \$25.00.
- Curfew Violation Fines - A fine of \$10 will be levied each time a student is discovered outside his/her dorm past curfew within one hour. Beyond one hour, the fine is \$25. Any student who is in violation of curfew three times in a semester will be automatically dismissed from the University. Any student who assists another student in entering the dorm after curfew will also be fined accordingly.
- Year End Check-out Procedure Violation Fines- Students willfully choosing to skip check-out procedures will forfeit their housing deposit and will be liable for any damages without appeal. The appeal is forfeited since the student was not present during check-out. Damage to University owned equipment or furnishings will be repaired at the student's expense.
- Tobacco Violation Fines- Students violating, for the first time, the University's policy on tobacco use will receive a \$25 fine.

Fines Procedure- A student has one week after notification to pay a fine resulting from parking violations, or curfew violations. Each student is responsible for paying his/her own fine. Failure to pay off parking violations may result in the impoundment of the car and incurred towing charges and/or the loss of the privilege to have a car on campus for a limited period of time or even totally. After notification of fine a student who does not pay the fine will incur a \$2 fine per business day until the fine is paid. Failure to pay fines may result in social probation or suspension from campus.

Suspension- Suspension from campus is considered a serious consequence. Class absences during suspensions are unexcused.

- A student who violates the University's policy regarding weapons will be suspended from the University for one week and then placed on social probation.
- A student who violates the University's policy concerning the use of alcohol and drugs will be suspended from the University for one week and then placed on social probation with the possibility of required counseling.
- A student who violates for a second time the University's policy on the use of tobacco will be suspended from campus for a week.
- Setting off ("tripping") a fire alarm under false pretense in any building on campus will result in suspension from campus for a week and social probation for one school year.
- Suspension can also occur if a student has a reoccurring problem of noncompliance with the policies, rules and regulations of Kentucky Christian University.

Social Probation - Social probation prohibits a student from participating in extracurricular activities including, but not limited to, intercollegiate and intramural sports, cheerleading, drama or musical production member, student representative of the University, or officer in student organization. If any student on social probation violates curfew, is discovered lying to any school official, is insubordinate to any school official, or is found guilty of any immoral act or scholastic dishonesty, he/she may be dismissed (expelled) from the University. A formal review of the student's social probation must be conducted by the Dean of Student Services at the end of the probational semester to determine the student's status for the following semester.

Expulsion- A student can be expelled/dismissed from the University for various serious violations. These can include but are not limited to: a third offense of the policy concerning the use of tobacco, a second alcohol and/or drug offense, when a student violates the University's policy regarding sexual immorality, or for persistent absences in a majority of their classes without justifiable reason. Documentation of the dismissal will be included in the student's permanent file. Dismissal/expulsion will result in automatic loss of all academic credit for the semester in which the dismissal occurred and there will be no refund of fees paid.

Appeals Process

If a student believes that he/she has been treated unfairly in a disciplinary (non-academic) process, he/she will have the opportunity to appeal any part of that process. The appeal process is outlined below:

1. The student must submit a written notice of appeal to the Student Appeals Committee Chairman, stating the reason(s) for the appeal. The student must be able to present evidence and/or witnesses that would warrant an investigation of any disciplinary action in dispute. The appeal must be submitted within one work week (5 days) of notification of the disciplinary action or the right to appeal will be forfeited. The chairman will decide from the information provided whether the case warrants formal presentation before the entire committee.
2. If the appeal is deemed legitimate by the Student Appeals Committee Chair, he/she will within 3 working days of receiving the submitted appeal, schedule a formal hearing before the entire committee. The appeal hearing should be held within 5 working days of the submitted appeal.
3. The Student Appeals Committee which will hear the appeal consists of four faculty/staff members appointed by the Dean of Student Services, a junior or senior woman, a junior or senior man, and a junior or senior non-traditional student. The student representatives are elected by the student body. Student Services personnel (including R.A.s) are excluded from serving on this committee.
4. After hearing the appeal, the committee will uphold, reduce or expand the earlier disciplinary ruling. The student will receive a verbal explanation of the committee's decision at the conclusion of the formal hearing. The student will receive written notice of the committee's decision within two working days.
5. The decision of the Student Appeals Committee will be the final authority in discipline situations brought before the committee.

Readmission After Expulsion: When a student has been expelled/dismissed from Kentucky Christian University or any other University for other than academic reasons, he/she must submit and have approved a Re-Admission Application. Included with the application form should be a letter documenting personal and spiritual progress from the point of expulsion. The Enrollment Management Committee, upon receipt of the application, will follow the adjoining guidelines in determining whether readmission will be permitted,

delayed, or denied: (1) The student has not been a student at KCU for at least one full semester; (2) The student has been interviewed by a member of the Administration, and it has been assessed that repentance and/or restoration has been made so that the student can progress in his/her academic pursuits; (3) Any financial obligations which may have resulted from the offense which occurred have been or are being satisfactorily met; (4) The local Board of Elders or governing body from the student's congregation must send a letter recommending reinstatement based on evidence of a repentant spirit; (5) The student must recognize in writing that he/she will agree to social probation for at least one semester upon returning to campus. Any infraction of that probation will mean immediate dismissal; and (6) The student will agree to and faithfully participate in counseling if given as a condition of reinstatement. Again, failure to do so could result in suspension. If the Enrollment Management Committee believes that the student should indeed be reinstated to the University, it is the responsibility of that group to present the student with any conditions of re-admission in a written form. That document will be signed by the student and one witness and will remain in the student's file in the Office of the Registrar and the Dean of Student Services until the student graduates. At that time, the document will be removed and destroyed. NOTE: The graduation requirements of the University include a statement of moral integrity. It states that Kentucky Christian University graduates must have "Christian character and Christian conduct of such quality that the University can heartily recommend the graduate to the Christian public."

RESIDENCE HALL LIFE IN THE KCU COMMUNITY

All full-time single students under 26 years of age are required to reside in the residence halls or with their parents unless special arrangements are made with the Dean of Student Services.

Residence Halls: Each dorm room is provided with furnishings by the University and designated for that room. These furnishings are not to be removed from the room to which they are assigned. No major additions of items owned by the students will be permitted. Students are not permitted to alter light fixtures, switches or outlets. Students are prohibited from moving furniture through windows. There is to be no construction in the room or to the room. The residence halls are closed during breaks which are 5 days or longer. Students are not allowed in the dorms during breaks without written consent from either the Director of Residence Services or the Dean of Student Services. Written consent must be secured at least 5 days prior to the break in question.

Housing Policy: Upon receipt of the completed room request forms, returning students are assigned to rooms in the following order: roommates (2) requesting their present room; roommates with one student already residing in the requested room and wishing to remain in the same room; other room requests according to class rank with seniors having priority. Room assignments will be made as requested on completed room request forms, if at all possible. The Dean of Student Services, the Director of Residence Services and the Directors of Men's and Women's Services reserve the right to make room assignments other than those requested by students when valid concerns exist. A housing deposit of \$100 is required of all new students to guarantee the requested room. The deposit will be rolled over from year to year and will be refunded at graduation or when a student does not return. New students cannot be housed until the application process has been completed AND their housing deposit of \$100 has been received. New students are housed as in the following order: new students requesting to room with a returning student and with the returning student's consent are housed upon the receipt of BOTH students' deposits; new students who request to room together are housed upon the receipt of both room deposits; and new students who have no specific room or roommate requests are housed with roommates upon receipt of their room deposit.

Occupancy: Room rent in the halls is based on double occupancy. There may be a few rooms available for single occupancy, but those are rare. Private rooms are available on a

very limited basis. The fee for a private room is an additional 50% of the regular room rate. Requests for private rooms may be granted in designated dorms when space is available, with student teachers and practicum students taking priority. The University reserves the right to assign students to specific dorm rooms.

Beginning of the Year Inspection: All rooms and apartments will be inspected by Maintenance prior to the student's arrival at the beginning of the semester. Any pre-existing damage will be noted on this report. The student and his/her RA will inspect the room. Maintenance will have personnel available if there is a discrepancy between the report and the actual room condition. When the student signs the report, the occupant (student) becomes responsible for any damages in the room or apartment.

Changing Rooms: Students changing rooms between semesters must: (1) Seek the approval of the Director of Women's or Men's Services; and (2) Be checked out of the current room and into a new room by Maintenance. Depending on the circumstances, and after a consultation with the Director involved and the Business Office, the student may be charged an additional fee of \$20.00 for changing rooms.

Furnishings: Students living in each room are responsible for the care of their room/apartment and its furnishings. Students are required to furnish their own bed linens, blankets, spreads, pillows and towels. Beds in all residences are twin size (extra long). Footlockers, trunks and luggage must be plainly marked with student identification and capable of being securely locked. The University cannot accept responsibility for any valuables belonging to students. A lack of storage space in the dorms makes it impossible for the University to keep students' belongings through the summer. Damage to any University-owned equipment or furnishings will be repaired at the student's expense. There is to be no construction in the room or to the room. No nails, screws, tacks, tape or any adhesive substances are to be used to affix posters or any other objects to any wood surface. Unseemly pictures and posters of inappropriate material as well as those that promote tobacco and/or alcohol are not permitted. Walls are not to be painted, either whole or in part. Window screens are not to be removed. Observe the operating instructions for the window blinds, air conditioning and heating units. Nothing is to be hung from the curtain rods. Rooms / apartments are to be left clean and orderly at the close of the school year or a charge of \$25 per student will be assessed. Students must remove all of their privately owned furniture. Any damage incurred to a room/apartment and/or removal of any furniture will be charged to the student.

Electrical Appliances: In compliance with state fire regulations students MUST adhere to the following standards. Hot pots, hot plates, toaster ovens, irons, and corn poppers can be used in designated areas only. They should be unplugged after use and taken to the student's room for storage. Ironing is to be done only in ironing areas. Halogen lamps are prohibited in all residence halls. Candles, burned or unburned, are not permitted in residence halls. Extension cords are also prohibited. Power strips with resets and/or automatic cut offs AND 3 prong plugs are required and must be plugged directly into wall outlets. The burning of incense and any fuel-fed lamps is strictly forbidden in residence halls.

Room Inspections: Room inspections will be made at least once a week on a date and time determined by the Resident Assistants. Inspectors will always knock and await an answer before entering with the use of a pass key. The University reserves the right to inspect a student's room without the student being present. All rooms are to be kept neat at all times. This includes clothes picked up off the floor, floor swept, beds made and room dusted. Room inspections are to include weekly reports of any damage.

Room Keys: \$20 is required for each additional issued key.

Laundry: Student laundry facilities (washers and dryers) are available at various locations on campus. Clothes are never to be hung outdoors.

Overnight Guests: Overnight facilities for students' guests in the dorms are extremely limited. All guests in the dorms are to be registered if at all possible before they arrive on campus with either the Director of Women's (female guests) or Men's (male guests) Services. If someone arrives on campus without first contacting you and asks to stay in your room, you must immediately notify an RA, who will in turn notify the Director. Guests are charged a \$5 per night fee. Guests should be advised that it will be necessary for them to provide their own sheets, towels, etc. If you are paying for the guest's stay, give the money to the Director at the time you register your guest. If your guest leaves and does not pay, it will be your responsibility to pay the charge. Stays for guests are limited to the weekend or no more than 2 nights. Please consider your roommate's rights by briefing him/her concerning a day or overnight visitor. In order to protect the privacy of all residents and ensure that they will not be disturbed while studying or sleeping, children under the age of 16 are not to stay in dorm rooms overnight without a parent. Overnight guests between the ages of 16 and 17 must have their parents complete an indemnity agreement before staying overnight. These agreement forms can be picked up in the Student Services Office. There will be no baby-sitting in dorm rooms or lounges. If an unusual circumstance arises and you have a special request for a child to visit your room, you must check with your Director. KCU is not liable for the loss of money or valuables or the loss of or damage to any person's private property on the campus due to fire, water, theft or mechanical failure. This includes the property of resident and non-resident students and their guests. Guests are subject to the same policies, rules and regulations as students.

Pets: Pets are not permitted in any campus owned housing - dorms or apartments. Fish in well-kept aquariums and guide dogs are the only exceptions.

Residence Hall Hours - Curfew: To facilitate the attainment of a successful study life, the following hours will be observed in the residence halls throughout the academic year whenever the residence halls are open to students. All single students are required to be in their respective residence halls by 12:00 a.m. (midnight) Sunday through Thursday and by 1:00 a.m. on Friday and Saturday. Students are allowed one late night per week (Monday through Thursday). Two-hour late night passes are available for Sunday through Friday evenings from the Head Residents. One-hour late night passes are available for Saturday evenings. All late night passes during the week must be requested by 9:00 p.m.. All weekend late night passes must be requested from the Director by 5:00 p.m. on Friday. Students are eligible for two weekend late night passes per semester. Those students who have a cumulative GPA of 3.4 or above will be eligible for three weekend late night passes per semester. Study and quiet hours begin at 10:00 p.m. each evening. During final exams, quiet hours will be observed continually.

Illness (of single students): Illness or injury of any degree must be reported immediately to the Director of Women's or Men's Services or the Head Resident; and if deemed necessary by that official, reported to the Dean of Student Services. Meal arrangements for those confined to their rooms by illness or injury will be made by the Head Resident, the Director or Student Services Office. All special medical attention, such as a stay in the hospital, services of a doctor, and all prescriptions or special medications are at the student's expense. Students are not to take other students to the doctor or hospital without notifying the Director of Women's or Men's Services or the Dean of Student Services unless it is an extreme emergency. (see Health Services, page 21)

Room Entry: Properly authorized University personnel may enter any student's room or apartment at any time for the purpose of inspection, maintenance, or repairs. Maintenance will be in women's residence halls for routine repairs between 12:00 noon and 5:00 p.m.. Circumstances may warrant exceptions to these hours. Exceptions will be communicated through the Head Resident or the Director. Maintenance will use a horn to announce their presence - one blast when entering and two blasts when leaving the building - or a cone will be placed in the hall when maintenance workers are in the building.

