



# STUDENT HANDBOOK

ONLINE DEGREE PROGRAMS

**2019-20**

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## **Our Mission**

*The mission of Kentucky Christian University is to engage students in a transformative educational experience that equips them as effective Christian professionals providing servant leadership for the church and society.*

## **Our Vision**

*Kentucky Christian University will be a growing, dynamic learning environment featuring premier academic and co-curricular programs provided by exemplary Christian mentors.*

## **Our Core Values**

### **Christ**

We believe Christ is the ultimate Source and Example in providing definitive standards for the Church, education, social, moral, and ethical behaviors. All programs of the University must encourage students and personnel of KCU to come to know Christ more fully.

### **Character**

We believe to best attain one's personal and professional goals, each individual must be known as a motivated person with integrity and compassion. To this end, all programs of KCU must intentionally develop the whole person.

### **Career**

We believe preparation for and success in a career is best accomplished if goals are clarified and leadership is defined by the way in which one serves Christ and the community. In this regard, students must learn to determine how they are best called to become change agents in their world.

## **Our Purpose**

Therefore, the Bible which is regarded as the revealed Word of God and the final authority in all matters pertaining to life and faith, is exalted as the foundation of every curricular program. The pursuit of scholarship at Kentucky Christian University is distinguished by the conviction that to be truly educated one must have the capacity to make responsible moral decisions, be committed to serving the needs of others, and be recognized as a skilled contributor to one's profession. Such a distinction requires that students be exposed to the moral and spiritual principles taught in the Bible and that they are able to think ethically as well as logically, analytically, and critically.

The Board of Trustees, administration, faculty, and staff of the University are committed to the maintenance of an academic community in which Christian character and spiritual values accompany the tasks and opportunities of scholarship. Persuaded that education is a lifetime pursuit, the university provides a foundation of knowledge, skills, and values, which enables its students to:

1. Enter meaningful and fulfilling professions within the leadership ministry of the Church and/or within the global community, resulting in the opportunity to fulfill the mandates of the Great Commission and to work as a means of self support.

2. Influence the religious, social, educational, and business communities with the biblical principles and moral character exemplified in the life and teachings of Jesus and His apostles.
3. Pursue and succeed in the attainment of personal and professional goals, including the completion of advanced academic degrees and/or promotion within their chosen field of endeavor.
4. Actively be involved in their communities as citizens who are concerned with improving the quality of life for all people groups.
5. Pursue healthy lifestyles and take appropriate action to promote wellness within their families and throughout their communities.
6. Build a legacy for the next generation by nurturing those institutions (e.g. the home/family, the Church, the Christian college) which are critical to the establishment and maintenance of biblical values, including moral integrity, ethical principle, and human dignity.
7. Develop an awareness of the inter-connectedness of nations and peoples and seek out opportunities to promote peace, goodwill, and the enrichment of life within the global village.

## 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 a 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* – This 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 Online Student Handbook presents University policy for many specific situations, several general principles may serve as a guide to what constitutes an acceptable lifestyle 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 Churches 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.

## University Contact Information

Service	Contact	Email	Phone
Office of Academic Affairs	Dr. Marvin Elliott	<a href="mailto:melliott@kcu.edu">melliott@kcu.edu</a>	606-474-3253
Student Services	Bill Baumgardner	<a href="mailto:wbbaumgardner@kcu.edu">wbbaumgardner@kcu.edu</a>	606-474-3151
KCU Bookstore	Julie Baumgardner	<a href="mailto:bookstore@kcu.edu">bookstore@kcu.edu</a>	606-474-3247
Director, Young Library	Naulayne Enders	<a href="mailto:nenders@kcu.edu">nenders@kcu.edu</a>	606-575-3276 606-922-8504 (cell)
Director of Malachi McDaniel Academic Resource Center (ARC)	Debbie Elliott	<a href="mailto:delliott@kcu.edu">delliott@kcu.edu</a>	606-474-3275)
Sakai Administrator	Stephanie Nesler	<a href="mailto:slnesler@kcu.edu">slnesler@kcu.edu</a>	606-474-32754
Campus Health Services	Jina Tackett, RN	<a href="mailto:nurse@kcu.edu">nurse@kcu.edu</a>	606-474-3136
Coordinator of Student Counseling Services	Lori Smith-Ward	<a href="mailto:lsmithward@kcu.edu">lsmithward@kcu.edu</a>	606-474-3121
Business Office Student Accounts Manager	Wilma Whitt	<a href="mailto:wwhitt@kcu.edu">wwhitt@kcu.edu</a>	606-474-3245
Director of Financial Aid	Jennie Bender	<a href="mailto:jbender@kcu.edu">jbender@kcu.edu</a>	606-474-3226
Campus Minister	Jacob Shockey	<a href="mailto:jfshockey@kcu.edu">jfshockey@kcu.edu</a>	606-474-3277
Campus Security			606-316-1006
Registrar	Emily Miller	<a href="mailto:emilyamiller@kcu.edu">emilyamiller@kcu.edu</a>	606-474-3260
Dean of Distance & General Education	Calvin Lindell	<a href="mailto:colindell@kcu.edu">colindell@kcu.edu</a>	606-474-3273
Dean of Keeran School of Bible & Ministry	Dr. Brian Baldwin	<a href="mailto:bb@kcu.edu">bb@kcu.edu</a>	606-474-3244
Keeran School of Bible & Ministry Graduate Program Coordinator	Dr. Rob O'Lynn	<a href="mailto:rolynn@kcu.edu">rolynn@kcu.edu</a>	606-474-3230
Dean of Keeran School of Education	Dr. Lisa Conn	<a href="mailto:lconn@kcu.edu">lconn@kcu.edu</a>	606-474-3269
Teacher Leader in M.A. in Education Program Coordinator	Dr. Joseph Olsen	<a href="mailto:jolsen@kcu.edu">jolsen@kcu.edu</a>	606-474-3267
Dean of Yancey School of Nursing	Dr. Carol Brickey	<a href="mailto:cbrickey@kcu.edu">cbrickey@kcu.edu</a>	606-474-3255
MSN Program Coordinator	Kristen Geyer	<a href="mailto:kegeyer@kcu.edu">kegeyer@kcu.edu</a>	606-474-3255
RNBSN Program Coordinator	Dr. Gail Wise	<a href="mailto:gailwise@kcu.edu">gailwise@kcu.edu</a>	606-474-3255

