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Chapter One: Guiding Principles and Policies

About this publication: All statements in the EKU Handbook for Students are announcements of present policy only, and the University reserves the right at any time to modify or revoke any of the policies and procedures contained in this Handbook. Accordingly, readers of this Handbook should inquire as to whether any such revisions, amendments, or changes have been made since the Handbook’s last update. The EKU Handbook for Students serves as a means of communicating to the student the rights, responsibilities, and obligations of being a member of the University community; however this is not to be regarded as a contract or offer to contract.

While the Handbook is a major source of information, it does not contain all policies and statements that a student needs to know. The Undergraduate Catalog, Graduate Catalog, Colonel’s Compass, and other relevant official University publications are incorporated by reference.

Upon request, the EKU Handbook for Students is available in an alternative format.

Family Educational Rights and Privacy Act of 1974 (FERPA)

In accordance with Public Law 93-380, this is to serve notice to all students of Eastern Kentucky University of the rights and restrictions regarding the maintenance, inspection, and release of student records contained in the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. The University is composed of six colleges and offers a wide variety of services to students. Each college and service requires the maintenance of some records concerning students enrolled in a particular college or participating in a nonacademic service. The location and type of record maintained by the University depends upon the field of study or service in which the student is enrolled. The following is a list of the types of records maintained by the University for students:

- Grade reports
- Transcripts
- Curriculum information
- Applications for graduation
- Correspondence with students
- Withdrawal records, if applicable
- Admissions information
- ACT test scores
- Student teacher evaluations
- Letters of recommendation
- Nominations for awards
- Biographical data
- Late Enrollment Forms
- Graduating Degree Audit Evaluation
- Mid-term evaluations
- Records of school visitations
- Change of major requests
- Field training evaluations and correspondence
- Professional conduct agreements and liability insurance
- Disciplinary records

Access to Records

In general, the records maintained by the University are available only to the student, to University personnel with legitimate educational interests, to other institutions where the student is seeking admission or seeking financial aid, and to authorized representatives of the Comptroller General of the U.S., the Secretary of Education, or an administrative head of an education agency, in connection with an audit or evaluation of federally support programs, and as provided by Section 164.283 of the Kentucky Revised Statutes. However, information may be released by the
institutions to appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons. Records may also be furnished in compliance with a judicial order or pursuant to a subpoena or with the consent of the student.

Students may inspect and review all records pertaining to them within forty-five (45) days of making a written request for same, except for (1) records created or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting or assisting in a professional capacity in connection with treatment of the student (except that the student may have these records reviewed by a physician or appropriate professional designated by the student), (2) financial records of the student’s parents, (3) confidential letters and recommendations put in the files prior to January 1, 1975, and (4) confidential recommendations relating to admission, applications for employment, or honors, if the student has waived his/her right to review such records. Where a particular record cannot be reviewed by a student without revealing confidential information relating to other students, the records custodian will inform the student, upon request, of the contents of the record pertaining to that student.

Parents who claim a student as a dependent may present their federal tax declaration, in lieu of having the student’s written consent, to gain access to information concerning their children’s grades. The decision to grant access to information under these circumstances is at the discretion of the University.

**Procedures for Challenge**

A student who believes that any record maintained by the University pertaining directly to that student is inaccurate, misleading, or otherwise in violation of the right of privacy of the student as provided by Title IV of Publ. L. 90-247, as amended, and Publ. L. 93-380 as amended by Senate Joint Resolution 40 (1974) may send a written request to the custodian of that record, specifying the inaccuracy or misleading items, and ask that the record be amended. If that request is declined then the student has the right to a hearing before a panel of three persons appointed by the President of the University. The panel may direct that appropriate action be taken to correct, explain, or expunge the record(s) challenged. If as a result of the hearing the student’s request to amend the record is denied, the student has the right to insert a statement into their official record.

Request for hearings should be addressed to the Office of University Counsel, Eastern Kentucky University, Coates Building Room 212, CPO 40A, 521 Lancaster Avenue, Richmond, Kentucky 40475-3102.

**Disciplinary Records**

Disciplinary records are defined as those records (maintained in any format) which relate exclusively to violations of University General Regulations Governing Student Behavior which have been adjudicated through the office of Student Conduct and Community Standards. Complaints to the office of Student Conduct and Community Standards which have been dismissed or withdrawn by the University are not considered disciplinary records. A student disciplinary record includes and is limited to: 1) violation report, 2) student notification letter, 3) sanction sheet, 4) notice of hearing, 5) students right form, 6) roll call of hearing participants in any hearing, 7) documents presented as evidence during any hearing, 8) record of Student Disciplinary Council hearing; 9) appeal letter with accompanying documents; and 10) final disposition of appeal.
Directory Information
The University may release information without the student’s consent where the information is classified as “directory information.” The following categories of information have been designated by the University as directory information: name, address (excluding EKU residence hall room number), telephone listing (excluding cell phone), email address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, academic level (undergraduate or graduate), academic class (freshman, sophomore, junior, or senior), dates of attendance, enrollment status, degrees and awards received, student photo or likeness, and the most recent previous education institution attended by the student. Students who do not wish such information released without their consent should notify the Office of the Registrar in writing. Any such request should be sent to Office of the Registrar, Records Unit, Eastern Kentucky University, Whitlock Building, CPO 58, 521 Lancaster Avenue, Richmond, Kentucky 40475-3158.

Notification of Rights Under FERPA for Postsecondary Institutions
FERPA affords students certain rights with respect to their education records. They are:

(1) The right to inspect and review the student’s education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University discloses education records without consent to officials of another school to which a student seeks or intends to enroll.
The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue SW, Washington, DC 20202-4605.

**Guest Access to Student Education Record**

EKU affords students control of access to specific educational records through the online records guest portal called “Web-4-Parent”. A student can give written permission authorizing an individual(s) to have a guest EKU Direct access to view the student's academic and financial information. This access is "view only" and does not enable the guest to make any changes to the student's information.

The student granting permission must complete the Web-4-Parent Authorization form and return it to the EKU Registrar's Office (WHITLOCK 239), either in person or via an e-mail attachment from their EKU e-mail account. The authorization form may be picked up from the Registrar's Office.

In accordance with FERPA (Family Educational Rights and Privacy Act), only the student can approve Web-4-Parent access. And so to be compliant with federal privacy regulations EKU must take steps to confirm that the Web-4-Parent form was signed by the student. Therefore EKU will not accept a completed authorization form if it is received through regular mail, returned by the student's parent, or is not signed by the student. Parental signature is not needed; the student’s signature is required.

Permission for this account can be revoked by the student at any time. Detailed information regarding Guest Access to Student Education Record can be found at: [http://www.registrar.eku.edu/web4parent/](http://www.registrar.eku.edu/web4parent/); questions regarding Web-4-Parents may be submitted to registration@eku.edu.

**Student Right to Know Act**

Section 103 of the Student Right-To-Know and Campus Security Act of 1990 (Public Law 101-542) as amended by the Higher Education Technical Amendments of 1991 (Public Law 102-26) requires public disclosure of relevant graduation rate information for students enrolled in colleges and universities receiving federal financial assistance annually beginning July 1, 1993. Graduation rate information is published each year in the University Handbook for Students or may be obtained upon request from the Office of the Executive Vice President for Academic Affairs and Provost, Coates Administration Building, Room 110, CPO 30A, 521 Lancaster Avenue, Richmond, Kentucky 40475-3102.

**Graduation Rate of Entering Freshman**

The information to be disclosed by July 1 of each year is the “graduation rate for the most recent cohort of entering students that all have had an opportunity to complete or graduate from their respective programs in specified completion period” (which for EKU is six years). The most recent class meeting this requirement is the 2012 freshman class. The graduation rate for all students entering Eastern Kentucky University as first-time freshman during the 2012 academic year was 50.9%. This graduation rate represents the percentage of students entering Eastern Kentucky University as first-time (i.e., new) full-time, baccalaureate degree-seeking freshman during the
2012 Summer and Fall terms who subsequently were awarded an undergraduate degree by Eastern Kentucky University within six (6) calendar years (i.e., through August 2018).

**Eastern Kentucky University Core Values**

**Intellectual Vitality**
Characterized by knowledge, scholarly inquiry, creativity, critical thinking, and curiosity, all with a global perspective;

**Sense of Community**
Characterized by a supportive environment with strong relationships and a commitment to service, shared governance, collaboration, and unity of purpose;

**Cultural Competency**
Characterized by equitable opportunities and treatment, mutual respect, and the inclusion and celebration of diverse peoples and ideas;

**Stewardship of Place**
The University enhances the intellectual capacity, economic vitality, environmental sustainability, and quality of life of the communities it serves;

**Accountability**
Characterized by fiscal responsibility, operational transparency, and responsiveness to the needs of internal and external stakeholders;

**Excellence**
Which is achieved through integrity, continuous quality improvement, and a focused emphasis on the personal and professional growth of students, faculty, and staff.

**Ethics and Compliance Hotline Reporting**

**Why Reporting Is Important**
Eastern Kentucky University is committed to the highest standards of ethical conduct and ensuring compliance with federal, state, or local laws, administrative regulations, and University policies (laws, regulations, and policies). To help maintain our high standards of responsible behavior and to protect the reputation of our great institution, every University Community Member has an individual responsibility to immediately report his/her good faith belief of any actual, or suspected instance of non-compliance with laws, regulations, and policies.

Since some individuals may prefer to report anonymously, the University offers two easy, confidential mechanisms to make a report:

1. You may call the Ethics and Compliance Hotline toll free at 1-844-282-9639, and a trained risk specialist will document your information and generate a written report.

2. You may also develop your own report via the EthicsPoint “Make A Report” option at [www.eku.ethicspoint.com](http://www.eku.ethicspoint.com).
A link to both reporting options may be found at the EKU *Colonels Comply* website: [http://colonelscomply.eku.edu](http://colonelscomply.eku.edu)

**Non-Retaliation for Reporting**

To promote open discussion, the University adopted a strict non-retaliation policy that prohibits any retaliation directed against a University Community Member for making a good faith report of possible non-compliance with laws, regulations, and policies. Any University Community Member who commits any form of retaliation will be subject to appropriate disciplinary action.

**Key University Policies**

Important university policies may be found at [http://www.policies.eku.edu/](http://www.policies.eku.edu/)

**Alcoholic Beverages on Campus, Consumption and Serving**

The possession and/or consumption of alcoholic beverages on Eastern Kentucky University property is subject to Kentucky statute and University regulations developed in keeping with this policy. All members of the Eastern community are expected to obey these laws and regulations. Eastern desires to provide an environment for underage students where alcohol is not made available, and alcohol education and counseling programs are promoted.

**Procedures**

Consistent with the philosophy stated in the Policy Statement, the Board of Regents requires compliance with the following:

a. Use of alcoholic beverages on Eastern Kentucky University property must not violate state and local laws, University regulations or procedures developed and approved by the President to implement this policy.

b. The possession or consumption of alcoholic beverages on University property or in any University building is strictly prohibited with the exception of those locations and circumstances set forth in Appendix A of this Handbook. *Use in residence halls, offices, and classrooms is strictly prohibited.*

An exception is made for residents and guests of Grand Campus. In this residence hall only, alcohol may only be consumed by students and guests of legal drinking age. A student who is 21 years of age or older may consume alcohol in his/her apartment. Alcohol is prohibited in all public areas including balcony and porch of apartments, the clubhouse, the swimming pool, and all common community areas. Common sources of alcohol such as kegs are prohibited. Alcohol found in the possession of a student under the age of 21 will be confiscated and student will face judicial charges through the University’s administrative processes. Proof of legal drinking age must be presented to a college official if requested. Residents and guests must abide by all local, state, and federal laws.

c. Alcoholic beverages may be served and consumed at official University functions and approved non University functions only inside specific reserved locations outlined in Appendix A of this Handbook or other such locations as the President, or his/her designee, might approve. Such service shall be in compliance with regulations and procedures approved by the President for implementation of this policy. Such regulations and procedures shall include and be consistent with the following provisions:

**Applicability**
The President has designated responsibility for the regulation of the service and consumption of alcoholic beverages on the Eastern Kentucky University campus to the Executive Vice President and University Counsel. The policy of the Board applies to all persons and entities in all University owned and/or operated facilities.

**Limitation**

Common alcohol sources (i.e., kegs, beer balls, party punches, champagne fountains, etc.) are strictly prohibited. Alcoholic beverages to be served are restricted to wine (including champagne), and beer. All alcohol must be served as outlined below:

**Licensing, Permit and Certification Requirements**

a. Alcohol may be served as a part of an event approved under the provisions of this Policy only if served by a licensed server.

b. General: No person attending the event will be permitted to bring his/her own beverages. The sponsor must obtain, or ensure that its caterer obtains, the applicable ABC permits under Chapter 243 of the Kentucky Revised Statutes and must submit a copy of such permit to the University Counsel at least 10 business days prior to the event. In addition, the sponsor must obtain, or ensure that its caterer obtains, evidence that the server has a current certificate of completion from S.T.A.R. or TIPS and must submit a copy of such certificate to the University Counsel at least 10 days prior to the event.

c. Specific Requirements: The following permits are required for specific types of events as noted:

<table>
<thead>
<tr>
<th>Event Type</th>
<th>Statutory Requirement</th>
<th>EKU Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private event -no fee charged</td>
<td>No license required</td>
<td>S.T.A.R. or TIPS server certification required</td>
</tr>
<tr>
<td>Private event – fee charged</td>
<td>Caterer’s license (KRS 243.033) or special temporary event issued pursuant to applicable KRS</td>
<td>S.T.A.R. or TIPS server certification required</td>
</tr>
<tr>
<td>Public event – fee charged</td>
<td>Caterer’s license (KRS 243.033) or special temporary event issued pursuant to applicable KRS</td>
<td>S.T.A.R. or TIPS server certification required</td>
</tr>
<tr>
<td>Public event – no fee charged</td>
<td>Prohibited by KY statutes</td>
<td>Prohibited by EKU policy</td>
</tr>
</tbody>
</table>

d. Additional Precautions May Be Required: The University reserves the right to require additional precautions such as greater limitations on time of service, or the use of security to assist in ensuring compliance with this policy.

**Sponsor Required**
Every event at which alcoholic beverages will be served must have a designated sponsor. The sponsor may be either an individual of at least 21 years of age or an organization or association. If the sponsor is an organization or association, the sponsor must designate an individual who is at least 21 years of age to assume responsibility on behalf of the sponsor ("Organizer/On-Site Contact"). The sponsor is responsible for:

   a. Ensuring compliance with the Eastern Kentucky University Alcohol Policy and all pertinent state and local laws governing possession and consumption of alcoholic beverages.

   b. Executing and submitting to the University Counsel a Request for Approval to Serve Alcoholic Beverages at least 10 working days prior to the event. Approval will be granted only if the University Counsel is satisfied that the requirements of this policy will be met.

   c. Any failure of its Organizer/On-Site Contact to ensure compliance with this Policy.

   d. Indemnifying the University for any losses resulting from noncompliance with this policy.

The University as Sponsor
No one may represent the University (or any of its subsidiary departments and offices) as the sponsor of an event at which alcoholic beverages are served without express written permission from the appropriate Vice President. Students and/or student organizations are prohibited from sponsoring events where alcohol will be served.

Places Where Alcohol May Be Served
Without the approval of the President for an exception, alcohol may be served only in those facilities identified in Appendix A of this Handbook. The provision, possession, and consumption of alcohol in all other campus facilities is prohibited, with the exception of the instructional use of alcoholic beverages in the College of Justice and Safety and the Department of Criminal Justice Training.

Sale of Alcohol Prohibited
The sale of alcoholic beverages is prohibited at any event on campus except as permitted pursuant to a lawfully issued license in accordance with the provisions of Kentucky Revised Statute 243.033 (governing caterers) or Kentucky Revised Statutes 243.260 (governing special temporary licenses) and the regulations issued pursuant thereto.

Service of Alcohol to Minors Prohibited
Consumption of alcoholic beverages is limited to persons 21 years of age or older. No one under the age of 21 shall be served alcoholic beverages.

Food and Non-Alcoholic Beverages Must Be Made Available
Alternate non-alcoholic beverages and food must also be provided at any event at which alcoholic beverages are served.

Attendance Limited to Invited Guests
Events at which alcoholic beverages are served will be closed except for those persons specifically invited.

Event Advertising and Promotion
Promotions and advertisements for events shall not be permitted to indicate that alcohol will be served or consumed.

**Alcohol Must Remain In Designated Space**
Alcoholic beverages may not be carried or consumed outside rooms or areas designated and approved for a specific event.

**Intoxicated Persons May Not Be Served**
Intoxicated persons shall not be served or permitted to consume alcoholic beverages on the premises.

**Time of Service Limited**
Alcoholic beverage service will be limited to a total of not more than three (3) hours at an approved event. In addition, the service of alcohol will conclude one hour prior to the scheduled conclusion of the event.

**Involvement of Facilities Coordinator**
Persons or organizations wishing to use one of the designated facilities under this policy should consult with the coordinator of such facility for additional instructions or information prior to submitting a Request for Approval to Serve Alcoholic Beverages to the University Counsel.

**Approval Process**
Any person or organization wishing to sponsor an event on campus under the provisions of this Policy must complete a Request for Approval to Serve Alcoholic Beverages, which may be obtained from Continuing Education and Outreach, the Office of the University Counsel, or found at [http://www.forms.eku.edu](http://www.forms.eku.edu). Any sponsor from outside the University is required to make all arrangements under this Policy through Continuing Education and Outreach. Sponsors from within the University must obtain the approval of the appropriate Vice President prior to submission of the form.

**Tailgating**
Tailgating has become a popular adjunct to athletic event attendance and is permitted at Eastern Kentucky University in the Colonel Club and Alumni Coliseum Parking Lots. Persons planning to tailgate do not have to get prior approval or secure the services of a licensed provider. *Please review the University’s Tailgating Regulation (9.1.2.R).*

**Violations of the Policy**
Any person or organization that violates this Policy in the sponsoring of an event on campus where alcoholic beverages are served may be barred by the University from the sponsorship of further events on campus. The University reserves the right, in its sole discretion, to terminate the service of alcohol at any event on University property.

**Bulletin Boards and Posting Places**
This policy ensures the wide variety of information that members of the University community might find of interest is displayed in a manner that promotes clarity of information, ownership of posting places, reasonable allocation of space, and a marketplace of ideas. In short, the development of categories of bulletin boards and posting places is designed to give context to information.
As freedom of expression is a fundamental value of Eastern Kentucky University and a critical foundation for a vibrant marketplace of ideas, this policy was crafted, and is intended to be applied, in a manner that encourages and facilitates free and effective communication and expression.

This policy is not intended to address those postings and signage required by statutes or building codes.

**Background**

Information addressing the issue of posting on bulletin boards and tabletops was published in the Faculty Handbook. This policy was developed in response to input from the Student Government Association that the University’s former approach to postings and posting places was cumbersome and discouraging to a vibrant marketplace of ideas. Moreover, confusion existed about which entities were responsible for various posting places around campus, such as posting places that appeared to be specific to a given office or organization but in fact were affected by the policies and practices of other offices.

Working with the Faculty Senate and with input from the Ad Hoc Committee on University Facilities, the Student Government Association proposed this policy to deal with the complex nature of expression in a public university setting.

**Procedures**

Eastern Kentucky University requires that all bulletin boards and posting places on campus fit into one of the following types of informational categories, and must bear one of the following types of explanatory signage as appropriate:

- “Campus Information Only”
- “Unrestricted Posting Place”
- “Building Information Only”
- “[Insert department/office name] Departmental (or) Office Information Only”
- “[Insert organization name] Information Only”

For the purposes of applying these guidelines, Eastern Kentucky University considers the above type of bulletin boards and posting places to be the following types of forums:

- The University considers Unrestricted Posting Places to be Designated Public Forums as related to postings only and as such does not create a free speech zone at that posting location.
- The University considers Campus Information bulletin boards to be Limited Public Forums.
- Likewise, the University considers Departmental/Office, Building, and Organizational bulletin boards and posting places to be Non-Public Forums because they are often maintained by specific entities for specific purposes, some of which may not be public even while being hosted in public facilities.

**Number of Postings**

Parties wishing to post on bulletin boards and posting places may not post more than one of any item on the same bulletin board.

**Size of Postings**
Posted items must not be so large in size that they prevent the posting of other items on the same bulletin board or posting place.

Placement of Bulletin Boards and Postings
When possible and reasonable, bulletin boards and posting places should be established in highly visible areas that receive significant foot traffic and are intuitively located.

Office/Departmental/Building or Organizational Bulletin Boards or Posting Places
Prior to posting items on bulletin boards belonging to an office/department/building or specific organization, parties wishing to post should obtain the express permission of said office, department, building supervisor or organization.

Unrestricted Bulletin Boards or Posting Places
No prior approval is needed to post items on unrestricted bulletin boards and posting places.

Campus Only Bulletin Boards or Posting Places
No prior approval is needed to post items on campus information bulletin boards and posting places.

Definitions
The following are definitions relevant to Bulletin Boards and Posting Places.

- **Building Information** Information pertaining to a particular building that is likely to be of interest to the University community and does not fit into another more appropriate category. Examples include hours of operation, location of venues and offices, contact information for building staff, upcoming events within the building, etc.

- **Bulletin Board** A geometric object, that is designed to be attached to a wall or other broad surface and which is constructed with materials that are designed for the non-permanent display of prepared information such as fliers, posters, pamphlets, etc. as distinct from a television or computer monitor.

- **Campus Information** Information related to ideas that primarily affect the actual campus of Eastern Kentucky University; events occurring on campus or that are sponsored by University entities; or information generated by current students, faculty, or staff that pertains to Eastern Kentucky University.

- **Department/Office or Building Information** Information pertaining to the responsibilities, services, or function of a specific University department, office, or building, or information that a given department, office or building supervisor wishes to make known to the University in the context of their mission.

- **Designated Public Forum** Designated public forums are defined as "public property which the state has opened for use by the public as a place for expressive activity" and are treated substantially the same as traditional public forums.

- **Intuitive Location** A location where it is reasonable to predict that the public may expect to find a bulletin board or posting place; locations that are not difficult to access, scarcely used, randomly selected, or receive minimal foot traffic.
Examples of intuitive locations include the entrance ways to buildings, common areas, and wall space located near office locations.

- **Limited Public Forum**  Limited public forums typically allow for more restrictions on speech than designated public forums because they are designated as such for a specific activity by a stated group or entity or for a specific type of expression such as a town hall meeting.

- **Organizational Information**  Information pertaining to the programs, services, functions, initiatives, or interests of a campus organization, which that organization wishes to make known to the University community.

Examples of “organizations” (as distinct from “departments” or “offices”), include Registered Student Organizations and faculty or staff associations.

- **Posting Fixture**  An object, other than a bulletin board, designed for the display of tangible, non-permanent information. Examples include kiosks, obelisks, or suction mounted window display frames. A posting fixture does not include walls or other areas that may be damaged by postings.

- **Posting Place**  A physical location reserved for the posting of information, either on bulletin boards or other posting fixtures.

- **Traditional Public Forum**  In a traditional public forum, the state may not restrict speech based on content unless it can show that its regulation is necessary to serve a compelling state interest and is narrowly tailored to achieve that interest.

- **University**  Eastern Kentucky University

- **Unrestricted Bulletin Board or Posting Place**  Unrestricted bulletin boards or posting places function as a traditional public forum.

**Drug Free Workplace Act**
Eastern Kentucky University is committed to providing a healthy and safe environment for its students, faculty and staff through its compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989. In accordance with these laws, students, faculty and staff are hereby notified of the standards of conduct which shall be applicable while on University property, on University business or at University sponsored activities.

By University rules and regulations, federal laws, state laws, and local ordinances, students, faculty and staff are prohibited from the unlawful possession, use, dispensation, distribution, or manufacture of illicit drugs on University property, on University business and/or at University sponsored activities.

Any member of the student body, faculty or staff who violates the University’s standards of conduct shall be subject to appropriate disciplinary action up to and including suspension and/or termination. In addition to disciplinary sanctions, students or employees may face prosecution and imprisonment under federal and/or state laws which make such acts felony or misdemeanor crimes. The specifically defined standards of conduct, the disciplinary procedures and possible
sanctions appear in the University Handbook for Students, the Faculty Handbook, and other University publications.

**Policy on Discrimination and Harassment**

It is the policy of Eastern Kentucky University ("EKU" or the "University") to maintain an environment for students, faculty, administrators, staff, and visitors that is free of all forms of discrimination and harassment, including sexual misconduct. The University has published and enacted this "Policy on Discrimination and Harassment" (hereafter referred to as the "Policy") to reflect and maintain its adherence to all federal and state civil rights laws prohibiting discrimination in public educational institutions and to reflect and maintain its values as an institution and the expectations of its community.

The University does not discriminate on the basis of race, color, religious belief, national origin, sex, sexual orientation, gender identity, gender expression, pregnancy, ethnicity, disability, medical condition, veteran status, genetic information, age, or any other characteristics protected by federal, state or local law in its programs and activities.

The University will not tolerate discrimination of any kind, including all forms of sexual or gender-based discrimination, harassment, and misconduct, such as sexual assault, non-consensual sexual intercourse and/or contact, intimate partner violence, sexual exploitation, and stalking. This Policy further prohibits aiding or inciting another person(s) to violate this Policy. The Policy specifically prohibits retaliation, in any form, against a person who reports, complains about, or who otherwise participates in good faith in any matter related to this Policy and Procedures.

The University will promptly, and equitably, resolve complaints under this Policy in a fair, equitable, and transparent manner that respects the due process rights of all participants and protects the safety and welfare of students and the community. EKU is committed to take prompt and equitable action to stop and eliminate the conduct prohibited under this Policy ("Prohibited Conduct"), to prevent the recurrence of any harassment, and to correct its discriminatory effects. The University is committed to the ongoing assessment and improvement of the Policy and EKU’s Title IX compliance program.

The Office of Equity and Inclusion is responsible for administering this Policy

**Inquiries**

Reports of Discrimination, Harassment, and/or Retaliation should be promptly made to the Office of Equity and Inclusion (OEI). The following persons have been designated to handle inquiries regarding this Policy:

- John W. Dixon
  Director of the Office of Equity and Inclusion & Title IX Coordinator
  john.dixon@eku.edu
  (859) 622-8020

There is no time limitation on the filing of complaints with the University. All reports are acted upon in a timely manner and every effort is undertaken, to the extent permitted by law, to maintain privacy. Reports of Discrimination on the part of the Title IX Coordinator and/or the Director of the OEI should be reported to Office of the President at EKU.

**External inquiries may be made to:**
• Equal Employment Opportunity Commission (EEOC)
  Contact: http://www.eeoc.gov/contact/

• Office for Civil Rights (OCR)
  U.S. Department of Education
  The Wanamaker Building
  100 Penn Square East, Suite 515
  Philadelphia, PA 19107-3323
  Phone: (215) 656-8541
  Fax: (215) 656-8605
  Email: OCR@ed.gov
  Website: http://www.ed.gov/ocr

• Kentucky Commission on Human Rights
  332 W. Broadway, 14th Floor
  Louisville, KY 40202
  Phone: (800) 292-5566
  Fax: (502) 595-4801
  Email: kchr.mail@ky.gov
  Website: http://www.kchr.ky.gov

One does not have to make an internal inquiry or complaint in order to file a complaint with any of the above-named external civil rights agencies.

Entities Affected By the Policy and Scope
This Policy applies to all reports of Prohibited Conduct occurring on or after the effective date of this Policy. Where the date of the reported Prohibited Conduct precedes the effective date of this Policy, the definitions of misconduct in existence at the time of the report will be used. The Complaint Procedures under this Policy, however, will be used to investigate and resolve all reports made on or after the effective date of this Policy, regardless of when the incident(s) occurred.

A. Persons Covered

This Policy applies to University students, University employees, vendors, contractors, guests, or other third parties. In addition, this Policy applies to employees and students at Model Laboratory School, though all student conduct at Model Laboratory School shall be processed through Model Laboratory School’s student conduct policies.

B. Locations Covered

This Policy applies to acts of Prohibited Conduct committed by or against students, employees or third parties, as described below.

  • On-Campus Conduct: This Policy applies to conduct that occurs on-campus, including conduct on property owned or controlled by the University.

  • University Programs and Activities: This Policy applies to conduct that occurs in the context of University employment or education programs or activities, including,
but not limited to, the University’s Model Laboratory School (with the exception of student conduct to be processed through Model’s student conduct policies), University-sponsored study abroad, internships, graduate and professional programs, intercollegiate athletics, or other affiliated programs.

- **Off-Campus Conduct**: This Policy applies to conduct that occurs off campus and has continuing adverse effects on, or creates a hostile environment for, any University Community Member on-campus or in any University employment or education program or activity. Off-campus discriminatory or harassing speech by employees may be regulated by the University when such speech is made in an employee’s official or work-related capacity and/or when such speech causes a disruption to the educational or work environment.

- **Online Communications**: Any online postings or other electronic communication by students or employees occurring completely outside of the University’s control (for example: not on University-owned or operated computing hardware, networks, websites, or between or among University email accounts) will be subject to this Policy when those online behaviors can be shown to relate to discrimination prohibited by this Policy and has continuing adverse effects on, or creates a hostile environment for, any University Community Member on campus or in any University employment or education program or activity.

**Policy Background**

This policy combines and replaces Policy 1.4.1, Equal Opportunity/Affirmative Action (Non-Discrimination) and Policy 1.4.2, Sexual Harassment, as well as Policy 1.4.1, Non-Discrimination and Harassment, and Regulation 1.4.2, Response to Non-Discrimination and Harassment. This policy incorporates guidance related to Title IX and sexual violence issued by the United States Department of Education, Office for Civil Rights as well as protections on the basis of gender identity. Violations of this Policy are subject to resolution using the process detailed herein and are not subject, unless otherwise noted below, to grievance and appeal procedures outlined in Policy 4.6.16, Dismissal of Faculty; Policy 8.3.1, Staff Grievances; Policy 4.7.4, Faculty Grievances; or Student Code of Conduct.

**Policy Procedures**

I. **Title IX Coordinator and the Office of Equity and Inclusion**

The Title IX Coordinator’s duties include overseeing the University’s efforts to comply with Title IX, including its disciplinary Procedures, education and prevention efforts, and training. The Title IX Coordinator is responsible for coordinating the University’s response to all complaints involving possible sex discrimination as well as monitoring outcomes, assessing the campus climate, and addressing any patterns of systemic problems that arise during the review of such complaints.

The Office of Equity and Inclusion is responsible for administering this Policy. The Director of OEI is responsible for EKU's compliance with all other federal, state, and local laws, as well as University Policies and Procedures, regarding discrimination. OEI investigates all allegations of prohibited discrimination and harassment that pertain to this Policy.

For purposes of interpreting authority for this Policy, the Title IX Coordinator is responsible for interpretation of issues of discrimination on the basis of sex/gender. The Director of OEI is responsible for interpretation of all other issues within the Policy.
II. Prohibited Conduct

This Policy prohibits discrimination and harassment in employment and in access to educational opportunities on the basis of actual or perceived membership in a protected class (race, color, religious belief, national origin, sex, sexual orientation, gender identity, gender expression, pregnancy, ethnicity, disability, medical condition, veteran status, genetic information, age, or any other characteristic protected by federal, state, or local law in its programs and activities). The University also prohibits retaliation.

The following acts are prohibited as “Prohibited Conduct” under this Policy and will be addressed by the University according to this Policy. Deliberately false and/or malicious accusations of harassment, discrimination, or retaliation are serious offenses and will be subject to appropriate disciplinary action.

- **Age Discrimination:** Discrimination on the basis of age, including but not limited to discrimination against people who are 40 years of age or older.

- **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the person subjected to such violence.

- **Discrimination:** Actions that deprive or limit access to education, employment, benefits, or other opportunities and/or treat an individual differently on the basis of an individual’s actual or perceived membership in a protected class (as listed in the categories noted in this Policy).

- **Domestic Violence:** A felony or misdemeanor crime of violence committed by: 1) a current or former spouse or intimate partner of the victim; 2) a person with whom the victim shares a child in common; 3) a person who is cohabiting with, or has cohabited with, the victims as a spouse or intimate partner; 4) a person similarly situated to a spouse of the victim; or 5) 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 state of Kentucky or the laws of the jurisdiction in which the crime was committed.