Resident Assistants: Resident Assistants (RAs) play a vital role at KCU as part of the Student Services staff. The RAs are upperclassmen who assist the Directors of Women's and Men's Services in all areas of Residence Hall life. The responsibilities of an RA include: maintaining order and harmony in the residence halls and on campus; conducting room checks to insure all facilities are kept safe and in good repair; reporting illnesses of students, maintenance requests and other irregularities to the Directors; providing devotional opportunities in the dorm on a weekly basis; serving as a liaison, sharing student concerns and serious problems with the Student Services staff; offering peer counseling; and giving encouragement when the occasions arise.

HOUSING AND SECURITY POLICY FOR KCU STUDENTS WITH DISABILITIES

KCU adheres to the definition of "students with disabilities" found in Section 504 of the Rehabilitation Act of 1973 (Public Law 93-122). Section 504 defines a persons with disabilities as anyone with a physical or mental disability that substantially impairs or restricts one or more of such major life activities as walking, seeing, hearing, speaking, working, or learning. A person with a disability is someone who: has a physical or mental impairment; has a record of such impairment; and/or is regarded as having such impairment. To be an otherwise qualified student with a disability, these individuals must meet the academic and technical standards and perform all essential functions requisite for admission, participation, and continuation in the institutional programs and activities.

Under Section 504, institutions must make appropriate and reasonable adjustments for students with disabilities to ensure accessibility to academic activities (courses and examinations) and nonacademic activities (admissions and recruitment, admission to programs, academic adjustments, *housing*, financial assistance, physical education, athletics, and counseling). In order to be granted protection under Section 504, students must self-identify to the University, provide current and comprehensive documentation concerning the nature and extent of the disability, and articulate their needs for the disabilities service provided on campus.

KCU is not required to provide the best or most desired accommodation but rather accommodation sufficient to enable these persons to enjoy equal opportunity and access. Reasonable accommodations will be provided for qualified individuals with disabilities to the extent these modifications do not: 1) result in a fundamental alteration of the service, program, or activity or; 2) result in undue financial, administrative or academic burden; or 3) result in a direct threat to the health or safety of the person or other individuals.

Qualified persons with disabilities are responsible for providing to the Director of Residence Services with documentation that identifies their specific disability and requested housing accommodations. Documentation submitted should not be more than three years old. Students with disabilities must make timely requests for accommodations so the Director of Residence Services has reasonable time to review the request and coordinate accommodations. Requests which will require modifications to existing residential facilities must be made 90 days prior to the beginning of a semester. Untimely requests, those made in less than 90 days before a semester, may result in delay, substitution, or denial of accommodations.

Should a student with a disability feel as though the University has instituted a policy or made a housing assignment that does not accommodate his/her disability and/or endangers his/her security, that student can file for an appeal with the Provost of the University who will make an independent and impartial review of the institutional policy or housing assignment in question and make a judgment on the appeal. The student's parents and/or advocates may also be included with the student in the appeal process.

In an effort to provide optimal security for all students with disabilities living in the residence halls, at the beginning of each semester KCU will prepare a roster of all students with self-reported or parent/advocate reported disabilities living in the halls. The roster will include the name of the student, his/her reported disability, residence hall name, room number and phone number. Copies of this roster will be given to the resident assistant (R.A.) responsible for the section in which a student with a disability resides, the Director of Men's Services, the Director of Women's Services, the Director of Residence Services, the Dean of Student Services, the Student Services Office and all security personnel to be used in an emergency to identify, locate and act to help, protect, and, if necessary, rescue the student with a disability.

ACADEMIC LIFE IN THE KCU COMMUNITY

Attendance Policy:

Regular and punctual class attendance is required for students to gain the greatest value from their educational experience. Therefore, students are expected to attend and participate in all class sessions for which they are registered. Deviations from this expectation must be reported by the student to the professor. KCU believes that students are responsible for their attendance. However, for governmental purposes, faculty must keep a record of attendance throughout the semester.

Excused absences, with permission to make up work, are granted in the following cases: 1.) serious mental or physical illness (verified by the Dean of Student Services); 2.) athletic events / music events / field trips approved by the Dean of Student Services and/or the Provost (a student must make prior alternate arrangements with the professors whose class(es) he/she will miss); 3.) death of an immediate family member (mother, father, brother, sister, grandparent, spouse, child, or grandchild); 4.) very unusual circumstances as evaluated and approved by the Provost.

Unexcused absences must not exceed two weeks of classes for any course (example: 6 absences for a MWF class, 4 absences for a TTH class, and 2 absences for a night class, etc). Students are not guaranteed the right to make up assignments, tests, quizzes, projects, etc. missed because of an unexcused absence. It is at the discretion of the professor whether a student may make up tests/quizzes, etc. due to an unexcused absence. Students who miss tests/quizzes, etc. because of an excused absence must make up the tests/quizzes, etc. at the time appointed by the professor without conflict to the student's normal class schedule. Certain departments may have classes that have attendance requirements greater than the above stated policy. These requirements will be determined by the department and stated in the class syllabus. Unexcused absences include, but are not limited to, the following: travel difficulties, bad weather, conflicting schedules, oversleeping, minor sickness, doctor or dentist appointments, or job interviews. Because of the number of absences for athletic and music events, participating students are encouraged not to miss any classes beyond the scheduled absences for these events.

When a student's unexcused absences exceed two weeks of classes for any course he/she will automatically fail the course. The maximum allowable excused and/or unexcused absences for any class are three weeks of classes (example: 9 absences for a MWF class, 6 absences for a TTH class, and 3 absences for an evening class). Students who miss more than the maximum allowance will automatically fail the course.

Professors will notify the student and the University registrar when the student is one absence away from the maximum allowed unexcused and/or excused absences for that class. However, keeping a record of class attendance is ultimately the responsibility of the student; therefore, lack of notification does not alter the consequences of excessive absences nor does it constitute grounds for appeal.

Professors will establish their own policies regarding lateness (tardy) and/or leaving class early. However, penalties cannot be greater than three tardies equaling one absence. Professors may provide rewards to encourage attendance. Reward points or percentages, based on class attendance, will be defined by the professor in the class syllabus. However, excused absences should not result in a student receiving fewer, or no, reward points based on attendance.

Emergency Absence Procedure:

Students forced to miss class(es) for any reason and particularly for emergencies (death in family, accident, etc.) should notify faculty members directly in person, or in writing as soon as possible. If that is not possible, students can call the Student Services Office at 474-3151 or 3288 and provide permission to contact both the Campus Minister and the Office of Academic Affairs concerning the emergency. The Campus Minister will inform the campus community of prayer needs of the family. The Office of Academic Affairs will send written or electronic notes to students' instructors notifying them of the absence. This note, however, is notification of absence only, not an excuse from class. Upon return, students are responsible for meeting with faculty, providing personal documentation, and making up missed assignments and examinations. In the event the emergency causes excessive absences, students can explore a waiver through the Academic Council (see Attendance Policy).

Educational Records: The Family Educations Rights and Privacy Act of 1974 grants to students certain rights of access, review, challenge, and exception to their educational records. These rights are: 1) The right to inspect and review the student's education records after submitting a written request. Such requests should specify the records to be inspected and should be submitted to the University Registrar 30 days in advance. 2) The right to request a correction to education records which the student believes are inaccurate or misleading. Such requests should be submitted in writing to the Registrar and should identify which part of the record is inaccurate or misleading and provide documentation as to why it should be changed. 3) The right to have personally identifiable information contained in the student education record to be held as confidential and not subject to disclosure without the consent of the student (or in certain cases, the parent).

Exceptions to this non-disclosure right include provision for school officials to perform their functions and the ability of the school to disclose "directory information". Kentucky Christian University designates the following student information as "directory information": name, address, e-mail address, telephone number, pervious institutions attended, major field of study, honors, degrees conferred, participation in recognized sports and activities, date and place of birth, height and weight of athletic team members, photographs, dates of attendance, and classifications. Students may withhold disclosure of this information by submitting written notification to the Registrar at registration. Forms to request the withholding of directory information are available from the Registrar. The University assumes that the absence of such request indicates student approval for disclosure.

Distance Learning During Senior Year: Students planning to use distance learning courses (internet, correspondence, etc.) from another institution to meet KCU graduation requirements must complete the course(s) and submit official transcripts to the KCU Registrar by January 31 for May graduation. Students planning to enroll in a distance learning course from another institution should consult with their advisor to ensure that the distance courses are appropriate and included in the student's course sequence plan.

Academic Appeal Procedure: On occasion, a student may not be in agreement with a decision made by a professor in whose class the student is enrolled. The point of disagreement may relate to any aspect of the course such as course requirements, the grading scale, the attendance policy, teaching methods, grading procedures, etc. If such a disagreement occurs, the student must first discuss the issue with the professor

in a prearranged/scheduled meeting. Impromptu meetings before or after class or in the hallway do not prove effective in dealing with such issues. In most cases, dialoging with the professor concerning the issue leads to resolution for both the student and the professor. If resolution is not reached and the student feels the issue warrants further consideration, the student may file a formal written complaint to the instructor. A written appeal must be filed within 30 days of the incident in question. If resolution is not achieved with the instructor, the student may forward the written appeal, along with the instructor's written response, to the Dean of the school. If resolution is still not achieved, the student may file a written appeal to the Academic Appeals Committee; the appeal should include the written responses of the course instructor and the Dean of the school. The Academic Appeals Committee, will render a written recommendation to the Provost within two business days of receiving the appeal. Appeal forms and further instructions are available under the Provost page of the KCU website (www.kcu.edu).

Children in Academic Settings: While students' children are permitted to attend athletic events, chapel services, social functions, and eat in the cafeteria with their parents, children will not be allowed in classes or work study placements.

Disabilities: KCU's obligation to provide reasonable accommodations to students with disabilities is triggered by the following sequence of steps:

1. Student's request for information: KCU provides information about availability of support services.
2. Student's request for accommodation and self-disclosure: KCU informs student of procedures and specifies need for current documentation that is three years or newer.
3. Student provides documentation: KCU evaluates documentation and determines adequacy of documentation or identifies any additional documentation need.
4. KCU determines that documentation supports requested, or alternative effective accommodation: Accommodation activity is now "triggered".
5. Student provides permission to notify faculty of the need for reasonable accommodations: Accommodation request is signed by student and disseminated to specified faculty.

Policies and Procedures for Students with Disabilities: See Appendix E

For Late Written Work: Required notes, papers, or projects are due at the time appointed by the professor. When it is not possible to submit such work on time, the student should consult the professor, who may grant an extension time not beyond one month after the last day of the semester.

Scholastic Dishonesty: All scholastic dishonesty, especially within the context of a Christian University, is unacceptable. Scholastic dishonesty includes cheating on exams, turning in reports and term papers as one's own when they are not, lying, stealing exams and other work, allowing other students to copy one's work in order to meet a grade requirement for a course and plagiarism. Plagiarism is defined as passing off as one's own the ideas of another. Copying or summarizing another's ideas in written or oral report must be correctly attributed to the source. Any of these afore mentioned offenses warrant academic discipline. First offenders are subject to the discipline of the individual professor and are reported to the Provost / Vice President of Academic Affairs and the Dean of Student Services. Offenses may be subject to review by the Student Appeals Committee and may be subject to severe penalties. Disciplinary measures may include: re-doing the work, automatic failure of the course, probation, suspension, and/or expulsion.

Examinations: All students are required to take their tests and their final exams at the time they are scheduled, unless previously excused by the professor. Tests from which a student has been excused by the professor must be taken before the week of final exams.

When a professor requires that a student make up a test or quiz which was missed due to an absence allowed by school policy, it should be made up within a period of no longer than three weekdays following return to campus.

Absence of the Teacher: Attendance will not be taken when the professor fails to appear for class, unless the professor gives prior notice otherwise. In a case where a professor is unavoidably detained, the class should remain in session for at least 15 minutes before disbanding, unless word is received that the class is to remain longer.

Withdrawal from class: Withdrawal from a class is permitted only during the first 6 weeks of each semester. The withdrawal procedure is as follows: (1) Secure a withdrawal form from the Registrar's Office; (2) Fill out the form and secure the signatures of your professor and your advisor; and (3) Return the form to the Registrar's Office. If you withdraw after 6 weeks, you will receive a grade of "WF".

Change of Class: Schedule changes after registration are \$8 per class change. No schedule changes are permitted after August 29 (Fall Semester 2006) or January 24 (Spring Semester 2007). NOTE: Failure to withdraw or to change a class properly will result in a student receiving a failing grade for the class originally begun.

Limited Hours for Probational Students: Students who receive less than a 1.85 GPA in a given semester OR who are on academic probation will not be allowed to carry more than a 13 hour class load the following semester. NOTE: Whenever it is possible to do so, courses in which less than a "C" average was earned should be retaken as soon as possible. This will allow the GPA to be raised more quickly and will allow the student to better meet departmental entrance requirements.

Withdrawal from the University: To officially withdraw from the University, a student must begin the process in the Registrar's Office. The student must fill out a formal notice of withdrawal and obtain the signatures of the Provost / Vice President of Academic Affairs, the Dean of Student Services, a Business Office representative, and a Financial Aid representative. Refunds will be made only to students withdrawing from school (not individual classes) on the prorated schedule published in the University catalog.

Incomplete Grades: Students have only one month after the end of the semester to change an incomplete grade to a letter grade, unless there are extenuating circumstances approved by the Provost / Vice President of Academic Affairs. It is the responsibility of the student to see that the necessary work is accomplished. An incomplete grade will automatically become an "E" grade at the end of the month. With the exception of an incomplete, a grade once recorded with the Registrar cannot be changed except for very unusual circumstances.

Transcripts: A transcript is a reproduction of your official academic record. The official academic report is made from your class schedules showing the classes in which you enrolled and your grade reports showing the grades which you earned in each class. The academic record also shows the total number of semester hours which you earned for the year, the total number of quality points, and your quality point average. For graduates, the official record also shows the date of graduation, the degree earned, and the major and minor.

Classes and grades earned are posted at the end of each semester after professors have had time to complete grade reports. Please allow at least two weeks after the end of the semester for preparing the transcript. Federal law requires that you make a written request for a transcript to be sent to another person or to another institution. You must do this personally. No one else can do it for you. A transcript request form can be obtained in the office of the Registrar. An official transcript is sent directly from this University to another University or University. If you

have it sent to you, it is not official, and the second University may request that you have one sent directly to them. The requirement of an official transcript is to insure that it has not been altered in any way by having been in the hands of a third person. The first transcript will be furnished free of charge. Each additional transcript costs \$5.