## Policy Statements Concerning Student Life at Kentucky Christian University

**KCU Social Media Policy:** Social media communication has become very important to colleges and student bodies. While this is a great way to stay in touch around the world there is a need for responsible use of these public communication tools. Much damage can be done when thoughtless or reckless use is made in these public forums. Kentucky Christian University students are asked to follow guidelines in the use of any and all social media.

1. Refrain from posting negative or hurtful comments about others.
2. Follow University standards when posting pictures, videos, or other communications for others to see. Profanity, nudity, vulgar, hurtful, or derogatory comments should never be posted for others to see.
3. Negative and hurtful comments about the University, employees, or other students should not be posted.

When these guidelines are not followed the following steps will be taken by University administrators:

1. The offending student will be contacted and will be asked to remove any and all harmful or negative comments.
2. If the student agrees and posting are removed there will be counseling to lead to more positive use of the social media.
3. If students refuse to remove offensive postings there will be action taken to correct the situation. These actions would include Social Probation, required counseling, or suspension.
4. If students are discovered to have posted offensive items for a second time, after being counseled concerning their first posting, actions will be taken which could lead to suspension of the offending student.

**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 form can be accessed on the Student Services section of the KCU webpage ([www.kcu.edu](http://www.kcu.edu)). Forms submitted to the Office of the Director of Student Services, it will be brought before the Student Services Appeals Committee for consideration.

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.

**Written Appeals Policy:** 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 Services Committee Appeal Form can be accessed from the KCU webpage by choosing Student Services and clicking on the link Appeals Form under the heading Important Links. 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. Once the form has been completed and submitted to the Student Services Appeals Committee Chair, the chairman will decide from the information provided whether in 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 Executive Vice President and Chief Academic Officer. There will be also be a junior or senior woman, a junior or senior man, and a junior or senior non-traditional student appointed by the Director of Student Services.
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.

### **Academic Life in the KCU Community**

**Online Attendance Policy:** Federal law requires weekly activity and participation in a course for the student to be considered active and attending for the purposes of financial aid. Additionally, student attendance is directly related to student success in the course. Active participation will include submitting material such as assignments, blog posts, forums, and wikis. Simply logging on will not count as attendance. If you cannot attend at least once a week during the course, contact the instructor for the course, the program director, or the academic office by phone or email for advice. A student who stops participating for two weeks will be dropped from the course and receive a failing "XF" grade.

**Email:** Students are expected to maintain a functional KCU email account and check it frequently. **All email communication** must occur within the secure KCU email system. Students will receive at least 24-hour notice for assignments delivered via email.

**Bulletin Boards/Sakai Platform:** Sakai and bulletin boards provide critical information about class schedules, clinical experiences, assignments, and special instructions. Students are expected to check boards frequently during the program.



## Testing Policy and Exam Proctoring

An outside proctoring service may be used to provide online proctoring for exams. Students may be required to provide evidence proving their identify and ensure a secure testing area prior to the start of every proctored examination. These measures may include:

- Photo identification
- 360 degree scan of room using computer's camera
- Clean workspace and computer screen

Should an outside proctoring service be used, proctors will make every effort to minimize disruptions during the examination process. However, they will investigate any irregularities and reserve the right to stop and examinee's test if necessary.