- **Intimate Partner Violence:** Any act of violence or threatened act of violence against a person who is, or has been involved in, a sexual, dating, spousal, domestic, or other intimate relationship with the Respondent. Intimate Partner Violence can encompass a broad range of behavior including, but not limited to, physical violence, sexual violence, psychological and/or emotional violence, and economic abuse. It may involve one act or an ongoing pattern of behavior and may take the form of threats, assault, property damage, violence, or threats of violence to one's self, a sexual or romantic partner, or to the family members or friends of the sexual or romantic partner.

- **Violence:** Any act of violence or threatened act of violence against a person who is, or has been involved in, a sexual, dating, spousal, domestic, or other intimate relationship with the Respondent. Intimate Partner Violence can encompass a broad range of behavior including, but not limited to, physical violence, sexual violence, psychological and/or emotional violence, and economic abuse. It may involve one act or an ongoing pattern of behavior and may take the form of threats, assault, property
damage, violence, or threats of violence to one’s self, a sexual or romantic partner, or to the family members or friends of the sexual or romantic partner.

- **National Origin/Ethnicity Discrimination:** Discrimination against individuals because they are from a particular country or part of the world, because of their ethnicity or accent, or because they appear to be of a certain ethnic background. National origin discrimination can also involve treating people unfavorably because they are married to, or associated with, a person of a certain national origin. Discrimination can occur when the Complainant and the Respondent are of the same national origin.

- **Non-Consensual Sexual Penetration:** Any sexual penetration, however slight, of any bodily opening with any object or body part without consent, committed by force, threat, coercion or through exploitation of another’s condition of which Respondent was aware or which a reasonable person would have been aware.

- **Non-Consensual Sexual Contact:** Any physical contact, however slight, with another person of a sexual nature without that person’s consent. Non-consensual sexual contact could include, but is not limited to, unwanted touching or forced touching of another individual or attempting to sexually penetrate another individual.

- **Pregnancy Discrimination:** Treating a woman unfavorably because of pregnancy, childbirth, or a medical condition related to pregnancy or childbirth.

- **Race/Color Discrimination:** Discrimination on the basis of race or because of certain race personal characteristics associated with race, such as hair texture, skin color, or certain facial features. Color discrimination involves treating someone unfavorably because of skin color complexion. Race/color discrimination also can involve treating someone unfavorably because the person is married to, or associates with, a person of a certain race or color. Discrimination can occur when the Complainant and the Respondent are the same race or color.

- **Relationship Violence:** Broad term that encompasses domestic violence, dating violence, and stalking, and could consist of a single act of violence or a pattern of violent acts that includes, but is not limited to, sexual or physical abuse.

- **Religious Discrimination:** Treating an individual unfavorably because of his or her religious beliefs or because he or she does not subscribe to a belief system. The law protects not only people who belong to a traditional, organized religion, but also others who have sincerely held religious, ethical, or moral beliefs. Religious discrimination can also involve treating someone differently because that person is married to, or associated with, an individual of a particular religion.

- **Retaliation:** An adverse action against an individual because of the individual’s participation in a protected activity, which includes making a report of discrimination, harassment, or retaliation or otherwise participating in an investigation of such a report, including a person’s good faith: 1) opposition to prohibited conduct; 2) report of prohibited conduct to the University; and/or 3) participation, or reasonable expectation of participation, in any manner in an investigation, proceeding, hearing, or interim remedial action under the Policy.
Adverse action includes conduct that threatens, harasses, coerces, or in any other way seeks to discourage a reasonable person from engaging in activity protected under this Policy. Retaliation can be committed by or against any individual or group of individuals, including a Respondent or Complainant. Retaliation does not include good faith actions lawfully pursued in response to an allegation of a violation of this Policy. Retaliation is still prohibited even when there is a finding of no responsibility for the allegation.

**Sex Discrimination:** Discrimination on the basis of an individual’s sex. Sex Discrimination also covers sexual harassment and sexual violence. Discrimination against an individual because of gender identity, including transgender status, or because of sexual orientation is discrimination because of sex. Protection from sex discrimination extends to all students and employees, regardless of national origin, immigration status, or citizenship.

**Sexual Exploitation:** Action of taking non-consensual sexual advantage of another for one’s own advantage or benefit, or to benefit or advantage anyone other than the one being exploited. Examples of sexual exploitation include, but are not limited to: 1) surreptitiously observing another individual’s nudity or sexual activity or allowing another to observe consensual sexual activity without the knowledge and consent of all involved; 2) non-consensual sharing or streaming of images, photography, video, or audio recording of sexual activity or nudity of the person being exploited, or distribution of such without the knowledge and consent of all involved; 3) exposing one’s genitals or inducing another to expose their own genitals in non-consensual circumstances; 4) inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity; and 5) engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted infection (STI) and without informing the other person of the infection.

**Sexual Harassment:** Any unwelcome sexual advance, request for sexual favors, or other unwelcome conduct of a sexual nature, whether verbal, physical, graphic, or otherwise. Harassment can be divided into two types of conduct:

- **Quid Pro Quo Harassment** – Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of an individual’s employment, academic standing, or participation in any aspect of the University’s program or activity or is used as the basis for the University’s decisions affecting the individual.

- **Hostile Environment** – Exists when the conduct is sufficiently severe, pervasive, or persistent that it unreasonably interferes with, limits, or deprives an individual from participating in or benefiting from the University’s education or employment programs and/or activities.

Whether conduct is sufficiently severe, pervasive, or persistent is determined both from a subjective and objective perspective. A hostile environment can be created by oral, written, graphic, or physical conduct. A determination of a hostile environment considers the totality of the circumstances and includes: 1) the degree of interference; 2) the type, frequency, and duration of the conduct; 3) the relationship between the Respondent and the Complainant; 4) the nature and
severity of the conduct; 5) whether the conduct was directed at more than one person; 6) whether the conduct arose in the context of other discriminatory conduct; and 7) whether the conduct implicates concerns related to academic freedom or protected speech. A single instance may be sufficient for a finding of a hostile environment if the conduct is serious enough to reasonably support such a finding, particularly if the conduct is physical.

Sexual harassment is not limited to those circumstances in which the harasser only harasses members of the opposite sex.

- **Sexual Misconduct:** Sexual misconduct includes sexual harassment, dating violence, domestic violence, intimate partner violence, relationship violence, non-consensual sexual contact (sexual assault), non-consensual sexual penetration (rape), sexual exploitation, and stalking. Sexual misconduct can occur when the claimant and the alleged perpetrator are members of the same sex. The Commonwealth of Kentucky defines various violent and/or non-consensual sexual acts as crimes in KRS 510. The University may take action whether criminal charges are filed or not filed and the University’s Procedures are substantively different from those used in the criminal justice system.

- **Sexual Violence:** A physical sexual act perpetrated without consent. This term incorporates all acts that fall within the definition of non-consensual sexual penetration (rape) and non-consensual sexual contact (sexual assault).

- **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress. A “course of conduct” consists of two or more acts, including, but not limited to, acts in which a person directly, indirectly, or through a third party, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about another person, or interferes with another person’s property. “Substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical treatment of professional counseling. This definition incorporates the concept of cyber-stalking, which employs the use of the internet, social media, blogs, texts, cell phones, or other similar devices or forms of communication.

- **Veteran Discrimination:** Discrimination against an individual on the basis of that individual’s veteran status or disabled veteran status.

To provide clarity as to the kinds of behavior which constitute Sexual Misconduct and/or Intimate Partner Violence, the University further defines key terms which the University will use in evaluating whether Prohibited Conduct has occurred.

- **Coercion:** Threats of serious physical, emotional, or psychological harm to or physical restraint against any person; or any scheme, plan, or pattern intended to cause a person to believe that failure to perform an act will result in serious harm to or physical restraint against any person.

- **Consent:** Words or actions demonstrating a knowing, willful, unambiguous, and voluntary agreement to engage in mutually agreed-upon sexual activity. Consent is determined based on the totality of the circumstances. Consent to some sexual contact
(such as kissing and fondling) cannot be presumed to be consent for other sexual activity (such as sexual intercourse). A current or previous intimate relationship is not sufficient to constitute consent. Silence, passivity, or the absence of resistance alone is not consent. It is important to not make assumptions regarding whether a partner has consented to a sexual act. A person can withdraw consent at any time during sexual activity by expressing in words or actions that he or she no longer wants the act to continue, and, if that happens, the other person must stop immediately. Consent cannot be obtained by force, threat, duress, coercion, misuse of professional authority/status, by ignoring or acting in spite of the objections of another, or by taking advantage of the incapacitation of another.

A person cannot consent if he or she is under the age of 16 (KRS 510.020), is unable to understand what is happening, or is disoriented, helpless, asleep, or unconscious for any reason, including due to alcohol or other drugs. An individual who knowingly acts sexually upon another person who is physically or mentally incapacitated has violated this Policy.

- **Force**: Includes words, conduct, or appearance that causes an impairment in another.
- **Incapacitation**: A state where an individual lacks the physical and/or mental ability to make informed, rational judgments and decisions (e.g., to understand the “who, what, when, where, why, or how” of their sexual interaction). Incapacity could result from mental disability, involuntary physical restraint, and/or from the consumption of alcohol or other incapacitating drugs. A person can be intoxicated without being incapacitated.

### III. Interim Remedial Action

Upon receipt of a Report or Complaint under this Policy, the University will provide, when necessary, reasonable and appropriate interim remedial action designed to eliminate alleged harassment, discrimination, and/or retaliation. The University will make reasonable efforts to communicate with the parties to ensure that all safety and physical well-being concerns are being addressed. Interim remedial actions may be imposed regardless of whether disciplinary action is sought by a potential Complainant or the University. A potential Complainant or Respondent may request an interim remedial action, or the University may choose to impose remedial interim actions at its discretion to ensure the safety of all parties, the broader University community, and/or the integrity of the process. The University will maintain the privacy of any interim remedial actions provided under this Policy to the extent practicable and will promptly address any violation of the protective measures. The University will take immediate and responsive action to enforce a previously implemented restriction if such restriction is violated.

Where the reported conduct poses a substantial and immediate threat of harm to the safety or well-being of an individual, members of the University community, or the performance of University functions, EKU may place a student on interim suspension or impose leave for an employee. Pending resolution of the Report or Complaint, the individual may be denied access to campus facilities and/or all other University activities or privileges for which the student or employee might otherwise be eligible, as the University determines appropriate.

A Respondent who has been put on interim suspension or has been assigned a change in on-campus housing has a right to make an appeal request. The written appeal request should state the reasons why the Respondent believes the suspension and/or housing change should be overturned. The appeal request must be received by the Director of OEI within five (5) Business
Days of the notification of the issuance of a temporary suspension. The Director of OEI will review the appeal to determine whether the decision was supported. The Director of OEI’s appeal determination shall be sent to the Respondent within five (5) Business Days of receipt of the initial appeal request. The appeal determination by the Director of OEI is final.

During a temporary suspension, a student Respondent may be denied access to the University’s campus, facilities, or events. As determined by OEI, this restriction includes classes and/or all other University activities or privileges for which the student might otherwise be eligible. Similarly, alternative coursework option may be pursued to ensure as minimal impact as possible on the Respondent and Complainant. A temporary suspension of a student Respondent may be enforced until the final disposition of the allegation has been made by the appropriate University official or hearing entity.

In the event that a Respondent employee is accused of a violation, which also constitutes grounds for immediate dismissal as defined pursuant to other employee policies, processes, and procedures, the Director of OEI may recommend that Human Resources place the employee on unpaid leave until such time as the matter is resolved. In the event that a Respondent employee is accused of a violation which does not constitute grounds for immediate dismissal under other employee policies, processes, and procedures, but the continued presence of the employee is disruptive to the work environment, the Director of OEI may recommend to Human Resources that the employee be placed on paid leave pending resolution of the matter. During temporary paid or unpaid leave, an employee may be denied access to the University’s campus, facilities, or events. At the discretion of the Director of OEI, alternative work options may be pursued to ensure as minimal an impact as possible on the Respondent employee and Complainant or potential Complainant.

IV. Reporting

Where the University receives a Report or Complaint or otherwise has notice of a possible violation of this Policy, the University will take steps to understand what occurred and respond appropriately.

Reports of discrimination, harassment, and/or retaliation should be promptly made to OEI. Employees may also notify their supervisor. Students may notify an administrative advisor or faculty member. Any member of the University community may contact law enforcement, but no potential Complainant is required to do so.

Any individual may make an anonymous Report. Depending on the extent of information available about the incident or the individuals involved, however, the University’s ability to respond to an anonymous Report may be limited. The Director of OEI and/or the Title IX Coordinator will review the anonymous Report and determine appropriate steps.

A. Reporting to Law Enforcement

The University strongly encourages all individuals to report any conduct that may be considered criminal to local law enforcement, in addition to reporting to the University. Reports to OEI and criminal reports may be made simultaneously.

B. Reporting to the University
Individuals are encouraged to contact OEI and/or the Title IX Coordinator, either directly or through OEI’s website, to make Reports of possible violations of this Policy. Information from these Reports will be shared as necessary with investigators, witnesses, and the Respondent. Subject to the University’s obligation to redress violations, every effort will be made to maintain the privacy of those initiating a Report.

C. Reporting by University Employees

University employees who know, or in the exercise of reasonable care should have known, of allegations of violations of the Policy, are obligated to report those allegations to OEI as soon as practicable after becoming aware of the allegations. EKU considers all University employees to be “responsible employees” for reporting purposes. Failure to report allegations of misconduct as soon as practicable may result in disciplinary action up to and including termination. Some employees, such as University-employed counselors, are permitted to maintain the confidentiality of reports.¹

V. Report and Complaint Procedures

The following sets forth the Procedures for the University’s response to a Report of alleged violation of the Policy. The University affirms its commitment to the fair, equitable, and impartial resolution of all Reports and/or Complaints made under the Policy.

A. Filing a Complaint

A formal Complaint may be filed with, or in some instances by, OEI. In all cases, the University will give consideration to the potential Complainant with respect to whether and/or how a Complaint is initiated and/or pursued. However, when investigation and resolution are necessary to protect the University community, the University reserves the right to investigate and pursue a Report to resolution even when the potential Complainant chooses not to initiate or participate in a University process.

B. Privacy and Confidentiality

The University will, to the extent permitted by law, treat all Complaints with the maximum privacy possible. The University does not restrict the ability of either party to a Complaint to discuss an investigation with other individuals.

The potential Complainant has the right to request that OEI not share their name (or other identifiable information) with the Respondent, or that OEI take no action in response to a Report. OEI, as appropriate, has the responsibility for evaluating confidentiality requests. If the potential Complainant makes such a request, OEI will balance the request with its dual obligation to provide a safe and non-discriminatory environment for all University community members, and to remain true to principles of due process and fundamental fairness that require the University to provide the Respondent with notice of the allegations and an opportunity to respond before action is taken against the Respondent. OEI will make this determination consistent with the following considerations: 1) the seriousness of the conduct; 2) the respective ages and roles of the Complainant and the Respondent; 3) whether there have been other complaints against the

¹ Information received as part of an Institutional Review Board (“IRB”) approved research project in which research subjects have been promised confidentiality is not subject to the reporting procedures outlined herein and researches should adhere to the practices approved by the IRB.
Respondent; and 4) the right of the Respondent to receive notice and relevant information before disciplinary action is sought.

C. Conflicts of Interest

Both parties have a right to an investigation and resolution process free of conflicts of interest by any University employee or official involved in the process. The University employee or official involved in the process should disqualify themselves in a matter or proceeding in which the member’s impartiality might reasonably be questioned, including but not limited to instances where:

- The member has a personal bias or prejudice concerning a participant in the process, or has personal knowledge of disputed facts concerning the matter;
- The member was directly involved in the matter in controversy, or a subordinate whom the member previously supervised is involved in the matter, or the member was a witness to the matter;
- The member or a person in his or her family is related to a participant in the process; or
- The member is in the same Department or Work Unit as a participant in the process.

Failure of a University employee or official to disqualify themselves or notify OEI of potential conflicts of interest is considered a violation of this Policy.

A Complaint or potential Complainant and the Respondent have the opportunity to object to the participation of any University official or employee involved in the process on the grounds of bias or conflict of interest. The investigation or proceeding will be temporarily suspended and the Director of OEI or another appropriate official who is not the subject of the objection will evaluate whether the objection is substantiated. The parties will be notified in writing of the findings within five (5) Business Days. If the University employee or official is found to have a bias or conflict of interest against either party, the University employee or official will be removed from the matter and (when necessary) replaced. The investigation or proceeding will resume immediately upon a finding of no bias or conflicts, or upon the replacement of the University employee or official, whichever is first.

D. Sexual History of the Parties

The Complainant or potential Complainant and the Respondent’s character or reputation regarding past sexual activity will not be considered as evidence. However, prior sexual history may be considered under the following limited circumstances:

- Where there was a prior or ongoing relationship between the parties, and the Respondent asserts that consent was sought and given, the prior sexual history between the parties may be relevant to assess the manner and nature of communications between the parties. As noted, however, the mere fact of a current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent.
- To analyze allegations of a pattern or practice of past conduct by the Respondent.
- To assess the parties’ credibility with respect to specific facts obtained in the investigation.
In addition, other conduct by either party may, under limited circumstances, be relevant to establish intent, motive, absence of mistake, to explain an injury or physical finding, or another ground deemed relevant by OEI.

E. Timeframe for Investigations

The University will complete all investigations, hearings, and appeals within a reasonable time of the filing of a Complaint. These processes may be delayed from time to time for a reasonable period as necessary for good cause. OEI will provide notice of any extensions to the parties and describe the reason(s) for the extension.

F. Initiation of a Complaint

1. Intake Meeting with potential Complainant

Upon receipt of a Report, OEI will reach out to the potential Complainant for an intake meeting as soon as is reasonably possible. If the potential Complainant is unknown, OEI will make reasonable efforts to identify the likely potential Complainant and reach out to that person. During the intake meeting, OEI will seek to get a basic understanding of the reported conduct so that OEI can appropriately assess key facts to determine how to proceed. Follow-up intake meetings will be had as necessary.

2. Initial Determination

OEI will make an initial determination as to whether the reported conduct, if true, could constitute a violation of the Policy. This determination will be made based on information in the Report as well as information provided by the potential Complainant during the intake meeting(s).

If the reported conduct does not appear to allege a violation of this Policy, or if conflict resolution is requested by the potential Complainant and appears to be appropriate given the nature of the reported conduct, or if the potential Complainant requests no further action by OEI and no further action is appropriate given the nature of the reported conduct, then the matter will not proceed to investigation. OEI will provide written notice to the potential Complainant of its determination not to proceed with an investigation.

In all other instances, if OEI determines that the allegations, if true, could constitute a violation of the Policy, and that an investigation must commence, the matter will proceed to an investigation. Where the potential Complainant chooses to participate in the investigation, OEI will have the person confirm, in writing, their specific allegations as well as their understanding of the scope of OEI’s investigation (the “Complaint”). Where a potential Complainant chooses to not participate in an investigation that is moving forward regardless, OEI will prepare a writing of the specific allegations as well as the scope of the investigation (also the “Complaint”) prior to the start of the investigation.

3. Notice of the Investigation to the Parties

OEI will notify the Complainant (or potential Complainant) and Respondent, in writing and simultaneously, of its decision to proceed to investigation. This notice will include a copy of the Complaint. The written notification to the Respondent will include facts sufficient to apprise the Respondent of the nature of the allegations. The University will provide the Respondent with sufficient time to review the notice before any initial interview.
G. Conflict Resolution

Conflict Resolution is a voluntary, structured interaction between or among affected parties that is designed to reach an effective resolution to an allegation filed under this Policy. The University recognizes that Conflict Resolution options may, if implemented in concert with institutional values and legal obligations, be an appropriate means of addressing some forms of possible Prohibited Conduct reported under this Policy. Conflict Resolution options are designed to eliminate the conduct at issue, prevent its recurrence, and remedy its effects in an effective manner that addresses the expressed interests of the parties and the safety and welfare of the campus community.

Conflict Resolution is not appropriate for all forms of possible Prohibited Conduct under the Policy and OEI retains the discretion to determine which cases are appropriate for Conflict Resolution. OEI will determine if Conflict Resolution is appropriate based upon: 1) the willingness of the parties to participate in Conflict Resolution; 2) the nature of the conduct at issue; and 3) the susceptibility of the conduct to Conflict Resolution. Mediation, even if voluntary, will not be used in cases including any allegation of sexual violence.

Participation in the Conflict Resolution process is voluntary and both a potential Complainant and a Respondent can request to end this type of resolution and pursue an investigation at any time.

Individuals may be accompanied by a Silent Advisor at any meetings related to the Conflict Resolution process. Information shared or obtained during Conflict Resolution will be treated as private to the extent permitted by law and will not result in subsequent disciplinary actions by the University, unless additional action is deemed necessary to fulfill the University’s legal obligations.

OEI will keep records of any resolution that is reached, and failure to abide by the resolution may result in appropriate responsive actions.

H. Investigation Process

All investigations will be prompt, adequate, thorough, reliable, and impartial, incorporating applicable investigation techniques, including, but not limited to, interviewing relevant parties and witnesses, obtaining available evidence, and identifying sources of expert information. The Complainant and Respondent have equal procedural rights throughout the investigation and resolution of a Complaint. The University will provide periodic status updates, as appropriate, to the parties.

University investigations may be delayed a maximum of ten (10) Business Days when criminal charges based on the same conduct that initiated the investigative process are being investigated by law enforcement officials. The University will proceed under this Procedure regardless of the outcome of the law enforcement investigation or whether criminal charges are or are not filed. The University’s process is separate and distinct from the criminal justice process.

I. Investigation Report

1. Preliminary Report

Once OEI’s investigation is complete, OEI will prepare a Preliminary Report. The Preliminary Report is a written summary of the relevant evidence gathered during the course of the
investigation. The Preliminary Report will state specific factual findings and will include OEI's
determination as to whether the evidence supports that Respondent has violated the Policy. The
standard for determining each factual finding will be the Preponderance of the Evidence Standard.

The Preliminary Report will be provided to the parties for review. The parties may respond to the
Preliminary Report within five (5) Business Days of receipt. The parties may provide: 1) a written
response to the information and findings in the Preliminary Report, including the provision of
additional clarifying information; 2) identification of new witnesses; and/or 3) submission of new
evidence. OEI will review any responses provided and consider whether the responses establish
a basis for additional investigation and/or for altering any information or findings in the Preliminary
Report.

2. Final Report
OEI will issue a Final Report that will include: the Preliminary Report; the parties’ responses to
the Preliminary Report (if applicable); OEI’s determinations regarding the parties’ responses (if
applicable); and OEI’s final finding(s) as to whether the evidence supports that Respondent has
violated the Policy. The Final Report will be simultaneously provided to both parties.

If the Final Report concludes that a preponderance of the evidence supports a finding of a Policy
violation, OEI may: 1) recommend conflict resolution, if appropriate based on the criteria set forth
elsewhere in this Policy; or 2) move forward to the Formal Resolution Process outlined below.

If the Final Report concludes that a preponderance of the evidence does not support a finding of
a Policy violation, OEI will close its file on the matter, unless either party submits to OEI a written
request for the Formal Resolution Process outlined below. The written request must be submitted
to OEI within three (3) Business Days of the date on which the Final Report was provided. In the
event that either party submits a written request for the Formal Resolution Process, OEI may
recommend conflict resolution, if appropriate based on the criteria set forth elsewhere in this
Policy. Otherwise, the Formal Resolution Process will be initiated. OEI will provide notice to the
opposing party.

J. Formal Resolution Process

1. Student Respondent
   a. Hearing Panel

The Equity Complaint Council (“ECC”) Hearing Panel is convened to make two separate
decisions, both by majority vote. First, the ECC Hearing Panel will determine, by majority vote,
whether the evidence and the witness testimony support a finding of “Responsible.” Second,
during the same hearing, the ECC Hearing Panel will determine, by majority vote, any applicable
sanctions for violations of the Policy. The ECC has been given the authority by the University’s
Board of Regents to impose a sanction for any violation of the Policy, up to and including,
suspension or expulsion.

In cases involving a student Respondent, the ECC Hearing Panel shall consist of two (2) faculty
members, two (2) staff members, and one (1) student member. At least three (3) members must
be present to constitute a quorum.
The ECC Hearing Panel shall not investigate facts in a Complaint, and shall consider only the evidence presented and any facts that may be pertinent to the sanctioning or discipline determination.

b. Restricted Communications

ECC Hearing Panel members shall not initiate, permit, or consider communications made to the Hearing Panel outside the proceedings concerning a pending or impending hearing, except as follows: 1) Communications necessary to perform their responsibilities and duties; and/or 2) Communication for scheduling, administrative, or emergency purposes, which does not address substantive matters. If a Hearing Panel member receives an unauthorized communication bearing upon the substance of a complaint, the member shall promptly notify the Complainant, Respondent, University representative, and OEI of the substance of the communication and provide the parties an opportunity to respond.

c. Hearing and Sanctioning Procedures

i. Pre-Hearing Procedures

When a matter is to be processed through the Formal Resolution Process, OEI will notify both parties in writing of the date, time, and location of the ECC hearing at least five (5) Business Days prior to the hearing. OEI will also contact and separately discuss with the Complainant and Respondent the hearing and sanctioning process.

The Complainant and Respondent shall submit to OEI any information they wish to present at the hearing, the name(s) of their Silent Advisor, a list of questions, if desired, and a list of possible witnesses two (2) Business Days prior to the hearing.

A Respondent or Complainant may request to postpone the hearing for reasonable cause. The Respondent or Complainant shall submit to OEI a written request for postponement, including the reason(s) for the request, no later than one (1) Business Day prior to the scheduled hearing unless an unforeseen circumstance occurs. OEI will forward the request to the Chair of the selected Hearing Panel, who may accept or deny the request, after considering the nature of the request and the incident at issue.

ii. Procedures before the ECC Hearing Panel

Procedures before the ECC Hearing Panel will be held in accordance with the following:

- The OEI will be called as the first witness and will testify as to the findings of the investigation.
- Both the Complainant and the Respondent may choose to participate in a manner that does not require their presence in the same room as the other.
- For Title IX-related matters, both the Complainant and the Respondent are entitled to have one Silent Advisor or support person present, who may be an attorney. During the hearing, the Silent Advisor or support person may confer only with the party she/he is advising and is not permitted to speak to the hearing body or to any other hearing participant before, during, or after the hearing. A Silent Advisor or support person may be dismissed if she/he attempts to directly participate in the proceedings or is otherwise disruptive, in the judgment of the majority of the ECC Hearing Panel.
Both the Complainant and the Respondent have the right to testify on their own behalf. However, neither the Complainant nor the Respondent is required to testify or be present at the hearing.

Both the Complainant and the Respondent may hear and question the other party and adverse witnesses. Questions from either the Complainant or the Respondent will be directed through the Hearing Panel.

Both the Complainant and the Respondent may rebut unfavorable inferences.

Both the Complainant and the Respondent may provide an impact statement.

A record shall be made of the hearing and maintained in the OEI in compliance with the State University Model Records Retention Schedule.

Both the Complainant and the Respondent shall be simultaneously provided written notification of: 1) the determination of the Hearing Panel; and 2) University Procedures to appeal the result of the proceeding.

### iii. Sanctions

Factors considered when determining a sanction may include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation;
- An individual’s disciplinary history;
- Class standing (hours earned) where necessary to determine the impact of the sanction on the Complainant, Respondent, or University community. The academic records of the parties shall not be considered in determining sanctions;
- Previous allegations involving similar conduct;
- Completion of required training related to this Policy;
- The need for sanctions to bring an end to the discrimination, harassment, and/or retaliation;
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment, and/or retaliation; and
- The need to remedy the effects of the discrimination, harassment, and/or retaliation on the victim and the community.

The following are the possible sanctions that will be imposed upon students who are found to be responsible for specific violations of the Policy. The sanctions listed below may be imposed singularly or in combination and second or subsequent offenses will receive more severe sanction. Possible sanctions include, but are not limited to:

- **Warning**: Notice, in writing, that continuation or repetition of the Policy violation may be cause for additional disciplinary action.

- **Censure**: A written reprimand for violating the Policy. This conduct status specifies a period of time during which the student’s good standing with the University may be in jeopardy. The student is officially warned that continuation or repetition of the prohibited conduct may be cause for additional conduct action including probation, suspension, or expulsion from the University.

- **Disciplinary Probation**: Exclusion from participation in privileged activities for a specified period of time (privileged activities may include, but are not limited to, elected or appointed offices, student research, athletics, some student employment, and study abroad). Additional restrictions or conditions may also be imposed. Violations of the
terms of disciplinary probation or any other University Policy violations may result in further disciplinary action.

- **Restitution:** Repayment to the University or to an affected party for damages (amount to be determined by the University) resulting from a violation of the Policy. To enforce this sanction, the University reserves the right to withhold its transcripts and degrees or to deny a student participation in graduation ceremonies and privileged events.

- **Removal from Campus Housing:** Students may be removed from University housing and/or barred from applying for campus housing due to disciplinary violations of the Policy.

- **Suspension:** Temporary exclusion from University premises, attending classes, and other privileges or activities for a specified period of time, as set forth in the suspension notice. Notice of this action will remain in the student’s conduct file and will be permanently recorded on the student’s academic transcript. Conditions for readmission may be specified in the suspension notice.

- **Expulsion:** Permanent termination of student status and exclusion from University premises, privileges, and activities. This action will be permanently recorded on the student’s academic transcript.

- **Revocation of Admission and/or Degree:** Admission to, or a degree awarded by, the University may be revoked for fraud, misrepresentation in obtaining the degree or violation of University policies, the Student Code of Conduct or for other serious violations committed by a student prior to enrollment or graduation.

- **Withholding Degree:** The University may withhold awarding a degree otherwise earned until the completion of the process set forth in the Policy and Procedures, including the completion of all sanctions imposed, if any.

- **Other:** Other sanctions may be imposed instead of, or in addition to, those specified here. Service, education or research projects may also be assigned.

Sanctions imposed by the ECC Hearing Panel are implemented immediately. Sanctions of suspension and expulsion are permanently noted on a student’s transcript.

d. **Appeals Procedures**

Appeals are considered by the University’s Equity Complaint Appeals Council (“ECAC”) for appeals involving sanctions other than suspension or expulsion; or, as required by Kentucky law, the Board of Regents for appeals involving sanctions of suspension or expulsion. All appeals must be submitted in writing to the Director of OEI within five (5) Business Days of the receipt of the written decision rendered by the ECC Hearing Panel. The Appeal will then be forwarded.

Either party may appeal the ECC Determination of Responsibility and/or the sanctions imposed by the ECC. The appeal in either or both instances must be based on one or more of the following three grounds:
- **Significant Procedural Error:** A procedural error occurred that significantly impacted the outcome of the investigation. A description of the error and its impact on the outcome of the case must be included in the written appeal;

- **New Information:** New information has arisen that was not available or known during the investigation and that could significantly impact the findings and/or sanctions. Information that was known to the Complainant or Respondent during the investigation, but which he or she chose not to present, is not new information. A summary of this new evidence and its potential impact on the investigation findings and/or sanctions must be included in the written appeal.

- **Inadequate Justification:** The sanction is inconsistent with the recommended sanctions for violations of the Policy.

The role of the ECAC or Board of Regents regarding appeals is limited. Appeals are not intended to be a full rehearing of the Complaint. Appeals are confined to a review of the investigative and hearing record for the grounds stated above, including but not limited to evidence presented at the hearing and documentation pertinent to the grounds for appeal. The ECAC and the Board of Regents shall not consider matters outside of the hearing record in making a determination.

ECAC members and/or the Board of Regents shall not initiate, permit, or consider communications made to them outside the proceedings concerning a pending or impending appeal, except as follows: 1) Communications necessary to perform their responsibilities and duties; and/or 2) Communication for scheduling, administrative, or emergency purposes, which does not address substantive matters. If an ECAC member or a Regent receives an unauthorized communication bearing upon the substance of a Complaint, the member or Regent shall promptly notify the Complainant, Respondent, University representative, and OEI of the substance of the communication and provide the parties with an opportunity to respond.

