

Kentucky State University
Student Handbook
(Revised October 4, 2011)

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Kentucky State University is an equal opportunity/affirmative action institution. It is the policy of Kentucky State University not to discriminate against any individual in its educational programs, activities, or employment on the basis of race, color, national origin, sex, disabled status, veteran status, age, religion, or marital status.

All statements in this publication are as accurate as possible and in accordance with announcements of policy at the time of this handbook's publication. University policies, regulations and guidelines are under constant review and thus are subject to change at any time without prior individual notice. The policies, regulations and guidelines herein are not and shall not be constructed as contractual obligations between the University and its students.

PURPOSE

Through years of association with students, Kentucky State University's Student Affairs Unit has come to understand the many new and challenging experiences that await you at the University. It is with this understanding that this handbook has been designed to help you adjust to life at Kentucky State University.

It is our wish that this Student Handbook will be accepted as the standard for wholesome living in the University community. We further hope that you will make the most of your educational experience by taking advantage of the many programs, services and activities that are available.

It is expected that all members of the Student Affairs staff will adhere to the *Fair and Courteous Treatment Doctrine* in their behavior and performance of their responsibilities.

UNIVERSITY HISTORICAL SKETCH

From its modest beginnings as a small normal school for the training of black teachers for the black schools of Kentucky, Kentucky State University has grown and evolved to become the state's unique, small, Liberal Studies institution, serving students without regard to their race, age, sex, national origin, or economic status. In addition to instruction, research and public service have produced important, although secondary, emphases at the University.

The University was chartered in May 1886 as the State Normal School for Colored Persons, only the second state-supported institution of higher learning in Kentucky. During the euphoria of Frankfort's 1886 centennial celebration when vivid recollections of the Civil War remained, the city's 4,000 residents were keenly interested in having the new institution located in Frankfort. Toward that end, the city donated \$1,500 (a considerable amount in 1886) and a site on a scenic bluff overlooking the town. This united display of community enthusiasm and commitment won the day. The new college was located in Frankfort in spite of competition from several other cities.

Recitation Hall (now Jackson Hall), the college's first building, was erected in 1887. The new school opened on October 11, 1887 with three teachers, 55 students, and John H. Jackson as President.

In 1890, the institution became a Land Grant College and the departments of Home Economics, Agriculture, and Mechanics were added to the school's curriculum. The school produced its first graduating class of five students in the spring of that year. A high school was organized in 1893. This expansion continued into the twentieth century in both name and program. In 1902, the name was changed to Kentucky Normal and Industrial Institute for Colored Persons. The name was changed again in 1926 to Kentucky State Industrial College for Colored Persons. In the early 1930's the high school was discontinued, and in 1938 the school was named the Kentucky State College for Negroes. The term "for Negroes" was dropped in 1952. Kentucky State College became a university in 1972 and in 1973 the first graduate students enrolled in its School of Public Affairs.

Over the past 25 years the University's enrollment and faculty have more than doubled and 29 new structures or major building expansions have enhanced Kentucky State University's 511-acre campus, which includes a 203-acre agricultural research farm. The year 1986 marked the University's centennial anniversary and its evolution over the previous century into a coeducational, liberal arts institution.

MISSION STATEMENT

Kentucky State University is the state's unique, small, liberal studies institution with the lowest student-faculty ratio in the state system. The University shall serve as a residential institution with a range of traditional collegiate programs appropriate to its liberal studies role and to its status as a historically black college and university.

Geographical Region

Kentucky State University's geographic region shall be statewide for its liberal studies mission, its land-grant functions, and its service to state government. In addition, Kentucky State University's primary service area for commuting students shall be for Franklin and surrounding counties.

Institutional Admission Standards

Kentucky State University shall admit students to the institution under selective admission standards which exceed the minimum guidelines established by the Council on Postsecondary Education, with only limited exceptions. Institutional guidelines shall be consistent with the system-wide policy for admitting under-prepared students, (including the removal of academic deficiencies within a specified time frame). Through this approach, the University seeks to provide broad access and high-quality programs.

Degree Levels

The University shall offer associate, baccalaureate, pre-professional, professional, master's, and education specialist programs orientated toward liberal studies, selected careers in state government, and demonstrated student interests and societal needs.

Strategic Directions/Program Priorities

The University shall focus on liberal studies programming. Drawing upon its African American heritage, the University will promote the values and methods of interdisciplinary, multicultural, and global education in its liberal studies offerings. All students shall participate in common curricula that explore the liberal studies. Drawing upon the diverse strengths of the University, emphasis shall be placed on preparing students, especially African Americans for professional careers, including but not limited to Education, Business, Computer Science, Nursing, Human Services, and Public Services. These strategic priorities translate into a core of liberal arts baccalaureate degree programs, honors programs in Liberal Studies, and degree programs at the Associate (A), Baccalaureate (B), Master's (M).

Enhancement of Instruction

The University shall emphasize teaching and scholarship in support of teaching. Meeting student needs, especially those of African Americans and other under-served populations shall be paramount. The University shall focus on the needs of its students, who include, but are not limited to, full-time and part-time residential students, commuting students from its primary service area, and state government employees.

Service and Research Functions

As the Commonwealth's 1890 land-grant institution, Kentucky State University shall fulfill its responsibilities under federal law and participate fully in appropriate U.S. Department of Agriculture programs, in accord with the mission of the University. Kentucky State University shall be the major repository for the collection of books, records, and artifacts relative to the history and status of African American citizens of the Commonwealth and elsewhere. The University shall make such materials available for casual study and scholarly research. As the comprehensive institution located in the capital city, Kentucky State University shall provide service and outreach to the community and shall focus on meeting the applied research and service needs of state government.

Collaborative Ventures

Kentucky State University shall emphasize developing and delivering collaborative programming with other higher education institutions, area school districts, state government, and business and industry partnerships. The University shall develop and employ telecommunication resources to communicate with other institutions in the fulfillment of its mission. Student advising, articulation agreements, curriculum development, and electronic technology shall be employed to facilitate transfer of credits from other institutions toward degree completion.

Efficiency and Effectiveness

Kentucky State University shall promote cost effectiveness in academic programming and institutional management by basing budget priorities on strategic planning and measures of quality of performance that promote continuous improvement of programs and services. Strategic planning resulting in the elimination of duplicative or nonproductive programs is essential while the development of carefully selected new programs compatible with this mission is appropriate. Measure of quality and performances shall be the foundation of the University's assessment and accountability system which promotes the continuous improvement of programs and services.

Who Am I?

Written by Dwayne Cash, June 22, 2000

I am Kentucky State University
No school can ever be me
Not Morehouse, Spelman, or Tuskegee

I am unique

I am green and gold
And though I'm so very old

I keep producing scholars

I continue to produce the finest ladies and gifted young men

The doctors lawyers and businessmen

I am KSU

No other college or university can do what I do

I have paved the way for many sisters and brothers

I have put pride in the hearts of their fathers and mothers

I am KSU

Three letters and two colors

On a mission to educate and stimulate the minds of all kinds

Shapes, colors and size

I am KSU

They used to call me SNSCP (State Normal School for Colored Persons)

They used to call me KNII (Kentucky Normal and Industrial Institute)

I used to be called KSIC (Kentucky State Industrial College)

I used to be called KSCN (Kentucky State College for Negroes)

And in 1952 they dropped the "for Negroes" from my name

And simply called me Kentucky State College

But since 1972 I've been called KSU

Cause that's what I am

I am Struggle

I am History

I am Progress

I am Pride

I am John Henry Jackson

I am James Edward Givens

I am James Shelton Hathaway

I am Green Pickney Russell

I am Francis Marion Wood

I am Rufus B. Atwood

I am Carl McClellan Hill

**Who Am I?
(Continued)**

I am William A. Butts
I am Raymond M. Burse
I am John T. Wolfe
I am Mary L. Smith
I am George W. Reid
I am Mary Evans-Sias
I am KSU

I am the Student Government Association, Organized in 1932

Led by William White

I am the father of Alpha Phi Alpha, Beta Mu

Kappa Alpha Psi, Alpha Epsilon

Omega Psi Phi, Psi Psi

Phi Beta Sigma, Xi Lambda

Iota Phi Theta, Alpha Omicron

The Mother of

Alpha Kappa Alpha, Beta Zeta

Delta Sigma Theta, Alpha Pi

Sigma Gamma Rho

And Zeta Phi Beta, Eta Alpha

I am KSU

Who am I?

I am Frankfort, Louisville, Detroit, Lexington

I am Columbus, Cleveland, Toledo, Cincinnati, Dayton

I am Gary, Indianapolis, Chicago, New York City

I am Green and Gold

And over 100 years old

I am Hunter, Kentucky, McCullin, Combs, Chandler, Young,
Blazer, Bell, Bradford, Exum, Carver, Hathaway, Jackson and ASB

I am Kentucky State University

THE THOROBRED CREED

P R E A M B L E

Since its humble beginnings in 1886, as a school for the education of African-American teachers, Kentucky State University has created a rich heritage of producing great leaders. These leaders entered the halls of our University to learn and went out to serve our Commonwealth, our Nation and our World. It is with the recognition of our history and the belief that all members of this community have the ability to achieve eminence in every field of endeavor that we daily practice and uphold our ideals as stated here.

AS A TRUE THOROBRED

I will practice
personal and academic integrity;

..

I will respect
the dignity, rights and property of all persons;

..

I will discourage
bigotry, while striving to learn from
differences in people, ideas and opinions;

..

In thought, word and deed, I will support
excellence in the learning, growth and
development of others;

..

Allegiance to these ideals requires each Thorobred
to refrain from and discourage behaviors which threaten
the freedom and respect every individual deserves.

..

Daily, I will practice responsibility, leadership, service to my community
And project the best image of myself and my campus.

STUDENT RIGHTS AND RESPONSIBILITIES

Academic Rights and Responsibilities of Students

The Kentucky State University Board of Regents has adopted the following statements and commitments regarding the rights, freedoms and responsibilities of students.

Statement of the Board of Regents

The Board of Regents of Kentucky State University recognizes that an essential element of higher education is the freedom of intellectual inquiry and expression, for free inquiry and free-expression are indispensable to the attainment of the educational goals of Kentucky State University.

Access to Education

The Board of Regents is committed to the policy of freedom from discrimination. Kentucky State University is open to all students who qualify for admission, without regard to age, sex, race, color, creed, national origin, veteran status or handicap.

Freedom To Learn

The Board recognizes that the educative process can take place only under orderly conditions, and that all members of the academic community have an inescapable responsibility to create, maintain and respect general conditions conducive to the freedom to learn and to the protection of life and property. This must be a responsibility shared by all segments of the academic community. While it is recognized that we can have order without freedom, we cannot have freedom without order.

Speech and Criticism

The Board of Regents recognizes the right of freedom of speech, including criticism, expression of grievances or petitions for redress of wrongs, so long as freedom of speech and assembly are exercised in a responsible, lawful and peaceful manner and do not interfere with the protected rights and freedoms of other citizens.

The Board supports and protects the rights of members of the University community to express fully and in responsible ways their views for or against actions and opinions with which they agree or disagree.

Participation in Institutional Governance

The Board encourages participation of members of the academic community in the responsibility of institutional government through membership on and participation in the decisions of University policy committees and councils.

Complaint and Grievance Procedures

In the normal course of University activities, students may encounter problems with University employees (faculty, staff, and/or administrators). In these circumstances, students should first attempt to resolve the problem by talking directly with the employee involved. However, the University recognizes that it is not always possible for students to resolve a problem by direct discussions with the University employee. In these cases, the options available to students include making an informal complaint to the employee's immediate supervisor and/or filing a formal written complaint in accordance with existing University policies.

Informal Complaints: In many cases, it is possible to resolve a complaint by an informal verbal discussion with the employee's immediate supervisor (chairperson, dean, or head of a staff department). Students who make informal complaints do so by talking to the immediate supervisor. Students who make informal complaints need to realize that the supervisor will handle the complaint however he or she sees fit and that the student making the complaint may never know what action is taken regarding the complaint. Despite this fact, informal complaints often result in conversations between the supervisor and the affected employee to determine possible corrective actions.

Formal Complaints and Grievances: Students who wish to go beyond the informal complaint stage must be willing to make complaints or file grievances in writing. These formal written complaints and grievances start a "due process" procedure which ensures that the formal complaint or grievance is taken seriously, investigated thoroughly by appropriate parties, and resolved after the investigation. All parties involved in the formal complaint/grievance process are notified of various actions in writing. Exactly what type of process is involved depends on the nature of the written complaint made.

As valued members of the Kentucky State University community, KSU students have the right to file a complaint against a faculty member, staff member, administrator, or student if they feel that certain rights have been violated or that they have been mistreated. To ensure that every student complaint is addressed as efficiently and fairly as possible, the Board hereby enacts a comprehensive grievance policy for Kentucky State University Students.

Formal complaints or grievances made by students fall into three categories, Academic, Non-Academic, and Harassment.

A. Academic Complaints

All complaints related to academic issues shall be filed pursuant to procedures outlined in the Kentucky State University Catalogue in effect at the time that the complaint is filed. The Office of Academic Affairs and the Office of the Registrar shall provide academic complaint forms where appropriate and make these forms readily accessible and available to students. Students with academic questions, concerns, or complaints, can contact their advisor, chairperson, dean, the Office of Academic Affairs or the Registrar's Office with any questions about filing an academic complaint.

B. Non-Academic Complaints

All non-academic complaints and grievances shall be forwarded to the Vice-President of Student Affairs. The complaints should be in writing using the student complaint forms available in the Office of Student Affairs. It shall be the responsibility of the Vice-President of Student Affairs or His/her designated representative to review and respond to non-academic complaints within 14 days.

C. Harassment

KSU is committed to maintaining the campus community as a place of work and study for students, free of harassment, intimidation, and exploitation. The University does not tolerate behavior that constitutes sexual or other unlawful harassment. Harassment in any form, including verbal and physical conduct, visual displays, threats, demands and retaliation is unlawful and will not be tolerated. It is University policy that any form of harassment on the basis of sex, race, national origin, religion or other categories protected by law or other forms of harassment of or abusive treatment not be tolerated at the Kentucky State University.

If a student feels that he/she has been the victim of harassment, the student should bring the matter to the attention of the Vice-President of Student Affairs. It shall be the responsibility of the Vice-President of Student Affairs or his/her designated representative to contact the Director of Human Resources immediately to begin an investigation consistent with the University's harassment investigation procedures

Students may contact the Office of Student Affairs if they are unsure of the nature of their complaint or if they have questions regarding the complaint process.

STANDARDS GOVERNING STUDENT CONDUCT

Student Conduct On or Off Campus

Section 1. Academic Honesty

The University expects that students will conduct themselves with honesty and integrity.

A. Academic Offenses

1. Cheating - Cheating is defined as the fraudulent or deceptive taking, giving, or presenting of any information or material with the intent of aiding oneself or another on any academic work which is considered in any way in the determination of a course grade.
2. Plagiarism is the act of submitting the work of another as one's own. It includes the submission of the complete or partial work, or of the words, ideas, or format of another, published or unpublished, without appropriate reference and source credit. It includes employing or permitting another person to produce, alter, or revise material which the student submits as his or her own. If the student has any uncertainty regarding plagiarism in the submission of any material to his or her instructor, he or she should discuss the matter with the instructor prior to the submission of the material.

B. Sanctions for Academic Offenses

One or more of the following sanctions may be applied to a student guilty of commission of an academic offense:

1. Assignment of any grade on a paper, examination, or other material related to the offense.
2. Assignment of any grade for the course in which the offense occurred.
3. Forced withdrawal from the class in which the offense occurred.
4. Suspension from the University for a specified period of time. Suspension includes exclusion from all classes, termination of student status and all related privileges and activities. A student who violates any of the terms of suspension shall be subject to further discipline in the form of permanent dismissal.
5. Dismissal from the University: After review and approval of the University President, this sanction is final.

C. Disposition of Cases of Academic Offenses

1. *Responsibility of the Instructor:* An instructor who has evidence that a student has committed an academic offense shall attempt to arrange a personal conference with the student to present the evidence of the offense, to give the student an opportunity to state his/her case, and to make known to the student the charges and possible sanctions which may be imposed or recommended. If the student is not available for or fails to attend such a conference, the instructor shall proceed to inform the student of the nature of the evidence, the charges and the possible sanctions by certified mail, with copies to the Chairperson and Dean of the college in which the offense occurred and the Dean of the college in which the student is enrolled. The instructor may then proceed to assign any grade on a paper or examination related to the offense, assign any grade for the course in which the offense occurred, or recommend to his or her Chairperson a more severe sanction.
2. *Responsibility of the Chairperson:* After reviewing the report from the instructor and making any appropriate investigation, the Chairperson will forward the materials, along with his or her own recommendation to the Dean of the college in which the offense occurred.

Disposition of Cases of Academic Offenses (Continued)

3. *Responsibility of the Deans.* After reviewing the material furnished and conducting an appropriate investigation, the Dean of the college in which the offense occurred will forward the material along with recommendation for suspension or dismissal to the Vice President for Academic Affairs. If the sanction is forced withdrawal from the course, the Dean of the college in which the student is enrolled will take action to implement the withdrawal and will notify the student by certified mail. Copies of the notice will be sent to the instructor and Chairperson of the department and the Dean of the college in which the offense occurred and to the Registrar.
4. *Responsibility of the Academic Vice President:* After reviewing the file and conducting any appropriate investigation, the Vice President shall forward the file, along with his or her recommendation to the Vice President for Student Affairs, who will in turn forward the case to the All-University Court for processing according to the standard procedure of that court.

D. Right of the Student to Appeal

1. The student shall have the right to appeal the allegation of his or her guilt to each higher level of authority and where appropriate (in cases of suspension or expulsion.) to the All-University Court.
2. The assignment of a grade by the instructor on a paper or examination involved in the offense shall not be subject to appeal.
3. The student shall have the right of class attendance and participation until a decision is made on his/her appeal.

E. Expectations for Classroom Conduct.

Students are expected to attend classes regularly, ready to learn, and stay for the duration of class. Inappropriate behavior will not be tolerated. See instructor for individual class rules/expectations.

Section 2. Offenses Against the University Community

- A. Acts of dishonesty, including but not limited to the following:
1. Furnishing false information to the University or any University official
 2. Forgery, alteration, or misuse of any University document, record, or instrument of identification
- B. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other University activities (whether on or off campus), and other activities which occur on University premises
- C. Failure to comply with directions of University officials, including law enforcement officers, acting in performance of their duties, and/or failure to identify oneself to these persons when requested to do so
- D. Violations of other published University policies, regulations, and guidelines. Such policies, regulations, and guidelines shall include, but not be limited to the Student Handbook, Computer and Information Services Policies, parking and traffic regulations, policies governing student organizations, and other published policies, regulations and guidelines.

Section 3. Offenses Against Persons

- A. Physical abuse, verbal abuse, threats, intimidation, harassment, sexual contact without permission, stalking, coercion and other conduct which threatens or endangers the health or safety of any person. This section is intended to include any contact or communication that threatens, harasses, or injures a person.

- B. Kentucky law prohibits the use of hazing on any college and university and requires the expulsion of those persons found to have engaged in such hazing. Any student organization, or any faculty or staff member of the University affiliated with the said student organization, or any guest or visitor of said student organization, is therefore prohibited from engaging in any action or conduct which recklessly or intentionally endangers an individual's mental or physical health or involved the forced consumption or usage by an individual of liquor or drugs for the purpose of initiation into or otherwise becoming a member of the organization. Any organization determined to be in violation of this policy shall have its charter withdrawn from the University and shall be denied all privileges to operate at the University. Any faculty and staff member found to be in violation of this policy shall be summarily terminated from his or her employment. All visitors or guests of the University who fail to comply with this policy shall be trespassed from the campus. The above sanctions imposed by the University shall not be deemed exclusive and the University may pursue any additional penalties, grievances, claims, or actions to which it may be entitled. This policy shall be deemed to be a part of the by-laws of all organizations operating on the University campus.

Section 4. Offenses Against Property

- A. Attempted or actual theft of and/or damage to property of the other personal or public property. Possession of stolen property or unauthorized possession of University property or property of a member of the University community.

- B. Unauthorized possession, duplication, or use of keys to any University premises or unauthorized entry to or use of University premises.

- C. Abuse, misuse, or theft of computer data, equipment, programs, time and/or violation of Computer and Information Services policies regulations and guidelines for computer usage. Policies, regulations and guidelines are available at all campus computer facilities.

- D. Littering on University premises.

- E. Vandalism (To destroy or damage willfully any University or personal property, or to disarrange it with malicious intent)

Section 5. Offenses Disrupting Order or Disregarding Health and Safety

- A. Use, possession or distribution of illegal drugs including the use drug related paraphernalia.
- B. Use, possession or distribution of alcoholic beverages.
- C. Possession of firearms, explosives, ammunition, incendiary devices, or illegal or unauthorized possession of weapons, or dangerous chemicals.
- D. Participation in a campus demonstration which disrupts the normal operations of the University or infringes on the rights of other members of the University community.
- E. Leading or inciting others to disrupt scheduled or normal activities within any campus building or area.
- F. Intentional obstruction of the free flow of pedestrian or vehicular traffic on University premises or University-sponsored or supervised functions.
- G. Engaging in violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct under circumstances including intoxication due to the over-consumption of alcohol, in which the conduct tends to cause or provoke a disturbance or disrupts the normal operations of the University.
- H. Entering false fire alarms or bomb threats, tampering with fire extinguishers, alarms, smoke detectors or other safety equipment.
- I. Illegal gambling or wagering.

Offenses Disrupting Order or Disregarding Health and Safety (Continued)

- J. Violations of federal, state or local law on University premises or at University-sponsored or supervised activities.
- K. Violations of federal, state or local law off University premises and not related to University-sponsored or supervised activities when the violations adversely affect the University community and/or the pursuit of its objectives.
- L. Any act or omission that constitutes a violation of federal, state or local laws and University policy which is not otherwise covered in this Student Handbook.

Section 6. Interfering with the Discipline Process

- A. Failure to appear at a disciplinary meeting or hearing when directed to do so.
- B. Falsifying, distorting or misrepresenting information at a disciplinary meeting or hearing, or knowingly initiating a false complaint.
- C. Attempting to discourage a person's proper participation in or use of the discipline process.
- D. Harassment or intimidation of a University official or member of the Student Court or All University Court.
- E. Failure to comply with sanction(s) imposed.

Section 7. Shared Responsibility for Infractions

- A. Students who act together to violate the policies, regulations and guidelines may be assigned joint responsibility for such violation(s).
- B. Students and organizations may be held responsible for the conduct of their guests while on University premises, at University-sponsored or supervised activities and at functions sponsored by any registered student organization.

Section 8. Organizational Responsibility

- A. A complaint may be filed against an organization.
- B. An organization and its members may be held collectively and individually responsible for violations of the University rules, regulations and guidelines by those associated with the organization, (including guests and alumni of the organization).
- C. When a complaint is filed naming an organization as the responsible party, the presiding officer and/or students affiliated with the group shall be required to participate in meetings and hearings as representatives of the group.

Section 9. Description of Penalties/Sanctions

A. The following sanctions may be imposed upon any student found to have violated the rules, regulations and guidelines of Kentucky State University:

1. *Warning:* A notice orally or in writing, that continuation or repetition of prohibited conduct may be cause for additional disciplinary action.
2. *Disciplinary Probation:* A written reprimand specifying the violation for which the student is held responsible. Students on probation are not considered to be in good standing with the University. Probation is for a designated period of time and includes the probability of more severe disciplinary action if the student is found in violation of any University policy during the probationary period.
3. *Restrictions and Loss of Privileges:* Denial or restriction of certain privileges for a designated period of time.
4. *Fines or Restitution:* Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
5. *Discretionary Sanctions:* Work assignments, referral to Counseling Services, community service hours or other related discretionary assignments as assigned and designed by the Office of Student Affairs
6. *Residence Hall Suspension:* Separation of a student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
7. *Residence Hall Expulsion:* Permanent separation of a student from the residence halls.

Section 9. Description of Penalties/Sanctions (Continued)

8. *Suspension:* Separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

A student who has been suspended or dismissed from the University for violation of rules and regulations governed by the Office of Student Affairs shall be withdrawn from the University and a Student Affairs hold shall be placed on the student's account on the Student Information System. The date of withdrawal shall be the date of the official notification of final disposition to the student. The Registrar must be notified within five (5) days of the communication so that the student can be withdrawn from classes, financial adjustments made, and any return of federal funds can be made. The student will be responsible for any balance due. The Office of the Registrar will complete and file an official withdrawal form. Withdrawals do not remove financial obligations to the University

9. *Expulsion:* Permanent separation of the student from the University.

B. The following sanctions may be imposed on any organization found in violation of the policies, regulations and guidelines of Kentucky State University

1. Probation or suspension of the organization from the University for a specific amount of time
2. Loss of registration as a registered student organization. The Office of Campus Involvement shall notify any national or regional governing body with which the organization is associated or which sponsors social, academic, or sports events when such action is taken.
3. Loss or withdrawal of all student general fee dollars or other University funding for the remainder of the academic year.
4. Monetary fine
5. Revocation of charter

NOTE: Organizations do not have the All-University Court appeal option.

C. More than one of the sanctions listed above may be imposed for any single violation.

Section 9. Description of Penalties/Sanctions (Continued)

- D. Violations involving persons or organizations intentionally targeted because of their race, gender, sexual orientation, color, national origin, ancestry, religion, age, marital status, or disability may result in enhanced sanctions.
- E. The following guidelines apply to the penalties listed below:

Work Assignments

In addition to other penalties, Office of Student Affairs may assign work in Facilities Management or other campus offices without pay.