Scholastic Honors: Each semester, the President's List, Dean's List, and the Honor Roll recognize students who, in the previous semester, attained the following standards:

President's List

The President's List is comprised of students who enrolled for a minimum of 12 credit hours and who attained a 4.0 grade point average for the semester. Only 100 to 400 level classes are used to compute the grade point average. Students named to the President's List receive a letter of recognition from the President and have their name listed on the KCU academic honors bulletin board. With permission from students, the Office for Academic Affairs sends notification of the academic honor to students' home town newspaper.

Dean's List

The Dean's List is comprised of students who enrolled for a minimum of 12 credit hours and who attained grade point averages of between 3.75 to 3.99. Only 100 to 400 level classes are used to compute the grade point average. Students named to the Dean's List receive a letter of recognition from the Provost / Vice President of Academic Affairs and have their name listed on the KCU academic honors bulletin board. With permission from students, the Office for Academic Affairs sends notification of the academic honor to students' home town newspaper.

Honor Roll

The Honor Roll is comprised of students who enrolled for a minimum of 12 credit hours and who attained grade point averages of between 3.3 to 3.74. Only 100 to 400 level classes are used to compute the grade point average. Students named to the Honor Roll receive a letter of recognition from the Provost / Vice President of Academic Affairs and have their name listed on the KCU academic honors bulletin board. With permission from students, the Office for Academic Affairs sends notification of the academic honor to students' home town newspaper.

Graduation With Honors

Graduation with honors is for students whose total academic work has been of the above quality, with only 100 to 400 level classes are used to compute the grade point average, will be graduated with honors under the following designations:

Summa Cum Laude (with highest honors), a cumulative GPA of 4.00.

Magna Cum Laude (with high honors), a cumulative GPA of 3.75-3.99.

Cum Laude (with honors), a cumulative GPA of 3.3-3.74.

Advising: All KCU students are responsible for compliance with the contents of the KCU catalog including requirements, procedures and regulations. Students typically follow the degree requirements in effect at the time of their first registration at the University, provided students attain a degree within six years. KCU reserves the right to amend, delete, or modify any requirements with notice. It is the student's responsibility to be current with degree requirements. Academic advisors assist students by explaining requirements and procedures, but the student is ultimately responsible for knowing and following the requirements, policies and procedures governing their progress. The following list outlines student responsibilities in the advising process.

1. Read the University catalog and the Student Handbook and comply with all policies, procedures, and requirements.
2. Obtain a class schedule each semester and review possible course options prior to appointments with advisors.
3. Contact advisors in a timely fashion for pre-registration advising or other necessary appointments.

4. Know and follow all University requirements for obtaining a degree. Some of these are placement testing, general studies, major/minor, departmental, Bible, and Christian Service.
5. Obtain, complete (including obtaining required signatures), and submit all forms needed for registration, course changes, graduation, and related matters, according to the deadlines set by the Registrar's Office.
6. Contact advisors immediately with concerns about academic progress in particular classes or progress toward a degree.
7. Be actively responsible for their University experience.

Academic Qualifications for Participation in Extracurricular

Activities: To participate in extracurricular activities (i.e. intercollegiate sports, cheerleading, a drama or musical production, student representative, officer in a student organization) , a first year student (completed less than 30 semester hours) must have a cumulative grade point average of 1.85 or higher while students who have completed more than 30 semester hours must have a cumulative grade point average of 2.0 or higher. Students who fall below these stated minimum grade requirements will be placed on academic probation for the following semester and be prohibited from participating in any extracurricular activities as will any student whose semester grade point average falls below 1.0. Participation requirements may be more restrictive if so contracted by the sponsoring department. A student who participates in an extracurricular activity whose grade point average falls below a 1.85 in any given semester will be restricted from taking more than 15 hours the following semester. Two consecutive semesters with grade point averages below 1.85 will prohibit the student from participating in any extracurricular activities. Students who meet the academic qualifications for participation in extracurricular activities and want to participate in MORE than 2 extracurricular activities per semester must obtain special written permission from an administrative committee consisting of the President, the Provost / Vice President of Academic Affairs, and the Dean of Student Services. For information regarding this request procedure, contact the Student Services Office.

Private Music Instruction: Definite practice times will be assigned to all students taking private music instruction who have paid the required fees to the Business Office. All others interested in using the practice rooms, but not enrolled in private studies, must also pay the prescribed fee and contact a member of the Music Department for approval.

Finances: All financial arrangements concerning tuition, room and board, and other fees are explained in the published fee schedule. Official transcripts of student's grades and transfer of credits to other schools will not be furnished until all University bills are paid in full. Accounts of graduating seniors must be paid in full prior to the time of graduation. No one will be permitted to receive a diploma until all University bills have been paid. Absence of personal financial responsibility may result in an application for readmission being denied. In the event of a default on the payment schedule agreed upon with the University, a student may be suspended from classes and not allowed to live in school housing. In addition, students in default may be required to leave school.

Marriage of Students: Change of marital status within a semester can affect studies, eligibility for financial aid, and the status of school bills.

SPIRITUAL LIFE IN THE KCUCOMMUNITY

One of the unique features of a Christian University is the emphasis placed upon spiritual development. While secular institutions may refer to a spiritual-type focus in their curricula, they are most often referring to the development of the human spirit. In contrast, KCUCOMMUNITY wants to assist each student in an understanding of and interaction with the Holy Spirit of our God.

KCU's plan for developing a student's (and University personnel's) spiritual life is based on three premises, each of which has a definite plan of action to encourage and enhance spiritual development. The three premises and subsequent actions are described below.

We believe that the Lord has mandated the gathering of His people on a regular basis so that each member of the body of Christ can be built up and sustained.

There is no more important gathering in the week than one where the Lord's people come together to worship Him on His day. Hebrews 10:23-25 reminds us that we must gather together on a regular basis so that we can "hold fast to our faith".

- **Supporting Activity- Regular Attendance:** We assume that each full-time student and employee of KCU who has recognized allegiance to Jesus Christ will find a place to gather with Christian brothers and sisters on a regular basis each Lord's Day.

We believe that it is part of the University's responsibility to the student to provide a structured program which will enhance the student's spiritual development.

The first chapter of II Peter provides us with a challenge that spiritual growth is an additive process which requires practice and training. I Corinthians 2:14-15 reminds us that the Christian should be able to "discern" and make "judgments". KCU participates in growth of this "spiritual discernment" as part of our holistic effort to educate the Christian who is preparing for service. Students should consider spiritual development along the same guidelines as continuing academic development in the classroom.

Supporting Activities - Chapel: Regular attendance and participation in chapel are mandatory. Each semester of full-time enrollment requires a "Satisfactory" chapel credit. A grade of "Satisfactory" or "Unsatisfactory" will be determined by the chapel attendance records and recorded on each student's transcript. Chapel services are held twice a week (Tuesday and Friday mornings, 11:00). Chapel services represent a gathering of the campus family for the purpose of praise and instruction. Outstanding Christian leaders from both within and beyond the University community come to speak and challenge participants. The following policy is used to assure that students receive maximum benefit from chapel participation:

- Chapel is held on Tuesdays and Fridays at 11:00 a.m. All full-time students, including commuters, are required to attend chapel services. Attendance will not be credited for any student arriving after 11:15 or leaving before 11:45.
- Each full-time student is required to have his or her ID card swiped upon entering the chapel. If a student does not have his or her card, he or she needs to sign in at the card station upon arriving for Chapel Service.
- Regular and punctual chapel attendance is required of all students. The maximum allowable absences are 6 absences. Excused absences are granted for the following: 1) serious mental or physical illness verified by the Dean of Student Services; 2) athletic events, music events and/or field trips approved by the Provost; 3) death of an immediate family member (mother, father, brother, sister, or grandparent); and 4) very unusual circumstances as evaluated and approved by the Dean of Student Services. The student must notify the Dean of Student Services of an excusable absence, as described in the preceding sentence, within one week of the absence. Failure to obtain an excused absence within one week will result in the absence being recorded as unexcused.
- Keeping a record of chapel attendance is ultimately the responsibility of the student.

- Those wishing to be exempt from chapel due to a required practicum experience (Student Teaching or Social Work practicum), work study employee working during chapel or commuters who are not on campus on the day chapel is held must submit to the Student Services Office a statement from the University practicum director, work supervisor or registrar stating that the student's absence during the chapel hour was necessary.
- DISCIPLINE PROCEDURES
 1. Seventh absence- Students will be placed on Chapel Probation. (Students who are exempt from chapel services once a week will be placed on Chapel Probation after missing 4 chapel services.) Any student with two consecutive semesters on Chapel Probation may be expelled from the University.
 2. If a student reaches 12 unexcused absences during the semester (6 with an exemption) the student will be suspended from school for one week and placed on chapel probation for the remainder of that semester and the following semester.
 3. Students placed on chapel probation may not participate in extracurricular activities including, but not limited to intercollegiate sports, outreach programs, intramurals and other on-campus activities.
 4. If a student has exceeded the limit (6 or 3) but thinks he or she has a legitimate reason for the excessive absences, he/she may appeal to the Student Appeals Committee for reinstatement and satisfactory completion of the semester chapel credit. Only in rare circumstances will reinstatement be possible, and the decision of the Committee will be final.

We believe that each student (and campus family member) should commit himself or herself to a plan which encourages self-disciplined spiritual growth.

In addition to activities which might be mandated by spiritual guidelines or University regulations, each student should attempt to establish a plan by which he/she can personally develop spiritual growth. Because we know that this plan can vary from student to student, we encourage an individually developed program which includes as many of the following activities as are demonstrated to be beneficial to that individual:

Supporting Activities - Personal and Small Group Activities: D-groups are formed each year on campus. These might be among students or a combination of students and University personnel. The small groups determine what types of study and activities are most beneficial to the group. Wednesday evening "Family Reunion" is a worship experience which utilizes student leadership and participation. Weekly devotions are held in the residence halls and are excellent opportunities for fellowship and growth.

Special activities are sponsored by the Global Mission Awareness to emphasize the importance of evangelism and world missions and encourage student participation through the annual Faith Promise Campaign.

STUDENT SERVICES IN THE KCU COMMUNITY

Health Services

KCU Campus Health Services is located in the McKenzie Student Life Center and is staffed by a registered nurse. Office hours are Monday through Friday from 8 a.m. to 4 p.m. Call

474-3136 for an appointment. Some of the services provided for KCU students include: evaluation and treatment of minor illness and injury; evaluation of major illness or injury with treatment being limited to basic first aid and referral to an appropriate health care facility for further evaluation and treatment; maintain confidential medical records; provide literature on health/wellness issues; present programming on health/wellness issues; provide a referral list of local health care providers; and loan crutches, arm slings and elastic bandages.

Mental Health Counseling

Mental Health Counseling for KCU students is currently housed on the top floor of Lusby Center next to the offices for Campus Ministry. Office hours are Monday through Friday 9 AM to 5 PM or by appointment. The Coordinator of Student Counseling at KCU is a Certified Social Worker (CSW) with the State of Kentucky and can be reached by calling 606-474-3121 or by campus e-mail at jmorris@kcu.edu.

College can be a very rewarding but also a very challenging time in a persons life. Because every student is of individual interest to KCU and because we recognize that regardless of background, there are times when most people need some personal or interpersonal assistance, the Campus Counseling Office offers assistance in the following areas:

- Personal Issues: such as Depression, Anxiety, Loneliness, Adjustment to college life, Stress, Loss and Grief, and Personal growth and development.
- Premarital Assessment, Education, and Counseling
- Relationship Issues including: Improving communication skills, promoting appropriate assertiveness, increasing conflict resolution skills, marital issues, couples counseling, and issues involving sexual identity.
- Improving Academic Success through reducing anxiety, stress management, increasing study skills and time management.
- Addiction Issues including illegal substance use, pornography, eating disorders, and other addictive behaviors. The counselor is a Kentucky Licensed DUI Assessor and PRI Certified treatment provider.
- Crisis Intervention through contacting: Campus Security (316-1006), Resident Assistant (RA) or the Director of Campus Housing (474-3153).

Referrals are accepted from staff/faculty, family, friends, clergy, and by student self referrals.

All Students placed on Academic Probation (through the Provosts office) and/or Social Probation (through the Dean of Students office) must meet with the Coordinator of Student Counseling prior to removal from probationary status. Further follow up services may be recommended by the Coordinator of Student Counseling and presented to the Provost and/or Dean of Student Services for implementation.

Services received from the Campus Counseling Office are provided without additional charge or fee for all enrolled students of KCU. All services are confidential.

Applications for Reasonable Accommodations while attending KCU (Former High School Individualized Education Plans – IEP) can be obtained from the counselor's office.

Counseling Services

**Academic Counseling:* Either prior to or within the first two days of a student's career at KCU, he/she will be assigned to an academic advisor. While each student should carefully read and follow the curricular guidelines included in the University catalog, the academic advisor will assist in checking sequencing of classes, adequate progress, and appropriate recording of academic achievements. The academic advisor will also be able to provide referencing assistance to those who are having specific academic difficulties and who need more individualized attention. Questions concerning Academic Advising should be directed to the Registrar.

**Financial Counseling:* The finance officers of KCU take particular interest in assisting students who have special financial needs. While this is most certainly a sensitive issue to many, KCU students continue to laud the helpfulness of this staff. Questions concerning financial counseling should be directed to the Director of Business Operations.

**Spiritual Counseling:* As an institution of Christian higher education, KCU is especially concerned about the spiritual welfare of her students. Many who arrive on campus find that their first personal experience away from home is also their first personal encounter with Jesus Christ. The campus minister and various other personnel (e.g., professors in the Bible and Christian Ministries Department, other faculty and staff) are trained to assist in the search to define spiritual values.

**Career Counseling:* Career placement after graduation is an effort of each academic department. Students should check with their individual school's dean to determine who can best assist them in locating jobs following their University career at KCU. Various schools within the University also combine efforts to host a Job Fair during the spring semester.