If the ECAC or Board of Regents determines that a submitted appeal does not meet the standards for an appeal, the ECAC or Board of Regents will simultaneously notify both parties of that outcome in writing. If no ground(s) for appeal exists, the appeal will be denied, and the decision will be final.

If the ECAC or Board of Regents determines that a submitted appeal does meet the standards for an appeal, the ECAC or Board of Regents will take appropriate action as indicated below.

- **Significant Procedural Error:** If it is determined that a procedural error occurred that was substantially prejudicial to the outcome of the investigation and/or sanctions, the ECAC or Board of Regents will return the matter to OEI with instructions to correct the error, and to reconsider the findings as appropriate. In rare cases, where the procedural error cannot be corrected by OEI (as in cases of bias), the ECAC or Board of Regents may order a new investigation with a new investigator.

- **New Information:** If the ECAC or Board of Regents determines that new information should be considered that could impact the outcome of the investigation, the matter will be returned to the OEI to reconsider the complaint in light of the new information only, and to reconsider the original findings as appropriate. OEI will prepare an Addendum to the Final Report, and provide the Parties with an opportunity to respond to the Addendum within ten (10) Business Days. If the ECAC or the Board of Regents
determines that new information should be considered that could impact the sanctions, the ECAC or the Board of Regents may issue a new sanction.

- **Inadequate Justification**: If the ECAC or the Board of Regents determines that there is inadequate justification for the sanctions, the ECAC or the Board of Regents may issue new sanctions.

The decision of the ECAC or the Board of Regents shall be final.

e. **Student Withdrawal While Charges Pending**

The University places a hold on the records of any student who has a Complaint pending that alleges the student violated the Policy. Should a student decide to voluntarily withdraw and/or not participate in the investigation and/or hearing, the process will nonetheless proceed in the student’s absence to completion. The student will not be permitted to register for classes and/or return to EKU unless the conditions of all sanctions have been satisfied.

f. **Failure to Complete Sanctions and/or Comply with Sanctions**

All parties are expected to comply with sanctions within the time frame specified by the sanctioning body. Failure to follow or complete the sanctions by the date specified – whether by refusal, neglect, or any other reason – may result in additional sanctions.

2. **Employee Respondent**

a. **Hearing Panel**

The Equity Complaint Council ("ECC") Hearing Panel is convened to make two separate decisions, both by majority vote. First, the ECC Hearing Panel will determine, by majority vote, whether the evidence and the witness testimony support a finding of "Responsible." Second, during the same hearing, the ECC Hearing Panel will determine, by majority vote, recommendations for any applicable sanctions for violations of the Policy. All disciplinary recommendations will be made in accordance with Regulation 8.4.3, Progressive Disciplinary Action. The appropriate President/Vice President, in consultation with Human Resources, will review the recommendations and implement discipline.

In cases involving a staff Respondent, the ECC Hearing Panel shall consist of two (2) faculty members and three (3) staff members, to be selected from the pool at random. In cases involving a faculty member Respondent, the ECC Hearing Panel shall consist of three (3) faculty members and two staff members, to be selected from the pool at random. At least three (3) members must be present to constitute a quorum.

The ECC Hearing Panel shall not investigate facts in a Complaint, and shall consider only the evidence presented and any facts that may be pertinent to the sanctioning or discipline determination.

b. **Restricted Communications**

ECC Hearing Panel members shall not initiate, permit, or consider communications made to the Hearing Panel outside the proceedings concerning a pending or impending hearing, except as follows: 1) Communications necessary to perform their responsibilities and duties; and/or 2)
Communication for scheduling, administrative, or emergency purposes, which does not address substantive matters. If a Hearing Panel member receives an unauthorized communication bearing upon the substance of a complaint, the member shall promptly notify the Complainant, Respondent, University representative, and OEI of the substance of the communication and provide the parties an opportunity to respond.

c. Disciplinary Action

Disciplinary or appropriate responsive actions will be determined by the ECC. Factors considered when determining a disciplinary action may include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation;
- An individual’s disciplinary history;
- Previous allegations involving similar conduct;
- Completion of required training related to the Policy;
- The need for disciplinary and/or responsive actions to bring an end to the Discrimination, Harassment, and/or Retaliation;
- The need for disciplinary and/or responsive actions to prevent the future recurrence of Discrimination, Harassment, and/or Retaliation; and
- The need to remedy the effects of the Discrimination, Harassment, and/or Retaliation on the victim and the community.

Appropriate responsive actions for an employee who has engaged in a violation of the Policy include, but are not limited to, a written warning, required counseling, demotion, suspension with pay, suspension without pay, and termination.

d. Hearing and Disciplinary Procedures

   i. Pre-Hearing Procedures

When a matter is to be processed through the Formal Resolution Process, OEI will notify both parties in writing of the date, time, and location of the ECC hearing at least five (5) Business Days prior to the hearing. OEI will also contact and separately discuss with the Complainant and Respondent the hearing and sanctioning process.

The Complainant and Respondent shall submit to OEI any information they wish to present at the hearing, the name(s) of their Silent Advisor, a list of questions, if desired, and a list of possible witnesses two (2) Business Days prior to the hearing.

A Respondent or Complainant may request to postpone the hearing for reasonable cause. The Respondent or Complainant shall submit to the Director of OEI a written request for postponement, including the reason(s) for the request, no later than one (1) Business Day prior to the scheduled hearing unless an unforeseen circumstance occurs. The Chair of the selected Hearing Panel may accept or deny the request, after considering the nature of the request and the incident at issue.

   ii. Procedures before the ECC Hearing Panel

Procedures before the ECC Hearing Panel will be held in accordance with the following:
- The OEI will be called as the first witness and will testify as to the findings of the investigation.
- Both the Complainant and the Respondent may choose to participate in a manner that does not require their presence in the same room as the other.
- For Title IX-related matters, both the Complainant and the Respondent are entitled to have one Silent Advisor or support person present, who may be an attorney. During the hearing, the Silent Advisor or support person may confer only with the party she/he is advising and is not permitted to speak to the hearing body or to any other hearing participant before, during, or after the hearing. A Silent Advisor or support person may be dismissed if she/he attempts to directly participate in the proceedings or is otherwise disruptive, in the judgment of the majority of the ECC Hearing Panel.
- Both the Complainant and the Respondent have the right to testify on their own behalf. However, neither the Complainant nor the Respondent is required to testify or be present at the hearing.
- Both the Complainant and the Respondent may hear and question the other party and adverse witnesses. Questions from either the Complainant or the Respondent will be directed through the Hearing Panel.
- Both the Complainant and the Respondent may rebut unfavorable inferences.
- Both the Complainant and the Respondent may provide an impact statement.
- A record shall be made of the hearing and maintained in the OEI in compliance with the State University Model Records Retention Schedule.
- Both the Complainant and the Respondent shall be simultaneously provided written notification of: 1) the determination of the Hearing Panel; and 2) University Procedures to appeal the result of the proceeding.

iii. Sanctions

Factors considered when determining a sanction may include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation;
- An individual’s disciplinary history;
- Previous grievances or allegations involving similar conduct;
- Completion of required training related to this Policy;
- The need for sanctions to bring an end to the discrimination, harassment, and/or retaliation;
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment, and/or retaliation; and
- The need to remedy the effects of the discrimination, harassment, and/or retaliation on the victim and the community.

The following are the possible sanctions that will be imposed upon employees who are found to be responsible for specific violations of the Policy. The sanctions listed below may be imposed singularly or in combination and second or subsequent offenses will receive more severe sanction. Possible sanctions include, but are not limited to:

- **Warning:** Notice, in writing, that continuation or repetition of the Policy violation may be cause for additional disciplinary action.
• **Censure:** A written reprimand for violating the Policy. This conduct status specifies a period of time during which the employee’s good standing with the University may be in jeopardy. The employee is officially warned that continuation or repetition of the prohibited conduct may be cause for additional conduct action including probation, suspension, or expulsion from the University.

• **Disciplinary Probation:** Exclusion from participation in privileged activities for a specified period of time. Additional restrictions or conditions may also be imposed. Violations of the terms of disciplinary probation or any other University Policy violations may result in further disciplinary action.

• **Restitution:** Repayment to the University or to an affected party for damages (amount to be determined by the University) resulting from a violation of the Policy.

• **Suspension:** Exclusion from University premises and other privileges or activities for a specified period of time, as set forth in the suspension notice. Notice of this action will remain in the employee’s conduct file.

• **Termination:** Termination of employment, including permanent exclusion from University premises and other privileges or activities. Notice of this action will remain in the employee’s conduct file.

• **Other:** Other sanctions may be imposed instead of, or in addition to, those specified here. Service, education or research projects may also be assigned.

Sanctions recommended by the ECC Panel will be forwarded to the appropriate Vice President/President and Human Resources immediately for review.

e. **Appeals Procedures**

Appeals are considered by the University’s Equity Complaint Appeals Council (“ECAC”), except that a tenured faculty member has a right to appeal the discipline of termination to the Board of Regents pursuant KRS 164.360 (see below). All appeals must be submitted in writing to the Director of OEI within five (5) Business Days of the receipt of the written decision rendered by the ECC Hearing Panel. The Appeal will then be forwarded.

Appeals are confined to a review of the written record on appeal, including but not limited to evidence presented at the hearing and documentation pertinent to the grounds for appeal. The ECAC shall not consider matters outside of the hearing record in making a determination.

Either party may appeal the ECC Determination of Responsibility. Either party may appeal the sanctions recommended by the ECC. However, pursuant to KRS 164.360, in instances in which the Respondent is a tenured faculty member, the Complainant may appeal sanctions based on the claim that termination should have been imposed only in cases of Sexual Misconduct or Sexual Harassment. The appeal must be based on one of three grounds:

• **Significant Procedural Error:** A procedural error occurred that significantly impacted the outcome of the investigation. A description of the error and its impact on the outcome of the case must be included in the written appeal;
• **New Information:** New information has arisen that was not available or known during the investigation and that could significantly impact the findings and/or sanctions. Information that was known by the Complainant or Respondent during the investigation, but which he or she chose not to present, is not new information. A summary of this new evidence and its potential impact on the investigation findings and/or sanctions must be included in the written appeal.

• **Inadequate Justification or Inconsistent Disciplinary Action:** The sanction is inconsistent with the prescribed sanctions for violations of other potentially applicable employee policies.

The role of the ECAC regarding appeals is limited. Appeals are not intended to be a full rehearing of the Complaint. Appeals are confined to a review of the investigative and hearing record for the grounds stated above. The ECAC shall not initiate, permit, or consider communications made to them outside the proceedings concerning a pending or impending appeal, except as follows: 1) Communications necessary to perform their responsibilities and duties; and/or 2) Communication for scheduling, administrative, or emergency purposes, which does not address substantive matters. If an ECAC member receives an unauthorized communication bearing upon the substance of a Complaint, the member shall promptly notify the Complainant, Respondent, University representative, and OEI of the substance of the communication and provide the parties with an opportunity to respond.

If the ECAC determines that a submitted appeal does not meet the standards for an appeal, the ECAC will simultaneously notify both parties of that outcome in writing. If no ground(s) for appeal exists, the appeal will be denied, and the decision will be final.

If the ECAC determines that a submitted appeal does meet the standards for an appeal, the ECAC will take appropriate action as indicated below:

• **Significant Procedural Error:** If it is determined that a procedural error occurred that was substantially prejudicial to the outcome of the investigation and/or sanction, the ECAC will return the matter to OEI with instructions to correct the error, and to reconsider the findings as appropriate. In rare cases, where the procedural error cannot be corrected by OEI (as in cases of bias), the ECAC or Board of Regents may order a new investigation with a new investigator.

• **New Information:** If the ECAC determines that new information should be considered, the matter will be returned to the OEI to reconsider the complaint in light of the new information only, and to reconsider the original findings as appropriate. OEI will prepare an Addendum to the Final Report, and provide the Parties with an opportunity to respond to the Addendum within ten (10) Business Days.

• **Inadequate Justification or Inconsistent Disciplinary Action:** If the ECAC determines that there is inadequate justification for the sanction, or that the sanction is inconsistent with other potentially applicable employee policies, the ECAC may issue a new recommended sanction. However, please see below for additional information regarding Appeals of Tenured Faculty Respondent subject to termination.

The decision of the ECAC shall be final.
f. Appeals for Tenured Faculty Respondent Subject to Termination Only

A Respondent who is a tenured faculty member has a right to appeal the discipline of termination to the Board of Regents, pursuant to KRS 164.360. Complainants may appeal based on the claim that termination should have been the discipline imposed only in cases of Sexual Misconduct or Sexual Harassment.

The following principles apply regarding the termination of tenured faculty members:

- The Board of Regents will hear the discipline appeal as soon as is practicable, but no later than the next regularly scheduled Board meeting. The decision of the Board of Regents is final and may not be appealed.
- Appeals based on new evidence will be remanded to the OEl investigator who will then review the factual findings to determine if the new information changes the factual finding. If the investigator determines that the factual finding has changed, the new factual finding will be sent to the appropriate hearing panel for sanctioning.
- A faculty member shall not be removed until after ten (10) days’ notice in writing, stating the nature of the charges preferred, and after an opportunity has been given to him or her to make a defense before the Board of Regents by counsel or otherwise and to introduce testimony which shall be heard and determined by the Board of Regents (KRS 164.360). In cases involving Sexual Misconduct or Sexual Harassment only, the Complainant shall have the same rights as the tenured faculty Respondent.
- All parties will be notified, simultaneously, of whether the disciplinary action appeal is accepted and the results of the disciplinary action appeal decision.

g. Employee Resignation

Should an employee resign while an investigation is pending, the records of the Director of OEl and/or Title IX Coordinator will reflect that status. The investigation will be completed based on the information available. The University’s response to any future inquiries regarding employment references for that individual will also reflect that the employee resigned while an investigation was pending. The Director of OEl and/or the Title IX Coordinator will act promptly and effectively to remedy the effects of the prohibited conduct upon the victim and the community.

h. Failure to Complete Disciplinary Action and/or Comply with Sanctions

Failure to follow through on disciplinary, responsive actions, and/or corrective actions by the date specified – whether by refusal, neglect, or any other reason – will result in additional disciplinary action up to and including termination from the University.

3. Third Party Respondent

For Complaints involving third party respondents, OEl will take prompt action to ensure campus safety. Such action may include limiting or restricting access to the University’s campus and/or educational and employment programs and activities.

VI. Records

OEI and the Title IX Coordinator maintain detailed records of each matter, including individuals involved, investigative steps taken, documentation received, individuals interviewed, decisions reached, and reason(s) for the decisions reached. Complaints and information gathered in the
course of an investigation will be kept private to the extent permitted by law. Records will be retained in accordance with the State University Model Records Retention Schedule.

VII. Statement of Rights of the Complainant and the Respondent

A Complainant pursuant to this Policy has the following rights:

- To be treated with respect by EKU officials;
- To take advantage of campus support resources;
- To experience a safe living, educational, and work environment;
- In the case of sexual misconduct or sexual harassment allegations, to have an advisor during hearings and meetings;
- To refuse to have an allegation resolved through conflict resolution procedures;
- To receive amnesty for certain student misconduct, such as alcohol or drug violations, that occurred ancillary to the incident;
- To be free from retaliation for reporting violations of this Policy or cooperating with an investigation;
- To have complaints heard in accordance with these Procedures;
- To participate in any process regardless of whether the complaining individual serves as the Complainant or the University stands as the Complainant;
- To be informed in writing of the outcome and resolution of the complaint, sanctions where permissible, and the rationale for the outcome where permissible;
- To refer a complaint to law enforcement and receive assistance doing so; and
- To have minimal interaction or contact with the Respondent.

A Respondent pursuant to this Policy has the following rights:

- To be treated with respect by Eastern Kentucky University officials;
- To take advantage of campus support resources;
- To experience a safe living, educational, and work environment;
- In the case of sexual misconduct or sexual harassment allegations, to have an advisor during hearings and meetings;
- To refuse to have an allegation resolved through conflict resolution procedures;
- To receive amnesty for certain student misconduct, such as alcohol or drug violations, that occurred ancillary to the incident;
- To be free from retaliation for reporting violations of this Policy or cooperating with an investigation;
- To file a reciprocal complaint if Respondent feels that they have experienced sexual misconduct or discrimination;
- To have complaints heard in accordance with these Procedures;
- To participate in any process regardless of whether the complaining individual serves as the Complainant or the University stands as the Complainant;
- To be informed in writing of the outcome/resolution of the complaint, sanctions where permissible, and the rationale for the outcome where permissible;
- To refer a complaint to law enforcement and receive assistance doing so; and
- To have minimal interaction or contact with the Complainant.

Definitions

In addition to those terms defined above, the following terms also apply to this Policy:
- **Business Day:** A day during which University offices are open for regular business. The conclusion of a Business Day is considered the time of closure of University offices on a given day. Regular business hours at EKU are Monday through Friday, 8:00 AM to 4:30 PM. Regular business hours are subject to change, and without notice.

- **Complainant:** A person or entity, including the University, who files a Complaint with OEI alleging a potential violation of this Policy.

- **Complaint:** A signed written document by a Complainant, or by an entity on behalf of a potential Complainant, that alleges a potential violation of 1.4.1P. The Complaint must state the specific allegations to be investigated by OEI as well as the scope of OEI’s investigation.

- **Equity Complaint Appeals Council ("ECAC"):** The ECAC hears appeals involving student respondents seeking an appeal unrelated to a sanction of suspension or expulsion, staff, and non-tenured faculty respondents. The Council also hears appeals involving tenured faculty respondents that do not involve termination. The members shall be the Senior Vice-President for Academic Affairs and Provost, the Vice-President for Finance and Administration, and the Dean of Students, or their designees when necessary.

- **Equity Complaint Council ("ECC"):** The ECC is a University Standing Committee appointed by the President based on the recommendation of the Director of OEI. It consists of a pool of tenured faculty members, staff members, and student members. The ECC Chair(s) shall be a tenured faculty member appointed by the President based on the recommendation of the Director of OEI. The student member shall not participate in hearing processes involving employees.

- **Preponderance of the Evidence Standard:** Evidence is such that it would persuade a reasonable person that a proposition is more probably true than not true. A finding that is "more likely than not" to be true would satisfy this standard.

- **Report:** Any report to OEI of information that could constitute a potential violation of this Policy.

- **Respondent:** An individual alleged to have engaged in Prohibited Conduct pursuant to this Policy.

- **Silent Advisor:** In cases involving allegations of sexual misconduct, or as otherwise specifically allowed in this Policy, a party may choose to have another individual accompany them to meetings with the investigator(s), or to a hearing. The advisor’s role is limited to quietly conferring with the party through written correspondence or whisper, and the advisor may not address any other participant or the hearing panel. An attorney may serve as a silent advisor.

- **University Community Member:** All faculty, staff, students, Board of Regents members, and volunteers functioning on behalf of the University, as well as anyone doing business for or with the University.
Responsibilities
The Office of Equity and Inclusion and/or the Title IX Coordinator is responsible for administering this policy.

Violations of the Policy
The University will act on any complaint or notice of violation of this policy that is received by the OEI Title IX Coordinator or any employee, including faculty, staff, and residence assistants. It is the University’s decision whether or not to initiate an investigation into any report of a possible violation of this policy.

Interpreting Authority
Director of the Office of Equity and Inclusion and/or Title IX Coordinator.

Accommodation of Disabilities
Procedures for requesting an accommodation may be found in Policy 1.3.4R, “Establishing Reasonable Accommodations under the Americans with Disabilities Act (“ADA”)/Section 504 of the Rehabilitation Act Compliance Regulation and Appeals Procedures.” Requests for accommodations should be directed to the Student Accessibility Center or Human Resources.

Tailgating Policy
Tailgating is a gathering of students, alumni, faculty, staff, and members of the public prior to Eastern Kentucky University athletic events, in designated locations, to socialize and prepare and/or consume food/beverages. The objective of tailgating is to promote attendance at and popularity of University athletic events and enhance University team spirit.

The University recognizes that tailgating has become a popular adjunct to athletic event attendance. All tailgating activities, particularly those involving alcoholic beverages, must be in accordance with this Regulation.

The possession and/or consumption of alcoholic beverages on University property is controlled by State Laws, Ordinances, Regulations, and University Policies. All members of the University community and visitors to campus are expected to obey these State Laws, Ordinances, Regulations, and University Policies. The University desires to preserve an environment compatible with academic endeavors without unnecessarily restricting exercise of legal privileges, while also promoting an environment where there is zero tolerance for underage drinking and alcohol education and counseling programs are readily available.

This regulation should be read in conjunction with University Policy 9.1.1P, Consumption and Serving of Alcoholic Beverages on Campus.

Tailgating Locations, Times and Permits
- Tailgating is permitted only in the Designated Locations set forth below or other areas designated by the Athletic Director and approved by the President:

<table>
<thead>
<tr>
<th>Designated Location</th>
<th>Specified Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alumni Coliseum Parking Lot</td>
<td>Colonel Club and General Population</td>
</tr>
<tr>
<td>Ashland Parking Lot</td>
<td>Visiting Team Fans</td>
</tr>
<tr>
<td>Brockton/Hanlon Parking Lots</td>
<td>General Population</td>
</tr>
<tr>
<td>Carter Parking Lot</td>
<td>General Population/Media</td>
</tr>
</tbody>
</table>
Persons planning to tailgate are not required to obtain prior approval or secure the services of a licensed caterer.

Tailgating for weekend events with an advertised start time of 3:00 p.m. or earlier may begin in designated locations no earlier than 9:00 a.m.

Tailgating for weekend events with an advertised start time after 3:00 p.m. may begin no earlier than six (6) hours prior to the start time.

Tailgating for weekday events with an advertised start time of 6:00 p.m. or earlier may begin in designated locations no earlier than 2:00 p.m.

Tailgating for weekday events with an advertised start time after 6:00 p.m. may begin no earlier than four (4) hours prior to the start time.

The object of tailgating is to engender support for the Eastern Kentucky University athletic teams. Persons should leave the tailgating area to attend the game no later than 30 minutes after the actual start time of the event.

General
- Individuals attending events are expected to conduct themselves in a manner respectful of the nature and character of the University.
- The University reserves the right to restrict and/or remove any vehicle or person, to designate parking spaces, and to restrict access to designated tailgating locations or picnicking spots for reasons of safety and/or disruption of the peace.
- Prohibition against public intoxication or other inappropriate behavior will be enforced.
- Pets on leash are permitted and must be under the control of the owner at all times. Waste removal and cleanup is the responsibility of the owner.
- Portable electrical generators with a decibel rating of 60DB or less are permitted, but are discouraged. For temporary electrical needs, the use of battery operated inverters is recommended since these do not generate hazardous carbon monoxide emissions, do not require gasoline cans and resultant hazards, and do not create noise that is potentially damaging to hearing and a nuisance to fellow tailgaters. The operation of portable electrical generators that create excessive noise, emission hazards or other safety concerns will not be permitted.
- Banners and signage recognizing businesses may not be displayed nor may promotional materials be distributed without prior approval by the University Athletics Department.

Possession and Consumption of Alcoholic Beverages
- Possession and consumption of Alcoholic Beverages on University Property must not violate State Laws, Ordinances, Regulations, and/or University Policies.
- Open containers of alcohol outside of Colonel Club and Designated Locations are prohibited.

- Possession and Consumption of Alcoholic Beverages by persons under 21 years of age is prohibited.

- For safety purposes, glass containers of any type are prohibited.

- Consumption of Alcoholic Beverages from their original containers is prohibited and shall be consumed from paper or plastic cups. The University encourages the use of recyclable drink containers.

- Kegs and other mass, common sources of Alcoholic Beverages are prohibited. In addition, use of accelerated drinking games are strongly discouraged. Accelerated devices, such as funnels, are prohibited.

**Vehicles**

- Spaces are limited and are filled on a first-come, first-serve basis.

- Blocking aisles or other vehicles from parking is prohibited.

- Box trucks and/or trailers are prohibited.

- For safety reasons, standing on elevated platforms is prohibited. This includes, but is not limited to: truck beds, vehicle roofs, and tables.

- Any vehicle that requires more than one (1) space requires prior approval from the Director of Athletics.

**Noise**

- Music must be confined to your tailgate participant’s direct area and speakers must be directed into tailgate participant’s direct area.

- Excessively loud music and noise are not permitted. If loud music or noise becomes a disturbance to others, tailgate participants may be required to lower the music and/or noise level. Courtesy is expected of all tailgaters.

- Live musical bands and other live performances are not allowed at tailgating locations unless sponsored or approved by the Director of Athletics.

**Food/Grilling**

- It is strongly recommended that wherever alcohol is being consumed that food also be made available.

- Grilling is permitted in the tailgating area. Only propane (with a maximum propane cylinder size of 20 lbs.) and charcoal grills are permissible sources of heat for cooking.
• Burned coals and/or residue from cooking may not be permitted to make contact with the paved surface of the parking lot. Hot coals must be completely extinguished with water prior to leaving the tailgate site.

• Open flames are strictly prohibited. This includes the use of portable fireplaces and tiki torches.

**Tents and Tables**

• Tents and tables are permitted in the Designated Locations. No permanent or semi-permanent structures may be constructed for any tailgating activity.

• The use of tents larger than 10’ by 10’ is discouraged. Tents may not be staked into the ground or pavement.

• Tents may not be set up on sidewalks, bike paths, travel lanes or any other area of regular flow of pedestrian traffic.

**Cleanup and Trash Removal/Recycling**

• Individuals and groups participating in tailgating are required to clean up their immediate area in the Designated Location before going to the game or leaving the Designated Location. Tailgaters are encouraged to make use of available recycling containers in and around each Designated Location for recycling.

• All tailgaters are responsible for proper disposal of their trash. Any person damaging University Property will be responsible for the cost of repairs.

**Definitions**

• **Alcoholic Beverages**  Alcoholic beverages shall have the same meaning and definition as provided by the laws of the Commonwealth of Kentucky in the Kentucky Revised Statutes.

• **Designated Locations**  Areas where specific groups may engage in tailgating activities.

• **External Constituents**  Individuals, groups, organizations not affiliated with Eastern Kentucky University

• **Internal Constituents**  University employees, students, academic departments and colleges, administrative offices and units, and registered student organizations. For the purposes of this policy, this also includes alumni and alumni organizations.

• **Tailgating**  A gathering of students, alumni, faculty, staff, and members of the public prior to University athletic events, in Designated Locations, to socialize and prepare and/or consume food/beverages.

• **University**  Eastern Kentucky University, including all regional campuses.
• **University Property**  Any real property, buildings, and facilities under the primary control of the University through ownership, leases, or other means.

**Violations of the Regulation**

Internal and/or External Constituents who violate this regulations may be barred by the University from participating in future tailgating events.

Failure to abide by the terms of this regulation or other University policies may result in charges of violations of the Student Code of Conduct, or of other University regulations in the case of Internal Constituents.

Any persons failing to comply with this regulation may also be found in violation of the law if so determined by a law enforcement official on the scene.

**Tobacco-Free Campus**

EKU supports initiatives designed to foster a healthy campus climate for EKU faculty, staff, students, volunteers, vendors, patrons, customers, guests, visitors, and contractors (“Persons”). This Policy is designed to support health initiatives for EKU and its extended regional campuses by designating all EKU owned, rented and leased property as Tobacco-free, including surrounding exterior spaces and recreational areas.

In 2005, a Smoke Free Zone Task Force developed a University-wide Smoke Free Zone Policy approved by the Board of Regents on June 12, 2006 effective July 1, 2006. This policy supersedes the 2006 Smoke Free Zone Policy.

The use of all Tobacco is prohibited on all Property that is owned, leased, occupied, or controlled by the University. This includes buildings and structures, residence halls, housing facilities operated by Employee Housing, grounds, exterior open spaces, parking lots, and garages, on-campus sidewalks, streets, driveways, stadiums, recreational spaces, practice fields, University Property outside the main campus such as regional campuses, farm facilities, art galleries, performance venues, and sporting venues and functions that are held in these facilities and venues.

The use of Tobacco is prohibited in Vehicles owned, leased or rented by the University, including maintenance Vehicles, automobiles, shuttles, utility Vehicles, and golf carts as well as while in personal Vehicles on University Property.

The University will provide educational information and programs on Tobacco use cessation.

**Exemptions**

Tobacco use may be permitted for controlled research with prior approval of the appropriate dean or director. Smoke, like any other laboratory air contaminant generated, shall be controlled locally in a chemical hood or other exhaust system that provides 100% exhaust to the outside.

Tobacco use may be permitted for educational, clinical, or religious ceremonial purposes or as part of University sanctioned theatrical events with prior approval of the appropriate dean.

Tobacco use may be permitted on properties the University owns, but leases or otherwise conveys an interest (e.g. an easement) to a non-University party, according to the provisions of the applicable lease or agreement.
Tobacco use may be permitted in employee housing units under current leases. Any new leases for new tenants after June 1, 2014 will prohibit the use of tobacco in employee housing units.

All Persons and members of the University community share in the responsibility for adhering to this policy and bringing it to the attention to visitors.

The authority for enforcement is vested in the Senior Vice President or appropriate Vice President in conjunction with the Executive Director of Human Resources and Vice President of Student Success.

Violations of this policy are subject to the corrective action and disciplinary procedures as set forth in the Faculty Handbook, Staff Handbook or Student Handbook, as applicable. Persons refusing to comply may be asked to leave campus.

**Veterans Non-Discrimination Statement**

It is the policy of the University that there shall be no discrimination in employment (including recruitment, hiring, promotion, compensation and any other condition, or privilege of employment) on the basis of status as a disabled veteran, Vietnam era veteran (as defined in 38 USC Sec. 4211 and 41 CFR 60-250) or as a veteran who has served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized, with regard to any position for which such individual may be qualified. This policy is intended to be in compliance with the University's obligation as a federal contractor under the Vietnam Era Veteran’s Readjustment Assistance Act, specifically 38 USC Sec. 4212, and its implementing regulations, 41 CFR 60-250. Any complaint arising by reason of alleged discrimination shall be directed to: Office of Equity and Inclusion, Eastern Kentucky University, Jones Building, Room 416, Coates CPO 37, Richmond, Kentucky 40475-3102, (859) 622-8020.

**Photograph Permission**

Eastern Kentucky University employs and/or hires photographers to document University events and happenings on EKU’s campus and University-related events off-campus. These photos may be used by the University for a wide range of purposes, including, but not limited to: promotion, decoration, marketing and communication. Images may be included in University communications on the internet, in social media and in print, both on- and off-campus. Images may also be shared with associated third parties for inclusion in University-related materials. If you would like to request your photo not be taken at these events, please identify yourself to the photographer at each event and communicate this request to opt-out of photos. If you are unable to contact the photographer at an event opt-out requests can be sent to EKU Communications and Brand Management at communications.marketing@eku.edu.

**Student Complaints – General Process**

In general, any student who feels that they have not been treated appropriately by a university official may file a complaint or grievance following the procedures listed below. EKU’s organizational chart is located on the web at: https://president.eku.edu/sites/president.eku.edu/files/files/ORG%20Charts/EKU%20Org%20Chart%20March%202019.pdf

**Academic Affairs Area**
Complaints other than grade appeals involving a particular class or instructor should be communicated to the instructor or faculty member directly involved. If a resolution is not reached, a complaint or grievance should be filed, in writing, with the Department Chair of the class where you are having the problem. If you are not satisfied with the Department Chair’s explanation, an appeal, in writing, should be sent to the Dean of the College. If you are not satisfied with the College Dean’s explanation, the final appeal of the complaint or grievance procedure should be made in writing to the Executive Vice President for Academic Affairs and Provost.

A complaint involving a department (other than a College) that reports to the Executive Vice President for Academic Affairs and Provost should be filed with the director of the particular office where you are having the problem. If you are not satisfied with the department Director’s response, the final appeal of the complaint or grievance should be filed, in writing, with the Executive Vice President for Academic Affairs and Provost.

**Finance and Administration Area**
A complaint or grievance with a department reporting to the Senior Vice President for Finance & Administration should be filed with the leader or manager of the particular office where you are having the problem. If you are not satisfied with the response, an appeal of the complaint or grievance should be filed, in writing, with the Director or Executive Director having direct administrative oversight for the particular office. Any subsequent final appeal should be filed with the Senior Vice President for Finance & Administration.