Suspension

1. In order to safeguard its ideals of scholarship and character, the University reserves the right to require the suspension of any student.
2. Suspension shall be for a specified period of time.
3. A suspended student may not participate in any campus activities and will be banned from the campus during the term of suspension.
4. A student must apply in writing for readmission after the period of suspension. This application should be made to the Registrar.
5. A student may apply for readmission prior to the end of the period of suspension if he/she feels that there is new evidence which justifies a review of the case by the All-University Court. Such a review may be requested in a letter to the Vice President for Student Affairs with a copy to the All-University Court. If the student was dismissed under Emergency Administrative Action, a copy of the request for review must also be sent to the University President or to the administrator who acted for the President.

This letter must specify the nature of the new evidence and must include supporting data.

Permanent Dismissal (Expulsion) From the University

1. This is the most severe penalty which can be imposed by the University Judicial System. It is final and is not susceptible to reconsideration after review by the University President..
2. Due to the gravity of permanent dismissal from the University, this penalty must be reviewed and approved by the University President before it is carried out.
3. Application for readmission by a student who has been permanently dismissed from the University will be considered only if the University President determines that there is substantial new evidence which justifies reconsideration of the penalty.
4. Students who are expelled from the University are permanently banned from the campus.
5. A student who has been expelled from the University must appeal his or her case in a letter to the President with a copy to the All-University Court and the Vice President for Student Affairs. If he/she was dismissed under the provisions of Emergency Administrative Action, a copy of the request for review must also be sent to the University President or to the administrator who acted for the President. This letter must specify the nature of the new evidence and must include supporting data.

Disciplinary Procedures Section

Section 1.

Disciplinary Authority

- A. Students are disciplined at Kentucky State University through two principle means: informally through administrative hearings in the Office of Student Affairs and formally through two levels of courts, the Student Court and the All-University Court. Students have the option of appealing to the All-University Court only in cases of suspension or expulsion. Organizations do not have an option of appealing through the courts. They are disciplined administratively.
- B. The Office of Student Affairs shall keep and review students' disciplinary records and shall have the authority to summon and discipline students, including students who are multiple offenders. Multiple offenders are those students who have been found guilty in three (3) or more hearings before judicial officers or bodies, either through administrative hearings and/or through the levels of courts listed.
- C. Nothing in this document shall be construed to limit the authority of the University President or that of the Board of Regents of Kentucky State University with respect to student conduct.

Section 2. Filing a Complaint

- A. Any person may file a complaint against a student or organization suspected of violating the University's policies, regulations and guidelines. A complaint shall be in writing and directed to the Vice President for Student Affairs or designee.
- B. An individual who files a complaint/incident report is normally expected to participate in the disciplinary meeting or hearing and to present relevant information.
- C. Incident reports/complaints should be submitted as soon as possible after the event takes place, preferably during the semester in which the event took place.
- D. The Vice President for Student Affairs or designee may conduct an investigation to determine if the complaint has merit and/or if it can be disposed of by mutual consent of the persons involved on a basis acceptable to the Vice President for Student Affairs Vice or designee. Such disposition shall be final and there shall be no subsequent proceedings. If the complaint has merit and cannot be disposed of by mutual consent, the Vice President for Student Affairs or designee may participate in any subsequent disciplinary meeting or hearing to resolve the complaint. The Vice President for Student Affairs or designee reserves the right to reject a complaint where it is not feasible for the University to pursue it.

Section 2. Filing a Complaint (Continued)

- E. The Vice President for Student Affairs or designee will conduct a preliminary review of the complaint to determine whether the alleged misconduct may result in expulsion from the University. The Vice President for Student Affairs or designee will also determine whether the accused student disputes the facts that form the basis of the complaint.

Only those students who are subject to suspension or expulsion are entitled to a hearing before the All University Court. The Vice President for Student Affairs reserves the right to refer any complaint to a University official or committee.

Section 3. The Informal Process - Disciplinary Meeting

Students who wish to waive their right to a formal hearing may choose to have their situation resolved through a disciplinary meeting with the Vice President for Student Affairs or designee. Students meeting with the Vice President for Student Affairs or designee will receive:

- A. Written notice of the complaint
- B. Reasonable access to the complaint file.
- C. An opportunity to respond to the complaint and to present relevant and necessary witnesses.
- D. Written notice of the determination, including any sanction(s).

Section 4

The Formal Process -The Student Court

Students that dispute complaints against them that do not fall under the sole jurisdiction of the Office of Student Affairs and that are not covered within Section 5. *Offenses Disrupting Order or Disregarding Health and Safety* are entitled to a hearing before the Student Court. Students can only appeal to the All-University Court in cases of pending suspension or expulsion.

A. Student Court

1. A Student Court having authority specified under the "Student Judicial Review Process Hearing Procedures" *Section 2* is established.
2. The Student Court will be composed of seven students appointed by the President of the Student Government Association and confirmed by the Student Senate. The students appointed by the President of the Student Government Association must have been in full-time attendance at the University for at least one full semester prior to their appointment, must have a clear conduct record with the Office of Student Affairs, and must have and maintain a cumulative and semester grade-point average of at least 2.5.
3. A chairperson, with the right to vote, will be elected by the student body of the University. This chairperson will be called the Chief Justice. The person selected for this office must receive a simple majority of the votes cast even (if running unopposed). The Chief Justice shall automatically be reappointed as a member of the Student Court the following year. An Associate Chief Justice will be elected by members of the Student Court from among the members appointed by the President of the Student Government Association. The Vice President for Student Affairs will designate an Ex- Officio Administrative Secretary to the Student Court, without the right to vote. A hearing will not be valid unless the Ex Officio Administrative Secretary is present.

A. Student Court (Continued)

4. A member of the Student Court will automatically vacate his/her office if he/she fails to maintain cumulative and semester grade-point averages of 2.5, if he/she is found guilty in a disciplinary action, or if he/she ceases to be a full-time student. The Student Government Association President shall appoint persons to fill such vacant office.
5. The term of office for members of the Student Court will be one year, commencing with the first Student Legislature meeting of the academic year and terminating immediately prior to the first Student Legislature meeting the following academic year.
6. A quorum will consist of at least six voting members of the Student Court. Decisions will be reached by majority vote of those members present.
7. A special Student Court may be appointed by the Office for Student Affairs for the summer session. The Student Court will be composed of seven students appointed by the President of the Student Government Association and confirmed by the Office of Student Affairs. The students appointed by the President of the Student Government Association must have been in full-time attendance at the University for at least one full semester prior to their appointment, must have a clear conduct record with the Office of Student Affairs, and must have and maintain a cumulative and semester grade-point average of at least 2.5.
8. The Student Court shall serve as the Judicial branch of the Student Government Association.
9. The Student Court shall have the power to interpret the Student Government Association Constitution.

B. Chief Justice of the Student Court

1. The Chief Justice serves as the general Administrative Officer for the Student Court. His/her duties include but are not necessarily limited to the following:
 - a. He/she will advise students of their rights when they have been charged with an offense
 - b. He/she will evaluate the judicial system at least once each semester.
 - c. He/she will recommend to the Student Court that a member of the court be removed, if he/she finds that a member is not fulfilling his/her responsibilities as set forth in this document.
 - d. He/she will cite precedents for judicial decisions.
 - e. He/she will decide which cases should be brought before the Student Court and he/she will meet with the other Justices and court members weekly to review cases.
 - f. He/she should be well versed in Student Court rules and regulations.
 - g. He/she will announce at the commencement of any hearings the rules that govern the conduct of the hearing.
 - h. He/she will inform the student of his/her right to appeal an adverse decision to the All-University Court.
 - i. He/she in conjunction with other court justices will hear any cases brought before the Student Court and decide the case within ten work days from the receipt of the incident report from the Office of Student Affairs.
 - j. He/she will insure that a decision is made by the Student Court within seventy-two (72) hours of the end of the hearing.
2. He/she will preside over all Student Court Hearings.
3. The Chief Justice may assist and advise the All-University Court when requested.

C. Associate Chief Justice

The duties and responsibilities of the Associate Chief Justice will be as follows:

1. The Associate Chief Justice will report to the Chief Justice.
2. He/she should be well versed in Student Court rules and regulations.
He/she will assist the Chief Justice in the preparation of the decisions of the court.
3. He/she will make up the docket in conjunction with the other justices.
4. He/she will meet with other justices weekly to review cases.
He/she in conjunction with other court justices will hear any cases brought before the Student Court and decide the case within ten work days from the receipt of the incident report from the Office of Student Affairs.
5. He/she will preside over Student Court hearings in the absence of the Chief Justice.

D. Student Court Justices

The duties and responsibilities of the Student Court Justices will be as follows:

1. A Justice should be well versed in Student Court rules and regulations.
2. He/she will make up the docket in conjunction with the other justices and the Chief Justice of the Student Court.
3. He/she will meet with other justices and court members weekly to review cases.
4. He/she in conjunction with the entire Student Court will interpret university polices, regulations and guidelines within the jurisdiction of the Student Court.
5. He/she in conjunction with other court justices will hear any cases brought before the Student Court and decide the case within ten work days from the receipt of the incident report from the Office of Student Affairs.
6. He/she in conjunction with other court justices will interpret the Student Government Association Constitution when requested by the Student Senate or an elected officer of the Student Government Association.

E. Prosecutors

Prosecutors for the Student Court and All-University Court will be appointed by the Vice President for Student Affairs. Prosecutors may include faculty, staff and/or students. Students appointed by the Vice President for Student Affairs must have been in full-time attendance at the University for at least one full semester prior to their appointment, must have a clear conduct record with the Office of Student Affairs, and must have and maintain a cumulative and semester grade-point average of at least 2.5.

The duties and responsibilities of the prosecuting officers will be as follows:

1. He/she will be well versed in the rules and regulations of the Student Court
2. He/she will be well versed in rules and regulations of the University
3. He/she will prosecute students before the appropriate court or council to the best of his/her ability.
4. He/she will prepare and summon witnesses for the prosecution.
5. He/she will prepare evidence for the prosecution.
6. He/she will keep any conferences with students strictly confidential.

F. Student Advocates

Only full-time students in good standing are eligible to serve as Student Advocates. Students selected as student advocates must have a cumulative GPA of at least 2.5 and a clear conduct record. Nothing in this section will be construed to limit a student's right to conduct his/her own defense or to select a faculty member, administrator or staff person as his/her counsel if he/she is appearing before the Student Court or the All-University Court.

A panel of Student Advocates for the University judicial system will be appointed by the President of the Student Government Association, subject to the confirmation of the Student Senate.

If a student who has been accused of an offense does not have counsel, the accused student shall have the opportunity to select a counsel from the panel of Student Advocates.

Student Advocates (Continued)

The duties and responsibilities of a Student Advocate for court or council cases will be as follows:

1. He/she will be well versed in the rules and regulations of the Student Court.
2. He/she will be well versed in the policies regulations and guidelines of the University.
3. He/she will advise students of their rights.
5. He/she will defend students to the best of his/her ability.
6. He/she will keep all conferences with students in strict confidence.
7. He/she will prepare and summon witnesses for the defense of the student.

G. Student Court Clerk/Advisor and Administrative Secretary

The duties and responsibilities of the Student Court Clerk and Administrative Secretary will be as follows:

1. The Clerk/Advisor/Secretary will keep accurate and confidential records of all hearings.
2. The Clerk/Advisor/Secretary will notify students of charges against them.
3. The Clerk/Advisor/Secretary will notify students of the results of hearings
4. The Clerk/Advisor/Secretary will notify students of penalties or sanctions placed upon them
5. The Clerk/Advisor/Secretary will assist the Chief Justice/Chairperson in preparing monthly reports.
6. The Clerk/Advisor/Secretary will be acquainted and well versed in University rules and regulations.
7. The Clerk/Advisor/Secretary will send out all official notices to the court or council he/she serves.

Only full-time staff or faculty members appointed by the Vice President for Student Affairs may serve in this capacity.

H. Other Officers

The Chief Justice/Chairperson of each judicial body may select additional officers and staff as needed. These officers must have been in full-time attendance at the University for at least one full semester prior to their appointment, must have a clear conduct record with the Office of Student Affairs, and must have and maintain a cumulative and semester grade-point average of at least 2.5. These officers or staff persons shall be non-voting.

- A. An All-University Court, having authority specified under Section 2, "Hearing Procedures, Jurisdiction of All-University Court" (page 25) shall be established.
- B. The membership of the All-University Court will consist of:
 1. Three students to be appointed by the President of the Student Government Association. These students must have been in full-time attendance at the University for at least one full semester prior to their appointment, must have a clear conduct record with the Office of Student Affairs, and must have and maintain a cumulative and semester grade-point average of at least 2.5.
 2. Three faculty members to be selected or elected in accordance with rules and regulations established by the Faculty Senate.
 3. Three administrators to be selected or elected by the President of the University or in the manner in which he/she chooses.
 4. A quorum will consist of at least six voting members of the All-University Court (two of each faculty, staff, and students). Decisions will be reached by majority vote of those members present.
- B. The term of office for members of the All-University Court will be one year for students and two years for faculty and staff appointees.

STUDENT JUDICIAL REVIEW PROCESS (Hearing Procedures)

Section 1. Student Court

- A. The Student Court will have original jurisdiction over:
 - 1. Infractions of the posted regulations of each residence hall by persons residing in university housing.
 - 2. All cases in which the alleged offenses specified involve students from two or more Residence Halls or were committed outside of the Residence Halls.
- B. The Student Court will have judicial authority over all undergraduate students.
- C. The Student Court shall have no jurisdiction over any matter specifically delegated to the All-University Court.

Section 2. Jurisdiction of All-University Court

- A. The All-University Court will have original jurisdiction over:
 - 1. All unacceptable acts of conduct and practices as identified by the Board of Regents and listed in the Kentucky State University Student Handbook.
 - 2. All cases involving the alleged violations specified in Student Conduct, Section 3, Penalties/Sanctions for Offenses, Letter B.
 - 3. All cases which the Student Court fails to hear within ten (10) working days of the date the student has been accused of an offense.
 - 4. All hearings involving graduate students.
 - 5. All emergency administrative actions referred to it by the Office of Student Affairs.
- B. The All-University Court will have appellate jurisdiction over all cases from the Student Court.
- C. The All-University Court will also have the power to investigate.

Section 3.

Jurisdiction of the Office for Student Affairs

- A. The Office for Student Affairs shall have original jurisdiction over the review of students' disciplinary records and shall determine the penalties for multiple offenders found through this review.
- B. The Office for Student Affairs shall have the authority to investigate, summon, refer, review, appeal and otherwise act in any or all cases involving students' violation of Student Handbook and University policies, regulations, and guidelines.
- C. Cases received two weeks prior to the end of a semester will be resolved in an administrative hearing through the Office for Student Affairs regardless of jurisdiction of the Student Court or the All-University Court.

Section 4.

Notification

Each student will have the right to proper notification and a hearing under the appropriate administrative or judicial body:

- A. A student who has been accused of an offense will be notified by the Office of Student Affairs within ninety-six hours of receipt of the initial incident report at the last place of residence known to the University or at the permanent address listed on the student's registration form for that semester. The notice will set forth the specific nature of the alleged offense and will inform the student that he/she must report to the Office of Student Affairs or some staff member designated by the Vice President for Student Affairs within twenty-four hours of the receipt of this notice.
- B. When the accused student reports to the Office of Student Affairs or the staff member designated by the Vice President for Student Affairs, the student will be informed that the following options are available to him/her:
 - 1 He/she may choose to admit that he/she has committed the offense and request, that the Office of Student Affairs make a disposition of the matter.
 - OR
 - 2. The student may choose to admit or to deny commission of the offense and request:
 - a. To appear before the judicial body (where appropriate) that handles that offense for a hearing and disposition of the matter.
NOTE: Only offenses that could result in suspension or expulsion can be heard by the All-University Court.
 - b. To have his/her alleged offense resolved informally through an administrative hearing in the Office of Student Affairs.

- C. At least forty-eight hours prior to a hearing of any University judicial body, an accused student will be notified in writing at the last place of residence known to the University or at the permanent address listed on the student's registration form for the semester. This notice will be given by the judicial body hearing the case and will include at least the following information:
1. The time, place, and date of the hearing;
 2. The judicial body before which the student is to appear; and
 3. Specific statements of charges.

Section 5

Hearing/Disposition

- A. The following time limits are established in order to guarantee the rights of a student to a speedy hearing and disposition of his/her case:
1. All campus judicial bodies will hear cases within ten working days of the date that a student has been notified that he/she has been accused of an offense.
 2. In the event that a judicial body fails to hear a case within the time limits established above, the case will automatically be scheduled for hearing within five work days by the next highest judicial body.
 3. In the event that a case moves automatically to a higher court, the student is to be notified within twenty-four hours by the judicial body taking the case of the new time, place, and date of the hearing and of the body before which the student is to appear.
- B. In an administrative hearing, ordinarily the disposition will be made within five weekdays of the date that the student has been notified by the Office for Student Affairs that he/she has been accused of an offense.
- C. All judicial bodies will reach their decisions within seventy-two hours of the conclusion of a hearing.
- D. An accused student will be notified in writing, by the Office of Student Affairs, of the decision of a judicial body and of the penalty(ies), if any, which have been imposed. This notification will be made within five days of the conclusion of the hearing at the last place of residence known to the University or at the permanent address listed on the student's registration form for that semester.
- E. Irrespective of any decision of the All University Court, the University President retains the right to overrule the decision of the All-University Court.

Section 6.
Hearing Procedures

- A. At the beginning of any hearing before a campus judicial body, the presiding officer will announce the rules and regulations governing the conduct of the hearing and will inform the student of his/her right to appeal.
- B. If a member of the judicial body is involved in any way whatsoever in a case being brought before the judicial body, he/she may not participate in hearing that case.
- C. All hearings before all judicial bodies will be open to members of the University community unless a defendant requests that his/her hearing be closed or unless a majority of the judicial body determines that the issues are so embarrassing to witnesses that the hearing should be closed. The judicial body shall have the right and duty of controlling the procedures at all hearings. If the hearing is open, the judicial body shall have the right to control the conduct of the hearing so as to ensure order, and this will include the right to limit the number of persons who may be present in any room where the hearing is being conducted, taking into consideration the seating spaces available for spectators at the hearing. Members of the judicial body hearing the case shall treat the matters heard in strict confidence and shall only discuss the facts of the case with other members of the judicial body in arriving at a decision of the body.
- D. The authority of the University to compel the accused and witnesses to appear will be placed at the disposal of the campus hearing bodies in the following manner:
 - 1. The Student Court will have the power to subpoena any person within the University Community who has directly observed an alleged offense or who is in some way involved with the case in question.
 - 2. The All-University Court will have the power to subpoena any member of the University community.
- E. An accused student will be entitled to appear in person before any hearing body. Should he/she not appear, the hearing may be held in his/her absence and a decision rendered.
- F. An accused student will be informed of the nature of any documents or exhibits which are to be used against him/her. He/she and or his/her counsel have the right to examine these materials. This notification shall be given 48 hours prior to the scheduled hearing.

Hearing Procedures (Continued)

- G. An accused student appearing before a hearing body may be represented by a person of his or her choice approved by the Vice President for Student Affairs.
- H. The counsel of an accused student will be entitled to present his/her defense, to call defense witnesses and to examine prosecution witnesses. The student has the right to confront his/her accusers. In no case will the hearing body consider statements against the accused unless he/she has been advised of their content and of the names of those who made them, and he/she has been given the opportunity to rebut unfavorable testimony. Should the accuser(s) not appear at the hearing, the charges may be dropped at the recommendation of the Student Court or All-University Court.
- I. All persons appearing before any University hearing body will give true testimony and will be held responsible for providing false information to a University judicial body or official.
- J. Regular and complete records will be kept for all proceedings of all hearing bodies. In cases involving possible suspension or dismissal from the University, there will be a verbatim record, such as a tape recording of the hearings. The Office of Student Affairs will be the custodian of these recordings.
- K. All closed court hearings are to be held strictly confidential and taped only for Court purposes.

Section 7.

Emergency Administrative Action

- A. In time of an emergency, (as defined by the Vice President for Student Affairs or his/her designee) a student may be suspended or expelled immediately by action of the University President or of an administrative officer to whom this authority has been delegated (such as the Vice President for Student Affairs or other University official).
- B. A student who has been suspended or expelled as a result of an emergency administrative action has the right to a hearing before the All-University Court within five school days of the date upon which he/she was suspended or expelled, provided that he/she requests such a hearing, in writing, to the Vice President for Student Affairs, within twenty-four hours of his/her suspension or expulsion.
- C. The procedural rights specified herein are to prevail at all hearings before the All-University Court.

Section 8. Appeals

- A. Students may appeal the sanction imposed by the Vice President for Student Affairs or designee (informal disposition) or the decision rendered by the Student Court or All University Court (formal disposition.).
- B. Appeal of Informal Disposition
 - 1. Appeals shall be made to the Vice President for Student Affairs within two (2) days of the receipt of the sanction issued by the designee of the Vice President for Student Affairs.
 - 2. The appeal shall be in writing, stating the ground(s) for appeal.
- C. Appeal of Formal Disposition
 - 1. Appeals shall be made to the Vice President for Student Affairs within two (2) days of the receipt of the decision of the judicial body.
 - 2. The appeal shall be in writing, stating the ground(s) for appeal.
- D. Grounds for Appeal
 - 1. Appeals must be based on the issue of substantive or procedural errors which are prejudicial and which were committed during the disciplinary meeting or hearing.
 - 2. The specifics to be addressed on appeal are:
 - a. Were the procedures of the Code of Student Conduct followed?
 - b. If a procedural error occurred, were the rights of the student or organization violated to the extent that the student or organization did not receive a fair hearing?
 - c. Was the meeting or hearing conducted in a way that permitted the student or organization adequate notice and the opportunity to present their version of the facts?
 - d. Was the information presented at the meeting or hearing sufficient to justify the decision reached?
 - e. Was there information existing at the time of the meeting or hearing that was not discovered until after the hearing?
- E. Appeals may be made to President of the University within two (2) days of the receipt of the decision of the Vice President for Student Affairs. The appeal shall be in writing, stating the ground(s) for appeal.

- F. Pursuant to KRS 164.370 a student who is suspended or expelled may appeal to the Board of Regents. The Board shall proscribe the manner and mode of the procedure on appeal. The decision of the board of Regents shall be final.
- G. Implementation of Sanction(s).
 - 1. Sanctions shall not begin until either the time for appeal has expired without an appeal, or the appeal process is exhausted.
 - 2. The Vice President for Student Affairs may impose sanctions during the appeal process to ensure the safety and well-being of members of the University community or preservation of University property.

Section 9. Disclosure

- A. The disciplinary procedures outlined in this document replace all previously published student disciplinary and judicial procedures.
- B. Obligation of students to comply with the law
 - 1. Students are expected to comply with all provisions of federal, state and local laws and ordinances. Members of the University community share the obligation of all citizens to cooperate with law enforcement officials when they have knowledge of a violation of law.
 - 2. A number of offenses listed in this document are violation of law as well as of University disciplinary regulations. Violations of the rules may also constitute violations of the criminal law and may subject violators to outside legal sanctions. While the offenses enumerated in this document normally will be dealt with by the University judicial system, nothing in this document shall be construed in such a manner as to prevent members of the University community from cooperating with criminal prosecution.
 - 3. When a criminal prosecution is pending, the University judicial system normally will continue to take action with respect to alleged University violations.

Attire

Students' dress at Kentucky State University, while reflecting personal freedom, should also reflect high standards of personal image so that each student may share in promoting a positive, healthy and safe atmosphere within the college community. **Students are expected to follow the *Kentucky State University Dress Code*, which includes:**

1. Dress and grooming will be clean and in keeping with sanitary and safety requirements.
2. All students must wear shoes, boots or other types of footwear made for outside wear.
3. Hats and/or other head covering are not to be worn in buildings and DO-RAGS shall not be worn outside dorm rooms by any student enrolled at any time.
4. Shirts/tops must be worn at all times while in public or common areas of the College
5. Attire must not display obscene, profane, lewd, illegal or offensive images or words.
6. Dress must be in good taste and appropriate for the occasion or setting. Revealing clothing is prohibited.
7. Pajamas, stocking caps, hair rollers and bedroom slippers shall not be worn while in public or in common areas of the College
8. Clothing which allows undergarments (or clothing underneath such as shorts) to be visually observed is not permitted.

Gambling

Gambling is prohibited in or around University owned or operated facilities and at University sponsored activities on or off the campus.

Smoking Regulations

Smoking is prohibited in classrooms, laboratories, the library, gymnasium, cafeteria, and other designated "no smoking" areas.

Off-Campus Conduct

Students when away from the campus are subject to the same civil authorities as any other citizen. A student found guilty by courts of law for offenses committed off campus is required soon after the court verdict to have a counseling session with staff of the Office of Student Affairs. The University reserves the right to determine the effect of the off-campus offense on the general welfare of the University. Appropriate action shall be taken against the student.

University Police shall have the authority to take appropriate actions, when summoned, in offenses committed off campus by Kentucky State University students when those actions are in violation of University policies regulations and guidelines and when officials determine that those actions are within the University's jurisdiction.

Use or Possession of Firearms KRS 527.070

The use or possession of firearms, fireworks, explosives, ammunition, knives, and other lethal weapons on campus is prohibited. Students found guilty of possessing and/or using such items will be subject to suspension or expulsion.

Drugs KRS Chapter 218A

Possession, use, or distribution of narcotic or illegal drugs is prohibited. Students found guilty of this crime will be prosecuted to the fullest extent of the law and will be subject to suspension or expulsion.

Alcohol KRS 525.100

The possession or consumption of alcoholic beverages while on the grounds or in the buildings of the University campus is prohibited by state law. Students found guilty will be charged accordingly and are subject to fine, community service, and/or social probation.