Campus Organizations

A variety of campus organizations exist to address students' spiritual, social, and professional development. The Global Mission Awareness is made up of students and faculty who are especially interested in emphasizing the Great Commission: "Go into all the world and preach the Gospel to every creature," (Mark 16:15). This group sponsors an annual Faith-Promise Mission program.

The Student Council consists of elected campus representatives. They endeavor to improve campus communication by presenting the needs and wants of students to the appropriate University personnel.

Teacher Education (Pi Chi Delta), Music Education (Collegiate Music Educators National Conference), History (Herodotus Society), Business (Students in Free Enterprise), Counseling Psychology (American Association of Christian Counselors), Social Work (Laos Protos), Nursing (S.N.O.) students have student organizations that provide opportunities for professional development. These student groups plan special campus events and service projects in community settings throughout the school year. Special interest organizations, such as, Rotaract, Revelation (multicultural issues) and J.O.I. (Joining Others With Impairments) are formed as interests arise. Any organization forming on campus must gain approval by the Student Council and the Dean of Student Services before it is officially recognized.

Student Government

All full-time students at Kentucky Christian University are members of the Student Association (see Constitution for The Student Association of Kentucky Christian University, Appendix D,

KCU Student Handbook). The governing body of the Student Association is known as the Student Council. The Student Council has between 22 and 25 members. Each of the four classes elect 4 representatives, president, vice president, male representative, and female representative to serve on the Council; each approved student organization on campus is represented on the Council by their president; students living in the apartment complex and off campus elect a “non-traditional” representative to the Council; the Vice President of the Council is elected by the entire Student Association. After successful completion of his/her term, the Vice President will become President of the Student Council. Two of the functions of the Council are “to make recommendations expressing needs of the student to the administration, faculty, and staff and to provide a channel to aid in the attainment of the purpose of Kentucky Christian University as stated in the University catalog” (KCU Student Handbook, Appendix D). In an effort to fulfill these two specific functions, the members of the Student Council discuss issues, concerns, and questions raised from the student body. When issues, concerns and questions need to be presented to the administration for consideration and/or action, the Dean of Student Services presents that information to the Vice President of Enrollment Services who in turn will present it to the Administrative Cabinet which consists of the President, the Executive Vice President, the Provost / Vice President of Academic Affairs, the Vice President of Enrollment Services, the Vice President of Institutional Effectiveness and Research, and the Vice President of Business and Finance. The resulting responses and/or actions of the Administrative Cabinet are reported by the Dean of Student Services to the Student Council at the next regularly scheduled meeting of the Council. The University’s President is an ex-official member of the Council and will attend meetings of the Student Council at the invitation of the Council president and at other appropriate times.

Food Services

Mealtime in the cafeteria offers an opportunity for fellowship. Cafeteria-style meals are served at the posted hours. Although cafeteria-style dining is used, the financial arrangements are on a semester basis only. This arrangement is to be made with the Business Office at the time of registration. To gain access to the cafeteria for meals, all faculty, staff and students must present their valid KCU identification card.

The following regulations apply in the cafeteria: (1) Food may not be taken into the cafeteria and no food or drink may be taken out; (2) The conduct of all those in the cafeteria should be becoming to mature Christians; (3) Students should not loiter or visit with the workers in the kitchen or cafeteria. No one should be in the kitchen except scheduled workers; (4) Do not expect to have special food kept in the kitchen’s refrigerator system because space is limited; (5) Do not ask the kitchen staff to prepare special food for you unless you are ill, at which time the Head Resident will arrange special meals with the manager of the catering services; (6) If you wish to bring more than 10 guests to the cafeteria, you must report this to the manager of the catering services; (7) No one should be in the kitchen areas between meals or in the evening, unless assigned to work there; (8) Absolutely no drinking glasses, dishes, or utensils of any kind are to be taken from the cafeteria, except those contained in carry-out trays; (9) Throwing food or paper products will result in an automatic fine; and (10) Appropriate clothing including shirt and shoes must be worn in the cafeteria. Violation of any of these regulations may result in a disciplinary actions and/or refusal of food service by the catering service personnel.

Intramurals

Intramurals are designed to give each student the opportunity to participate in organized recreational activities. KCU wants to provide as many activities as possible to help satisfy the varying interests of the student body. Please feel free to offer suggestions as to programs and events. The intramural standings, current events, and upcoming events are posted on the intramural bulletin board located across from the mailboxes. Intramurals

are an integral part of the University, and students will be expected to conduct themselves in a manner consistent with the principles and standards that govern Kentucky Christian University. Considerable time and expense have been invested in providing athletic facilities for students at KCU. Caution and care should be exercised in using these facilities. Failure to comply with the following regulations may result in forfeiture of facilities' use. Athletic and recreational activities (football, soccer, frisbee playing, etc.) are permitted only in authorized areas. Regulations for gym usage: (1) No food or drinks are to be taken in the gym except for scheduled food functions or when food concessions are present; (2) No street shoes are to be worn on the gym floor while participating in physical activity; (3) Avoid hitting balls against the ceiling and clocks (these damage easily); (4) Locker rooms are to be kept free of all clothing and personal articles, except for those specifically designated. No articles should be left on the floor; (5) Only those in the intercollegiate athletic program are permitted to wear University-owned equipment or uniforms; and (6) All athletic equipment should be properly cared for and returned to its proper place after usage. Individual students are liable for any damages (e.g. ceiling tiles, clocks, lights).

McKenzie Student Life Center

The following general regulations apply in the McKenzie Student Life Center: (1) An orientation session is required before any use of the facility or equipment can occur; (2) All must use appropriate KCU identification cards to enter facility ("swipe in"); (3) Appropriate shoes must be worn in all areas at all times; (4) All are required to treat the facility, its equipment and furnishing, with extreme care; (5) Equipment must be checked out from the front desk with a valid KCU ID card and promptly returned after use; (6) Children 15 years of age and younger must be accompanied by one of their parents in order to enter the McKenzie Student Life Center; and (7) Children under the age of 12 are not permitted to be in the fitness room.

The following regulations apply in the Weight Room.

Clothing

1. T-shirts and shorts must be worn at all times.
2. No thongs or sports bras may be worn as outer wear.
3. Spandex may not be worn as outer wear.
4. Appropriate athletic foot wear must be worn at all times. For your own protection, we recommend that no jewelry be worn in the weight room.

Use of facility

1. No food or drinks in the weight room.
2. Aerobic steps can not be removed from the facility or moved within the weight room.
3. Pins are not to be removed from their machines.
4. The buddy system and weight belts are required in the free weight area.
5. Weights and/or weight stacks are not to be slammed or dropped, a negative workout should be emphasized.
6. Always return weights, belts, bars, etc. to their proper storage areas immediately after use.
7. Please do not adjust the temperature of the gas logs. If the temperature is uncomfortable, inform the front desk.

The following regulations apply in the Locker Room.

Attire

1. Bathing suits must be worn in spa at all times.
2. In order to use the sauna, you must wear a bathing suit or have your torso wrapped in a towel. Bathing suits are not to be worn outside the locker room area

Use of facility

1. No food or drinks in the locker room.
2. You must shower before entering the spa or sauna.
3. You must adhere to the posted time limits for the spa and sauna.
4. Return towels to the front desk immediately after use. (Do not leave in the locker room).

The following regulations apply to the Tennis and Racquetball Courts.

Reserving of courts

1. Courts can only be reserved for a one hour session.
2. Reservations/ sign-ups are made at the front desk.
3. Reservations/ sign-ups can only be made for the current date. (Call-in reservations are accepted.)

Court use

1. No food or drinks in court areas.
2. Appropriate athletic footwear (no black soled shoes) must be worn.
3. Shirts must be worn.
4. Safety eyewear required to be appropriately worn in racquetball courts.
5. Only blue racquetballs (NO BLACK HANDBALLS) may be used.

The following regulations apply in the Student Lounge.

Clothing

1. Clothing just worn in the weight room or tennis/racquetball courts cannot be worn in the lounge.
2. Shoes must be worn in the lounge area at all times.

Conduct

Kentucky Christian University has high expectations regarding the behaviors/conduct exhibited on the campus of Kentucky Christian University. In order to maintain these standards the following regulations will apply:

1. No gambling.
2. Emotional outbursts will not be tolerated.
3. Inappropriate public displays of affection are unacceptable.
4. Movies rated G and PG are acceptable for lounge viewing.
5. Adherence to all the policies, rules, and regulations stated in the KCU Student Handbook.

Use of facility

1. Games, VCR access and ping-pong paddles can be checked out at the front desk.
2. Furniture is not to be moved within or removed from the lounge area.
3. Please do not sit on the tables and/or stand on sofas and chairs.
4. Please store coats and bookbags in the coatroom.

Hours of Operation

Monday- Thursday 6:00 AM- 11:45 PM

Friday 6:00 AM - 11:45 PM

Saturday 8:00 AM- 11:15 PM

Sunday 2:00 PM- 11:45 PM

Closed on Wednesday and Sunday- 6-8 PM (church)

Closed on Tuesday and Friday- 11-12 AM (chapel)

Mail Service

During the school year, the University mailroom is open from 9:00 a.m. to 4:00 p.m. Monday through Friday. The mailroom offers various services including selling stamps and the weighing and posting of packages. On campus mail is dispersed free of charge.

Campus Bookstore

The KCU Bookstore is open from 9:00 a.m. to 5:00 p.m. Monday through Friday, closing for chapel services on Tuesday and Friday at 11:00 a.m. In addition to selling University textbooks, the bookstore also stocks sweatshirts and tee shirts, devotional books and classroom supplies, long distance calling cards. The bookstore accepts payment via cash, checks, MasterCard, VISA and KCU Data Card.

CAMPUS SAFETY IN THE KCU COMMUNITY

Campus Security Services

For the protection of the KCU community and facilities, a security guard is on duty from the evening hours into the early morning. He/She is to be shown all due respect and given full cooperation while he/she is engaged in the performance of his duties. Note that illegal entry to any room or building on campus by unauthorized person(s) will warrant serious disciplinary action.

Campus Safety

A major goal of Campus Safety is to offer protection for people and property on the campus. In order to accomplish this goal, cooperation and assistance is needed of every person on campus. Campus Safety offers numerous services and a strong desire to serve our KCU campus community. Should you have any questions, please contact the Dean of Student Services at 3151 or come by the Student Services Office located in Lusby Center.

Services Offered by Campus Safety

Emergency First Aid Assistance: To provide assistance to advanced life support which is normally only minutes away.

Fire Safety: To provide a fire safe atmosphere through and by removing fire hazards.

Escort Service: Officers will escort you to any point on campus after 7:00 p.m..

Parking Regulations: To provide spaces in well-lighted parking lots and regulate these lots for the safety of the KCU community.

Crime Prevention: Yes, it's everybody's responsibility. However, the protection of personal property, such as books, jewelry, radios, stereos, TVs, etc., is your responsibility. Do not leave the door to your room or your vehicle unlocked at any time. A thief only needs seconds to steal from your room or car. Try not to keep large sums of money or expensive property on campus. Always be security conscious with your property and the property of others. Should you be the victim of a theft, immediately contact your R.A., the Director of Men's/ Women's Services, the Dean of Student Services, or Campus Safety. The University is not responsible for the loss or damage of a student's personal property.

Bicycles: Although bicycle registration is not required, traffic regulations apply to bicycles in the same manner as they apply to vehicles. Operators of bicycles on campus are urged to use the utmost caution and courtesy. Bicycles ridden after dark should be equipped with adequate lights and reflectors in order to be visible to motor vehicle operators. Bicycles must be parked in one of the bicycle racks located on campus.

Motorist Assistance: Motorist assistance is limited. However, at your request, Campus Safety will attempt to contact a wrecker service or repair person if your vehicle is disabled. Cost of the wrecker is to be paid by the student. Services are based on a priority system. Campus Safety will respond to your request as quickly as possible; however, personal safety calls will take precedence over motorist assistance. You will be advised of approximately how long it may take for a Campus Safety officer to respond.

Right to Know/Hazard Communication: Information concerning chemicals and materials used or stored on campus, related hazards, and personal protection area available upon request.

WHAT TO DO:

-If you are a victim of a theft immediately contact your R.A., the Director of Men's/Women's Services, the Director of Residence Services, the Dean of Student Services, or Campus Safety. If items are stolen from you, there is a better chance of recovering those items if you have utilized the electric engravers provided by Campus Safety. You should record serial numbers and even take photographs of small items for identification purposes. Keep this information in a safe place for future reference. As soon as a theft is discovered, notify the Director of Men's/Women's Services or the Head Resident Assistant; try to supply as much information as possible concerning the stolen property, such as serial numbers, model numbers, make, and value. The majority of thefts on campus occur because property was left unsecured or unattended. A great percentage could be prevented if people would lock up their valuables. This is the most effective way of preventing theft. The University is not responsible for the loss or damage of students' personal property.

-If you are assaulted or robbed immediately contact the Director of Men's/Women's Services, the Director of Residence Services, the Dean of Student Services, or Campus Safety. Try to remember as much information about the person as possible. Important characteristics to remember include: sex; race; hair color, length, and texture; body size; clothing description; scars and/or other noticeable markings; mode of travel; and type, color, and license number of vehicle. The Grayson police department will immediately be notified, and the area will be searched for suspects.

-If you see a suspicious person immediately contact the Director of Men's/Women's Services, the Director of Residence Services, the Dean of Student Services, or Campus Safety. If you see anyone acting suspiciously, do not approach the person yourself. Report the type of suspicious activity and give a general description of the subject(s) (number of persons, sex, race, dress, vehicle, and location). If all members of our KCU campus community become security conscious and report suspicious activity, our campus will continue to be a very safe one.

-If you receive a bomb threat immediately contact the Director of Men's/Women's Services, the Head Resident Assistant, the Director of Residence Services, the Dean of Student Services, or Campus Safety. If you receive a bomb threat, it is important to obtain as much information from the caller as possible. Things to ask include: 1. location of the bomb; 2. time or schedule of events; and 3. the type of bomb. Note the caller's voice and any background noises you may hear. Such information may assist in identifying the caller.

