

Kentucky Christian University

Student Services Handbook

2024-25

Whether you are a new or returning student, welcome to this very special Christian University. You have chosen to be a part of this Christian community and we are so glad you have selected KCU to further your education.

Kentucky Christian University is a private, non-profit institution of Christian higher education. For over a century, KCU has been transforming the hearts and minds of students through a Christ-centered educational experience that is both academically rigorous and intimately personal.

The 121-acre campus in Grayson, Kentucky is conveniently located and aesthetically pleasing with an abundance of tree-lined and spacious grounds. We refer to our location as being “in the foothills of the bluegrass state, like a lighthouse shining bright!” Our surrounding area is certainly big enough to serve you, but small enough to know you.

Getting to know you is exactly what we desire to do as the KCU Student Services team relentlessly pursues our goal of improving the living and learning environment on campus. We pray for many good things in your life as a result of your decision to make KCU your home.

Your time as a KCU student will be impacted by an intentional emphasis of the three C’s of KCU: Christ, Character and Career. We look forward to your growth as a follower of Jesus Christ and a person of moral character as you are equipped with the knowledge, skill, and overall readiness for your chosen career.

Your KCU Student Handbook is designed to provide you with the information and guidelines you will need to make your years at KCU as productive as possible.

KCU is a special place with a special mission. It is no secret that we are distinctively Christian; therefore, we have high expectations of you as one of our students. So, please read this handbook carefully. It will serve as the standard for quality campus living at Kentucky Christian University.

As a part of the registration and acceptance process, you have agreed to abide by the expectations in the student handbook. Should you have a question regarding your handbook, don’t hesitate to ask us for clarification. We are glad to assist you in any way.

We highly encourage you to take full advantage of every opportunity God gives you while at KCU to learn and grow in Christ! And please feel free to visit the Student Services office at any time. You will receive a warm welcome as a member of the KCU community.

Donald M. Damron
Vice President of Student Services



NON-DISCRIMINATION STATEMENT

Kentucky Christian University is a Christian University affiliated with the independent Christian Churches and Churches of Christ of the American Restoration Movement (also known as the Stone/Campbell Movement.) Its mission “is to engage students in a transformative educational experience that equips them as effective Christian professionals providing servant leadership for the church and society.”

Accordingly, KCU seeks to educate individuals who share its vision and core values to carry out that mission. KCU does not unlawfully discriminate on the basis of race, color, and national or ethnic origin in admissions or educational programs.

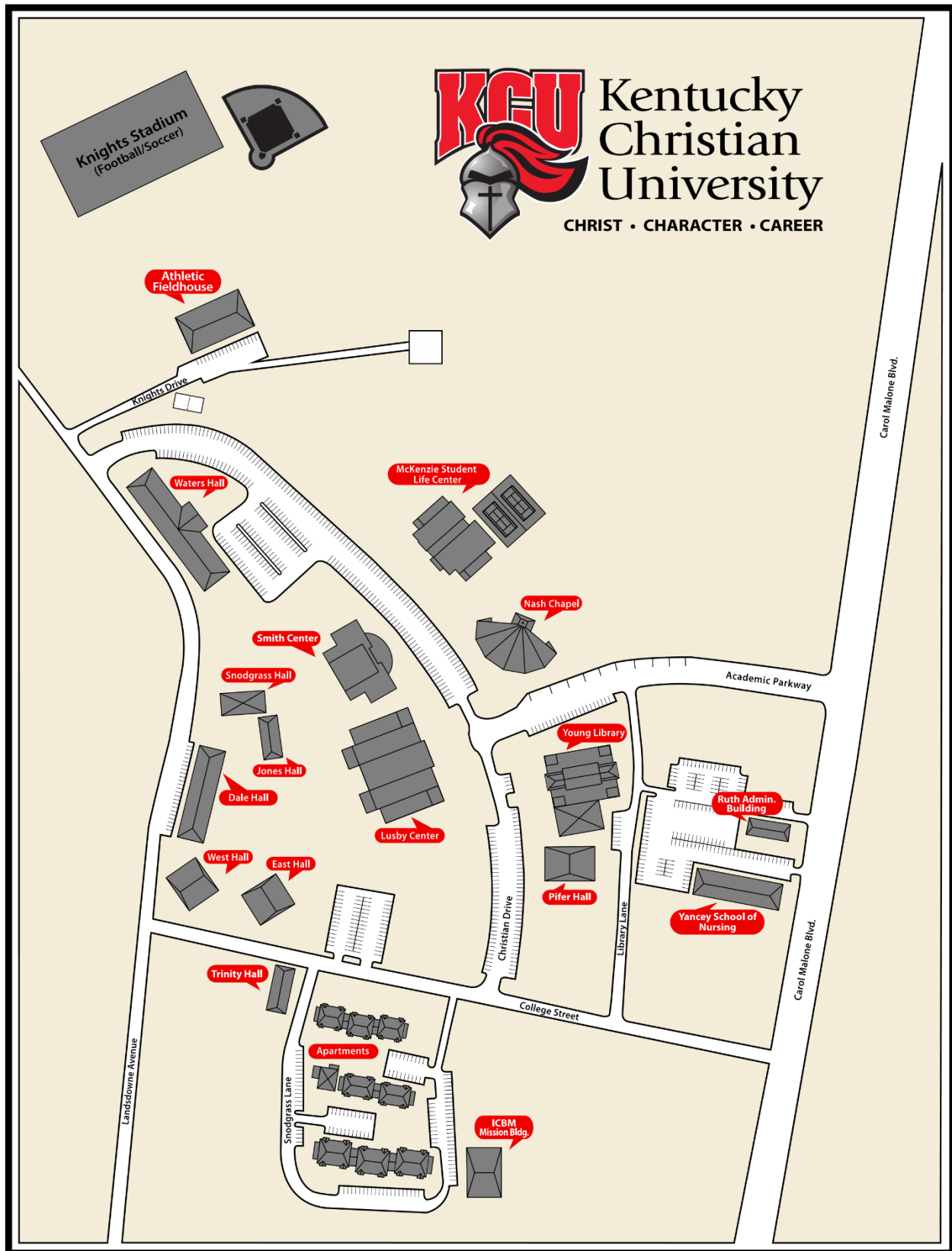
TABLE OF CONTENTS

CAMPUS MAP	6
INTRODUCTION	7
MISSION, VISION AND CORE VALUES	8
STUDENT SERVICES	9
STUDENT RIGHTS AND RESPONSIBILITIES	9
FINANCIAL SUPPORT	9
FOOD SERVICES	9
INTRAMURALS	10
MCKENZIE STUDENT LIFE CENTER	10
WELCOME WEEKEND/ORIENTATION	10
CLASS GROUPS	10
STUDENT ORGANIZATIONS	11
STUDENT GOVERNMENT	11
Role of Student Council in Decision Making	11
COUNSELING SERVICES	12
CAMPUS HEALTH SERVICES	12
CAMPUS STORE	13
CONTAGIOUS MEDICAL CONDITION OR SERIOUS ILLNESS	13
INTERCOLLEGIATE ATHLETICS	13
Code of Proper Conduct	13
ACADEMIC QUALIFICATIONS FOR PARTICIPATION IN ACTIVITIES	14
FINANCES	14
MARRIAGE OF STUDENTS	14
KCU NEWS	14
SOCIAL ACTIVITIES AND EVENTS	14
CHRISTIAN RACE RELATIONS	16
MAIL HANDLING AND DISTRIBUTION	16
LOST AND FOUND	16
STUDENT ID KEYCARDS	17
CAMPUS COMMUNITY STANDARDS OF CONDUCT	17
OBJECTIVES	17
CATEGORIES OF STANDARDS—Biblical, Legal, and University	18
SPECIFIC STUDENT CONDUCT STANDARDS	18
LIFESTYLE STANDARDS	18
Abuse	19
Disrespect	19
Drug Screening	19
Social Media	19
Electronic Media	20
Unacceptable Entertainment	20
Unacceptable Employment	20
Dress Code/Appearance	20
Obstruction or Disruption	21
Unacceptable Display of Affection	21
Sexual Misconduct	21
Property Issues/Theft/Vandalism	22
Assault/Battery	22
Falsification	22
Unauthorized Access/Entry	23

Violation of Established Laws	23
VEHICLE USE STANDARDS	23
Vehicle Operation	23
Vehicle Parking	24
Vehicle Repair	25
Vehicle Removal	25
CAMPUS STANDARDS	25
Physical Privacy Policy	26
Dormitory/Apartment Cleanliness	26
Damaging/Defacing the Apartment/Furniture	26
No Pets on Campus/Emotional Service Animals (ESA)	26
Curfew	26
Misuse of Campus Technology	27
Weapons Free Campus	27
Student Publication	28
Facility Use	28
Endangerment	28
DISCIPLINARY CONSEQUENCES	29
PROCEDURE FOR STUDENT DISCIPLINE	29
WRITTEN COMPLAINTS AND GRIEVANCES	30
READMISSION AFTER EXPULSION	31
STUDENT HOUSING	31
GENERAL HOUSING INFORMATION	31
RESIDENCE HALLS	32
RESIDENT ASSISTANTS	33
OCCUPANCY	33
ROOM CHECK-IN AND CHECK-OUT	33
CHANGING ROOMS	33
FURNISHINGS	34
FIRE SAFETY STANDARDS/APPLIANCES/CANDLES	34
ROOM INSPECTIONS	34
ROOM KEYS/LOCKS	34
LAUNDRY	34
UNAUTHORIZED VISITATION IN CAMPUS HOUSING	
NON-RESIDENT AND SINGLE STUDENT VISITATION	35
RESIDENCE HALL QUIET HOURS	35
ROOM ENTRY	35
OPEN DORMS	36
HOUSING AND SECURITY FOR STUDENTS WITH DISABILITIES	36
GOOD PRACTICES	38
STUDENT SPIRITUAL LIFE	39
CHAPEL ACCOUNTABILITY PROCEDURES	40
CAMPUS SAFETY	41
SERVICES OFFERED BY CAMPUS SAFETY	41
EMERGENCY PROCEDURES	42
CAMPUS EMERGENCY NOTIFICATION	42
FIRE SAFETY	43
SEVERE WEATHER	43
EARTHQUAKE	44
INCLEMENT WEATHER POLICY	44

STATE COMPLAINT POLICY	45
DISCLAIMER	45
APPENDIX A	46
ALCOHOL AND DRUG ABUSE POLICY	
APPENDIX B	50
TITLE IX, CLERY ACT, AND VAWA POLICY	
APPENDIX C	66
UNIVERSITY COMPUTING	
APPENDIX D	71
STUDENT ASSOCIATION CONSTITUTION	
APPENDIX E	75
SERVING STUDENTS WITH DISABILITIES	
APPENDIX F	79
CAMPUS SAFETY AND SECURITY DATA	
APPENDIX G	81
PROCEDURE FOR WRITTEN ACADEMIC APPEAL	
APPENDIX H	85
DISCIPLINARY ACTION	
APPENDIX I	88
TENETS OF THE FAITH	
APPENDIX J	91
PHYSICAL PRIVACY	

CAMPUS MAP



INTRODUCTION

Kentucky Christian University is, by name and purpose, a Christian University affiliated with the Independent Christian Churches and Churches of Christ of the American Restoration Movement.

Kentucky Christian University was established in Grayson, Kentucky, on December 1, 1919, as “Christian Normal Institute.” The co-founders were J. W. Lusby, an outstanding educator, Church leader, teacher, and journalist of eastern Kentucky; and J. O. Snodgrass, a minister of the Gospel from Iowa. Associated with them was R. B. Neal, an evangelist of eastern Kentucky.

From the outset, Christian Normal Institute included both high school and junior college programs, which emphasized the preparation of public-school teachers as indicated in the very name of the institution—“Normal.” The school transitioned during the next quarter century and was dedicated to the training of young people as preachers and Christian leaders. As a result, the name of the school changed from CNI to Kentucky Christian College in 1944. KCC broadened its focus, over the next 60 years, from the training of preachers to a wider range of careers in need of Christian leadership. Majors such as Elementary Education, Social Work, Business, Nursing, and the addition of Graduate programs were among those which contributed to the decision to change our name once again in 2004 from KCC to KCU—Kentucky Christian University.

Although we have undergone two name changes, Kentucky Christian University remains unwaveringly committed to its mission of educating students for Christian leadership and service throughout the world.

Throughout the history of this institution, under the leadership of Dr. J. W. Lusby (1919-1937), and his successors in the presidency, Dr. J. Lowell Lusby (1937-1977), Dr. L. Palmer Young (1977-1987), Dr. Keith P. Keeran (1987-2009), Dr. Jeffrey K. Metcalf (2009-2019) and Dr. Terry Allcorn (2019-Present), Kentucky Christian University has educated some of the most outstanding Christian leaders, both in the church and in other professions throughout the world.

Kentucky Christian University remains committed to providing a strong biblical foundation for each of her students. This foundation, then, becomes a source of beliefs, which will influence the way students view the world and conduct themselves within a chosen vocation. The belief that a Bible core and vocational preparation should coexist is distinctive at Kentucky Christian University. Her sixth president, Dr. Terry Allcorn, is committed to the task of seeing that this purpose remains central as the University’s programs expand to prepare Christian workers in several carefully chosen fields.

We encourage you to learn even more about the history of this great place! You will be challenged in your walk with the Lord as you read of the faith and sacrifice of those who dedicated their life’s work and ministry to the establishment and growth of this University. As you walk the campus, look around, and you will see many names such as Lusby, Snodgrass, Nash, Dale, McKenzie, Young, Pifer, Damron, and others prominently displayed to honor their contribution ‘for the good of the cause.’

In honor of this proud past, the entire campus community spent the year 2019 in celebration of our University’s centennial year. Yes, we indeed have a proud past, but we also look forward to a promising future in our second century of service to the Kingdom!



MISSION, VISION, AND CORE VALUES

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 is to be a growing, dynamic learning environment featuring premier academic and co-curricular programs provided by exemplary Christian mentors.

We express our core values as the ‘3 C’s of KCU’...Christ, Character and Career.

- We believe **Christ** is the ultimate source and example in providing definitive standards for your spiritual, educational, social, moral, and ethical behaviors. All KCU programs will encourage you to come to know Christ more fully and to be actively involved in the Church.
- We believe for you to best attain your personal and professional goals, you must be known as a person of great **Character**. To this end, we will intentionally develop you as a whole person—mind, body, and soul, to be a motivated person with individual integrity and compassion.
- We believe that your preparation for success in a **Career** is best accomplished when your goals are clarified and your leadership is defined by the way in which you serve Christ, the church, and the community. In this regard, it is our prayer that you will learn how you have been called to become an agent for change in your world.

STUDENT SERVICES

The KCU Student Services team plans, implements, and manages most of the institutional programs, services, and activities described in the KCU Student Handbook which are designed to aid the student body in obtaining a quality education in a Christian environment and to support the mission, vision, and core values of the University. It is the desire of the Student Services office to give all students the opportunity to enjoy their University experience, grow as an individual, and strengthen their faith.

STUDENT RIGHTS AND RESPONSIBILITIES

Student rights and responsibilities are described throughout this Student Handbook. It is the responsibility of the student to read the University Catalog, the Student Handbook, and any other information provided or published by Kentucky Christian University related to the needs of the student body; stay informed about program revisions; and know and comply with all current policies, procedures, and requirements.

In making your decision to join the KCU community, you have accepted an obligation to support and obey all University standards within the Student Handbook, the same as you are expected to obey local, state, and federal laws. Those who cannot, or will not, abide by these standards will be subject to disciplinary action and the privilege of continued attendance at KCU may be withdrawn.

FINANCIAL SUPPORT

KCU is supported, in part, by the contributions of various interested individuals and congregations of the Churches of Christ and Christian Churches—mostly within Kentucky and our contiguous states. Kentucky Christian University enjoys a strong relationship with its supporting churches.

FOOD SERVICES

Mealtime in the cafeteria offers an opportunity for fellowship. Cafeteria-style meals are served at the posted hours. Student meals are covered through the KCU meal plan included in the student room and board fee. The financial arrangements for room and board are on a semester basis only. Separate meal plans are also available for purchase by commuters and those living in the KCU apartment complex. Room and board fees and meal plan purchases are 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.

Any student with special dietary requirements should coordinate with the Student Services office and the Pioneer Catering Food Services Director.

No drinking glasses or food serving items are to be taken out of the cafeteria unless they are specifically intended as take out items.

Appropriate clothing, including shirt and shoes, must be worn in the cafeteria. All students are expected to conduct themselves in a manner worthy of the school's mission.

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. All intramural announcements and statements regarding sport, leagues and expectations are posted on the intramural bulletin board located across from the mailboxes.

MCKENZIE STUDENT LIFE CENTER

The following general regulations apply in the McKenzie Student Life Center:

1. Prior to using the MSLC equipment, students should familiarize themselves with all rules and expectations regarding facility use and hours of operation;
2. KCU identification cards are used to enter the facility;
3. Appropriate clothing and 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 facility personnel 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.
8. Hours of operation are posted on the front door. MSLC hours are seasonal and often dependent on the school calendar and availability of student work study hours.

Fitness room rules

1. The number one concern in the fitness room is SAFETY.
2. Exercise at your own risk.
3. Enter the fitness room mentally and physically ready to work.
4. Return all weights to their proper storage area after use.
5. Exercise with a spotter.
6. Always use common sense. If you see potential danger, please report it.
7. Leave the fitness room clean and in proper order.

Additional information on fitness room etiquette, weightlifting techniques, free weights, and spotters is available from the fitness center personnel.

WELCOME WEEKEND/ORIENTATION

At the start of the fall semester, new and transfer students are led in a period of orientation known as “Welcome Weekend”, the purpose of which is to ease the transition to Kentucky Christian University by acquainting students with the mission, people, systems, and community of the University. An orientation on a smaller scale will be held for new and transfer students at the start of the spring semester.

CLASS GROUPS

For social enrichment and leadership development opportunities, and as student interest allows, KCU students in traditional degree programs are divided into class groups (Freshman, Sophomore, Junior, and Senior Classes), each group under the guidance of a faculty member and a staff member who serve as Class Sponsors. These class groups provide a basis for social

activities and spiritual growth. Your participation in class groups is very important and is strongly encouraged.