Harassment KRS 525.070/Harassing Communications KRS 525.080

In response to reported harassment and harassing communications, Student Affairs will conduct an investigation. If students are found guilty, penalties could include suspension or expulsion.

Gang Activity KRS 506.130

Anyone found guilty of any type of gang activity will be expelled from the University.

Aggravated Assault KRS 508.030

Anyone found guilty of aggravated assault will be prosecuted to the fullest extent of the law. Student Affairs will investigate the charges and if found guilty, the student will be subject to penalties through the Office of Student Affairs that may include suspension or expulsion.

STUDENT RECORDS

The Board protects the right to privacy of members of the academic community against improper disclosure of personal records and confidential information.

Change of Name, Address and Phone Number

All students are to report to the Office of the Registrar to complete proper forms for a change of name, address and phone number. Students failing to provide this information will experience difficulty in receiving correspondence, grades, registration information and other important materials.

The Buckley Amendment

The Family Educational Rights and Privacy Act of 1974 (The Buckley Amendment) ensures that eligible students have the right to:

1. Inspect and review educational records, files, and other data.
2. Waive the right of inspection and review of confidential letters and statements of recommendations filed since January 1, 1975.
3. Challenge the content of educational records to ensure that they are not misleading or inaccurate.
4. Preclude directory information from being released.
5. In many cases, decide whether or not a third party may obtain information about them.

The Act obliges the University to inform students of their rights and to establish policies and procedures through which their rights can be exercised. Kentucky State University intends to comply fully and fairly with the provisions of the Act and with its statements on policies and procedures.

1. Definitions

The following terms contained in the federal regulations are specifically defined for purposes of this policy.

- a. **DIRECTORY INFORMATION.** This includes the following information relating to a student:
 - Name
 - Address
 - Telephone
 - Date and place of birth
 - Major field of study
 - Participation in officially recognized activities and sports
 - Weight and height of members of athletic teams
 - Dates of attendance
 - Degrees and awards received
 - Most recent previous educational agency or institution attended by the student
- b. **DISCLOSURE:** Permitting access or the release, transfer, or other communication of education records of the student or the personally identifiable information contained therein orally, in writing, by electronic means, or by any means to any party.
- c. **EDUCATIONAL RECORD:** Any data recorded in any medium that are directly related to a student and are maintained by the University or by a party acting for the University.

The following types of records are not included in the terms EDUCATIONAL RECORDS or STUDENT RECORDS under the Act and are not subject to inspection or review by students.

1. Financial statements of parents.
 2. Confidential statements and recommendations filed prior to January 1, 1975.
 3. Records which the student has waived the right to inspect.
 4. Records of instructional supervisor and administrative personnel that are in the sole possession of the maker and are not revealed to any other individual except a substitute who performs on a temporary basis the duties of the individual who made the record.
 5. Records of the law enforcement unit of the University which are kept separate from educational records and maintained solely for law enforcement purposes and available only to law enforcement officials of the same jurisdiction.
 6. Records which are maintained by a physician, psychiatrist, psychologist, or other recognized professionals or para-professionals acting or assisting in a professional or para-professional capacity which are used solely in connection with the provisions of treatment to the student.
 7. Records of the University which contain only information relating to a person after that person is no longer a student (e.g., information gathered on the accomplishments of alumni).
- d. **FINANCIAL AID:** A payment to the student that is conditional upon attendance at the University or some other educational institution.
- e. **PERSONALLY IDENTIFIABLE:** The data or information which includes the name of the student, the student's parent or other family member, the address of the student, a personal identifier such as the student's social security number, a list of personal characteristics that would make the student's identity easily traceable, or other information that would make the student's identity easily traceable.
- f. **STUDENT:** Any individual with respect to whom Kentucky State University maintains educational records. This term does not include an individual who has not been in attendance at Kentucky State. A person who has applied for admission to but has never been in attendance is not considered to be a student with respect to the Act and the records maintained.
- g. **LEGITIMATE EDUCATIONAL INTEREST:** The demonstrated need to know by those officials of an institution who act in the student's educational interest, including faculty, administration, clerical and professional employees, and other persons who manage student record information.
- h. **SCHOOL OFFICIALS:** Those members of an institution who act in the student's educational interest within the limitations of their need to know, which may include faculty members, administration, clerical, and professional employees and other persons who manage student record information.

2. Right of Access

No one will have access to a student's educational records nor will their contents be disclosed without the written consent of the student, except under the following conditions:

- a. The University must disclose information to students requesting review of their own records.
- b. Authorized government officials or agencies for audit and evaluations of state and federally supported programs.
- c. Full-time University employees having authorized access and legitimate educational interest.
- d. Directors of Admissions, Registrars, and other appropriate officials of another school or school system in which the student intends to enroll with the condition the University makes a reasonable effort to inform the student of the disclosure
- e. Persons or organizations providing student financial aid.
- f. Accrediting agencies engaged in the accrediting function.
- g. The parents of a student whose status as a dependent has been established according to Internal Revenue Code of 1954, Section 152.
- h. In compliance with the judicial order or lawfully issued subpoena (providing a reasonable effort is made to notify the student prior to compliance).
- i. To authorized officials in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or another person.

The written consent of the student must be signed, dated, and include his/her social security number or date of birth. The written consent must specify the record to be disclosed, the purpose or purposes of the disclosure, and the party or parties to whom the disclosure may be made.

Directory information is considered public and may be released without written consent unless specifically prohibited by the student.

A student may restrict publication of directory information by completing the appropriate form (see attachment 1) in the Office of Records, Registration and Admissions requesting that directory information not be released. As a matter of policy, Kentucky State University does not release directory information about students to commercial mail advertisers or other vendors.

THIRD PARTY ACCESS (see attachment 2). All third parties to whom information or records are disclosed shall be informed at the time of disclosure that no further disclosure of personally identifiable data (other than directory information) is authorized without the written consent of the student.

A record of each third-party request for and each disclosure of personally identifiable information from a student's record will be maintained within the student's record. However, a University office is not required to maintain a record of requests from and disclosures to persons seeking directory information and to University officials with a legitimate educational interest.

It is the policy of the University to permit the student to inspect this record of requests and disclosures pertaining to his or her records. This record of requests shall be maintained as long as the education record to which it pertains is maintained.

3. Request for Review of Records

Students may request to inspect and review educational records (see attachment 2) as previously defined. Such a request must be made to the Registrar, who will forward the request to the appropriate office that keeps the records.

Although it is University policy to respond to a request to inspect records as promptly as possible, an office has up to 20 working days to honor the request. A student may request and receive an explanation or interpretation of his/her record from a responsible official. Each office in which educational records are located maintains a record of requests for and releases of personally identifiable information.

4. Right to Challenge Information in Student's Records

A student may challenge any information in his or her educational records which he or she believes to be inaccurate, misleading, or inappropriate. If a student wishes to challenge information in his or her file, the student must make a request in writing to the official responsible for the record in question that the record be amended. The responsible official shall decide, as soon as possible, but not longer than 20 working days from the date of the request, whether or not to amend the challenged record. The responsible official may amend the record. If the student considers the record faulty and the responsible official denies the request for change, the student may request and receive a hearing of the matter to the end that the record be amended if adjudged faulty or in violation of the student's rights.

Such request for a hearing must be made in writing to the Registrar, who will inform the student of the date, place and time of the hearing before the Student Records Challenge Committee. This committee includes the following persons or their designees: the University Director of Records, Policy and Legal Services; the Registrar, Chairperson; the Vice President for Student Affairs; and the official responsible for the maintenance of the educational record in question if different than the previous designated individuals. At the hearing, the student will have present the official responsible for the question (where appropriate), and all other necessary parties will be present. A student may be assisted or represented at the hearing by one or more persons of his or her choice. The judgment of the Committee shall be final, based solely on the evidence presented at the hearing, and the record shall be changed or retained as recommended. The Committee will issue a written statement summarizing the evidence and stating the reasons for the decisions that will be delivered to all parties concerned.

If the Student Records Challenge Committee decides against the requested change, it shall inform the student that he or she shall have the opportunity to place with the record a statement commenting upon the information in the record and/or setting forth any reasons for disagreeing with the decision of the Committee. This statement shall be maintained as long as the questioned record is maintained, and shall be provided to all persons to whom the questioned record is provided.

5. Responsibility of Informing Students of Their Rights

The University shall inform students of their rights under the Family Educational Rights and Privacy Act of 1974 by the publication of the following statement in the University's Catalogue, in each publication of the class schedule, and in the Student Handbook.

6. Privacy of Student Records

Kentucky State University hereby notifies students concerning the Family Educational Rights and Privacy Act of 1974. This Act, with which the institution intends to comply fully is designed to protect the privacy of educational records, to establish the right of students to inspect or review their educational records, and to provide guidelines for the correction of inaccuracies or misleading information.

7. Assistance with Problems or Questions Concerning Compliance

Questions about the provisions of this Act should be directed to the Registrar. If a student believes the University has not complied with the Act, (other than challenging information in the student's record--see Section IV) complaints must be made in writing to the Registrar. Violations must be specifically identified. Such complaints will be reviewed and responded to by the Student Records Challenge Committee. The response of the Committee will be in writing to the student and will be the official and final University response to the complaint.

If, after exhausting University appeal procedures there are additional complaints regarding violation of rights, these should be submitted in writing to the Family Educational Rights and Privacy Act Office, Department of Education, Washington, D.C. Details are included in the AACRAO Guide to Post-secondary Institutions for Implementation of the FERPA (pages 46-47).

8. Student Records

The University maintains a wide variety of documents that may be considered educational records. In many cases these are maintained centrally and distributed through college school Deans, departmental/divisional Chairpersons, and individual faculty members for the purposes of carrying out the advisement and instructional tasks. The following is the list of the types of records maintained by the University with the name of the office responsible for the maintenance and distribution of the record. The title of the individual responsible and the location of these offices can be ascertained from the current Kentucky State University *Campus Directory*.

Records, Registration and Admissions Office: Grade reports, transcripts, applications for graduation, correspondence with students, withdrawal records, admissions applications, test scores, letters of recommendations (if applicable), biographical data, mid-term evaluations, permanent academic records, request for changes in residence fee status, registration documents, transcripts of previous institutions.

Bursar's Office: Student fees and payroll records.

Counseling, Career Planning and Placement Office: Counseling records.

Testing Office: Test scores, (ACT, CLEP, CTBS, GED, GMAT, GRE, SAT, NTE, TOEFL).

Financial Aid Office: Applications for financial aid and supporting documentation.

Health Services Office: Medical records and comprehensive counseling records.

Student Affairs Office: Housing information, attendance data, and disciplinary offenses.

Deans, Chairpersons: Academic advising information, progress reports from faculty and student academic progress records.

ATTACHMENT 1
DIRECTORY INFORMATION HOLD REQUEST
Office of Records, Registration and Admissions

NAME:

STUDENT NUMBER:

I hereby request that my directory information not be released by Kentucky State University. I understand that if I am not enrolled for one or more regular semesters, it will be necessary to resubmit this request. I also understand that directory information will be used within the institution as is necessary for University purposes.

DATE

Student Signature

NOTICE:

Please note that holds on directory information indicate that any future requests of such information by non-University persons or organizations will be refused. The University will honor this request and withhold any of the information. The University cannot assume responsibility to contact you for subsequent permission to release them. Regardless of the effect upon you, the University assumes no liability for honoring your instructions that such information be withheld.

ATTACHMENT 2

REQUEST TO REVIEW EDUCATIONAL RECORDS

DATE:

NAME OF STUDENT:

STUDENT NUMBER:

PURPOSE OF REVIEW:

ITEM(S) OF INFORMATION REQUESTED:

NAME OF REQUESTOR:

REQUESTOR'S AFFILIATION:

OFFICE TO WHICH REQUEST WAS MADE:

I hereby agree to keep the information disclosed to me confidential according to Family Educational Rights and Privacy Act of 1974 as amended.

(Signature) (Date)

DISPOSITION OF REQUEST: APPROVED DISAPPROVED

SPECIFY MATERIALS REVIEWED (RECORDS, TYPES OF INFORMATION:)

(Signature of Official Approving Request) (Date)

(Name and Title of Official Supervising Review) (Date)

(Signature of Student - if necessary) (Date)

ATTACHMENT 3

STUDENT REQUEST FOR FORMAL HEARING

To: Director of Records, Registration and Admissions Date:

From:

(Student's name) Social Security Number:

Subject: Request for Hearing Concerning Student Educational Records I request a formal hearing concerning correction of what I believe to be inaccurate or misleading

information, described below, contained in my educational records.

CONTESTED INFORMATION

EDUCATIONAL RECORD CONTESTED

Please notify me of the date, time, and place of the hearing. My address and telephone number follow:

(Address)

(Student's Signature) (Telephone No.)

Change of Name, Address and Phone Number

All students are to report to the Office of Records, Registration and Admissions to complete proper forms for a change of name, address and phone number. Students failing to provide this information will experience difficulty in receiving correspondence, grades, registration information and other important materials.

STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

Preamble

We, the members of the student body of Kentucky State University, recognizing the need for a representative, functional, and democratic form of student government, for participating in the policy and decision-making processes of the University community, for promoting communication and understanding within and beyond the confines of the University, and for encouraging awareness of and activity in the processes of a democratic society, do unite in establishing an association of the student body which will adopt for its government the following constitution:

Article I

Name and Function

Section 1. The name of this representative body shall be the Student Government Association of Kentucky State University (the "SGA").

Section 2. The Student Government Association shall be the governing body in matters pertaining to the common interest of the students, and shall operate as a lower authority in conjunction with the President's Cabinet of the Institution as the higher authority.

Article II

Purpose and Powers

Section 1. The purpose of the Student Government Association shall be to develop, promote, and provide for the general welfare of the student body at Kentucky State University.

Section 2. In carrying out the purposes of the SGA, the Student Government Association shall have joint jurisdiction with the President's Cabinet of the Institution in the regulation and promotion of student activities; its jurisdiction shall regulate the activities of such organizations as student publications, the residence hall clubs, and all other student organizations other than fraternities, sororities, and departmental clubs.

Section 3. The Student Government Association shall have power to enact legislation in matters of student concern over which students may logically be expected to have jurisdiction. The legislation shall be subject to ratification by the President's Cabinet of the Institution and to final approval by the Board of Regents. In case its legislation is not ratified by the President's Cabinet of the Institution, efforts shall be made by a joint committee of the Student Government Association and President's Cabinet of the Institution to modify the legislation. The legislation as modified will then be submitted to the Student Government Association and President's Cabinet of the Institution for action.

Section 4. Recommendations made by the Student Government Association in matters over which it has no direct jurisdiction, but which are in the interest of its general welfare, may be submitted to the President's Cabinet of the Institution for action.

Section 5. The powers of the Student Government Association are delegated to it by the President's Cabinet of the Institution and are subject to withdrawal by this Cabinet.

Section 6. The Student Government Association shall conduct all general elections, including that of the eight offices of the student body as well as class officers and senators. The Student Government Association may also call for and set up general student elections or referendums when decisions involved will affect at least one-third of the student body.

Article III

Membership and Privileges

Section 1. All students enrolled as full time students may be members of the Student Government Association.

Section 2. Each member shall have the right to vote in university-wide Student Government Association elections under procedures established by the Student Senate, to debate in association meetings, and to participate in all activities of the association except as provided otherwise in this constitution.

Section 3. All members are eligible to seek a position in the Student Government Association under the procedures and requirements set forth in this constitution.

Section 4. All members have the right to petition the Student Government or any agency thereof for a redress of grievances.

Article IV

Executive Officers and Duties

Section 1. The executive officers of the organization shall be the President/Student Member of the Board of Regents, First Vice President, Second Vice President, Secretary, Treasurer, Chief Justice of the Student Court, Miss KSU, Mr. KSU and Chief of Staff of the Executive Board (ex-officio member). Collectively they are referred to as the Executive Board of SGA.

Section 2. It shall be the duty of the President of the Student Government Association to call general assemblies of the student body upon a majority vote of the Student Government Association, to preside at all meetings of the student body, to preside at all meetings of the Student Government Association (excluding student senate meetings), to organize all classes, to establish and appoint all members to special committees of the Student Government, and to appoint all student members to University committees. In addition, the President shall at his/her discretion call a meeting of all presidents of student organizations to advise these leaders in the matters of organization and in implementation of organizational functions of the Student Government Association.

Section 3. The Student Member of the Board of Regents shall be the President of the Student Government Association. He or she shall have the duty of voicing the sentiments of the student body to the Board of Regents and reporting all activities of the Board of Regents (except that which is discussed in executive session) at the next regular scheduled SGA senate meeting.

Section 4. The First Vice President shall serve as Chairperson of the Student Senate. He/She shall also assume the duties of the President of the Student Government Association in his/her absence.

Section 5. The Second Vice President shall serve as the liaison to all commuting students and address their concerns before Executive Committee of the Student Government Association.

Section 6. Miss KSU shall serve on the Student Government Association and have the duty of representing the University at all requested activities. In addition, she shall be required to perform community service activities, assist in University recruitment, perform two (2) campus activities throughout the school year and coordinate a minimum of two (2) community service activities during the academic year (off campus).

Section 7. Mr. KSU shall serve on the Student Government Association and have the duty of representing the University at all requested activities. In addition, she shall be required to perform community service activities, assist in University recruitment, perform two (2) campus activities throughout the school year and coordinate a minimum of two (2) community service activities during the academic year (off campus).

Section 8. The Secretary of the Student Government Association is the recording officer of the assembly and custodian of its record except such as are specifically assigned to others, as the treasurers' books. In addition, it is also the duty of the secretary to keep a register or roll of the members and to call the roll when required; to notify officers, committees and delegates of their appointment and to furnish committees with all papers referred to them and delegates with credentials. (Parts of this statement were taken directly from Robert's Rule of Order)

Section 9. The Treasurer of the Student Government Association has the responsibility of acting as a banker, merely holding the funds deposited with him/her and paying them out on the order of SGA signed by the president and the secretary (of SGA). He/she is always required to make a weekly updated report to the senate and executive board. (Parts of this statement were taken directly from Robert's Rule of Order)

Section 10. The Chief Justice shall serve as the Chief Administrator in the judicial branch of the Student Government Association and will, with the assistance of his/her Student Court Justices, interpret the Student Government Constitution. Additional duties of the Chief Justice are listed under section 4 of the Student Judicial Review Process.

Section 11. The Chief of Staff shall serve as chief supervisor and adviser to the President/Student Regent and the Executive Board to ensure its continued efficiency and productivity. He/She shall operate as a Chief Operating Officer or Office Manager to ensure the effectiveness of the Board and to assist them in all goals and assignments.

Section 12. In the event that a vacancy occurs among the Student Government Executive officers, the President of the SGA may appoint an active member of the Student Government Association to carry out the un-expired term upon confirmation by the Student Senate.

Section 13. In the event that the President is unable to fulfill his/her term or becomes ineligible to continue in said office natural succession shall be as follows: First Vice President, Second Vice President, Secretary, Treasurer, and Chief Justice.

Section 14 (A) An Executive Officer shall lose his/her seat if he/she fails to maintain a minimum of a 2.5 g.p.a. as determined by the Office of Records, Registration and Admission.

Article V.

General Assembly (Town Hall Meetings)

Section 1. The Student Government Association shall meet during the first 2-3 weeks after the fall term begins, and shall meet regularly at least twice each month thereafter.

Section 2. A meeting of the Student Government Association may be called by the President of the Association or by a majority vote of the Student Senate or by a petition bearing the signatures of 100 students. In that event, meetings shall be chaired by the President of the Student Government Association.

Section 3. The President of the Student Government Association shall convene a General Assembly (Town Hall meeting) of the student body not earlier than one week after the mid-term examinations in the Fall Semester and in the Spring Semester of the academic year with which his/her term coincides. At the General Assemblies, the President of the Student Government Association shall report on the activities of the Student Government Association. The student body may conduct its business at the General Assemblies providing that notices of the meetings and copies of the proposed business, whether originating from the Student Government Association or the student body, have been posted in conspicuous locations on the University campus at least one week prior to the meetings.

Article VI. Student Senate

Section 1. Title

The voting representatives of the Student Government Association shall be called the Student Senate.

Section 2. These meetings shall serve as a forum for the discussion of student interests. At such meetings, the membership of the "SGA" shall have power to make general recommendations to the Student Senate.

Section 3. Representation

(A) For every seventy-five students, in each academic class there shall be one Student Senator who has paid the University's activity fee. Students may only be candidates for their respective classes.

(B) Elections shall be held during the third week of the Fall Semester. The Executive Board shall conduct the Senate elections for each class.

Section 4. Officers

(A) The Senate shall, at its first regular meeting following Fall Semester elections, nominate from the floor and elect from its membership a Speaker "Pro-Tem" who shall assume the duties of the First Vice President in the event of the First Vice President's inability to serve as Chairperson of this body. This is upon the discretion of the First Vice President.

(B) The Chairperson of the Senate shall appoint a SGA member to the position of Clerk who shall keep a permanent record of attendance of members and minutes of each meeting. The records shall be filed in the Student Government Association Office. In the absence of the Clerk, the Chairperson shall appoint a temporary clerk.

Section 5. Authority

(A) The Senate may impeach, for cause, an Executive Officer, Senator, or Justice of the Student Court by a two-thirds vote of the Senate membership.

(B) The Senate may override a veto of the President of the Student Government Association by a majority vote of its membership.

(C) The Senate may establish special committees needed for the performance of its duties.

(D) The Student Senate may establish and amend its bylaws by a two-thirds vote after a first reading of the amendments at a meeting preceding the vote. The first reading shall precede the vote by at least twenty-four hours.

(E) The Student Senate shall have the authority to reverse any action taken by an officer or by officers of the Student Government Association by a two-thirds vote. The Senate also shall have the power to direct an officer his/her performance by majority vote, as set forth by the constitution.

(F) The Student Senate shall have the responsibility for reviewing and giving initial approval for chartering student organizations that it deems have fulfilled the requirements for recognition established by it through the Student Government Association. The Student Senate may, after due consideration and recommendations from the Student Government Association, recommend revoking the charter of an organization or place it on suspension for a period not exceeding one year. In carrying out this responsibility, the Student Senate shall have joint jurisdiction with the University's President's Cabinet in the regulation and promotion of student activities.

Section 6. Meetings and Procedures

(A) The Senate shall meet at least twice each month during the academic year in joint session with Student Government Association Officers, or upon the discretion of the Chairperson of the Senate. Meetings shall be open to all Kentucky State University students.

(B) Additional meetings of the Senate may be scheduled at the request of the President or by a majority of Senate members present and voting, or by petition bearing the signatures of 100 full-time students. Senators shall be notified at least 24 hours preceding the date of a special meeting. In that event, the meeting shall be chaired by the president of the SGA.

(C) Sixty percent of the total membership of the Senate shall constitute a quorum.

(D) No business shall be transacted at a special meeting of the Student Senate unless a quorum of the voting members is present.

(E) No Senator shall have more than one vote.

Section 7. Attendance Policy.

(A) In order to maintain Senator Status, each Senator is expected to attend all meetings of the Student Senate. Senators shall be permitted no more than three absences from meetings during one semester. The Senator must notify the SGA First Vice-President before the meeting if he/she must be absent. Failure to do so will constitute an unexcused absence. No more than two of these absences shall be unexcused.

1. The following constitute an excused absence: illness, court appearance, serious illness or death in the student's immediate family, patriotic duty and/or an activity whereby the student represents the University off-campus and is required to be absent, field trips or other academic class activities, and/or classes which conflict with meeting times.

2. All other absences shall be unexcused.

(B) Any senator entering a meeting after roll call shall be considered tardy.

1. Tardiest shall be judged excused and unexcused by the same considerations used in judging absences.

2. Two Unexcused Tardiest shall be equivalent to one unexcused absence.

(C) The SGA First Vice-President, Chairman of the Senate, shall have the power to enforce or make any exceptions to these regulations.

(D) Failure by any Senator to uphold these attendance regulations may result in dismissal from the Senate.

1. A Senator violating these rules shall be permitted the opportunity to defend his/her absences before the Senate.
2. The Senator shall be notified in writing at least 48 hours prior to his/her hearing, which shall be conducted at a regular meeting of the Student Senate.
3. Failure of the Senator to attend this hearing shall constitute immediate dismissal from office.
4. After hearing the statement(s) of the Senator, the Senate shall vote whether the absences are valid or whether the Senator will be impeached.

(E) This attendance policy will also apply to the Executive Officers of SGA (President, Vice-Presidents, Chief Justice, Treasurer, Secretary, Mr. and Miss KSU) during executive board meetings.

Section 8. Removal from the Senate

(A) A senator shall lose his/her seat if he/she fails to maintain a minimum of a 2.5 g.p.a. as determined by the Office of Records, Registration and Admission. The Senate may by two-thirds (2/3) vote request the resignation of a Senator.

(B) A Senator may lose his/her seat if he/she does not comply with the attendance policy outlined in Section 6.

(C) In the event a Senate seat is vacated by reasons of forfeiture of position, death, serious illness, disability or social probation, the appropriate class president shall appoint a class representative to fill the un-expired term of the vacant position.

**Article VII.
Class Officers**

Section 1. Title

The elected representatives (with the exception of Mr. and Miss Freshmen who shall be selected by the Freshmen Pageant) of each class shall be called Class Officers. Each class shall have a President, Vice-President, Secretary, and Treasurer. This is also the order of succession. All rules applying to Student Senators, also apply to class officers.

Section 2. Removal from Class Office

(A) A Class Officer shall lose his/her seat if he/she fails to maintain a minimum of a 2.5 g.p.a. as determined by the Office of Records, Registration and Admission.

(B) Due to an insufficient work ethic and/or a number of unexcused absences.