-If you are sick or injured immediately contact the Director of Men's/Women's Services, the Director of Residence Services, the Dean of Student Services, the Student Health Services

Office or Campus Safety. Please advise the University representative of the nature of your illness or injury and your exact location. If you are not seriously injured or sick, telephone the Student Health Service Office at 3136 or one of two local clinics in Grayson for an appointment, Our Lady of Bellefonte Hospital Outreach Center at 474-0669 or King's Daughters' Family Care Center at 474-7892. Two hospitals are located in Ashland, Kentucky, approximately 25 miles east of Grayson. King's Daughter's Medical Center's telephone number is 1-606-327-4000, and Our Lady of Bellefonte Hospital's telephone number is 1-606-833-3333. In case of a medical emergency, police and ambulance services can be contacted by dialing 911. Non-emergency transportation may be provided by University personnel or a friend may transport you to one of the local clinics or to one of the local hospitals.

-If your vehicle is damaged immediately contact the Dean of Student Services or Campus Safety. After responding to your situation, a report detailing the circumstances will be prepared. However, a police report is necessary to satisfy most insurance company requirements.

ANTI-THEFT TIPS

Theft is the biggest crime problem facing any community. Most thefts can be prevented or made more difficult if attention is paid to the following:

*Be certain that all doors are locked when offices or residences are not occupied. An open door is a thief's best friend. Even if you are going out for only a few minutes, remember to **LOCK YOUR DOOR!**

*All office equipment and supplies should be placed in a locked desk or cabinet whenever possible. Money and stamps should be stored in a locked cash box which is kept inside a locked desk or cabinet.

*Maintain an inventory of your personal property kept on the premises. Serial numbers and other identifying marks should be recorded to make recovery and identification of stolen items easier. An up-to-date record of all equipment out for repair or on loan to others should be kept.

*When in any public place, purses and wallets should not be left unattended even for a few minutes. In the time it takes to get a book or a meal, a purse or a wallet can easily be stolen. Any item of value should never be left unattended.

CAMPUS CRIME STATISTICS

In accordance with the Crime Awareness and Campus Security Act of 1990, each institution of higher education is required to prepare an annual campus report. The report is to reflect the crime statistics of the institution for the preceding calendar year.

KCU's Campus Security Act Report for 2005 and the Michael Minger Act Report for 2005 can be found in Appendix F.

Access to Information Concerning Sex Offenders – Information concerning the whereabouts of registered sex offenders in the state of Kentucky can be accessed via the Kentucky State Police's Sex Offender Registry web-site (<http://kspor.state.ky.us/>) or by calling the Grayson City Police Department at 474-4308.

EMERGENCY PROCEDURES CAMPUS EMERGENCIES

In the event of a campus emergency with life threatening circumstances an immediate notification will be sent across campus to notify students and school personnel of the situation. Each building will be notified by phone, email, and when possible, siren blasts and activation of the Emergency Alert System which will be installed in all buildings. Everyone on campus will be alerted as to the severity of the situation and given directions as to what actions should be taken. This EAS is being reviewed and will be established as soon as possible.

FIRE SAFETY

Fire prevention is a 24-hour job. At all times, the Grayson Volunteer Fire Department is only a phone call away. Buildings at the University are equipped with fire extinguishers, and in certain locations, sprinkler systems have been installed. Fire safety equipment is for your protection and safety. Please do not tamper with these items. If you are aware of any equipment tampering, please notify Campus Safety at 474-3206 or 316-1006.

Should you see a fire on campus, SOUND THE NEAREST FIRE ALARM IMMEDIATELY in order to evacuate the building and call the Grayson Fire Department by dialing 911. When reporting a fire, be specific as to the location and size of the fire. It is important that you always report a fire even if it has been extinguished. Also call the Director of Men's Services at 474-3601, the Director of Women's Services at 472-3715, or the Director of Residence Services at 474-3153 to report the activation of the alarm.

Do not attempt to enter a building that is on fire. Police and fire personnel are trained and have the necessary equipment to assist people trapped in a building. Buildings **MUST** be evacuated when an alarm is activated and cannot be re-entered until cleared by the Fire Department and /or University maintenance personnel.

SEVERE WEATHER

A severe weather WATCH indicates that conditions are right for a specific weather event to develop. Be prepared and plan your actions.

When a WATCH is issued:

- Keep the radio or TV turned to weather casts;
- Be alert for changes in the weather;
- Be prepared to move to a safe shelter.

A severe weather WARNING indicates that severe weather is occurring in the area. During a severe weather WARNING seek shelter immediately!

When a WARNING has been issued:

- seek shelter. A basement is safest; if there is no basement, seek an interior room on the lower front of a reinforced building;
- Stay away from windows, exterior walls, and large open rooms;
- Get out of cars;
- If you are outside, lie in a ditch or in the lowest available area, covering your head and neck. CAUTION: Be alert for flash flooding;
- Keep a transistor radio tuned into weather reports.
After the storm, remember to stay calm and survey the area around you. Check utility lines and appliances for damage.

If there is a severe weather warning and you are:

1. in a classroom or office go to an interior hallway on the lowest floor. Stay away from window areas.

2. in the library go to the Periodical Stacks Room or the Audio-Visual Room. Stay away from window areas.
3. in a dormitory go to an interior hallway on the lowest floor. Stay away from window area.
4. in the chapel go to the interior hallway on the first floor. Stay away from window areas.

EARTHQUAKE

During an earthquake, never rush outdoors since most injuries occur as people are leaving buildings from falling glass, plaster, bricks, and electrical lines. Remain calm. Sit or stand against an inside wall or doorway or take cover under a desk, table, or bench. Stay away from all glass surfaces (windows, mirrors, etc.). Do not attempt to restrain falling objects unless your life is endangered by them.

If you are outdoors, remain there. Move into the open. Do not stand near overhangings on the outside of buildings. Move away from power lines and stay in the open area away from all structures.

Do not use open flames, candles, matches, etc.. If you are in a car, stop. However, you should remain inside your car. Never use an elevator or stairway. They may be broken or jammed with people, and there could be a power failure that could leave you trapped. Remember, after shocks may occur with nearly the same force as the original quake. Be prepared. Move cautiously and observe your path for hazardous situations. If you detect gas or any other foreign odors, do not use any matches or candles. Open windows, shut off power, leave the building immediately, and report pertinent information to the authorities.

Remain calm. Think through the consequences of your actions. Do not use the telephone except for genuine emergencies. Cooperate fully with public health and safety officers. Do not go into damaged areas unless your assistance has been requested.

KCU Inclement Weather Procedure

As a general rule the University will avoid canceling or delaying classes because of inclement weather. As the winter months generally bring unpredictable weather patterns, Kentucky Christian University has established a policy for announcing delays and cancellations. Please do not call the University switchboard for this information.

The University will select from one of two options when dealing with inclement weather that may affect the daily schedule of faculty, staff and students or visitors to the main campus.

Plan A. KCU is closed. All administrative offices will be closed and classes will not meet. Essential service personnel will continue to report when Plan A is in operation. All questions should be directed to the employee's immediate supervisor.

Plan B. KCU classes are on a two-hour delay. Students will begin the day with classes or scheduled activities (i.e., Chapel) starting at 10:00am or later. Staff members are expected to make reasonable efforts to begin work at normal times, and should consult with their immediate supervisor to discuss use of personal/vacation time in the event of missed time because of weather.

Evening classes will be held unless Plan A is adopted.

When the normal hours of operation are interrupted, information will be provided to WGOH-WUGO (102.3 FM and 1030 AM), Morehead State Public Radio (90.3 FM), the Grayson Cable TV Channel (31), and Huntington's WSAZ TV Channel.

Decisions on schedule changes will be available for listeners/viewers at the earliest time possible.

Appendix A

Policy on the Use of Drugs, Narcotics and Alcohol

The Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-226) clearly states 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 it certifies to the Secretary of Education that it has adopted and has implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees.

As required by Federal Law, you are hereby notified by Kentucky Christian University that it is the policy of Kentucky Christian University to prohibit the use, sale, dispensing, possession, or manufacture of illegal drugs and narcotics or alcoholic beverages on its campus, or as part of any of its activities.

The University will not accept for enrollment any student or knowingly hire for employment any person who is an alcoholic or drug abuser whose current use of such substance prevents or impairs them from performing as students and/or employees of the institution and who would constitute a threat to the property or safety of others.

Health Risks Associated with the Illicit Use and Abuse of Drugs and Alcohol

The potential consequences of drug and alcohol use are enormous for students, employees, and the institution. These include increased residence hall damages, disruption of work schedules, discipline incidents, arrests, physical injuries, accidents, and suicide attempts, to name just a few. Further, there is significant evidence that students and employees who consume alcohol and/or use drugs are more likely than others to have ineffective interpersonal relationships and increased incidences of absenteeism. Students who engage in the use of such substances are prone to earn lower grades, drop out of college more often and suffer negative consequences. More specifically, when people use drugs/alcohol, they put themselves at risk for developing a variety of physiological side effects.

Consider the following:

Alcohol

Cirrhosis of the liver is closely linked to the consumption of alcohol. There is also a link between drinking alcohol and such conditions as heart disease, malnutrition, hypertension, and cancer. Serious nervous disorders, mental disorders, or brain damages are also risks. Alcohol, like many other drugs that affect the central nervous system, can be

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physiologically addictive. Drinking need not be long term or addictive to cause accidental injury or death. Even small amounts of alcohol limit coordination and increase a person's risk of becoming involved in a traffic or household accident.

Marijuana

Some immediate physical effects of marijuana include a faster heartbeat and pulse rate, bloodshot eyes, and a dry mouth and throat. Marijuana during pregnancy may result in premature babies and in low birth weights. Studies of men and women who use marijuana have shown that marijuana may influence levels of some hormones. Marijuana use increases the heart rate as much as fifty percent, and can cause chest pain. Marijuana smoke irritates the lungs and damages the way they work, leading to emphysema and possibly cancer.

Opiates (Opium, Morphine, Heroin, Codeine, Demerol)

Over time, opiate users may develop infections of the heart lining and valves, skin abscesses, and congested lungs. Infections from unsterile solutions, syringes, and needles can cause illnesses such as liver disease, tetanus, and serum hepatitis.

Hallucinogens (LSD, Mescaline, Psilocybin, DMT, and PCP)

Users of hallucinogens sometimes develop signs of organic brain damage, such as impaired memory and attention span, mental confusion, and difficulty with abstract thinking.

Sedative-Hypnotics (Barbiturates-Seconal, Nembutal, Benzodiazepines-Valium, Librium, Tranxene; others: Quaaludes, Placidyl, Noctec, Miltown)

Abusive doses of barbiturates can cause slurred speech, staggering gait, poor judgment, slow and uncertain reflexes, unconsciousness, and death.

Stimulants (Amphetamines and Cocaine)

An amphetamine injection creates sudden increase in blood pressure that can cause death from a stroke, very high fever, or heart failure. Long-term heavy use of amphetamines can lead to malnutrition, skin disorders, ulcers, and various diseases that come from vitamin deficiencies. Lack of sleep, weight loss, depression, and brain damage can also result from regular use. Users of cocaine report feelings of restlessness, irritability, anxiety, and sleeplessness. Occasional use can cause a stuffy or runny nose, while chronic snorting can ulcerate mucous membrane of the nose. Injecting cocaine with unsterile equipment can cause hepatitis or other infections. Death from cocaine is the result of multiple seizures followed by respiratory and cardiac arrest.

Appendix A

Crack

The general effects of using crack include extreme changes in blood pressure and increase of heart and respiration rates, insomnia, anxiety, nausea, tremors, convulsions, and death. Smoking crack can cause lung damage, heart attack, stroke, respiratory problems, weight loss, and generally poor health.

Disciplinary Sanctions for Policy Violations

Students and employees of the University will be subjected to legal and disciplinary action up to and including dismissal and will be referred for prosecution in accordance with local, state, and federal laws for bringing illegal nonprescribed drugs and narcotics or alcohol beverages to the campus. Severe disciplinary sanctions, up to and including expulsion or termination of employment will be imposed on students or employees for being under the influence of such substances on or off campus; or possessing, dispensing, distributing, or illegally manufacturing or selling them on or off University premises.

Students and employees, their campus-based possessions, and University owned living and work quarters under their control are subject to search and surveillance at all times. Also subject to search and surveillance are University issued vehicles and contracted living quarters used while conducting University business off campus.

Any administrator, faculty member, or staff supervisor who notices a student or employee demonstrating unusual behavior patterns which appear to be drug, narcotic, or alcohol related should report the observed behavior to the Dean of Student Services if a student is involved or to the Office of the President if an employee is involved.

Students who are believed to be first time users of drugs, narcotics or alcohol will be given the option to enter a University sponsored counseling program, or be dismissed from the institution. Failure to cooperate with an agreed-upon treatment plan will result in dismissal.

Students or employees convicted of any criminal drug violation while enrolled or in the employ of the University will be dismissed immediately. Second time student offenders and/or those who supplied false or misleading admissions information with reference to their history of substance abuse will be dismissed immediately.

Students engaging in the use of drugs, narcotics, or alcohol and who voluntarily seek University sponsored or private professional counseling will be given extra consideration in their effort to rehabilitate. University sponsored counseling will be made available and confidentiality will prevail. Academic performance and Christian character, not the fact that a student seeks counseling, will be the basis of all evaluation and assessment, assuming that the student adheres to the treatment plan and succeeds in the effort to rehabilitate.

Appendix A

An employee who is found to be a user of drugs, narcotics, or alcohol may be granted a leave of absence, without compensation, to undertake mandatory rehabilitation treatment at his/her own expense. The employee will not be permitted to return to work until certification is presented to the administration that the employee is capable of performing his/her job. Failure to cooperate fully with the rehabilitation plan will result in termination. Employees who are found to have falsified employment information with reference to their history of substance abuse will be terminated immediately.