Classes share an important role in planning various on- and off-campus events, such as fellowship meals, special-interest trips, and social activities for the campus community. They engage in community service projects and also sponsor at least one University-wide social function annually (refer to “Social Activities and Events” for brief descriptions). The class groups also serve as a basis for the Student Council. Class officers are chosen each year to represent the student body’s interests to the Council, and through the Council to the University.

STUDENT ORGANIZATIONS

Students may form organizations/clubs for any purpose approved by the Vice President of Student Services and the Student Council. In general, the University does not start student clubs; students do. If you think there is enough interest in a special focus not now covered by student groups, you can ask about organizing one!

Past and present clubs include Outdoor Adventure Fellowship, Bored Games, FUNKO POP collectors, Pi Chi Delta, Laos Protos, Reliance, Counseling Psychology Student Organization, SNO, Herodotus Society, E-sports Club, Students in Free Enterprise.

The proper procedure is to file a written proposal for a student club that includes the following:

1. With at least one other student, write a statement of purpose for the organization. Normally a single paragraph is sufficient.
2. Write down your ideas about how the club would function—frequency and place of meetings, activity goals, membership qualifications, and so on.
3. Secure, if possible, the agreement of a faculty or staff member to serve as club sponsor.
4. Submit your plans in writing to the Vice President of Student Services for approval to be placed on the next Student Council Agenda.

STUDENT GOVERNMENT

The student body speaks officially through the KCU Student Council. This student organization is comprised of Officers selected by the student body and Class Representatives selected by the individual class groups into which the student body is divided. The Student Council President presides over all Council meetings and is the official channel through which requests and suggestions are made to the University. A copy of the KCU Student Council Handbook is available upon request from the Student Services Office.

Non-member students are welcome to attend the Student Council meetings as observers; those students who wish to address the Council should make formal arrangements through one of their Class Representatives. Faculty members, Trustees, or others who might wish to address the Council should make prior arrangements through the Student Council President.

Role of Student Council in Decision Making

In general, the procedure for presenting a concern or suggestion from the student body, through the Student Council, to the University is as follows:

1. A student or student group initiates discussion of a concern or suggestion in a Class meeting or with a Class Representative to Student Council. It is a good practice to provide the Class Representative with a written version of the concern or suggestion.

2. The Student Council Class Representative brings the concern or suggestion to the full Student Council for discussion.
3. The Student Council seeks input from appropriate sources, including, but not limited to, approved student groups, recognized student leaders, faculty members, the Vice President of Student Services, and other staff members.
4. The Student Council passes a resolution and prepares a proposal to the appropriate office or individual who can best address the concern or suggestion.
5. The Student Council President delivers the proposal to the Vice President of Student Services for presentation to the Presidential Cabinet.
6. The Vice President of Student Services informs the Student Council President of any actions taken by the University as a result of the proposal.

Advice from the Student Council is also solicited by the University in other ways. For example, Council members are routinely asked for their suggestions to improve new editions of the Student Services Handbook. Council members are often asked for input to the University's ongoing self-evaluation, assessment, and planning activities. Student Council often serves as a focus group of current students for assessment purposes. Additionally, the student council will periodically solicit student answers on a Google form known as "KCU Questions" to a simple question or two designed to get student input on student activities and interest.

COUNSELING SERVICES

General counseling services are available to students through the Student Services Office by the Campus Counseling Director. The counseling office is located in the south wing of Lusby Center, 2nd floor, next to room 211. The campus counseling center's contact number is **606-474-3121**.

With the best interests of our student body in mind, any student, as part of their disciplinary consequence may be referred for counseling, or one who has been placed on Academic Probation and/or Social Probation may be referred for 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 the Vice President of Student Services.

Services received from the Campus Counseling Office follow counseling confidentiality protocols and are provided without additional charge or fee for all enrolled students of KCU. Professional, clinical counseling may be arranged with an area counselor through the Campus Counseling center. *Note:* If needed, transportation may be arranged through the Student Services Office.

CAMPUS HEALTH SERVICES

The Campus Health Center is staffed by a Registered Nurse and is located in the south wing of Lusby Center, 2nd floor, next to room 211. The Center is open at various times on Mon-Fri. Office hours for each semester are posted. Call 606-474-3136 to schedule an appointment. For medical advice before or after normal business hours, contact the after-hours nurse triage helpline at **1-844-324-2200**. This is a free service from our professional health care partner, King's Daughters Medical Center. This number enables you to speak with the KDMC on-call nurse who can direct your needs. **As always, in the event of a medical emergency dial 911.**

CAMPUS STORE

The KCU Campus Store is located just off the student lounge in the second floor of Lusby Center. It is open from 8:00 a.m. to 4:00 p.m. Monday through Friday, closing for chapel services on Tuesday and Thursday at 9:30 a.m. In addition to providing answers about University textbook purchases and/or rentals, the campus store sells a complete line of KCU clothing, classroom supplies, snacks and many other KCU swag items. Forms of payment include all major credit cards, cash, checks, and KCU Data Card.

CONTAGIOUS MEDICAL CONDITION OR SERIOUS ILLNESS

If you show symptoms of, or think you might have a contagious medical condition (Flu-like or COVID symptoms, MRSA, head lice, etc.) that is transferable to others via casual contact, please seek medical attention right away at the Campus Health Center, or by reporting this to personnel in the Student Services Office before seeking appropriate medical attention. Students desiring information concerning confidential health testing services may anonymously secure contact information for local healthcare agencies by contacting the Student Services Office, Student Health Services or the Student Counseling Service.

All students must follow any medical advice in regard to contagious medical conditions, or other such illness, which would include decisions made to be placed in quarantine or isolation. Students who fail to follow these medical directives may be subject to disciplinary procedures. Our desire is to keep the KCU campus community healthy.

INTERCOLLEGIATE ATHLETICS

KCU is a dual affiliated member of the National Association of Intercollegiate Athletics (NAIA) and the National Christian College Athletic Association (NCCAA). The conference affiliation within the NAIA is the Appalachian Athletic Conference (AAC). All Kentucky Christian University athletic teams are known as the “Knights.” The colors of the KCU Knights are red, black, and white. More information regarding all KCU athletics, including athletic department contact information, all sports teams, schedules, and rosters is available on the “Athletics” tab of the University’s web site, www.kcu.edu.

Code of Proper Conduct

Spectators (whether students, faculty, staff, parents, alumni, or friends) bear important responsibilities to athletic events for the atmosphere and conduct of games, both home and away. The following standards of conduct have been put in place for anyone attending or playing an athletic event at KCU. Please abide by the following:

1. Treat other people as you know they should be treated and as you wish them to fairly treat you.
2. Regard the rules of the game as agreements, the spirit or letter of which you should not evade or break.
3. Treat officials and opponents with respect.
4. Accept absolutely and without quarrel the final decision of any official.
5. Be gracious and show humility in victory and defeat.
6. Be as cooperative as you are competitive.

7. Remember that your actions reflect on you and the institution that you represent.
8. Do all things without grumbling or complaining! (Philippians 2:14-16)

If anyone does not follow these standards at a KCU athletic event, they may be asked to leave the facility and/or forfeit the privilege of attending any future athletic contests.

ACADEMIC QUALIFICATIONS FOR PARTICIPATION IN ACTIVITIES

To participate in extracurricular activities (i.e., intramurals, school drama or musical production, student representative, officer in a student organization), a first-year student (attempted less than 30 semester hours) must have a cumulative grade point average of 1.85 or higher while students who have attempted 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. Participation requirements may be more restrictive if so contracted by the sponsoring department. Intercollegiate athletic eligibility is governed by NAIA requirements.

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. Students with prior balances in excess of \$1000 from previous semesters may not be permitted to return to the University or live in campus housing.

MARRIAGE OF STUDENTS

Change of marital status within a semester can affect studies, eligibility for financial aid, and the status of school bills. Please inform Vice President of Student Services if you are considering marriage during school semesters.

KCU NEWS

The Student Services Office sends out a monthly electronic newsletter called *KCU Knightline News* with sections on campus news, announcements, activities, and photos. A copy of each publication of the *Knightline News* is posted on the Student Services bulletin board outside the KCU mailroom in Lusby Center.

All items for distribution on campus or for display on the Student Service bulletin board in Lusby Center must be approved by the Vice President of Student Services. The Student Service Office reserves the right to refuse the distribution of materials on campus or to remove outdated displays or announcements posted without approval.

SOCIAL ACTIVITIES AND EVENTS

University social activities and events are planned each year by various student groups, the Student Services Office, and other departments of the University. The following are examples of activities that have historically been held during the school year:

Alumni Activities. There are often activities organized for alumni of the University during various times of the year (i.e., homecoming, ICOM, regional receptions, banquets, reunions, etc.)

Athletics Awards Banquets. These celebration and fellowship meals take place to congratulate the year's intercollegiate student-athletes. Students, faculty, staff, or volunteers who have played a significant support role with the intercollegiate athletics program are often invited to attend these banquets.

Baccalaureate. Faculty are robed for this formal worship service highlighting the graduating seniors. It is held close to the end of the spring semester, normally during the final Chapel service of the school year the week prior to Commencement (Graduation).

Commencement. The Commencement ceremony is held at the end of the spring term. As the last official event of the school year, this formal robed event is the Graduation ceremony for students receiving associate, bachelor, and graduate degrees.

Conferences/Seminars. Occasional educational meetings take place on campus, most of which are open to students for little or no cost to register or attend.

Convocation. Convocation is held at the beginning of the Fall term, normally the first Chapel service of the semester. This event celebrates the opening of the school year and features a special speaker, the induction of new students and employees, and a time of corporate worship.

Fall Festival. Sponsored by Campus Ministries and Student Services. Games and Activities to celebrate the changing of seasons and the onset of Autumn involving the KCU campus and the community.

Heart of the Parks Events. Our fair city of Grayson is known as the "Heart of the Parks" due to our centralized location to Grayson Lake State Park, Carter Caves State Park, and Greenbo Lake State Park. Student activities have been held periodically at one or more of these State Parks during the school year.

Homecoming. The Alumni Office sponsors this annual event. Homecoming is normally focused around a home football contest each fall and features a half-time recognition ceremony to honor the Homecoming Court, which is elected by the student body. Other activities designed for students and alumni may also occur.

Knight Games. At least twice a semester the student body is invited by the Student Council and the Student Services team to enjoy a night of games under the lights of the stadium. Cornhole, Nine Square, Bocce, Can-jam, Spike ball and many others are enjoyed in a casual evening.

Spring Fling. Sponsored by the student council and takes place during an announced week each spring. The week's evenings are filled with fun and frivolity as the students unwind prior to preparations for the rigors of finals.

Special Chapel Services. Mission emphasis week. 'Athleo' week emphasizing the importance of faith in athletics. Bridge the Gap week emphasizing our call to restoration principles. One Body week focusing on unity and diversity within the Church.

Weekend Whatchamacallit. In the months of September, October, November, February, March and April, one weekend has been chosen as the "Weekend Whatchamacallit." Multiple activities are planned, usually surrounding an important home sporting event and a Christ's Church on Campus service.

CHRISTIAN RACE RELATIONS

KCU is a multiethnic campus that reflects the diversity within the Christian community. Efforts are made to promote positive race relations and to work against racism. This Christian community challenges its members to respect one another in matters of race or ethnic origin. Therefore, KCU condemns and will not tolerate deliberate or thoughtless speech, writing, clothing, signs, or symbols that may be considered hateful or racially or ethnically degrading.

MAIL HANDLING AND DISTRIBUTION

Kentucky Christian University has a mailroom in the north wing of Lusby Center, 1st floor, which serves as a Post Office on campus. The mailroom staff is responsible for handling student mail. It does so under the following guidelines:

1. All students enrolled in classes taking place on campus receive individual access to a student mailbox with a combination code.
2. All student mail and packages either generated or received by the University are delivered to the mailroom to be sorted and placed in student mailboxes.
3. Items too large to place in the mailbox will be held in the mailroom for student pick-up during regular business hours. Written notices will be placed in the mailbox indicating that a package is available for pick-up. The student must bring the package slip and sign to receive the package.
4. Material of questionable content will be held by the Student Services Office for pick-up directly from the Vice President of Student Services. The office defines questionable material as material that contains content that is sexually, racially, or otherwise suspect or offensive in the judgement of the Student Services Office. Disciplinary steps may be taken if the Student Services Office so deems it necessary.

LOST AND FOUND

The Student Services Office provides a service of Lost and Found for members of and visitors to the campus community. Lost and Found operates under the following guidelines:

1. Items turned over to Lost and Found will be tagged for tracking. The Student Services Office cannot be responsible for items turned over to Lost and Found.
2. Items will be searched in an attempt to identify the owner.

3. Items with a means of connecting them to a member of the campus community will be returned to that individual. The individual will be notified that the item has been found. Smaller items may be returned via campus mail.
4. Items with a means of connecting them to a visitor to the campus will be held and the owner will be notified, if possible.
5. Unclaimed items will be disposed of after a period of two weeks. Items of perceived value may be held longer at the discretion of the Student Services Office. Should the finder be interested in claiming the item, the Student Services Office will attempt to contact the finder at the telephone number left at the time the item was turned in to Lost and Found.
6. **Items lost during a major campus event may be turned over to the department organizing the event.**

STUDENT ID KEYCARDS

Student ID keycards are created and issued within the Student Services Office. Replacement cards may incur a \$10.00 replacement fee.

CAMPUS COMMUNITY STANDARDS OF CONDUCT

The Student Services Handbook presents University Standards of Conduct for many specific situations; however, the **‘Golden Rule’** serves as a guiding principle for all interactions on campus. Therefore, in every situation, **treat others in the way that you would desire to be treated.** (Matthew 7:12)

OBJECTIVES

The purpose of the Campus Community Standards of Conduct described in this document is to communicate and enforce institutional standards of student behavior in order to ...

- Encourage the pursuit of academic excellence
- Encourage individual responsibility
- Encourage respect for authority
- Encourage spiritual and professional maturity

The University’s student discipline system is founded upon Biblical principles, with accelerating degrees of assistance from accountability measures to discipline measures to referral measures. Enforcement of these standards balances personal responsibility with appropriate discipline that is based on love and grace. Critical components of successful discipline are the right attitude of a person’s heart AND the adjustment of a person’s unacceptable behavior. While discipline is rarely viewed as pleasant, it is necessary for the healthy development of a person training for leadership and ministry. It is important to keep these things in mind as you read this section of the Handbook.

Your actions and decisions as a student of Kentucky Christian University affect both you as an individual and the University community as a whole. **Your decision to join this community indicates that you are willing to uphold the community standards that are described in this**

handbook. Each KCU student, therefore, will be held accountable for his/her actions with regard to these community standards. Standards are in effect for a student's entire period of enrollment, including the Fall Semester, Winter Break, Spring Semester, and Summer Break or Summer Semester.

CATEGORIES OF STANDARDS – Biblical, Legal, and University

Each rule, hereafter known as a Standard, falls into at least one of three categories – Biblical, Legal, or University Standards. While some standards may be Biblical, Legal, or both, others will simply be standards that the University has deemed beneficial to implement. The consequences listed later in this document weigh the consequences of a student's unacceptable behavior to the relative importance of the standard.

- A. **Biblical Standards** – These standards are defined as those that are taught specifically in Scripture. At the core of our institution is its Biblical foundation. The University will make every effort to uphold the authority of Scripture as the foundation of our sincerely held religious beliefs and as the central guide to student conduct.
- B. **Legal Standards** – There are legal standards on everyday life that all citizens of the United States, including Christians, are required to obey. The University will enforce all applicable legal standards and support all law enforcement groups investigating any alleged local, state, or federal crime.
- C. **University Standards** – The trustees of the University, with the advisement of the faculty, staff, and administration, have also created a body of standards that students are to uphold. These standards, while being neither Biblically nor legally mandated, are just as binding on the students of KCU.

SPECIFIC STUDENT CONDUCT STANDARDS

All conduct standards, rules and regulations stated in this handbook are official policy of the Board of Trustees of Kentucky Christian University. These policies may be amended by the Board of Trustees at their discretion.

The relationship between the University and student requires a clear expression of the position of the University in certain areas. The University will follow the **Procedure for Student Discipline** for any offense related to the following **Lifestyle, Vehicle Use, or Campus Standards**.

LIFESTYLE STANDARDS

This section of the Student Services Handbook is dedicated to lifestyle standards. While the policies and procedures set forth in this section are intended to be specific in nature, they are also intended to be illustrative of the type of behavior expected of all students and the type of consequences possible in response to unacceptable behavior. Students are to abide by the instructions of those with responsibility for their well-being. Lifestyle Standards apply to all students, regardless of residency either on or off campus.

Abuse

Physical or verbal abuse of any person on University owned or controlled property, at University sponsored or supervised functions, or at off-campus locations; sexual or nonsexual assault, violence, harassment, or hazing; or any other conduct that threatens or endangers the health, safety or overall well-being of any such person, barring no one is unacceptable and subject to appropriate disciplinary action. (See Appendix B on Sexual Harassment and Title IX.)

Disrespect

Students must be respectful to others at all times. Specifically:

- a. University employees, including Residence Assistants and Campus Security, are to be respected and obeyed
- b. Fellow students and others on campus are to be respected
- c. Students are not to be slanderous towards others
- d. Demeaning pranks are prohibited
- e. Disrupting a campus activity is prohibited
- f. The use of profanity or other abusive language is prohibited

Disrespect is not tolerated in areas including, but not limited to

- a. Classroom behavior
- b. Interaction with those in authority in the apartment area
- c. Interaction with fellow students
- d. Mobile phones abused in class

Drug Screening

The University reserves the right to establish and implement a random drug screening program for all students who are involved in safety sensitive activities where their ability to perform can be a safety issue for themselves and others, specifically those who are operating vehicles and participating in intercollegiate athletics, or for those who appear to be under the influence of a foreign substance. Failure or refusal to cooperate in any University drug screening will be treated as a positive test result and appropriate discipline will be applied.