**Student Success Area**
A complaint or grievance with a department reporting to the Vice President for Student Success should be filed with the director of the department where you are having the problem. If you are not satisfied with the department director’s response, a complaint or grievance should be filed, in writing, with the appropriate Associate Vice President or Executive Director. If you are not satisfied with the Associate Vice President or Executive Director’s response, the final appeal of the complaint or grievance should be made in writing to the Vice President for Student Success.

**Other University Offices**
For offices not listed in the areas above, students should utilize the university organizational chart at [https://president.eku.edu/sites/president.eku.edu/files/files/ORG%20Charts/EKU%20Organizational%20Chart%20(09_27_2017).pdf](https://president.eku.edu/sites/president.eku.edu/files/files/ORG%20Charts/EKU%20Organizational%20Chart%20(09_27_2017).pdf) to determine the appropriate person(s)/offices where a complaint should be filed.

**College of Justice & Safety (CJS)**
Eastern Kentucky University (EKU) has been certified by the State Council of Higher Education for Virginia (SCHEV) to operate in Virginia at Mountain Empire Community College (MECC).

EKU’s Main Campus Address
EKU/MECC Campus Address
Eastern Kentucky University
521 Lancaster Ave
Richmond, KY 40475
Phone: (859) 622-1000

Eastern Kentucky University
Dalton Cantrell Hall
3441 Mountain Empire Road
Big Stone Gap, VA 24219
Phone: (276) 523-8297
Each course or degree, diploma, or certificate program offered in Virginia is approved by the Kentucky Council on Post-Secondary Education (CPE), which is Eastern Kentucky University’s governing body.

The Kentucky Council on Post-Secondary Education (CPE) has granted Eastern Kentucky University the approval to:
  o Offer courses or degree, diploma, or certificate programs at the level for which credit is being awarded for those courses or programs in Virginia; and
  o Ensure that any credit earned for coursework offered by EKU in Virginia may be applied to other degrees or certificate programs, as applicable, offered at other EKU locations outside of Virginia.

Eastern Kentucky University will provide: a) formal advising for EKU/MECC students by appointment through the link below, b) informal advising for EKU/MECC students during their education, and c) career advising/counseling – all at the Virginia location.

Link to the form for a formal advising appointment: https://cjregional.eku.edu/school-justice-studies-regional-campus-student-advising-form
Chapter Two: Academic Information

Note to Students: **Primary** sources for academic information are the *Undergraduate and Graduate Catalogs*. For graduation purposes students are held to the requirements of their major as they appear in the EKU catalog that is associated on the student’s Degree Works degree audit. However for all University wide policies and graduation requirements students are held to those published in the most recent academic catalog.

This chapter of the *EKU Handbook for Students* provides descriptive information regarding some of the academic policies and procedures that students should be familiar with. Students should seek information regarding revisions, amendments, or changes to policies and procedures that have been made since the *Handbook* was last revised.

**Academic Freedom**

Eastern Kentucky University endorses the American Association of University Professors’ statement concerning academic freedom, which states, in part:

The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

The teacher is entitled to freedom in the classroom discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject. Limitation of academic freedom because of religion or other aims of the institution should be clearly stated in writing at the time of appointment.

**Academic Integrity**

(See Chapter 4 for more details about this Policy)

Academic Integrity (AI) is a fundamental value for the Eastern Kentucky University community of students, faculty, and staff. It should be clearly understood that academic dishonesty and incidents of academic dishonesty will have serious consequences. Anyone who knowingly assists in any form of academic dishonesty shall be considered as responsible as the student who accepts such assistance and shall be subject to the same sanctions. Academic dishonesty can occur in different forms, some of which include cheating, plagiarism, and fabrication.

**Purpose**

This policy defines the various forms of academic dishonesty, and it outlines the consequences for each. Additionally, this policy gives the method for appealing an instructor’s belief that some form of academic dishonesty has in fact occurred.

**Policy Background**

Eastern Kentucky University is a community of shared academic values, foremost of which is a strong commitment to intellectual honesty, honorable conduct and respect for others. In order to meet these values, students at EKU are expected to adhere to the highest standards of academic integrity. These standards are embodied in the Eastern Kentucky University Academic Integrity Policy, which all students shall pledge to uphold by signing the Eastern Kentucky University Honor Code. By honoring and enforcing this Academic Integrity Policy, the University community affirms that it does not tolerate academic dishonesty.
Academic Standards

Minimum Academic Standards
Satisfactory Progress
Degree-seeking students shall be considered as making satisfactory progress toward their degree so long as they remain in good academic standing (2.0 EKU GPA) and enroll in courses required or allowed in their chosen academic program.

Students should refer to their Degree Works degree audit to confirm their GPA and academic standing.

Students having difficulty meeting academic standards are strongly advised to reduce or eliminate part-time jobs and other extracurricular activities which may detract from their studies, or to reduce the number of hours for which they are enrolled.

To make timely progress toward degree students are expected to earn at least 15 credit hours per fall/spring semester.

Good Academic Standing
To be eligible for enrollment without being placed on academic probation, students must maintain the following institutional grade point average (GPA) while enrolled at EKU.

<table>
<thead>
<tr>
<th>Overall GPA Hours</th>
<th>EKU GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 or fewer</td>
<td>1.5</td>
</tr>
<tr>
<td>31 – 50</td>
<td>1.8</td>
</tr>
<tr>
<td>51 or more</td>
<td>2.0</td>
</tr>
</tbody>
</table>

The actions described below pertain to students whose institutional GPA falls below the established GPA threshold. Once a student's EKU GPA returns to 2.0 or above, he/she is once again in good academic standing.

Academic Warning
Summer Colonels Now students who pass all developmental classes but were not able to meet the institutional GPA threshold may be given permission to matriculate to the fall term on a status of academic warning. While on academic warning these students may not enroll in more than 15 credit hours in either fall or spring, or more than a total of six hours during a full summer term. Students who are on academic warning and cease continuous enrollment, and subsequently wish to return to the institution, must apply for readmission and will be held to those readmission criteria (see the EKU Undergraduate Catalog section on Readmission for details).

At the end of a semester on academic warning students must have earned reached the established GPA threshold. Students not meeting semester or cumulative institutional GPA requirement will be placed on academic probation.

Academic Probation
Students who do not meet the established institutional GPA (see table above) will be placed on academic probation after the close of that semester. While on academic probation students may
not enroll in more than 15 credit hours in either fall or spring terms or more than six hours during a full (12-week) summer term. Students who are on academic probation and cease continuous enrollment, and subsequently wish to return to the institution, must apply for readmission and will be held to specific readmission criteria (please refer to the requirements for readmission section of the Undergraduate Catalog).

**Academic Suspension**
At the end of a semester on academic probation, students must have earned a semester EKU GPA of at least 2.0 or raised their institutional GPA to meet the established threshold (see table above). Students not meeting the semester or institutional EKU GPA requirement will be placed on academic suspension. Students may not enroll in classes at EKU while academically suspended. Students who are academically suspended for the first time may not enroll in classes at EKU for one full semester (summer is counted with the next fall semester if a student is academically suspended at the end of the spring term). Students may be academically suspended up to three times during their academic career at EKU. The second academic suspension is for one calendar year and a third academic suspension is for two calendar years. An academically suspended student will return to EKU on academic probation if his/her EKU GPA falls below the established threshold at the time of his/her return. Previously-suspended students are subject to EKU requirements for readmission (please refer to the requirements for readmission section of the Undergraduate Catalog).

Students applying for readmission who have an EKU GPA that is less than 1.5 will be required to petition for readmission to the Admissions Appeal Committee. There is no guarantee that a suspended student with an EKU GPA less than 1.5 will be allowed to return to EKU.

**Academic Dismissal**
Students who have been academically suspended three times must maintain a semester EKU GPA of 2.0 or better each semester after they return. Students who have been academically suspended three times, and after returning are unable to maintain a semester EKU GPA of 2.0, will be academically dismissed from EKU for a period of five calendar years and are subject to EKU requirements for readmission (please refer to the requirements for readmission section of the Undergraduate Catalog).

**Attending another School While Suspended or Dismissed**
During the time a student is academically suspended or dismissed from EKU, course work earned at another regionally accredited college or university will be considered for transfer credit when the student returns to EKU. This transfer coursework may be used to meet degree requirements but will not be used in calculations determining academic standing. Students are responsible for requesting that an official transcript of any transfer course work be sent to the EKU Office of Admissions when they apply for readmission to EKU. Students should consult with their advisor or college for the applicability of course work taken at another institution to their degree program at EKU. Only by repeating EKU course work in which a student earned poor or failing grades can a student quickly rehabilitate his/her institutional GPA and therefore improve academic standing.

**Appealing Academic Standing**
Students may appeal an academic suspension if they believe that catastrophic circumstances beyond their control prevented them from being academically successful. They may appeal their academic suspension to the University Admission Appeals Committee. Contact the Academic Compliance Coordinator in the Registrar’s Office (859-622-1097; registrar@eku.edu) with any questions concerning this process.
For the petition to be considered, students must provide a written appeal with appropriate supporting documentation. Students may not appeal an academic dismissal.

**First Time Freshman Grade Review Process**
Because a student's academic performance in his/her first semester at EKU is predictive of overall success and graduation, EKU increases support given to students whose institutional GPA is between 1.0 and 1.5 with 30 or fewer earned GPA hours.

New first-time freshmen whose institutional GPA is between 1.0 and 1.5 are required to participate in a prescribed intervention strategies and are placed on First Semester Probation, with a requirement of earning an institutional 2.0 or higher term GPA in the second semester to prevent academic suspension. New first-time freshmen whose institutional GPA is below 1.0 after their first semester are academically suspended from the university without being first placed on probation.

**Attendance Policy**
Research shows that students who regularly attend class are more likely to succeed. EKU students are responsible for course work covered during all class periods, including the first class meeting. Each instructor will record absences and deal with them in a manner consistent with departmental policy for that course. Since attendance policies vary among departments and for courses within departments, students must be familiar with the policy printed on the course syllabus.

If a student presents the instructor with an adequate and documented reason for an absence, the instructor normally will give the student an opportunity to make up the work missed, if this is feasible. Adequate reasons involve circumstances beyond the student’s control, such as personal illness, critical illness, or death in the immediate family, or participation in an approved University activity. No absence of any nature will be construed as relieving the student from responsibility for the timely completion of all work assigned by the instructor. It is the student’s responsibility to initiate the request to make up class work missed.

**Faculty Drop/First Day Attendance**
Class attendance is critical to success. Instructors are authorized to drop a student from a class if the student has not attended during the first week of the class. If a student adds the class late, and does not attend at the very next class meeting he/she may be dropped.

Students who know they will be absent should contact their instructor or the academic department office prior to the first class meeting to explain their absence and request that the instructor not drop them from the class.

**Students are responsible for monitoring their class schedule and should never assume that missing the first day of class will automatically result in removal from that class.** A student who never attends a class but remains enrolled will fail that course and be billed for the tuition associated with the class.

The University expects all students to be officially registered and to attend class. Students may not attend a class if they are not officially enrolled – this means that the class is listed on their schedule as viewed through EKUDirect. Students should print their class schedule from EKUDirect to confirm enrollment in courses. Once logged in select from the menu “Student
Services & Financial Aid", next select “Registration”, then select “Printable Student Schedule” and chose the appropriate term.

Students are responsible for course work covered during all class periods, including the first class meeting. If you do not attend the first day of class, the instructor has the authority to request that you be disenrolled for non-attendance (http://registrar.eku.edu/FirstDayOfAttendance/). Each instructor will record absences and deal with them in a manner consistent with departmental policy for that course. Since attendance policies vary among departments and for courses within departments, students must be familiar with the policy printed on the course syllabus.

**Catalog**

Students will be governed under academic standards and policies found in the current Undergraduate or Graduate Catalog. Students who change their major or readmit to the university will be held to the graduation requirements of the current academic catalog.

**Classification of Students**

A student's classification is determined by the number of semester hours earned, as follows:

- Freshman.................0 – 29 semester hours earned
- Sophomore.............30 – 59 semester hours earned
- Junior....................60 – 89 semester hours earned
- Senior...................90 or more semester hours earned

**Enrollment and Class Schedule**

**Academic Load**

The limitations below apply to all enrollments or combinations of enrollments for the term specified, including campus classes, regional campus classes, online study, and enrollments at other institutions. The Registrar will not record credits beyond these maximums.

**Academic Load and Financial Aid**

Please note that, for financial aid, enrollment verification, and loan consideration, full- time status is enrollment in twelve or more semester hours in any academic term.

**Enrollment in Fall/Spring Terms**

To make timely progress toward their degree, full-time students are expected to earn 15-16 credit hours each fall/spring semester. Full-time student status requires a minimum of 12 credit hours during a fall or spring term. Students carrying fewer than 12 credit hours are considered part time. A student who has established a superior record may be permitted to enroll for more than 18 hours by the dean of the college of the student's first major. The absolute maximum load for an undergraduate student is 21 credit hours.

**Enrollment in Summer Terms**

For enrollment verification and financial aid during the summer semester, an undergraduate student must be registered in at least 12 credit hours to be considered a full- time student. Enrolling in more than 12 credit hours is restricted to students who have established a superior academic record. Permission to enroll in more than 12 credit hours during the summer must be granted by the dean of the college of the student's first major. The absolute maximum summer enrollment is 15 hours.
Class Schedule Changes

Dropping a Class

1st Week of Class: If students wish to add courses to their schedule, they must do so by the date published in the Colonel’s Compass for that term. If a student drops a course by the end of a term’s Schedule Change Period (add/drop), the course will not appear on the student’s grade report or transcript.

Course drops are executed online through EKU Direct. Students should print their class schedule from EKUDirect to confirm the course has been dropped. Once logged in select from the menu “Student Services & Financial Aid”, next select “Registration”, then select “Printable Student Schedule” and chose the appropriate term.

Withdrawing From a Class

2nd Week – 12th Week: a student will be assigned a grade of “W” for all withdrawn courses, and a “W” will appear on the grade report and transcript. A student may officially withdraw from a full-semester course online through EKU Direct from the end of the Schedule Change Period (first week of class) through the end of the twelfth week of a regular (Fall/Spring) semester.

Beginning with the Wednesday of the 9th week of full-semester classes, student will be assessed a $50 per credit hour fee after withdrawing from a course ($150 is the maximum fee for any course of 3 or more credit hours).

After the 12th Week: Late Withdrawal Appeals Process: After the twelfth week of a regular Fall/Spring semester, only students who are the victim of extraordinary circumstances may petition to the Compassionate Withdrawal Committee through the Registrar’s Office. The deadline for filing a petition for withdrawal under extraordinary circumstances is the last day of the full semester following the term from which the student is seeking withdrawal.

Approval of a Medical Leave of Absence does NOT impact any tuition or fee charges. There is zero tuition or fee refund associated with a Medical Leave of Absence as the student is withdrawn from all courses in the semester for which the leave of absence applies. Medical Leave of Absences may be requested only when the student is medically unable to continue as a student in the current semester. The student must leave, or has left, the University as they are not able to continue with any classes. There is no withdrawal fee associated with a Medical Leave of Absence.

A Medical Leave of Absence may not be requested for any past terms and cannot be requested if the student has taken final exams for the semester in which they are requesting a Medical Leave of Absence. See more details online on the Registrar’s website or call the Academic Compliance Coordinator in the Registrar’s Office at 859-622-1097, or email Registrar@eku.edu.

Approval of a Compassionate Late Withdrawal does NOT impact any tuition or fee charges. There is zero tuition or fee refund associated with a Compassionate Late Withdrawal, its only impact is to change from a letter grade to a course withdrawal. Please refer to the Colonel’s Compass for term specific withdrawal dates.

The student should complete a Compassionate Petition for Late Withdrawal Form (available from the Registrar’s website) and include justification and documentation for the withdrawal. If approved, the Registrar will assign the grade of “W” and will notify the instructor of the class. For details refer to the Registrar’s website (www.registrar.eku.edu).
All course withdrawals approved by the Compassionate Withdrawal Committee will be assessed a $50 per credit hour fee, to a limit of $150 per course. The Compassionate Withdrawal Committee is not authorized to consider any appeals of the $50 per credit hour course withdrawal fee. The withdrawal fee will not be assessed if the student is withdrawing from all classes for that semester.

Students who are assigned a grade of “F” or “FX” in a course due to academic dishonesty will not be permitted to withdraw from the course.

**Withdrawing from first year success courses:** Students must secure permission before being able to withdraw from a student success seminar (e.g. GSD 101, ASO 100, BTO 100, EDO 100, JSO 100, HSO 100). Students can submit a request online at [https://firstyearcourses.eku.edu/request-dropwithdraw-student-success-seminar-course](https://firstyearcourses.eku.edu/request-dropwithdraw-student-success-seminar-course).

**Withdrawal deadlines for partial semester and summer classes:** Specific calendar dates for withdrawal deadlines for partial semester and summer classes are available on the EKU Web site (see Colonel’s Compass). The withdrawal deadline for all courses should be printed in the course syllabus, published in the Colonel’s Compass, and also may be obtained by contacting the Registrar’s office. Refer to Section 3 of the Undergraduate Catalog for the University’s tuition refund policy.

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**Grading**

**Purposes of Grading**
The purposes of grading are to define and communicate the level of educational achievement, to motivate students to greater effort, and to appraise the effectiveness of teaching methods. All undergraduate students enrolled in lower division (000-299 numbered) gradable classes should receive a 4-week progress assessment.

**Principles of Grading**
Grading should be directly related to the objectives of the course. Grades assigned should reflect the relative level of attainment of objectives. The grading system should take into account the emphasis given to the various objectives of the course.

Students shall be informed in writing, no later than the second class meeting, of the course objectives and the procedure to be used in determining grades.

Grades should be based upon a combination of several factors for higher validity and more effective evaluation. Every effort should be made to make measurement valid, reliable, and objective. Grading should be based on understanding rather than belief.

Evaluation should be consistent with accepted norms for the institution. Evaluation should be an integral part of the teaching-learning process; hence, the necessity for students having knowledge of progress during the course. Student personality should not be a factor in grading except where clearly relevant to stated course objectives. In all sections of a multi-section course, evaluations should be consistent with accepted norms for the course.

**Letter Grades**
Grades, which are represented by letters, are given point values as indicated:
<table>
<thead>
<tr>
<th>Grade</th>
<th>Meaning</th>
<th>Grade Points per Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0.0</td>
</tr>
<tr>
<td>FX</td>
<td>Failure due to Academic Dishonesty</td>
<td>0.0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0.0</td>
</tr>
<tr>
<td>IM</td>
<td>Incomplete due to Military Obligations</td>
<td>0.0</td>
</tr>
<tr>
<td>P</td>
<td>Passing</td>
<td>0.0</td>
</tr>
<tr>
<td>S</td>
<td>Passing</td>
<td>0.0</td>
</tr>
<tr>
<td>U</td>
<td>Failure</td>
<td>0.0</td>
</tr>
<tr>
<td>WM</td>
<td>Withdraw Due to Military</td>
<td>0.0</td>
</tr>
<tr>
<td>W</td>
<td>Withdraw</td>
<td>0.0</td>
</tr>
<tr>
<td>CR</td>
<td>Credit Only</td>
<td>0.0</td>
</tr>
<tr>
<td>IC or IP</td>
<td>Incomplete</td>
<td>0.0</td>
</tr>
<tr>
<td>NC</td>
<td>In Progress No Credit</td>
<td>0.0</td>
</tr>
<tr>
<td>NR</td>
<td>Not Reported</td>
<td>0.0</td>
</tr>
</tbody>
</table>
In Progress
Instructors may assign a grade of “IP” in certain approved courses in which it might reasonably take students more than a single semester to complete all requirements. A student assigned an “IP” grade for internship, practicum, or self-paced courses must complete requirements within the calendar year after the “IP” is awarded to receive credit. If requirements are not completed, the Registrar will change the “IP” grade to “NC” (NO CREDIT), and the student must register again for the course to receive credit. However, an IP in a Cooperative Education course (Co-op) will convert to an “F” if course requirements are not successfully completed.

Throughout the Handbook, specific grade requirements are to be interpreted precisely as stated. Thus, if a requirement specifies that a grade of at least “C” is required, a “C-” will not satisfy the requirement. If it is intended that “C-” is to be allowed, “C-” will be listed rather than “C.” This applies to all specific grade requirements.

Incomplete
An instructor may assign a grade of “I” (Incomplete) if the instructor believes that a student has been unable to complete the course on time because of unavoidable conditions. An Incomplete Grade Agreement must be received by the Registrar’s Office no later than 30 days past the deadline for final grade submission. The student’s approval is required before an Incomplete Grade Agreement will be accepted by the Registrar’s Office.

While the faculty will be able to submit the “I” grade through the online grade submission process, any “I” grade that is not accompanied by an Incomplete Grade Agreement within 15 University business days of the advertised final grade submission deadline will be converted to an “F.” Any student receiving a grade of “I” must coordinate with the instructor to satisfy all outstanding coursework for the course. Students should not register to repeat the course in a subsequent term. Once outstanding requirements for the course are satisfied, the instructor will process a change of grade form converting the “I” to a letter grade. The deadline for the grade change is the last day of class of the next full-length (i.e., Fall or Spring) term. Once this deadline has passed, the “I” becomes an “F.”

If, due to extenuating circumstances, a student is unable to complete the contracted course work to fulfill the incomplete course by the established time line, the student has the option of requesting a one-time, one semester extension to the incomplete deadline. The student must initiate the request through the instructor before the established deadline. Approval of an extension of an incomplete grade is not automatic and depends on the student’s unique circumstances.

Grade Appeal
If a student wishes to appeal a course grade, the procedure below should be followed:
1. The student should consult with the instructor, seeking a satisfactory explanation.
2. If, after consulting with the instructor, the student believes that a grievance exists, the student may present a complaint in writing outlining the basis of the grievance to the department chair within 30 days after the beginning of the next semester, exclusive of summer session.
3. The department chair shall consider the matter in consultation with the instructor and the student and exercise influence towards mediation.
4. If the grievance remains unsettled, the department chair shall as soon as practicable refer the matter to the departmental committee on academic practices composed of the department chair, two members of the department elected by the faculty thereof (with one
alternate member to serve in the event that one of the regular members is the person against whom the complaint has been lodged), and one student member chosen by the department chair. All members of the committee shall have voting privileges. In cases where the department has an insufficient number of faculty members to make the above procedure workable, the Senior Vice President for Academic Affairs and Provost and the dean of the college in which the course is offered shall appoint an appropriate committee.

(5) Meetings of the departmental academic practices committee shall be scheduled at a mutually agreed upon time, when all relevant parties can reasonably be expected to participate. A student who has agreed to a time for a meeting of the departmental academic practices committee and who does not appear at that meeting may forfeit the right to present evidence beyond that furnished in the original letter of appeal.

(6) After considering the evidence and any rebuttals submitted by the student and/or the instructor, the committee shall make a decision which shall be binding. All parties shall be informed of this decision within ten working days.

(7) Appeals from the committee’s decision may be made on procedural grounds only and must be made within 20 days following notification of the departmental committee decision. Such an appeal should be made to the dean of the college in which the course is offered, and if necessary, then to the Senior Vice President for Academic Affairs and Provost.

Grade Change
All grade changes must be made by the following deadlines: for Fall semester grades - the last day of classes of the following Spring semester; and for Spring and Summer semester grades - the last day of classes of the following Fall semester.

Graduation

Application for Graduation
Undergraduate students become eligible to graduate by:
- Completing all program requirements as specified in the applicable undergraduate catalog – which are displayed on the student’s Degree Works audit.
- Submitting a Graduation Application in the semester they reach 90 hours. Students will be reminded to apply online (EKUDirect) by the Registrar. Students will have a registration hold until they select a reasonable graduation term and have a plan in Degree Works that will create a pathway to achieve that graduation goal.

Graduate students become eligible to graduate by:
- Completing all program requirements as specified in the applicable graduate catalog which are displayed on the student’s Degree Works audit.
- Submitting a Graduation Application by August 18 for December graduation, February 27 for May graduation

Commencement ceremonies are held at the close of the Fall and Spring semesters. Students who are candidates for graduation are encouraged to participate in a commencement ceremony. The ceremonies are celebrations only and participation does not convey a guarantee that the student will be awarded his/her degree. Satisfactory completion of all degree requirements must be verified by the Registrar before degree conferral can be completed. Students should refer to the Graduation Information website for ceremony details [http://registrar.eku.edu/graduation-celebrations](http://registrar.eku.edu/graduation-celebrations).
Satisfactory Academic Progress

Degree-seeking students shall be considered as making satisfactory progress so long as they remain in good academic standing and enroll in courses required by or allowed for in their academic program.

Students are expected to maintain at least an institutional (EKU) grade point average (GPA) of a 2.0.

Schedule Changes

Adding Courses

**Courses may be added** to a student’s schedule any time during the first seven days of a full semester class during the Fall and Spring, and the fourth day of Summer school. These dates can be found in the *Colonel’s Compass* which can be found in the “Quick Links”, at the bottom of the EKU homepage.

Courses may be added by accessing EKU Direct [http://www.eku.edu/online/](http://www.eku.edu/online/). Login to EKU Direct, choose Student Services and Financial Aid, Registration, and Add/Drop classes. If you have questions, please call the Registration Center at (859) 622-2320

Dropping Courses

**1st Week of Class**: If students wish to add courses to their schedule, they must do so by the date published in the Colonel’s Compass for that term. If a student drops a course by the end of a term’s Add/Drop Period the course will not appear on the student’s grade report or transcript and a 100% tuition refund is generated. Course drops are executed online through EKU Direct.

Late Registration

If students wish to add courses to their schedule, they must do so by the date published in the *Colonel’s Compass* for that term. Any course additions after the published date requires written permission of the instructor, department chair, and dean of the college offering the course.

Study Abroad Programs

Students have several options for study abroad at EKU. Courses offered as part of the study abroad programs vary widely, including language and culture, business, literature and the arts, science and social science, philosophy and religion, and many others.

Costs vary according to program. Refer to: [http://www.eku.edu/academics/studyabroad/](http://www.eku.edu/academics/studyabroad/) Financial Aid (usually in the form of loans) and Scholarships are available. For additional Study Abroad information contact (859-622-8794).

Syllabus Policy

Each course and each section of each course must have a complete syllabus. A complete syllabus consisting of the elements listed below shall be placed on file in the office of the department chair and shall be distributed to students not later than the second meeting of the course. Multi-section courses must have at least some common course objectives. Some instructors or some departments may prefer to rearrange the order or combine certain elements; for example, E. and F. could be effectively combined in some cases.

Elements for a Complete Syllabus

a) Department, prefix, number, title, and credit hours.
b) Catalog course description, including prerequisites. This element is necessary only if the course is new or the description has been revised since the publication of the latest Catalog.

c) Text(s) with dates, supplemental text(s), other required readings and references.

d) Course objectives.

e) Course outline—a topical outline indicating subject matter, scope, contents, and an approximate time schedule.

f) Course requirements—required activities, papers, quizzes, exams, oral reports, special projects, field trips, labs, etc. An approximate time schedule for these requirements must be included.

g) Additional requirements for graduate students in 700-level classes taught concurrently with 500-level classes.

h) Evaluation method(s) and relative weight of each course requirement.

i) Student Progress - the syllabus will describe a mechanism by which the instructor will provide students with written information on their progress in the course at least once prior to the mid-point of the course.

j) Attendance policy.

k) Notification of the last day to drop the course if the course starts or stops on nonstandard dates.

**Withdrawing from Class/Classes**

The last day to withdraw from any individual class is printed on your class schedule.

Students should print their class schedule from EKU Direct: Once logged-in select from the menu “Student Services & Financial Aid”, next select “Registration”, then select “Printable Student Schedule” and chose the appropriate term.

**Withdrawing from First Year Success Courses**

Students must secure permission before being able to withdraw from a student success seminar (e.g. GSD 101, ASO 100, BTO 100, EDO 100, JSO 100, HSO 100). Student can submit a request online at: https://firstyearcourses.eku.edu/request-dropwithdraw-student-success-seminar-course. More information regarding first year success courses can be found at: http://firstyearcourses.eku.edu/.

**Withdrawing from a Class – 2nd Week Through 12th Week**

A student will be assigned a grade of “W” for all withdrawn courses, and a “W” will appear on the grade report and transcript. A student may officially withdraw from a full-semester course online through EKU Direct from the end of the Schedule Change Period (1st week of class) through the end of the 12th week of a regular (Fall/Spring) semester.

Beginning with the Wednesday of the 9th week of the term, and until the end of the 12th week of full-semester classes, students will be assessed a $50 per credit hour fee in order to withdraw from a course ($150 for a typical 3 credit hour course).

**Withdrawing from a Class – After the 12th Week**

After the twelfth week of a regular Fall/Spring semester, only students who are the victim of extraordinary circumstances may petition to the Compassionate Withdrawal Committee through the Registrar’s office. The deadline for filing a petition for withdrawal under extraordinary circumstances is the last day of the full semester following the term from which the student is
seeking withdrawal. The student should complete a Compassionate Petition for Late Withdrawal Form (available from the registrar’s Web site) and include justification and documentation for the withdrawal. If approved, the registrar will assign the grade of “W” and will notify the instructor of the class. For details refer to the registrar’s website (www.registrar.eku.edu).

**Approval of a Compassionate Late Withdrawal does NOT impact any tuition or fee charges.** There is zero tuition or fee refund associated with a Compassionate Late Withdrawal, its only impact is to change from a letter grade to a course withdrawal.

Refer to the Colonel’s Compass for term specific withdrawal dates; or print your class schedule to see the last day to withdraw from a class.

Late withdrawals for individual courses will be assessed the $50 per credit hour withdrawal fee. The Compassionate Withdrawal Committee is not authorized to consider any appeals of the $50 per credit hour course withdrawal fee.

Students who are assigned a grade of “F” or “FX” in a course due to academic dishonesty will not be permitted to withdraw from the course.

**Withdrawal Deadlines for Partial Semester and Summer Classes**
The last day to withdraw from any individual class is printed on your class schedule.

Students should print their class schedule from EKU Direct: Once logged in select from the menu “Student Services & Financial Aid”, next select “Registration”, then select “Printable Student Schedule” and chose the appropriate term.

Specific calendar dates for withdrawal deadlines for partial semester and summer classes are available on the EKU Web site (see Colonel’s Compass). The withdrawal deadline for all courses should also be printed in the course syllabus, published in the Colonel’s Compass, and also may be obtained by contacting the Registrar’s office. Refer to the Undergraduate Catalog for the University’s tuition refund policy.

**Withdrawal from the University**
Students finding it necessary to withdraw from the University may withdraw from all courses online using EKU Direct through the 12th week of a regular term. Students are not allowed to withdraw from a course or from the University after the twelfth week of a regular term, unless they are the victim of extraordinary circumstances. A grade of “W” is assigned for each withdrawn class. Students who leave the University without an official withdrawal are subject to the grade of “F.”

Students who withdraw completely from the university (from every class) will not be assessed a withdrawal fee. A complete withdrawal from the University, after the 4th week of the full semester does NOT impact tuition or fee charges. There is zero tuition or fee refund associated with withdrawals after that period. Before the period there may be some partial tuition refund. Please refer to the Colonel’s Compass for term specific withdrawal dates.

After the twelfth week, a student who is the victim of extraordinary circumstances may petition to the Compassionate Withdrawal Committee through the Registrar’s office. The deadline for filing a petition for withdrawal under extraordinary circumstances is the last day of the full semester following the term from which the student is seeking withdrawal. The student must complete a Compassionate Petition for Late Withdrawal Form and include justification and documentation
Dining Services Refund for Students Withdrawing from the University
- Refunds will only be given to students who are officially withdrawing from the University. Optional flex dollars are non-refundable.
- Meal Plans - EKU Dining Services has several different meal plans to accommodate any student’s needs. Meal plans can be used at any EKU Dining Services location. Please check with EKU Dining Services regarding terms and conditions associated with meal plans. Please note that EKU Dining Services follows the same refund schedule, for full term, which is outlined by the University. See refund policy at EKU’s Colonel Compass http://www.eku.edu/compass/deadlines which lists all important dates and deadlines associated with each term.