(C) In the event that a class office shall be vacant at the commencement of the Fall Semester, the office shall be filled by the order of succession.

1. Should the vacancy be the office of class president, the Vice-President shall be required to assume the position.

2. If the vacancy is any office other than Class President, the officers may choose to hold an election to fill the position without first filling the office through order of succession.

Article VIII.

Committees

Section 1. Establishment

(A) The Student Government Association shall have the following Committees: Executive Committee, Student Center Committee, Student Organizations Committee, Food Service Committee and Community Service Committee.

(B) The Student Senate shall determine the rules and procedures of Student Government Association Boards.

Section 2. The Executive Committee

(A) The Student Government Association Executive Committee shall be composed of the President, the First Vice President, and the Second Vice President of the Student Government Association and four members of the Student Senate elected by the Student Senate for one-year terms, with no more than one elected from any academic classification.

(B) The Chairman of the Committee shall be the President of the Student Government Association.

(C) The Committee shall be empowered to take emergency actions otherwise under Student Senate jurisdiction when the Senate cannot be called into session; however, such action shall be negated effective at the next Senate meeting if the Senate fails to ratify the action by a majority vote.

(D) The Committee may make recommendations to the Student Senate on interpretation of the Student Government Association constitution or bylaws. Rulings

made by the Senate on constitutional matters shall be sent to the Committee for study and suggestions and amendment(s).

(E) The Committee shall receive all recommendations or suggestions for changes in this constitution and in the Student Government Association bylaws. The Committee shall prepare recommendations concerning proposed amendments and submit its recommendations on these amendments to the Student Senate. The submission will constitute the first reading on the proposed amendments. If the Committee fails to act on a proposal after two regular meetings or 30 days, whichever is less, it shall be sent to the Senate automatically.

(F) The Committee shall study and make recommendations on matters referred to it by the Student Senate.

Section 3. The Student Center Committee

(A) The Student Government Association Student Center Committee shall be composed of the Secretary of the Student Government Association and nine voting Senators elected by the Student Senate for one-year terms, with no more than three elected from the same academic classification, and three students selected by the Director of Student Life. The Student Government Association President shall be a voting member of the Student Center Committee.

(B) The Chairman of the Committee shall be the Secretary of the Student Government Association.

(C) The Committee shall make recommendations to the Student Senate on the program of activities submitted to it and on the budgeting of fees for student activities.

(D) The Committee may make recommendations on requests from student organizations for the financing of student activities.

(E) The Committee shall study and make recommendations on student services to the Student Senate and the Director of Student Life.

Section 4. The Student Organizations Committee

(A) The Student Government Association Student Organizations Committee shall be composed of nine students elected by the Student Senate, with no more than two elected from the same academic classification. The Student Government Association President shall be a voting member of the Student Organization Committee.

(B) The Chairman of the Committee shall be the Second Vice President of the Student Government Association. He/she shall serve a one-year term.

(C) The Committee shall review and recommend student organizations' constitutions to the Student Senate for chartering as campus organizations provided they meet the guidelines established by the Student Senate.

(D) The Committee shall review the charters and practices of campus organizations at regular intervals to ensure that they are operating in accordance with their own established procedures and with University Rules and Regulations.

Section 5. Food Service Committee

- (A) The Student Government Association Food Service Committee shall be composed of nine volunteer students of the Student body and one executive board member.
- (B) Their purpose is to gather and report all concerns dealing with food service (Underwood Café' and Grill areas) to the current food service Manager and Interim Comptroller.

Section 6. Community Service Committee

- (A) The Student Government Association Community Service Committee is composed of nine volunteer students of the Student body and one executive board member.
- (B) Their purpose is to execute services on campus as well as off.

Article IX

Formation of Bylaws

Section 1. The Student Government Association shall have the authority to pass bylaws for its government action and to amend the same as shall best suit its needs, provided that the bylaws shall not conflict with the provisions of the constitution or any amendment herein made.

Article X

Formation of Amendments

Section 1. Proposed Amendments

- (A) All proposed amendments must be submitted in writing to the Student Government Association Executive Committee, which shall prepare recommendations concerning the amendment for consideration by the Student Senate. The Executive Board shall present its recommendations on the proposed amendment to the Executive Committee at a regular meeting for the first reading, along with a copy of the original proposal.
- (B) The Student Government Association President shall present to all Student Senators a written copy of the Executive Board's report.
- (C) The Senate may then adopt the amendment(s) by two-thirds vote.

Article XI
Election Procedures
Section 1.

(A) The Election Committee, composed of five, full-time students nominated and appointed by the Student Senate of the Student Government Association shall be in charge of balloting, drafting election guidelines, monitoring compliance with election procedures, and reporting campaign violations.

(B) By January 15 of each year, the Election Committee shall prepare and distribute Official Election Guidelines. These guidelines will govern all candidates participating in student elections and shall serve as the basis for campaign sanctions. All candidates and their campaign staff are bound by the rules outlined in the Official Election Guidelines and must remain in full compliance with the guidelines until election results are publicly announced. Failure to abide by the guidelines may result in sanctions, including disqualification and nullification of votes.

(C) All campaign violations shall be reported to the Vice-President of Student Affairs. The Vice-President of Student Affairs or his designee shall have exclusive authority over the imposition of election sanctions and the disqualification of candidates.

(D) The Election Committee and the Vice-President of Student Affairs shall review the election results immediately following the final tabulation of votes. Upon resolution of any complaints and charges, the Vice-President of Student Affairs shall announce the election results. Results are not final or official until they are announced by the Vice-President of Student Affairs.

(E) Candidates with the highest number of votes after the resolution of all charges and the issuance of all sanctions shall be elected to office. In the event of a tie, the Student Government Association shall order and set a time for a run-off election between affected candidates.

Section 2. The Method of Election of these officers shall be as follows:

(A) Candidates for any office must file declaration papers with the Election Committee of the Student Government Association or a duly designated election official.

(B) The declaration papers of or for each candidate must be signed by a minimum of ten full-time members of the student body who have paid their student activity fees.

(C) The Election Committee shall meet and check nominees according to prescribed qualifications no later than fourteen days before the Student Election and submit the same for final approval to the Vice President for Student Affairs.

(D) The Election Committee of the Student Government Association shall post promptly on all bulletin boards a list of qualified candidates for the various offices and notify in writing any candidate or candidates not meeting required qualifications.

(E) Upon official notification that a candidate has met the required qualifications, he/she may begin active campaigning at the designated time. During the week of the election, an assembly shall be held, at which time candidates or their supporters may speak.

Article XII

Qualifications for Student Officers

Section 1. Specific Requirements for Officers:

(A) *President*: Upon declaration of candidacy, a minimum scholastic average 2.5 cumulative G.P.A., a full-time undergraduate student who has paid his/her student activity fees to the University each semester of enrollment, a minimum of 60 completed semester hours upon declaration and must have a clear conduct record. Must have been previously associated with the Kentucky State University SGA as an officer, senator, or and have served as an officer in a recognized organization. A minimum of two completed semesters of enrollment at Kentucky State University. Stipend.

(B) *First Vice President*: Upon declaration of candidacy, a minimum scholastic average 2.5 cumulative G.P.A., a full-time undergraduate student who has paid his/her student activity fees to the University each semester of enrollment, a minimum of 45 completed semester hours upon declaration and must have a clear conduct record. Must have been previously associated with the Kentucky State University SGA as an officer, senator, or have served as an officer in a recognized organization. A minimum of two completed semesters of enrollment at Kentucky State University. Stipend.

(C) *Second Vice President*: Upon declaration of candidacy, a minimum scholastic average 2.5 cumulative G.P.A., a full-time undergraduate student who has paid his/her student activity fees to the University each semester of enrollment, a minimum of 45 completed semester hours upon declaration and must have a clear conduct record. Must have been previously associated with the Kentucky State University SGA as an officer, senator, or have served as an officer in a recognized organization. A minimum of two completed semesters of enrollment at Kentucky State University. He/she must be a commuting student. Stipend.

(D) *Secretary*: Upon declaration of candidacy, a minimum scholastic average 2.5 cumulative G.P.A., a full-time undergraduate student who has paid his/her student activity fees to the University each semester of enrollment and must have a clear conduct record. Must have a minimum of two completed semesters of enrollment at Kentucky State University. Stipend.

(E) *Treasurer*: Upon declaration of candidacy, a minimum scholastic average 2.5 cumulative G.P.A., a full-time undergraduate student who has paid his/her student activity fees to the University each semester of enrollment and must have a clear conduct record. Must have a minimum of two completed semesters of enrollment at Kentucky State University. Stipend.

(F) *Officers of Classes (Sophomore, Junior, Senior)*: Minimum scholastic average 2.5 cumulative G.P.A., classification must have earned enough hours to demonstrate rank in class for which he/she is running for office, an undergraduate student who has paid his/her student activity fees to the University during each semester of enrollment. He/She must have a clear conduct record. Officers of the freshman class who at the end of the first semester do not have a minimum of a 2.5 G.P.A. as determined by the Office of Records, Registration and Admission shall lose their office. The office will be appointed by the class President. In the event that the office of President is affected, the natural order of succession shall take place.

(G) *Miss Kentucky State University*: Upon declaration of candidacy, a minimum scholastic average 2.5 cumulative G.P.A., a full-time undergraduate student who has paid his/her student activity fees to the University each semester of enrollment, has completed a minimum of 70 semester hours upon declaration of candidacy, and has enrolled at Kentucky State University for a minimum of two completed semesters. She must have a clear conduct record. Miss K.S.U. shall serve on the Student Government Association and have the duty of representing the University at all required activities. In addition, she shall be required to perform community service activities, assist in University recruitment and coordinate a minimum of two (2) community service activity and two (2) campus activities throughout the school year. Stipend.

(H) *Mr. Kentucky State University*: Upon declaration of candidacy, a minimum scholastic average 2.5 cumulative G.P.A., a full-time undergraduate student who has paid his/her student activity fees to the University each semester of enrollment, has completed a minimum of 70 semester hours upon declaration of candidacy, and has enrolled at Kentucky State University for a minimum of two completed semesters. He must have a clear conduct record. Mr. K.S.U. shall serve on the Student Government Association and have the duty of representing the University at all required activities and perform community service activities, assist in University recruitment and coordinate a minimum of two (2) community activity and two (2) campus activities through out the school year. Stipend.

(I) *Chief Justice of the Student Court*: Upon declaration of candidacy, a minimum scholastic average 2.5 cumulative G.P.A., a full-time undergraduate student who has paid his/her student activity fees to the University each semester of enrollment, a minimum of 60 completed semester hours upon declaration and must have a clear conduct record. Must have been previously associated with the Kentucky State University SGA as an officer, senator, or and have served as an officer in a recognized organization. A minimum of two completed semesters of enrollment at Kentucky State University. Stipend.

(J) *Chief of Staff of Executive Board*: Upon appointment, a minimum scholastic average 2.5 cumulative G.P.A., a full-time undergraduate student who has paid his/her student activity fees to the University each semester of enrollment, a minimum of 45 completed semester hours upon appointment and must have a clear conduct record. The Chief of Staff shall be appointed by the President/Student Regent of SGA. Must have been previously associated with the Kentucky State University SGA as an officer, senator, or and have served as an officer in a recognized organization. A minimum of two completed semesters of enrollment at Kentucky State University. Stipend.

(K) *Student Senators*: Minimum scholastic average 2.5 cumulative G.P.A., classification- must have earned enough hours to demonstrate rank in class for which he/she is running for office, a student who has paid his/her student activity fees to the University during each semester of enrollment. He/She must have a clear conduct record. Each Student Senator must maintain a minimum of a 2.5 G.P.A. as determined by the Office of Records, Registration, and Admissions.

(L) *Class Kings and Queens*: Minimum scholastic average 2.5 cumulative G.P.A., classification - must have earned enough hours to demonstrate rank in class for which he/she is seeking to represent, must have paid student activity fees to University during each semester of enrollment. He/She must have a clear conduct record.

(M) *Attendants to King and Queen*: Minimum scholastic average 2.5 cumulative G.P.A., classification - must have earned enough hours to demonstrate rank in class for which he/she is seeking to represent, must have paid student activity fees to University during each semester of enrollment. He/She must have a clear conduct record.

Note: A clear conduct record means the student does not have a disciplinary file in the Office of Student Affairs.

Article XIII

Impeachment Process

Section 1. Any member of the student body who is a full-time student in good academic standing with the University as determined by the Office of Records, Registration, and Admission; has paid the student activity fee can:

- Present with a written report just cause for the impeachment of an officer.
- The written report must be accompanied with a petition of 75 full-time students in good academic standing with the University as determined by the Office of Records, Registration, and Admission; has paid the student activity fee.

Section 2. Just cause for impeachment is as follows:

- Any offense punishable by the University which results in suspension and/or expulsion.
- Neglect of the duties of office as set forth by the constitution
- Failure to comply with attendance policy set forth by constitution

Section 3. Senate must have a two-thirds vote to move proceedings forward to the impeachment committee. The impeachment committee members are appointed by the senate upon two-thirds confirmation vote. The impeachment committee shall be advised by the Vice-President of Student Affairs designee and the General Counsel of the University.

Section 4. The impeachment committee shall investigate allegations presented in the report submitted. There is an allowance of one week for the investigation with the possibility of an extension to be determined by the designee from the Vice-President of Student Affairs.

Section 5. The impeachment committee shall present all information found to the senate at the designated meeting. At this time the accused officer has the choice to present his or her case before the senate. The chair of the Impeachment committee will preside over the impeachment portion of the meeting.

Section 6. After the information of the impeachment committee has been brought forth and the accused officer has presented his/her case, the senate shall move to vote on whether or not to vote on the impeachment of the officer by majority vote. If the move is passed, the senate will vote on the impeachment of the officer, this vote requires two-thirds vote for impeachment.

Article XIV

Installation of Officers

Section 1. All students elected to the offices of the Student Government Association shall take the following pledge upon assuming office:

"I (Name of Person) do solemnly swear (or affirm) that as (Name of Office) I will uphold to the best of my ability the Constitution of the Student Government Association, that I will carry out the duties of my office, and that I will abide by the rules and regulations governing student life at Kentucky State University. So help me, God."

Section 2. Elected officers shall take office after the Commencement Ceremony of Kentucky State University (excluding the student body regent). They shall be sworn in at a ceremony held by the Student Government Association.

Other Student University Leadership Opportunities

All students applying for specific leadership opportunities such as but not limited to, Thurgood Marshall Leadership Institute and KSU Student Ambassadors shall be required to meet the specific criterion of each program as well as have a clear record of conduct with the University.

STUDENT ORGANIZATIONS

Student Activities and Organizations

The Student Life Center for Holistic Development and Programming Office is responsible for coordinating the activities of more than 60 recognized student organizations that are active on the University campus. These various organizations sponsor lectures, concerts, and other special programs for the professional development, cultural enrichment and the enjoyment of KSU students. The Center offers a variety of "edu-tainment" for the student's interest and welcomes student participation with the planning, selection and implementation of these events.

Student Life ensures that campus organizations and departmental clubs are in compliance with University policies, regulations and guidelines governing these organizations. Commitment to a well-rounded social, educational, personal development, recreational and cultural program schedule is an integral part of the work of the staff of Student Life.

Standards Governing Student Organizations and Activities

Kentucky State University is firmly committed to the belief that learning takes place in a variety of settings and circumstances and that learning social etiquette and skills in the area of interpersonal relationships is of great importance. Many ethical and moral decisions are encountered while running a student organization, planning an event, or carrying out plans for activities. The decisions made and crises faced often foster the skills vital for personal development and self realization. The knowledge gained in this way is of equal importance to the skills and information gained in the more "academic" setting.

Each chartered student organization at Kentucky State University shall retain its status on campus according to the guidelines listed within this handbook.

Organizational Advisors

Each organization must have at least **one** advisor, although two are recommended. Advisors are to be **full time** KSU employees approved by the Student Life Center.

Advisors are held accountable for their organization. The duties of the advisor shall be to counsel, advise, guide, and participate in organizational activities. Advisors will be responsible for attending **ALL** events (i.e. meetings, service projects and activities.) In the event that the primary advisor can not attend, an alternate should be appointed in his/her place.

Advisors not attending all meetings and/or other events and/or not fulfilling their responsibilities will be asked to resign from their current position as advisor. Organizations not attending at least three (3) SOAP meetings per semester will constitute an inactive status.

Advisors

The following are general guidelines for the advisors to follow:

1. Be sure that your organization sponsors at least four (4) (cultural, social, educational and recreational) schedule of programs in the current academic year. Reports must be submitted to the Student Life Office twenty-one (21) days prior to the end of the semester. Failure to do so will result in an inactive status being placed on the organization until the report is filed with the Student Life Center.

*Include in the semester reports any completed service projects and any on-going projects.

2. Review and ensure that your organization is following its constitution.
3. Make sure the President of the organization receives a copy of all information pertaining to policies, regulations and guidelines sent to you regarding student organizations, and that all members have access to these.
4. Attend or have an alternate advisor attend sponsored programs and meetings held throughout the academic year. An advisor **MUST** be present at **ALL** events. Greek advisors **MUST** attend weekly PanHellenic Meetings.
5. Encourage your organization to get information regarding their upcoming event(s) to Student Publications in a timely manner for the *Thorobred Newspaper*. Send to Student Life Office the number of items or programs sent.
6. A participatory advisor is crucial to the success of an organization and the development of the students as future leaders!
7. **Advisors who do not complete the required expectations listed above will be asked to resign!!**

Responsibility

Individual students are responsible for their conduct at all times. Officers of chartered student organizations and advisors are considered responsible for the group's actions and the actions of its members at group-sponsored activities.

Discrimination

Student organizations chartered by the University are expected to be free to select membership upon the basis of individual merit. Any student organization selecting membership upon the basis of restrictive clauses dealing with race, religion, color, disability, sex, ethnicity, sexual orientation, or national origin will be operating in conflict with University policy.

Every recognized student organization must submit to the Student Government Association and the Student Life Office a copy of its constitution (**local and national**) and by-laws or other satisfactory information governing its operation by the **end of the Fall semester**. The University will accept in good faith the provisions of constitutions and by-laws submitted, indicating that the local organization is free to select members upon the basis of individual merit and that the membership in the local organization is not governed by restrictive clauses which deal with race, religion, color, disabled status, sex, ethnicity, or national origin.

Violation of this regulation should be immediately reported to the Vice President for Student Affairs for investigation and possible disciplinary sanctions against the students and/or student organization. Should a student organization be found in conflict with University policy in the selection of its members, the group will be asked to submit evidence that action has been or is being taken to remove such restrictive membership provisions; e.g., a request for a waiver of the restriction from the national organization. A reasonable period of time as determined by the Greek Life Coordinator and/or the Director of Student Life may be granted to remove the restrictive provisions. During said period the organization will cease all operations. Continued restriction of membership by requirements of the organization's constitution or other binding enactment contrary to University policy will result in withdrawal of University recognition of the student organization.

CHARTERING STUDENT ORGANIZATIONS

Application for Charter

All student groups seeking authorization to function as an approved student organization shall first secure an application from the Student Life Office, complete it and submit it along with a proposed constitution to the Student Government Association. In addition, each student who wishes to be recognized as a founder for the organization must submit a notarized enrollment verification form. The constitution submitted shall be consistent with University policies, regulations and guidelines governing student life.

Approval of Charter

1. Upon receipt of the organization's constitution, the Office of Student Life will review and forward to the Student Government Association. SGA shall consider the constitution at its next regular meeting and shall submit its recommendation to the Vice President for Student Affairs.
2. In accordance with University policy, the Vice President for Student Affairs shall present the proposed constitution to the President's Cabinet for final action.
3. In the event that a petitioning student group is granted approval by the President's Cabinet, it shall be further required to submit to the Office of Student Life's secretary a report detailing the activities of the organization at the close of each semester.

Privileges of Chartered Organizations

Chartered student organizations are entitled to (1) the use of University facilities; (2) the use of student bulletin board space; (3) publicity for events and activities in University publications, e.g., the Monthly Master Calendar, and Thorobred Newspaper; (4) guidance and assistance in planning activities; and (5) help, advice, and assistance from the Office of Student Affairs and the Office of Student Life.

Revocation of Charter

The Student Government Association and the Director of Student Life may petition the Vice President for Student Affairs for revocation of an organization's charter for inactivity, violations of University policies, regulations and guidelines, or other reasons deemed appropriate by the Director of Student Life or by the Student Government Association with the approval of the Vice President for Student Affairs.

General Regulations

These regulations apply to all student organizations (i.e. Academic, Greek, Non-Greek, Special Interest, and Student Government Association).

1. All student organizations shall provide the Student Government Association and Office of Student Life a current and valid copy of their respective updated constitutions by the **end of the Fall semester**.

2. Before an organization is regarded as active for any given year, the organization must submit the following by the fourth week (or as specified) of each semester to the Office of Student Life:

- A. Roster of Membership Form (members and advisors)
- B. Community Service Projects (See Guidelines)
- C. Advisor Form(s)
- D. Annual Financial Statement
- E. Scholarship Request Form

If the paperwork is not turned into the Office of Student Life, the organization shall be inactive for the semester.

3. Organizations are expected to render programs and services which contribute to the social, recreational, intellectual, educational and cultural life of the University community. Any organization which promotes or encourages violations of school rules and regulations forfeits the right to function on the University campus.

4. The President reserves the right to withdraw approval of any campus organization when the well being of the University requires such action.

GUIDELINES FOR STUDENT ORGANIZATIONS

1. In order to ensure that organizations have a “balanced” schedule of programs for the academic year, the Office of Student Life will monitor through the organization’s advisor, the schedule of events submitted to this office each Fall & Spring semester. Areas of programming must include educational, social, cultural and recreational.

2. Organizations must be actively involved in campus activities, such as athletic events, convocations, speakers, etc., not just their particular organization. This will be monitored by each advisor.

3. Community service projects must be completed as per the current established guidelines. Projects will be monitored by the Student Life Office.

GUIDELINES FOR STUDENT ORGANIZATIONS (Continued)

4. University (KSU) service projects are to be completed. (i.e., tutoring, supervision of labs or library study areas, etc.) Each organization must provide written documentation of services completed to their advisor. Advisors of each organization will provide Student Life with the necessary paperwork when projects are completed.
5. All organizational constitutions are to be followed as written. Advisors will ensure this is done.
6. Each semester an informational seminar will be sponsored by Student Life. Each active organization will be required to participate and explain their purpose, accomplishments, goals, etc. to interested students, faculty and staff in attendance.
7. All organizations will be expected to follow the established University Conduct Code. Organizations that violate this code as a group will be disciplined as a group through the University Judicial System.
8. There shall be no social events scheduled two weeks prior to the first day of finals week. (This includes recreational activities, probate shows, dances, talent shows, movies, etc.)

Space Reservations

Chartered student organizations are encouraged to take advantage of the available facilities on campus for their various meetings and activities. When adequate or appropriate space or facilities are not available on campus, community facilities may be sought.

Registration of student-sponsored events and activities provides some coordination for the use of University facilities and assures publicity in the Monthly Master Calendar. Use of University facilities may be denied if this registration procedure is not followed.

Policies, regulations and guidelines that govern social activities of student organizations are intended to supplement the general rules of good taste and etiquette which govern the action of responsible social events. Students are expected to maintain consideration for both personal and University interests in the planning of all activities. Supplementary guidance may be obtained from the staff in the Student Life Office. Kentucky State University facilities are available to chartered student groups in such manner that a maximum number of social events and leisure time activities may be planned for all students of the University.

All student, faculty, and staff facility reservations must be submitted through the intranet (Campus Calendar & Guidelines page) and then wait for approval.

When scheduling events for the present and future school year you must remember the following:

1. During any organizations' week (i.e. SGA, Greek, etc.) no other organization is permitted to have events unless it has been approved by the organization and the Office of Student Life.
2. Organizational weeks are to be submitted completely (i.e. room reservations, program titles, etc.). Facilities will not be 'held' without this completed. They must be submitted in the Spring of the prior school year.
3. No social events are to be held during midterms, nor two weeks before finals.
4. There are **only** four (4) parties per month. Each organization is allowed **ONLY** one (1) party per semester!
5. If there is no advisor at the beginning of the event, a fifteen (15) minute grace period will be authorized, however, after that grace period if there is still no advisor or substitute advisor the event will be cancelled.
6. Please make sure you read and sign the guidelines for the specific room reservations. The Student Center, Bradford Hall, Bell Gymnasium, and Exum all have guidelines that must be followed to have an event.
7. Anyone using a facility without proper authorization will be asked to vacate the premises.
8. Please follow the schedule below for submitting events to the Master Calendar:

Semester	KSU Room Reservations	Off-Campus Room Reservations
Fall	June 30 th	Starts July 1 st
Spring	October 31 st	Starts November 1 st
Summer	April 30 th	Starts May 1 st

Registration of Events

Events that must be registered with the Office of Student Life are the following:

1. An event sponsored by a chartered student organization where a guest speaker has been invited;
2. Any event in an open area, or of a traveling nature, such as parades, rallies, bonfires, etc.;
3. Any event or activity involving donations, solicitations or sales of any sort;
4. Any event open to all the campus and/or general public, held either **on or off campus**;
5. Regular business meetings of chartered student organizations.