Social Media

Students are not permitted to engage in activities on campus that the University has determined are unacceptable such as improper, offensive, abusive, disparaging, threatening, lewd, indecent, pornographic, or obscene conduct, communication or material on an online social network or third-party website, cell phone, email, Twitter, Facebook, blog, or other social media.

All students are expected to follow these guidelines in the use of any and all social media:

- a. Refrain from posting negative or hurtful comments about others.
- b. 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.
- c. Negative and hurtful comments about the University, employees or other students should not be posted.

If these guidelines are not followed the student may be asked to remove the content and

receive counseling on a more positive use of social media. If the student refuses to take down the content then appropriate disciplinary measures will be taken.

All students who use the University's computer network system, whether on University owned or personally owned computers, must adhere to the guidelines found in the Kentucky Christian University Computer Usage & Support Policy (See Appendix C).

Electronic Media

Any Materials deemed as unacceptable will be confiscated and not returned. Rented materials will be returned to the business owning the material. These activities include, but are not limited to

- a. Violent or graphic electronic games, television, audio recordings, movies, or music
- b. Violent or graphic material accessed via the computer or other electronic means
- c. Violent or graphic posters

Unacceptable Entertainment

- a. The University or KCU student organizations do not sponsor dances
- b. Illicit gambling
- c. Illegal drug use or abuse of prescription/non-prescription medicine
- d. Use or possession of tobacco/vaping products in any form
- e. Possession or consumption of alcohol
- f. Pornographic material in any form – Because we believe that men and women, as God's image bearers, are not sexual objects for commercial consumption and because KCU wants to cultivate and promote in its community a Christian atmosphere among students, pornographic posters, magazines, or any other types of pornography are not permitted.
- g. Participation in any gang-related activities

The University reserves the right to notify parents regarding any violation of this standard. (See Appendix A—Policy on the use of drugs, narcotics, and alcohol)

Unacceptable Employment

Students are not permitted to be employed at an establishment or event that has any of the following characteristics:

- a. The primary emphasis of the establishment or event and the primary job responsibility of the student is the sale or service of alcohol, tobacco, or vaping products
- b. The establishment or event promotes sexually suggestive activities or attire
- c. The establishment or event promotes other activities that are contrary to Christian values, such as gambling, pornography, illegal pyramid style marketing, and so forth

Dress Code/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 events on campus unless otherwise noted or approved:

- a. As a general guide “Clothing should not be too low at the top or too short at the bottom, nor should it be missing in the middle.” This simple statement should guide students in the style of shorts, dresses, workout clothing, etc.

- b. Students should dress modestly in clothing which is neat in appearance, in good repair, and appropriate to their gender.
- c. Sleepwear should be worn only in places of residence.
- d. Clothing must be worn in a way to prevent the exposure of underwear.
- e. Hairstyles and piercings reflect upon the individual; therefore, they should be modest, neat, and attractive without purposefully being distracting or solely attempting to draw attention to the individual.
- h. Any lettering or advertisement on clothing should be appropriate and inline with the mission and expectations of the University.
- i. The standard of dress for chapel services can be “upscale” or casual. T-shirts and dress shorts can be worn, as well as clean athletic wear supplied by the University. Practice wear or workout clothing should not be worn to chapel directly after use. The following items are prohibited: bandanas, hoods, headphones/ear buds, or any other item that may be deemed as being distracting to the chapel speaker or others in attendance.
- j. Some special campus events may require a more semi-formal attire (e.g., slacks/khakis and collared shirts and dresses). These events could include: Convocation; Baccalaureate; Commencement; and any University sponsored banquet held on or off campus.

Obstruction or Disruption

Obstruction or disruption of teaching, research, administration, disciplinary procedures or other University activities, including any public service functions or any other authorized activities on University premises is prohibited. This includes disruption of the general peace on the grounds of this private University campus by audio equipment, the use of drones, or any other means to demonstrate or protest, as well as, any acts of interference with or failure to comply with the directions of faculty, staff, administrators, or their designees (e.g. Resident Assistants, parking enforcement, and security personnel) preventing them from carrying out their duties. This includes the failure or refusal to cooperate in any University investigation, any obstruction or attempted obstruction of an investigation, as well as interfering with the University’s right to search property it owns or property under its auspices.

Unacceptable Display of Affection

Excessive public affection creates an uncomfortable environment for others in the area and is not acceptable.

- a. Public display of affection is an unacceptable activity either on or off campus.
- b. Physical contact is not permitted in the classroom or in Chapel.
- c. The avoidance of public affection serves to protect the reputation of those involved.

Sexual Misconduct

Sexual behavior is expected to fall within scriptural guidelines. Students must guard their sexual purity and guard against the appearance of sexual impurity. Sexual intimacy between a man and a woman who are not legally married to each other is unacceptable. Sexual intimacy has a broad definition that includes, but is not limited to:

- a. Sexual relations, physical contact, and intimate relationships.

- b. The appearance of sexual impurity, including but not limited to inappropriate living arrangements and also the unauthorized visitation to the dwelling space of a member of the opposite sex (this includes dorms and apartments.)
- c. Granting access to an apartment or other location where the appearance of inappropriate activities or inappropriate activities take place.
- d. Such acts and lifestyles deemed sexually immoral by the University include participation in sexually intimate behavior outside of marriage, adultery, homosexuality (Leviticus 18:22; 20:13; Romans 1:27), incest, abortion, and all forms of sexual abuse.
- e. Sexual assault, sexual harassment, and public indecency are prohibited. The University will cooperate fully with law enforcement authorities should alleged sexual misconduct crimes occur involving the campus community.
- f. Rejection of one's biological sex.

Should a pregnancy occur outside the realm of biblical guidelines, the students involved will be required to attend mandatory counseling through Student Counseling Services and will be assigned to a faculty/staff member for accountability and mentorship. The first goal of the University will be to mentor and support the individuals involved in order to lead them toward behavior which falls within biblical guidelines. Continued immoral behavior will result in dismissal from the University. Female students will not be allowed to live in dormitories during the semester of the expected birth.

Property Issues/Theft/Vandalism

Unauthorized entry into or use of University property, as well as any act of theft, misuse, vandalism, malicious or unwarranted damage or destruction, defacing, or disfiguring property (to include activities intended to be "pranks") belonging to the University or others, either on or off campus, including intellectual property. Possession of stolen property or public property, such as a street sign, is not permitted in University housing.

Any violation may result in immediate disciplinary sanctions ranging from restitution for damages to dismissal. The University will cooperate fully with law enforcement authorities should alleged crimes occur involving the campus community.

Assault/Battery

Assault or battery in any form is prohibited. This includes, but is not limited to hazing, physical assault, battery, harassment, detention, and stalking. Assault is the unwanted touching of another person that results in physical injury or is intended to result in physical injury. Battery is defined as intentional, non-consensual harmful or offensive contact with another, and is concerned with the rights of humans to have their bodies left alone.

Falsification

Dishonest practices by students are not acceptable. This would include any offense covered in the Student Services Handbook and the University Academic Catalog. Activities categorized as falsification include, but are not limited to plagiarism, copyright infringement, lying, furnishing false information, forgery, fabrication, alteration or misuse of official documents, and cheating.

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may also be subject to civil and criminal liabilities. Violations of Federal copyright laws carry the following civil penalties: civil injunction, impounding and disposition of infringing articles, statutory damages, actual damages and additional profits, court costs and attorney's fees. Criminal violations may be punishable by fine or imprisonment or both. Please refer to current Federal copyright laws for more information.

Unauthorized Access/Entry

Students are not permitted to enter areas, either locked or unlocked, that are not zoned for their use. The following is intended to be both specific and illustrative of the type of access that is not acceptable:

- a. Entering an apartment without a resident of that apartment being present
- b. Entering an office without the occupant of the office being present
- c. Using another person's key or keycard to gain access
- d. Loaning a key or keycard to another to gain access
- e. Entering any building on campus, room, mail room, mailbox, or personal property without proper permission
- f. Entering the gymnasium or other area of the Lusby Center building without permission
- g. Accessing another's computer, laptop, or any other information storage/retrieval device without proper permission
- h. Entering the McKenzie Student Life Center outside of the posted business hours

Violation of Established Laws

- a. Normally, on-campus misconduct by students will result in disciplinary action being taken on campus through the Student Services Office. On some occasions, however, the University may call on external law enforcement authorities and assist, as appropriate, these agencies in their investigation of alleged on-campus criminal activity. Specifically, actions which cause or threaten serious harm to members of the campus community or that severely impair the essential functions of the University may require the University to call upon off-campus authorities. On such occasions, outside authorities will be summoned only by an official of the University. Students should recognize that the University is obliged to report to off-campus authorities the commission of any act that is considered to be a crime.
- b. The University will cooperate fully with all law enforcement officials should it be alleged that a member of the campus community has been involved in an illegal activity.
- c. The University may also impose its own consequences for choices that members of the campus community make that result in legal consequences. However, the Student Services Office will also attempt to support any students that encounter legal difficulties.
- d. While the University cannot provide legal advice or counsel, it will attempt to assist in the situation, if possible and prudent.

VEHICLE USE STANDARDS

This section of the Student Services Handbook is dedicated to vehicle use on campus. While the policies and procedures set forth in this section are intended to be specific in nature, they are also intended to be illustrative of the type of behavior expected of campus residents and the type of consequences possible in response to unacceptable vehicle use.

Students are to abide by the instructions of those with responsibility for their well-being.

Vehicle Use Standards apply to all students, regardless of residency either on or off campus.

Vehicle Operation

Vehicles should be operated on campus in the following manner:

- a. Persons operating motor vehicles on campus do so at their own risk and must be licensed drivers.
- b. Parking or driving vehicles on the grass or sidewalks is prohibited, unless permission is granted through KCU Maintenance or Student Services.
- c. The speed limit on campus is 20 MPH.
- d. Everyone living or visiting in housing is expected to obey all campus vehicle rules.

Vehicle Parking

Due to security reasons, all members of the campus community must register their vehicles with the Student Service Office. The use of any motor vehicle is a privilege subject to regulation by the University. The University assumes no responsibility in connection with students' vehicles. Vehicles must not display distasteful or offensive material. Vehicles parked on campus must have current license tags and a current KCU Parking Tag clearly displayed in the vehicle.

Vehicles must not be used for activities that are contrary to the standards and policies of the University. Students who loan their vehicle to others will be held responsible for any violations of KCU regulations concerning automobiles. Students who wish to bring non-registered vehicles to campus for special events or short periods of time must notify the Student Services Office when the vehicle is brought on campus.

The color of the KCU parking tag denotes parking area assignments. Students are to park only in their assigned parking areas. Several areas are designated as NO PARKING AREAS for students OR are posted with informational signage regarding a particular parking area:

- a. Purple Tags-assigned to students in campus dorms
- b. Orange Tags-Faculty and Staff parking spots in front of the Library, McKenzie Student Life Center, Smith Center, Trinity Hall, Nash Chapel and Lusby Center during business hours (Monday-Friday from 7:45 a.m. to 5:00 p.m.)
- c. Red Tags-parking spots reserved for student resident assistants (RA)
- d. Blue Tags-parking spots reserved for commuters
- e. Grey Tags-parking in the KCU Apartment Complex
- f. Parking Loop at East and West Hall is designated as 10-minute parking only
- g. NO PARKING
 - on the cemetery property behind Dale Hall
 - anywhere along the Grayson City Streets of College Street and Landsdown Avenue northward along the back sidewalk of Waters and Dale Hall
 - the service drive on the south side of Lusby Center
 - all areas in the apartment complex except for apartment residents
 - all no parking zones marked by the University and/or the city of Grayson (e.g., fire hydrants, blocking garbage dumpsters)
 - Handicapped and Campus visitor sections. (Violation incurs a \$50 fine)
 - Any private residence

Unauthorized vehicles parked in a restricted parking space will be subject to fines and/or immediate towing.

Vehicle Repair

Vehicles should be maintained on campus in the following manner:

- a. Vehicles parked on campus that are not in good running condition, or are not street legal, are not permitted on campus.
- b. Vehicles belonging to residents and non-residents that become disabled after a parking permit has been issued must be repaired and in good running order within one week of becoming disabled. The Student Services Office reserves the right to require that owners of questionable vehicles demonstrate that they are in good repair and that their registration is current.

Vehicle Removal

While normally giving 24 hours' notice prior to removing a vehicle from the campus, the University reserves the right to immediately remove a vehicle that is not in compliance with the parking regulations.

- a. Vehicles registered with the University are subject to immediate removal under the following conditions:
 - i. Parked, without permission, on the grass or sidewalks
 - ii. Parked anywhere that is not designated as a parking space
 - iii. Parked in reserved visitor parking or in a Handicap Parking Space
 - iv. Disabled, displaying expired tags, or in poor repair beyond the published time limit or a written notice.
- b. A vehicle not bearing a registration hanger from the University will be subject to immediate removal if it is not parked in a visitor parking spot or is left overnight without displaying a guest-parking pass.
- c. A vehicle belonging to a student that is not registered with the Student Service Office or that has an expired parking permit will be subject to removal.
- d. Parking Permits expire on June 30th of the school year issued. Summer residents are granted permission to continue to park on campus while they remain as residents in good standing.

CAMPUS STANDARDS

This section of the Student Services Handbook is dedicated to campus housing and campus use. While the policies and procedures set forth in this section are intended to be specific in nature, they are also intended to be illustrative of the type of behavior expected of students and the type of consequences possible in response to unacceptable behavior. All Campus Standards become effective on the day the resident student moves into campus housing or the day the non-resident student begins attending a class. Non-resident KCU students who visit the campus need to obey applicable Campus Standards while they are on campus.

Students are to abide by the instructions of those with responsibility for their well-being. The Vice President of Student Services, the Directors of Men's and Women's Services, the Apartment Manager, and the Residence Assistants are the primary persons responsible for life in campus housing. However, Student Services also views other faculty and staff as having authority in the housing area and throughout the campus. Students will abide by the judgment of the Services Director or the Vice President of Student Services in all questionable matters.

Physical Privacy Policy

All sex specific restrooms, dormitories and changing areas are to be used by the designated biological sex only (see Appendix J).

Dormitory/Apartment Cleanliness

- a. Single-student dormitory rooms and apartments must be maintained to the standards of the Room Inspection Checklist used by the Residence Assistants to assess the condition of the room. A copy is available from the Resident Director or Apartment Manager upon request.
- b. Items of any type are not permitted to be placed in or be visible from windows or on the windowsills.
- c. Apartments housing families do not receive regular interior room checks. However, these apartments are to be kept in an acceptable condition. Should it come to the attention of the Student Services Office that an apartment is not being kept in an acceptable condition, KCU reserves the right to inspect campus housing for wellness checks or to investigate alleged infractions.
- d. Apartments housing single students may receive weekly room checks.

Damaging/Defacing the Apartment/Furniture

- a. Apartments may not be defaced in any manner whatsoever, including hanging items in the interior in a manner that defaces the apartment.
- b. The Maintenance Department, working with the Student Services Office, will determine the cost of any needed repairs and the Apartment Manager will assess these costs against the student's housing deposit. If the student's housing deposit is depleted, the student is responsible for the remaining number of repairs and these costs will be charged to the student's account.
- c. The use of water balloons, water guns, and so forth is forbidden inside buildings.

No Pets on Campus/Emotional Service Animals (ESA)

- a. Pets are NOT allowed in campus dormitories. The only exception to this is fish in a well-maintained aquarium and animals approved through the Emotional Service Animal process. This requires an ongoing and documented relationship and recommendation of a licensed mental health professional. Those seeking approval to bring an ESA animal will also be scheduled for appointments in the Campus Counseling Center for well-being check-ups. ESA paperwork is available on the KCU website and in the Student Services Office. ESA applications must be completed and submitted as instructed. ESA animals are housed only in Waters and Dale Hall.
- b. The discovery of unauthorized pets kept on campus will result in the full or partial loss of the student(s) housing deposit, regardless of any damage to the facility.

- c. See General Housing Information on page 32 for information about the requirements for the housing of pets in the KCU Apartment Complex.

Curfew

All students living in single-student housing are to be in their residence from 1am-6am every day of the week. Early curfew exceptions may be approved by the University Athletic Director for students to attend athletic workouts or roster reminders prior to 6am.

Students may occasionally seek a “Late Night” privilege of staying out (off-campus) past curfew for a non-work situation. The “Late Night” process is as follows:

- The student must request a “Late Night” pass from his/her RA **by 10pm before** that night’s curfew. In cases where a “Late Night” privilege is requested after 10pm before that night’s curfew, the Men’s or Women’s Service Director will make the final approval decision.
- The RA will determine if the request is approved, set a reasonable return time, and issue a “Late Night” pass text approval to the phones of the student, the Men’s OR Women’s Services Director, and to KCU security.
- When the student returns to campus after curfew, security personnel should be contacted at **606-316-1006**. Security will ask to see the student’s KCU ID and check the “Late Night” pass text sent to them earlier by the RA.
- Security will include a write-up of the event in the nightly security report.
- “Late Night” privileges are not to be used on campus.

Curfew violations include returning to campus after curfew has begun or staying out all night without permission from the Men’s or Women’s Service Director.

Residents of family housing, residents of non-traditional single-student housing, and non-resident students do not have a curfew. However, they are not to be in or around the residences where students with curfews are living during curfew hours.

Misuse of Campus Technology

Campus technology may not be used in a manner deemed inappropriate by the University. Such inappropriate uses include, but are not limited to:

- a. Misuse of the telephone/voicemail system
- b. Misuse of the computer/wireless internet system, including unauthorized peer-to-peer file sharing or other act of copyright infringement
- c. Misuse of the satellite/cable TV system
- d. Misuse of other campus technology systems
- e. Setting off a fire alarm, or using or tampering with any fire safety equipment on University property or at University-sponsored activity sites, except with reasonable belief in the need for such alarm or equipment

Weapons Free Campus

No member of the campus community is permitted to possess a weapon on campus. Possession of some weapons on school grounds is against state and federal law. Items considered weapons by the University and thus not permitted anywhere on campus property include, but are not limited to the following:

Firearms, pellet guns, BB guns, CO₂ guns, paint ball guns, blow guns, air soft guns, tasers, water balloon launchers, other projectiles, explosives, dangerous chemicals, hunting knives, long blade knives, bows and arrows (Archery Team exemption), crossbows, clubs, whips, spears, swords, martial arts weapons, ammo, and any other dangerous item.