Drug/Alcohol Counseling And Information Program

The University's Student Services Office and Counseling Office disseminate vital information about the health risks associated with the use of illicit drugs and the abuse of alcohol and the drug or alcohol counseling, treatment, or rehabilitation and re-entry programs that are available to the campus community. Treatment programs available in the local area to which students or employees may be referred include:

New Hope Christian Counseling
1230 Sixth. Huntington, WV
(24 hour services)
(304) 526-9189

Care Unit- Alcohol & Drug Abuse Treatment
Ashland, KY
(24 hour consultation)
(606) 836-8364

Pathways, Inc.
Ashland, KY or Grayson, KY
Substance abuse counseling, withdrawal
and prevention service
(24 hours emergency services)
(606) 324-1141 (Ashland)
(606) 474-5151 (Grayson)

Bellefonte Behavioral Health Center
Our Lady of Bellefonte Hospital
St. Christopher=s Drive
Ashland, KY 41101
(800) 327-3148

The campus Counseling Center coordinates referrals for treatment and additional referral sources are available through the Center.

Appendix A

Legal Sanctions for the Unlawful Possession or Distribution Of Illicit Drugs/Alcohol

Any student or employee who uses, sells, disperses, possesses, or manufactures illegal drugs, narcotics or alcohol will not be protected from criminal prosecution. Any information gathered in the disciplinary hearings of the University is subject to judicial subpoena and will be turned over to the proper legal authorities.

Federal, State and local laws provide stiff penalties for violations of prohibitions related to controlled substances. Persons who knowingly and unlawfully traffic in illegal or controlled substances will be subject to prosecution and conviction including incarceration and fines or both.

Persons found guilty of violating statutes relating to illegal or controlled substances may be ordered by the court to a facility designated by the Secretary of the Cabinet for Human Resources where a program of education, treatment, and rehabilitation shall be prescribed.

Students and employees of Kentucky Christian University who desire specific information related to legal sanctions, criminal prosecution, and penalties for unlawful possession or distribution of illicit drugs and alcohol should contact the Office of the President, or consult the Kentucky Revised Statutes manual.

Appendix B

POLICY ON SEXUAL HARASSMENT

While it may seem unnecessary at a Christian University to create a framework in which sexually harassing behavior is defined, experience has shown that Christian institutions are not exempt from such behavior. It is now clear that the institution's attitude toward sexual harassment should be set forth in a statement of official policy. The process for bringing complaint and the procedure for investigating such grievances needs to be carefully articulated.

Kentucky Christian University prohibits and will not tolerate the sexual harassment of any member of the University community by any other member.

SEXUAL HARASSMENT DEFINED

Sexual Harassment is any behavior that (1) emphasized the sexuality of another person in a manner that prevents or significantly impairs that person's full enjoyment of the benefits and opportunities to live, learn or work at Kentucky Christian University, (2) is unsolicited, and (3) is met with resistance, with non-cooperation. Sexual harassment includes:

1. Obscene or suggestive remarks directed at a person individually;
2. Physical contact which is interpreted as implicitly sexual (e.g. touching, caressing, kissing);
3. Direct and sexually explicit comments about an individual's physical attributes, whether complimentary or derogatory, (including sexual propositions). A proposition, even put jokingly, is presumed serious.
4. Sexual Assault - including physical violence of any degree, including rape and acquaintance or date rape;
5. Any type of sexual advance accompanied by promised rewards or threatened punishment which has the effect of altering an individual's status in the University community. Any individual in a position of authority who is found to have used the power of their position to gain sexual advantage over a subordinate will be terminated immediately.

Procedures for Dealing with Cases of Sexual Harassment

Protection Under the Policy

No retaliatory action will be taken against any person because he or she makes a warranted complaint of sexual harassment. No retaliatory

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action will be taken against any member of the University community who serves as an advisor or advocate for any part in such a complaint.

Advising Phase

Members of the University community who believe they have been sexually harassed properly turn for assistance to any official of the University or member of the faculty and staff with whom they feel comfortable. Because such behavior puts the institution and its mission at risk, University officials and/or faculty and staff who have been made aware of complaints of sexual harassment have a responsibility to immediately inform the Executive Administration (President, Executive Vice President, or Vice President) since these persons are responsible for enforcing University policy. Those assuming the role of an advisor in such circumstances should adhere to the following guidelines:

1. The advisor will insure complete confidentiality for all parties during the advising phase within the limits provided for by law and this policy.
2. The advisor will provide immediate support by listening to and discussing the case with the advisee.
3. The advisor will outline for the advisee the possible courses of action open to him or her. If the complainant desires to file a formal charge of sexual harassment, the advisor will arrange a meeting with the President (or the executive administrator in charge) who will discuss the procedure and the possible consequences of taking such action.
4. The advisor will accompany the advisee through the procedure if the advisee wants his or her advisor present.

Complaint Procedures

Any person who believes that he or she has been sexually harassed while a member of the Kentucky Christian University community by any other member or members of the University community may make a formal complaint against the alleged harasser/s as long as the accused person is still a member of the University community, but not more than five years after the alleged incident. Recognizing that prolonged delay may complicate the comprehensive presentation of evidence, reporting soon after an alleged incident is strongly encouraged.

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The complaint procedure will follow this sequence:

1. If the complainant or alleged harasser is a student, the formal complaint is to be made to the President (or executive administrator in charge) and the Dean of Student Services must be immediately informed. If the complainant or the alleged harasser is a member of the faculty, the formal complaint is to be made to the President (or executive administrator in charge) and if it is evident that the professional standing or effectiveness of a faculty member may be impaired the Provost/Vice President of Academic Affairs must be immediately informed. If the complainant or the alleged harasser is a member of staff, the formal complaint is to be made to the President (or the executive administrator in charge) and the Vice President who holds an administrative reporting relationship with the complainant or alleged harasser must be immediately informed.
2. When a formal complaint has been made, the Executive Administration together with other appropriate administrators (named above) shall investigate the incident and determine whether there is sufficient admissible evidence to support the allegation of harassment. Determination of admissibility shall be made by the administration during confidential hearings in which both parties may participate. A stenograph or other records shall be taken at the hearings. All materials and records shall be confidential. Materials and records shall be kept by the President.
3. If the administration concludes that there is insufficient evidence to support the complaint, the allegation will be dropped and no action of any kind will be taken. Only in situations where new evidence is presented, in addition to that provided earlier, will charges of sexual harassment be reconsidered.
4. If the Administration concludes that there is sufficient evidence to support the complaint, disciplinary sanctions shall be imposed which are judged as appropriate to the party involved and the degree of the offense. Given the significant role model expectations of the faculty and staff, more severe disciplinary sanctions will be imposed in instances involving harassment by employed university personnel.

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5. Person upon who disciplinary sanctions have been imposed may initiate an appeal through established procedures described in the Faculty Handbook, Staff Handbook, and Student Handbook.

Confidentiality

Effective investigation of complaints and enforcement of harassment policy requires privacy for all parties involved. It is therefore regarded as unprofessional for faculty and staff to discuss such complaints with colleagues, students, and/or any of the institutions several publics. When questions surrounding a complaint of sexual harassment, or the subsequent disciplinary action, are raised by students or any of the university's constituency, faculty and staff are well advised to redirect persons making inquiries to the Executive Administration.

Appendix C

UNIVERSITY COMPUTING

University Telcom at Kentucky Christian University supports computing by the entire University community including students, faculty, and staff. Several computer labs containing personal computer workstations are located on campus providing easy access to University computing systems. In addition, the University provides computer workstations in all faculty offices and also in some staff offices on an as needed basis. The University also provides network and/or dial up connections in all dormitory rooms. All users have assigned accounts which are protected by required frequent changes in passwords.

University Telcom provides assistance to members of the University community with their computing questions. University computer users are advised to contact the University Telcom personnel if they have specific questions or need general information concerning computing at the University.

COMPUTER SUPPORT

University Telcom personnel provide computer support to the University community. Account holders should initially report computer assistance requests to University Telcom by dialing "3250". The Customer Service Coordinator will document the request and enter the appropriate information into the Technical Support Dispatch System. University Telcom personnel will generally respond to the request for support within 30 minutes. However, if University Telcom personnel are already engaged in other maintenance situations, response times may vary accordingly.

The first level of support is provided over the telephone. Should an account holder require additional assistance, University Telcom personnel may provide on-site support, or may request that the personal computer in question be brought to the University Telcom Office located in the lower level of the Ruth Administration Building.

Each full-time faculty will be allowed one network connection to a University provided computer. Faculty owned personal computers will not be configured for network access.

University Telcom will configure one computer for network and/or internet access per student each school year at no charge. The school

Appendix C

will not be responsible for manufacturer's warranties which may be voided as a result of installation of any network card and/or software. Students requesting any additional configurations or service will be subject to service fees charged at a rate of \$40 per hour.

Computer software application support is provided only for those programs that are included on the University's network or otherwise owned by the University. All University provided computers will be initially set up with a basic Master Load configuration of University owned and licensed software. The Master Load concept has been approved by the Academic Computer Resources Committee and implemented to provide more efficient computer maintenance and better compliance with software licensing agreements. Should an individual computer workstation "crash", hardware can be repaired, followed by a quick and efficient download of the Master Load configuration resulting in far less down time for University personnel. Furthermore, University provided computers may require a reconfiguration which would bring them back to the Master Load configuration due to regular maintenance such as software upgrades.

KCU does not encourage the installation of personal computer software programs on computers that are provided by the University. The University reserves the option to restore any University supplied computer to the basic Master Load configuration. Any outside software installed on University supplied computers will be done on an "at your own risk" basis. If a support issue is generated by an account holder that installs personal software on a computer provided by the University, a warning may be issued alerting the account holder that any recurrence of this activity may result in certain computer support limitations in the future. In addition, account holders who chose to install personal software on University provided computers are reminded that software licensing rules and regulations must be honored.

Any properly configured computer on the University's network that has been altered by the installation of non-supported software and requires University Telcom personnel support will be assessed a \$10 charge per quarter hour (15 minutes) or \$40 per hour. Chargeable support issues relating to University activity will be posted to the requesting department or operating unit's Computer Support Expense account. Chargeable support issues relating to personal activity will be posted to the requesting individuals account.

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The purpose of posting internal charges to individual departments or operating units is to provide the administration with the information necessary to monitor the University's computer support needs and identify those areas requiring the greatest amount of support and/or assistance. By analyzing computer support information; hardware, software, networking, and training issues may be identified in a more effective and efficient manner.

It is the intent of University Telcom personnel to provide account holders with telephone support free of charge. However, University Telcom personnel reserve the right to assess charges for telephone support in the event of excessive usage. If in the opinion of University Telcom personnel an individual account holder is excessively using telephone support, the University Telcom will inform the account holder that a charge will be posted to the appropriate account (University department/operating unit or personal) for specifically identified future computer support requests.

COMPUTER UTILIZATION

The Kentucky Christian University community may use University provided computers and the academic computer network for any school-related and noncommercial activity. University provided computers, software, and related equipment is not to be used for any commercial activity that is not school-related (The use of University computer resources for personal commercial activity is strictly prohibited).

The University's first computer resource priority is to provide technological resources to the University community in order to encourage and enhance academic activity.

The University has instituted computer regulations to ensure:

1. that each individual using the computer can be confident in the privacy of his/her work and materials;
2. that no one will be unwillingly subjected to the abusive behavior of others using the system;
3. that the resources available to the community are not consumed by only a few individuals;
4. that electronic vandalism does not destroy computer programming.

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Privacy and Security

The account owner is responsible for any activity done under their account. Network users are cautioned that **the UNAUTHORIZED USE of another's account CONSTITUTES THEFT**. The Computer Center staff will help individuals determine appropriate ways of sharing projects and files.

Security on the network is controlled through required frequent changes in passwords.

Abusive Behavior

Abusive behaviors are not permitted. Abusive behavior includes the utilization of computers to harass others in the same way, for instance, sending computer mail that is abusive, obscene, threatening, or a nuisance. Complaints of behavior that seems to constitute misuse of computing facilities will result in an investigation by University officials, and subsequent disciplinary action may be initiated.

Control of Resources

Students, faculty, and staff must respect the needs of others when using the computers. The areas where judgment is required include using input and output devices and loading the system.

The chief form of an input device is a personal computer located in labs around the campus. During some times of the semester, when all such workstations are in use, computing unrelated to course work, particularly game playing or personal Internet use, will be curtailed. Academic computing takes precedence over general computer use.

Guidelines for utilization of printing resources are in effect at all times. The regulations vary according to printer, but in no case may computer facilities be used to print multiple copies of newsletters for social organizations (including mailing lists), private business matters, surveys/questionnaires, and/or personal communications. Duplication of these materials must be performed by means other than a computer printer. Any significant volume of multiple copy printing (more than 10 pages) should be directed to the Print Shop. Furthermore, the University encourages users to schedule printing during off peak times when printing large files such as notebooks. Faculty should encourage printing of large files, such as class assigned notebooks, to be scheduled for printing during off peak times.

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Electronic Vandalism

No shared computer system can be made impervious to concerted efforts to destroy it. Users may not modify an operating system or their privileges will be revoked. Changing the operating system is fundamentally the same as destroying the computers themselves and is destruction of University property.

RULES AND REGULATIONS REGARDING USE/MISUSE OF COMPUTING RESOURCES

1. Abide by all rules and regulations posted in the terminal rooms, labs, and printer areas.
2. Never log into a computer under another person's ID, and do not use accounts that have not been assigned to you. With or without permission, this constitutes theft of computer resources.
3. Keep your password secret and NEVER give it to anyone else. Account holders will be prompted to change passwords frequently. In addition, if you suspect that your password is known by another user, change it immediately.
4. Do not attempt to penetrate system security:
 - a. Do not attempt to use system passwords. Do not attempt to use other users' passwords.
 - b. Do not attempt to override or crack a system's account or security routines.
 - c. Do not deliberately crash or attempt to crash a system. System crash is defined as the stoppage of a computer system due to a hardware or software failure in a component or system during operations which renders it unavailable for use.
 - d. Do not intentionally cause or attempt to cause a system to behave atypically. Examples of atypical behavior include the following:

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- System response is considerably slower than normal due to an individual running a program whose major intent is to slow system response.
 - Workstation behavior is altered from that established by University officials.
5. Never use a computer to annoy or harass anyone; this especially applies to the use of electronic mail, conferencing, bulletin boards, and message facilities. This includes flooding individuals or newsgroups with large amounts of electronic mail to annoy the individual or disrupt the newsgroup.
 6. Do not transmit or print languages or images which are obscene, vulgar, or abusive.
 7. Respect posted limits on the use of computer resources, e.g., volume printing; no one has the right to use a computer in a way that hampers the ability of “the average user” to work. For example, do not use the computer printing resources to print multiple copies of social organization newsletters (including mailing lists), private business matters, surveys or questionnaires, or personal communications. Computers should not be used for any commercial activity.
 8. If a staff member informs you that something you are doing is causing a problem for a computer system or its users, stop doing it and DO NOT repeat the action.
 9. Absolutely no hacking at a system or other public software is permitted. No one may attempt to increase one’s rights, to substitute another user ID for one’s own, or to gain unauthorized access to system material or private material whose owner has not given explicit permission.