Housing Refund for Students Withdrawing from the University
For Housing refunds, a pro-rata refund proportional to the time remaining in the semester will be made. The procedure is that the student shall submit a written statement of the reason(s) for requesting termination of Housing to the Director of Housing, Whitlock CPO 51, Eastern Kentucky University, 521 Lancaster Avenue, Richmond, Kentucky 40475-3151.

Withdrawals Due to Exceptional Situations
When physical or mental illness, or other extraordinary circumstances, intrude upon a student’s ability to successfully meet the requirements of his or her course of study, such that the student is unable to avail themselves of standard methods for withdrawing from the University, per the above described timeframe, the student may complete a request for a Medical Leave of Absence or a Compassionate Late Withdrawal.

Compassionate Late Withdrawal
After the twelfth week, a student who is the victim of documented extraordinary circumstances - which do not qualify him/her for a Medical Withdrawal - may petition for a Compassionate Late Withdrawal from the University. The student must appeal to the Compassionate Withdrawal Committee through the Registrar’s Office. The deadline for filing a petition for withdrawal under extraordinary circumstances (Compassionate Late Withdrawal) is the last day of the full semester following the term from which the student is seeking withdrawal. The student must complete a Compassionate Petition for Late Withdrawal Form and include justification and documentation for the withdrawal. If approved by the Committee, the Registrar will assign grades of “W” and will notify the instructors of the class. For forms and more details, refer to the Registrar’s website (www.registrar.eku.edu). Incomplete petitions will not move forward to the Committee for consideration.

Voluntary Medical Leave of Absence
Students may request a Voluntary Medical Leave of Absence from EKU when serious physical or mental health issues prevent the student from continuing with coursework in the current term. The severity and duration of the medical problems must be such that it would be unreasonable to expect the student to make up missed class work in the semester in which they are currently attending. A Medical Leave of Absence is appropriate only when “incompletes” or other arrangements with instructors are not possible. A request for a medical leave of absence can only be considered when the request is to withdraw from all classes and will not be granted if final
exams have been taken for that semester. This policy does not address withdrawal from individual classes.

**Medical Leave of Absences do NOT provide financial benefits. There is no tuition or fee refunds automatically associated with an approved Medical Leave of Absence.**

Requests for a Voluntary Medical Leave of Absence requires thorough and credible documentation by the appropriate healthcare provider. Details regarding the process and standards for approval are found on the Registrar’s website; [http://registrar.eku.edu/withdrawal-information](http://registrar.eku.edu/withdrawal-information). The deadline for filing a petition for a Voluntary Medical Leave of Absence is the last day of the current semester.

If the request to take a medical leave of absence is due to physical issues, the appropriate documenting healthcare provider is a licensed medical practitioner with knowledge of the student’s past medical history and who is presently working with the student to resolve current physical health issues. The medical practitioner should be the student’s primary health care provider at the time of the request for Medical Leave of Absence, and should not be a family member. If the medical situation involves emergency hospitalization, documentation from the emergency room physician or hospitalist is required in lieu of the preceding information.

If the request is due to mental health reasons, the appropriate documenting healthcare provider would be a licensed psychiatrist, psychologist or counselor with knowledge of the student’s past mental health history and who is presently working with the student to resolve the current mental health problems and should not be a family member.

Taking a Medical Leave of Absence of at least one full semester away from the University will enhance the likelihood of success upon the student’s return. The student will be obligated to adhere to the requirements for returning from a medical leave (see details on Registrar’s website: [http://registrar.eku.edu/withdrawal-information](http://registrar.eku.edu/withdrawal-information)).

The student is expected to provide documentation that the physical or mental health condition has been treated and symptoms that required withdrawal from the University are sufficiently resolved to allow the student to return to the University. A Medical Leave of Absence is designed for academic purposes, not financial purposes; it allows the student the opportunity to protect his/her academic standing with the University by preventing the student from failing all courses for that semester.

For details on the process to request a Medical Withdrawal refer to the Registrar’s website at [www.registrar.eku.edu](http://www.registrar.eku.edu), or call the Academic Compliance Coordinator in the Registrar’s Office at 859-622-1097, or email Registrar@eku.edu.

**Involuntary Medical Leave of Absence**

Eastern Kentucky University may place a student on an Involuntary Medical Leave of Absence for reasons of personal or community safety. The University may require a student to take medical leave of absence, if in the judgment of the Student Assistance & Intervention Team (SAIT), and in coordination with the Director of Student Health Services and/or the Director of the EKU Counseling Center, the student, (a) poses a threat to the lives or safety of other members of the EKU community or (b) has displayed behaviors associated with a medical or mental health condition that seriously interferes with the student’s ability to function and/or seriously interferes with the educational pursuits of other members of the EKU community. Detailed information
regarding the process for determining the necessity of an Involuntary Medical Leave of Absence can be found on the Registrar’s website: [www.registrar.eku.edu](http://www.registrar.eku.edu).

**Military Withdrawals from the University**

If a student is called to active duty, a Military Withdrawal will be processed with a hundred percent (100%) refund. A copy of the activation papers, along with the request to be withdrawn should be sent to the Registrar’s Office, WHITLOCK CPO 58, Eastern Kentucky University, Richmond, Kentucky 40475-3158. The request does not need to be sent prior to leaving. It can be accepted later, but must include a copy of the orders for military activation as documentation. Students who elect to enlist in the military during the semester may not exercise this option.

**Stopping Out and Returning to EKU**

Students who either stop out* or officially withdraw** and are academically eligible to return to the University, may return to the University without reapplying if they have been gone for 24 or fewer months and have an overall and institutional GPA of 2.0 or higher. Students who have stopped out or withdrawn and have a GPA of less than 2.0 must apply for readmission and will be held to EKU readmission criteria (please refer to Requirements for Readmission section of the Undergraduate Catalog). All regular registration deadlines apply to stop-out students, and they should contact their last assigned advisor, or department chair of their major, to schedule an advising appointment in preparation for their return to EKU. To register for classes, students can log in to their EKU Direct account. Students with a registration hold must contact the office that applied the hold and have the hold removed before they will be able to register. Students who stop out or are withdrawn for more than 24 months must be formally readmitted to the University by submitting a readmission application to the Office of Admissions. Refer to Section Two of the Undergraduate Catalog for details regarding readmission. The academic record for withdrawn students must be reactivated before they can once again register for classes. All students who have attended another college/university since attending Eastern Kentucky University, regardless the length of their absence, must submit college transcripts.

*A student who completes a semester at Eastern Kentucky University but does not return for the following term is considered to have “stopped out.” Students must be on good academic standing to qualify for stop out.

**Students who have received a “W” grade in all classes during a semester are considered to have “withdrawn” from the University.
Chapter Three: Student Assistance and Support

The following information pertains to the numerous offices that serve to provide assistance and support to students at EKU.

Office of Finance and Administration

The Office of the Senior Vice President for Finance & Administration coordinates the following areas of University operations: 1) Accounting and Financial Services; 2) Business Services; 3) Budgeting & Financial Planning; 4) Human Resources; 5) Center for the Arts; 6) Capital Planning & Facilities Services; 7) Sustainability; and 8) Public Safety. In addition, the Office of Finance & Administration coordinates with the Chief Information Officer in the administration and oversight of Information Technology for the University.

Students can find out more about these areas and view the mission statement of each by visiting the Office of Finance and Administration web page at www.financialaffairs.eku.edu.

Barnes & Noble Bookstore @ EKU Bookstore

Keen Johnson Building
Phone: (859) 622-2696
Fax: (859) 504-8325
www.shopeku.com

The Barnes & Noble at EKU Bookstore is located at the heart of campus in the Keen Johnson Building. During the Spring 2020 term we will be relocating to the Powell Building. The Bookstore is the place for one-stop shopping on all EKU licensed merchandise, textbooks, and much more. It offers a wide variety of products, services, and events including:

- Rental, Digital, Used, and New textbooks – all the options are available.
- Class Supplies
- Trade books, gift items, greeting cards, diploma frames, nursing shop.
- Convenience items
- Under Armour, Nike, Champion, Cutter & Buck, and much more – your headquarters for officially licensed EKU merchandise.
- Online textbook reservations
- Barnes & Noble gift cards
- Graduation Cap and Gowns
- Book signings

The Barnes & Noble at EKU Bookstore works diligently with departments, faculty and staff to ensure that textbooks and products required for each class are readily available to students.

Regular EKU Bookstore hours are: Monday – Thursday 7:45 a.m. – 6:00 p.m.
Friday 7:45 a.m. – 5:00 p.m.
Saturday 11:00 a.m. – 3:00 p.m.

The Bookstore is open extended hours during the beginning and end of each semester and during special events.

In the event of an inclement weather two-hour delay, the bookstore will open at 10am. All other inclement weather opening and closing schedules please use the EKU Richmond Campus Inclement Weather plan for updates and postings.
The Card Services office provides students with a variety of services regarding their EKU student identification card, the Colonel Card. This identification card is used for meal plans, optional flex, Colonel Cash, and at the EKU Bookstore. In addition, EKU has partnered with US Bank for refund disbursements and to add optional banking solutions.

The Card Services office is responsible for issuing new and replacement identification cards. When reissuing a student ID there will be a $25 replacement fee assessed to the student account. The loss of a card must be reported immediately to the Card Services office, cardservices@eku.edu, Powell Student Center, (859) 622-2179.

The Card Services office will troubleshoot any issues that a student may have with their card. Students may purchase meal plans by logging into EKU Direct or add declining balance flex monies to their accounts via the GET App.

The Colonel Card will allow students access to the following:

- Athletic events
- University library facilities
- Cashing checks
- Campus recreation facilities
- University sponsored events
- Student Health Services

The Colonel Card has three different accounts associated with the card:

- **Colonel Cash** – this is a prepaid account that can be used at the EKU Dining Services locations, the EKU Bookstore, and several local merchants. This account will carry balances over from fall to spring and semester to semester.

- **Meal Plans** – EKU Dining Services has several different meal plans to accommodate any student’s needs. Meal plans can be used at any EKU Dining Services locations. Please check with EKU Dining Services regarding terms and conditions associated with meal plans. Please note that EKU Dining Services follows the same refund schedule, for full term, which is outlined by the University. See refund policy at EKU’s Colonel Compass: [http://www.eku.edu/compass/deadlines](http://www.eku.edu/compass/deadlines) which lists all important dates and deadlines associated with each term.

  **Note:** The only refundable meal plan is the mandatory $300 declining balance meal plan. Meal plans (i.e. 5 Dall All Access, 5 Day All Access VIP, 7 Day All Access VIP, 80 Anytime, 200 Block VIP, All Access Lunch, etc.) with $300 Flex Dollars included are NON-REFUNDABLE meal plans. Flex monies must be used by the end of the spring semester or remaining balances will be forfeited.

- **Optional Flex** - this is a prepaid account that can be used at any EKU Dining Services location. Please check with EKU Dining Services regarding terms and conditions associated with this account. This account will carry balances over from year-to-year.
Acceptable methods of payment for meal plans, optional flex, or Colonel Cash accounts are cash, check, Visa, MasterCard, University student account (meal plans only).

The Card Services office is open during the following normal business hours:
Monday through Friday 8:00 a.m. – 4:30 p.m.

The Colonel Card is property of EKU and is issued for convenience. It must be presented (or surrendered) upon request by authorized officials of the University. This card is to be returned upon termination of the holder’s relationship with the University. Any expenditure associated with the use of this card is the responsibility of the holder until it is reported lost/stolen.

Financial Obligations of the Student
Any student or former student who is indebted to the University and who fails to make satisfactory settlement within a time limit prescribed is liable for administrative action. Students who are indebted to the University may not register at the University nor will their transcript be released until the debt is paid. Any student indebted to the University who cannot meet his or her financial obligations within the time limit prescribed is responsible for calling on the Division of Student Accounting Services and explaining the reasons for failure to pay. Students who fail to pay their account balance in a timely manner may also be liable for additional collection costs which may be based on a percentage at a maximum of 26.5% of the debt. Should the failure to pay result in litigation, the student is liable for the attorney fees which may be based on a percentage at a maximum of 40% of the debt.

Refund Policy
No refund can be made on certain class fees and optional fees as established by the Eastern Kentucky University Board of Regents. Students wishing to withdraw from courses must do so online via EKUDirect (on the EKU home page at www.eku.edu). When a student officially withdraws from the University or from any course or courses for which hourly rates apply, tuition and fees will be adjusted in the following manner:

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>During add/drop period for any class</td>
<td>100% (for full semester classes = 1st week)</td>
</tr>
<tr>
<td>From end of 1st week through end of 2nd week of class</td>
<td>75%</td>
</tr>
<tr>
<td>From end of 2nd week through end of 3rd week of class</td>
<td>50%</td>
</tr>
<tr>
<td>From end of 3rd week through end of 4th week of class</td>
<td>25%</td>
</tr>
<tr>
<td>After the 4th week of class</td>
<td>0%</td>
</tr>
</tbody>
</table>

*Partial semester courses vary in length and the percentage of refunds and the effective dates will be modified accordingly.

This policy applies to refundable fees only; non-refundable fees are not included. In no case shall a refund of rent be made to a person who remains a student but moves from University housing at his or her convenience.
Financial Appeals

Financial Appeals may be submitted if a student had an unforeseeable and unavoidable situation during the semester the charges were incurred that prevented them from attending classes and completing the semester. All appeal letters should be submitted by the student in writing clearly stating the reason for the appeal. Documentation should be attached to all appeal letters to validate the situation. If the appeal is due to a situation that is medical in nature, the Financial Appeal- Medical form must be completed by the physician and returned with the appeal letter. Circumstances that do not qualify for financial appeal include pre-existing conditions, routine pregnancy, employment opportunities and financial hardship, including denial of financial aid. This appeal policy is also not intended to address issues with academic quality. In most cases, any refund that is the result of an approved appeal will be returned to the source of the payment, either the student, the financial aid lender, or a third party entity. Financial Appeals must be submitted within one calendar year from the beginning of the term in question. Financial Appeals should be submitted to the Financial Appeals Committee at Whitlock Building CPO 60, 521 Lancaster Avenue, Richmond, KY 40475. Any student whose appeal is denied by the initial Financial Appeals Committee may ask to have their appeal reviewed by a second, escalated Financial Appeals Committee.

Division of Student Affairs and Campus Life

The Division of Student Affairs and Campus Life is committed to a unique student experience focusing on enriching the educational experience in a diverse university community. We engage, develop and empower students through our programs, services, partnerships and facilities preparing them for success now and in the future. We take pride in being the University's epicenter for student engagement while guiding the overall efforts in student health and wellness, cultural inclusivity, social responsibility and experiential involvement.

The Division of Student Affairs and Campus Life is comprised of Housing and Residence Life, Campus Dining, Campus Recreation, Student Engagement, Multicultural Student Affairs, Dean of Students, Counseling Center, Center for Student Accessibility, Student Conduct and Community Standards, Athletics and the Center for the Arts.

Together, this collection of departments and services impact and shape the daily lives of students preparing them for bold and informed citizenship in a diverse global society.

Campus Recreation

Fitness and Wellness Center, SRC 105
Phone: (859) 622-6751
Fax: (859) 622-6754
www.campusrec.eku.edu

The Department of Campus Recreation provides a variety of facilities and recreational opportunities to the university community. The department promotes wellness for students, faculty, and staff by encouraging the development of lifelong skills and positive attitudes through health promotion, fitness programs, adventure programs, and competitive sports.

Campus Recreation oversees the operation of the Fitness and Wellness Center. The Fitness and Wellness Center includes:
• Full line of weight and fitness equipment
• Locker Rooms
• Climbing Wall
• Bouldering Wall
• Group Exercise Room
• Multipurpose gymnasiums
• Indoor Track
• Full Swing Golf Simulator

Coming in Fall 2019, the brand new state of the art recreation center will include (in addition to the list above):

• Aquatic center
• Sauna
• Outdoor activity space
• 2 additional courts
• 2 additional group fitness studios

**The Fitness Program**
The Fitness Program offers a variety of group fitness classes each week and are taught by trained, motivated, and friendly instructors. All fitness levels are welcome. Examples of group fitness classes are yoga, pilates, cycling, Zumba, and much more. For those who need a more personal touch, we offer very affordable personal training by certified personal trainers. Personal training is a great way to attain one-on-one instruction incorporating exercise plans, goal-setting and health education.

**Adventure Programs**
Adventure Programs offers a wide variety of trips and workshops each semester. Previous trips have included: hiking and camping, backpacking, kayaking/canoeing, spelunking, white water rafting, climbing, and canyoneering. The climbing and bouldering walls are an exciting and engaging alternative to traditional exercise. In addition, Adventure Programs provides an extensive amount of outdoor equipment so you may embark on your own adventures. Examples of outdoor rental equipment are tents, mountain bikes, kayaks, cook stoves, canoes and much more.

**Competitive Sports**
Competitive Sports have been a campus tradition at EKU for over 50 years. Students play with their friends or organizations and compete against fellow Eastern students. Examples of activities offered include flag-football, soccer, volleyball, corn hole, dodge ball, golf, basketball, and much, much more. There are also numerous individual and dual events. For the more competitive athlete, we also supervise student lead Sport Clubs. Clubs compete on a regional and national level against other universities and colleges.

**Health Promotion**
Health Promotion is a peer education program geared towards empowering students with knowledge and facts concerning health issues. Health Promotion presents information on alcohol, obesity, sex, drug abuse, eating disorders, tobacco, and much more. The aim is not to enforce ideas but to assist students in making better informed decisions by providing students with the proper tools, knowledge, and self-worth.
Employment
EKU Campus Recreation is one of the largest student employers on campus. We have a variety of opportunities to join our dedicated and friendly staff! All open positions will be posted on jobs.eku.edu. Here are some entry level positions we employ, and most have opportunities for advancement:

- Facility Attendant
- Climbing Wall Attendant
- Group Exercise Instructor
- Personal Trainer
- Marketing Assistant
- Graphic Designer
- Intramural Referee
- Health Promotion Peer Educator
- Lifeguard

Center for Student Accessibility (CSA)
Whitlock Building, Room 361
Phone: (859) 622-2933
Fax: (859) 622-6794
www.accessibility.eku.edu

The Center for Student Accessibility (CSA) assists students with disabilities by coordinating campus, program and academic accessibility. The office staff, and the CSA test proctoring service are located in the Charles Douglas Whitlock Building, room 361. Appointments are made by calling (859) 622-2933, coming to office, Whitlock room 361, or emailing accessibility@eku.edu.

Individuals seeking services are required to provide CSA with a completed application for services and current disability documentation. Applications, guidelines for documenting a disability, and information on obtaining services and accommodations are available at the office and on the website at www.accessibility.eku.edu. Services are determined on an individual basis and may include but are not limited to: test accommodations, note taking software, digital books, and use of assistive technology, equipment loan, and building accessibility information.

CSA provides services to deaf and hard of hearing students to achieve their educational goals. The office provides and coordinates accessible services including but not limited to: note taking software, interpreters, and test accommodations which afford individuals equal opportunity to attain their goals. Students proceed through the same application for services documentation, and intake meeting. Services are determined on an individual basis. The Interpreter Coordinator is located in Mattox, room 322. Appointments are made by calling (859) 353-0079 (V/TDD) or coming to Mattox, room 322.

ADA/504 Coordinator
The ADA/504 Coordinator serves the University by coordinating the ADA/504 plan for the university and hearing individual ADA/504 appeals. Appointments with the Coordinator are made by contacting the ADA/504 Coordinator, John Dixon at john.dixon@eku.edu. Refer to Policy 1.3.4 Establishing Reasonable Accommodations Under the Americans with Disabilities Act ("ADA")/Section 504 of The Rehabilitation Act Compliance Regulation and Appeal Procedures.

ADA Awareness Committee
Current students, faculty, staff and others interested in disability issues are invited to attend the EKU ADA Awareness and Accessibility Committee. A schedule of meetings and committee notes are available online. [http://accessibility.eku.edu/ada-awareness-committee](http://accessibility.eku.edu/ada-awareness-committee)

**ADA Appeals Committee**
The ADA Appeals Committee serves the University Community by hearing individual ADA cases. Please contact the ADA/504 Coordinator for more information.

**Counseling Center**
Whitlock Building, Room 571  
Phone: (859) 622-1303  
Fax: (859) 622-1305  
[www.counselingcenter.eku.edu](http://www.counselingcenter.eku.edu)

The mission of the EKU Counseling Center (EKUCC) is to foster the psychological development and emotional wellbeing of students through counseling and psychotherapy, prevention and educational programming, consultation and outreach, as well as contributions to the field of mental health care. We seek to provide a safe, welcoming, and affirming environment for all persons.

The EKUCC staff consists of licensed mental health providers who provide clinical services utilizing a variety of modalities including initial assessment, group, individual, and couples therapy in addition to other services including Feel Better Fast workshops, biofeedback, suicide prevention training, prevention programs, and referrals. Referral is provided when the requested or necessary services are beyond the role or scope of EKUCC’s time limited model of services-this is often determined during the Initial Assessment meeting. All currently enrolled students are eligible for an Initial Assessment to determine treatment recommendations. Initial Assessments are completed on a “first come” basis and do not require an appointment. There is no cost for EKUCC services.

During the 2018-19 academic year, the most common concerns students addressed at the EKUCC were anxiety, depression, academics, relationships, and family concerns. Other types of concerns students often address in counseling include concerns related to identity and/or oppression, major/career uncertainty, eating/body image concerns, issues related to traumatic experiences, and adjusting to life or circumstance changes.

EKUCC clinical services are defined as confidential by Kentucky state law. All clinical staff members comply with the American Psychological Association and/or the American Counseling Association’s code of ethics as well as their respective professional licensing boards.

**Dean of Students Office**
Whitlock Building, Room 540  
Phone: (859) 622-3436  
Fax: (859) 622-2402

The Dean of Students office supports the mission of Student Affairs through student advocacy, services and programs that promote the success of students. The Dean of Students oversees the Counseling Center, Center for Student Accessibility, Student Conduct and Community Standards, and Student Health Services. The Dean of Students office can assist in facilitating
communication between students and professors for various reasons a student must miss class. In addition the Dean of Students, chairs the Student Assistance and Intervention Team (SAIT). SAIT is an interdisciplinary group of university members who work proactively to provide students with additional support to be successful at the University. The goal of the SAIT is to respond to reports of students in the campus community who appear to be troubled or troubling, and intervene before the student behavior reaches a crisis level.

**Dining Services**  
Powell Student Center, Room 17  
Phone: (859) 622-5005  
Fax: (859) 622-6226  
[www.ekudining.com](http://www.ekudining.com)

EKU dining offers a variety of dining alternatives including fresh food options, an assortment of brand restaurants, catering, and athletic concessions. It is the goal of EKU dining to provide high quality and satisfying dining experiences for the whole campus community.

Case Kitchen and Stratton Cafe offer freshly cooked food in a comforting atmosphere. Lower Case Food Court consists of Chick-Fil-A, Moe’s Southwest Grill, Panda Express, P.O.D. Express (Provisions on Demand) and Subway.

Among are other dining experiences is Cuisine (sandwiches, snacks, beverages) in the New Science Building; Java City at the Crabbe library; Einstein Bros. Bagels in Weaver Building which offers gourmet coffees, bakery items, as well as grab & go salads and sandwiches; and Starbucks and Steak ‘n Shake located in Powell.

EKU dining provides full-service catering. The dedicated catering staff provides a variety of services for both on-campus and off-campus events. A special Student Catering guide is available to accommodate the dynamic requirements of the students.

**Housing & Residence Life**  
Whitlock Building, Room 552  
Phone: (859) 622-1515  
Fax: (859) 622-8384  
[www.housing.eku.edu](http://www.housing.eku.edu)

EKU Housing & Residence Life fosters the development, engagement, and success of our residential community by providing an inclusive home that enhances the collegiate experience. We provide a vibrant living and learning environment for residents by providing co-curricular opportunities and activities outside the classroom and inside the residence hall.

All students under the age of 21, with less than 60 credit hours, or who have lived on campus less than four academic semesters are required to live on campus. Exception is made for students residing with their parent(s) within 50 miles of the Richmond campus. Students living with parents must submit verification to the Assistant Director of Housing Administration. Verification forms are available in the Housing office or online at [www.housing.eku.edu](http://www.housing.eku.edu).

All residence hall rooms and facilities are provided with the following amenities: air conditioning, high-speed internet, free on-site laundry facilities, cable-ready television, and bedroom furniture (bed, desk, dresser).
There are multiple residential communities on campus:

- Burnam Hall
- Clay Hall
- Grand Campus Apartments
- Keene Hall
- Martin Hall
- McGregor Hall
- North Hall
- Palmer Hall
- South Hall
- Sullivan Hall
- Telford Hall
- Walters Hall

Meditation Chapel
Phone: (859) 622-1723
http://chapel.eku.edu/

The Chapel of Meditation is the realization of a dream begun in 1968 when the Eastern Kentucky University Alumni Association adopted the Century Fun Project to finance a non-denominational chapel. The chapel stands as a testimonial of the love and devotion of the alumni, faculty, students and friends, to commemorate the 100th anniversary of higher education on the Eastern Kentucky University campus.

The chapel is non-sectarian and is open to students, faculty, staff, alumni, and friends of the University for meditation, prayer, and spiritual reflection. Besides providing a peaceful and serene setting for prayer and meditation, the chapel is used to house various student organization meetings and services, weddings, and annual memorial services.

Multicultural Student Affairs
110 Powell Building
Phone: (859) 622-4373
Fax: (859) 622-6997
www.studentaffairs.eku.edu/multicultural/

The Office of Multicultural Student Affairs (OMSA) seeks to bring issues of cultural diversity to the forefront of campus conversation through educational programs and services. OMSA serves all students as they question personal and collective notions of race, gender, economic status, language, nationality, ethnicity, religion, sexual orientation, age, exceptionality, and culture. OMSA encourages the utilization of campus resources, participation in campus life, understanding and respecting cultural differences, and encouraging tolerance and inclusiveness.

OMSA is actively engaged in collaborative efforts with other departments and academic areas on campus and provides co-curriculum learning experiences. OMSA also focuses on helping students from under-represented groups feel welcomed and supported so that cultural barriers are minimized and to help all students become more culturally competent to prepare them to enter an increasingly diverse workforce. The center promotes life-long learning and global citizenship by providing programs, workshops, diversity trainings, study groups, panel discussions and events on cultural awareness, sensitivity and competence.

Located within the Powell Student Center, the Office of Multicultural Student Affairs is actively engaged in collaborative efforts with other departments and academic areas on campus including African/African-American Studies, Appalachian Studies, International Education, and Women and Gender Studies and the Department of Languages, Cultures and Humanities. The center also
supports the efforts of various Eastern Kentucky University student organizations such as African/African-American Studies Groups, African Student Association, the Alphabet Center, B.S.U. (Black Student Union), International Student Association, L.S.A (Latino Student Association), M.C.C. (Minority Collegiate Connection and Collegiate Black), Men of Color Mentorship Program, M.S.A. (Muslim Student Association), National Pan-Hellenic Council (N.P.H.C.) and National Multicultural Greek Council.

Student Conduct and Community Standards
Turley House, Room 1
Phone: (859) 622-1500
Fax: (859) 622-6395
http://studentconduct.eku.edu
studentconduct@eku.edu

The Office of Student Conduct and Community Standards and Eastern Kentucky University is a community of shared academic values, foremost of which is a strong commitment to intellectual honesty, honorable conduct, and respect for others. In order to meet these values, students at Eastern Kentucky University are expected to adhere to the highest standards of academic integrity. When becoming a part of the University community, the student enjoys social, cultural, and educational opportunities. The student also assumes the role of a citizen of the community and agrees to abide by the regulations and standards of conduct of the University community. The Office of Student Conduct and Community Standards provides a fair and impartial student conduct system for students, faculty and staff of Eastern Kentucky University.

The Office of Student Conduct and Community Standards will:
- Provide information to all students relating to the General Regulations for Student Behavior,
- Adjudicate all reports of alleged violations of the General Regulations for Student Behavior and the Policy for Academic Integrity in a consistent manner,
- Facilitate due process rights set forth by the University Student Handbook and will conduct
- Conduct fair and impartial hearings.

Student Life and First Year Experience
Rowlett 115
Phone: (859) 622-3855
Fax: (859) 622-6598
www.studentlife.eku.edu

The Office of Student Life & First-Year Experience (SL&FYE) at Eastern Kentucky University is dedicated to making sure every student has the opportunity to get involved and receive valuable experiences outside of the classroom. SL&FYE provides numerous services and programs for EKU students including Community Service, Colonel’s Cupboard, Fraternity & Sorority Life, Leadership, Registered Student Organizations (RSOs), and Student Activities. SL&FYE also provides educational opportunities to assist students in their holistic development.

The first step to getting involved is visiting our website: www.studentlife.eku.edu. Here you can learn about involvement opportunities, browse RSOs, and check out upcoming events.
First Year Experience
First Year Experience (FYE) serves to help you connect to EKU inside and outside the classroom, and empower you with experiences and resources to make your first year a powerful, engaging experience. We strive to build all FYE programming on these three pillars:

- **EXCITE** your Colonel spirit by embracing EKU traditions and embarking on your individual “Eastern Experience.”
- **EXCHANGE** dialogue, ideas and perspectives with faculty, staff and peers to connect with the greater EKU community.
- **EXCEL** inside and outside the classroom by establishing positive habits that will help make you a successful Colonel at EKU and beyond.

Our cornerstone FYE program **Big E Welcome**, will allow you to build friendships and connections with other first year students, equip yourself with skills to excel in the classroom, and truly welcome you into the EKU experience! Your Colonel Crew Leader (a current EKU student) will lead you through the festivities and share the weekend with you.

Community Service and Colonel’s Cupboard
From disaster relief to blood drives, EKU students are changing the world one project at a time. Whether serving out of state on an Alternative Break trip or right here on campus, our service projects offer you the opportunity to make new friends, build your network, and grow as an individual. Our projects fit perfectly into a wide variety of majors, minors, and concentrations to provide offerings that fit everyone’s interests.

The **Colonel's Cupboard** is an on campus food pantry that assists EKU students who may be experiencing food insecurity. We also offer toiletry items and clothing items through the Clothing Bank and Closet TransForm housed within the Colonel’s Cupboard.

Fraternity and Sorority Life
EKU is home to a vibrant fraternity and sorority community comprised of nearly 30 chapters and three governing councils: Interfraternity Council (IFC), Multicultural Greek Council (MGC), National Pan-Hellenic Council (NPHC), and Panhellenic Council (NPC).

Visit [www.greeklife.eku.edu](http://www.greeklife.eku.edu) to learn more about the recruitment process and these values-based organizations focusing on scholarship, service, leadership, and life.

- **Scholarship** – Each chapter has scholastic standards members are required to meet. Additionally, chapters implement academic success plans including study hours, incentives, and much more.
- **Service** – Greeks regularly dedicate their time, talent, and treasure to bettering the world in which we live. This is accomplished through philanthropy and community service efforts.
- **Leadership** – The fraternity and sorority community give members many opportunities to lead within the chapters and in the community.
- **Life** – Membership is a lifelong commitment. Fraternity and sorority members value brotherhood/sisterhood and being together for support and fellowship.

Leadership
SL&FYE is dedicated to providing leadership programs which cultivate your personal leadership talents to help you be successful during your time at EKU and beyond. Our leadership programs include workshops, retreats, our annual LEAD EKU conference, I AM EKU, certificates, and more!

Parent & Family Programs
The EKU Parent & Family Network serves to empower EKU parents, family, and friends with resources, timely and important information, and programs to support the success of their Colonel. The network assist in helping families stay connected and informed on the EKU community. More information can be found at www.familyprograms.eku.edu.

Student Activities
SL&FYE hosts dozens of events each semester aimed at educating, entertaining, and meeting the needs of EKU students. We also have many programs in which we collaborate with various departments across campus to enhance the out-of-classroom experience. Check out upcoming events at www.studentlife.eku.edu.

Student Organizations
SL&FYE is home to over 270 Registered Student Organizations (RSO) that EKU students are welcome to get involved with at any time! RSOs at EKU include a group of 6 or more current EKU students who have formulated an organization for a common purpose. Student organization information can be found at www.studentlife.eku.edu/student-organizations.

Division of Student Success
To ensure that students gain the most from their college experience, the Division of Student Success offers a wealth of academic support resources, student services and social enrichment opportunities to foster exploration, discovery, growth and achievement. By fully engaging in all aspects of your education, you will receive an immeasurable return on your investment of time and dedication throughout your life.