Storage, use, or threat of use of firearms, weapons, incendiary devices or explosives as listed above on University property or at University-sponsored activity sites is prohibited. This also includes malicious use of any instrument capable of inflicting serious bodily injury to any person.

Student Publication

No student 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 Vice-President of Student Services.

Facility Use

University facilities are authorized for use only by student organizations acknowledged by the Office of the Vice President for Student Services and listed by the Student Council as official Kentucky Christian University student organizations. Requests for facility use by non-campus entities must go through the Vice President of Business and Operations.

Endangerment

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.

Endangering others or oneself is prohibited. Activities considered as endangerment include, but are not limited to:

- a. Leaving doors or windows open or unlocked when not present in the apartment
- b. Hanging over handrails
- c. Admitting a stranger into an apartment or other campus facility
- d. Attempting to open a locked window from the outside
- e. Failing to comply with instructions from a Residence Assistant or the Residence Director
- f. Using a stove, a toaster oven, or other such items in an irresponsible manner
- g. Having an open fire without permission from Student Services
- h. Creating a fire hazard
 - i. Safety is always a concern in University residence halls. Under no circumstances should a student tamper with existing electrical equipment such as lighting, wiring, or switches.
 - ii. Overload on duplex outlet circuitry is a safety hazard. Excessive use of extension cords is discouraged.
 - iii. Corridors, stairwell landings, doorways, and exits are to be kept clear at all times. Nothing should be placed in these areas at any time.
 - iv. Fire doors must be kept closed at all times; tampering with or disabling the hardware on fire doors is prohibited.
 - v. The possession of fireworks or smoke-generating devices, tampering with fire safety equipment, improper use/storage of flammable materials, the use of sun lamps, and space heaters is prohibited.

- vi. Barbeque grills should only be used in open areas at least ten feet from any buildings.
- i. Adjusting, or otherwise altering, campus security cameras in such a way that interferes with the cameras ability to survey the preset coverage field of the camera.
- j. Committing reckless, illegal, immoral, or otherwise ill-advised behavior creating danger for the individual or others on campus.

DISCIPLINARY CONSEQUENCES

Kentucky Christian University reserves the right to take appropriate disciplinary action, up to and including expulsion, against any KCU student who has been cited, arrested and/or convicted of violating local, state or federal law.

Failure to uphold the standards, policies, procedures, regulations, and guidelines set forth by Kentucky Christian University may result in disciplinary action ranging from a minimum of a warning to a maximum of expulsion. Many times, the severity of the consequence will be at a level between the minimum and maximum, and the Vice President of Student Services reserves the right to impose disciplinary action (including, but not limited to fines, community service, athletic roster reminders for student/athletes in coordination with the athletic director, counseling, social probation, deferred suspension, suspension) as the administration deems appropriate. In all cases, an incident report will be filed in the Student Services offices.

In order for any student to be approved for graduation and to receive a Kentucky Christian University degree, they must resolve any outstanding charges of misconduct and must have complied with the terms of any penalties imposed as a result of misconduct. The awarding of a KCU degree is conditioned upon compliance with University regulations as well as meeting the expectations of the faculty. Therefore, grades, transcripts and diplomas may be withheld until all outstanding concerns are resolved.

PROCEDURE FOR STUDENT DISCIPLINE

The following disciplinary procedure is redemptive in nature and is designed to preserve the mission of Kentucky Christian University, as well as the health and safety of its students. This policy outlines the basic structure of the procedure for student discipline.

The Vice President of Student Services, in coordination with the Directors of Men's and Women's services and the KCU Apartment Manager, may use discretion in applying these procedures to unique situations, and may seek input from the President of the University or outside counsel at any time.

1. Notification of student violation: Disciplinary procedures are initiated when the Student Services office receives a report of an alleged violation of a school standard or policy. Reports of student violations are generated by, among others, service manager or directors, resident assistants, security personnel, public safety officials, and other staff and students. The University will investigate each such report to determine whether there is a factual basis to support the allegation of a violation. The University reserves the right to include outside counsel as a neutral, third-party investigator in any investigation. The Vice President of Student Services, or his designee, will notify a student of the violation

and its consequences. The Student Service office will share information regarding disciplinary matters with appropriate University personnel.

2. **Consequences:** Upon finding, in likelihood, that a University standard or policy has been violated, the administration reserves the right both to determine the severity of the violation and to choose the appropriate consequences. Such options include, but are not limited to, any combination of fines, counseling, training, athletic roster reminders, revocation of off-campus housing permission, letters of apology, social probation, deferred suspension, and/or community service. More serious or repeat violations may result in suspension or expulsion.

3. **Written disciplinary appeals:** If a student believes he or she has been treated unfairly in a disciplinary (non-academic) process, he or she has the opportunity to appeal using the following process: First, complete the Appeal Form which can be accessed online (www.kcu.edu) by selecting Student Services and then Important Links. There, one will find the Student Services Appeals Committee form link under the heading Appeals Forms. The student must provide any evidence and name any witness that would warrant an investigation of any disciplinary action in dispute. The appeal must be submitted within five workdays following notification of the disciplinary action or the right to appeal will be forfeited.

Once the form has been completed and received by the Student Services Appeals Committee Chair, the Chair will determine if a formal presentation before the entire committee is warranted.

If the appeal is deemed successful by the Student Appeals Committee Chair, he/she will schedule a formal hearing before the entire committee (four faculty/staff members appointed by Vice-President of Academic Affairs and three Student Council members appointed by the Vice-President of Student Services) within three working days of receiving the appeal. The Student Appeals Committee hearing should be held within five working days of the submitted appeal.

After hearing the appeal, the committee may 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. Any reversed decision will result in a refund of any originally paid fines.

WRITTEN COMPLAINTS AND GRIEVANCES

In the interest of protecting all students, the University will process written student complaints and grievances as expeditiously as possible. (See Appendix G for Academic Appeals) Students are encouraged 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 from the KCU webpage by choosing Student Services and clicking on the Student Services Written Complaint Form link under the heading Appeals Forms.

The form is completed and submitted to the Vice President of Student Services, who 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 has merit, it will be brought before the Student Services Appeals Committee for consideration. Once the complaint is resolved the Vice-President of Student Services will note and file the resolution.

RE-ADMISSION AFTER EXPULSION

A student who has been expelled from Kentucky Christian University or any other University, (for any reason other than academics) and is seeking to be admitted to KCU 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 two full semesters;
- (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 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
- (5) 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.

STUDENT HOUSING

GENERAL HOUSING INFORMATION

- a. Dale Hall and West Hall are designated as women's dormitories. Waters Hall, East Hall, Pifer Hall and Jones Hall are designated as men's dormitories.
- b. Three tiers of room charges are established. Tier 1 is Dale Hall and Waters Hall. Tier 2 is East Hall, Jones Hall, Pifer Hall and West Hall. Tier 3 is the KCU Apartment Complex. Room rates are slightly and progressively higher for tiers 2 and 3.
- c. The University reserves the right to utilize a seniority housing system when assigning rooms or taking requests for room assignments based on the number of credits earned on their KCU transcript.

- d. The University may utilize team housing for student-athletes in their first year of residency based on room availability in the tier 1 dormitories, Waters Hall and Dale Hall. After the first year of residence, student-athletes wishing to move to a tier 2 or 3 residence will go into the seniority housing system.
- e. All full-time single students under 23 years of age are required to reside in the residence halls, or live with their parents within a 50-mile radius of Kentucky Christian University, unless special arrangements are necessary as determined by the Vice-President of Student Services.
- f. To reside in the KCU Apartments, or off-campus, you must be:
 - 1. A graduate student
 - 2. A student with physical custody of dependents
 - 3. Married
 - 4. Undergrad student 23 years of age or turning 23 during the semester of occupancy.

Students who meet f.1, f.2, or f.3 will be required to sign a lease for occupancy of a KCU apartment and pay a \$500 security deposit. Students meeting f.4 will be charged KCU housing rates.

- g. All students housed in dorms are subject to KCU board (meal) charges. Students residing in the KCU Apartments, or off-campus, may choose a commuter meal plan, a full board plan, or no board plan.
- h. Students must be enrolled at the beginning of each semester as a full-time student to be eligible for campus housing. After the semester has begun, if a student is withdrawn from the University or is no longer enrolled in classes, then they will no longer be eligible for campus housing. The Student Services Office will assign a move-out date.
- i. The University makes every effort to honor rooming requests ~~made by students who have paid the housing deposit~~. However, the Director of Men's and Women's Services or the Apartment Manager reserves the right to arrange housing in a manner that best accommodates the needs of the campus community.
- j. Any student found to be operating a business out of their residence that is cause for concern or disruption among the campus community may be required to discontinue operating the business on campus.
- k. Effective January 1, 2025 for new renters and June 1, 2025 for all renters, a monthly fee to house animals will be charged to any Faculty/Staff member, Married Student, or Graduate Student living in the KCU Apartments. A fee of \$100 per month will be charged to house one animal. A fee of \$150 for two animals. No apartment is permitted to house three or more animals. Single, undergraduate students are not permitted to have animals in an apartment.

RESIDENCE HALLS

Each dorm room is provided with furnishings by the University that are 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. No construction or alterations are permitted in a dorm room. No nails, screws, tacks or any other object used to produce a hole in the wall are not permitted. Adhesives such as tape and

contact paper, which leave behind adhesives are not permitted. Only those substances specifically designed for mounting objects to walls, such as command strips® should be used.

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 the Vice-President of Student Services. Written consent must be secured at least 5 days prior to the break in question.

RESIDENT ASSISTANTS

Residence Assistants are selected through an application process that occurs in the spring prior to the coming school year. Vacancies are filled as necessary. 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 regular 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. RAs are responsible for checking in and checking out of the dorms. Respect by and for RAs make that quality of living better. Complaints concerning RAs should be discussed with the appropriate Director of Men's or Women's services.

OCCUPANCY

The University reserves the right to assign students to specific dorm rooms. Room rent in the dormitory is based on double occupancy. Students can request a single room if he or she desires; however, this is limited and based on room availability. The fee for a private room is an additional 50% of the regular room rate. Requests for private rooms may be granted with student teachers and practicum students taking priority. Jones Hall will be used for single occupancy dorm rooms and does not require a request or the addition of the extra rooming rate.

ROOM CHECK-IN AND CHECK-OUT

A move-in day and a move-out day will be announced for all terms. Students must abide by these dates unless otherwise approved through the Student Services Office.

All rooms and apartments will be inspected by KCU 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 and complete the check in/check out form. 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 future damages that may occur in the room or apartment.

Students failing to **properly checkout** from student housing will forfeit their housing deposit, be liable for any room damages, and their personal belongings may be removed. All students must check out in the presence of their RA to complete the check-out form. Abandoned items will be disposed of, or donated to local charities, at the end of the semester or time of withdrawal.

CHANGING ROOMS

Students changing rooms between semesters must: (1) Seek the approval of the Director of Men's or Women's Services; and (2) Be checked out of the current room and into a new room by the Director or appropriate Resident Assistant. Students who change rooms without prior approval will be fined a minimum of \$25 based on the condition of the vacated room, plus pay for any damages. In addition, they may be required to return to their original room assignment.

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 (Both Dale Hall and Pifer Hall have longer twin beds.). Footlockers, trunks and luggage must be plainly marked with student identification and capable of being securely locked. The University is not responsible for any items belonging to students. A lack of storage space in the dorms makes it impossible for the University to keep students' belongings through the summer. Any permanent damage, or damage requiring painting or repairs, will be repaired at the student's expense.

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 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.

FIRE SAFETY STANDARDS/APPLIANCES/CANDLES

In compliance with state fire regulations, electric cooking appliances of any kind and clothing irons 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. Extension cords are 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 candles and incense is also prohibited.

ROOM INSPECTIONS

The University reserves the right to enter all campus housing at its discretion to make repairs, to conduct wellness visits, or to verify compliance with campus housing rules.

Room inspections will be conducted on a weekly basis 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/LOCKS

\$20 is charged to replace a lost room key. If the lock is damaged and requires change, there may be additional costs.

LAUNDRY

Student laundry facilities (washers and dryers) are available at various locations on campus and can be utilized with cash or paid online via app. Clothes are not to be hung outdoors.

UNAUTHORIZED VISITATION IN CAMPUS HOUSING

NON-RESIDENT STUDENT VISITATION

Non-resident KCU students may visit campus housing residents under the following conditions:

- a. The visit must occur during non-curfew hours. A non-resident KCU student may visit a resident KCU student of the same gender until curfew begins or after curfew ends.
- b. If a non-resident KCU student intends to stay overnight in the room of a resident KCU student of the same gender, they must register the overnight visit with the Student Services Office during normal office hours.
- c. All other campus housing visitation standards, listed below, apply to the non-resident KCU student visiting campus housing.
- d. Non-resident KCU students who visit campus housing need to obey all campus standards. Non-resident KCU students who disobey campus standards may, at the discretion of the Men's and Women's Services Director or Vice President of Student Services, have their campus housing visitation privileges limited or revoked, in addition to applicable mandatory and/or optional consequences.

SINGLE-STUDENT VISITATION

Mixed gender visitation in a campus dorm or apartment is not permitted except for a specified time period during move-in and move-out days each semester and any evening that may be set aside in the dorms only for open house, at which time all other lifestyle and campus standards and regulations must be followed.

Unregistered overnight visitors are not permitted; including, but not limited to, a non-resident KCU student visiting a resident KCU student overnight. If a guest intends to stay overnight in the apartment of a resident KCU student of the same gender, they must register the overnight visit with the Student Services Office during normal office hours.

RESIDENCE HALL QUIET HOURS

Study and quiet hours begin at 10:00 p.m. each evening until 10am the following morning. During final exams, quiet hours will be observed continually. During "Quiet Hours" each student is expected to honor the need of others for limited noise and activity. This consideration of others will help develop the "clean caring community" desired for all students. While quiet hours are in effect from 10 pm to 10 am every day, the volume of music should not get to the point where it

disturbs others. Music should be played at low-levels at all times in accordance with the needs of the community. This applies to movies and gaming systems as well.

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 typically 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 Resident Assistant or the Director Women's Services. Maintenance will make a reasonable attempt to announce their presence in the dormitory.

OPEN DORMS

Visitation by males in female dorms or by females in male dorms is not permitted. The only exception to this is during specifically designated "open dorm" activities. These dates are set by the Student Council and are a great way to make friends and meet new people. Resident Assistants supervise the "open dorm" visits.

HOUSING AND SECURITY FOR 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 any person who (1) has a physical or mental impairment that substantially limits one or more major life activities, (2) has a record of such impairment or (3) is regarded as having such impairment. Major life activities include walking, seeing, hearing, speaking, breathing, learning, working, caring for oneself, and performing manual tasks. 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 an accommodation sufficient to enable individuals 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 the Vice-President of Student 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 Vice-President of Student Services, or designee, 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 an appeal with the Vice President of Enrollment Management 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 if the student is under 18, or if the 18 and over student so requests.

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 Vice-President 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, assist the student with a disability.

GOOD PRACTICES

Good Practices are statements that identify the best way to deal with given circumstances.

--It is a good practice to always leave something you use cleaner than you found it or received it. This is particularly true of the University's property – classrooms, conference rooms, bathrooms, apartments, common kitchen areas & appliances, the Student Life Center, Lusby gymnasium, outdoor recreational areas, grill equipment, picnic tables, outside garbage cans, etc.

--If you are a student resident and you plan to be away from campus overnight, it is a good practice to let your Residence Assistant know where you will be and how you can be contacted in case of an emergency.

--It is a good practice to not give your apartment or dorm room number to individuals who are not part of the campus community.

--It is a good practice to always completely close and lock your mailbox.

--It is a good practice to avoid dark or poorly lit areas on campus after dark.

--It is a good practice to keep doors and windows locked at all times, not just when all occupants are away from the apartment.

--It is a good practice to securely lock your car, take your keys, and remove all valuables when parking on campus.

--It is a good practice for parents to constantly supervise their children while visiting or living on campus.

--It is a good practice to report any suspicious activity to campus personnel or campus security at 606-316-1006. If there is an indication of an emergency situation, call 9-1-1.

--It is a good practice to check your e-mail and campus mailbox regularly.

--It is a good practice for all students to keep the Student Life Office informed of any changes to their address, e-mail address, or telephone numbers. The students cell phone number of record will be contacted by the J1 Web Texting Platform in the event of a campus emergency.

--It is a good practice to have renter's insurance on your personal property while you are living on campus or renting off campus. The University does not assume responsibility for student-owned property in any location at any time.

STUDENT SPIRITUAL LIFE

The intentional development of a student's spiritual life at Kentucky Christian University 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.

Premise 1: 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 Sunday Attendance: Every member of the KCU community is encouraged to find a Church to gather with Christian brothers and sisters on a regular basis each Lord's Day. Periodically through each semester, *Christ's Church on Campus* will be held on Sunday's to provide Sunday morning worship opportunities on campus.

Premise 2: 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 – Regular Chapel Attendance: **Chapel attendance is mandatory.** 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 guidelines are used to assure that students receive maximum benefit from chapel participation:

- a. Chapel is held on Tuesdays and Thursdays at 9:30 a.m. All full-time students, including commuters, are required to attend chapel services. Attendance will not be credited for any student arriving after 9:35 or leaving before 10:15.
- b. Each fulltime student is required to use their smart phone to scan in and out of chapel by use of the Iattended App.
- c. Full-time students are required to receive a minimum of 26 of the 30 chapel credits available per semester through a combination of a minimum of 18 personal attendance credits and up to a maximum of 8 SFO (Spiritual Formation Opportunities) life group credits as approved by the Campus Minister. Only 4 unexcused absences are allowed per semester. (Commuter must have 16 chapel credits either in person or 12 + 4 life group)
- d. Keeping a record of chapel attendance and is ultimately the responsibility of the student.
- e. Those wishing to be exempt from chapel due to a required practicum experience (Student Teaching or Social Work or Nursing practicum), a work study employee working during chapel or commuters who are not on campus on the day chapel is held must submit to the Campus Ministry Office a statement from the University practicum director, work supervisor or registrar stating that the student's absence during the chapel hour was necessary. Students receiving an exemption from face-to-face chapel attendance must view streamed chapel services and respond on a Google form in accordance with the requirements set forth by the Campus Minister.