Roster of Student Organizations

Class Clubs and Residence Hall Clubs

Chandler Hall Club; Combs Hall Club; Freshman Class Club; Hunter Hall Club; Junior Class Club; Kentucky Hall Club; McCullin Hall Club; Senior Class Club; Sophomore Class Club; Student Government Association; and Young Hall Club

Academic Clubs and Honor Societies

Alpha Kappa Mu National Honor Society, Behavioral and Social Sciences Club, Bio-Chem Club, Business Club, Circle K International Club, Computer Science Club, Collegiate Music Educators National Conference (CMENC), Delta Mu Delta, National Society of Black Engineers (NSBE), English Club, Health and Physical Education Club, Minorities in Agriculture, National Resources & Related Sciences (MANNRS), Pre-Health Professionals Clubs, Pre-Law Club, Psychology Club, Public Administration Graduate Association, Social Work Club, Student National Education Association (SNEA), Student Nurses Association, Thorobred News, Thorobred Yearbook, Whitney Young Student Council.

Non Greek-Letter Social Clubs and Religious Organizations

Organizations that do not have a national affiliation or are not a part of the National Pan Hellenic Council will not be permitted on KSU's campus.

Baptist Student Union, Chess Club, Fellowship of Christian Athletes (FCA) International Students Association, National Association for the Advancement of Colored People (NAACP), National United Law Enforcement Officers Association (NULEOA) Student Alumni Association, Iota Sweethearts, Wesley Foundation, Young Democrats Club.

Greek-Letter Service Organizations and Other Service Organizations

Alpha Phi Omega Fraternity
Gamma Sigma Sigma Service Sorority
Kappa Kappa Psi Band Fraternity
Tau Beta Sigma Band Sorority

Greek-Letter Organizations and Other Service Organizations

Alpha Kappa Alpha Sorority, Alpha Phi Alpha Fraternity, Delta Sigma Theta Sorority, Iota Phi Theta Fraternity, Kappa Alpha Psi Fraternity, Omega Psi Phi Fraternity, Pan-Hellenic Council, Phi Beta Sigma Fraternity, Sigma Gamma Rho Sorority, Zeta Phi Beta Sorority.

PAN-HELLENIC COUNCIL CONSTITUTION

PREAMBLE

We, the members of Greek-letter social organizations (fraternities and sororities) of Kentucky State University, in order to establish and develop a spirit of cooperation among the various fraternities and sororities on the campus; in order to foster constructive programs that will stimulate and guide each individual of the Greek-Letter Social Organizations to follow the principles of fraternalism; and in order that the best interests of the University can be conserved, do ordain, establish and adopt this Constitution.

Article I

Name and Purpose

Section 1. The name of the organization shall be the Pan-Hellenic Council of Kentucky State University.

Section 2. This Council shall exercise supervision and regulate all matters of common interest to fraternities and sororities on Kentucky State University's campus.

Article II

Membership and Term of Office

Section 1. There shall be three delegates from each fraternity and sorority, one voting delegate and two alternates. The alternates shall be given the power and privilege to vote in the event the organization's voting delegate is absent. If all three delegates are absent, an organizational designee shall serve as a voting delegate for that meeting. The organizational designee shall so inform the Chairperson of his/her status at the beginning of the meeting. A faculty/staff member shall serve as the advisor to the Pan-Hellenic Council. He or she shall be a member of a Greek letter organization in good financial standing with that organization.

Section 2. The term of office for all officers and voting delegates shall be one year.

Article III

Officers and Their Duties

Section 1. The officers shall be the Chairperson, Vice-Chairperson, Recording Secretary, Corresponding Secretary, Treasurer, Parliamentarian and Sergeant-at-Arms. The Office of Chairperson shall rotate yearly and the first chairperson shall come from the first Greek letter organization established on the campus, the second chairperson from the second organization, etc. The other officers shall be elected at the first meeting of the year. Whenever the Chairperson is removed from office for any cause before his/her term expires, the next Chairperson shall come from the same organization and shall complete the term of office.

Section 1. Schedule of Chairmanship Rotation:

Alpha Kappa Alpha Sorority, Inc.	February 25, 1933
Alpha Phi Alpha Fraternity, Inc.	April 28, 1932
Omega Psi Phi Fraternity, Inc.	April 1, 1934
Delta Sigma Theta Sorority, Inc.	April 30, 1934
Phi Beta Sigma Fraternity, Inc.	February 13, 1935
Kappa Alpha Psi Fraternity, Inc.	March 1, 1935
Zeta Phi Beta Sorority, Inc.	April 30, 1935
Sigma Gamma Rho Sorority, Inc.	April 15, 1947
Iota Phi Theta Fraternity, Inc.	March 31, 1981

Section 2. It shall be the duty of the Chairperson to preside at all meetings of the Pan-Hellenic Council and to perform any and all duties usually demanded by such an office. He or she is entitled to one vote when there is a tie on any motion.

It shall also be the duty of the incoming Chairperson to notify all organizations of the first meeting of the Pan-Hellenic Council for the academic year within thirty (30) days after the semester begins.

Section 3. It shall be the duty of the Vice-Chairperson to act in the absence of the Chairperson and to perform any other duties assigned him/her.

Section 4. It shall be the duty of the Recording Secretary to keep an accurate account of all proceedings of the Council and to be responsible for all records and files of the Council.

Section 5. The Corresponding Secretary shall maintain an updated file and prepare all correspondence pertaining to the Pan-Hellenic Council.

Section 6. It shall be the duty of the Treasurer to receive, disburse and keep account of all revenues and expenditures of the Council. All transactions shall be approved by the voting delegates and disbursements countersigned by the Chairperson and Treasurer.

Section 7. Only the Executive Council of the Pan-Hellenic Council shall have access to the files of the Pan-Hellenic Council, unless authorization is given by the Chairperson.

Section 8. The advisor to the Pan-Hellenic Council shall serve as a liaison between the Pan-Hellenic Council and the Vice President for Student Affairs. He/she shall serve in an advisory capacity only and shall make no decisions without the consent of the Pan-Hellenic Council.

Section 9. A Review Committee for monitoring constitutional compliance shall be established. Each organization shall be represented by one delegate and two alternates, elected by its members. The delegate and alternates must be from the nonvoting body of the Pan-Hellenic Council.

Article IV

Meeting and Voting

Section 1. The Pan-Hellenic Council shall meet in regular session at least twice each month. The Chairperson may call special meetings at his or her discretion or upon written request. The Advisor must be present at all meetings.

Section 2. Two-thirds of the voting delegates of the Pan-Hellenic Council shall constitute a quorum. Majority votes cast shall constitute a decision.

Section 3. Each organization is entitled to only one vote.

Section 4. The Council may sponsor cultural programs, musical programs, Pan-Hellenic debates, or open forums to which the public is invited.

Article V

Jurisdiction and Penalties

Section 1. The Pan-Hellenic Council shall have jurisdiction over all member fraternities and sororities of the divine Nine (9) on the campus and shall regulate all activities of these organizations in the matters affecting their common interest.

Section 2. The Review Committee shall investigate and act upon violations by any fraternity or sorority. The committee's decisions shall be presented to the Pan-Hellenic Council body for approval.

Section 3. **Penalties.** Penalties shall be reprimands and/or temporary suspensions from an activity or activities on campus as approved by the Pan-Hellenic Council from recommendation(s) submitted by the Review Committee and the Vice President for Student Affairs.

- a. The penalty for "stepping" over the allotted time is disqualification from the competition.
- b. It is mandatory that **ALL** active Greek organizations of the Pan-Hellenic Council be represented at any planned activity of the Council (e.g. step shows, bake sales, Greek Week activities, etc). Specific duties and responsibilities will be established for each activity and assignments given to each organization. A late fee of \$5.00 shall be imposed on any organization which is tardy; and a \$10.00 fine shall be imposed for nonparticipation by any Greek-letter organization of the Pan-Hellenic Council. A written excuse or verbal notification must be submitted to the Chairperson at least twenty-four (24) hours in advance of the planned event. If the Chairperson deems the excuse invalid, the matter will be referred to the Review Committee.
- c. Penalties or sanctions shall not be imposed for absence from a called meeting.

- d. An organization shall forfeit its next paid function or other activity if the fine is not paid to the Council's Treasurer within five working days from the date the penalty is imposed by the Council. In addition, Pan Hellenic Council organizations shall be subject to any other rules and penalties imposed on social organizations on Kentucky State University's campus.

Section 4. The Pan-Hellenic Council shall keep a roster of all members of the organization who are students in attendance and a copy of this roster shall be forwarded to the Vice President for Student Affairs.

Article VI

Eligibility for Prospective New Members

Section 1. A student shall have been a full time student (in residence) at Kentucky State University for one semester and shall have completed thirty (30) semester credit hours of college course work with a minimum cumulative grade-point average of 2.5 on a 4.0 scale in order to become eligible for membership in a fraternity or sorority. No person shall be initiated into a fraternity or sorority if he or she is not registered as a student at Kentucky State University at the time of initiation.

Section 2. No fraternity or sorority shall begin the in-take process without first obtaining notice of eligibility from the Office of Student Life. No request may be made until two weeks following the beginning of a semester and the Director of Records, Registration and Admission must be allowed one week in which to comply with the request. After the list of names is presented, no additions may be made during the same semester. The notice of eligibility shall be sent to the organization making the request and a copy will be available to the Pan-Hellenic Council Advisor. Each request must bear the names of the individual organization's President and Advisor.

Section 3. The candidates for in-take must be approved by the Vice President for Student Affairs as to eligibility before approval by the Pan-Hellenic Council.

Section 4. No fraternity or sorority shall be allowed to hold more than two in-take processes a year.

Article VII

In-take Period

Section 1. The length of the in-take period shall not exceed one week, (or time frame set by the national office of said organization). No in-take may be held within the two week period prior to final examinations.

Section 2. All work required of prospective members of organizations shall not interfere with either University work or University rules and regulations.

Article VIII

Probation and Suspension

Section 1. Each member of a fraternity or sorority must maintain a 2.5 cumulative G.P.A. Should a member's cumulative G.P.A. fall below 2.5, for two (2) consecutive semesters, the following guidelines will apply:

(A) Member shall become "INACTIVE" with the particular organization with which he/she is affiliated until such time as he/she has regained a 2.5 cumulative G.P.A. or until he/she has been officially removed from the chapter's roster.

(B) In any given semester, each organization shall be required to have an organization cumulative average of at least 2.5.

Section 2. If the average of new members in a fraternity or sorority is below a 2.5 cumulative G.P.A., the organization can not have an in-take period the following semester. The organization is still able to function as an active organization.

Section 3. If an organization fails to meet the 2.5 cumulative G.P.A. requirement in a given semester, that organization shall be placed on probation. An organization on probation forfeits its paid events for that semester. If an organization on "probation" fails to meet the requirement of a 2.5 cumulative G.P.A. the following semester, that organization is suspended until the requirement of a 2.5 cumulative G.P.A. is satisfied. The single allowed "activity" of a suspended organization shall be to raise its organization average to a 2.5 cumulative G.P.A.

Article IX

Amending Process

Section 1. All amendments to the Constitution shall be proposed in a regular meeting of the Pan-Hellenic Council. The proposed articles and/or amendments shall be in the hands of each organization's representative at least one week before a regular meeting of the Pan-Hellenic Council, at which time said provisions are to be acted upon.

Article X

Amendments

Section 1. The in-take period shall run a maximum of six weeks. This six-week period is to include the time allotted for mid-term examinations and for the spring vacation during the spring semester.

- A. The in-take process may begin two weeks after the semester begins.
- B. Clearance dates with the Bursar's Office are to conform to those set by the University.

Section 2. The Pan-Hellenic Council shall penalize any fraternity or sorority that does the following:

- C. Sends blanket invitations in order to solicit membership.
- D. Submits names for approval to be initiated into the organization without said students' knowledge or approval.

Article XI

Fraternalities and sororities may meet with prospective members according to the guidelines of each individual fraternity/sorority. ALL activities WILL CEASE at midnight each night, including WEEKENDS. Special meetings may be called with the consent of the individual organization's advisor. The Vice President for Student Affairs shall be officially informed by the fraternity or sorority the next business day.

Revised Spring 2006

FRATERNITIES AND SORORITIES

In addition to the general standards which apply to all student organizations, the following policies also apply to fraternities and sororities:

1. The standards governing eligibility for membership in a service fraternity or sorority are those as prescribed in the constitution of the Kentucky State University Pan-Hellenic Council.
2. Any member of a fraternity or sorority who earns less than a 2.5 semester grade-point average for two consecutive semesters shall be in-active until he/she earns a 2.50 semester grade-point average as a full-time student.
3. An inactive member of a fraternity or sorority is a duly initiated person who by choice no longer desires to fulfill the requirements for active membership, or who has been censured and made inactive by his/her organization, or who has lost active status eligibility for academic reasons. Inactive membership precludes participation in any organized activity of the organization or in any other activity that gives the impression of active status.
4. The Director of Records and Registration or designee shall report the scholastic standing of all fraternities and sororities at the end of each semester to the Student Life Office. The cumulative semester averages of all persons listed on the roster of active and inactive members of a fraternity or sorority, including newly initiated members, as filed with the Greek Life Coordinator shall be included in the group average for each particular organization.
5. If they so choose, Greek Letter organizations may remove from their rosters any member(s) who has been inactive for one year or more due to failure to earn a semester grade-point average of 2.50, or due to those members' lack of interest in the organization or Greek life on campus. These members, once removed, must be permanently removed from the campus chapter and cannot participate in any activities of the sorority or fraternity. A list of members that have been permanently removed must be signed by the organization's president and advisor and submitted to the Greek Life Coordinator no later than two weeks from the beginning of each semester.

FRATERNITIES AND SORORITIES (Continued)

6. In any given semester each organization shall be required to have a cumulative GPA of 2.50 or better. The average of the cumulative GPA's of all members of the organization (including those newly initiated) who were enrolled at KSU at the end of the semester under consideration, excluding the averages of those members whose names appear on the list of permanently removed members signed by the organization's president and advisors and submitted two weeks after the beginning of each semester. If not, the organization will be on probation the following semester.

7. While a Greek organization is on suspension that organization is not allowed to wear paraphernalia, stroll/step at dances, or be recognized as member of that chapter at **ANY** University event and/or function in any capacity.

8. Grades earned by a student while enrolled at KSU during an intercession or summer session are to be included in the computation of that student's cumulative GPA for purpose of computing the fall semester organization average. No distinction will be made between "active" and "inactive" members when computing New Member of Organization averages if these members have not been dropped from the chapter's roster.

9. If an organization in good standing fails to meet requirement item # 6 in a given semester that organization shall be placed on probation. An organization on probation shall not hold rush/interest meetings nor induct new members into the organization. Also, an organization on probation shall not sponsor paid functions or social events, nor participate in the Homecoming Step Shows. Such organizations are permitted to sponsor service and academic activities with the approval of the Office of Student Life.

10. If an organization on probation fails to meet requirement #6 for two consecutive semesters the organization will be placed on suspension until requirement # 6 is satisfied. Suspended organizations are not allowed to have any activities.

11. Chapters must select a full-time faculty or staff member on campus who is a member of their sorority or fraternity to be their advisors. If a faculty or staff member is unavailable, the chapter may select a member of a local graduate chapter of their fraternity or sorority as advisor. The non-campus advisor must abide by all rules and regulations stipulated in the Student Handbook for on-campus faculty and staff advisors. He/she must be approved by the Director of Student Life and the Pan-Hellenic Advisor.

12. The Greek Life Coordinator shall hold monthly meetings with advisors of Greek organizations to ensure on-going support and proper advising for Greek-letter organizations. Sororities and fraternities that have been banned from campus may submit a proposal of significant community and campus service of no less than one year to the Director of Student Life and the Pan-Hellenic Council for approval in order to be reactivated as a chartered organization on campus.

The rules and regulations of Kentucky State University shall supersede those of all fraternities and sororities on the university's campus.

IN-TAKE GUIDELINES (Pan-Hellenic Council Organizations)

1. All in-take activities must be adequately supervised by an advisor. No activities shall take place in the absence of an advisor.
2. In-take restrictions must in no way infringe upon the individual rights of the candidates as students of the University.
3. Each organization shall be limited to one rush or interest meeting per semester for new students, (if permitted by the organization's national office). Rush or interest meetings may not take place until after the second week of a semester.
Organizations are permitted to hold in-take activities and initiation once each semester.
4. No organization may begin in-take activities until it has received formal approval from the Student Life Office. No person may begin the in-take process until he or she has been approved as meeting all requirements, including the academic requirements and the requirements of the Office of Finance and Administration. (SEE PAGE 79 FOR REQUIRED FORMS)
5. The Greek Life Coordinator will notify the Director of Student Life and The Pan-Hellenic Council Advisors that in-take has begun for the organization. The in-take process can last no longer than six weeks and must end two weeks before final examinations. One week after the in-take process is completed a roster of all new members is to be submitted to the Greek Life Coordinator.
6. In-take activities may not take place during the daytime schedule of class hours nor between the hours of midnight and 6:30 a.m. Each prospective new member shall be free to return to his or her own residence hall room, apartment or home by midnight. No assignment shall be given which would require a prospective new member to devote time to its fulfillment between the hours of midnight and 6:30a.m., (this includes ALL in-take activity "HOMEWORK").
7. Prospective new members shall not be required to dress or conduct themselves in any manner that would interfere with the scholastic program of the University. Required dress and conduct shall not at any time be indecent or suggestive of vulgarity.
8. Assignments that are made for the personal satisfaction of the members of the organization and which have no relationship to the constitution purpose and objective of Greek-letter organizations are disapproved. Nothing in the above regulations shall be construed as altering in any manner the relationship of the individual members of a fraternity or sorority to the scholarship and conduct standard of the university.
9. Prospective new members of a Greek-letter organization must have completed 30 semester credit hours of course-work with an overall 2.5 G.P.A. and be a full-time student of the university. An organization can set higher academic standards by submitting a formal letter signed by the president and the advisor of the organization to the Office of Student Life. Organizations are to submit academic requirements between the first day and the end of the fourth week of the fall semester.

10. No inappropriate language, vulgar gestures, and/or indecent exposure will be tolerated at any event hosted and/or participated by any Greek and/or non-Greek organization member. For example, step show, stepping on the yard, or at parties.

11. If a fraternity or sorority have in-take in a given semester, the organization will be responsible for the academic integrity of its prospective member(s). If the TOTAL SCHOLASTIC SCORE of an in-take class is calculated and results in a score below 50, the organization will not be eligible to have in-take until a score of 100 or higher is posted by the organization in a subsequent semester. Total scholastic scores will be calculated as follows:

GPA Standard – a value used to calculate points earned or lost in a given semester. The GPA Standard can be adjusted at the discretion of the Greek Life Coordinator, advisors or the university administration.

Target GPA (TGPA) – the sum of the student’s Cumulative GPA and the GPA Standard.

Points Per Member (PPM) – the total points available (500 Per Semester) is divided by the total number of members in each organization.

IF IN ANY IN-TAKE SEMESTER A PROSPECTIVE MEMBER EARNS A GPA OF 3.00 – 3.199, THAT STUDENT WILL EARN ALL POINTS PER MEMBER. (PPM)

IF IN ANY IN-TAKE SEMESTER A PROSPECTIVE MEMBER EARNS A GPA OF 3.20 – 4.00, THAT STUDENT WILL EARN ALL POINTS PER MEMBER (PPM) PLUS A 15 POINT BONUS GIVEN THAT HE /SHE EARNED THE STATUS OF A DEAN’S LIST STUDENT.

IF IN ANY IN-TAKE SEMESTER IF A PROSPECTIVE MEMBER REDUCES HIS OR HER STATUS FROM FULL-TIME TO PART-TIME OR WITHDRAW FROM THE INSTITUTION THEY WILL EARN A NEGATIVE PPM.

The following examples will demonstrate how scores will be calculated

(For illustration purpose the GPA Standard will be .25, the organization has 6 members thus the PPM is 83.33 (500/6))

STUDENT A
CUM GPA 3.41
TARGET GPA 3.66 (3.41 +.25)
SEMESTER GPA 3.15
POINTS EARNED 83.33

STUDENT B
CUM GPA 2.21
TARGET GPA 2.46 (2.21 +.25)
SEMESTER GPA 2.55
POINTS EARNED 83.33

STUDENT C
CUM GPA 2.57
TARGET GPA 2.82 (2.57 +.25)
SEMESTER GPA 2.27
 $2.57 \text{ CUM} - .25 \text{ (STANDARD)} = 2.32$
 $2.27 < 2.32$
POINTS EARNED -83.33

STUDENT D
CUM GPA 2.55
TARGET GPA 2.80 (2.55 +.25)
SEMESTER GPA 2.65
 $2.65 - 2.55 = .10$
 $.10 / .25 = 40\%$
 $83.33 \times 40\% = 33.33$
POINTS EARNED 33.33

STUDENT E
CUM GPA 2.54
TARGET GPA 2.79 (2.54 +.25)
SEMESTER GPA 2.50
 $2.54 - 2.50 = .04$
 $.04 / .25 = 16\%$
 $83.33 \times 16\% = 13.33$
POINTS EARNED -13.33

STUDENT F
CUM GPA 4.00
TARGET GPA 4.00
SEMESTER GPA 4.00 (Dean's List)
(83.33 + 15)
POINTS EARNED 98.33

STUDENT A..... 83.33
STUDENT B.....83.33
STUDENT C.....(83.33)
STUDENT D.....33.33
STUDENT E.....(13.33)
STUDENT F.....98.33
TOTAL SCHOLASTIC SCORE.....201.66

Forms

FALL	FORMS	DUE DATE
(BEGINNING)	ROSTER	END OF THE 4TH WEEK OF THE SEMESTER (1)
	ADVISOR FORM	END OF THE 4TH WEEK OF THE SEMESTER (1)
	FINANCIAL REPORT	END OF THE 4TH WEEK OF THE SEMESTER (1)
	COMMUNITY SERVICE	END OF THE 4TH WEEK OF THE SEMESTER (1)
	CONSTITUTION	END OF THE 4TH WEEK OF THE SEMESTER (1)
FALL		
(ENDING)	ROSTER	BEFORE FINALS WEEK (1)
	SCHOLARSHIP REQUEST	BEFORE FINALS WEEK (1)
SPRING		
(BEGINNING)	ROSTER	END OF THE 4TH WEEK OF THE SEMESTER (1)
	ADVISOR FORM	END OF THE 4TH WEEK OF THE SEMESTER (1)
SPRING		
(ENDING)	ROSTER	BEFORE FINALS WEEK (1)
	SCHOLARSHIP REQUEST	BEFORE FINALS WEEK (1)
	DATE REQUEST FORM	BEFORE FINALS WEEK (3)
IN-TAKE		
	MEMBERSHIP IN-TAKE APPROVAL	PRIOR TO BEGINNING IN-TAKE (4)
	PROSPECTIVE MEMBERSHIP FORM	PRIOR TO BEGINNING IN-TAKE (4)
	UNIVERSITY HAZING POLICY	PRIOR TO BEGINNING IN-TAKE (4)
	ROSTER OF IN-TAKE CLASS	ONE WEEK AFTER INITIATION (2)
	IN-TAKE CLASS SCHOLARSHIP REQUEST	BEFORE FINALS WEEK (1)
	1	IN-ACTIVE THE REMAINDER OF THE SEMESTER
	2	IN-ACTIVE THE FOLLOWING SEMESTER
	3	DATES ARE FIRST COME FIRST SERVED
	4	NO IN-TAKE

BE ADVISED...IF A FORM IS SUBMITTED WITH AN ERROR IT MUST BE CORRECTED AND RESUBMITTED BEFORE THE DUE DATE.

KENTUCKY STATE UNIVERSITY POLICY ON HAZING

1. There shall be no hazing, brutal, hazardous or inhumane treatment of any kind as part of Greek or non-Greek organization at Kentucky State University. This is prohibited before, during, and after the in-take process. Prospective new members are hereby advised that they are not required to subject themselves to such treatment or allow others to subject them to such treatment. If any of these violations occurs they must be reported to the chapter advisor and the Student Life office immediately.
2. Hazing is against the rules and regulations of the Kentucky State University, the Greek Letter organizations and the National Pan-Hellenic Council. There shall be no initiation or public ceremonies involving students who are in, or being admitted into an organization.
3. Hazing is any action taken or situation created that involves or results in abusive physical contact or mental harassment of a prospective Fraternity or Sorority member. Any such action is considered HAZING whether it occurs on or off the University's premises. Hazing also is described as any action that results in excessive mental or physical discomfort, embarrassment or harassment. Such activities include but are not limited to paddling, creation of excessive fatigue, physical or psychological shock, morally degrading or humiliating activities inconsistent with the regulations and policies of the affiliated educational institution and federal, state or local law.

Spiritual and Ethical Life

Off Campus Groups

For an off campus group to be granted permission to minister on the campus of Kentucky State University the following is required;

1. Such groups must be recognized faith groups with legal responsibility, representation and ability to accept liability. Proof of liability insurance coverage must be submitted with request.
2. Such groups must be willing to work with the University and students on an interfaith basis, to respect the beliefs and faith history of others. Under no circumstance should such group proselytize (an attempt to convert or persuade others to accept a given faith or religion).
3. Those in leadership positions must go through a criminal background check (locally and nationally). Such groups shall bear the cost of such a check. The University reserves the right to request that persons in leadership positions be replaced upon review of the background checks.
4. Such organizations shall have a University recognized student organization sponsor, and such sponsors are required to attend all meetings of such groups.
5. Such groups shall be willing to relate with students while maintaining the policies, regulations and guidelines of the University.

Off Campus Groups (Continued)

6. Meetings of such groups are scheduled through the Office of Student Life.
7. Due to the University's prohibition against proselytizing, no outside groups will be allowed to have an on-campus revival.