The Division of Student Success includes the following departments: Admission, International Student and Scholar Services, Student Financial Assistance, Student Outreach and Transition Office, University Advising, Center for Career and Cooperative Education, First Year Courses, Bratzke Student Athlete Academic Success Center, Office of Military and Veterans Affairs, Student Success Center, Center for Student Parents and the TRIO programs.

Admissions
Whitlock Building, Room 112
Phone: (859) 622-2106
Fax: (859) 622-8024
The office of Admissions is responsible for recruitment of qualified undergraduate students to the University. This office processes applications for undergraduate students who are transferring or returning to EKU, as well as international students and new first time freshman. Students who have questions regarding residency or application status may address their inquiry to the office of Admissions (admissions@eku.edu).

Orientation
Orientation is phase one of the first year experience for new students. During Orientation, students and families visit campus, meet with faculty, staff, and students, and learn more about life at Eastern Kentucky University. Students also register for their first semester of classes. Representatives from many areas are available during Orientation to answer questions about financial aid, tuition payment, housing, dining services, and other student support services. There are various dates and schedules for first year, transfer and high achieving students.

Center for Career and Co-op
Whitlock Building, Room 468
Phone: (859) 622-1296
Fax: (859) 622-1300
www.career-coop.eku.edu

The EKU’s Center for Career & Co-op helps students decide on a major/career, pursue co-op/internships and target job opportunities.

Career Exploration
Career development professionals at the Center help students identify or further explore their major and career of choice. A variety of assessments allow students to articulate their interests, skills, personality characteristics and work related values, generating a list of major/career options to be explored in terms of reliable and factual information with the guidance of our staff. Through extensive one-on-one counseling sessions, the career development professionals help students make sense of the information gathered, to reach a meaningful decision and pursue it with a realistic action plan.

Co-op and Internships
EKU has the first accredited Co-op and Internship Program in the state of Kentucky. The Center assists students in resume development and the application process for Co-op and Internships. Students are able to gain hands-on real world experience in their field or career interest throughout the United States and some opportunities abroad. Academic credit is awarded for both the Co-op and Internship assignments. In addition, students are often offered full-time or part-time positions through their co-op or internship employers.

Part-time Job Program
The Part-time Job Program gives students the opportunity to obtain part-time, temporary and seasonal employment with local and regional businesses. Students who participate in the program gain real world experience in the workforce while networking in the community. The Part-time Job Program is open to all currently enrolled EKU students.

Job Search Preparation
The Center for Career & Co-op staff offer individual appointments, workshops, online tools and other resources to help students with career and job search preparation. These areas include resume and cover letter writing, tips on job search strategies, professional dress, dining etiquette, interviewing skills, and application to graduate and professional schools.

**Connecting with Employers**
The Center for Career & Co-op assists students in identifying and connecting with potential employers through job/career fairs, on-campus interviews, individual appointments, online tools and other resources. Handshake is an easy to use and innovative system that gives students and alumni access to jobs postings and employers targeting EKU students and graduates.

**Center for Student Parents**
Weaver Building, Room 202  
Phone: (859) 622-6684  
www.epc.eku.edu

The Center for Student Parents (formerly Education Pays Program) at Eastern Kentucky University is for student parents who want to earn a college degree. Through guidance and support we will help you move toward career goals, into meaningful employment, and achieve your degree.

The Center for Student Parents provides all student parents with informative workshops, quiet private computer lab, comfortable study space, family friendly study space, lactation space, career exploration services, academic counseling, peer mentoring, academic support services, meaningful work experiences, academic advising, KY TAP recipients are also eligible for work study placements on campus and in the community. On the EKU Campus since 1998, this program is funded by the Cabinet for Health and Family Services for student parents.

Drop in or contact the program any time to learn more about how EKU supports student parents.

**Financial Aid & Scholarships**
Whitlock Building, Room 251  
Phone: (859) 622-2361  
Fax: (859) 622-2019  
www.finaid.eku.edu  
Email: finaid@eku.edu

Financial assistance is available to help students offset the cost of their college education.

There are five types of financial aid: grants, loans, employment, entitlements, and scholarships. The grants, loans, and federal work study programs are need-based. To determine how much money and for which programs the student qualifies, he/she must complete the Free Application for Federal Student Aid (FAFSA) each year at www.fafsa.gov. **Priority date to complete the FAFSA is November 1.**

Entitlements include but are not limited to resources from the Veterans Administration and Vocational Rehabilitation. Scholarships are awarded from the University as well as outside sources. For information regarding entitlements, students should contact the Office of Student Financial Assistance at (859) 622-2361. This office can guide the student to the proper source depending on the type of entitlement or scholarship the student is interested in pursuing.
For scholarship information, students should contact the Scholarship Office in the Whitlock Building, room 251 or at (859) 622-2361.

**Vocational Rehabilitation (OVR)**

EKU supports the efforts of OVR to serve eligible individuals with disabilities. The Kentucky Office of Vocational Rehabilitation provides vocational rehabilitation services to eligible individuals with disabilities. Individuals receiving OVR services may also contact the Center for Student Accessibility (CSA) for academic accommodation. For more information about eligibility criteria call the Office of Vocational Rehabilitation toll free at 1-800-372-7172 or (502) 564-7172, or visit the website at [www.ovr.ky.gov](http://www.ovr.ky.gov).

**Grants**

Grants are considered gift aid and do not usually have to be repaid.

The federal Pell Grant is the largest grant program. The maximum award is $6,195 for 2019-2020.

The federal Supplemental Educational Opportunity Grant (SEOG) is awarded to students who demonstrate exceptional need, and priority is given to Federal Pell grant recipients. The average Federal SEOG award at Eastern Kentucky University is generally $550 for the academic year.

The College Access Program Grant (CAP) is awarded to eligible Kentucky residents. The amount of this grant is determined by the Kentucky Higher Education Assistance Authority (KHEAA). It is given to students enrolled for a minimum of six hours. Full-time students will receive up to $950 per semester, $1,900 for the 2018-19 academic year.

**Scholarships**

Eastern Kentucky University offers a range of academic scholarships designed to reward scholastic achievement and enhance the University Community through the attraction of academically talented students.

Unless noted otherwise in the specific description, each of these scholarships are awarded for eight consecutive regular semesters of full-time undergraduate work to students earning their first undergraduate Bachelor degree, provided a satisfactory grade point average is maintained.

In addition to the general scholarship program described below, the University also awards a number of scholarships funded through private funds administered in the Eastern Kentucky University Foundation. Students need to complete the scholarship application form to be considered for all foundation scholarships the University awards ([www.scholarships.eku.edu](http://www.scholarships.eku.edu)).

Some discipline specific scholarships are awarded based on selection processes within the appropriate academic department. If the department housing the major indicated on the application form awards such scholarships, you will receive information from that department.

In addition to completing the scholarship application, it is also necessary to apply for admission to the university. All necessary forms are available through the office of Admissions. If you have a question, or need admission forms, please call 1-800-465-9191 or send an email to [admissions@eku.edu](mailto:admissions@eku.edu). Scholarship applications are available online at [www.scholarships.eku.edu](http://www.scholarships.eku.edu).
Except for the book award to participants in the Honors Program, the University does not make multiple awards of the described scholarships. Recipients will receive the highest award for which they apply, are eligible and selected. Students may not receive a tuition waiver at EKU such as the Academic Common Market or the Faculty/Staff waiver along with a merit scholarship. The student will need to choose which program to utilize and notify the Scholarship Office.

The following information is applicable to freshmen enrolling at Eastern Kentucky University for the first-time in the fall semester, 2019.

Students need to apply for admission to be considered automatically for merit scholarships. In order to qualify for the transfer scholarships, students must apply for admissions and have all college transcripts received in the Admissions Office by the following dates based on the student’s entry term at EKU. For the fall term, the deadline is June 15th, spring semester is November 15th and the summer term deadline is April 15th. The transfer scholarship qualifications and requirements for this scholarship can be found at www.scholarships.eku.edu.

**Awards**

Four-year awards can vary up to $52,000. Merit scholarships are awarded automatically upon admission to EKU. Applicants must apply prior to February 1st to receive priority for scholarships. We will continue to award after February 1st until funds are exhausted. The last date for scholarship upgrades is March 1st. There are no upgrades after that date. Students that are in a 100% online degree program are not eligible for merit scholarships. Requires maintenance of a 3.0 grade point average to retain and student must be enrolled in a minimum of 12 credit hours each semester. If a student does not return for a semester, then the scholarship is considered forfeited and cannot be reinstated.

Number of awards: limited

Please visit the EKU Scholarship Estimator at www.scholarships.eku.edu to determine what merit scholarship a student may be eligible to receive at EKU.

**J.W. Thurman Alumni Scholarship:** applicants must be a dependent child of an EKU graduate. Applicants must score at least an 18 composite on the ACT exam and have a minimum unweighted high school grade point average of 2.8. Applicants may use the University’s standard scholarship form and check the block indicating the application is for the J. W. Thurman Alumni Scholarship, and mail the application to the Scholarship Office. The application requires two signed letters of recommendation and a one page essay stating the reasons for attending EKU for scholarship consideration.

**Alumni Fund Scholarship:** applicants must be incoming freshmen with an ACT score of at least an 18 and a high school GPA of 3.0. Students that demonstrate financial need to the University through the FAFSA application shall be given priority. Applicants must be involved in at least three extracurricular activities. Students must complete the University’s standard scholarship form to be considered for this scholarship.

**Honors Program Award:** Students who are accepted into the University Honors Program will receive books-on-loan for up to eight consecutive semesters, provided they remain in the Honors Program. An application for the Honors Program can be obtained from the Honors Program website at www.honors.eku.edu.
Dr. Rodney Gross Diversity Scholarship: The Dr. Rodney Gross Diversity Scholarship provides financial assistance to high-achieving students from all segments of society: Alaskan, Native, Asian, Native Hawaiian or other Pacific Islander, Hispanic, or Latino. Applications may be obtained by contacting the Scholarship office by phone (859) 622-8032 or via the web at www.scholarships.eku.edu.

EKA Retention Scholarship: (contingent on outside funding): Students completing their freshman year with a 2.0 grade point average or better and returning for the following fall term may apply for the competitive Retention Scholarship. If applicants have been enrolled in developmental courses they must have earned at least a grade of a “C” or better and be degree seeking students. This non-renewable scholarship provides up to $1000.00 for an academic year toward tuition and fees. Applications may be obtained by contacting the Scholarship office by phone (859) 622-8032 or via the web at www.scholarships.eku.edu.

SMART Award Program: For new undergraduates entering EKU in the Fall of 2017, the SMART Program will save them nearly $8,000 off annual out-of-state tuition costs. Students from SMART-designated states who have a high school GPA of 2.5 and an ACT composite of 18 or SAT total of 940 or higher will receive an EKU Award that basically reduces the students' tuition cost to $5,000 per semester ($10,000 per year).

Qualified transfer students whose home of record (residency) is from one of the SMART states may transfer to EKU and participate in the SMART program. Transfer students receiving the SMART Rate are not eligible for other transfer scholarships but may qualify for federal aid as well as departmental scholarships and foundation scholarships offered by EKU.

To be eligible for the SMART program for the 2018-19 school year, students must reside in one of the following states: Alabama, District of Columbia, Georgia, Illinois, Indiana, Maryland, Michigan, Mississippi, Missouri, North Carolina, Ohio, Pennsylvania, South Carolina, Tennessee, Virginia or West Virginia or be attending a Charter High School anywhere in the United States.

For more information about the SMART program, please visit the EKU Admissions website at http://admissions.eku.edu/smart.

Student Loans

The Federal Direct Subsidized Loan Program is a need based program available to students who are enrolled at least half-time. This loan is for undergraduate and post baccalaureate students. The interest rate is fixed and is not to exceed 8.25%. Contact the Office of Student Financial Assistance after July 1 for the current year interest rate.

The federal government pays the interest while the student is enrolled at least half-time. A student has six months after ceasing to be enrolled as a half-time student before repayment begins. All first time Federal Direct Loan borrowers (subsidized as well as unsubsidized) must complete entrance counseling before their loan can be processed. Counseling can be completed at www.studentloans.gov.

The Federal Direct Unsubsidized Loan Program is not based on need. The interest rate cannot exceed 8.25%, and the student is responsible for paying the interest on this loan. The
unsubsidized and the subsidized loan cannot exceed the maximum amount allowable by a student's classification. For example:

**Freshmen - $5,500** is the annual loan limit. No more than $3,500 of this amount may be in subsidized loans. All first time Federal Direct Loan borrowers must be enrolled for thirty (30) days before the first disbursement can be released.

**Sophomores - $6,500** is the annual loan limit a student can borrow. No more than $4,500 of this amount may be in subsidized loans.

*NOTE: this is the maximum amount ($6,500) that a student working on an associate degree is eligible to receive.

**Juniors and seniors - $7,500** is the annual loan limit. No more than $5,500 of this amount may be in subsidized loans.

**Graduate Students - $20,500** is the annual loan limit. Graduate students are no longer eligible for subsidized loans.

Independent students may be eligible for additional unsubsidized funds. An independent student could borrow up to an additional: Freshman/Sophomore - $4,000 Junior/Senior - $5,000.

Keep in mind that the unsubsidized and subsidized loans combined cannot exceed the student’s cost of education minus all the student financial assistance.

* Each annual loan limit is for one awarded year (12 month period, i.e., Fall, Spring and Summer).

To apply for a Federal Direct Subsidized or Unsubsidized Loan, all students must complete a Free Application for Federal Student Aid (FAFSA). After the student is evaluated for all federal programs, his/her eligibility for loans is determined. The Office of Student Financial Assistance will originate the loan and electronically submit the information to the U.S. Department of Education (DOE). If the student has a signed Master Promissory note (MPN) on file at DOE, the loan funds will be sent to Eastern Kentucky University on the specified disbursement dates. If the student does not have a signed MPN on file at DOE, a MPN must be signed electronically at www.studentloans.gov.

**Post-Baccalaureate Students**—Students returning to work on a second undergraduate degree are not automatically eligible for the senior annual loan limit of $7,500. Post Baccalaureate students seeking a certificate are eligible for freshmen level loan amounts. Those seeking an associate degree are eligible for sophomore level loan amounts. Students pursuing a second bachelor’s degree are eligible for senior level loan amounts.

**The Federal Direct PLUS Loan** program enables parents to borrow the cost of education minus other aid for their student who is enrolled for at least 6 hours. This is not a need based loan. As long as the parent who is applying for the loan is credit worthy, the loan is usually approved. The interest rate is fixed and not to exceed 9%. Repayment begins 60 days after the loan is fully disbursed. The parent must complete the PLUS application process at www.studentloans.gov each year. If the parent has a signed Master Promissory note (MPN) on file at DOE, the loan funds will be sent to EKU on the specified disbursement dates. If the parent does not have a signed MPN on file at DOE, an MPN must be signed electronically at www.studentloans.gov.
The Student and Society (Emergency loan) program is designed to provide emergency short-term loans to students. It must be repaid. Students may borrow a small amount of money on a personal note at a legal rate of interest for a one month period. Money is made available through contributions of the University, alumni, private organizations and many individual friends of the University.

You must be enrolled as a full-time student, have a 2.0 (“C”) overall grade point average, a means of repayment, and must not have a past due balance. All students are eligible to apply for these short-term loans regardless if they are receiving other forms of financial aid. An application form obtained from the loan accounts office in the Whitlock Building, room 210 must be completed.

The loan must usually be repaid within four weeks, and the student is charged an interest rate of 2 percent. Students who have delinquent loans will have their grades sealed in the registrar and will not be allowed to register for the next semester. Delinquent loans will be collected through a collection agency. Any additional expenses incurred in the collection of the note will be added to the student’s repayment.

Student Employment
Eastern Kentucky University offers its students two employment programs. One is the federal work study program which provides part-time jobs to students who have financial need as determined by the application for Federal Student Aid. This program is federally funded. The other is the EKU institutional work program. Eastern Kentucky University provides funds to employ students who want to work on-campus, but do not qualify for the federal work study.

Both of these programs employ students on a part-time basis, and students are paid every two weeks for the hours they have worked. Their job schedule is built around their class schedule. A variety of jobs are available including typing, filing, farm work, food service, resident hall assistants, tutorial work, as well as community service jobs. Contact Human Resources for more information at the Jones Building, Room 203, between 8:00 am – 5:00 pm, or by phone at 859-622-8046.

First Year Courses & Learning Communities
Whitlock Building, Room 346
Phone: (859) 622-7322
fyc@eku.edu
http://firstyearcourses.eku.edu/

The Office of First Year Courses and Learning Communities administers Student Success Seminars for all first-year students. Student Success Seminars include content about campus resources, study skills, critical thinking, and diversity, helping students find ways to get connected to the University during the transition to college. Eastern Kentucky University offers several variations of the seminar, depending upon a student’s major or special interests.

Our courses teach the structure and functions of the University. Our instructors teach learning strategies backed by science. Our students participate in a variety of out-of-class experiences and co-curricular learning opportunities. These opportunities include seminars and events on topics such as financial literacy, student health, and cultural awareness.
Students in GSD 101 – Foundations of Learning complete a Major and Career Series (MaC) developed by the Center for Career and Co-op. The MaC Series helps students evaluate potential major and career paths through interviews, market data research, and personality assessments.

Student Success Seminars teach students to think critically, solve problems, and take advantage of the resources and opportunities EKU has to offer. As such, our courses are often the first step many Colonel’s take on their paths to success.

Every student seeking an Associate of Arts Degree in General Studies or a baccalaureate degree must complete a (1) or (3) credit hour Student Success Seminar.

- Full time students must complete the Student Success Seminar during their first semester.
- Part time students must complete the Student Success Seminar within their first (18) credit hours but are strongly encouraged to complete the requirement during their first semester.
- Students who earn a grade of “W”, “F”, or “FN” in a Student Success Seminar must repeat the course the following term.

Transfer students who have 30 or more transfer credits upon admission to EKU may have the Student Success Seminar requirement waived. Some majors require all students to take a Student Success Seminar, regardless of transfer status. Student Success Seminars will not be waived for AP and Dual Credit hours.

Eastern Kentucky University offers several variations of the seminar for some student populations or majors.

- Exploratory students (students who have not declared a major in a college) will enroll in a (3) credit hour seminar, GSD 101, which incorporates a unit on major and career exploration, in addition to critical thinking and success strategies.
- Sections of GSD 101 are also offered for special populations, such as NOVA, student athletes, and veterans as enrollment allows.
- Sections of GSD 101 are also offered for special student populations as paired Learning Communities in English (ENG 101), Psychology (PSY 200), and Communications (CMS 100). Eligible students are pre-enrolled in Learning Communities on an as – available basis. In a Learning Community, students take two classes with the same cohort increasing their opportunities to interact with instructors, classmates, and peer mentors outside of class.
- Students who are admitted into the University on a Learning Contract will be paired in a Learning Community with ENG 101R, ENG 101 or CMS 100. Students are pre-enrolled in these Learning Communities with their GSD 101 course contributing to the fulfillment of their Learning Contract.

EKU’s First Year Courses program is committed to quality instruction in an innovative and engaging learning environment. We seek to inspire our students by:

- Fostering connections between students and their faculty, staff, and peers,
- Promoting extracurricular and co-curricular involvement within the University,
- Teaching students how to be responsible members of a socially diverse community,
- Developing awareness about the impacts of personal choices through major and career assessments,
• Enabling students to integrate new knowledge with existing knowledge by teaching skills in critical and creative thinking.

McNair Scholars Program
Jones Building, Room 409
Phone: (859) 622-6249
www.mcnair.eku.edu

The EKU McNair Scholars Program is a graduate school preparation program for eligible students seeking careers that require a doctoral degree. McNair is a federal TRIO program sponsored by the U.S. Department of Education. McNair encourages and assists talented undergraduate students from groups underrepresented in graduate education. These groups include first-generation college students from low-income backgrounds, Black Americans, Hispanics, Native Americans, Native Alaskans and Pacific Islanders (including native Hawaiians). Activities, services and benefits afforded to active McNair scholars include:

• An EKU Scholarship
• Academic and research mentoring by EKU faculty members
• Workshops and seminars to advance preparation for graduate school applications and success in graduate school
• A for-credit pre-research course
• A summer-long (11-week) McNair-sponsored research internship with one-on-one EKU faculty guidance and mentoring and up to $3,000 in stipends
• An intensive McNair Graduate School Preparation Camp
• Books, material and supplies to enhance graduate school readiness and extracurricular undergraduate research
• Personalized one-on-one academic coaching with an emphasis on preparing for graduate school applications
• Structured graduate school admission test preparation
• University based assistance in applying to graduate schools, including drafting and finalizing required graduate school application documents
• Opportunities to present McNair-sponsored research at select presentation venues
• Graduate level McNair-specific fellowships and assistantships at leading universities
• Graduate school application fee waivers

To learn more about the EKU McNair Scholars Program and how to apply, contact the program director at (859) 622-6249. More information can be found at www.mcnair.eku.edu.

NOVA
TRIO Student Support Services
Turley House, 2nd Floor
Phone: (859) 622-1047
Fax: (859) 622-1074
www.nova.eku.edu

The NOVA Program is a federal TRIO Student Support Services grant project committed to fostering the intellectual, personal, and professional growth of first-generation and low-income students from orientation to graduation. NOVA’s retention model is comprehensive in design, providing targeted services designed to meet each student’s individual needs. Services include:
• Academic Advising
• Career Counseling
• Classroom Instruction
• Financial Aid and Financial Literacy Consulting
• Graduate School Preparation
• Living Learning Community
• Peer Mentoring
• Personal Counseling
• Registered Student Organization
• Service Learning Experience
• Scholarship Opportunities
• Supplemental Grant Aid Opportunities
• Tutoring Services
• Workshops
• …and much more!

Students who are interested in NOVA may apply online at www.nova.eku.edu or stop by the NOVA Office to obtain an application. For more information, please call (859) 622-1047 between the hours of 8:00-4:30, Monday-Friday.

Office of International Student and Scholar Services
Whitlock Building, Room 455
Phone: (859) 622-1478
Fax: (859) 622-1552
http://international.eku.edu/

Office of International Student and Scholar Services (OISSS) provides programs, services and support to international students and scholars as they pursue their educational programs at Eastern Kentucky University and make adjustment to life in the United States. OISSS goal is to provide services that are responsive, consistent, and well communicated to the international student population with the goal towards making their educational experiences successful, memorable, and life changing. The office also provides advisement services to help students maintain their visa status through the SEVIS system.

Office of Military and Veterans Affairs
Burnam House
317 Lancaster Avenue
Phone: (859) 622-2345
Fax: (859) 622-5076
www.va.eku.edu

The Office of Military & Veteran Affairs (OMVA) serves student veterans and dependents by serving as a “one stop shop”: assisting with the application and admissions process, applying for Veterans Administration (VA) benefits, awarding credit for military training and experience, and serving as an advocate for issues affecting veteran and dependent students throughout the campus community. For more information, please visit the OMVA website at www.va.eku.edu.
To utilize VA education benefits and to obtain a Certificate of Eligibility, student veterans or eligible dependents should apply online at [www.vets.gov](http://www.vets.gov). Upon receipt of the certificate, please provide a copy (in person, regular mail, fax (859-622-5076), or email (EKUVeteransAffairs@eku.edu)). A Course Enrollment Form must be submitted online each semester for which benefits will be used, the form and additional information can be found at [www.va.eku.edu/course](http://www.va.eku.edu/course).

Veterans needing assistance in obtaining a copy of their Joint Service Transcripts or CCAF transcripts should email EKUVeteransAffairs@eku.edu or call 859-622-2345.

**VA Regulations for Aviation Courses**

Students using GI Bill® benefits to fund an aviation course must complete each course within 19 weeks of initiation of the first flight event, failure to do so will result in the student being assigned a grade of NC (No Credit). Students using GI Bill® benefits must repay to the VA the cost (including a portion of the stipends for living expenses) related to any course in which a grade of NC is earned. All student participants receiving Veterans Administration benefits have 19 calendar weeks from the date of the first flight event to complete an Aviation flight lab.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at [www.va.gov/education/eligibility](http://www.va.gov/education/eligibility).

**Student Athlete Academic Success Center (Bratzke Center)**

Alumni Coliseum Room 103
Phone: (859) 622-1628
Fax: (859) 622-3074
[www.saasc.eku.edu](http://www.saasc.eku.edu)

The Student-Athlete Academic Success Center (Bratzke Center) serves as a comprehensive academic resource center for all student-athletes competing on NCAA varsity teams on EKU’s campus. The Center’s mission is to promote an enriched academic environment while providing vital resources and services to assist our student-athletes in achieving their athletic and academic goals. Furthermore, the Bratzke Center monitors academic progress to ensure all student-athletes meet their academic eligibility requirements as determined by the NCAA, OVC, and EKU.

Bratzke Center programs include academic advising, academic monitoring, mentoring, supervised study hall, tutoring, and personal counseling, as well as referrals to other academic support programs on campus. Each student athlete’s academic progress is monitored closely each semester to facilitate graduating with the highest grade point average possible, while maintaining NCAA eligibility throughout their collegiate athletic career.

The Bratzke Center also sponsors a Life Skills program designed to promote student-athlete growth in five commitment areas: academics, athletics, personal development, community service, and career development. These programs focus on developing well rounded individuals who will graduate with a marketable set of skills. Throughout the year the Center plans and coordinates outreach activities for student-athletes in support of the local community and Eastern Kentucky.

**Student Outreach and Transition Office (SOTO)**

Whitlock Building, Room 442
This one-stop transitional center is designed for transfer, non-traditional and re-entry students (away from EKU for over 2 years). The Student Outreach and Transition Office (SOTO) provides comprehensive support to students from initial inquiry through registration for their first semester of classes, serving as an advocate to promote their needs along the way. Prospective students receive individualized consulting services in the areas of admissions, degree audits, major selection, academic bankruptcy, credit transfer process, degree completion via distance learning, and course registration prior to their first semester. This office also provides students with answers to basic questions regarding filing for financial aid, financial aid appeals, and receiving credit for prior learning. Evening appointments are available to better serve the needs of adult learners.

This office is responsible for maintaining the university’s transfer equivalency database that can be easily accessed at http://soto.eku.edu/transferstudents/course-equivalency. Courses which are designated with an “X” have been determined by the faculty expert to have no EKU equivalent course. Courses which have not been previously evaluated will be designated with an “N” until they are evaluated by the faculty expert. After that review the notation SYLLABUS NEEDED may show as the course title. In this case the student would need to provide a syllabus for further consideration. Contact our office if you have any questions about how your transfer work is applying to your degree program.

Students wishing to take summer classes or participate in dual enrollment with EKU and another institution are encouraged to visit with SOTO to ensure they are selecting courses which will transfer back to fulfill missing requirements. Upon completion of those courses, students should send their transcript to the Office of Admissions.

SOTO also serves as a hub for diverse students with access to a bi-lingual Associate Director of Latino Recruitment and Retention who is available to answer questions and refer students to appropriate resources. SOTO is also home to the Rodney Gross Scholars program. Scholars have access to dedicated study areas that include computer access, mentoring and tutoring assistance upon request.

Student Success Center
Crabbe Library, Room 106D
Whitlock Building, First Floor
Phone: (859) 622-7861
http://successcenter.eku.edu/

The Student Success Center is your one-stop resource for answers to any questions you may have during your college experience. In the Student Success Center, EKU Gurus serve as trained tutors and mentors to assist students with setting short- and long-term goals, skills development, and other needs during your first year of college. Gurus also tutor in over 100 courses. Join us for a workshop from our Chellgren Success Series for assistance with study skills, time management, choosing a major, and more. Additionally, we have advisors and success coaches on staff to help you navigate college and address any concerns or problems you have including financial aid, registration, test preparation, general questions, etc.
Located on the ground floor of the Crabbe Library and the first floor of the Whitlock Building, we provide students with a great study area, comfortable furniture, and have computers and printing services.

Our email address is successcenter@eku.edu and you can follow us on Twitter @EKUSSC, Facebook at EKU Student Success Center, and Instagram @EKUSSC. We also have a Pinterest page (ekustudentsuccesscenter) for resources for everything from study skills to preparing meals in your residence hall.

University Advising
Whitlock Building, Room 347
Phone: (859) 622-2276
Fax: (859) 622-5887
www.universityadvising.eku.edu

Most undergraduate students are assigned an academic advisor through the University Advising Office. Designated departmental faculty and college staff serve as advisors to students with declared majors. Professional advisors in the University Advising Office serve as advisors for students seeking an Associate of Arts in General Studies (AGS – no concentration), for students with two or more academic readiness needs, Exploratory (undecided) majors, as well as visiting and non-degree seeking students.

Academic advising is a dialogue between student and advisor to promote responsible and appropriate choices and facilitate a successful academic experience. The University Advising Office collaborates with students, faculty, and staff across campus to develop a meaningful academic plan tailored to a student’s needs and goals. University Advising serves students, faculty, and staff by:

- Providing year-round academic advising and student support to Exploratory and AGS Students.
- Providing advising tools and referring students to appropriate campus resources.
- Facilitating the Early Alert Program to identify at-risk students.
- Providing customized academic planning and advising to at-risk and Exploratory students and students experiencing academic difficulty.
- Assisting with academic recovery for students through the Mid-Term Recovery Program and the Probation Recovery Workshops.
- Assisting in the withdrawal process for students.
- Collaborating with the Counseling Center and The Center for Career and Co-op to assist students in clarifying educational, career, and life goals.
- Collaborating with The Center for Career and Co-op and to facilitate the major exploration process.
- Provide monthly professional development for campus advisors through the Eastern Advising & Retention Network (EARN) meetings.
- Coordinating advising resources for the Summer Orientation Program in conjunction with the Admissions Office and the Registrar.

For more information visit the University Advising website at www.universityadvising.eku.edu or call (859) 622-2276.
Other Student Services

Emergency Management and Environmental Health & Safety,

Adams House
424 Lancaster Ave
Division of Public Safety
Phone: (859) 622-1111
https://publicsafety.eku.edu
http://emergency.eku.edu/
http://envhealthsafety.eku.edu/

EKU Emergency Management

Your safety is very important to EKU. Maintaining your safety is a joint responsibility; between you, the University, and emergency response agencies. The person most responsible for your safety is you. Here is some important advice so that you can take responsibility for your own personal safety and make informed decisions about actions you can take in an emergency.

Reporting Incidents and Calling for Help:
The EKU Police Department is open 24 hours a day. All criminal activity, fires, life threatening behavior/language, and other emergencies on the Richmond Campus should be reported immediately by dialing 911 from any campus telephone or, if by cell phone, 859-622-1111 (we recommend programming this into your speed dial). Deaf or hard of hearing individuals may access the Department’s TDD by calling 859-622-6279 and/or they may text message someone who can inform authorities. Be sure to specify where you are; whether you are on EKU’s campuses, and your exact location.

And if you see something or know something that you think is suspicious, say something. Contact University Police at 911 or 859-622-1111. Also know that you can report tips at: http://police.eku.edu/eku-tip-reporting.

As part of the Division of Public Safety, Emergency Management helps the University by facilitating actions and planning related to the mission areas of prevention, protection, mitigation,
response, and recovery. This is a collaborative responsibility because preparing for emergencies begins and ends with you.