CHAPEL ACCOUNTABILITY PROCEDURES

1. Students who are not credited with the required chapel service credits in a semester will be placed on Chapel Probation. A student on Chapel Probation will be given one opportunity to be placed on a Chapel Credit Recovery Plan which must be completed within the first full month of attendance in the subsequent semester. Any student who fails to complete the Recovery Plan will remain on Chapel Probation for the remainder of the semester.
2. Students who remain on Chapel Probation may not participate in extracurricular activities including, but not limited to intercollegiate sports, outreach programs, intramurals, and other on-campus activities.
3. Any student with two consecutive semesters on Chapel Probation may be withdrawn from the University.
4. If a student is placed on probation but thinks he or she has a legitimate reason for the excessive absences, he/she may appeal to the Student Appeals Committee.

Premise 3: We believe that each student should commit 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: Life Groups are formed 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. Devotional opportunities are held in the residence halls by the RA's and are excellent opportunities for fellowship and growth. Sports ministry: Athletes for Christ encourages athletes from different sports to get together for prayer, fellowship and study. In addition, there are sports teams who hold periodic spiritual growth opportunities for members on their specific roster.

CAMPUS SAFETY

A major priority 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 Student Services office at **606-474-3288** or visit the Student Services Office located in Lusby Center.

For the protection of the KCU community and facilities, a security guard is on duty from the evening hours into the early morning. The security officer is to be shown all due respect and given full cooperation while engaged in the performance of his/her duties.

Campus Security works in cooperation with the City of Grayson Police Department. The following contact numbers are provided for use in the event of any situation needing security service or police assistance:

Campus Security Services 606-316-1006
Grayson City Police Department 606-474-4308
In case of EMERGENCY "DIAL 911"

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 Vice President 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 the disability.

SERVICES OFFERED BY CAMPUS SAFETY

(AED's are in Lusby Center Damron Hall of Champions, McKenzie Student Life, the KDMC Nursing building, and with the Certified Athletic Training staff.)

Emergency First Aid Assistance

To aid advanced life support which is normally only minutes away.

Fire Safety

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

Escort Service

A Security Officer 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

Crime prevention is a shared responsibility on campus. The protection of personal property, such as books, jewelry, watches, phones, stereos, TVs, etc., is the direct responsibility of each individual. All students can prevent crimes of opportunity by keeping residence and vehicle doors locked, keeping valuable possessions out of sight, and by not bringing large sums of money or expensive property on campus. Each student should take on the responsibility of being security conscious. Any suspicion of theft should be immediately reported to an R.A., the Director of Men's or Women's Services, the Vice President 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.

Motorist Assistance

Motorist assistance is limited. However, if requested, Student Services or Campus Security will attempt assist students in locating qualified assistance for any vehicle problem. Any cost of towing or mechanical work is to be paid by the student.

Right to Know/Hazard Communication

Information concerning chemicals and materials used or stored on campus, related hazards, and personal protection are available upon request.

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.

The most recent KCU Campus Security Act Report and Michael Minger Act Report can be found in Appendix F.

EMERGENCY PROCEDURES

CAMPUS EMERGENCY NOTIFICATION

In the event of a campus emergency, all campus members with a cell phone on record will receive a J1 Web text notification on their cell phones as to the nature of the emergency.

All members of the KCU community are enrolled in the J1 Web texting notification system with their cell phone number of record.

If the emergency is more local in nature the E-911 warning siren, located on the edge of campus near Carol Malone Blvd, will sound and the nature of the emergency will be announced. When the emergency siren is sounded it is imperative that activity stop so the message can be heard and understood. Directions will be given as to what procedures should be followed.

(The E-911 emergency system is regularly tested every Friday at 4:00pm)

FIRE SAFETY

Buildings at the University are equipped with fire extinguishers, and in many locations, sprinkler systems have been installed. Fire safety equipment is for the protection and safety of all. Please do not tamper with these items. Any awareness of fire safety equipment tampering or failure should be reported to Campus Safety at 606-316-1006 or to the Student Services office at 474-3288.

In the event of 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 all fires are reported, even those that have been quickly extinguished. Also call the Director of Men's Services at 474-3601, the Director of Women's Services at 474-3715, or the Vice President of Student Services at 474-3151 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 have a plan of action. The E-911 emergency notification system on the edge of campus will often signal dangerous weather or other situations. If the warning siren should sound each student should pay attention to the announcement concerning impending severe weather or other emergency situation. The shelter location for severe weather is the back hallway of Lusby Center, the basement of Dale Hall, or the bottom floor of Smith Center away from glass doors.

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 outside, lie in a ditch or in the lowest available area, covering the head and neck areas.
CAUTION: Be alert for flash flooding;
- Keep a radio tuned into weather reports. After the storm, remember to stay calm and survey the surrounding area. Check utility lines and appliances for damage.
- In every situation and in all locations, stay clear of widow areas and follow the instructions of campus personnel.
- If there is a severe weather warning and one's location is:
 1. in a classroom or office. Go to an interior hallway on the lowest floor.
 2. in the library. Go to the Periodical Stacks Room or the A-V Room.
 3. in a dormitory. Go to an interior hallway on the lowest floor.
 4. in the chapel. Go to the interior hallway on the first floor.

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 in imminent danger.

-If located outdoors, remain there. Move into the open. Do not stand near overhanging's on the outside of buildings. Move away from power lines and stay in the open area away from all structures.

-If located indoors, keep in mind that aftershocks may occur with nearly the same force as the original quake. Be prepared. There could be a foreign odor or smell of gas detected. Never use open flames, matches, candles, etc. Move cautiously and observe for hazardous situations. Open windows, shut off power, leave the building immediately, and report pertinent information to the authorities. Never use an elevator as a power failure could result in being trapped inside. Also, avoid stairways which could be jammed with people,

-If in a vehicle, stop. However, once stopped, remain inside the vehicle.

Remain calm. Avoid damaged areas. Think through the consequences of every action. Do not use the telephone except for genuine emergencies. Cooperate fully with public health and safety officers.

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. All cell

phones of record, will receive timely notice of cancelations or delays through the J1 Web texting platform. Please do not call the University for this information.

The University will select from one of three 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.

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. When normal operation hours are interrupted, the announcement will be made on the KCU Website and on the J1 Web texting platform.

Plan C. The school will operate remotely through online services and procedures previously put in place by the faculty.

Decisions on schedule changes will be available at the earliest time possible and are typically made by the academic office.

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, Council on Postsecondary Education, 1024 Capital Center Drive, Suite 320, Frankfort, KY 40601 or via email at sarah.levy@ky.gov

DISCLAIMER

The information concerning programs, procedures, requirements, standards, and fees is subject to change without notice. The student has the responsibility to be aware of the information contained in this handbook and any additions or corrections thereto as they are announced through various school media. Thus, the information in this handbook does not constitute a contract between the student and Kentucky Christian University.

Appendix A

ALCOHOL AND DRUG ABUSE POLICY

Introduction

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.

Statement of Policy

In keeping with the mission of Kentucky Christian University, the use, possession, distribution, manufacture, or sale of narcotics, illegal drugs, alcoholic beverages, marijuana, tobacco, or the abuse of legal substances by its students and employees is strictly prohibited.

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.

Drug Testing

The University reserves the right to conduct random drug screenings for the overall safety of all student athletes and/or student drivers, or, whenever it is reasonable to suspect a student of substance use and/or abuse. Kentucky Christian University officials will make drug testing available. KCU will bear the cost of the drug test. If the student tests positive for substance use then he/she will be subject to disciplinary action. Also, if a student refuses a request to be tested for substance use/abuse, then this refusal will be treated the same as a positive test result and subject to disciplinary action.

Sanctions for Violation of the Standard

Violation of this policy will lead to disciplinary action up to and including expulsion from university or termination of employment (and referral for legal action when a local code, state code, or federal code has been broken).

KCU's stance and reasoning for this policy

The dangers of substance use and abuse are well-documented. 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. The choice to be involved with alcohol, all forms of tobacco and vaping, and illegal drugs, can lead to a life of disappointment, disease, and destruction. Self-control is a fruit of the Spirit, while a result of drug and alcohol use is often seen in a loss of self-control. Kentucky Christian University teaches a life led by the Spirit.

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. 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 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.

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.

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 or alcohol related should report the observed behavior to the Vice President of Student Services if a student is involved, or to the Human Resources Office if an employee is involved.

Students who are believed to be first time users of drugs, narcotics or alcohol may 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 may, and likely 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 may be dismissed immediately and/or their admissions standing may be rescinded.

Students engaging in the use of drugs or alcohol and who voluntarily seek University sponsored

or private professional counseling will be given extra consideration in their effort to rehabilitate. Confidential University sponsored counseling will be made available. 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.

Available Help

Helpful literature on drug and alcohol abuse, as well as, confidential referrals for counseling, treatment, or rehabilitation are available from the counseling center and/or the health services office to students and employees who voluntarily seek such assistance. Treatment programs available in the local area to which students or employees may be referred include:

New Hope Christian Counseling
1225 Sixth Ave. Huntington, WV 25701
(24-hour services)
(304) 526-9189
ARC—Addiction Recovery Care
Louisa, KY
(24-hour consultation)
(888) 894-9474

Pathways, Inc.
Ashland, KY or Grayson, KY
Substance abuse counseling, withdrawal
and prevention service
(24 hours emergency services)
(606) 324-1141 (201 22nd St. Ashland, KY 41101)
(606) 474-5151 (840 Interstate Drive, Grayson, KY 41143)

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

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

TITLE IX, CLERY ACT, AND VAWA POLICY

Policy. It is the policy of Kentucky Christian University that sexual misconduct is unacceptable and will not be tolerated; therefore, sexual misconduct committed by or upon a KCU student or employee is strictly prohibited. Reported violations of this policy will be investigated thoroughly and resolved promptly.

Rationale. Relationships between men and women at Kentucky Christian University are guided by biblical principles of respect for other's feelings, rights, and responsibilities. The university is committed to its moral, educational, and legal obligations to provide policies, procedures, and programs that protect students and employees from sexual misconduct (both on and off campus) and to establish an environment in which unacceptable behavior will not be tolerated. Kentucky Christian University always operates in accordance with its sincerely held religious beliefs, and intends to comply with the following federal laws to the extent they do not conflict with those religious beliefs:

- Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. Sec. 1681, et seq., which prohibits discrimination on the basis of sex in any federally funded education program or activity
- Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act (Clery Act), 20 U.S.C. Sec. 1092(f), originally enacted as the Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542)
- Violence Against Women Reauthorization Act of 2013 (VAWA), an amendment to the federal Clery Act and companion to Title IX

History of Title IX Legislation and Regulations. The list below outlines the sequence of legislation and regulations relating to Title IX, the Clery Act, and VAWA:

1972: Title IX was passed as part of the Education Amendments. It prohibited sex

discrimination by recipients of federal funds, which includes most colleges, universities, and public elementary and secondary schools.

1975: The U.S. government published Title IX Implementing Regulations.

1990: The Clery Act was passed, requiring institutions of higher education to enhance campus safety efforts.

1997: Sexual Harassment Guidance was published.

2001: The Revised Sexual Harassment Guidance was published.

April 4, 2011: The Office of Civil Rights (OCR) of the U.S. Department of Education released its “Dear Colleague Letter,” which ushered in a new era of federal enforcement.

March 7, 2013: The Violence Against Women Reauthorization Act (VAWA) amend the Clery Act.

April 29, 2014: The OCR released Questions and Answers on Title IX and Sex Violence.

October 20, 2014: The U.S. Department of Education issued final negotiated r implementing VAWA, which took effect on July 1, 2015.

April 2015: The U.S. Department of Education published the Title IX Coordinator Guidance and Resource Guide.

June 2016: The Revised Clery Handbook was released.

September 22, 2017: The U.S. Department of Education rescinded the 2011 Dear Colleague Letter and 2014 Questions and Answers. It released a new set of Questions and Answers.

November 2018: The U.S. Department of Education provided Notice of Proposed Rulemaking for implementation of Title IX.

On May 6, 2020, the U.S. Department of Education released final regulations governing how institutions that receive federal financial assistance covered by Title IX of the Education Amendments of 1972 (Title IX) must respond to allegations of sexual harassment. The regulations were published on May 19, 2020, in the *Federal Register*. This is the first time the Title IX regulations have been updated since the first regulations were issued in 1975. These regulations require institutions that receive Title IV funds to address sexual harassment as a form of prohibited sex discrimination in education programs or activities under Title IX, and it is the first time that protections against sexual harassment have been enshrined into federal education regulations. The regulations spell out the requirements for providing procedural due process to both complainants and respondents. These final regulations represent the U.S. Department of Education’s interpretation of a university’s legally binding obligations; therefore, they focus on precise legal compliance regulations rather than best practices, recommendations, or guidance. The following policy was developed to meet the requirements of these regulations.

Scope. This policy applies to locations and events where Kentucky Christian University exercises substantial control over the respondent and the context in which the sexual harassment occurred. These locations and events can include activities held off campus that were funded, promoted, or sponsored by the University, but they do not include actions that may occur in a private, off-campus apartment or dwelling or off-campus conduct that may occur during summer or school breaks. The policy also applies to incidents that may occur in any building owned or controlled by a student organization that is officially recognized by the University. Respondents potentially include students (including campus residents, commuters, and online students), employees, applicants for admission or employment, contractors, and volunteers. Because the

Title IX regulations apply only in the United States, trips or events outside the country, such as study abroad or mission trips, are not covered by the policy. The policy also covers employee-to-employee sexual misconduct. For a complaint to be considered, the complainant must be participating in, or attempting to participate in, the University's education program or activity at the time of filing a formal complaint. This includes students who are attending the University, are on leave from the University, or have graduated but have plans to return for another program or degree. Complainants may also be employees, applicants for admission or employment, alumni participating in alumni events, and guests or visitors participating in school activities such as sporting events. Allegations of sexual assault, domestic violence, dating violence, or stalking may fall under VAWA regulations regardless of the location of the alleged conduct.

Non-Discrimination Policy. Kentucky Christian University is a Christian University affiliated with the independent Christian Churches and Churches of Christ of the American Restoration Movement (also known as the Stone/Campbell Movement.) Its mission "is to engage students in a transformative educational experience that equips them as effective Christian professionals providing servant leadership for the church and society."

Accordingly, KCU seeks to educate individuals who share its vision and core values to carry out that mission. KCU does not unlawfully discriminate on the basis of race, color, and national or ethnic origin in admissions or educational programs.

Direct questions concerning these policies to Mr. Terry Yankey, Human Resources Officer, Kentucky Christian University, 100 Academic Parkway, Grayson, KY 41143. Telephone: (606) 474-3222. Email: tly@kcu.edu.

Other inquiries related to Title IX may be referred directly to the U.S. Department of Education's Office for Civil Rights at 800-421-3481 or ocr@ed.gov.

Title IX Coordinator. Kentucky Christian University has a designated employee to ensure that the University's response to sex discrimination complies with federal law. Direct all Title IX questions to Mrs. Kim Moore, KCU Title IX Coordinator, 100 Academic Parkway, Grayson, KY 41143. Telephone: 606-474-3231, email: kabmoore@kcu.edu. The title IX office is on the second floor of Lusby Center, north hallway, by the elevator entrance.

Core responsibilities of the Title IX Coordinator include overseeing the university's response to Title IX reports and complaints, effectively implementing supportive measures and remedies for victims of sexual harassment, identifying and addressing any pattern or systemic problem revealed by such reports and complaints, and evaluating an alleged victim's confidentiality request, if one is made.

The University will notify applicants for admission and employment, students, and employees of the name or title, office address, email address, and telephone number of the Title IX Coordinator. The identity and contact information for the Title IX Coordinators will be prominently displayed on the University's website.

Categories of Sexual Harassment. Government regulations have identified three categories of sexual harassment that are covered by Title IX. The regulations state that the phrase "on the basis of sex" does not require an inquiry into the subjective motive of the respondent. Where conduct is sexual in nature or where conduct references one sex or another, such facts are sufficient to determine that the conduct is "on the basis of sex."

(1) *Quid pro quo.* This term refers to situations where educational aid or an educational

benefit or service is conditioned on unwelcome sexual misconduct by an employee. Students who may commit quid pro quo offenses are not subject to the Title IX process but may be subject to the disciplinary process under the student code of conduct. Quid pro quo offenses do not need to meet the standards of severity, pervasiveness, offensiveness, or denial of equal education access that are required to determine “unwelcome conduct.” Even if it occurs once, such conduct is objectively sufficiently serious to deprive a person of equal access to education.

(2) Unwelcome Conduct. This term refers to conduct of a sexual nature or on the basis of sex that a reasonable person would determine so severe, pervasive, and objectively offensive that it would effectively deny a person equal access to an educational program or activity. Sexual harassment is unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.

(3) Sexual Assault. Sexual assault means coerced or non-consensual sexual intercourse, sexual activity, sexual contact, or sexual conduct against the victim’s will. Sexual assault includes rape, sexual battery, sexual coercion, intentional sexual touching, and sexual exploitation. For Clery Act purposes, sexual assault is defined as an offense that meets the definition of rape, fondling, incest, statutory rape, sodomy, or sexual assault with an object as used in the FBI’s Uniform Crime Reporting (UCR) program. The 2020 Title IX regulations include the categories of dating violence, domestic violence, and stalking on the basis of sex under the broader category of “sexual assault,” and those terms are defined in line with the Clery Act and the VAWA. Sexual assault offenses do not need to meet the standards of severity, pervasiveness, offensiveness, or denial of equal education access that are required to determine “unwelcome conduct.” Such conduct, even when it occurs only once, is objectively sufficiently serious to deprive a person of equal access to education.