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Hacking is defined as unauthorized access or entry, or attempted access or entry, to computer facilities and/or computer-based data. This definition includes unauthorized attempts to breach security techniques set up to protect a computer system as well as unauthorized experimentation with system hardware, software, and communications systems. This definition applies whether or not there is any intent to obtain, alter, or destroy specific information.

10. The purpose of the INTERNET is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The University supports this purpose and therefore the use of the INTERNET for purposes of game playing and chat programs are not allowed. In addition, the University does not condone actions on the INTERNET that violate government regulations and/or are not in keeping with the mission of this institution which is to educate students for Christian leadership and service in the Church and in professions throughout the world. It is the responsibility of each individual to ensure that all material created, used, or passed via the INTERNET complies with all government regulations. The University reserves the right to remove any and all material that it deems inappropriate.
11. University officials reserve the right to access and examine the files and/or actual terminal sessions of any computer user to investigate violations or suspected violations of security and/or policies, terminal interactions which may be contributing to poor computer performance or computer malfunctions. In such an event, users whose files or terminal sessions are being examined should not expect privacy with regard to their files, data, or communications.

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Interpretation: Investigations of suspected security or policy violations which require examination of terminal sessions will receive prior approval from the President or his designee. In situations of this nature, University officials will inform the authorized user whose terminal session(s) is/are being examined about the reason for the examination as soon as practical.

12. Enforcement and application of these rules and regulations shall normally be handled by University Telcom personnel. However, cases may also be referred to the Academic Computer Resources Committee and/or University administration.

VIOLATION

Penalties for violation of this Policy include, but may not be limited to, the following:

1. Warning: Alerting an account holder to a regulation with the understanding that any recurrence of the behavior will result in disciplinary action.
2. Loss of computer privileges: Limitation or removal of computer privileges, including restriction from the use of computer facilities for a period specified by University officials.
3. Restriction for damages: Reimbursement for repairs to computer-related material, equipment, hardware, software, and/or facilities.

Appendix D

CONSTITUTION FOR THE STUDENT ASSOCIATION OF KENTUCKY CHRISTIAN UNIVERSITY Amended Fall 1995

PREAMBLE

We, the students of Kentucky Christian University, do unite ourselves in establishing the Student Association of Kentucky Christian University and adopting the following Constitution for its organization, government, and supervision.

ARTICLE I- NAME

The name of this organization shall be "The Student Association of Kentucky Christian University."

ARTICLE II- DERIVATION AND SCOPE OF AUTHORITY

All functions, powers, and responsibilities of the Student Association and its Council are exercised under permission of KCU's Administration and all decisions of the Student Association and Council are subject to review.

ARTICLE III- OBJECTIVES OF THE "STUDENT ASSOCIATION"

Section 1: The purpose of the Student Association of Kentucky Christian University shall be to develop a responsible student body concerned about spiritual, social, and physical welfare to develop a sense of stewardship, cooperation, and leadership both on the university campus and in the wider community.

Section 2: To fulfill this purpose, it will be the function of the Student Association through a body of representatives:

- A. To promote opportunities for the enrichment and fulfillment of student social and spiritual life on campus.
- B. To help coordinate and propose student organizations and activities recognized by the university.
- C. To assign responsibilities for specific projects or actions to individuals and/or student groups.
- D. To make recommendations expressing the needs of the students to the administration, faculty, and staff.
- E. To provide a channel to aid in the attainment of the purpose of Kentucky Christian University as stated in the university catalog.

ARTICLE IV- MEMBERSHIP OF THE STUDENT ASSOCIATION

All students enrolled at Kentucky Christian University as full-time students are members of the Student Association of Kentucky Christian University.

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ARTICLE V- STUDENT COUNCIL

Section 1: The governing body of the Student Association shall be known as The Student Council of Kentucky Christian University.

Section 2: Faculty Advisor shall be the Dean of Student Services or his/her representative. They shall have a voice, but not a vote in council affairs. No meeting is official without the presence or approval of at least one of these two advisors.

Section 3: Representatives

- A. Each class president shall be a representative to the Council.
- B. Each class Vice President shall be a representative to the Council.
- C. There shall be elected one male and one female student from the single students out of each of the four classes to serve in the council. The election of these representatives shall occur within the first three weeks of the school year, except the Freshman class, whose representatives will be selected after October 1st.
- D. There shall be one representative elected by the married students.
- E. The presidents of each university recognized organization (Laos Alpha, Rotaract, Pi Chi Delta, etc.) shall be representatives on the Council.

Section 4: Organization of the Council

- A. Qualifications for officers
 - 1. The President of the Student Council shall have completed at least 90 semester hours and have been a KCU student for a full year by the beginning of the term of his election.
 - 2. The Vice President shall have completed at least 60 semester hours by the beginning of the term of his election.
 - 3. The Secretary and Treasurer shall have completed at least 30 semester hours by the beginning of the term of their election.
- B. Election
 - 1. After the Vice President has served on Student Council in a worthy manor his/her junior year, he/she will be given first rights to move up to Student Council President his/her senior year under the following conditions:
 - 1. He/she has served in a worthy and loyal manor as Vice President.

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2. He/she has attended 2/3 of Student Council meetings as Vice President.
3. 2/3 assenting vote by the Student Council.
4. He/she is approved by the Dean of Student Services.

If the Vice President does not meet all of these criteria, he/she must step down from the Student Council. The Student Council will then elect a current Student Council member, by 2/3 vote, who meets the criteria. If no one is willing or able to step up the Student Council as a whole will appoint by 2/3 vote, a President from the Student Body who meets the criteria.

2. The President and Vice President shall be elected by the Student Association. Written nominations accompanied by the signatures of 20 students must be submitted to the Council President by April 1 and a general election is to be held during the month of April.
3. The Secretary and Treasurer will be elected by the Council at its first meeting in the fall.

C. Vacancies

If for some reason the President cannot continue his duties, the Vice President, although a junior, is to serve in the position. A vacancy in any other office will be filled by a special election of the Council.

D. Committees- The following committees will be appointed by the Council President:

1. Executive: To oversee the actions of the Student Council and to act as an intermediary council between students, faculty, and administration.
2. Spiritual Life: To organize the spiritual activities, to suggest chapel speakers and programs, and to see that spiritual life is the most important on campus.
3. Social Life: To propose outings, projects, etc. as needed.
4. Academic Committee: To serve in an advisory capacity with student academic concerns.
5. Special Committees appointed by the Council President as the needs of the Student Association and Council dictate.

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- E. Chaplain and Parliamentarian: The Council President shall yearly appoint individuals to these positions at the first yearly meeting.
- F. Meetings
 1. The Council shall meet at least monthly at a time agreed upon by a majority of the council members.
 2. Special meetings may be called by the president at his discretion, or upon the written request of at least 5 council representatives.
 3. A quorum shall be a majority of the membership of the Council.
- G. The time of the monthly meetings will be decided at the first Council meeting of the school year, to be held no later than four (4) weeks after school opens in the Fall.
- H. The first meeting of the newly elected council shall be in the third week of April preceding its year of service.

ARTICLE VI - RATIFICATION

In order for this Constitution to be valid, the following conditions must be met:

- A. Approval by the Administration
- B. Approval by a majority of the Student Association, which is the student body.

ARTICLE VII - AMENDMENTS

- A. Amendments to this Constitution will be proposed by the Student Council.
- B. Approval of any amendment requires:
 1. Two-thirds assenting vote by the Student Council.
 2. A majority assenting vote by the Student Association.
 3. Acceptance by the Administration.

Appendix E

POLICIES AND PROCEDURES FOR SERVING STUDENTS WITH DISABILITIES

Mission

The intent of these policies is to provide reasonable accommodations for academic support to otherwise qualified students with documented disabilities to aid in their preparation for leadership roles in the church and in their chosen profession.

Objectives

KCU services to students with disabilities are designed to provide reasonable accommodations sufficient to enable qualified persons to enjoy equal opportunity and access to programs and services as defined by individual accommodation plans.

Legal Foundation

Section 504 of the Rehabilitation Act of 1973 (Public Law 93-122) states that: No otherwise qualified person with a disability in the United States shall, solely by reason of disability, be denied the benefits of, or be excluded from, discrimination under any program or activity receiving federal financial assistance.

Statement of Confidentiality

The University will treat the information students share about their disability as confidential. Other faculty and staff do not receive information about students' disabilities unless there is a specific 'need to know. Confidential disability-related information provided for the purpose of requesting assistance is treated as medical information and handled under the same strict rules of confidentiality, as is other medical information. Thus information will be collected and maintained on separate forms and kept in secure files with limited access.

It is the students' option to discuss with faculty, in extensive detail, the nature of their disability, their challenges, or personal history. They are not required to relate specifics about their disability when they self-disclose a need for accommodations, having already done this with the Dean of Student Services and Provost / Vice President of Academic Affairs.

Appendix E

Definitions

Students with Disabilities

Section 504 defines a persons with disabilities as anyone with a physical or mental disability that substantially impairs or restricts one or more of such major life activities as walking, seeing, hearing, speaking, working, or learning. A person with a disability is someone who: has a physical or mental impairment; has a record of such impairment; and/or is regarded as having such impairment. To be an otherwise qualified student with a disability, these individuals must meet the academic and technical standards and perform all essential functions requisite for admission, participation, and continuation in the institutional programs and activities.

Reasonable Accommodations

Under Section 504, institutions must make appropriate and reasonable adjustments for students with disabilities to ensure accessibility to academic activities (courses and examinations) and non-academic activities (admissions and recruitment, admission to programs, academic adjustments, housing, financial assistance, physical education, athletics, and counseling). In order to be granted protection under Section 504, students must self-identify to the university, provide current and comprehensive documentation concerning the nature and extent of the disability, and articulate their needs for the disabilities service provided on campus.

KCU is not required to provide the best or most desired accommodation but rather accommodation sufficient to enable these persons to enjoy equal opportunity and access. Reasonable accommodations will be provided for qualified individuals with disabilities to the extent these modifications do not: 1) result in a fundamental alteration of the service, program, or activity or; 2) result in undue financial, administrative or academic burden; or 3) result in a direct threat to the health or safety of the person or other individuals.

Responsibilities

KCU is committed to the development of programs and services, the identification of needs, and the implementation of policies and procedures to ensure that individuals with disabilities have the opportunity to participate fully in the University community. The

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following are the responsibilities of the Vice President for Academic Affairs, students with disabilities, faculty, and the University in making reasonable efforts to provide appropriate accommodations for students with disabilities.

Students with Disabilities

Qualified persons with disabilities are responsible for providing to the Coordinator of Student Counseling Services documentation that identifies their specific disability and requested accommodations. Documentation submitted should not be more than three years old. Students with disabilities must make timely requests for accommodations so the has reasonable time to review the request and coordinate accommodations. Requests for interpreters and text conversions services must be made six weeks prior to the start of classes. Untimely requests of any type may result in delay, substitution, or denial of accommodations.

Students at the University must be able to travel independently to and from classes and campus buildings after orientation to the facilities. Students receiving in-class support services must attend classes on a regular basis or risk losing those services. For a particular disabling condition for which students request accommodations, the Provost / Vice President of Academic Affairs, requires that a licensed professional familiar with the history and functional implications of the disability submit the information identified below as appropriate:

Students requesting accommodations on the basis of mobility, systemic, or disease-related disabilities must provide documentation which: identifies the disabling condition(s), and identifies the functionally inhibitive manifestations of the condition(s) for which accommodations are being requested.

Student requesting accommodations on the basis of a hearing impairment or deafness must provide documentation consisting of: an audio logical evaluation and/or audiogram, and an interpretation of the functional implications of the diagnostic data and hearing aid evaluation, when appropriate.

Students requesting accommodations on the basis of a visual impairment of blindness must provide documentation consisting of: an ocular assessment or evaluation from an ophthalmologist, and a low-vision evaluation of residual visual function, when appropriate.

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Students requesting accommodations on the basis of a psychiatric disability, attention deficit hyperactivity disorder (ADHD, sometimes known as ADD), learning disabilities, or traumatic brain injury must provide the following current documentation as warranted: psychological diagnosis as per Diagnostic and Statistical Manual of Mental Disorders (DSMIV); relative stability of the condition or medication; and the functional impairments attributable to the diagnosis and/or medications for which accommodations are being requested.

Faculty

Faculty are responsible for ensuring that students with disabilities are provided reasonable accommodations permitting meaningful access to the curriculum within their courses. Faculty determine the essential elements of academic programs and courses of study, as well as the extent to which some requested accommodations may result in fundamental alterations of the essential academic programs elements. Should there be differences of opinion about the appropriateness of recommended accommodations, dispute resolution, grievance, and appeal processes are available.

Kentucky Christian University

The University will not impose prohibition against the use of tape recorders, Perkins Brailers in classrooms, or service animals in campus buildings, or establish other rules, which have the effect of limiting the participation of qualified students with disabilities in educational programs or activities. The University will make regular effort to provide current information to faculty, staff, and students regarding disabilities and the available programs and services relating to them.

Types of Accommodations: Examples

Qualified students with disabilities will not be denied the benefits of, be excluded from participation in, or be otherwise discriminated against in a University program or activity because of the absence of educational support services that are available to all students. Support services include academic and career advising, counseling, remedial programs, auxiliary aids, and academic adjustments. The accommodations may also include, but not limited to: accessible parking and/or referral to appropriate on-campus or off-campus resources, services, or agencies.