Spiritual and Ethical Life

On Campus

1. To establish a campus ministry a religious group must be a recognized faith group with legal responsibility, representation and ability to accept liability. Proof of liability insurance must be submitted with request to become part of the campus community.
2. Such group must have the support of the established ministry of that faith group.
 - a. Such group shall be willing to make a commitment to the University and the
 - b. students to assure a sense of permanency, including a long term plan.
3. Such group shall provide a full or part time campus minister. The minister shall meet the following criteria:
 - A. Completed a degree from a recognized school of religion (Degree may be through Doctoral Degree)
 - B. Ordained as a Minister or recognized member of a lay ministry specific to the religious group represented.
 - C. Have the ability to relate with students while maintaining policies, regulations and guidelines the University.
 - D. Ability to work with the University and students on an interfaith basis to respect the beliefs and faith history of others.
 - E. Have as their primary purpose to provide pastoral care. Under no circumstance should such persons proselytize (an attempt to convert or persuade others to accept a given faith or religion).

SPECIAL EVENTS

Cultural Programs

Each year a number of University organizations, departments, committees and community groups sponsor a variety of speakers and artists for the entertainment and enrichment of the University community. Students are encouraged to take advantage of all opportunities to broaden their cultural and intellectual horizons.

Convocations

During the regular academic year, members of the University family convene for a convocation series which includes special guest speakers, performing artists, and sessions for providing general information. Regular convocation highlights include: Opening Convocation for the Academic Year, Founder's Day Convocation, State of the University Address, Black History Month Convocation(s), Honors Convocation, and Commencement. During University Convocations the University is to be closed and resume operations once the Convocation has concluded (i.e. KSU Bookstore and Food Services).

Homecoming

Alumni, former students, parents, relatives and friends annually join members of the University family in a Homecoming celebration held during the fall semester. Activities of the week-long event include a Founders' Day Convocation, the Coronation of Mr. and Miss Kentucky State University, pre-game parade, football game, concert, and after-party.

Coronation

Coronation activities are marked by gala pageantry for the presentation of organizational class kings and queens and the crowning of Mr. and Miss Kentucky State University.

Black History Month-Convocation/Special Events

A committee consisting of the faculty, staff and students, plans and coordinates a series of lecture programs, performing arts and other activities throughout the month of February in observance of African-American History Month.

Mini-Homecoming (Winter/Spring Weekend)

Mini-Homecoming is observed during the spring semester with a basketball game and/or dance.

Athletic Awards Program

During the spring semester of each academic year, members of the Athletic Committee in conjunction with staff of the intercollegiate Athletic Department recognize and pay tribute to members of the student body who have distinguished themselves in the various intercollegiate athletic programs sponsored by the University

OFFICE OF STUDENT AFFAIRS

Mission

The mission of the Office of Student Affairs is to develop, organize, administer, monitor, and coordinate a variety of experiences, services, programs and activities in such a manner that they will have the greatest impact on the growth and development of a diverse student body. These experiences, services, programs and activities are administered through the following sub-units: Counseling, Career Planning and Placement; University Police; Health Services; Residence Life; Institutional Research; and Student Life.

The Office of Student Affairs is the central administrative department for the Student Affairs Unit. In addition to addressing general concerns of the departments or areas in the unit, staff members are responsible for student conduct and discipline, housing exemptions, meal exemptions, excuses for class absences, and emergency student loan processing.

Students are disciplined at Kentucky State University through two principle means, informally through administrative hearings in the Office of Student Affairs and formally through two levels of courts, All-University and Student Court.

Students who choose to submit a written formal complaint in regards to mistreatment by fellow students or who are privy to violations of University policy by fellow students may submit an *Office of Student Affairs Official Statement of Facts and Circumstances* to the Judicial Officer who will conduct interviews to research the alleged violation. The sanctions handed down are based upon the severity of the violation. Where appropriate, if students opt to have their case heard via the court system, the process for doing so can be found in the *Disciplinary Procedures* section of the *Student Handbook*.

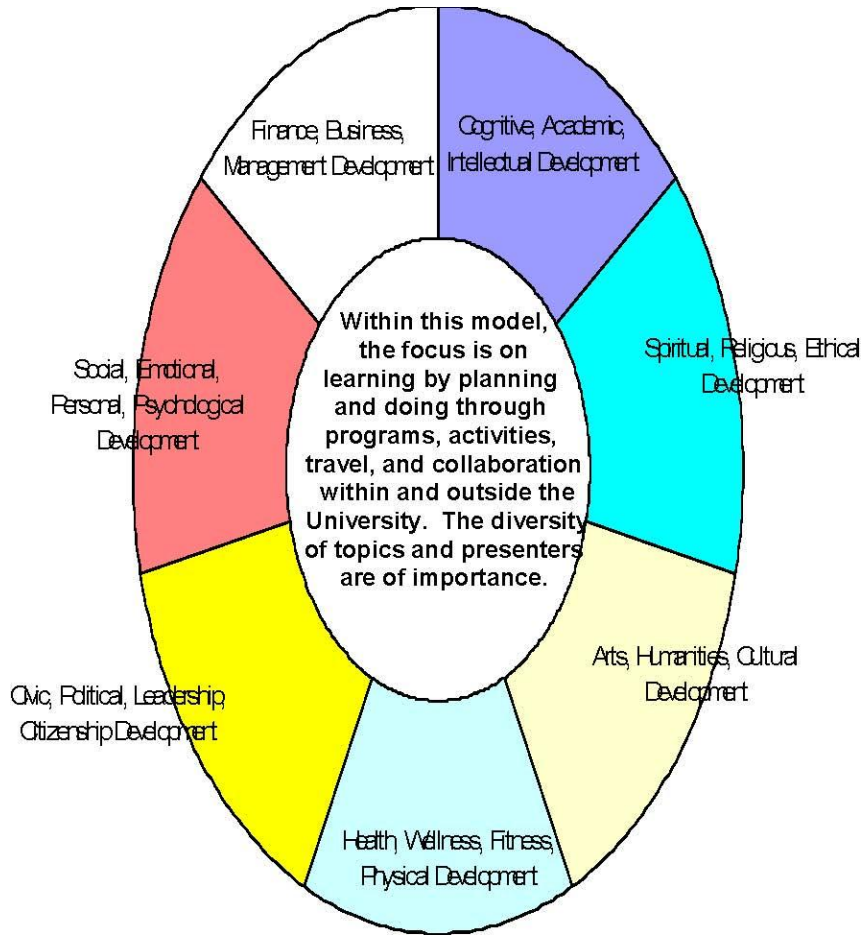
Fair and Courteous Treatment Doctrine

The Division of Student Affairs at Kentucky State University is committed to the practice of providing the most effective and efficient services possible to our students in a fair, consistent and courteous manner.

We will respect the rights and differences of all people while daily being positive and uplifting examples for our students.

Please report any instances of unfair or discourteous treatment to the Office of Student Affairs (Suite 103 Hume Hall) or the Office of Assessment and Evaluation (Suite 259 Academic Services Building).

The Kentucky State University
Holistic Student Development Model



Emergency Student Loans

The following statements will serve as the Kentucky State University policy on Student Emergency Loans. Procedures for implementation are included as a part of the policy.

The purpose of the Student Emergency Loan Program at Kentucky State University is to have available immediate access to cash for students during dire emergencies.

Emergency reasons are limited to cost of transportation to attend the funeral of a parent, legal guardian, spouse, child, or sibling; cost of transportation to visit a hospitalized or seriously ill parent, legal guardian, spouse, child or sibling; cost of transportation associated with attending to an emergency family or legal matter that requires the student's attendance; cost of emergency medical or dental treatment and prescription medication incurred by the student. A student requesting a loan must be currently enrolled at the University.

Procedure for securing and repayment of a Student Emergency Loan:

1. Applications for student emergency loans may be obtained from the Office of Student Affairs on Monday through Friday between the hours of 8:00 a.m. and 4:30 p.m. The application shall be completed by the student requesting the loan and submitted to the Vice President for Student Affairs who will then confer with the student regarding the emergency need, and verify this need. The Office of Student Affairs will then contact the Cashier's Office to determine the present outstanding balance on the student's account. (No award will be made to a student who has an outstanding or delinquent emergency student loan balance). The Vice President will then determine whether the loan will be granted or denied.
2. If granted, the student will be sent to the Office of Student Financing and Collections with a letter from the Office of Student Affairs. The letter will contain the student's name, social security number, amount of loan and the reason for the loan. The Office of Student Financing and Collections will process a purchase order and have the student sign a promissory note. The promissory note will include a \$2.00 processing fee for each loan and the date for repayment (30 days after loan is processed).

Emergency Student Loans (Continued)

3. The Director of Student Financing and Collections or his/her designee will take the purchase order to Accounting, wait for the check made payable to the student, return to his/her office and issue the check in the amount of the loan approved for the student.
4. The Student Financing and Collections Office will send a copy of the promissory note to the Cashier's Office.
5. After the student receives the loan, a memo is sent from the Office of Student Financing and Collections to the Office of Student Affairs stating the student's name, social security number, amount of the loan, and the date the loan was issued.
6. Repayment of loans will be made at the Cashier's Office. Failure to repay the loan by the established date will cause denial of future loans, and will result in a student's grades and transcript being withheld and the student not being allowed to re-enroll in the University until the loan is repaid.
7. On the first Friday of each month the Office of Student Financing and Collections will send a printout of Student Emergency Loan activity to the Office of Student Affairs.
8. Loans requested before 12 noon will be processed the same day. Loans requested after 12 noon will be processed the next business day.

THE OFFICE OF STUDENT LIFE

The Office of Student Life has a long history of taking care of students “outside the classroom” through a variety of events in and out of the Student Center.

The purpose of the Office of Student Life is to compliment the academic programs of study by deliberately planning and promoting extracurricular activities that reflect and provide an extension of the academic efforts in the classrooms and laboratories. The overarching function of the Office of Student Life is the enhancement of the overall educational experience of students through the development of, exposure to, and participation in, social, cultural, intellectual, instructional, recreational and governance programs that serve as a partner and sustainer of the University’s mission in the delivery of a quality education for all students.

Student Life consists of the following areas: Programming/Activities, the Student Center, student organizations, coordinating road trips for students, Annual Men’s and Women’s Conference, Black History Month, and much more. All of these units play an important role in complimenting our students’ development outside the classroom. Each area must receive constant evaluation and review to function at the highest possible levels at all times.

The Carl M. Hill Student Center

The Office of Student Life is responsible for the development and operation of the Carl M. Hill Student Center and makes this facility available for the maximum use by students, faculty, staff, alumni and guests of the University as a cultural, social, educational and recreational service center. The Student Life staff offers assistance to any individual or group concerning the scheduling, planning, or coordination of any program dealing with student activities and serves in an advisory capacity to a number of student organizations.

Areas for recreation located in the Hill Student Center include the Game Room, which consists of pool tables, air hockey, table tennis, card tables, and video machines.

UNIVERSITY FACILITIES

General Regulations Governing the Use of University Facilities by Registered Student Organizations

1. Use of University Facilities
 - a. Designated University facilities may be reserved for use by registered student organizations during the regular academic year, intersession and summer session for events related to the purposes of the organization.
 - b. The Director of Student Life will coordinate the registration of all student-sponsored events and activities in accord with established procedures. Requests for the use of campus buildings or facilities are to be cleared and approved two weeks in advance on forms provided by the Student Life staff. The form will show the organization's name, the name of the individual seeking the reservation, the general nature of the event, its date and time, the facility requested, and the University officials responsible for the facility requested. A list of University facilities and the person responsible for the facilities may be found in the University *Student Handbook*
 - c. No student-sponsored activity will be scheduled within one week of final examinations except those which are considered a part of the Commencement activities or unless approved by the Director of Student Life and the Vice President for Student Affairs
 - d. Reservations will be granted in order of application. Consideration of format, room size, and equitable distribution of special facilities may require adjustments.
 - e. A registered student organization, its officers, and any individuals applying to reserve facilities on behalf of the organization are responsible for the condition of the facilities. The facilities must be used in a manner consistent with all regulations, policies and guidelines governing student life.
 - f. Facilities reserved for use by a registered student organization may not be used by any other organization during the period of the reservation unless the organization that reserved the facility has canceled the reservation with the Student Life Office.

2. Fund Raising on the Campus by Registered Student Organizations (Cash Deposit Guidelines)

Registered student organizations are permitted to use University facilities for fund raising if such organizations have sponsored a free affair prior to requesting permission to sponsor a paid affair. Any activity that generates a profit will be considered as a paid affair for that organization.

3. University Policy on Paid Affairs Sponsored by Campus groups

- a) If the event is prior to close of business, the responsible staff person, advisor, and/or faculty member shall take all proceeds to the cashier's office and deposit into the designated account.
- b) For events after hours (4:30 p.m.) and weekends, the sponsoring organization must obtain a locked money bag from KSU's cashier's office. A memo requesting the bag must be submitted, **in advance**, to that office.
- c) Once the event is over and all monies have been collected, the advisor, a member of university police and designated student (if a student organization) will count the proceeds and write the total down, with all signatures, to verify this amount. This should be placed in the money bag to have a "point of reference" when the money is counted for deposit at the cashier's office. A copy should also be retained by the advisor.
- d) Once the money is counted (all money collected,) it goes into the money bag. The money bag is locked and the key is retained by the advisor. University Police will take the money bag to the downtown bank where the bag is placed in night deposit.
- e) On the next business day, University Police obtains the money bag from the bank and delivers to the KSU cashier's office at this point, the advisor unlocks the bag, recounts the money with a cashier and then makes the deposit into the designated account. A receipt will be given to the advisor.
- f) If the organization does not have a **locked** money bag, monies will not be collected, unless approved by the Vice President of Student Affairs.
- g) All organizations are encouraged to use tickets or other identifiers for accountability at events where monies are collected.

4. Posters, Handbills, Notices

a. Announcements may be posted on behalf of registered student organizations. Under no circumstances are announcements to be posted on any painted or glass surface, in any classroom, or on any tree or shrub. Announcements shall indicate the name of the registered student organization on whose behalf the announcement is posted and the date posted. It shall be the responsibility of the registered student organization to remove all such announcements within two days following the program, event or election to which they are related.

b. No poster, handbill or any other form of announcement may be posted in such a manner as to cause damage to the surface to which it is posted. No announcement may be written or painted on any building, sidewalk or other natural feature of the campus.

The University does not approve publicity that advertises off campus social events to be posted or distributed on campus. Organizations distributing/posting publicity deemed inappropriate (ex. foul language, photos unbecoming a classy male/female, etc) shall be held accountable and disciplinary action will be taken.

6. Other campus facilities and areas that may be used, depending upon availability and weather conditions, are tennis courts, softball fields, outdoor basketball courts, and the swimming pools in Bell Gymnasium and the Exum Center. Areas for recreation located in the Exum Center include a Fitness Center, a Main Gym and Track, Racquet Ball Courts, Dance Studio, Swimming Pool and Gymnastic Facility.

GUIDELINES GOVERNING TIME, PLACE, AND MANNER OF MEETINGS, DEMONSTRATIONS, AND OTHER ASSEMBLIES

Kentucky State University recognizes and confirms the right of all members of the University community to free expression, assembly, and advocacy. In order to facilitate the effective use and enjoyment of the facilities of the campus for the exercise of such rights and in order to minimize conflict between the form of their exercise and the rights of others in the effective use of University facilities, the following regulations are herewith established.

1. Planned or spontaneous demonstrations, meetings, or assemblies may be conducted in those appropriate areas of the campus which are regularly available to the public, provided such demonstrations, meetings, or other assemblies meet the following conditions: They:
 - a. Are conducted in a lawful and orderly manner;
 - b. Do not prohibit vehicular or pedestrian traffic;
 - c. Do not interfere with classes, other scheduled meetings, events, and ceremonies or with other educational processes of the University;
 - d. Are conducted only with specific authorization from the Vice President for Student Affairs or other appropriate University official when held in University-owned or -leased facilities; and
 - e. Are confined to the PWL Jones Practice Facility when conducted without specific authorization.

2. Reservation of appropriate University grounds, areas, facilities or other University property for the purpose of conducting a demonstration, meeting, or other assembly will be granted, subject to the restrictions contained in Section 1 above, to the following described University organizations, groups, and individuals:
 - a. Registered student organizations, in accordance with the regulations governing the Use of University Facilities by Registered Student Organizations;
 - b. Members of the University faculty and staff for events related to their University duties.

3. The individual responsible for reserving a particular facility or area, or his/her designee, must be present when the facility or area is being utilized pursuant to the reservation. The following facilities may be utilized on a reservation-only basis:
 - a. Indoor facilities;
 - b. Intramural fields and other recreational areas;
 - c. Stadium;
 - d. Parking lots;
 - e. Residential areas of the campus.

A list of available University facilities and the offices responsible for reserving such facilities is outlined in the Procedures for Processing Requests for Use of Campus Facilities. Necessary forms for completion and specific procedures and regulations regarding the use of such facilities may differ from building to building or area to area. The forms may be obtained from the Office for Student Life.

4. If the Vice President for Student Affairs or his/her designated representative believes that a facility is being improperly used or believes the users of the area are acting imprudently, he/she shall do the following:
 - a. Warn the offending group or individuals that continued misuse will not be permitted;
 - b. Recommend alternative locations or means of expression;
 - c. Instruct the offending individuals or the assembled group to vacate the area;
 - d. Cite individuals or groups for violation of University regulations;
 - e. Request assistance of law enforcement officials; or,
 - f. Any combination of a, b, c, d, and e listed above.

Procedures for Use of Campus Facilities by On-Campus Student Organizations, Administrative Units, and Academic Departments

1. Any Kentucky State University student organization that fails to open an agency account on campus and/or to provide the Director of Student Life an annual statement concerning fiscal affairs shall be denied requests for use of University facilities.
2. No student organization or academic department shall sponsor an event which has not been officially approved by the Vice President for Student Affairs and the Director of Student Life.
3. All student organizations are requested to submit to the Director of Student Life their activity schedule in April of each academic year for inclusion in the following fall activity calendar.
4. All dates are usually on a first-come, first-served basis, and alternative dates will be assigned as close to the requested date as possible.
5. The Use of University Facilities Form (University Form Number 43-01) must be submitted for each approved activity at **least two weeks in advance of the scheduled activity**. (Forms may be obtained from the Student Life Office).
6. The faculty/staff advisor and organization president for a student group must sign all forms for the group's activities. Addresses and phone numbers for both persons must be indicated.
7. Each student organization must sponsor a free affair before it may sponsor a paid affair.
8. All dances will be held on Fridays and Saturdays and end no later than 1:30 a.m., unless special permission for exception has been granted by the Director of Student Life and the Vice President for Student Affairs.

Procedures for Use of Campus Facilities by On-Campus Student Organizations, Administrative Units, and Academic Departments (Continued)

9. The number of student organizations on campus dictates that in order to assure fairness there is a possibility that only two dances or less per organization may be allowed per academic year.
 - a. An organization which desires to cancel an approved activity must give written notice of cancellation to the Director of Student Life no later than one week prior to the scheduled activity. Both the president and advisor of a student organization or the faculty or staff members of a University department should sign the notice of cancellation. Failure to adhere to this regulation may result in cancellation of the next scheduled activity for that organization.
 - b. The advisor for a student organization must be present at all events sponsored by the organization including regular meetings. In the event the advisor cannot be present, a written statement signed by the advisor and the faculty/staff person who will represent the advisor must be submitted to the Director of Student Life prior to the activity. Failure of the advisor or alternate advisor to show up for the scheduled activity may result in cancellation of the activity.
 - c. All organizations are required to clean up the facilities used for scheduled activities after the affair is over or be prepared to be charged for janitorial service.
 - d. Any special equipment (i.e., microphone, podium, etc.) needed for Bradford Hall, Hill Student Center, or elsewhere must be indicated when the Use of University Facilities Form is submitted and requested on a work order.
 - e. For activities at which the University's Food Service is needed, the program sponsor must contact the Food Service Director at the time of initial planning.
 - f. Any organization or department requesting the use of the Alumni House should contact the Director of Alumni Affairs prior to submitting a request for use of the facility.
 - g. Organizations that do not submit their rosters and list of meetings by the due date shall be inactive according to the original schedule:

Organizational paperwork should be submitted to the Office of Student Life by the close of business of the last day of the fourth week of the semester. Included shall be the roster, community service form, financial form, and the advisor form. All forms must be signed by the advisor. Failure to complete the proper paperwork by the given time shall result in immediate cease and desist upon notification.

Procedures for Use of Campus Facilities by On-Campus Student Organizations, Administrative Units, and Academic Departments (Continued)

- h. There shall be no social events scheduled two weeks prior to the first day of finals week. (This includes recreational activities, probate shows, dances, talent shows, movies, etc.)

Procedures for Processing Requests for Use of Campus Facilities for On-Campus Groups

The following procedures will be used when a request for use of campus facilities is submitted to the Student Life Office by an on-campus student organization, administrative unit, or academic department.

1. The Office of Auxiliary Services will check the University Master Web Calendar of campus activities located on the KSU Intranet to determine if the facility is available for the date in question.
2. To avoid conflicts in scheduling, the Auxiliary Services Office will begin the approval process by contacting the person in charge of the facility to determine if there are pending requests for use of the facility and to reserve the facility for the date in question.
3. The organization will be asked to submit a Calendar Facility Request using the form found on the KSU Student Life Forms found on the Intranet.
4. Set-up arrangements, if needed, the sponsoring organization or person must complete a work order.
5. If the request has been approved, the requestor will be notified by email.
6. Requests for technical assistance in Bradford Hall for events scheduled after 4:30 p.m. will be submitted to the Director/Technical Assistant of Bradford Hall. All other requests for set-ups will be handled by a work order sent to the Department of Facilities Management.
7. If last-minute changes are necessary, the following individuals will be contacted by the Office of Auxiliary Services:
 - a. Bell Gym - Athletic Director
 - b. Library - Director of Library
 - c. Bradford Hall Theatres - Coordinator for Speech and Theatre Area and/or Bradford Hall Manager.
 - d. Classroom space - (Business-Bradford) Dean, School of Business
 - e. Classroom space - (Music-Bradford) Chairperson, Fine Arts
 - f. Classrooms elsewhere - Director, Records, Registration and Admission
 - g. Residence Halls - Director of Residence Life
 - h. Academic Services Auditorium - Director, Records, Registration and Admission
 - i. Alumni Stadium - Director of Athletics
 - j. Maintenance Department - Administrator for Facilities Management
 - k. Jackson Hall - Area Coordinator, Art or CESKAA.
 - l. Alumni House - Director of Alumni Affairs
 - m. Extension - Director of Extension/Land Grant Programs
 - n. EXUM - Director of Intramurals

Procedures for Processing Requests for Use of Campus Facilities for On-Campus Groups (Continued)

8. If there is a Student Life sponsored event, there shall be no other events scheduled during that time.
9. Student Center meetings are to be approved by Student Life staff and must be on the University Calendar. An advisor must be present at all organization events or the event will be canceled.

Lost and Found

The Lost and Found Office is located in the Student Life Office in the Hill Student Center and is open from 8 a.m. to 11 p.m Monday through Friday. All lost keys are turned in to University Police.

Policy on Children

For purposes of safety and equipment control, all un-chaperoned children will be requested to leave the premises of the Hill Student Center unless prior arrangements have been made through the Office of Student Life. This includes anyone under 18 years of age-- unless enrolled at Kentucky State University.

Policy on Audio Equipment

Due to the acoustical range of the Hill Student Center, excessively loud volume levels on portable FM/AM radios, cassette players or other musical components are strictly prohibited unless otherwise authorized by the Student Life staff.

University Locker Policy

The following statements shall serve as the Kentucky State University Policy on the available campus lockers for students. Procedures for implementation are included as part of the policy:

1. Students are allowed the use of lockers in Carver and Hathaway Halls.
2. Students will be notified that lockers are available to them by publicity. Flyers will be put in all buildings on campus and also placed in the Thorobred News.
3. Commuter students will have first option to obtain a locker. Should locker space be available after the second week of each term, residential students may obtain a locker.
4. Lockers are provided to students during the regular registration period. Students must show their valid I.D. Commuting students must have an off-campus local address.

University Locker Policy (Continued)

5. Students will pick up the *Locker Request Form*, which includes a list of regulations from the Office of Student Life, where all locker records will be kept. Lockers and combinations/keys will be issued at this time.
6. Persons with access to the combinations/keys will include the President, Locksmith, and Student Life Director.
7. All lockers must be vacated at the end of each academic year. Renewals will take place at the beginning of the next term. Students will be notified one week prior to the close of the semester to vacate their assigned locker. The University locksmith will, in turn, inspect the locker.
8. Locker space is for academic use only. All explosives, weapons, or illegal substances such as drugs, drug paraphernalia or alcohol are prohibited. Discovery of these items will result in disciplinary action against the student.
9. The University reserves the right to have duly authorized personnel enter a student's locker under reasonable and restrained conditions for the purpose of enforcing the KSU Locker Policy.
10. The University accepts no responsibility for losses of or damage to a student's locker belongings.

Note: Violation of any of the above stated policy regulations will result in disciplinary action from the Office of Student Affairs.

THE OFFICE OF CAREER COUNSELING, PLANNING AND PLACEMENT

Counseling Services

The primary purpose of the Counseling Program is to assist students in understanding themselves so that they may make the appropriate adjustments and decisions that affect their educational, vocational, and personal development. The way in which this assistance is given varies with individual students. Staff use standardized testing procedures, individual and group counseling sessions, and consultations with other faculty and staff. The Counseling Services Office is located in Room 241 of the Academic Services Building. In addition to the Counseling staff, the University has a Licensed Psychologist, who is located in the Betty White Health Center and who provides specialized services without charge to students. Both offices are open from 8:00 a.m. until 4:30 p.m. Monday through Friday. Other hours will be posted.

Crisis Call

The Office of Counseling provides a Crisis Call service. This program addresses problems and concerns of students as well as faculty and staff members of the University community. The crisis line, (502) 597-6970, is available at Kentucky State University from 8:00 a.m. until 4:30 p.m., Monday through Friday. After 4:30 p.m. and on weekends, concerned individuals may call the Kentucky State University Police at 597-6878. They will contact the appropriate individuals to provide services.