(3)(a) Sexual Violence. Sexual violence is a form of sexual harassment. Sexual violence means any incident of rape; sexual battery; lewd or lascivious act committed upon or in the presence of a person younger than 16 years of age; luring or enticing a child under the age of 12 into a structure, dwelling, or conveyance for other than a lawful purpose; sexual performance by a child; or any other forcible felony wherein a sexual act is committed or attempted, regardless of whether criminal charges based on the incident were filed, reduced, or dismissed by prosecuting authorities.

(3)(b) Stalking on the Basis of Sex. Stalking is any course of conduct directed at a specific person on the basis of sex that would cause a reasonable person to fear for his or her safety or the safety of others, or any conduct that would cause a reasonable person to suffer substantial emotional distress. This definition includes stalking that occurs online or through messaging platforms, commonly known as “cyberstalking,” when it occurs in the University’s education program or activity.

(3)(c) Dating Violence. Dating violence means violence between individuals who have or have had a continuing and significant relationship of a romantic or intimate nature. For Clery purposes, dating violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

(3)(d) Domestic Violence. Domestic violence means any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member. For Clery Act purposes, domestic violence is defined as a felony or misdemeanor crime of violence committed

(a) by a current or former spouse or intimate partner of the victim; (b) by a person with whom the victim shares a child in common; (c) by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; (d) by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or (e) by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred. A single incident of dating/domestic violence or stalking may qualify as sexual harassment.

Other Related Definitions.

(1) Complainant. An individual who is alleged to be the victim of conduct that could constitute sexual harassment, which includes students, employees, applicants for admission or employment, alumni participating in alumni events, and guests or visitors participating in school activities such as sporting events.

(2) Respondent. An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment, including students, employees, applicants for admission, and applicants for employment.

(3) Formal Complaint. A document or electronic submission filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the University investigate the allegation of sexual harassment.

(4) Consent. Consent is a voluntary agreement to engage or participate in sexual activity. Someone who is incapacitated cannot consent. Incapacitation may occur due to the use of drugs or alcohol, when a person is asleep or unconscious, or because of an intellectual or other disability that prevents the person from having the capacity to actively give consent. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent to engage or participate in sexual activity with one person does not imply consent to engage or participate in sexual activity with another. Consent can be withdrawn at any time. Coercion, force, or threat of either invalidates consent.

Confidentiality. The University will keep confidential the identity of complainants, respondents, and witnesses, except as permitted by FERPA, or as required by law, or as necessary to carry out a Title IX proceeding. Confidentiality and anonymity may have to give way to the university's obligation to investigate and take appropriate action, especially if the university is required to provide a timely warning of a Clery-reportable campus crime or an immediate threat to the health or safety of students or employees. When necessary, university officials will make a timely warning to the campus community (as required by federal regulations) unless issuing the notification will, in the professional judgment of responsible university officials, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency (as permitted by federal regulations).

The University encourages the professional or pastoral counselors among the faculty and staff to inform persons they are counseling (when the counselor deems it appropriate) about procedures for confidential reporting so that Clery-reportable crimes may be included in the annual disclosure of crime statistics. Certain criteria must be met for complete confidentiality between a victim and a pastoral counselor or a professional counselor. There may be situations in which counselors are in fact under a legal obligation to report a crime. To be exempt from disclosing reported offenses, pastoral or professional counselors must be acting in the role of

pastoral or professional counselors, as defined below. The following definitions apply to Title IX and Clery situations:

- Pastoral counselor: A person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.
- Professional counselor: A person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of the counselor's license or certification.

Title IX and Clery Act Grievance Process

The Grievance Process is designed to meet the Title IX Implementing Regulations in the following ways:

- Both parties will be treated equitably.
- The respondent will be provided the presumption of non-responsibility until a determination regarding responsibility is made at the conclusion of the grievance process.
- The process will be carried out in a reasonably prompt time from with the possibility of extensions for good cause.
- Practitioners will be trained and free from conflict of interest and bias.
- The same standard of evidence will be used for both students and employees.
- The use of legally recognized privileged information will be restricted, unless the person holding such privilege has waived the privilege.
- All relevant evidence, including inculpatory and exculpatory evidence, will be evaluated objectively.
- Credibility determinations will not be based on a person's status.
- A range of supportive measures, remedies, and sanctions will be provided.
- Remedies will be implemented only following a finding of responsibility.
- Sanctions will be applied only after the conclusion of the grievance process.
- Grounds for appeal will be designated.

Reporting and Complaint Procedures. The University must have "actual knowledge" of sexual harassment allegations in order to respond deliberately and effectively. "Actual knowledge" means notice to the Title IX Coordinator at Kentucky Christian University. This is the only University official with authority to institute corrective measures on behalf of the University for sexual harassment.

Notice occurs whenever a Title IX coordinator: (1) witnesses sexual harassment; (2) hears about sexual harassment or receives sexual harassment allegations from a complainant or a third party (e.g., a complainant's parent, friend, or peer); (3) receives a written or verbal complaint about sexual harassment or sexual harassment allegations; or (4) receives notice by any other means. The person who reports does not need to be the complainant; rather, a report may be made by any person.

Any person who becomes aware of a possible Title IX infraction, including bystanders and parents, may report it to the Title IX coordinator by phone, mail, email, in person, online form, or other method at any time, day or night. If an informal report comes from a third party, the coordinator will contact the complainant confidentially, offer supportive measures, explain the option and process for filing a formal complaint, and carefully document the conversation.

The following link may be used to report a Title IX incident:

<https://www.kcu.edu/student-services/title-ix/title-ix-reporting-form/>

Only the alleged victim (or their parent or guardian in some cases) may file a formal complaint, but a formal complaint may also be signed by the Title IX Coordinator without a submission of a formal complaint by another party. In such a case, the complainant is under no obligation to participate in the grievance process, and any statements by the complainant may be excluded. Individuals may not be pressured or coerced into filing, or not filing, a formal complaint or participating in, or not participating in, a grievance process. There is no time limit or statute of limitations on a complainant's decision to file a formal complaint. If a victim or eyewitness desires to make an anonymous report, the university's ability to respond will be limited by the confidentiality request. In certain cases, strict confidentiality is not possible because of federal Clery Act requirements to report certain crimes, including but not limited to the more serious forms of sexual misconduct. Each reported Clery crime is evaluated on a case-by-case basis to determine whether the university must issue a timely warning to the campus community about that particular criminal incident. If confidentiality is requested, every effort will be made to keep the name and location of the alleged victim and/or witnesses confidential. Ultimately, confidentiality requests are decided by the Title IX Coordinator who may initiate a grievance process against the complainant's wishes only if it is not clearly unreasonable in light of the known circumstances.

The university is obligated under the federal Clery Act to report certain crimes that occur on campus, in a non-campus building or property, or on public property within the reasonably contiguous geographic area of the institution on its annual campus crime report provided to the U.S. Department of Education. The university is also obligated to issue timely warnings to the campus community about certain crimes that have already occurred but may continue to pose a serious or ongoing threat to students and/or employees.

Dismissal of Title IX Allegations. Dismissal of allegations will be reviewed at the beginning of the process, after a formal complaint has been received, and after the end of the investigation. Dismissal is mandatory if the allegations do not constitute actionable sexual harassment, or if the event took place outside the University's programs or activities, or if the event took place outside the United States. Discretionary dismissal of a formal complaint may occur if the complainant submits a written request to withdraw the complaint, if the respondent is no longer enrolled or employed, or if specific circumstances prevent gathering of evidence sufficient to reach a determination regarding the actions alleged in the formal complaint. Both parties must be simultaneously notified of the case dismissal, the reasons for the dismissal, and their right to challenge the dismissal on appeal. Dismissal of a complaint does not preclude the University from taking disciplinary measures for misconduct covered by the student code of conduct or that violates state law, even if the misconduct is not sexual harassment under Title IX.

Supportive Measures. A victim or eyewitness of sexual misconduct by or upon a Kentucky Christian University student or employee must first go to a place of safety. Time is especially critical if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred. In such a case, the victim should not bathe until physical evidence of the assault can be obtained by medical personnel or law enforcement officers. It is important to preserve all physical evidence for examination by a physician that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order, particularly if there were no

witnesses. If such a crime has occurred, the university will take prompt and effective steps to end the violence, prevent its recurrence, and address its effects.

Upon the victim's request, a specially trained Student Services (in the case of a student) or Human Resources (in the case of an employee) staff member will assist the victim in notifying local law enforcement of the incident, if the victim so chooses; guide the victim through the available options; and support the victim in his or her decisions related to the incident.

When the Title IX Coordinator receives notice of an allegation of sexual harassment, the Coordinator will promptly contact the complainant to discuss supportive measures, consider the complainant's wishes regarding supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the option and process for filing a formal complaint. If the complainant chooses not to file a formal complaint, he or she is still eligible to receive supportive measures.

The goal of supportive measures is to restore or preserve the right to equal access to education without unreasonably burdening the respondent or any other person. Also, supportive measures protect the safety of all parties and deters sexual harassment. However, supportive measures may not affect the respondent's presumption of innocence throughout the investigation and grievance process. Such measures will be available to both parties without fee or charge, and they will be non-disciplinary, non-punitive individualized services.

Supportive measures may include moving a complainant or respondent's seat in a class, modified work schedules, revised class schedules, mutual restrictions on contact between the parties, campus escorts, counseling, deadline extensions, course-related adjustments (such as the opportunity to retake classes or exams), alternative housing arrangements, leaves of absence, and increased security. Supportive measures provided by the University will be kept confidential to the extent that confidentiality does not impair the University's ability to provide the supportive measures. The Title IX Coordinator is responsible for implementing the supportive measures.

If the University conducts an individualized safety and risk analysis that concludes that the respondent poses an immediate threat to the physical health and safety of anyone, the University has the right to remove the respondent on an emergency basis from the educational program or activity. If the respondent is an employee, the University may place the employee on administrative leave during the investigation. The respondent may challenge the removal immediately, but the University will determine the scope and duration of the removal. Removal does not eliminate the University's obligation to continue the grievance process.

Notice of Allegations. A Title IX investigation begins with the initial report of sexual misconduct made to the Title IX Coordinator. The grievance process will treat complainants and respondents equitably in a predictable process, which presumes the respondent is not responsible for the alleged conduct and does not have to prove innocence. No disciplinary sanctions will be imposed before the grievance process is completed.

The Title IX Coordinator will provide a written description to both parties in advance about the allegations of sexual harassment, including date, location, identities of parties (if known), and the alleged misconduct that constitutes sexual harassment. The notice will include a statement that the respondent is presumed not responsible for the conduct alleged and that a determination regarding responsibility will be made at the end of the grievance process. The notice to the parties will also include a description of the grievance process (including the possibility of informal resolution), standard of evidence, summary of possible sanctions, each party's right to select an advisor, each party's right to inspect and review evidence, appeal rights,

and supportive measures. The notice will not disclose medical information or any other sensitive information of the complainant without voluntary, written consent. The notice will include sufficient details known at the time and with sufficient time (at least 10 days) to allow the parties to prepare a response before any initial interview. The notice will also inform the recipients of any code of conduct policies that prohibit knowingly making false statements or submitting false information during the grievance process.

Informal Resolution. If a formal complaint has been filed, an informal resolution process (e.g., mediation) may be used only if all parties agree to participate in an informal resolution process that does not involve a full investigation and adjudication. Both parties must provide voluntary, written consent without any conditions on enrollment or continuing enrollment or employment or continuing employment or enjoyment of any other right. Any party may decline or terminate an informal resolution process at any time prior to agreeing to a resolution, without penalty. In such cases, the facilitator of the informal resolution process will not be allowed to serve as a witness in the formal grievance process.

Before using any informal process, the Title IX Coordinator will notify those involved of the advantages and disadvantages of the informal resolution process and will establish and notify those involved about reasonable timeframes for the informal process. If all parties voluntarily choose an informal resolution process, the Title IX Coordinator will provide both parties in writing the allegations, requirements of the informal resolution process including whether the process is confidential, the circumstance under which it precludes the parties from resuming the formal complaint, assurances that either party may withdraw from the process at any time before its conclusion, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

The Title IX Coordinator will appoint a facilitator who is free from conflicts of interest or bias and who has received special training for the role. The Title IX Coordinator will record the use, timeliness, and outcome(s) of the informal process, without disclosing the parties' names. In the case of alleged sexual assault or sexual misconduct, it is unnecessary and, most likely, inappropriate for an alleged victim to attempt informal resolution with the alleged perpetrator. Also, informal resolutions are not available when a student-complainant alleges sexual harassment by an employee-respondent. In these cases, the formal grievance procedure should be initiated immediately.

Investigation Procedures. If the parties decline an informal resolution process, reported sexual misconduct of any kind will be adequately, reliably, and thoroughly investigated, regardless of whether the incident is the subject of a separate criminal investigation. A victim of sexual misconduct has the right to file a criminal complaint with the appropriate local law enforcement agency, if they desire to do so. The filing of a criminal complaint will not replace or hinder the university's investigation of a sexual misconduct violation. A victim of sexual misconduct may elect to have the investigation proceed through the criminal justice system, the university's disciplinary process, or both.

Every formal complaint must be investigated. The University bears the burden of gathering evidence; therefore, the Title IX Coordinator will appoint an investigator (who may be the Title IX Coordinator himself or herself) who will thoroughly search for facts and evidence relevant to the claims made in the initial report or complaint. The investigator will be properly

trained and free from conflicts of interest or bias. Throughout the course of an investigation, both parties will have an equal opportunity to discuss the allegations or gather evidence and to present the relevant evidence that they gather. The University will not issue gag orders on respondents or complainants.

The investigator will gather information by interviewing both parties and other witnesses and by collecting additional evidence. The investigator will gather all evidence, inculpatory and exculpatory, directly related to the allegations whether the evidence is considered relevant or whether the investigator intends to rely on the evidence or include it in the final report. No information protected by a legal privilege, such as the attorney-client privilege or the doctor-patient privilege, can be used during an investigation unless the person holding that privilege has waived it. Neither a party or the University is allowed to seek, permit questions about, or allow the introduction of evidence that is protected by a recognized privilege.

Although advisors of the parties may be present during an interview, the parties themselves, rather than their advisors, must personally answer, or refuse to answer, questions posed by an investigator. The investigator will provide written notice in advance to parties who will be interviewed or requested to attend a meeting with sufficient time for the parties to prepare to participate. This written notice will include date, time, location, participants, and purpose of the interview or meeting. If the allegations fall under VAWA regulations, then notice will be given to the other party if a meeting will be held with a complainant or respondent. If the investigation identifies other potential Title IX violations not included in the original report or complaint, the Title IX Coordinator will provide written notice to the parties involved that those subsequent allegations will also be investigated.

At the conclusion of the investigation, the parties will be allowed a period of 10 days to inspect and review copies of any evidence directly related to the allegations. Examples of such evidence are text messages, emails, social media posts and messages, photos and videos, police reports, security footage, WiFi access point records, and audio recordings or transcripts of interviews (with evidence that is not directly related to the allegations redacted). Information that is not directly related to the allegations or falls 39 under legally protected privileges will be redacted, but information that is confidential, sensitive, or prejudicial may not be redacted if it is directly related to the allegations. The Title IX Coordinator will assist the investigator in making these determinations. The investigator will maintain records of any information withheld and the rationale for doing so. Evidence does not include notes made by the investigator. The parties and their advisors will be required to sign a non-disclosure agreement stating that they will use the evidence only for purposes of the grievance process and that they will not disseminate or disclose the materials to other people. The parties may submit a written response to the investigator. The investigator must consider the written response prior to completing the final report.

The investigator will then prepare a written investigative report that fairly summarizes all directly related and relevant evidence, including inculpatory and exculpatory evidence. The investigator will simultaneously provide both parties with a copy of the investigative report, and they will have at least 10 days before a hearing where a responsibility will be determined to review the report and respond in writing.

At the investigation's conclusion, the investigator must either dismiss the allegations or determine if there is sufficient evidence to conclude that a Title IX violation may have occurred and that a hearing should be held. The investigator may not make a determination regarding responsibility. Only a decision-maker can make such a determination after a live hearing.

Investigations will be conducted promptly. A typical complaint may take up to 90 days to complete the investigation and the hearing. The actual amount of time needed for each stage of the process will be determined by the facts of a particular case. This time frame may be temporarily delayed or extended for good cause such as absence of a party, advisor, or witness; law enforcement proceedings; or the need to provide accommodations. Both parties will receive written notice of the delay or extension and its reason.

Hearing Procedures. If the investigation has concluded that sexual harassment may have occurred, the University will initiate the grievance process outlined in this policy. If the Title IX Coordinator determines that a hearing is necessary, a time shall be set for a Title IX hearing not less than 10 days after the written notice has been made to both the complainant and respondent.

(1) **Decision-maker.** A decision-maker who is not the Title IX coordinator or investigator will preside over the hearing. The University may choose to appoint a hearing panel to serve as the decision-maker. The decision-maker must have extensive training in Title IX procedures as well as all applicable evidentiary requirements, issues of relevance, standards of proof, and relevant state and local laws, and this training must be made available to the public. The decision-maker is under an independent obligation to objectively evaluate relevant evidence. Only the decision-maker can make a finding of responsibility and only after a live hearing is conducted.

(2) **Pre-hearing Procedures.** Both parties will receive a copy of the final investigative report at least 10 days before a hearing. In preparation for the hearing, the decision-maker will review the complaint, notice to the parties, the investigative report, and the parties' responses to the investigative report. The decisionmaker will identify witnesses who are relevant to the decision and make sure they are available for cross-examination at the hearing.

(3) **Process Meeting.** The decision-maker may provide rules of conduct and decorum to ensure that all participants are treated with respect at live hearings. These rules will apply equally to both parties and will comply with the Title IX Implementing Regulations. If a party's advisor of choice refuses to comply with a recipient's rules of decorum, the decision-maker may require the party to use a different advisor or appoint a different advisor to conduct cross-examination on behalf of that party. A process meeting will be held in advance of the hearing to discuss rules of decorum, policy, and procedures. Only the parties and their advisors may attend this meeting.