Distance learning examinees may not have any of the following items during the exam process:

- Food, drink, or candy (unless required for medical reason, proctor must inspect prior to the start of the examination)
- Sunglasses, hats, or a hood
- Music (e.g. IPOD MPS player, etc.)
- Electronic communication devices such as cell phones and smartwatches

Distance learning examinees will sign a *Statement of Confidentiality* (Appendix A) regarding examinations each academic year to be kept in the student's files.

**Technology Requirements:** Student must have reliable access to a computer, internet, and a KCU email account. Recommended/required components are as follows:

- Windows 7 or above. (Windows 10 preferred)
- Wired and/or wireless (preferred) network connection.
- Web browser (current versions of Firefox and/or Chrome).
- Microsoft Office 2007 or above.
- Active and up-to-date Virus Protection Software.

**Student Representation in Governance:** All departments with online degrees will designate distance learner(s) enrolled in the program to serve as student representatives. These students will seek feedback from peers in the online degree program and communicate it to department faculty for consideration.

**Modular Course Withdrawal/Drop Policy:** Courses in the MSN Program are defined as modular by the federal government for financial aid because they do not span the length of the traditional 16 week semester. Dropping or withdrawing from courses may impact your enrollment status and earned financial aid. The last day to drop a course is the fourth business day from the course start date. Withdrawal from a course, whether passing or failing, will not be permitted after 75% of the course is completed.

The withdrawal procedure is as follows: (1) Student emails advisor of desire to withdraw (must originate from the student's KCU email address); (2) Advisor forwards the email to the registrar; (3) Registrar withdraws the student.

**Relocation While Enrolled:** Students considering relocation while enrolled in an online program must discuss their plans with the respective program coordinator or department dean. State regulations for distance education vary and may affect the student's ability to continue course work or complete clinical and/or internship requirements affecting the student's ability to progress in the program.

**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 aforementioned offenses warrant academic discipline. First offenders are subject to the discipline of the individual professor and are reported to the Executive Vice President and Chief Academic Officer. 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.

**Academic Appeal Procedure:** A student may at times substantively disagree with decisions made by professors in his/her classes. Substantive disagreement may relate to any aspect of the course, such as course requirements, the grading scale, teaching methods, grading procedures, etc. If such a disagreement occurs, the student should follow the following procedures:

1. Meet with the professor to discuss the issue in a pre-arranged, scheduled meeting. Unplanned meetings before or after class or in the hallway are often not effective in dealing with such issues. In most cases, discussing the issue with the professor resolves the situation.
2. If the issue is not resolved, and if the student feels the issue warrants further consideration, the student may file a formal written complaint to the professor. The professor will respond in writing, in a timely manner, to the student's written complaint.
3. If the student and professor are unable to come to resolution, the student may forward the complaint to the Dean under which the class is offered. The Dean will attempt to resolve the issue.
4. If the resolution is still not achieved, the student may file a written appeal to the Academic Appeals Committee. The appeal must be submitted within 30 days of the incident in question. The written appeal should include the responses of the course instructor and the Dean of the school. The Academic Appeals Committee will render a written recommendation to the student and the professor in question, and to the Executive Vice President and Chief Academic Officer. Appeals will normally be considered and responded to within two business days of the receipt of the appeal.

Appeal forms and further instructions are available under the Academic Affairs page of the KCU website ([www.kcu.edu](http://www.kcu.edu)).

**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.

**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: The KCU Registrar's Office 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 needed.
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.

**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 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 "F" 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.

**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 signature of the Vice President of Academic Affairs, the Vice President for Enrollment and Student Services, a Business Office representative, and a Financial Aid representative. Refunds will be made only to students withdrawing from school (not individual class) on the prorated schedule published in the University catalog.

**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 are 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. A transcript request form can be obtained in the office of the Registrar or online. An official transcript is sent directly from this University to another University or School. 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 to KCU graduates only. All other transcripts cost \$5.

**Educational Records:** The Family Education 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, email address, telephone number, previous 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.

**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 four years. KCU reserves the right to amend, delete, or modify any requirements without 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, department, 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.

## **Spiritual Life in the KCU Community**

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, KCU 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 is 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 Activity – Chapel: Online students are encouraged to regularly join University chapel services via Live Streaming available on the KCU website ([www.kcu.edu](http://www.kcu.edu)) every Tuesday and Thursday at 9:30 a.m. during the academic year (fall & spring semesters).

*We believe that each student (and campus family members) 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 the individual.