Marriage and Family Counseling

Marriage and Family Counseling are provided through the University's Counseling Services. Such services involve pre-marital counseling, interpersonal skills development, family planning information, individual, couple and group counseling sessions. Students interested in these services should call (502) 597-6970 (Counseling Services) for an appointment.

Students with A Disability

Kentucky State University is committed to the goal of integrating disabled individuals into the campus community to the fullest extent possible. The University accepts its obligation to create and maintain an atmosphere and environment conducive to personal development of all its students, staff and faculty.

An elevator key will be provided to students with a disability who frequently use academic buildings equipped with elevators, if other means of accessing and exiting these buildings are impractical.

Students who have special needs should contact the Director of Counseling, Room 241 Academic Services Building, telephone (502) 597-5948.

Non Academic Counselor for International Students

The Counselor for International Students is the coordinator of international (foreign) student services. This counselor serves as a central reference point to which any international student may go with a question or problem and receive help.

It is necessary for all international students to register with this office immediately upon their arrival on campus. The counselor is located in the Office of Counseling, Career Planning and Placement, Room 241 Academic Services Building, telephone (502) 597-5948.

Academic Counseling may be obtained through the Office of International Student Advisor in the Office of Public Affairs, 334 Academic Services Building, telephone (502) 597-6286.

Withdrawal from the University

A student who wishes to withdraw from the University will be referred to the Office of Counseling, Career Planning and Placement for an exit interview. The student must complete a Withdrawal Clearance Form, which includes the following information: name, local address, social security number, major, reason for withdrawal and signature. The student then reports to his/her academic advisor/mentor, Office of Records, Registration and Admission, Office of Business Affairs, Student Financing and Collections Office, Paul Blazer Library, and the Financial Aid Office for clearance.

Any student residing in University housing who officially withdraws from the University must remove his/her personal property from the residence hall room, return the door key to the Head Resident, and vacate the premises by 6:00 p.m. on the day he/she withdraws. Any student who does not follow this process may fail all classes enrolled in and will not be eligible for a refund.

Career Planning and Placement

It is the general aim and purpose of the Career Planning and Placement Services to bring to each student at Kentucky State University available resources necessary for successful entry into the working world. To achieve this goal a centralized placement service is maintained. Services are provided to assist students in finding employment in business, industry, government, and education; and in seeking entry to graduate or professional schools and military careers. Placement services include career counseling, career days, arrangement for personal interviews, assistance in individual contacts, and clerical work associated with processing confidential files.

Career Fair

The Career Fair is held each year in early October and April. Representatives from more than 50 companies visit on campus to discuss with students, faculty, and staff, the career possibilities within their organizations. This program is especially helpful to the student who has not decided on a career choice.

The ever-changing job market and the general economic condition of the country make early career exploration a necessity. Many anxieties about one's future after graduation can be eliminated if realistic career choices have been made after careful study and exposure to a variety of alternatives.

Dial-A-Job

Students who find their budgets squeezed too tightly or who would like to have some extra cash should DIAL-A-JOB. Dial-A-Job operates 12 months a year on the principle of an "on the spot deal."

Residents of the local community call with odd jobs for students as well as part-time or temporary jobs in industrial plants, local businesses, and schools. Many businesses use Dial-A-Job students during vacation or sick-leave periods.

Interested students must complete an application for Dial-A-Job before being placed on a waiting list. Applicants will then be screened thoroughly and assigned according to their abilities and job competence. A qualified student could possibly be placed on a job within one to two weeks, depending upon the availability.

For more information about Dial-A-Job, call 597-5998 or contact the staff in the Career Planning and Placement Office.

Cooperative Education

Cooperative Education is a program with parallel and alternate assignments each semester. Employers and students are selected and matched by the Coordinator of Cooperative Education and approved by the student's advisor or the dean of the Academic Unit of which this student is enrolled. The work assignment for each Co-Op student should be related to the student's major. Students gain experience in the practical application of the theoretical course of study taken on campus. Students receive 3 to 12 semester hours of academic credit on a pass/fail basis.

The Cooperative Education Program allows a student to participate in a meaningful outside work experience voluntarily or paid while on the work assignment. In addition, the Cooperative Education Program gives the student an opportunity to secure employment after graduation. Students who have completed at least 30 semester credit hours with a Grade Point Average of 2.0 or above, unless approved by advisor, will be accepted in the program.

While financial reasons are secondary to the educational benefits, the University realizes that many students will seek participation in this program because of financial needs. It is recommended that each student take the time to visit the Cooperative Education office and meet with staff to discuss available opportunities. The office is located in ASB, Room 241 or call (502) 597-5998.

HEALTH SERVICES

The goal of the Student Health Service is to provide quality health service to students. The student health program is broad in scope, encompassing preventive medicine, health education, health maintenance, medical and mental health care, referrals, and a drug and alcohol abuse program.

For the convenience of students, health education, medical consultation, and emergency treatment for minor illnesses and injuries are available free of charge to all students. Clinic hours at the Betty White Health Center are from 8:00 a.m. to 4:30 p.m. Monday through Friday, during the regular academic year and Summer session. Services of the University Physician are available on a part-time basis only. The University Nurse is on duty from 8:00 a.m. to 4:30 p.m. Monday through Friday. Appointments are required for visits to the Comprehensive Counselor, except for emergencies. In case of illness on weekends, notify the Head Resident in each residence hall.

Health Examinations

All new freshmen and transfer students must submit the University's medical form to Student Health Services prior to registration. All necessary forms will be furnished by Kentucky State University with other admission materials.

The University requires that students born after December 31, 1956, provide physician-documented proof of immunizations for red measles, rubella (German measles), and mumps (MMR) before registering.

Student Health Insurance

The University offers a mandatory Health Insurance. The cost to each eligible student will be determined by the insurance company with each new contract. Only full time undergraduate students are covered. The cost of the mandatory Insurance can be removed from the student's bill by showing proof of insurance coverage (card) and sign a waiver in the Office of Student Health Center by the end of Registration of each semester.

Health-Related Policies

Policy on Alcohol and Drug Abuse

The purpose of Kentucky State University is to provide a quality liberal arts education for all students. Inherent in this purpose is an environment conducive to the learning experience. Such an environment will include faculty who are well educated and capable of imparting and sharing the experience of learning, and staff supportive of the entire educational process of these students.

The use of alcohol and/or the use of other mind altering substances is antithetical to the process of education. Mind altering substances endanger physical, mental and emotional health of the user, placing the user at risk for failure in this or any other educational setting. Therefore, the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited at Kentucky State University. In accordance with the Standards Governing Student Conduct articulated in the Student Handbook, possession, use, or distribution of narcotic or illegal drugs or drug performance by students on University-owned or -controlled property, except as expressly permitted by law, is unacceptable. In accordance with the University Personnel Manual, faculty and staff will be held responsible for use of mind altering substances when such use could result in their failure to perform their assigned duties.

As a recipient of federal grants and contracts, Kentucky State University gives this notice to students, faculty and staff that it is in compliance with and shall continue to be in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989. Students, faculty and staff are herein notified of the standards of conduct which shall be applicable while on Kentucky State University property, on University business, and/or at University sponsored activities.

Standards of Conduct

Pursuant to University policy, and according to federal law, state law, and, in one instance, to local ordinance, 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.

In addition, students, faculty and staff are required to abide by state laws concerning alcoholic beverages. Basically, Kentucky laws state that if an individual is under the age of 21, it is unlawful to:

1. Possesses or consume alcoholic beverages,
2. Misrepresent his/her age for the purpose of purchasing alcoholic beverages, or
3. Use fake identification in an attempt to purchase alcoholic beverages.

Irrespective of age, Kentucky law states that it is unlawful to:

1. Procure any alcoholic beverages for anyone under 21 years of age or
2. Drink or be drunk in a public place.

University campuses and buildings are considered as public places for purposes of these laws except for a facility used as a private residence.

Any member of the University student body, faculty, or staff who violates these defined standards of conduct shall be subject to appropriate disciplinary action up to and including suspension and/or termination. The specifically defined standards of conduct, the disciplinary procedures, and the appropriate sanctions are detailed in the Faculty Handbook, the Personnel Manual and the Student Handbook.

Kentucky law also prohibits an individual from operating a motor vehicle while under the influence of any substance which may impair his/her driving ability (such as drugs or alcoholic beverages).

Sanctions

Under University policy, students who violate this standard of conduct are subject to disciplinary action from a minimum of a reprimand and warning to a maximum of permanent dismissal from the University. These penalties apply regardless of whether the student resides in University housing.

Faculty and staff are subject to disciplinary action from a minimum of a verbal warning to a maximum of termination from University employment. Under state and federal drug laws, the gravity of the sanction depends on the classification of the controlled substance, the particular activity involved (possession or trafficking which includes manufacture, sale and possession with intent to sell), and whether or not multiple convictions are involved.

Under Kentucky law, the most severe penalty for a drug law violation involves trafficking. On a first offense conviction, an individual may receive a fine of up to \$10,000.00 and/or a sentence of up to ten years in confinement; for subsequent offenses, the penalties may be doubled.

Under federal law, for simple possession of a controlled substance, an individual may be imprisoned for up to one year and/or fined up to \$1,000. For subsequent offenses, an individual may be imprisoned for up to three years and/or fined up to \$5,000. Under federal law, an individual may be fined up to \$8,000,000 and/or may be sentenced from not less than 10 years up to life in prison for trafficking in drugs. For violations of other federal drug laws, an individual may receive life in prison or the death penalty.

Under both state and federal laws, an individual may forfeit the loss of his/her personal property (including home, automobile, cash, etc.) which may have been used in the trafficking of drugs.

Specific penalties under federal laws for trafficking in various controlled substances are outlined in Appendix A to this policy.

Sanctions for violation of state alcohol laws vary from a fine of \$25 to \$1,000, a sentence of forty-eight hours to 12 months in jail, and/or suspension of operator's license.

Notice of Drug-Related Conviction

In compliance with the Federal Drug-Free Workplace Act of 1988, any employee shall notify his/her immediate supervisor if the employee is convicted of a criminal drug offense occurring in the workplace or while on University business within five days of the conviction. The University shall take appropriate sanction and remedies in accordance with its policies. The provisions of this section are applicable to students who are employees of the University. If the employee is under a federal contract or grant, the University shall notify the contracting or granting agency of the conviction and of its actions.

This section of this policy is also applicable to students who receive a Pell grant or a Supplemental Educational Opportunity Grant.

Health Risks

The magnitude of problems associated with the use and abuse of mind altering substances is frightening at best. Scientific evidence indicates that effects ranging from simple mood alteration to major damage to vital organs affect the individual, the family, and society. Therefore, Kentucky State University conducts a variety of programs to educate faculty, staff, and students regarding the use of alcohol and other drugs which alter mental processes such as judgment, memory, and perception; and, may lead to physical or psychological dependence or addiction; and, may present serious health risks for the user.

Alcohol and/or other drug use and abuse may result in the deterioration of physical health by causing or contributing to many conditions including but not limited to heart disease, respiratory disorders, malnutrition, some forms of cancer, liver disease, pancreatitis, hypertension, and ultimately death.

A detailed list of the effects and health risks associated with the use of many specific drugs appears as Appendix B.

The consumption of alcohol and/or other drugs does not need to be long term or addictive to cause injury or death. Even small amounts limit coordination and increase the risk of involvement in traffic or household accidents. Aggressive acts such as spouse and child abuse or "brawls" increase with the use of mind altering substances. Impairment of higher mental functioning alters the ability to learn and remember information.

Risks to mental health are increased when individuals use mind altering substances. Anxiety, stress, and behavior problems are often directly related to consumption of alcohol or other drugs. Exacerbation of symptoms of serious mental illness such as Paranoid Schizophrenia or Depression may be caused by the use of alcohol and other drugs.

Mothers who use alcohol and/or other drugs during pregnancy take the risk of causing serious harm to the unborn child. Alcohol and other drugs are teratogenic agents which may cause severe birth defects. Examples are:

Alcohol: Small head, facial abnormalities, heart defects, low birth weight, and mental retardation. (Any combination of these symptoms is referred to as fetal alcohol syndrome.)

Marijuana: Possible chromosome damage, spontaneous abortion, and behavioral abnormalities among newborns.

Cocaine: Premature delivery, fetal addiction, elevated fetal blood pressure, strokes.

While these are only examples, misuse of any drug during pregnancy has possible serious effects on the developing fetus.

For the dependent or addicted person withdrawal from alcohol or other drugs may produce withdrawal symptoms which can include severe anxiety, tremors, hallucinations, convulsions, internal bleeding, pain, nausea, and vomiting,. Withdrawal can be life threatening.

Education, Training, and Counseling Resources

Information regarding the use and abuse of alcohol and other drugs is available from the area of Student Health Services/ Office of Substance Abuse Prevention located in the Betty White Health Center. Education and Training activities including substance abuse seminars are presented on a regular basis utilizing community resources and University personnel. Notices of seminars and program opportunities are included in *View from Campus* and through other campus resources. Seminars are available for special groups, i.e., women, athletes, housekeeping staff. Groups requesting seminars should contact the office of Substance Abuse Prevention.

Counseling is available through the office of Substance Abuse Prevention. Evaluation, treatment, and/or referral services for students, faculty, and staff are provided without charge. Referrals to the counseling program may be by the individual or by faculty, staff, or supervisor.

Evaluation, treatment, and/or referral services for students, faculty, and staff are provided without charge. Referral to the counseling programs may be by the individual or by faculty, staff, or supervisor.

Other services in the Frankfort area include:

Bluegrass West Comprehensive Care Center
191 Doctor's Drive
Frankfort, KY 40601
Phone 223-2017

Family Care Unit
Frankfort Regional Medical Center
Kings Daughters Drive
Frankfort, KY 40601
Phone 875-5240

Alcoholics Anonymous 516 Lewis Street
Frankfort, KY 40601
Phone 227-4729

Kentucky Department of Personnel
Employee Assistance Program
Teton Trail
Frankfort, KY 40601
Phone 564-5788

Drug Information Services for Kentucky

Department for Human Resources Building
275 East Main Street
Frankfort, KY 40621
1-800-432-9337

Additional services may be found in the yellow pages of the telephone directory under Alcoholism Information and Treatment Centers.

Policy Review

This policy statement and any revisions thereto shall be distributed annually to students and employees. Distribution shall be the responsibility of the Director of Records, Policies, and Legal Services to the University and the Director of Human Resources. The Director of Records, Policies, and Legal Services to the University and the Comprehensive Counselor shall review and interpret policies and procedures relevant to this policy statement. These two administrators shall jointly be responsible for maintaining records of the annual review of this policy statement.

KENTUCKY STATE UNIVERSITY DRUG FREE POLICY PROCEDURES

Acknowledgment: All faculty, staff and students will be given a copy of the Drug Free Institution policy at least once a year and be requested to sign an acknowledgment stating that the Policy was received, read and understood. If an individual refuses to sign and return the acknowledgment, it will be so noted but not mandated. There will be no sanction, punishment or discipline for failing to sign and return the acknowledgment; however, an audit trail of those receiving the policy will exist. Under federal statute, KSU must be able to verify that all employees, students and faculty are aware of the Drug Free Policy.

Investigation: Faculty, staff and students have an obligation to report policy violations to the appropriate authority, i.e. university police, supervisor, dormitory supervisor, vice president, or cabinet member. Whoever receives the reported violation must immediately notify the University Police who will inform the President. An investigation will be conducted by the University Police in conjunction with the Director of Records, Policy and Legal Services and the appropriate cabinet member. As a result of the investigation, if no policy violations are found, the investigation will terminate. If, as a result of the investigation, University, state, or federal or local violations are found, the involved individuals will be confronted by the University Police and appropriate cabinet member. The University Police must comply with federal, state and local law regulations and procedures in reporting and handling violations; therefore, formal reports of all violations will be filed with the local authorities.

All persons involved in investigations must be knowledgeable of investigation procedures and University policies for handling investigations and reporting violations.

Sanctions: Sanctions will depend on the type of violation.

Possession, use or consumption of a controlled substance or possession of drug paraphernalia:

Faculty/Staff - Suspended for 30 days without pay. If the investigation determines a possession of a controlled substance or possession of drug paraphernalia violation, normal hearing procedures outlined in the Personnel Manual will apply. If the investigation determines a use or consumption violation, the staff member, within 48 hours of being suspended, may request a drug test, at own expense, at a testing facility selected by KSU. If the drug test results are negative, the staff member will be returned to active status with pay. If the drug test results are positive, the staff member, at own expense, can voluntarily participate in a rehabilitation program approved by KSU. If the staff member successfully completes the rehabilitation program and provides a statement of completion, reinstatement will occur with back pay. If paid sick time was used during the rehabilitation period, the individuals paid sick time will be reinstated.

If rehabilitation is not elected or is unsuccessful, employment will be terminated after the 30 day suspension. If the individual does not elect to take a drug test, normal hearing procedures as outlined in the Personnel Manual will apply. Any controlled substances or drug paraphernalia confiscated during the investigation will be destroyed.

A second violation of this policy will result in immediate termination of employment.

Faculty - Suspended for 30 days without pay. If the investigation determines a possession of a controlled substance or possession of drug paraphernalia violation, normal hearing procedures outlined in the Faculty Handbook will apply. If the investigation determines a use or consumption violation, the faculty, within 48 hours of being suspended, may request a drug test, at own expense, at a testing facility selected by KSU. If the drug test results are negative, the faculty member will be returned to active status with pay. If the drug test results are negative, the faculty member will be returned to active status with pay. If the drug test results are positive, the faculty member, at own expense, can voluntarily participate in a rehabilitation program approved by KSU. If the faculty member successfully completes the rehabilitation program and provides a statement of completion, reinstatement will occur with back pay. If paid sick time was used during the rehabilitation period, the individuals paid sick time will be reinstated. If rehabilitation is not elected or is unsuccessful, dismissal procedures as outlined in the Faculty Handbook will apply. If the faculty member does not elect to take a drug test, normal hearing procedures as outlined in the Faculty Handbook will apply. Any controlled substances or drug paraphernalia confiscated during the investigation will be destroyed.

A second violation of this policy will result in immediate termination of employment.

Students - Suspended for remainder of semester. If the investigation determines a possession of a controlled substance or possession of drug paraphernalia violation, normal hearing procedures outlined in the Student Handbook will apply. If the investigation determines a use or consumption violation, the student, within 48 hours of being suspended, may request a drug test, at own expense, at a testing facility selected by KSU. If the drug test results are negative, the student will be reinstated. If the drug test results are positive, the student, at own expense, can voluntarily participate in a rehabilitation program approved by KSU.

If the student successfully completes the rehabilitation program and provides a statement of completion, reinstatement to the University can be sought under the guidelines described in the KSU Catalog. Upon readmission, the student can request to complete the course work missed in accordance with the guidelines of the Student Handbook. If rehabilitation is not elected or is unsuccessful, the student will be expelled. If the student does not elect to take a drug test, normal hearing procedures as outlined in the Student Handbook will apply. Any controlled substances or drug paraphernalia confiscated during the investigation will be destroyed.

A second violation of this policy will result in immediate expulsion.

Violation for Trafficking as defined in the Policy Statement as a Drug free Institution:

Staff - Immediate termination.

Faculty - Immediate suspension without pay and commencement of dismissal procedures as outlined in the Faculty Handbook.

Students - Immediate expulsion.

Approved: KSU Board of Regents January 26, 1996

KENTUCKY STATE UNIVERSITY APPROVED REHABILITATION FACILITIES

**NON-MEDICAL RESIDENTIAL
ALCOHOL-DRUG ABUSE TREATMENT PROGRAMS
STATE FUNDED**

Ashland
Pathways, Inc.
201 22nd Street
Ashland, KY 41101
606-324-1141

Henderson
Regional Addiction Resources
6347 Highway 60-E
Henderson, KY 42420
502-827-2380

Bowling Green
PARK PLACE - Lifeskills, Inc.
822 Woodway
Bowling Green, KY 42101
502-842-2696

Hopkinsville
VOLTA House
Western State Hospital
Highway 68
Box 2200
Hopkinsville, KY 42241
502-886-4431 Ext. 408

Dayton
Transitions, Inc.
Droege House
925 Fifth Street
Dayton, KY 41074
606-291-1044

Lexington
Charles Schwartz Center
420 South Broadway
Lexington, KY 40508
859-255-4268

Elizabethtown
Communicare Recovery Center
1311 North Dixie Highway
Elizabethtown, KY 41701
502-765-4145

Louisville
Jefferson Alcohol & Drug
Abuse Center (JADAC)
600 South Preston Street
Louisville, KY 40202
502-583-3951

Cumberland River CCC Friedman Substance Abuse Crossroads Residential 1405 South
Third Street Treatment Center Box 688 US 25 North

London, KY 40741 Paducah, KY 42002 606-864-6332 502-442-9131 Emergency 606-864-
2104 1-800-592-2980

Frankfort Prestonsburg Bluegrass BETA Program Mountain CCC Wash Road Layne House
RR #7, Box 925 18 South Front Avenue Frankfort, KY 40601 Prestonsburg, KY 41653
(502)-223-2017 606-886-8572

IN-PATIENT MEDICAL ALCOHOL-DRUG DETOX PROGRAMS PUBLIC AND PRIVATE

Frankfort Frankfort Regional Medical Center Turning Point Center 299 Kings Daughters
Drive Frankfort, KY 40601
502-223-7626 Switchboard 502-875-5240

Lexington Bluegrass East CCC-Detox Unit (non-medical model)
146 East 3rd Street
Lexington, KY 40508 606-254-7396

Good Samaritan Hospital
310 South Limestone Street
Lexington, KY 40508

606-252-6612

St. Joseph Hospital
Center for Chemical Dependence
1 - St. Joseph Drive
Lexington, KY 40504-3754
606-276-4597 Ext. 1189
Emergency 606-278-3436

Louisville Baptist Hospital East Chemical and Co-Dependency Recovery Program 4000
Kresge Way Louisville, KY 40207
502-897-8138

Seven Counties Services Jefferson Alcohol and Drug Abuse Center (JADAC) 600 Preston
Street Louisville, KY 40202
502-583-3951

Veterans Administration Medical Center
800 Zorn Avenue
Louisville, KY 40202
502-895-3401

KENTUCKY CERTIFIED DRUG SCREENING LABORATORIES

Frankfort
Frankfort Regional Medical Center
299 Kings Daughters Drive
Frankfort, KY 40601
(502) 223-7626
Switchboard (502) 875-5240
Lexington

Good Samaritan Hospital
310 South Limestone Street
Lexington, KY 40508

(606) 254-7396

Roche Biomedical Laboratory
2201 Regency Rd.
Suite 507
Lexington, KY 40502
1-800-235-0170

Smith Kline & Beecham
BioScience Laboratory
2277 Charleston Drive
Lexington, KY
(Certified CLIA, State & Licensed)
(606) 299-3866

Louisville
North Health Laboratory
4500 Conaem Drive
Louisville, KY 40202
(Certified, CLIA & State)
(502) 456-4700
1-800-456-4700

Policy on AIDS

The University recognizes its responsibility to protect students and employees from unreasonable risks of transmission of the Human Immunodeficiency Virus (HIV).

The consensus of authoritative medical opinion is that AIDS is not a readily communicable disease, and is primarily spread by certain chosen behaviors. Because there is no specific treatment in existence, and because a vaccine is not yet available, it is important for the University to establish a program to increase awareness and provide education to help prevent the spread of the AIDS epidemic. Therefore, the University will adhere to the following statement and guidelines related to persons infected with Acquired Immunodeficiency Syndrome.

AIDS Policy Statement

Based on the best currently available medical information and on recommendations of the Public Health Service and the Center for Disease Control, Kentucky State University Student Health Services issues the following statement:

There is no risk created by living in the same residence as an infected person; swimming in a pool with an infected person; being sneezed or coughed on by an infected person; eating food handled by an infected person; casual kissing; caring for an AIDS patient; or sharing an academic setting.

The University policy will not be used as a basis for discriminating against students, faculty, or staff who have tested positive for AIDS or an AIDS-related virus.

Guidelines

Facts derived from the best epidemiologic data currently available, are the basis for the following guidelines recommended by the American College Health Association and adopted by Kentucky State University.

1. **General Policies:** KSU adopts these general policies concerning students and employees with the HIV infection. The University will respond to each case according to its particular facts.
2. **Admission:** Consideration of the existence of AIDS, ARC, and a positive HIV antibody test will not be a part of the initial admission decision for those applying to attend the institution.
3. **Attendance:** Students who have AIDS, ARC, or a positive HIV antibody test, whether they are asymptomatic or not, will be allowed regular classroom attendance in an unrestricted manner as long as they are physically able to attend classes.
4. **Access to Facilities:** The University will not restrict the access of students with AIDS, ARC, or a positive HIV antibody test to student unions, theatres, restaurants, cafeterias, snack bars, swimming pools, gymnasiums, recreational facilities, or other such common areas.
5. **Residential Housing:**
 - a. Decisions about housing students with AIDS, ARC, or positive HIV antibody test will be made on a case-by-case basis.
 - b. There is no medical necessity to advise others living in a dormitory of the presence in the dormitory of other students who have AIDS, ARC, or positive antibody test to HIV and thus the University will not.
6. **Education:** Student Health Services will provide to the residence hall staff education about AIDS prior to the arrival of students each term.
7. **Medical Care:** The following are the procedures to be followed pertaining to the provisions of clinical services to people infected with HIV.
 - a. Students are encouraged to inform Student Health Services if they have the disease or virus in order that the institution can provide them with proper care and education.
 - b. Provisions will be made for medical, psychological and support services which promote the best physical and mental health of persons infected with HIV.
 - c. Student Health Services will encourage regular medical follow-up for those who have AIDS, ARC, or a positive HIV antibody test.