Also a part of the Division of Public Safety, Environmental Health & Safety and Risk Management & Insurance is responsible for overseeing the environmental, health, and safety needs of the University and its extended campuses. Our areas of responsibility include:

- Environmental Health & Safety
- Risk Management & Insurance

It is important for everyone to have some basic emergency preparedness information. Knowing what to do in the event of a fire, tornado, hazardous materials release, or active shooter can be critical to your safety in an emergency situation. It is extremely important to be familiar with your surroundings, and have a plan in mind for any situation at any time. Here is some safety guidance and more can be found on the Emergency Management web page, the Emergency Guide Poster, and the Emergency Action Plan:

http://emergency.eku.edu/emergency-action-quick-reference-and-sheltering-place

http://emergency.eku.edu/sites/emergency.eku.edu/files/eku_emergency_guide_-_version_7.pdf

https://emergency.eku.edu/sites/emergency.eku.edu/files/1_eku_general_emergency_action_plan_-_template_-_11262018_0.pdf

**Fire or Fire Alarm:**
- Evacuate the area and/or building.
- Alert others on your way out. Activate the alarm if it is not already sounding.
- Call 911 for help.
- Have a plan. Know at least two ways out of every occupied space.
- http://emergency.eku.edu/fire-procedures

**Tornado Warning:**
- D.U.C.K.
  - Go **D**own to the lowest level.
  - Get **U**nder something sturdy.
  - Go to the **C**enter of a permanent structure.
  - Keep away from exterior doors and windows.
- http://emergency.eku.edu/tornado

**Hazardous Materials (Small Scale):**
- Stop what you are doing.
- Evacuate the area.
- Secure the location.
- Isolate exposed individuals for decontamination, evaluation, and treatment.
- Call 911 for help.
- Shut down relevant utilities and room HVAC (heating, ventilation, and air conditioning).
- http://emergency.eku.edu/hazardous-materials-csepp-chemical-stockpile-emergency-preparedness-program

**Hazardous Materials (Large Scale – Community Wide):**
Know Your Zones:
- 2E is EKU Richmond Campus North of the Eastern Bypass.
- 2D is EKU Richmond Campus South of the Eastern Bypass.
- 1C is Meadowbrook Farm.
- 3D is the Madison | Central Kentucky Regional Airport.

On Richmond Campus
- Go to an Enhanced Shelter in Place (ESIP) Building and Activate the Collective Protection Systems:
  - Alumni Coliseum
  - Combs Building
  - Model Gymnasium
  - Perkins Building
  - University Building
  - Whitlock Building
- Listen to the radio: WEKU 88.9 FM, WCYO 100.7 FM, WLFX 106.7 FM, WCBR 1110 AM, and WEKY 1340 AM.

Active Violence / Active Shooter(s):
In a dangerous, or potentially dangerous, situation, you must quickly determine the most reasonable way to protect your own life.
- http://emergency.eku.edu/secure-place-recommendations-about-hostile-intruder-active-violence-active-shooter
- http://emergency.eku.edu/targeted-violence
Targeted Violence Attacks

Individuals Confronted with Active Violence | Active Shooter(s):
- Evacuate.
- Have an escape route and plan in mind.
- Leave your belongings behind.
- Keep your hands visible.
- Hide out.
  - Hide in an area out of the active shooter’s view.
  - Block entry to your hiding place and lock or barricade the doors.
- Take action.
  - As a last resort and only when your life is in imminent danger.
  - Attempt to incapacitate the active shooter.
  - Act with physical aggression (throw items at the active shooter).
- Call 911 when it is safe to do so.

Individuals Away From the Active Violence | Active Shooter(s):
- Take shelter.
- Secure doors.
- Take cover.
- Emergency personnel responding.
- Avoid the area.
- Secure In Place - Hide Out:
  - Secure your hiding place by locking or barricading doors and windows.
  - Conceal yourself and take cover.
• Silence electronic devices.

Emergency Management would like to remind the community that we are all empowered and responsible for our own safety. When emergencies occur, first responders will be summoned and will respond to the scene of the incident. Responder priorities will be to stabilize the event, protect human life and health, protect the environment, and protect property. Help will come, but it will take some time to get to the affected individuals. The EKU Emergency Action Plans were written to provide everyone with practical information, which can be used to make good decisions, and help individuals to be safe in times of crisis. The Emergency Action Plans inform you of what you can do, and the Emergency Notification System informs you that there is an emergency.

With Rave Mobile Safety, you can manage your own contact information. The Division of Public Safety encourages you to review your information on a regular basis, and make changes as your circumstances change. You can use this link and follow the instructions to manage your contacts.

http://emergency.eku.edu/sites/emergency.eku.edu/files/emergency_notification_system_-_contact_information_management.pdf

Emergency Notifications:
Rave Mobile Safety is EKU’s primary mass notification system. The University has implemented a multi-modal emergency notification system to inform the community about incidents and emergencies affecting campus. Realizing that message redundancy is a necessity, EKU has seven primary notification systems available for the community. Any one, or a combination, of these alert methods may be used depending on the nature and severity of the event.

Systems Include:

• **Siren/Public Address System** - Audible sirens and announcements can be broadcast over four loudspeakers strategically placed on campus. This system can be activated by the EKU Division of Public Safety as well as the Madison County Emergency Management Agency for weather and community emergency notifications.

• **Text Messaging** - An opt-out notification where a text message can be received on your mobile phone. EKU does not charge for this service; however, your carrier may have standard text messaging charges. (Important: Students should re-enroll their mobile phone numbers if and when their mobile phone numbers change)

• **Voice Messaging** - An opt-out notification where a voice message can be received on your mobile or home phone. (Important: Students should re-enroll their mobile phone numbers if and when their mobile phone numbers change)

• **Email Messaging** - This notification provides an email message about an event. Current students, faculty, and staff are automatically registered to receive notifications on their EKU email account and cannot opt-out of this type of notification. You can opt-in to receive emails on other email accounts. Community members are encouraged to check their email frequently throughout the day to be sure they see any message sent by this alert method.

• **RSS Feeds** - A message can be posted on the Emergency Management, Police Department, or University web pages.
• **Network Messaging** - A visual notification can be made across computers connected to the EKU network. When an alert is sent out, a pop-up box appears on your screen. No personal information is gathered or transmitted with the use of this alerting system.

• **Social Media** - EKU can use Twitter and Facebook to send notifications to the community. These social systems require the user to check to receive any messages posted. Follow @EKUEmergency on Twitter and LIKE EKU Emergency Management on Facebook.

Register and review your contact information in Rave Mobile Safety

![QR Code](https://via.placeholder.com/150)

**Rave Mobile Safety**

**To Register:**

**Current Students, Faculty, and Staff:**
- Log on to EKU Direct ([https://web4s.eku.edu/pls/prod/twbkwbis.P_WWWLogin](https://web4s.eku.edu/pls/prod/twbkwbis.P_WWWLogin)).
- Enter your User ID and PIN.
- In the Main Menu, click on the Rave Mobile Safety - Emergency Notifications link.
- Register to receive text, voice, and/or email messaging.
- Click the Add Buttons to populate Mobile Phones, Voice Only Line Contacts, and Emails.
- If you are affiliated with certain groups, like Model Lab School or the EKU Regional Campuses, you can join them to receive notifications that they send out.
- Click the Groups tab, select the desired group(s) from the Official Groups list or from the Find Groups tab, and at the Group Status, click Join.
- You can leave any group by selecting the group(s) and at the Group Status, click Leave.
- Note: Email messages are automatically sent to all current EKU email addresses. You cannot opt-out of receiving messages on your EKU email account.
- Note: In order to receive texts and voice calls, you must opt-in and register your phone numbers. **(Important:** Students should re-enroll their mobile phone numbers at the beginning of every semester)**
- Note: EKU does not charge for text service; however, your carrier may have standard text messaging charges.

**Other Community Members:**
- Go to the (Get Rave) EKU Rave Registration page ([http://www.getrave.com/login/eku](http://www.getrave.com/login/eku)).
- Note: You may have to search the Rave Site Look-up Page by typing Eastern Kentucky University.
• Click the Register Button in the upper right hand portion of the screen.
• Follow the prompts to register your information and select to receive text, voice, and/or email messaging.
• Note: EKU does not charge for text service; however, your carrier may have standard text messaging charges.

Download the LiveSafe Campus Safety App and find that Safety Is In Your Hands: https://publicsafety.eku.edu/livesafe-mobile-safety-app
The EKU Police Department is a 24-hour agency, available 7 days a week. Emergency from a campus phone dial 911, or 859-622-1919 from any phone. In non-emergencies please call 859-622-1111. We recommend you program these numbers into your phone in speed dial or as favorites. You should call EKU Police to report all crimes and for any matters requiring a police, fire, medical, or hazardous materials response.
The mission of the Eastern Kentucky University Police department is to enhance the quality of life by providing a safe and secure environment through professional service to the community. The success of our mission depends on this partnership utilizing a community policing philosophy. The department places high priority on honesty and integrity and values the need for effective and open communication with the community we serve. We value our employees and are committed to their professional development.

The Eastern Kentucky University Police department includes 24 sworn police officers and seven dispatchers. University Police maintain high visibility on campus through the use of police cruisers, bicycle patrol and foot patrol.

The Eastern Kentucky University Police Department maintains a Daily Crime & Fire Log available to the public at https://crimelog.eku.edu/. Crimes occurring on EKU properties and fires occurring in student housing are listed here in an ongoing effort to help you make informed decisions regarding your safety and security.

Each semester, EKU Police Department offers several R.A.D. Women’s Self-Defense Classes. This training is offered at no cost to members of the EKU Community. These classes will be announced on our website and on social media.

The class will consist of 12 hours of hands on learning in a safe environment. Participants will learn risk recognition, reduction awareness and avoidance, and practical self-defense techniques. Participants will be able to practice the learned techniques and get a chance to use them during a simulated attack. This very important course is offered free to all female students, faculty, staff, and alumni.

To keep in touch and up to date with the EKU Police Department connect with us on Facebook Twitter. The EKU Police Department maintains a website available at http://police.eku.edu/ where you can find links to the Daily Crime and Fire Log, the Annual Security and Fire Safety Report, Crime Prevention tips and much more.

The Eastern Kentucky University Police department has an excellent working relationship with state, local, and federal law enforcement agencies and other emergency providers.

International Alumni Association
The Alumni Center at Blanton House
Phone: (859) 622-1260
Fax: (859) 622-6620
www.eku.edu/alumni

The Eastern Kentucky University International Alumni Association serves as a link between the University and its alumni by maintaining records, fostering communication, and sponsoring programs and activities designed to enhance this relationship. All Eastern Kentucky University
degree recipients and former students with 25 or more credit hours are considered alumni of EKU. The International Alumni Association is served by a board of 30 alumni volunteers, representing the diversity of our alumni constituency, who meet three times annually. Their work includes selection of the alumni awards, alumni scholarship recipients and other duties.

The Alumni Association coordinates multiple gatherings across the nation to encourage alumni and friends of EKU to come together. The greatest of these is Homecoming and Reunion Weekend held annually in the fall. This celebrations bring alumni back to campus to reconnect with their classmates and learn more about University improvements and initiatives.

The International Alumni Association encourages fellow alumni to *advocate* in a positive way for EKU both online and among friends, *attend* EKU sponsored events, *give back* to the university financially, and *volunteer* your time by serving on an advisory board, mentoring a student, or assisting with an event. We encourage alumni from the past to complete these four fundamental actions to impact the future.

**Parking and Transportation Services**

Commonwealth 2nd Floor  
Phone: (859) 622-PARK (7275)  
Fax: (859) 622-2243  
[www.parking.eku.edu](http://www.parking.eku.edu)

As part of the Division of Public Safety, the Parking and Transportation Services Department provides parking and transportation options in support of the University’s mission, by providing quality customer service and proper management of parking and transportation resources. This mission is accomplished by enforcing applicable parking rules and regulations, providing safe and efficient transportation services, conveying a positive attitude, and requiring the highest standards of personal and professional conduct.

Parking & Transportation Services provides parking information, issues parking permits for the campus community and visitors, coordinates parking for special events, manages the transit service contract, and enforces parking rules and regulations.

See the Parking and Transportation website ([www.parking.eku.edu](http://www.parking.eku.edu)) for additional parking and transportation information including parking regulations, shuttle schedules, and hours of operation.

**Student Automobiles**

In order to facilitate parking for all students, faculty, and staff, Eastern Kentucky University requires the registration of motor vehicles utilizing campus parking facilities. Vehicle registration information, to include current parking rates, can be obtained by contacting the Parking office (859) 622-PARK (7275) or by logging on your EKU Direct account.

Visitors may obtain temporary permits via the website [https://eku.nupark.com/portal](https://eku.nupark.com/portal) or from the Parking & Transportation office located in Commonwealth Hall, Monday thru Friday from 7:30 am to 4:30 pm. In addition, pay visitor parking is available on the first level of the parking garage assessable via Brockton Commuter Lot.

*It is important to note that frustrations occur when motorists do not allow enough time to park, or to utilize the Big E Transit Service, to get to their final on-campus destination. We*
encourage you to make use of exterior parking lots and Big E transit services whenever possible.

Parking Lot Safety
When you are traveling in a parking lot, please be mindful that there are pedestrians present. As motorists, we need to be mindful that we are traveling in the middle of pedestrian pathways. Put down your phones, stay focused on driving, and do not attempt to arrive 10-minutes before classes start expecting to find a space close to your building.

As pedestrians, we need to be mindful that drivers are focused on finding a space and that they may choose to be distracted by something other than your personal safety. Vehicles are required to travel slowly in parking lots but hazards do exist which include:

- Vehicles traveling in multiple directions (i.e. 2-way aisles)
- Vehicles backing into spaces
- Vehicles pulling out of spaces unexpectedly
- Drivers illegally parking their vehicles in the right of way causing confusion and delay
- Etc.

Big E Transit Services
You can now see in real-time where Big E Transit buses are on campus routes to plan arrival times. Download the Big E Transit - “DoubleMap” app TODAY on the App Store or Google Play and choose “Big E Transit” from the system list.

Big E Transit currently offers six (6) transit routes to service the needs of the campus community including popular campus routes Monday-Friday from 7:30 AM to 6:00 PM and evening routes Sunday through Thursday from 6:00 PM to 1:00 AM. We have also added Saturday and Sunday routes from 11:00 AM until 7:00 PM that includes stops at Meijer, Wal-Mart and select campus locations. Please refer to the www.parking.eku.edu website for the most up to date version of the Big E Transit schedule.

To print or save the full schedule of Big E Transit routes visit http://parking.eku.edu/fall-spring-big-e-transit-schedules. The Big E Transit services are continually being evaluated and refined to best serve you. Please visit the route schedule prior to the start of classes to stay up to date.

Student Employment
Human Resources Jones 203
Phone: (859) 622-5094
Fax: (859) 622-6667
https://hr.eku.edu/student-employment-services
https://jobs.eku.edu

The Student Employment Program at Eastern Kentucky University serves three purposes:
It provides employment for eligible students enabling them to earn a portion of their expenses while pursuing a college education.

- It is a part of the educational process whereby students acquire marketable skills.
- It provides academically related work experience, which may have vocational value in post college years.

All EKU student job openings are posted online at https://jobs.eku.edu.

Diversity Statement
Eastern Kentucky University is an EEO/AA institution that values diversity in its faculty, staff, and student body. In keeping with this commitment, the University welcomes applications from diverse candidates and candidates who support diversity.

Student Eligibility
Before a student is eligible for Student Employment, the following steps must be completed:

- Students must complete a Free Application for Federal Student Aid (FAFSA). For questions about the FAFSA please contact the Financial Aid Department.
- During the regular academic year, undergraduate students must be enrolled in classes for the semester in which they are applying to work. Students must be enrolled 12 credit hours or more to be eligible for Institutional Work Study or 6 credit hours or more for Federal Work Study.
- Graduate students must be enrolled in 9 credit hours or more during the fall and spring semesters.
- In the winter and summer terms, students must either be enrolled full-time in the following semester OR enrolled in at least one course during the summer or winter term in which they are applying to work.

Compensation & Benefits
Student jobs are part-time, non-benefitted positions. Eastern Kentucky University abides by all federal and state minimum wage laws. Therefore, students will be paid at least the federal minimum wage of $7.25 per hour for the hours recorded and worked. Students will get paid bi-weekly (every other Friday) and the first pay check will be received two weeks after the first time card is submitted and approved. Detailed pay stubs are accessible in EKU Direct under the Employee tab.

Student Employee Rules & Responsibilities

Failure to comply with these rules may result in termination.

Student employee responsibilities are standard guidelines of expected student conduct while working as a student employee for Eastern Kentucky University. These guidelines are established so that the respective University department can maintain efficient operation of that office or designated University area. Student employee responsibilities are not intended to restrict the rights of student employees, but rather advise students of appropriate behavior while working for the University.

Work Hours
A Student employee is limited to the number of hours approved by Human Resources and the supervising University department, not to exceed a total of 20 hours per week when enrolled in classes. During the time of non-enrollment, Human Resources may approve additional hours.
Attendance
A student’s work schedule should be determined at the beginning of the semester and should not vary unless approved by their supervisor in advance. It is understood that unforeseen circumstances and emergencies do occur. If you are unable to work at your scheduled time, you should notify your supervisor as soon as possible. Excessive absences/tardiness could lead to termination of employment.

Timesheet Submission
All time worked must be recorded accurately in the appropriate time reporting system. Timesheets must be submitted by 10PM on the Monday following the end of a pay period.

Student Employee Conduct
Student employees are held accountable to the student conduct standards as set forth by Eastern Kentucky University. Failure to comply with these standards could result in loss of student employment with the University, and/or other discipline up to expulsion from the University. Prohibited conduct while working for Eastern Kentucky University includes but not limited to:

- Violation of University policy or federal, state, and/or local laws
- Discrimination, harassment, and/or retaliation
- Not completing work as assigned or refusal to complete assigned task(s)
- Engaging in unauthorized personal activities on work time
- Failing to provide accurate information
- Sleeping on the job
- Absenteeism and/or tardiness
- Poor work quality

Confidentiality
Student employees that work in areas in which part of their job duties includes handling confidential and sensitive information are held accountable to all University policies regarding confidentiality of information/records. A student’s supervisor will provide appropriate training on confidentiality of the information the student may encounter as part of the nature of the job. Student employees may be required to sign a confidentiality agreement before beginning work.

University Property
Student employees abide by all University policies and regulations regarding University Property as set forth by Eastern Kentucky University. Any misuse or unauthorized use of University property will be handled in accordance to University policy.

Work Appearance
Student employees are seen as a representation of their respective department, University location, and, ultimately, of Eastern Kentucky University. In order to enhance and maintain the image for the University, students are expected to show up to work clean, neat, dressed appropriately for the work area in which they are employed, and without attire that is discriminatory or offensive. Exceptions to the dress code may be made where possible to accommodate a disability, religious belief, or other reason as approved by their supervisor.

Department management, including immediate supervisor, has the authority to counsel student employee about clothing or appearance and reserves the right to dismiss the student employee and advise he/she to return with appropriate attire for the work area.
Phone Use
Student employees should refrain from accepting personal phone calls or texting while at work. If the student should receive a phone call or text that is considered urgent, the student should discretely take the phone call/message away from the work area and be brief about the matter. If the urgent phone call or text should require the student to leave in the middle of their scheduled work time, the student should bring the situation to their supervisor’s attention immediately and discuss any necessary details regarding their work schedule, if necessary.

Social Media
Student employees should not be accessing social media while working. In addition, as a student employee, you are an employee of the University. Students should exercise discretion before posting or communicating any derogatory, discriminating, or degrading comments about the area/department a student works for, or of the University in general, as it could result in loss of employment, and possibly expulsion from the University.

Visitation
Student employees should not have visitors while they are working. If a student employee has a need to visit with someone, the student should make those arrangements around their assigned work schedule to be before or after work hours. In the event a student should need to visit/meet with someone during their scheduled work hours, they should coordinate those arrangements through their immediate supervisor.

Student Health Services
Rowlett 103
Phone: (859) 622-1761
Fax: (859) 622-1767
www.healthservices.eku.edu

Student Health Services at Eastern Kentucky University provides students with the best quality acute ambulatory medical care in a compassionate environment.

Student Health Services has three primary goals: first, to address any acute medical condition that threatens health, interferes with function, reduces performance, and serves as an obstacle to learning and personal growth; second, to educate our student body on healthy lifestyle choices that promote wellness and reduce the chances of disease—the preventive approach; third, to serve as a source of information and access to community based assistance programs.

Services provided at the Health Center include:
- Outpatient acute medical care
- Continuation of allergy shots including the storage of the serum at our facility
- Basic laboratory testing including rapid tests for the flu, strep, pregnancy and mono.
- STI Testing
- Various immunizations and vaccinations (small fee depending on type)
- Referrals to specialists on an as needed basis
- Tuberculosis skin testing (small fee)
- Sports, Teaching, and General Physicals
- EKG’s
- Nebulizer Treatments
• Care for minor injuries
• Women’s Care Clinic held on Tuesdays and Wednesdays during normal operating hours of Student Health Services.
• Birth Control
Chapter Four: Student Conduct and Community Standards

Mission Statement
The Office of Student Conduct and Community Standards promotes student success by upholding the Student Code of Conduct, advocating for community standards, and maintaining a fair conduct system that addresses the diverse needs of the individual and community. The Office fosters student development through the values of honesty, mutual respect, responsibility and integrity.

What Students Can Expect of Our Office
Student Conduct and Community Standards will:
- Provide information to all students relating to the General Regulations for Student Behavior,
- Adjudicate all reports of alleged violations of the General Regulations for Student Behavior and Academic Integrity Policy in a consistent manner,
- Facilitate due process rights set forth by the University Student Handbook, and conduct
- Conduct fair and impartial hearings.

What We Expect of Students
Students will:
- Show respect for others, themselves, and the University community,
- Take responsibility for their behavior,
- Read and understand the University Student Handbook, and
- Act with honesty and integrity upholding the Student Honor Code.

Core Values and Behavioral Expectations
Part 1: The Rules
The University considers the behavior described in the following sub-sections as inappropriate for the University community and in opposition to the core values set forth in this document. These expectations and rules apply to all students, whether undergraduate, graduate, doctoral, or professional. The University encourages community members to report to University officials all incidents that involve the following actions. Any student found to have committed or to have attempted to commit the following misconduct is subject to the sanctions outlined in section 4.

Integrity: University students exemplify honesty, honor and a respect for the truth in all of their dealings. Behavior that violates this value includes, but is not limited to:

1. Falsification. Knowingly falsifying ones identity, or furnishing or possessing false, falsified or forged materials, documents, accounts, records, identification, social media, or financial instruments.
2. **Academic Dishonesty.** Acts of academic dishonesty as outlined in the Academic Integrity Policy 4.1.3.

3. **Unauthorized Access.** Unauthorized access to any University building (i.e. keys, cards, etc.) or services; unauthorized possession, duplication, use of means, providing access to any university building.

4. **Collusion.** Encouraging, assisting or helping someone violate University regulations.

5. **Trust.** Violations of positions of authority, whether elected, hired or appointed, within the University community.

6. **Election Tampering.** Tampering with the election of any University registered student organization.

7. **Taking of Property.** Intentional and unauthorized taking of University property or the personal property of another, including goods, services and other valuables.

8. **Stolen Property.** Knowingly taking or maintaining possession of stolen property.

9. **IT and Acceptable Use.** Violating the University Code of Ethics for Communications and Computing 11.2.2p.

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**Community:** University students build and enhance their community. Behavior that violates this value includes, but is not limited to:

10. **Disruptive Behavior.** Substantial disruption of University operations including but not limited to, obstruction of teaching, research, administration, residential living, other University activities, and/or other authorized non-University activities which occur on campus.

11. **Rioting.** Causing, inciting or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others, or damage and/or destruction of property.

12. **Unauthorized Entry.** Misuse of access privileges to University premises or unauthorized entry to or use of buildings, including trespassing, propping or unauthorized use of alarmed doors for entry into or exit from a University building.

13. **Trademark.** Unauthorized use (including misuse) of University or organizational names and images (See Intellectual Property policy 4.2.2p).

14. **Damage and Destruction.** Intentional, reckless and/or unauthorized damage to or destruction of University property or the personal property of another.

15. **Gambling.** Gambling as prohibited by the laws of the Commonwealth of Kentucky (Gambling includes but not limited to raffles, lotteries, sports pools and online betting activities).(154A.063 K)

16. **Weapons.** Unless expressly exempt by Policy 9.4.1P, all persons are prohibited from possessing Deadly Weapons and Dangerous Materials/Instruments including, but not limited to, tasers/stun guns, pellet guns, BB guns, airsoft guns, paint ball guns and firearms, explosives, fireworks or other deadly weapons or look-alike or replica weapons on all property owned, leased, or controlled by Eastern Kentucky University, including but not limited to all classrooms, laboratories, residence halls, clinics, office buildings, performance halls, athletics and recreation facilities, farms, forests and other natural areas, parking lots and structures, University owned, leased or controlled vehicles, and all outdoor areas of the campus, including extended campuses and all other property now or hereafter owned, leased, or controlled by Eastern Kentucky University, of any unit of Eastern Kentucky University. This policy applies to all persons who possess lawfully issued licenses or permits pursuant to KRS 237.110 and to all persons who do not possess lawfully issued licenses or permits pursuant to KRS 237.110.
17. **Tobacco.** Smoking or tobacco use in any area of campus, to include vaping or electronic cigarettes.

18. **Fire Safety.** Violation of local, state, federal or campus fire policies including, but not limited to:
   - Intentionally or recklessly causing or attempting to cause a fire on University or personal property;
   - Failure to evacuate a University-controlled building during a fire alarm;
   - Improper use of University fire safety equipment; or
   - Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on University property. Such action may result in a local fine in addition to University sanctions.

19. **Ineligible Association.** Pledging or associating with a student organization without having met eligibility requirements established by the University or organization.

20. **Wheeled Devices.** Skateboards, roller blades, roller skates, bicycles and similar wheeled devices are not permitted inside University buildings, residence halls or on tennis courts, except in authorized storage facilities. Hover-boards are prohibited from campus. Additionally, skateboards and other wheeled items may not be ridden on railings, curbs, benches, or any such fixtures that may be damaged by these activities, and individuals may be liable for damage to University property caused by these activities.

**Mutual Respect:** Students recognize that respecting the dignity of every person is essential for creating and sustaining a flourishing university community. They understand and appreciate how their decisions and actions impact others and are just and equitable in their treatment of all members of the community. They show positive regard for each other, and they act to discourage and challenge those whose actions may be harmful to and/or diminish the worth of others. Conduct that violates this value includes, but is not limited to the following regulations;

22. **Retaliatory Actions.** Any intentional, adverse action taken by an responding individual or allied third party against a participant or supporter of a participant in a protected activity under this Code.*

23. **Bystanding.**
   - Complicity with or failure of any student to appropriately address known or obvious violations of the Code of Student Conduct or law.
   - Complicity with or failure of any organized group to appropriately address known or obvious violations of the Code of Student Conduct or law by its members.

24. **Abuse of Conduct Process.** Abuse or interference with, or failure to comply in, University processes including conduct and academic integrity hearings including, but not limited to:
   - Falsification, distortion, or misrepresentation of information.
   - Failure to provide, destroying or concealing information during an investigation of an alleged policy violation.
   - Attempting to discourage an individual’s proper participation in, or use of, the campus conduct system.
   - Harassment (verbal or physical) and/or intimidation of a member of a campus conduct body prior to, during, and/or following a campus conduct proceeding.
   - Failure to comply with the sanction(s) imposed by the campus conduct system.
   - Influencing, or attempting to influence, another person to commit an abuse of the campus conduct system.

25. **Harm to Persons.** Intentionally or recklessly causing physical harm or endangering the health or safety of any person.*
26. **Threatening Behaviors:**
   a. **Threat.** Written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property.
   b. **Intimidation.** Intimidation defined as implied threats or acts that cause a reasonable fear of harm in another. *

27. **Bullying and Cyberbullying.** Bullying and cyberbullying are repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally, and are not protected by freedom of expression.*

28. **Hazing.** Defined as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene to prevent (and/or) failing to discourage (and/or) failing to report those acts may also violate this policy. (See Part 7 Statement on Hazing).*

29. **Intimate Partner/Relationship Violence.** Violence or abuse by a person in an intimate relationship with another.*

30. **Stalking.** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others; or suffer substantial emotional distress.*

31. **Sexual Misconduct.** Includes, but is not limited to, sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and/or sexual exploitation, or sexually based behavior not included in the NDHP.*

32. **Public Exposure.** Includes deliberately and publicly exposing one’s intimate body parts, public urination, defecation, and public sex acts.*

*The Office of Equity and Inclusion enforces the Non Discrimination and Harassment Policy. Any potential violations not covered by that policy may be enforced by the Office of Student Conduct and Community Standards by the regulations indicated.

**Responsibility: University students are given and accept a high level of responsibility to self, to others and to the community. Behavior that violates this value includes, but is not limited to:**

33. **Alcohol.** Use, possession, or distribution of alcoholic beverages or paraphernalia except as expressly permitted by law and the University/College’s Alcohol Policy (See Community Standards for further information).*

34. **Drugs.** Use, possession or distribution of illegal drugs and other controlled substances or drug paraphernalia except as expressly permitted by law and the University Drug Policy.*

35. **Prescription Medications.** Abuse, misuse, sale, or distribution of prescription or over-the-counter medications.*

36. **Failure to Comply.** Failure to comply with the reasonable directives of University employee or law enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so.

37. **Arrest.** Failure of any student to accurately report an off-campus arrest by any law enforcement agency for any crime (including non-custodial or field arrests) to the Office of Student Conduct within seventy-two (72) hours of release.

38. **Sex Offender Registration.** Failure to self-report as a registered sex offender. See policy 8.3.5P.
39. **Interfering with the use of or abusing any part of University computing services or facilities.**

40. **Other Policies.** Violating other published University rules or regulations, including all Residence Hall policies and the Residential Community Guide.

41. **Health and Safety.** Creation of health and/or safety hazards (dangerous pranks, hanging out of or climbing from/on/in windows, balconies, roofs, etc.).

42. **Violations of Law.** Evidence of violation of local, state or federal laws, when substantiated through the University’s conduct process.

**Statement on Medical Amnesty for Alcohol or Drug Emergencies**

Eastern Kentucky University’s core values are intellectual vitality, a sense of community, cultural competency, and stewardship of place, accountability and excellence. To promote these values, the university community must be one in which students feel safe and secure, are supported by the community and are challenged to learn from their mistakes so they are better prepared in the future. To those ends, the following statement addresses some of the direst situations students may face which require university support rather than punitive action.

When a student finds themselves or another student’s safety at risk due to the use of alcohol or other drugs, they should contact the EKUPD immediately for medical assistance. Formal disciplinary action for violations of paragraphs 33, 34, 35 of the General Regulations Concerning Student Behavior of the Student Handbook will not be enforced provided the involved students meet the criteria for amnesty listed below. Violation of other regulations such as vandalism, disrupting the peace, or sexual misconduct may still apply.

To receive amnesty, the student or student group must:

- Request emergency medical attention for themselves or for someone else who reasonably appears to be in need of medical assistance due to alcohol or other drug consumption.
- Provide their own full name to responding EKU employees and emergency responders;
- Provide any other relevant information requested by the responding EKU employees that is known to such person;
- Remain with, or is, the individual who reasonably appears to be in need of medical assistance due to alcohol or drug consumption until professional emergency medical assistance is provided; and
- Cooperate with emergency medical assistance personnel and law enforcement officers.

Students granted amnesty will be required to participate in an educational follow up process with university officials or meet other conditions in order to avoid creation of a student conduct record. Parents may be notified of the incident. Repeated incidents by an individual may result in an elevated response from the University. Certain other university policies may extend amnesty in additional circumstances not described in this statement in instances of potential harm to others.

**Part 2: Hearing Bodies**

The University disciplinary system is coordinated by the Office of Student Conduct and Community Standards as designated by the President of Eastern Kentucky University. The Office of Student Conduct and Community Standards coordinates the adjudication of hearings ranging from residential community concerns to offenses that may require suspension or expulsion from the university. Different hearing bodies are utilized depending on the severity of the incident. In
each instance, the formality of procedures followed will vary with the gravity of the sanction suggested by the alleged violation of University Regulations.

- Residence Hall Coordinators
- Student Housing
- Student Conduct and Community Standards
- Student Disciplinary Council
- Board of Regents

Residence Hall Coordinators
Residence Hall Coordinators (RHCs) are professional staff residing in the residence halls who oversee the operation of the facilities, supervision of staff and the development of the residence hall community. RHCs conduct informal administrative hearings involving students who violate policies in the residence hall community. RHCs are authorized by the Office of Student Conduct and Community Standards in cooperation with Student Housing to decide such cases.

Student Housing
The Assistant Director of Residence Life, Conduct and Crisis Management oversees the adjudication of cases in the residence halls heard by the RHCs. All Assistant Directors of Residence Life may adjudicate cases more serious in nature including but not limited to, illegal controlled substances, alcohol and other residence hall community misconduct.