(4) **Hearing Procedures.** A Title IX hearing will be conducted in private and will be closed to the public. The University may appoint a Hearing Coordinator (who may be the Title IX Coordinator) who will ensure that proper procedures and rules of decorum are followed. Only the parties and their advisors will be allowed to attend the hearing, unless another party is required by law, such as a language interpreter or a person assisting someone with a disability. Hearings must be conducted in a live setting in real time. Typically, hearing will be conducted by videoconference with the parties watching and listening in separate locations. At all times, all participants, including the parties, advisors, witnesses, and decision-maker, must be able to see and hear each other. If a participant does not possess the proper videoconference technology or equipment, the University will provide a location and/or equipment to facilitate participation. No one will be allowed to participate only by telephone. However, an in-person hearing may be held if both parties agree to it. An audio or audiovisual recording, or a transcript, of any live hearing will be created and made available for inspection and review by either party.

(5) **Advisors.** Both the complainant and respondent have the same opportunity to have an advisor of choice, who may or may not be a lawyer, present during all meetings in the Title IX

grievance process. Participating as a witness in the hearing does not prevent someone from serving as an advisor. The parties must inform the Title IX Coordinator in advance of a hearing whether they intend to bring an advisor of choice to a hearing. If a party does not have an advisor for the hearing, the University will provide one who is competent to participate without fee or charge. The University will not require training of selected advisors or provide training for assigned advisors since they only need to present factual questions that advance the perspective of the party being advised. A party cannot dismiss an assigned advisor during a hearing, but if the party correctly asserts that the assigned advisor is refusing to conduct cross-examination on the party's behalf, then the decision-maker must counsel the assigned advisor to perform that role or stop the hearing to assign a different advisor.

(6) Evidence. Evidence gathered during the investigation that has been subject to the parties' inspection and review will be made available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

(7) Witnesses. Both parties may call a limited number of witnesses at the hearing at the discretion of the decision-maker, but all witnesses must have been previously identified during the investigation.

(8) Time Limits. The decision-maker may set a time limit for the hearing and/or time limits for each party's cross-examination. (8) Opening and Closing Statements. The decision-maker may permit the parties or their advisors to make opening and/or closing statements.

(9) Cross-examination of Witnesses. Advisors of both parties (but not the parties themselves) may conduct direct, oral, and real-time cross-examination of parties and other witnesses. The decision-maker must allow each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Cross-examination consists simply of posing questions intended to advance the asking party's perspective with respect to the specific allegations at issue. The only time advisors may speak during a hearing is to make an opening or closing statement or to ask questions of parties or witnesses. A party's advisor may appear and conduct cross-examination even when the party being advised does not appear. Advisors will be encouraged, but not required, to submit cross-examination questions in advance so that the decision-maker can review them and evaluate them for relevance. Advisors may be allowed to ask all their questions at the hearing, and the decision-maker can explain reasons for excluding any of them as irrelevant.

(10) Determination of Relevance. After an advisor asks a question on cross-examination, and before the party to whom it is directed answers it, the decision-maker must determine if the question calls for relevant information. All relevant evidence must be admitted, but the decision-maker must exclude evidence based on legally recognized privileges; the complainant's prior sexual history (with limited exceptions); any party's medical, psychological, or similar records (without their voluntary, written consent); and party or witness statements that have not been subjected to cross-examination at a live hearing. Relevant evidence cannot be excluded because it may be unduly prejudicial, concern prior bad acts, or constitute character evidence. Questions that are misleading or assumes facts not in evidence may be considered relevant. Advisors may not ask about a complainant's sexual predisposition or prior sexual behavior, unless such questions about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. Questions concerning prior or subsequent sexual

misconduct may be asked of the respondent if the decision-maker determines that they are relevant to provide evidence of a pattern of inappropriate behavior by the alleged harasser. Questions that are duplicative or repetitive or that are not probative of any material fact concerning the allegations may be deemed not relevant and therefore excluded. The decision-maker must explain to the party proposing the questions any decision to exclude a question as not relevant. Parties and advisors may not challenge the relevance determination during the hearing.

(11) Statements Not Subject to Cross-Examination. The decision-maker must not rely on any statements by a party or witness that were not subjected to cross-examination, but they may consider statements that would not require cross-examination. Failure by a party or witness to answer even one question posed by an advisor means that the decision-maker cannot rely on any statements from that party or witness in making a finding of responsibility. Such statements would include those included in the investigation report or any other sources, such as a police report, medical exam, text messages, witness accounts, etc. Statements allegedly made by a respondent that constitute part of the alleged sexual harassment at issue can be considered even if they are not subjected to cross-examination. Statements by respondents that cannot be relied upon if not subject to cross-examination involve the making of factual assertions to prove or disprove the allegations of sexual harassment. Also, the decision-maker cannot draw inferences about a determination regarding responsibility based on a party's failure or refusal to appear at a hearing or answer cross-examination questions.

(12) Standard of Evidence. The decision-maker's determination of responsibility shall be made using a preponderance of evidence standard (for both students and employees) on the basis of whether it is more likely than not that the respondent violated Title IX. The decision-maker must evaluate all relevant evidence under this standard without making credibility determinations based on a party's status as a complainant or respondent or based on their sex. None of the following rules of evidence apply during a Title IX hearing: the federal rules of evidence, the Kentucky rules of evidence, common-law principles of evidence, or any other formal law or rule of evidence.

(13) Sanctions and Remedies. If the decision-maker makes a finding of responsibility for sexual harassment, the decision-maker will provide sanctions against the respondent (which are listed below) and remedies to the complainant designed to restore or preserve equal access to the school's education program or activity. These remedies can be punitive or disciplinary against the respondent. The Title IX Coordinator will be responsible for implementing any disciplinary sanctions against the respondent and any remedies provided to the complainant.

(14) Written Determination. Following the hearing, the decision-maker will issue a written determination simultaneously to both parties, which will include the following information:

- a. Identification of the portion of the University's policies that was violated;
- b. A description of the procedural steps taken from receipt of the formal complaint through the determination regarding responsibility;
- c. Findings of fact supporting the determination;
- d. Conclusions regarding the application of the code of conduct and/or applicable policies to the factual findings;
- e. A statement and rationale for the ultimate determination regarding responsibility for each allegation;
- f. Any disciplinary sanctions imposed on the respondent;

g. A statement and rationale for any remedies that will restore or preserve equal access provided to the complainant, which may be the same as the supportive measures provided and may burden the respondent if responsibility has been determined;

h. Information about the appeals process, including a reasonable time frame within which an appeal must be filed.

The decision becomes final if the parties do not appeal or at the conclusion of the appeal process if either party files an appeal.

Possible Disciplinary Sanctions. Following a disciplinary hearing, a student or employee determined to have committed sexual misconduct will be subject to disciplinary action up to and including expulsion from school for a student or termination of employment for an employee.

Possible disciplinary sanctions for a student include the following:

- Issuance of verbal or written warning, and/or monetary fine
- Mandatory meeting with Dean of Students or his/her designee
- Mandatory counseling or other professional intervention
- Discretionary sanctions (i.e., revocation of any student privilege, community service, disqualification from awards or representing the university, loss of institutional financial aid, etc.)
- Housing suspension or expulsion
- Disciplinary probation for a specified period of time
- Institutional suspension, administrative withdrawal, or expulsion

Possible disciplinary sanctions for an employee include the following:

- Issuance of verbal or written warning, recorded in the personnel file
- Mandatory meeting with the appropriate university administrator or his/her designee
- Mandatory counseling or other professional intervention
- Discretionary sanctions (i.e., revocation of any employee privilege, campus housing suspension or expulsion, community service, disqualification from awards or representing the university, etc.)
- Employment probation for a specified period of time
- Suspension from or termination of employment

Appeal Procedures. Either party may appeal a decision to dismiss allegations, whether mandatory or discretionary. Findings of responsibility reached at the end of the grievance process may also be appealed by either party. Grounds for appeal include procedural irregularities (including erroneous relevance determinations), newly discovered evidence that was not available at the time of the determination of responsibility or dismissal, or conflict of interest or bias on the part of the investigator, Title IX Coordinator, or decision-maker. However, these matters will be considered only if they affected the outcome. Appeals based solely on the severity of the sanctions will not be allowed. The party should follow the grievance procedures that can be found at the end of Unit Two of the Student Handbook. A Title IX appeal would begin with submission of an online grievance form, which may be accessed by using the following link on the university website:

<https://www.kcu.edu/student-services/student-services-appeals-committee-form/>

After the online grievance complaint form is submitted, the administrator who handles

grievances will notify both parties in writing of the appeal. In line with the grievance policy and procedures, that person will appoint a grievance committee to consider the appeal. Since the Title IX Coordinator, investigator, and decision-maker were closely involved in the resolution of the initial sexual misconduct complaint, they will be recused from service on the grievance committee assigned to a Title IX appeal. The parties will be allowed to submit a written statement supporting or challenging the outcome. After considering the parties' written statements, the committee will issue a written decision and send it to the parties simultaneously.

Prohibition of Retaliation. The University prohibits any person from intimidating, threatening, coercing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in a Title IX investigation, proceeding, or hearing. Charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation, provided that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a bad faith materially false statement. The exercise of rights protected under the First Amendment does not constitute retaliation. Complaints alleging retaliation may be filed according to the University's grievance procedures.

Records Maintenance. For a period of at least seven years from the date of creation, the university will maintain documentation and records regarding alleged violations of the Title IX Policy and their resolution in a manner that protects the confidentiality of the parties involved, complies with the Family Educational Rights and Privacy Act (FERPA), and to the extent possible excludes personally identifiable information of victims of sexual assault, domestic violence, dating violence, and stalking, unless disclosure of someone's identity is required under other laws or is necessary in order to conduct the grievance process. For each investigation, the Title IX Coordinator will maintain all files relating to the initial report or complaint, supportive measures, informal resolutions, investigation, final investigative report including determination of responsibility or dismissals, audio or audiovisual hearing record or transcript, disciplinary sanctions imposed on the respondent, remedies provided to the complainant, and appeals of a Title IX case and the result. With respect to supportive measures, the University's records should include its basis for belief that it was not deliberately indifferent and that it took measures designed to restore or preserve equal access to its education program or activity. The University will also maintain training materials and records for Title IX coordinators, investigators, decision-makers, and informal resolution facilitators. The parties may have access to records relevant to their case such as allegations raised in the formal complaint, copies of evidence, investigative report, and written determination and reports provided in the course of the formal grievance process, but they may not have access to supportive measures provided to the other party. If a student is found responsible for violating the Title IX Policy, this finding remains a part of that student's conduct record.

Training. The University will ensure that Title IX Coordinators, investigators, decision-makers,

and facilitators of the informal resolution process receive training on the following:

- The definition of sexual harassment in § 106.30
- The scope of the University's education program or activity
- How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable
- How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

The University will ensure that Title IX Coordinators, investigators, decision-makers, and facilitators of the informal resolution process receive training on the following:

- Any technology to be used at a live hearing
- Issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant

Training materials cannot rely on sex stereotypes, and they must promote impartial investigations and adjudications. They must also be posted on the University's website.

Annual training will also be provided to all employees and students on issues related to Title IX. The primary source of Title IX is the Title IX Coordinator, who has the most current knowledge of federal and state laws, regulations, and policies relating to Title IX and is best prepared to train others in the appropriate responses to a Title IX complaint or potential sex discrimination situation that needs special attention and/or corrective action.

Awareness and Prevention Programs. The university offers an educational program for students and employees that promotes awareness and prevention of sexual harassment, promotes both individual and community safety, and reduces the perpetration of violent crimes. The university works to create and maintain a campus community culture designed to prevent sexual harassment; rape; acquaintance or date rape; dating violence, domestic violence, or stalking; other sex offenses, forcible or non-forcible, heterosexual or homosexual; and other Title IX offenses. Ultimately, the foundation for such a program comes from the university's mission, Christian perspective, and core values.

The university's initial Title IX awareness and prevention program begins with a new-student orientation session during Welcome Weekend. The same awareness and prevention information is also provided during the orientation process for new distance-education students and new employees.

The university's ongoing Title IX awareness and prevention program continues with additional educational activities offered to both students and employees. These ongoing educational activities include, but are not limited to: (1) safety awareness and violence prevention information made available through Student Services; (2) educational materials available on the university's website and employee portal; and (3) special events or activities.

Victim Services and Resources. Local and referral help is available for victims of sexual misconduct from the university's Health Services department and counseling center, as well as the Student Services office. Local community and state victim services organizations are listed below. Many of these resources have websites and toll-free telephone numbers that would be helpful for online students.

National Sexual Assault Hotline—800-656-HOPE (4673)

Kentucky Association of Sexual Assault Programs 866-375-2727

**Pathways, Inc Crisis/Rape Crisis Hotline 606-324-1141
or 800-562-8909**

KCU Student Counseling Services—606-474-3121

KCU Campus Security—606-316-1006

Grayson Police—911 or 606-474-4308

Carter County Sheriff—911 or 606-474-5616

Appendix C

UNIVERSITY COMPUTING

Information Technology 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 wireless network connectivity in all dormitory rooms.

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

COMPUTER SUPPORT

IT personnel provide computer support to the University community. IT assistance requests can be made by dialing “3250”. The Customer Service Coordinator will document the request and enter the appropriate information into the Technical Support Dispatch System. IT personnel will generally respond to the request for support within 30 minutes. However, if IT personnel are already engaged in other maintenance situations, response times may vary accordingly.

First level IT support is provided over the telephone. Should additional assistance be required, IT personnel may provide on-site support, or may request that the device in question be brought

to the IT Office located in the lower level of the Ruth Administration Building. Please note computer hardware support is limited to KCU owned equipment.

Each full-time faculty will be allowed one network connection to a University provided computer. Faculty owned personal computers can be used but will be subject to limited support.

IT will answer basic computer questions at no charge.

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 owned computers will be initially set up with a basic load of University owned and licensed software.

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 owned computer to its basic initial 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 a user that installs personal software on a computer owned by the University, a warning may be issued alerting the user that any recurrence of this activity may result in certain computer support limitations in the future. In addition, personnel who chose to install personal software on University owned 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 IT personnel support may 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.

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 IT personnel to provide telephone support free of charge. However, IT personnel reserve the right to assess charges for telephone support in the event of excessive usage. If in the opinion of IT personnel an individual is excessively using telephone support, the IT will inform the individual that a charge may 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 owned computers and the academic computer network for any school related activity. University provided technology, e.g., computers, software, or 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:

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

Privacy and Security

The campus IT user is responsible for any activity done under their account. Network users are cautioned that **the UNAUTHORIZED USE of another's account CONSTITUTES THEFT**. IT staff can help individuals determine appropriate ways of sharing projects and files. Security on the network is controlled through required frequent changes in passwords.

Abusive Behavior

Any use of campus technology that could be perceived as abusive in any way is unacceptable. An example of abusive behavior could be usage of computers to harass others in some way, for instance, sending messages that are abusive, obscene, threatening, or a nuisance. Complaints of behavior that seems to constitute misuse of campus technology 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 campus technology.

The most used type of campus technology are the personal computers 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.

Electronic Vandalism

No shared computer system can be made impervious to concerted efforts to destroy it. Users must not modify campus IT hardware/software or their privileges will be revoked. Modifying a system is fundamentally the same as destroying a system itself and is effectively destruction of University property.

RULES AND REGULATIONS REGARDING USE/MISUSE OF COMPUTING RESOURCES

1. Abide by all posted rules and regulations.
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 abnormally.

Examples of abnormal behavior include the following:

- 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 messaging 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. 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.

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
STUDENT ASSOCIATION CONSTITUTION

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.

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 Vice President 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. Should there be an annually approved class officer election, each class president shall be a representative to the Council.
- B. Should there be an annually approved class officer election, 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 from the married students.

- E. There shall be one representative elected from the commuter students.
- F. There shall be one representative elected from the international students.
- G. An executive member (i.e. President, Vice President, Secretary, Treasurer, etc.) of each university recognized student organization shall be a representative 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/her election.
2. The Vice President shall have completed at least 60 semester hours by the beginning of the term of his/her 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. 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.
2. 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.
 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 Vice President 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 to serve as President. If no one is willing or able to step up and serve as President, the Student Council as a whole will appoint by 2/3 vote, a President from the Student Body who meets the criteria. If the Student Council fails to seat a new President in this manor, the decision will go back to a vote of the Student Association as described above.

3. The Secretary and Treasurer will be elected by the Student Council at its first meeting in the fall.

C. Vacancies

If for some reason the President cannot continue his/her 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.

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/her 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 SERVING STUDENTS WITH DISABILITIES

Mission

The intent of these policies and procedures 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 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 Director of Student Services the Executive Vice President and the Chief Academic Officer.

Definitions

Students with Disabilities

Section 504 defines a person 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 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.

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 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.

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 they have 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 Executive Vice President and Chief Academic Officer, 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.

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.

University Response

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.

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 who are requesting an academic accommodation should contact the Director of the Student Academic Support Services. After the Director 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 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 contact 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

CAMPUS SAFETY AND SECURITY DATA

Responsibilities

The University seeks to provide an environment free of unreasonable risks to the campus community. The Campus Safety and Security Committee accepts the role of providing leadership and structure in the area of campus safety and security. The Campus Safety and Security Committee implements the safety and security procedures of the university. However, the committee seeks to partner with all the campus community in maintaining campus safety and security. In doing so, the campus family, as a whole, works to protect the safety and security of the campus community.

All members of the campus community, students and employees alike, are empowered to aid in the task of providing a safe, secure campus by following personal safety and security practices. In addition, students and employees are obligated to report to someone in a higher position of authority any infraction of the university's Code of Conduct, which includes Biblical standards, legal standards, and university standards of conduct. All members of the campus community are also obligated to report any perceived threat to the campus community or any type of emergency situation on or near the campus.