- Supporting Activities – Personal and Small Group Activities

## **Student Services in the KCU Community**

**Health Services:** KCU Campus Health Services are 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 606-474-3136 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.
- 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. Office hours are posted or by appointment. The Coordinator of Student Counseling at KCU is a Licensed Clinical Social Worker (LCSW) with the State of Kentucky and can be reached by calling 606-474-3121 or by campus email at [lsmithward@kcu.edu](mailto:lsmithward@kcu.edu). College can be a very rewarding but also a very challenging time in a person's 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, 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 identify.
- 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.
- Crisis intervention is available through contacting: Campus security (606-316-1006) or the Director of Campus Housing (606-474-3153). Referrals are accepted from staff/faculty, family, friends, clergy, and by student self-referrals. All students placed on academic probation (through the Academic Affairs Office) and/or Social Probation (through the Vice President for Enrollment and Student Services 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 Vice President of Academic Affairs and/or Vice President for Enrollment Management 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.

**Financial Counseling:** The finance officers of KCU take particular interest in assisting students who have special financial needs. While this most certainly a sensitive issue too 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 students experience their first personal encounter with Jesus Christ during the academic programs at KCU. 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.

**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. 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 Vice President for Enrollment and Student Services at 606-474-3151 or come by the Student Services Office located in Lusby Center. Services offered by Campus Safety include:

- **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 7:30 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 vehicle unlocked at any time. A thief only needs seconds to steal from a 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 theft, immediately contact the Vice President of Enrollment and Student Services or Campus Safety. The University is not responsible for the loss or damage of a student's personal property.

**Paper Rater:** All students have access to a free premium subscription on paper rater. This is an online service that offers grammar check, writing suggestions and a plagiarism check. Student may use the following link to access the premium subscription.

<http://fp.PaperRater.com/>

**Online Library:** All students have access to the full KCU online library. The Young Library provides online access to over 100,000 electronic books and over 400,000 electronic journal titles. Electronic resources allow students to access research materials 24/7. Students can access the library at <https://www.kcu.edu/library>. All online course have a librarian embedded within the course to help students with any library needs.

**Learning Management System (Sakai):** Sakai is KCU's online learning management system. Students will receive an orientation to Sakai prior to their first online course. The Sakai Administrator will be available within each course to assist students.

**Academic Resource Center (ARC):** The Malachi McDaniel Academic Resource Center is the campus support center. Tutors are available on campus and virtually that are trained and available to help with a variety of needs including editing, formatting and feedback on assignments. The ARC is prepared to help students improve assignments prior to submission or to help student who have fallen behind in course work.

**Live Streaming:** All chapel services (Tuesdays & Thursdays at 9:30 a.m.) and many campus and athletic events are available for live streaming on the KCU website ([www.kcu.edu](http://www.kcu.edu)).

**State Complaint Policy:** As part of the Higher Education Amendments of 1998, Congress passed provisions governing schools' relationships with their state education agency, and requires all schools to inform students of their rights with regard to filing a complaint, KCU is authorized by the Kentucky Council of Postsecondary Education (CPE) and students may file a formal complaint with the CPE should resolution not be achieved within KCU's normal grievance process(es).

All enrolled students, regardless of modality of instruction, have the right to file a complaint with the CPE at any time. CPE may be contacted at: Sara Levy, Director of Postsecondary Licensing, Counsel of Postsecondary Education, 1024 Capital Center Drive, Suite 320, Frankfort, KY 40601 or via email at [sarah.levy@ky.gov](mailto:sarah.levy@ky.gov).



Appendix A

**KENTUCKY CHRISTIAN UNIVERSITY  
DISTANCE LEARNING  
STATEMENT OF CONFIDENTIALITY**

I agree to the following statements and agree to be legally bound by the rules and policies set forth by Kentucky Christian University.

1. Examinations and test questions presented through KCU courses are the exclusive property of Kentucky Christian University and/or the contracted testing service provider.
2. Examinations and the items contained therein are protected by copyright law.
3. No part of examinations may be copied or reproduced in part or whole by any means, including memorization.
4. My participation in any irregularity occurring during examinations, such as giving or obtaining unauthorized information or aid, as evidenced by observation or subsequent analysis, may result in termination of my participation, invalidation of the results of my examination, or other appropriate action (including dismissal from KCU).
5. Future discussion or disclosure of the contents of examinations orally, in writing, or by any other means is prohibited.
6. I understand that during examinations, I may NOT communicate with other examinees, assist, or obtain assistance from any person. Failure to comply with these requirements may result in the invalidation of my examination results as well as other appropriate action.
7. I understand I am required to report to KCU instructors any examination question disclosures or solicitations for disclosure of which I am aware.

I understand failure to comply with this attestation may result in invalidation of my grades, disqualification from current and future examinations, expulsion from KCU and possible civil or criminal penalties.

\_\_\_\_\_  
Printed Student Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

This form is available on the KCU webpage at [my.kcu.edu](http://my.kcu.edu) and within individual class information presented on Sakai.