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In the academic environment, reasonable accommodations are individualized and flexible, based on the nature of the documented disability. Accommodations can occur during in-class instructions or during examinations. Common academic accommodations may include:

- Accessible classroom/location/furniture
- Advance notice of assignments
- Alternative ways of completing assignments (e.g., oral presentations versus written papers)
- Assistive computer technology, listening devices, or viewing devices
- Auxiliary aids and services (e.g., note takers, lab or library assistants, readers, writers, interpreters for the deaf)
- Course or program modifications, including a reduced course load
- Course substitution (e.g., second language or math substitution)
- Document conversion (alternative print formats: Braille, alternate type size, or large print)
- Alternative test formats (short answer, multiple choice, oral, essay, taped)
- Word processor, spell checker, or basic calculator use during exams
- Exams administered in two parts
- Exam environment free of distractions
- Time extensions on exams or assignments
- Taped lectures

Procedures for Requesting Disabilities Related Services

Students with disabilities requesting an academic accommodation should contact the Coordinator of Student Counseling Services. After the Counselor has reviewed all documentation pertaining to the disability, he/she will make the recommended accommodations for the student. The student will be provided a copy of the recommendations. Students are responsible for sharing information related to needed accommodations with faculty members, advisors, or other appropriate personnel. A copy of the recommendations will also be placed in the student's file in the Registrar's office.

Resources for Students with Disabilities

Kentucky Department of Vocational Rehabilitation: established to promote enhancement of the quality of life for persons with disabilities by securing the training and services necessary to allow them to gain

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entry-level employment. Students who are eligible for services may receive some or all of the following services based upon economic need and utilization of similar benefits: tuition/fees, room/board, medical needs/supplies. This resource is available to residents of the state of Kentucky. However, each state has a department of Vocational Rehabilitation. Therefore, students who are residents of other states should make contact with the comparable agency in their locality.

Association on Higher Education and Disability: international organization whose members are primarily post-secondary disability support services providers.

President's Committee on Employment of People with Disabilities: federal agency with broad responsibilities for advocacy and advice on disability issues.

U.S. Department of Education's Office for Civil Rights: agency with lead responsibility for enforcing Title II of the Americans with Disabilities Act, as well as provisions of the Vocational Rehabilitation Act of 1973 (as amended) at institutions receiving federal funding.

Appendix F

Form MMA1, 1/2001

KENTUCKY CHRISTIAN UNIVERSITY
The Michael Minger Act Report for 2008
Activity Reported for Calendar Year 2007

Section 1: Campus Security Authority.

List campus security authority personnel (definition at KRS 164.948(2)):

As required by the Campus Security Act, Kentucky Christian University, as a post-secondary educational institution in the state of Kentucky, designates the following University officials as “campus security authorities”:

President – Dr. Keith Keeran

Executive Vice President – John Dundon

Dean of Student Services – Ron Arnett

Men’s Basketball Coach – Will Shouse

Women’s Basketball Coach – Ron Arnett

Men’s Soccer Coach – David Messer

Women’s Soccer Coach –Kris Langstaff

Women’s Volleyball Coach – Bruce Dixon

Cross Country Coach – Darrell Coates

Director of Residence Services /Director of Men’s Services – Kris Langstaff

Director of Women’s Services – Melissa Jewell

Resident Assistants

Describe the extent and nature of enforcement authority of campus security authority personnel:

Kentucky Christian University’s Campus Security functions as a service group rather than a law enforcement office. The major goal of Campus Security is to offer protection for people and property on the campus proper. Campus Security works very closely with the Grayson City Police Department for issues involving required investigations and/or arrests. When the need arises, KCU’s Campus Security also works with state and federal law enforcement agencies. Campus Security is directly responsible to the Dean of Student Services. The Student Services Office has direct responsibility for enforcement of Student Disciplinary procedures

Describe the working relationship of campus security authority personnel with state and local police agencies:

The Grayson Chief of Police has agreed to work with the University in reporting the required data outlined in this act. The Grayson City police provide monthly reports of incidents and arrests on public property that is contiguous to the campus. The Grayson City police and the Kentucky State Police respond immediately to all calls for assistance.

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Section 2: Description of Information Programs.

Describe programs that inform students and employees about:

(a) Campus safety and security:

The Kentucky Christian University Student Handbook annually includes a section on Campus Security/Safety. The Student Handbook is distributed at the beginning of the fall semester to all students and faculty and then again in the spring semester to those who did not receive it in the fall. The Handbook contains information about emergency first aid assistance, fire safety, escort service, crime prevention, motorist assistance as well as “what to do” if one is a victim of theft, robbery, and/or assault. It also includes the Campus Crime Statistics, “Emergency Procedures” to follow in case of campus emergency, fire, severe weather, and/or earthquake, and information on the how to contact Campus Security as well as the names and telephone numbers for reporting emergencies and non-emergencies.

The University website, www.kcu.edu, includes a copy of the Student Handbook as well as a crime log in the Security Section of the Student Services page which lists all reported incidents as well as drug-related and alcohol-related arrests and weapons possession. The log is updated within 24 hours of a reported incident on campus.

(b) How to report a crime:

The Student Services Office publishes and distributes the Student Handbook which includes information about how to report crimes and a list of names and telephone numbers for reporting emergencies and non-emergencies.

(c) How to prevent crimes:

The Director of Residence Services conducts meetings at the beginning of the fall semester to discuss personal safety. The Student Handbook contains safety tips about the escort service provided by Campus Security, locked vehicles, locked exterior and interior doors in all buildings on campus especially those in residence halls, and overall crime prevention.

Information regarding crimes reported to Campus Security, the Student Services Office, and/or the Grayson City Police that may represent a safety or security threat to KCU students and/or employees

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will be made available via a campus-wide “Special Report” memo, posted on the University’s Security web page, and a “Special Report” posting in each residential facility within 24 hours of the initial incident report. The “Special Report” will contain information that will aid in the prevention of similar occurrences.

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Section 3: Campus Crime Statistics

KENTUCKY CHRISTIAN UNIVERSITY

The Michael Minger Act Report for 2008

Activity Reported for Calendar Year 2007

Table 1 – Crimes

Crime Category ¹	On Campus		Off Campus	
	Total Campus Property Crimes ²	Residential Facility Crimes ³ (subset of Campus)	Recognized/owned/leased/controlled Property Crimes ⁴	Public Property Crimes ⁵
Arson	0	0	0	0
Assault	0	0	0	0
Burglary	1	1	0	0
Criminal Damage	0	0	0	2
Manslaughter	0	0	0	0
Menacing	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Murder	0	0	0	0
Reckless Homicide	0	0	0	0
Robbery	0	0	0	0
Sex Offenses – Forcible	0	0	0	0
Sex Offenses – Non-forcible	0	0	0	0
Stalking	0	0	0	0
Terroristic Threatening	0	0	0	0
Theft	0	0	0	4
Wanton Endangerment	0	0	0	0
Weapons Possession	0	0	0	0
Category of Prejudice ⁶	0	0	0	0
Bias – Race	0	0	0	0
Bias – Gender	0	0	0	0
Bias – Religion	0	0	0	0
Bias – Sexual Orientation	0	0	0	0
Bias – Ethnic	0	0	0	0
Bias – Disability	0	0	0	0
Arrest Only				
Drug-related Violations	0	XXXXXXXX	0	6
Liquor-law Violations	0	XXXXXXXX	0	0
Other Alcohol Violations	0	XXXXXXXX	0	1

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Notes for Preceding Chart

- 1 Section 5 of this administrative regulation provides guidance in defining crimes committed.
- 2 Assistance in defining campus property may be found in 34 CFR § 668.46(a).
- 3 Number of crimes that occurred in institution residence halls, student apartment housing, or Greek sponsored housing facilities, if appropriate. These numbers are included in the on-campus property totals.
- 4 Non-Campus Property is any of the officially recognized/owned/leased/controlled institution properties that are located off the main campus area. Assistance in defining non-campus property may be found in 34 CFR § 668.46(a).
- 5 Assistance in defining public property may be found in 34 CFR § 668.46(a).
- 6 Category of Prejudice – These are not additional crimes. These are crimes already reported in the various crime categories that also fall into one of the reportable categories as required by KRS 164.948(3), or other crimes in which the victim was intentionally selected because of an actual or perceived prejudice.

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Section 3: Campus Crime Statistics

KENTUCKY CHRISTIAN UNIVERSITY

The Michael Minger Act Report for 2008

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Table 2 – Criminal Attempts

Crime Category ¹	On Campus		Off Campus	
	Total Campus Property Attempts ²	Residential Facility Attempts ³ (subset of Campus)	Recognized/owned/leased/controlled Property Attempts ⁴	Public Property Attempts ⁵
Arson	0	0	0	0
Assault	0	0	0	0
Burglary	0	0	0	0
Criminal Damage	0	0	0	0
Manslaughter	0	0	0	0
Menacing	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Murder	0	0	0	0
Reckless Homicide	0	0	0	0
Robbery	0	0	0	0
Sex Offenses – Forcible	0	0	0	0
Sex Offenses – Non-forcible	0	0	0	0
Stalking	0	0	0	0
Terroristic Threatening	0	0	0	0
Theft	0	0	0	0
Wanton Endangerment	0	0	0	0
Weapons Possession	0	0	0	0
Category of Prejudice ⁶	0	0	0	0
Bias – Race	0	0	0	0
Bias – Gender	0	0	0	0
Bias – Religion	0	0	0	0
Bias – Sexual Orientation	0	0	0	0
Bias – Ethnic	0	0	0	0
Bias – Disability	0	0	0	0

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Notes for Preceding Chart

- 1 Section 5 of this administrative regulation provides guidance in defining crimes attempted.
- 2 Assistance in defining campus property may be found in 34 CFR § 668.46(a).
- 3 Number of criminal attempts that occurred in institution residence halls, student apartment housing, or Greek sponsored housing facilities, if appropriate. These numbers are included in the on-campus property totals.
- 4 Non-Campus Property is any of the officially recognized/owned leased/controlled institution properties that are located off the main campus area. Assistance in defining non-campus property may be found in 34 CFR § 668.46(a).
- 5 Assistance in defining public property may be found in 34 CFR § 668.46(a).
- 6 Category of Prejudice – These are not additional criminal attempts. These are criminal attempts already reported in the various crime categories that also fall into one of the reportable categories as required by KRS 164.948(3), or other criminal attempts in which the victim was intentionally selected because of an actual or perceived prejudice.

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Section 3: Campus Crime Statistics

KENTUCKY CHRISTIAN UNIVERSITY

The Michael Minger Act Report for 2008

Activity Reported for Calendar Year 2007

Table 3 – Incidents Reported by Non-Law Enforcement Officials

Crime Category ¹	On Campus		Off Campus	
	Total Campus Property Incidents ²	Residential Facility Incidents ³ (subset of Campus)	Recognized/owned/leased/controlled Property Incidents ⁴	Public Property Incidents ⁵
Arson	0	0	0	0
Assault	0	0	0	0
Burglary	0	0	0	0
Criminal Damage	0	0	0	0
Manslaughter	0	0	0	0
Menacing	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Murder	0	0	0	0
Reckless Homicide	0	0	0	0
Robbery	0	0	0	0
Sex Offenses – Forcible	0	0	0	0
Sex Offenses – Non-forcible	0	0	0	0
Stalking	0	0	0	0
Terroristic Threatening	0	0	0	0
Theft	0	0	0	0
Wanton Endangerment	0	0	0	0
Weapons Possession	0	0	0	0
Category of Prejudice ⁶	0	0	0	0
Bias – Race	0	0	0	0
Bias – Gender	0	0	0	0
Bias – Religion	0	0	0	0
Bias – Sexual Orientation	0	0	0	0
Bias – Ethnic	0	0	0	0
Bias – Disability	0	0	0	0
Drug-related Violations	0	XXXXXXXX	0	0
Liquor-law Violations	0	XXXXXXXX	0	0
Other Alcohol Violations	0	XXXXXXXX	0	0

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Notes for Preceding Chart

- 1 Section 5 of this administrative regulation provide guidance in defining crimes committed.
- 2 Assistance in defining campus property may be found in 34 CFR § 668.46(a).
- 3 Number of incidences that occurred in institution residence halls, student apartment housing, or Greek sponsored housing facilities, if appropriate. These numbers are included in the on-campus property to tals.
- 4 Non-Campus Property is any of the officially recog nized/owned/leased/controlled institution properties that are located off the main campus area. Assistance in defining non-campus property may be found in 34 CFR § 668.46(a).
- 5 Assistance in defining public property may be found in 34 CFR § 668.46(a).
- 6 Category of Prejudice – These are not additional incidents. These are incidents already reported in the various crime categories that also fall into one of the reportable categories as required by KRS 164.948(3), or other incidents in which the victim was intentionally selected because of an actual or perceived prejudice.

1 - Labor Day
(CLASSES WILL
MEET)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30		SEPTEMBER		

6 - 10 - Mid-Term exams

23 - 24 - Fall Break

27 - Classes resume

27 - Pre-registration advising begins

30 -31 - Senior Pre-registration for spring semester

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		OCTOBER	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

3 - 7 - Pre-regis-
tration for spring
semester

7 - Last day to
withdraw passing

24 - 28 - Thanks-
giving Break

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	3	4	5	6	7	8
2						
	10	11	12	13	14	15
9						
	17	18	19	20	21	22
16						
	24	25	26	27	28	29
23						
	30					

1 - Classes resume

9 - 11 - Final
examinations

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	DECEMBER		

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

JANUARY

- 8 - Local student Registration
- 11 - Residence halls open
- 12 - Registration
- 12 - Night Classes begin
- 13 - Classes begin
- 19 - Martin Luther King, Jr. Day (Classes will NOT meet)
- 20 - Final day to add/drop classes

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
	8	9	10	11	12	13
	15	16	17	18	19	20
	22	23	24	25	26	27
						28
						7
						14
						21
						28

2 - Classes resume

2 - 6 - Mid-term exams

23 - Pre-registration advising begins

26 - 27 - Senior Pre-registration for fall semester

30 - April 3 - Pre-registration for fall semester

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	<h1>MARCH</h1>			

March 30 - April 3

- Pre-registration
for fall semester

3 - Last day to
withdraw passing

6 - 10 - Spring
Break

13 - Classes re-
sume

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		APRIL	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

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