All members of the campus community are instructed to report all criminal behavior to both the local law enforcement authorities and to the Student Services Office for the purpose of making

timely warning reports and the annual statistical disclosure. The university strongly encourages accurate and prompt reporting of all crimes to appropriate law enforcement agencies, even when the victim of a crime elects not to or is unable to make such a report. Non-emergency concerns are to be reported to the Student Services Office for appropriate intervention. Incident reports will be used to determine if a timely warning is needed and to complete the university's Annual Security and Fire Safety Report by October 1 each year. Clery Act crimes may be reported to the Vice President of Student Services on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

At a minimum, any serious campus safety, campus security, or campus crime concern should be reported immediately to the Vice President of Student Services in the Student Services Office, the Director of Men's or Women's Services, and/or the appropriate off-campus authority (9-1-1, fire department, sheriff's office, as needed). The University will respond appropriately and immediately to a serious safety situation or threat, including the issuance of a campus-wide warning, if necessary or prudent.

The University seeks to provide vigilant stewardship of its campus facilities, including the safety and security of educational and administrative buildings, recreational facilities, campus apartments, campus grounds, and tangible university property and equipment. The university provides sub-contracted, professional campus security officers, typically from 7:00 pm to 7:00 am every day. The campus safety and security personnel do not have the authority to arrest individuals allegedly involved in the commission of a crime on campus. However, they do have complete authority to contact the appropriate legal and campus authorities.

The University routinely provides crime prevention information to students during new-student orientation, campus housing orientation, e-Announcements, campus-wide memorandums, and bulletin board postings. In addition, employees also receive some crime prevention information in the Employee Handbook. The university periodically reviews its physical facilities, programs, policies, procedures, and practices to ensure compliance with insurance requirements, applicable laws and regulations, including the Student Right-to-Know Act, the Campus Crime and Security regulations, and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Federal Reporting Requirements

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f); TCA 49-7-2206) is the landmark federal law, originally known as the Campus Security Act, that requires colleges and universities across the United States to disclose information annually by October 1 about crime on and around their campuses. The law is tied to an institution's participation in federal student financial aid programs, and it applies to most institutions of higher education, both public and private. The Act is enforced by the United States Department of Education.

The Campus Security Act was amended in 1992 to add a requirement that schools afford the victims of campus sexual assault certain basic rights and was amended again in 1998 to expand the reporting requirements. The 1998 amendments also formally named the law in memory of Jeanne Clery. Subsequent amendments in 2000 and 2008 added provisions dealing with

registered sex offender notification and campus emergency response. The 2008 amendments also added a provision to protect crime victims, "whistleblower" and others from retaliation. The 2013 amendments expanded the Clery-reportable crimes to include stalking, dating violence, and domestic violence. For more information on the details of the Clery Act, see the Kentucky Christian University website.

The 2008 Reauthorization of the Higher Education Act requires institutions with on-campus student housing facilities to collect fire statistics, publish an Annual Fire Safety Report, and keep a "fire log." Even though this law is separate from the Clery Act, the dissemination regulations of the Annual Fire Safety Report are very similar to those of the Clery Act. In accordance with federal regulations, fire statistics are reported annually to the U.S. Department of Education's Office of Postsecondary Education by way of the web-based Campus Safety and Security Survey.

The university complies with all federal reporting requirements related to campus security and fire safety. All of the information and data required for both of these annual reports is contained in the Student Handbook. To request a copy of previously filed Campus Safety and Security Reports or previously filed Fire Safety Reports, contact the Student Services Office.

Campus Security Authorities

- Vice President of Student Services
 - Donald M. Damron, 606-474-3288
- Vice President of Enrollment Management and Athletics
 - John B. Penrose 513-509-3352
- Director of Men's Services
 - Austin Archey 606-240-9416
- Director of Women's Services
 - Bekah Bryant, 606-474-3228
- Resident Assistants, Student Life Office
 - All Residence Halls, 606-474-3288
- Title IX Coordinator, Lusby Center
 - Nathan Yates, 606-474-3270
- Director of Student Retention
 - Bekah Bryant, 606-541-4734
- Maintenance Director, Leamon Maintenance Building
 - Byron Hargett , 606-474-3272
- Campus Security (After 7pm)
 - Mobile Phone 606-316-1006

Current Crime Statistics

Statistics based on reports of alleged criminal incidents occurring within the Clery geography of Kentucky Christian University are provided below in compliance with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act, 1998) and the federal Violence Against Women Reauthorization Act of 2013 (VAWA), both of which are amendments to the Higher Education Act of 1965 (HEA).

Clery-Reportable Criminal Offenses**	On- Campus						Immediately Adjacent and Accessible Public Property		
	Student Housing Facilities			TOTAL			2021	2022	2023
	2021	2022	2023	2021	2022	2023			
Criminal Homicide	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0
Sexual Assault:	0	0	0	0	0	0	0	0	0
Rape									
Fondling	0	0	0	0	0	0	0	0	1
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0

Burglary	1	0	0	1	4	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
VAWA Offenses	0	0	0	0	0	0	0	0	0
Sexual Assault	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Hate Crime: _____ Bias Category: _____	0 N/A	0 N/A	0 N/A	0 N/A	0 N/A	0 N/A	0 N/A	0 N/A	0 N/A
Arrests: Liquor Law	1	0	0	1	0	0	0	0	0
Arrests: Drug Abuse	0	0	0	0	0	0	2	0	0
Disciplinary Actions: Weapons Law	2	2	0	2	2	0	0	0	0
Disciplinary Actions: Drug Abuse	1	2	0	1	2	0	1	2	0
Disciplinary Actions: Liquor Law	0	0	0	0	0	0	0	0	1

** Kentucky Christian University did not receive any report of what was determined to be an “unfounded crime” during these reporting years.

Current Fire Statistics

Statistics based on reports of fires occurring in on-campus student housing facilities on the Kentucky Christian University campus are provided below in compliance with the Higher Education Act of 1965 (HEA) fire safety regulations.

Fire Statistics for 2023	Apartment Complex	Dale Hall	East Hall	Pifer Hall	Waters Hall	West Hall
Number and cause of fires:	0	0	0	0	0	0
Unintentional Fire						
Intentional Fire	0	0	0	0	0	0
Undetermined Fire	0	0	0	0	0	0
Number of deaths related to fire	0	0	0	0	0	0
Number of injures requiring treatment in medical facility	0	0	0	0	0	0

Appendix G

PROCEDURE FOR WRITTEN ACADEMIC APPEAL

A student may at times substantively disagree with decisions made by professors in his/her classes. Substantive disagreements 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 written appeal, along with the professor's written response, to the Dean of the school under which the class in question is offered. The Dean will attempt to resolve the issue.
4. If 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. This 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 professor in question, and to the Vice President Academic Affairs. Appeals will normally be considered and responded to within two business days of the receipt of the appeal.

To file a formal Student Appeal or Written Complaint, appeal forms and further instructions are available under the Academic Affairs page on the KCU website: www.kcu.edu

Appendix H

DISCIPLINARY ACTION

Kentucky Christian University desires for all students to take personal responsibility for their choices; therefore, University policy is intended to move students toward increased levels of personal 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 understand and follow 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 to live and thrive within stated and implied rules and guidelines while enrolled at Kentucky Christian University.

Upon finding, in likelihood, that a University rule or policy has been violated, the administration reserves the right both to determine the severity of the violation and to choose the appropriate consequences. Such options include, but are not limited to, any combination of counseling, specific training, athletic roster reminders, revocation of off-campus housing permission, letters of apology, community service, fines, social probation, or deferred suspension. More serious or repeat violations may result in suspension or expulsion.

All rules and expectations within the student handbook apply to all students housed in dormitories, the KCU apartments, and to commuters.

Counseling-A referral to the Student Counseling Service may be a part of the redemptive disciplinary action plan. The student must complete the required counseling or face further action.

Specific Training-A referral for completing a specific training session (i.e., anger management, conflict resolution, harassment, etc.) may be a part of the redemptive disciplinary action plan. The student must complete the required training or face further action.

Athletic Roster Reminder-KCU fully recognizes the influence that athletic coaches have on the lives of our student athletes. Student Services may work together with the sport coach to determine a disciplinary plan with the student to remind them of what it means to be on the roster of the specific sport and what behavior is and is not acceptable.

Revocation of Off-campus Housing-Living off campus or in the apartment complex is a privilege. The University reserves the right to revoke that privilege if it contributes to unacceptable student behavior.

Letters of Apology-An apology for certain actions is a valuable learning experience as students move toward greater levels of personal maturity. Requiring a letter of apology may be a part of the redemptive disciplinary action. The student must complete the letter or face further action.

Community Service-Opportunities to serve in the community or around campus may be an option for students to fulfill their redemptive disciplinary action. The student must complete an assigned service project or face further action.

Fines- While fines have become a common tool to encourage appropriate student behavior over the years, the University makes every effort to keep the use of monetary fines in the discipline process to a minimum. For some students, a fine is not really a punishment at all. For others, it is a hardship for them to produce the funds to cover the fine. Thus, while it is unintended, the effect of fining two students the same amount of money for the same offence can be very distinct.

The University will make every effort to encourage appropriate student behavior by using other tools. Should the University deem it necessary to impose a fine, every attempt will be made to ensure the fine is commensurate with the severity of the disciplinary action and range from \$10 to \$200. Fines will generally increase with repeated violations. All fines and/or damage charges must be paid before registration to next term. Any unpaid balance will result in a hold on the student's account. Requests for official transcripts will only be honored once all holds are cleared.

A student has one week after notification to pay a fine resulting from parking violations, for curfew or other 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.

Fines may be imposed for the following:

Curfew Violation

Within one hour of curfew may incur a fine of \$50.

Beyond one hour, the fine is \$100.

Any student found to have assisted another student in entering the dorm after curfew will also be fined accordingly.

Room Check

The RA's will do weekly room checks in the dorms. Failure to meet the general expectation of cleanliness may result in a fine.

\$10 first offense, \$25 second offense, \$50 third offense.

Parking Violation Fines

\$10 first ticket. Each succeeding ticket will increase by \$5.

A 5th violation will be fined and may incur the loss of vehicle privileges on campus.

Parking in a handicapped space: \$50 first offense; \$100 second offense. Third offense will result in the loss of vehicle privileges on campus.

Parking fines are due within a week of receiving a parking ticket.

Speeding/Hazardous Driving

Any visual sighting of an obvious violation of the 20-mph speed limit on campus, or any witnessed incident of reckless or hazardous driving on campus may result in a fine of \$25.00.

Use of tobacco products/vaping

Tobacco and its products are banned on the campus of the Kentucky Christian University. Possession or use of tobacco products may result in the following consequences:

First Offense: \$50 fine and counseling referral

Second Offense: \$100 fine and counseling referral

Alcohol/Drugs

The possession or consumption of alcohol, or of drugs without an accompanying prescription, is prohibited, both on and off the KCU campus.

If caught in possession or consumption of these banned substances, OR, failure of administered random drug test the following consequences will be enforced:

First Offense: \$100 fine and counseling referral (Additionally, Social Probation and/or Deferred Suspension may be applied)

Second Offense: Expulsion

Refusing to take a requested drug screening will be treated the same as a positive testing result.

An arrest on alcohol or drug charges will result in immediate suspension from the University. A felony arrest on alcohol or drug charges may result in expulsion.

The sale or distribution of banned substances (alcohol or drugs) will result in suspension from the University. Readmission will be considered only after one-year separation from KCU with evidence of repentance and spiritual growth, as documented by mentor,

counselor, or minister.

Sexual Immorality

The Bible gives clear direction for human sexuality and marriage. Violation of these biblical expectations for human behavior will be treated as a violation of student expectations for KCU students.

The unauthorized visitation of members of the opposite sex in all KCU dorms and KCU apartments, as well as, incidents of sexual immorality will result in the following action:

First Offense: \$150 fine and counseling referral

Second Offense: Suspension from school

Violation of Year End Check-Out Procedure

Failure to properly check out of residence hall with an RA will result in the forfeiture of the \$100 housing deposit and the student will be liable for any damages to University property without appeal. The appeal is forfeited since the student was not present during check-out.

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 may be suspended from the University for one week and then placed on social probation with the possibility of required counseling.
- 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.
- Repeated violations will result in mandated meetings with the Coordinator of Counseling Services and/or the Director of Student Services.

Deferred Suspension-A deferred suspension can be used for an offense that may be serious enough to warrant suspension but where the offense is mitigated by circumstances specific to the case. Deferred suspension is typically limited to the period of time extending to the end of the semester, after which the student may be suspended, continued on deferred suspension, or placed on social probation. During a deferred suspension, the student will have the opportunity to demonstrate the ability to live according to the standards described in the student handbook. A student who violates those standards while on deferred suspension will then be suspended for the period previously deferred.

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 Vice President 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. The procedure for readmission following expulsion is outline in section two of the student handbook.

Appendix I

TENETS OF FAITH

Kentucky Christian University recognizes no ecclesiastical authority but Christ, and because no denominational headquarters establishes a doctrinal position for the University, the University is committed to those doctrinal tenets which are universally embraced and commonly practiced among independent Christian Churches/Churches of Christ. Tenets of faith which are universally regarded by these churches as essential to a relationship with God our Father and the Lord Jesus Christ include the belief,

THAT GOD is not only the omnipotent, omniscient and omnipresent Creator of the universe, but also the loving Father, Provider of all life, and Righteous Judge.

THAT THE BIBLE is God's divinely inspired revelation to man. These Holy Scriptures are not to be added to, nor subtracted from, by anyone.

THAT JESUS is the Christ, the Son of God, Who came to earth in the fullness of time, as Savior and Messiah. This same Jesus is recognized as the only begotten Son of God, born of the

virgin Mary, crucified on the Cross after a sinless life on earth, raised bodily as Lord from the tomb, ascended into heaven as King of Kings and coming again to reclaim those who are His own.

THAT THE CHURCH is the divine institution by which God has provided for the preaching of the Gospel and the salvation of the world. This Church, the Body of Christ, has divinely given ordinances, which are Christian baptism, the immersion of the penitent believer for the remission of sins and the gift of the Holy Spirit, and the Lord's Supper, observed weekly in the remembrance of Him.

THAT THE UNITY of all followers of Christ can be realized on the basis of a return to the primitive pattern for Church doctrine - in practice, in polity and in life - as seen in the New Testament.

THAT GOD wonderfully and immutably creates each person as either male or female, and that these two distinct, complementary sexes together reflect the image and nature of God (Gen. 1:26-27). The embracing of one's biological sex is an embracing of the image of God within that person.

THAT MARRIAGE is a union ordained and instituted by God. It was first instituted by God in the early chapters of Genesis and codified in the Levitical law. The Old Testament prophets compared it to a relationship between God and his people. Examples of it are in the historical narratives; additionally, the wisdom literature discusses the unique unity of this relationship. Jesus explained the original intention and core elements of marriage, and several New Testament Epistles give explicit instructions on this union. Marriage is a typology of Christ and the New Testament Church (hereinafter "Church"). As such, the Church views marriage as a profound spiritual institution established by God. Due to the importance of marriage in the biblical witness, Kentucky Christian University (hereinafter "University") is a historically rooted Church-related University and defines "marriage" as the exclusive covenantal union of one man and one woman in which such union is a lifetime commitment. A civil government's sanction of a union will be recognized as a legitimate marriage by this University to the extent that it is consistent with the definition of "marriage" found in God's Word and the University's Constitution.

THAT LEGITIMATE SEXUAL RELATIONS are exercised solely within marriage. Hence, sexual activities outside of marriage (referred to in the New Testament as "porneia"-- πορνεία) including but not limited to, adultery, premarital sex, homosexuality, and pedophilia are inconsistent with the teachings of the Bible and the Church. Further, lascivious conduct, rejection of one's biological sex, and the creation and/or distribution and/or viewing of pornography, are incompatible with the biblical witness.

THAT ALL HUMAN LIFE is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps. 139.)

Appendix J

PHYSICAL PRIVACY

I. PURPOSE

In light of the University's Tenets of Faith, and the sincerely held beliefs of the Board of Trustees, and in recognition of personal physical privacy rights and the need to ensure individual safety and maintain University discipline, this policy has been enacted by the Board of Trustees and is referenced through various handbooks including the Faculty Handbook, Staff Handbook, and the Student Handbook.

II. DEFINITIONS

"Sex" means the biological condition of being male or female as determined at birth.

“Member of the University community” means any University employee, volunteer, student, or other individual electing to be on University property or at a University event.

III. SINCERELY-HELD RELIGIOUS BELIEF ON SEXUALITY

The University’s sincerely-held religious belief is that God wonderfully and immutably creates each person as either male or female, and that these two distinct, complementary sexes together reflect the image and nature of God (Gen. 1:26-27). The embracing of one’s biological sex is an embracing of the image of God within that person.

IV. POLICY

Physical Privacy and Sexuality

Notwithstanding any other policy, University restrooms, dorms, locker rooms, showers, and other facilities designated for one sex shall only be used by members of that sex.

In any other University facilities or settings where members of the University community may be undressed in the presence of others (e.g. changing costumes during University theatrical productions), the University shall provide separate, private areas designated for use by members of the University community based on their sex.

The University recognizes there may be instances where members of the University community experience disparity between their sex and their feelings about their sex. This disparity can motivate them to behave in ways contrary to God’s Word and His plan for their lives. The University encourages members of the University community who are struggling with their sexual identity to seek help from their pastor and other trained professionals who might best assist them in clarifying and defining their sexual identity in accordance with God’s Word.

The University will at all times interact with members of the University community according to their sex. A member of the University community who wishes to express a gender other than his or her sex is understood to be rejecting the truth and the image of God within that person. Biblical Christianity requires the body of Christ to compassionately dwell in the truth and assist those we love in doing the same (Eph. 4:15).

A member of the University community who openly and unrepentantly rejects their sex, either on or off of the University property, is failing to adhere to their commitment to abide by the behavioral standards established by the University which is cause for terminating their membership in the University community including employment or student enrollment status.

To preserve the function and integrity of the University and to provide a biblical role model to members of the University community and the community-at-large, it is imperative and required that all members of the University community agree to and abide by this policy.