Student Conduct and Community Standards
The Office of Student Conduct and Community Standards oversees the entire student conduct system as designated by the President of Eastern Kentucky University. The Office of Student Conduct and Community Standards may adjudicate any policy violation including residential community cases and other violations of the Student Handbook. Violations involving acts of sexual misconduct are primarily heard by the Office of Equity and Inclusion.

Student Disciplinary Council
The Student Disciplinary Council is designated by the Board of Regents to hear those cases in which the gravity of the allegation suggests a possible sanction of suspension or expulsion. This hearing body shall consist of five members, two faculty, two staff, and one student chosen from a pool of 12 faculty, 12 staff and 3 students approved by the President of the University. The Vice President for Student Affairs and Campus Life, the Associate Vice President for Student Affairs/Dean of Students and Student Conduct and Community Standards staff members shall not be members of this Board in matters relating to student conduct.

Board of Regents
Kentucky Revised Statute 164.370 provides that: Each Board of Regents may invest the faculty or a representative committee of designated faculty, staff, and students with the power to suspend or expel any student for disobedience to its rules, or for any other contumacy, insubordination or immoral conduct. In every case of suspension or expulsion of a student the person suspended or expelled may appeal to the Board of Regents. The Board of Regents shall prescribe the manner and the mode of procedure on appeal. The decision of the Board of Regents shall be final.

Part 3: Procedures in Student Conduct Cases
The University will use the disciplinary authority inherent in its responsibilities to protect its educational purposes and processes. In the exercise of this authority, safeguards shall be
observed to ensure due process to students allegedly responsible for violations of the General Regulations Concerning Student Behavior.

**Student Conduct System**
The system is designed to be both educational, disciplinary and fundamentally fair. All parties must receive equal and just treatment, with due respect for all individual rights and privileges. The same rights are afforded to the party alleging the policy violation, the complainant, and the party alleged of violating the policy, the respondent. Students under this system have the right to appeal hearing body decisions.

The University’s jurisdiction for application of the General Regulations Concerning Student Behavior shall be limited to conduct which occurs on University Premises; the off-campus conduct of students in direct connection with any credit-bearing experiences, including, but not limited to, internships, field trips, study abroad, or student teaching; any activity supporting pursuit of a degree, including, but not limited to, research at another institution or a professional practice assignment; any activity related to an athletic or other extracurricular activity as a representative of the University; or conduct which adversely affects the University Community and its pursuit of its objectives.

Any member of the University Community may report any student for misconduct and such reports may originate from parties outside of the University Community. A report should be prepared in writing and submitted to the Office of Student Conduct and Community Standards. The student retains all rights and privileges of a student in good standing until determined to be found “responsible” for violating university policy. Exceptions to this may be taken when interim sanctions are imposed. Interim sanctions may be determined and imposed by the Dean of Students or designee, in consultation with the Office of Student Conduct and Community Standards. Such sanctions are meant to be temporary, to address immediate emergencies, and to preserve the safety of the community. The interim sanctions are in effect until the respondent has had the opportunity to have a hearing or appeal.

The “burden of proof” lies solely with the complainant. The complainant must provide information needed to determine the “responsibility” of the person who allegedly violated university policy. Student conduct decisions are based on a preponderance of information, a determination of what more likely than not happened, not proof beyond a reasonable doubt.

The Office of Student Conduct and Community Standards will assign cases to hearing bodies according to the severity of the incident. The complainant and respondent involved in the proceedings are afforded the following rights.

**Student Rights**
Notification – The student shall be notified of the policy violation that the respondent allegedly violated. The notification will include the time and place of the hearing and the hearing body to which the case is assigned. All notifications and correspondence will be sent via university email.

Hearing - The student has the right to represent themselves in person before a decision is made, unless the student fails to appear at the hearing. If the complainant or respondent does not attend the designated hearing, the hearing may continue in the student’s absence.

Information – The student will have access to all information presented in the hearing to determine responsibility of the alleged policy violation. The student may present as much or as little
information as the student so chooses. The student is not required to participate in the hearing, but in doing so, loses the opportunity to voice their perspective on the proceedings.

Witnesses – The student may present witnesses who have information regarding the facts of the case which help determine whether the respondent is responsible for the alleged violations. Character witnesses are not permitted except if a respondent is found responsible for a policy violation. In the sanctioning phase of a hearing, a student may present two character witnesses to speak on their behalf.

Silent Advisor - The student has the right to be assisted by a silent advisor of their choice throughout the hearing process. However, the complainant and respondent are responsible for presenting their case. The silent advisor may only advise the student and may not actively participate in the disciplinary process. The silent advisor may be a lawyer, but the proceedings are not a court case and the silent advisor may not speak during the hearing.

Written Decision – The student will receive written notification of the hearing results and any sanction(s) if applicable as soon as possible after the hearing is concluded. This decision will be communicated via university email to the student.

Appeal – The student has the right to appeal the outcome of the decision. Appeal procedures are described in Part 5: Appeal of Disciplinary Sanctions.

Investigation
The offices of Student Housing or Student Conduct and Community Standards may conduct an investigation to determine whether the allegations of a policy violation have merit, and/or if they can be disposed of administratively by mutual consent of the involved parties. Such agreed dispositions shall be final and there shall be no right of appeal.

Student Conduct Hearing
If the complaint cannot be remedied by mutual consent, a hearing will be scheduled with the appropriate hearing body as determined by the Office of Student Conduct and Community Standards. There shall be a single official record of all hearings that may consist of written documents, audio recording, or other method selected by the hearing body. The record shall be the property of Eastern Kentucky University, and maintained in the Office of Student Conduct and Community Standards.

Procedures
The purpose of the student conduct hearing is to arrive at a fair and just decision. All hearings shall be private and the formality of the hearing will vary depending on the severity of the alleged policy violation. Strict rules of evidence shall not apply. Technicalities will not be permitted to avoid sanctions and are not in line with the purpose of the student conduct system.

If the complainant or respondent does not appear for the hearing, provide sufficient notice or a reasonable excuse for their absence, the hearing may proceed without the complainant or respondent present. The information available will be presented and the case will be heard in a just manner. The order of presentation of the hearing will normally follow the steps indicated below. During the presentation of information and witnesses, the party presenting the information or witnesses will be able to ask initial questions followed by questions from the other party, and finally questions by the hearing body. Questions regarding the information or witnesses shall be directed through the hearing body who will determine whether the question is relevant to the proceedings.
1. Introductions and reading of alleged violations
2. Opening statement by the complainant
3. Opening statement by the respondent
4. Presentation of witnesses by the complainant
5. Presentation of witnesses by the respondent
6. Presentation of information by the complainant
7. Presentation of information by the respondent
8. Questions from the hearing body
9. Closing statement by the respondent
10. Closing statement by the complainant
11. Closed session deliberation by the hearing body
12. Decision of responsibility rendered by the hearing body
13. Students found responsible for policy violations may present two character witnesses. Complainants may present statement regarding effect of policy violations.
14. Closed session deliberation by the hearing body to determine appropriate sanctions
15. Decisions of sanctions rendered by the hearing body

During the closed deliberation session, the hearing body will meet to decide whether the respondent is responsible or not for violating the alleged university policies by a preponderance of information. If the respondent is found responsible for violating university policies, the hearing body will assign a sanction taking into consideration any prior violations, character witnesses presented by the respondent and the complainant’s statement regarding the effect of policy violations.

Part 4: Sanctions

Sanctions
The University has the authority to impose sanctions on students who violate University regulations. Upon a plea or a finding of responsibility, the hearing body shall determine appropriate sanctions. Sanctions shall bear a reasonable relation to the nature of the violation of University regulations for which the sanction is imposed. In determining possible sanctions, the University shall consider the violation at hand, the welfare of the student and the University community, the prior disciplinary record of the student, and will assign the minimum sanction necessary to prevent the behavior from recurring. Commonly imposed sanctions are listed and defined below. Each hearing body may use other creative educational sanctions that are designed to be developmental in nature.

Alcohol/Substance Abuse Assessment
A student may be referred to the Counseling Center or other appropriate provider for an assessment to identify alcohol and/or substance misuse/abuse risk factors, likelihood, and potential recommendations for treatment.

Educational Sanction
An educational sanction refers to attendance or participation in a prearranged class, program or activity. Educational sanctions are designed to educate or address a particular behavior, topic or issue.
Election of Withdrawal
When the violation is one that indicates possible suspension or expulsion, the respondent may elect to withdraw from the institution without appearing before the Student Disciplinary Council. The accused student shall sign a statement indicating that they have been advised of their rights to a hearing and an appeal but instead intend to withdraw from the University on their own accord. In each case in which the gravity of the allegations suggests possible suspension or expulsion, and the respondent does not elect to withdraw, the case must be heard by the Student Disciplinary Council.

Eviction
Forced removal from University Housing, a classroom, or other University Premises.

Expulsion
Permanent, forced withdrawal from the University. This sanction can only be imposed by the Student Disciplinary Council.

Loss of Visitation Privileges
Period of time where a student loses all visitation privileges. During loss of visitation privileges the student is not allowed to check visitors into their residence hall, and they are not allowed to be checked into the residence hall of any other student.

Parental Notification
A written sanction that notifies and discloses to a parent, parents or legal guardian of a student who is under the age of 21, information regarding the violation of University regulations governing the use or possession of alcohol or a controlled or other intoxicating substance.

Reprimand
Official written or oral statement to the student that they have taken responsibility for or have been found responsible for violating a University regulation. The reprimand warns that any further such actions may result in a more severe sanction.

Restitution
Compensation to the University or an individual for damages to University property or personal property.

Social Probation
Status given to less serious policy violations, and in some cases, a restriction of privileges for a specified time.

Suspension
Forced withdrawal from the University for a specific period of time or until stated conditions have been met as determined by the Student Disciplinary Council.

Temporary Suspension
In the event that a student has allegedly violated a University policy and presents a clear and present danger of harm to the student, to any member of the University Community, to University property, or to University activities, the Associate Vice President of Student Affairs or their designee may impose temporary measures as are necessary to protect the student, the University Community, University property, and/or the ongoing activities of the University. Such temporary
sanctions may exist and be enforced only until final disposition of the case has been made by the appropriate hearing body.

**University Probation**
Status which carries a severe warning that any further violation of University regulations may result in the student being required to appear before the Student Disciplinary Council for consideration of suspension or expulsion. This may include restriction of privileges for a specified period of time.

**Service Work**
Mandated service to the University or designated community agency to be completed within a specified time frame.

**Part 5: Appeal of Disciplinary Sanctions**
The student has the right to appeal the decision of a hearing. All appeals from a hearing body must be submitted in writing within five (5) business days of the hearing to the appeals officer indicated in the decision letter from the hearing. A writing shall be constituted by a document that is hand written, typed or emailed. An appeal may be made only on justifiable grounds including:
- irregularity in proceedings,
- sanctions inconsistent with the nature of the violation,
- or additional pertinent information not available for the original hearing.

1. Appeals of decisions by either the offices of Student Housing or Student Conduct and Community Standards will be heard by the direct supervisor of the hearing body with a final appeal to the Associate Vice President for Student Affairs, or their designee. The student will be notified in writing, within five (5) business days, informing them of the decision regarding the appeal.
2. Appeals of decisions by the Student Disciplinary Council will be heard by the Vice President for Student Affairs and Campus Life, or their designee. The student will be notified in writing, within five (5) business days, informing them of the decision regarding the appeal.

**Part 6: Academic Integrity Policy**

**Preamble**
Eastern Kentucky University is a community of shared academic values, foremost of which is a strong commitment to intellectual honesty, honorable conduct, and respect for others. In order to meet these values, students at Eastern Kentucky University are expected to adhere to the highest standards of academic integrity. These standards are embodied in this policy and the Student Code of Conduct. By honoring and enforcing this Academic Integrity Policy, the University community affirms that it does not tolerate academic dishonesty. This policy defines the various forms of academic dishonesty, and it outlines the consequences for each. Additionally, this policy gives the method for appealing a complainant’s allegation that some form of academic dishonesty has in fact occurred.

Academic dishonesty can occur in different forms, some of which include cheating, plagiarism, and fabrication. The University treats all instances of academic dishonesty seriously.

Anyone who knowingly assists in any form of academic dishonesty shall be considered as responsible as the student who accepts such assistance and shall be subject to the same actions.
Procedures
Signing the Eastern Kentucky University Academic Integrity Pledge.

The Academic Integrity Pledge, below, is administered through the Terms of Usage for EKU Direct.

“I hereby affirm that I understand, accept, and will uphold the responsibilities and stipulations of the Eastern Kentucky University Academic Integrity Policy.”

Procedures for Dealing with Academic Integrity Cases:
Step 1 - When A Violation is Suspected
If an incident of alleged violation of the AI Policy is suspected, any member of the EKU community can initiate the process of review by reporting the incident to the Office of Student Conduct and Community Standards (SCCS) or to a faculty/staff member. If a faculty/staff member receives a report of an alleged academic integrity violation they shall notify the Office of Student Conduct and Community Standards. The Office of Student Conduct and Community Standards is responsible for notifying the affected responsible faculty/staff member and the appropriate Department Chair/Unity Head of the alleged violations reported to the Office of Student Conduct and Community Standards.

The responsible faculty/staff member may elect to conduct their own review of the allegations (Option A) or may elect for the matter to be referred to the Office of Student Conduct and Community Standards (Option B). Prior to selecting either option, the faculty/staff member should contact the Office of Student Conduct and Community Standards to determine if the student has a prior violation.

If a final grade is to be reported to the University before the academic integrity procedures are completed, the responsible faculty member shall report an “incomplete” for the involved student until the final resolution of the matter.

Option A: The Faculty/Staff Member Conducts Review
If the responsible faculty/staff member chooses to continue the review of the allegations autonomously, the faculty/staff member should obtain and assess the applicable information in determining whether a violation of the AI policy has occurred. If the faculty/staff member determines that an AI policy violation has occurred, a notification of the violation must be made to the Office of Student Conduct and Community Standards. The faculty/staff member must request information from the Office of Student Conduct and Community Standards regarding the student’s previous violations of the AI Policy prior to determining a sanction in this particular case.

- Following the receipt of information from the Office of Student Conduct and Community Standards, the faculty/staff member notifies the student in writing of the allegations, the sanction, and the right to contest the allegation and sanction according to the AI Policy procedure. The responsible faculty/staff member is encouraged to meet with the student and discuss the allegation and the policy. If the student accepts responsibility for the violation and the sanction in writing, the case is closed. There is no appeal of this decision. Upon determination of responsibility, the Office of Student Conduct and Community Standards will enter the report data in the database.
- If the student does not accept responsibility and chooses to contest the allegation and/or sanction, the faculty/staff member will refer the case to the Office of Student Conduct and Community Standards, within 5 (five) academic days of the meeting. The
Office of Student Conduct and Community Standards will meet with the student to discuss the charge and/or sanctions and the right to contest these. If the student accepts responsibility for the violation and the sanction, the case is closed. There is no appeal from this decision. Notification of the violation is made by the Office of Student Conduct and Community Standards into the database for recordkeeping. If the student contests the allegation and/or sanction, the Office of Student Conduct and Community Standards will schedule a hearing, as soon as practicable, with the specific College Academic Integrity Committee from which the incident occurred.

**Option B: Faculty/Staff Member Refers the Case to Office of Student Conduct and Community Standards**

If a faculty/staff member chooses to refer the case directly to the Office of Student Conduct and Community Standards, the faculty/staff member will send all information concerning the matter to the Office of Student Conduct and Community Standards and the Office of Student Conduct and Community Standards will meet with the student to discuss the alleged violation. If the student accepts responsibility for the violation and the sanction, the sanction is imposed, the case is closed. There is no appeal from this decision. If the student contests the allegation and/or sanction the Office of Student Conduct and Community Standards will schedule a hearing, as soon as practicable, with the specific College Academic Integrity Committee from which the incident occurred.

**Step 2 – College Academic Integrity Committee Hearing**

At the College AI Hearing, both the student and the faculty/staff member will present their information. Both the student and faculty/staff member are permitted to bring witnesses with relevant testimony to the hearing in person. At the College AI Hearing the faculty/staff member will only function as a witness and shall not serve in an adversarial capacity. The committee members will review all of the information presented and then deliberate in private. At the discretion of the Chair of the Committee, the proceeding may be extended to an additional meeting. At this level of hearing and continuing throughout the process, the student has the option of having a Peer Advisor present. Absent exceptional circumstances beyond the control of the student as determined by the Chair of the Committee, if the student who has been notified of the hearing fails to appear, the proceeding may take place in his or her absence.

A minimum of 4 Committee members must be present. To determine that a violation has occurred, 3 of the 5 Committee members must agree. To determine the sanction, 3 of the 5 Committee members must agree. The Committee’s decision will be binding. If the Committee determines that the student has violated the AI Policy, before the sanctioning stage of the hearing, the Office of Student Conduct and Community Standards will provide the Committee information regarding whether the student has any previous AI Policy violations recorded or sanctions imposed. The Committee will deliberate again in private in order to determine the appropriate sanction for this violation. The Chair will announce the decision of the Committee, within five academic days, after the close of the hearing.

**Step 3 – Appealing the Decision of the College Academic Integrity Committee**

A student can appeal the decision of the College AI Committee to the University AI Committee. This appeal can only be made based upon irregularities in procedure, new information not available for the first hearing, or punishment not consistent with the violation. The student will notify, in writing, the Office of Student Conduct and Community Standards of their request to appeal to the University AI Committee within five academic days of the College AI Committee’s decision, and a meeting of the University AI Committee will be scheduled as soon as practicable.
Step 4 – University Academic Integrity Committee Hearing
A minimum of 4 Committee members must be present. To determine that a violation has occurred, 3 of the 5 Committee members must agree. To determine the sanction, 3 of the 5 Committee members must agree.

At the University AI Committee appeal review meeting, the Committee members will consider all the written information supplied by the student, and the material considered by the College AI Committee, including any response from the faculty/staff member. The Committee can modify or set aside the applied sanction, refer the case back to the College AI Committee, or uphold the decision. The Chair will announce the decision of the committee, within five academic days, after the close of the hearing. The decision of the University AI Committee is final, and can only be appealed if the sanction is suspension, expulsion, or “FX” grade.

Step 5 – Appealing the Decision of the University Academic Integrity Committee
If the student chooses to contest the sanction of expulsion, suspension, or “FX” grade, the student can appeal to the Provost. The student will notify, in writing, the Office of the Provost of his or her request and grounds for such request, within five academic days of the University AI Committee’s decision. An appeal to the Provost can only be based upon irregularities in procedure, new information not available for the first hearing, or punishment not consistent with the violation. The Provost will render a decision, in writing, within ten academic days of receipt of the appeal.

Step 6 – Appealing the Decision of the Provost
If the Provost upholds the sanction imposed by the University AI Committee, and if the student chooses to further contest the sanction, the student can appeal to the Board of Regents. The student will notify, in writing, the Office of Student Conduct and Community Standards of his or her request and grounds for such request, within five academic days of the Provost’s decision. As soon as practicable, the Office of Student Conduct and Community Standards will submit the appeal to the Board secretary. An appeal to the Board of Regents can only be based upon irregularities in procedure, new information not available at the first hearing, or punishment not consistent with the violation, the decision of the Board of Regents is final.

Definitions

Academic Day
In this document, academic day refers to days within an academic term. If the academic day occurs on a weekend, holiday, or University break or if the University is closed due to inclement weather, an action required within a specified number of academic days shall be due on the first day practicable on which the University is open during and academic term.

Cheating
Cheating is an act or an attempted act of deception by which a student seeks to misrepresent that he or she has mastered information on an academic exercise. Cheating includes, but is not limited to, the following:

- Giving or receiving assistance not authorized by the instructor or university representative
- Participating in unauthorized collaboration on an academic exercise
- Using unapproved or misusing electronic devices or aids during an academic exercise
- Turning in substantial similar papers/assignments as other student(s)

**College Academic Integrity Committee**
The College Academic Integrity Committee is comprised of 5 members (2 faculty from the department where the incident arose, 1 faculty from the college at large, and 2 students from the college at large but not from the department where the incident arose.) If this case involves a graduate student, at least one of the students on the Committee will be a graduate student. One member, elected by the Committee, will serve as Chair. The College may form a standing committee for this purpose. The student members and a student alternate, who shall serve if one of the student members is not available or if there is a conflict of interest, shall be selected by the a procedure determined by the college.

**Fabrication**
Fabrication is a form of deception and occurs when a student misrepresents written or verbal information in an academic exercise. Fabrication includes, but is not limited to, the following:

- Citation of information not taken from the source indicated. This may include the incorrect documentation of secondary source materials.
- Listing sources in a bibliography not directly used in the academic exercise
- Submission in a paper, thesis, lab report, practicum log, or other academic exercise of falsified, invented, or fictitious data or information or deliberate and knowing concealment or distortion of the true nature origin or function of such data or information.
- Submitting as your own any academic exercise (verbal, written, electronic, or artistic work) prepared totally or in part by another person

**"FX" Notation**
"FX" grade denotes failure in the course due to academic dishonesty.

**Plagiarism**
Plagiarism occurs when a student represents work taken from another source as his or her own. It is imperative that a student give credit to information, words, ideas, and images that are integrated into his or her own work. Acknowledgement of a source of information in any form should consist of complete, accurate, and specific references and, if verbatim statements are included, quotation marks as well. Examples of plagiarism include, but are not limited to, the following:

- Using words, ideas, or images from another source (including the Internet), whether in quotation marks or not, without giving credit to that source in the form a bibliographic citation
- Using facts, statistics, or other supporting materials that are not clearly common knowledge without acknowledgement of the source

**Silent Advisor**
An accused student has the right to have a silent advisor present, who may be an attorney, student, friend, etc. at any proceedings at step 2 and step 4. The silent advisor is not permitted to speak in any hearing through the process.

**Triviality**
A case may be dismissed if it is found to be trivial. A trivial case is one with no possible consequences to a matter of legitimate concern of the academic community or one with no tendency to undermine trust within the community.

**University Academic Integrity Committee**
The University Academic Integrity Committee pool is comprised of thirteen members: 2 members nominated from each college and 1 student. The college members shall constitute a pool from which to select the sitting committee for an appeal. The student member and a student alternate, who shall serve if the student member is not available or if there is a conflict of interest, shall be nominated by the Student Government Association Members, except for the student member, shall serve two year, staggered terms. The Chair of the committee shall be elected by the Committee membership.

**University**
Eastern Kentucky University

**Responsibilities**
**College Academic Integrity Committee**
The Committee is responsible for determining the facts, and, if the student is found to have violated the AI policy, the Committee must determine the appropriate sanction.

**Facility**
If a mid-term or final grade is to be reported to the University during the pendency of the academic integrity procedures, the responsible faculty member shall report an “incomplete” for the involved student until the final resolution of the matter.

**Office of Student Conduct and Community Standards**
The Office of Student Conduct and Community Standards is responsible for maintaining all records of all incidents involving the EKU AI policy.

**University Academic Integrity Committee**
The Committee is responsible for hearing appeals from the College AI Committee of AI policy.

**Violations of the Policy**
**Minimum Sanction**
The standard minimum sanction for an AI Policy violation shall be the assignment of an "F" for the test, assignment or activity in which an incident of academic dishonesty occurred, the student will not be allowed to retake or rewrite the test, assignment or activity.

**Sanctions**
In addition to the minimum sanctions for an AI Policy violation, other appropriate educational sanctions may be assigned; these sanctions may be given even if this is the first violation of the AI Policy. Such sanctions could include, but are not limited to, the following:

- Removal from the course
- Educational sanctions
- Community service
- Precluded from graduating with Honors
- An assigned "F" for the course
- "FX" notation on transcript*
Suspension
Expulsion

“F” for the Course
A student given a sanction of an “F” for the course will not be permitted to drop or withdraw from the course.

"FX" Notation
The "FX" grade is a final and permanent notation on the student's transcript. The “FX” grade can only be imposed by the University Academic Integrity Committee. Upon exhaustion of the appeals process set forth in the Academic Integrity Policy, 4.1.3, the notation cannot be removed. A student may retake the course where the "FX" notation is applied, and the new grade will replace the "FX" in the calculation of the student's GPA. The "FX" notation, however, will remain on the student's transcript.

Part 7: Statement on Hazing

Introduction
Eastern Kentucky University is concerned about the emotional, psychological, and physical health and well-being of its students. Any form of hazing by individuals or groups is unacceptable and is in direct conflict with institutional values related to the rights and dignity of students, all of whom have the right to belong to groups without risk of danger or humiliation. Consent to hazing is never a defense to a violation of this policy.

All Kentucky colleges and universities are required by state statute KRS 164.375 to adopt policy statements regarding hazing activities, and, as required by statute, this policy applies to the conduct of students, organizations, faculty and staff, as well as visitors and other licensees and guests on campus.

The intent of this statement is to set forth the University’s position regarding hazing and to fulfill the statutory directive. The University believes that new and existing members of groups and teams can expect to participate in educational and enjoyable activities that build teamwork and camaraderie among all members of the group. Such activities are intended to create a sense of identity and commitment within a group and are generally acceptable and encouraged. However, students should never be subject to any form of hazing by either an individual or a group.

This policy shall be incorporated into the Student Handbook, and shall be deemed included in the bylaws of all organizations operating on campus.

Criteria
There are two primary conditions that create a hazing dynamic:

1. New members often wish to be accepted, either formally or informally, into any group, and will submit to hazing in order to be included. However, consent to be hazed does not excuse hazing. Students have died or have been seriously injured as a result of participating in activities to which they have "consented." The psychological pull to be accepted is so strong that hazing victims cannot be expected to resist hazing, even if the hazing is presented as optional. That this pull can be so coercive should make this need to prohibit this conduct, to any degree, undeniably clear.
2. Any activity that places new or existing members in a subservient position to experienced members creates an unhealthy and unsafe power dynamic in which control has been yielded to the experienced member. New or existing members in any organization may expect to be trained, oriented, or indoctrinated, but membership in any group that puts a new or existing member in a lesser role, unrelated to the original conditions for membership or mission of the group, is inappropriate and unfair to the new or existing members. Any activities of membership should be equally shared among experienced and new members in order to eliminate any possible elements of hazing or the perception of hazing.

Definitions

Hazing
Hazing is any reckless or intentional act, occurring on or off campus, that produces physical, mental, or emotional pain, discomfort, humiliation, embarrassment, or ridicule directed toward other students or groups (regardless of their willingness to participate), that is required or expected of new members and which is not related to the mission of the team, group, or organization. This includes any activity, whether it is presented as optional or required, that places any member in a position of servitude as a condition of membership or continuing membership.

Typical Forms of Hazing

While it would be impossible to list all behavior that could be deemed to be hazing. Hazing behaviors include but are not limited to the following:

1. any physical act of violence expected of, or inflicted upon, another
2. any physical activity expected of, or inflicted upon, another, including calisthenics
3. pressure or coercion of another to consume any legal or illegal substance
4. making available unlawful substances
5. excessive fatigue or sleep deprivation as a result of any activities
6. forced exposure to the weather
7. kidnapping, forced road trips, and/or abandonment
8. required carrying of or possessing of a specific item or items
9. servitude (expecting a new member to do the tasks of an experienced member)
10. costuming and alteration of appearance
11. line-ups and berating
12. coerced lewd conduct
13. degrading games, activities or public stunts
14. interference with academic pursuits
15. violation of University policy
16. assignment of illegal and unlawful activities
17. forced consumption of drugs or alcohol

A person commits an offense if the person:

- engages in hazing; or
- solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing; or
- intentionally, knowingly, or recklessly permits hazing to occur; or
- has firsthand knowledge of the planning of a specific hazing incident or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge to the appropriate EKU officials.
An organization commits an offense if the organization:

- Condones or encourages hazing.
- If any officer, member, pledge, or alumni of the organization commits, condones, encourages, or assists in the commission of hazing.

Investigation Committee
The investigation committee for allegations of hazing will be selected from a pool representing staff, faculty and students. The hazing committee will consist of at least three persons with no less than two faculty or staff members. The overall size of the committee will depend on the scope of the investigation needed to address the hazing allegations.

Committee Membership
The pool of committee members will consist of six (6) faculty members, six (6) staff members, and six (6) student members. The Associate Vice President for Student Affairs/Dean of Students, and Student Conduct and Community Standards staff members shall not be members of the committee.

Responsibilities
Office of Student Conduct and Community Standards
- Assembles the committee based on availability, conflicts of interest and efficiency of committee
- Provides the written complaint and all reported information
- Assures the committee is making reasonable progress in the investigation
- Processes the findings of the committee upon completion of the investigation
- Provides regular training to the Investigation Committee members

Investigation Committee
- Investigates hazing allegations through interviews, data collection, electronic and/or media formats and any reasonable available actions
- Generates a report of findings of facts for individuals and organizations
- Determines if a chapter is responsible or not responsible for hazing allegations brought against them
- Operates on a majority rules basis

Dean of Students
- Adjudicates based on findings of the Investigation Committee

Vice President for Student Affairs and Campus Life
- Hears all appeals related to group responsibility

Violations
- Students alleged of hazing violations are adjudicated through the student conduct system as detailed in the Student Handbook and may be referred to the EKUPD for criminal prosecution. Students found in violation of this statement face sanctions detailed in the Student Handbook up to and including suspension, expulsion, or other appropriate disciplinary action.
- Organizations alleged of hazing violations are adjudicated based upon their form.
- Registered Student Organizations (including but not limited to Greek Organizations, Club Teams, etc.) are referred to the Dean of Students.
- Sports Teams are referred to the Athletic Director.

Organizations found in violation of this policy statement may face sanctions up to and including rescission of permission to operate on campus property and may be referred to the EKUPD for criminal prosecution.

- Faculty members found in violation of this policy statement will be subject to disciplinary action up to and including termination in accordance with University Policy 4.6.16P, Dismissal of Faculty, and may be referred to the EKUPD for criminal prosecution.
- Staff members found in violation of this policy statement will be subject to disciplinary action up to and including termination in accordance with the Staff Handbook and may be referred to the EKUPD for criminal prosecution.
- Visitors, other licensees and guests on campus found in violation of this policy statement may face sanctions up to and including rescission of permission to operate or be present on campus property and may be referred to the EKUPD for criminal prosecution.

**Temporary Suspension**

In the event that a student organization has allegedly engaged in hazing, and by continuing to function presents a clear and present danger of harm to students, to any member of the University Community, to University property, or to University activities, the Associate Vice President of Student Affairs or their designee may impose temporary measures, including suspension of the organization, as are necessary to protect students, the University Community, University property, and/or the ongoing activities of the University. Such temporary sanctions may exist and be enforced only until final disposition of the case has been made by the appropriate hearing body.

**Appeals by Registered Student Organizations**

In each case involving the imposition of a penalty or sanction, the RSO has the right to appeal the decision. An appeal of a disciplinary decision may be made only on justifiable grounds including irregularity in the proceedings, punishment inconsistent with the nature of the offense, or additional pertinent information not previously available to the Investigation Committee. Such appeals will be directed to the Vice President for Student Affairs and Campus Life. Groups who wish to appeal a decision must submit a written appeal to the Vice President for Student Affairs and Campus Life within five class days following the decision. The Vice President for Student Affairs and Campus Life has five class days to render a decision. The decision of the Vice President for Student Affairs and Campus Life is final.

**Non-Retaliation**

Any retaliation against any person who reports, is a witness to, or is involved with or cooperates with the investigation or adjudication of hazing is strictly prohibited as the Non-Discrimination and Harassment Policy.
Appendix A: Locations Where Alcohol May Be Served

Alumni Colliseum Parking Lot

Campbell:
  - Giles Gallery
  - Lobby

Center for Performing Arts

Fitness and Wellness Center:
  - President’s Box

Grand Campus-apartments only

Keen Johnson:
  - Walnut Hall
  - Faculty Lounge
  - Hall of Distinguished Alumni
  - Ballroom (including all wings)
  - Lobby

Moberly:
  - Multipurpose Room

New Science Building Lobby

Noel Studio for Academic Creativity:
  - For fundraising events involving donors and Friends of the Library

Perkins:
  - Quads (A-D)
  - Foyer/Lobby
  - Planetarium
  - Outdoor plaza

Roy Kidd Stadium:
  - Touchdown Terrace

Stratton:
  - Cafeteria

Whitlock Building:
  - First Floor lobby