8. HIV Testing:
 - a. Mandatory Testing. University officials will not undertake programs of screening newly admitted or currently enrolled students for antibody to HIV neither should mandatory screening of employees be implemented.
 - b. Voluntary Testing. Student Health Services will be familiar with sources that test for antibody to HIV, and will be able to refer students or employees requesting such test.
9. Immunization: Those known to be immunologically compromised will be excused from institutional requirements for certain vaccinations, notably measles and rubella vaccine.
10. Safety Precautions:
 - a. Safety Guidelines: Guidelines proposed by the Public Health Service for handling blood and body fluids of persons with AIDS, ARC, or a positive HIV antibody test are adopted and are to be followed by all University laboratory areas.
 - b. Equipment: Student Health Services will use disposable, one-user needles and other such equipment used to puncture the skin or mucous membranes of patients.
 - c. Disinfection: Surfaces contaminated by blood or other body fluids can be successfully cleaned and disinfected with commercial disinfectant solutions or with household bleach, and will be freshly diluted in a 1:10 solution.
11. Release of Information: When handling confidential medical records about students with AIDS, ARC, or a positive HIV antibody test, no specific or detailed information concerning complaints or diagnosis will be provided to faculty, administrators, parents, groups, insurers, agencies, employees or institutions without the expressed written permission of the student in each case. All confidential medical information is protected by statutes and any unauthorized disclosure of it is forbidden.
12. Legal Liability: All confidential medical information is protected by federal and state statutes. The protection of the confidentiality of information is superseded only by the necessity to protect others in very specific life-threatening circumstances.
13. Public Health Reporting Requirements: Student Health Services must strictly observe public health reporting requirements for AIDS. Patients who meet criteria for the revised surveillance definition of AIDS must be reported to the local public health authorities. The detailed surveillance definition is included in the following:
Center for Disease Control: Revision of Case Definition of AIDS for National Reporting -United States: Morbidity and Mortality Weekly Reports 1985: 373-373.

Student Health Services AIDS Educational Program

Student Health Services will emphasize to students the importance of adhering to those guidelines as stated by the Public Health Service that contribute to preventing the spread of the AIDS epidemic. These guidelines are as follows:

1. The efficiency of condoms and spermicides containing nonoxynol-9 greatly reduces the chances of transmission of the AIDS virus through sexual intercourse.
2. Toothbrushes, razors, and other implements that may become contaminated with blood should not be shared.
3. Asymptomatic persons with confirmed positive HIV antibody test may transmit the infection to others through sexual contact or exposure to blood.
4. Infected persons should not donate blood, plasma, other body organs, tissue or sperm.
5. If persons with a positive antibody test have accidents involving bleeding, contaminated surfaces should be cleaned with household bleach freshly diluted 1:10 in water.
6. When seeking medical, dental, or eye care, these persons should advise the practitioner of their positive antibody status so that appropriate evaluation can be undertaken and precautions can be taken to prevent transmission to others.
7. Sharing needles used for illicit drug use is an efficient way to transmit HIV. Needles used to inject steroids may transmit HIV.
8. People infected with the HIV pose no risk through ordinary, casual interpersonal contact.

KENTUCKY LAWS AND HEALTH RISKS

Kentucky laws with regard to alcohol and illegal drugs are strict and binding. You should be aware of the laws and just as familiar with the impact of the substances on your body. The pertinent laws regarding illegal drugs are listed here. If you are a person who is struggling with substance abuse or if you know of someone who has a problem with substance abuse, please read this material carefully.

College is a wonderful time of independence, but it is also a challenging time in terms of decision-making. It is critical that you make the right decisions--with regard to your studies, your social life, and your health. If you think you need help, don't wait. Talk with a counselor, a minister, or an educator now. At the close of this section, support personnel are listed for you to turn to. They respect your privacy and maintain professional confidentiality.

Kentucky Alcohol and Drug Laws

KRS 218A.050 Marijuana is a controlled substance, Schedule I.

218A.060 Cocaine is a controlled substance, Schedule II.

KRS 218A.1404 No person shall possess or traffic in any controlled substance.

KRS 218A Any person who traffics in a controlled substance within 1,000 yards of any school building shall be guilty of a Class D Felony (1-5 years).

KRS 218A.1412 Any person who traffics in a controlled substance (Schedule I and II) or the first offense shall be guilty of a Class C Felony (5-10 years), and a second subsequent offense shall be guilty of a Class B Felony (10-20

KRS218A.1415 Any person who is guilty of possession of a controlled substance for the first offense shall be guilty of a Class D Felony (1-5 years), and for a second or subsequent offense shall be guilty of a Class C Felony (5-10 years).

KRS218A.1421 Any person who is found guilty of trafficking in marijuana shall be sentenced as follows:

Trafficking in less than 8 ounces, first offense is a Class D Felony (1-5 years).

Trafficking in more than 8 ounces but less than 5 pounds, first offense is a Class D Felony, second or subsequent offense is a Class C Felony.

Trafficking in more than 5 pounds for the first offense is a Class C Felony, second or subsequent offense is a Class B Felony (10-20 years).

KRS 218A.1422 Possession of marijuana is a Class A Misdemeanor.

Health Risks of Illicit Drugs

Alcohol - Alcohol is a drug. It is a depressant that is absorbed into the bloodstream and transmitted to virtually all parts of the body. The impact of alcohol varies among individuals. However, even moderate doses of alcohol reduce physical coordination and mental alertness, making certain activities, such as sports or driving, dangerous. Larger doses of alcohol cause staggering, slurred speech, double vision, sudden mood swings and unconsciousness. Drinking to excess in any situation is poisoning yourself. In addition, long-term heavy drinking and binge drinking may result in respiratory arrest and death. Long-term heavy drinkers increase their risk of developing liver and heart disease, circulatory problems, peptic ulcers, various forms of cancer, and irreversible brain damage. Heavy drinkers also may become hooked on the drug and die if it is withdrawn too quickly.

Cocaine - Cocaine is a stimulant that is short lasting. In its crystalline form, cocaine is most often inhaled through a tube directly into the nasal passages, passing quickly into the brain. It can be smoked or injected. Free basing involves removing the hydrochloride and other additives by introducing a strong alkali and ether to the crystalline cocaine and heating it to its evaporation point. The cocaine base that remains is then smoked, sending the drug almost instantaneously to the brain. However it is introduced into the body, the drug's immediate effect is to create a high that is often described as orgasmic or euphoric. It creates increased alertness, suppresses appetite and temporarily relieves depression.

Studies indicate that cocaine's effect on both body and psyche are dangerous and some damage may be irreversible. The least harmful effects are the painful nosebleeds and nasal erosion that result from sniffing the drug and irritating the lining of the nose. More dangerous are what are known as the "coke blues" --which are the intense downs that occur after the high and often result in the user trying a variety of other drugs or higher doses of cocaine in an attempt to relieve the physical or emotional discomfort. Personal dangers of cocaine can include damage to the respiratory and immune systems, malnutrition, seizures, and loss of brain function. Also, lower-cost forms such as "crack" are especially addictive, making all other effects worse. This activity can lead to dependency on several drugs. There is a strong psychological dependence to "coke" which slowly accumulates as the individual builds up tolerance.

Depressants - Downers or depressants act much like alcohol and depress the central nervous system. In fact, alcohol is a depressant. Other downers include Quaaludes, barbiturates, and tranquilizers. These drugs reduce anxiety, induce sleep and promote relaxation. These drugs are extremely dangerous when used together, such as alcohol and "ludes". The combination is synergistic and the central nervous system is often depressed so much that it causes death. Downers cause slowed response time, loss of rational judgment, decreased coordination and motor skill. Driving skills are seriously affected causing driving to be dangerous. Adverse physical effects include permanent liver and kidney damage. Tolerance develops as does physical dependence, producing serious withdrawal symptoms including death.

Hallucinogens - Drugs that produce hallucinations or dream-like perceptions are called hallucinogens. The most common hallucinogens are LSD (acid), mescaline (peyote), psilocybin (mushrooms), and PCP (angel-dust). These drugs have an effect that last 8-12 hours to days, depending on the potency and drug type. Sometimes panic reactions occur, producing horrifying perceptions. PCP is a particularly dangerous drug since it produces effects from euphoria to violent behavior. Although there is no physical or psychological dependence associated with these drugs, they are still considered dangerous because of their paradoxical effects. Tolerance can develop to the hallucinations, and due to the perceptual distortions no one should drive while using any of these drugs. Since these drugs cause misperceptions, people using them can put themselves or others into dangerous, even life threatening situations.

Marijuana - A drug that is taken to produce a high or euphoric feeling and state of relaxation. The high will last for 2-4 hours. The primary active ingredient is THC (tetrahydrocannabinol). The more THC that is present, the more potent the marijuana. Potency can vary but most common is 3-4% THC. Marijuana is usually smoked or eaten. The short term effects include distortion of time perception, increased heart rate, dilation of blood vessels and loss of short term memory. Also decreased are visual perception and psychomotor skills which make driving extremely dangerous. Long term effects include loss of motivation, chronic bronchitis, decreased vital capacity and increased risk of lung cancer. In men, marijuana can cause lower levels of the sex hormone testosterone, and an increase in abnormal sperm. Pregnant women should not smoke marijuana as the effects on the fetus are as yet unclear. Marijuana has been proven to be psychologically addictive. However, even though users develop a tolerance to marijuana, the degree of physical addiction remains uncertain.

Percodan and Demerol are synthetic opium-like compounds. These drugs relieve pain without loss of consciousness, control diarrhea and suppress coughs. These drugs can be taken in pill form, injected or smoked. Narcotic analgesics, commonly known as painkillers, caused physical dependence to develop in a short time. Hospitalized patients may even experience minor withdrawal symptoms after spending several days on painkilling medication. Tolerance also develops quickly.

Stimulants - Caffeine is the most widely used stimulant, and it is found in coffee, tea, cola and cold medications. Other stimulants are in the family of amphetamines, known as speed and uppers. Stimulants increase awareness, keep people awake, and depress the appetite. The short term effects of these drugs include elevated blood pressure, nervousness and hyperactivity. Long term effects include insomnia, malnutrition, even acute psychosis. Many people find themselves feeling fatigued after using amphetamines. Tolerance does develop and this drug does cause psychological and some physical dependence.

WHERE YOU CAN GO FOR HELP

Office of Substance Abuse
Mr. Stephan Turner
Substance Abuse Educator
Student Health Services
Betty White Health Center
597-6969

Mrs. Sherri Coles
Comprehensive Counselor
Student Health Services
Betty White Health Center
597-6970

Mrs. Mary T. Fields, RN
Student Health Services
Betty White Health Center
597-6271

THE OFFICE OF RESIDENCE LIFE

It is with the objective and commitment to being a residential institution that Kentucky State University requires every full-time freshman and sophomore to live on campus with the following exceptions:

1. Students who are veterans of at least two years of active military service
2. Students who commute from the home of parents or legal guardian
3. Students who are married
4. Students 21 years of age and older

Only registered, admitted students, according to university policy, are eligible for residence hall occupancy.

All residents whose student registration status is revoked will be asked to vacate the residence hall within 72 hours.

Residence Hall Contracts

Each student desiring to reside in university housing will be required to sign a Kentucky State University Two Semester Residence Hall Contract.

There are currently three types of residence hall contracts:

1. New Resident Two Semester Residence Hall Contract – This contract is for students who will be new residents in campus housing. This contract will also be completed by continuing residents after the appropriate published deadline date for avoiding the payment of the Housing Reservation Fee.

2. Continuing Resident Two Semester Residence Hall Contract – This contract is for students who resided in a KSU residence hall the fall or spring semester directly preceding the semester to which the contract is being executed.
3. Summer School Residence Hall Contract – This contract is for students who will reside in campus housing during the summer.

Release from the contract for residents during the contractual period will be for the following reasons only:

1. Withdrawal from the university
2. Graduation
3. Dismissal from the residence hall or the university
4. Marriage

Refunds for the release from the housing contract are governed by the University Tuition and Fee Refund Policy for each semester.

If during the contractual period the resident vacates the residence hall without written authorization from the director of residence life, the resident remains liable for full payment of the contract.

Housing Reservation Fee

New residents are required to pay a Housing Reservation Fee of \$250.

Continuing residents who do not complete and submit a Continuing Resident Two Semester Residence Hall Contract by the appropriate published deadline date will be required to pay a Housing Reservation Fee of \$250.

Housing Reservation Fees are non-refundable except as expressed in the Two Semester Residence Hall Contract.

The \$75 Room Reservation Fee will be credited to the student's account.

Residents are eligible for a \$50 refund from their Damage/Maintenance Fee at the end of their occupancy in university housing, provided they do not have any outstanding damage charges.

Residents must complete a Damage Deposit Return Card in the Office of Residence Life within 90 days of the end of their occupancy in university housing to receive the refund.

Residence Hall Staff

Within each residence hall there are persons who have been specifically selected to be of assistance and service to students. Students are encouraged to familiarize themselves with residence hall staff members.

Residence hall staff members include:

- Hall Managers
- Student Building Assistants
- Student Peer Mentor/Counselors
- Custodians
- Security Officers

Residence Hall Check-In

Students are issued a Thorobred Card as part of their university registration process. Cards are issued in the Office of Residence Life (ASB 317). Thorobred Cards provide residence hall access to residence halls and individual rooms.

Once students have been assigned a Thorobred Card, they will then report to their assigned building to receive their room assignment and to complete the move in process.

Thorobred Card Policies, Rules and Regulations

The Thorobred Card is issued during the first enrolled semester or term as a student at Kentucky State University. It is the official identification card and is valid as long as you are a registered student at the university.

An agency issued photo ID must be shown before a Thorobred Card will be issued

Each student is entitled to carry only one active card.

The name printed on the Thorobred Card is the individual's official name as recorded in Kentucky State University databases.

No profiles, hats, headbands, sunglasses, etc. are allowed when your photograph is taken for the Thorobred Card.

If you leave the university, you should turn in your Thorobred Card to the Card Service Center.

If your Thorobred Card is replaced due to theft or loss, it is de-activated and cannot be re-activated or used should you find it at a later date.

The Thorobred Card must be presented upon request at the time of use to obtain services or to establish official university status.

The Thorobred Card is to be used only by the person to whom it is issued. Only the cardholder can present the card for debit and other privileges. The Thorobred Card will be confiscated if presented by someone other than the cardholder and returned to the Card Service Center.

Kentucky State University rules and regulations govern the use of the card. Student misuse of the Thorobred Card may be referred to the vice president for Student Affairs for possible disciplinary action.

Refunds for values over \$25 will be granted upon withdrawing or graduating from the university.

Depositing money into any of the accounts signifies agreement with these terms and conditions.

Charges for Replacement Thorobred Cards

Your first Thorobred Card is free of charge.

- 1st replacement - \$5
- 2nd replacement - \$10
- 3rd replacement - \$25
- 4th or future replacement - \$40

Damaged or malfunctioning card must be presented at time of replacement

A request of name change due to marriage or other circumstance will result in the issuance of a replacement card at no cost. The old card is required to be turned in at that time.

All fees for replacement cards must be paid in cash.

Room Assignments

Each residence hall room is to be occupied only by those persons to whom it is assigned.

A change in room assignment is made only through official reassignment by the Director of Residence Life.

The university reserves the right to make all room and residence hall assignments.

The university also reserves the right to change room assignments as necessary.

Transportation and Parking

The university does not assume the responsibility of transporting residents to and from bus stations and airports during official academic closings.

Parking for residents operating motor vehicles on university property is provided per University Parking Policies and Procedures.

Visitation

All rules as listed in the Student Handbook governing student conduct shall be observed. Each participating student shall be held responsible for his/her conduct and the conduct of his/her guest.

All residence hall residents shall observe proper dress decorum during visitation hours in common areas. Proper dress decorum will consist of acceptable class room attire.

Acceptable conduct as a student and representative of Kentucky State University will be warranted at all times. Visitation is a privilege and is not mandatory.

Visitation will be considered as a residence hall social/academic activity. It will, therefore, be subject to the rules and regulations governing student activities and behavior as stated in the Student Handbook.

Students on disciplinary probation with the University may not participate in residence hall visitation.

A student who has been suspended or expelled from the University for disciplinary reasons may not be entertained as a guest in a residence hall during the period of suspension/expulsion.

Where there are two or more students living in the same room, all must be in agreement to visitation.

Co-ed visitation within individual rooms will be observed Sunday through Thursday 3:00 p.m. – 12:00 a.m. and Friday and Saturday 3:00 p.m. – 2:00 a.m. All visitors (campus residents and non-residents) must sign in to the building and leave a valid id at the front desk. Inter-building co-ed visitation must comply with this rule also.

Visitation for same sex guests is open. All visitors (campus residents and non-residents) must sign in to the building and leave a valid id at the front desk.

Residence hall personnel will be responsible for enforcing house rules and regulations of Kentucky State University germane to student behavior.

The number of guests per person shall be limited to two (additional guests permitted with approval of the hall manager.)

All students are to enter and exit through the main entrance and lobby and are not to linger in the corridors or stairwells.

Female/male guests are to use only those restrooms designated for guests during visitation hours.

Visitation Procedures

1. Upon entering the main entrance and lobby, each student must sign the register prior to being escorted to the floor by the host/hostess.
2. Current Kentucky State University identification cards of the visitor will be left at the desk when signing in prior to going to the room.
3. Guests from outside the University will leave appropriate identification (driver's license, picture I.D., or I.D. card from another University) at the desk when signing in prior to going to the room.
4. Students will escort their guest to and from their room at all times and be in the company of their guest at all times.
5. Guests must visit only those persons indicated on the sign-in register.
6. Upon announcement, guests will be given 10 minutes to be accompanied to the sign-in desk by the host student for signing out.
7. Residence hall personnel may monitor rooms being visited on a periodic basis during the hours of visitation. This may include visibly checking the room.

Visitation Violation Sanctions

The following sanctions shall be imposed upon students charged with violation of the visitation policy or unauthorized presence in a residence hall. Students are expected to comply with all provisions of federal, state, local and university rules, laws and ordinances.

First Offense – 20 Hours Building Service

Second Offense – 40 Hours Building Service

Third Offense – Meeting with Director of Residence Life and Vice President for Administration, External Relations and Development to discuss further sanctions.

Overnight Guests

Overnight visitation is permitted for guests only of the same sex.

Students who wish to entertain in their rooms overnight are required to complete the Request to Entertain Overnight Guest in the Residence Hall form.

Children

Children are not allowed in residence halls or rooms of students without prior hall manager authorization.

Quiet Hours

Quiet hours are 10:00 p.m. thru 8:00 a.m. Sunday thru Thursday and 12:00 a.m. thru 8:00 a.m. on Friday and Saturday.

Each resident is expected to respect and cooperate in maintaining an environment conducive to study and rest at all times.

During the weeks of mid-term and final examinations, all residence halls will adhere to quiet hours on a 24-hour basis.

Noise

All residents are responsible for keeping noise levels to a minimum at all times.

Noise levels within residence halls should be low enough so as not to disturb others.

Practicing musical instruments is permitted in designated areas only or with appropriate individual muting equipment.

Residence Hall Furnishings

Each residence hall room has a specified layout at the beginning of the fall semester. Students should place all furniture back to its original layout prior to the end of each academic semester's residence hall closing as scheduled.

Students are not permitted to remove any room furniture without written authorization from the residence hall manager.

Room Decorations

Students should not apply any decorations to the furnishings, walls or doors of the building that will damage or deface any of the aforementioned items and areas.

Students will be assessed damage charges should decorations applied cause any damages requiring repair.

The use of contact paper and stickers is prohibited in all residence and public area locations.

No alcohol signs/neon signs and/or alcohol bottles or cans may be displayed in residence hall rooms.

Nails or tacks may not be used to attach decorations anywhere in rooms (tacks are permitted in cork bulletin boards only, where bulletin boards exist).

Adhesives, such as tape, picture hangers, decals, etc., are not allowed, as they are potentially damaging to most surfaces.

White putty is the only officially recommended material for hanging or attaching objects to walls or doors.

Plant poles, pole lights, and other items which touch the ceilings are not permitted.

Residents should not place decorations or obstructions in any place that may hinder the function of the fire safety equipment.

Fire Safety

Students must evacuate the residence halls immediately when an alarm sounds.

Re-entry into a building before the alarm is silenced is prohibited.

Arson, tampering with fire safety equipment, pulling false fire alarms, and stopping existing fire alarms are violations of state fire code and will be subject to strict disciplinary action.

Fire doors must remain closed at all times.

Candles and incense are strictly prohibited in residence halls.

For the protection of the residential community, you are permitted to use extension cords with the following restrictions.

- a. Only UL approved three-prong grounded extension cords that are 14 gauge or heavier are permitted.
- b. Cords cannot exceed 10 feet in length.
- c. Only UL approved multi-plug adapters with circuit breakers are permitted.

Students may not install air conditioners or ceiling fans in their Residence Hall rooms. University air conditioners are converted to heating units during the November - March cold weather season.

Convenience items such as blenders, mixers, can openers and juicers are permitted. No electric cooking appliances are permitted in student rooms.

Microwave ovens will be permitted in student room with the following restrictions:

- a. only one microwave oven per room
- b. microwave ovens must be UL approved
- c. unit wattage must not exceed 900 watts

- d. microwaves must be plugged directly into the outlet without the use of an extension cord

Refrigerators are permitted in student rooms with the following restrictions:

- a. only one refrigerator per room
- b. refrigerators must be no larger than 4.6 cu. ft
- c. all refrigerators must be UL approved
- d. door gaskets must be in good condition
- e. all refrigerators must be equipped with a (3) three prong grounded outlet
- f. all refrigerators must be frost free
- g. unit amperage must not exceed 3.5 amps
- h. students must maintain refrigerators in a safe and sanitary condition
- i. refrigerators must be plugged directly into the outlet without the use of an extension cord

Fire Drills

Fire drills will be conducted throughout the year. Anyone in a residence hall at the time of an alarm is required to participate in the drill.

Fireworks, Weapons, Explosives, Ammunition and Dangerous Chemicals

Possession and/or use of any form of weapon is not permitted in the residence halls.

Flammable liquids and solvents may not be stored in student rooms or living areas. Only disposable personal cigarette lighters are excluded.

Alcohol

In compliance with state law, no person may possess or consume alcoholic beverages in the residence halls or on adjoining property outside the residence halls.

Students who display intoxicated behaviors and any students who require staff assistance due to their consumption of alcohol will be subject to violation sanctions and/or eviction.

Possession of alcohol containers, empty or full (cups, cans, bottles, etc.) is prohibited in the residence halls.

Drugs

In compliance with state law, the illegal possession, sale, or use of drugs and/or drug paraphernalia is prohibited on university owned or controlled property.

Disorderly Conduct

Behavior which is disruptive and may cause physical injury or is potentially dangerous to the health and well being of others is prohibited.

Security

Obstructing or compromising locking devices on room, floor/wing or residence hall doors or windows is prohibited.

Appropriate entrances and exits must be utilized at all times.

Objects from Windows, Balconies, Ledges and Landings

The throwing, dropping, or pouring of anything from windows, balconies, ledges or landings is strictly prohibited.

Room Maintenance

Each resident is responsible for the proper care and cleaning of his/her room section including bathrooms located in suite-style rooms.

Pets

Pets of any type are prohibited in the residence halls.

Mail

Mail will be received and distributed by the hall manager Monday thru Friday.

It is the responsibility of the student to arrange the forwarding of any personal mail.

Notices and Announcements

Appropriate approval must be obtained prior to the posting of any notices or announcements.

Unauthorized signs and information are prohibited and will be removed.

Residence Hall Room Communication

Each residence hall room is equipped with internet, telephone and cable ports.

Illegal use or tampering with communication ports is prohibited.

Bicycles

Bicycles may not be parked in walkways, hallways, stairways, or entrances to buildings.

Approval must be obtained prior to storing a bicycle in a resident's room.

Motorcycles, Mopeds and Scooters

Motorcycles, mopeds and scooters must be parked in designated areas only.

Elevators

Tampering with any residence hall elevators or emergency elevator equipment is strictly prohibited.

Solicitation

Any residence hall solicitation is prohibited without prior written authorization from the Office of Residence Life.

Safeguarding Personal Property

Residents should secure personal property at all times.

The university accepts no responsibility for any lost, stolen or damaged personal property.

The university offers residents a Student Personal Property Plan (theft, fire and breakage) through National Student Services Inc. This service is optional, and the cost is responsibility of the resident.

Residents should remove all personal property from the residence halls at the end of the contractual period or when the resident permanently vacates the residence hall.

Any personal property remaining in the residence hall at the end of the contractual period or when the resident permanently vacates the residence hall, as determined the by university, may be removed and disposed of at the discretion of the university any time prior to the beginning of the next contractual period.

The university is not liable for personal property remaining in the residence hall during official academic closings.

Residence Hall Closing Schedules

Residents should vacate the residence halls during the university's official academic closing schedule: Thanksgiving, Winter Break, and Spring Break.

Specific dates and times for these closings will be posed in the residence halls for each academic year.

Residents are not permitted to re-enter the residence halls until the halls have officially re-opened from a scheduled academic closing.

Residents who have special situations (i.e., athletes, residents living far distances from the university and international residents) may request hosing for a daily fee.

The university reserves the right to determine where residents requesting special housing will reside.

The university reserves the right as to whether is it will offer special housing during academic closings.

Married Students

No special provisions are made for married students who reside in the residence halls. Such students are subject to the same policies and regulations that govern all other residents.

Selling and Soliciting

Students and/or organizations who wish to sell merchandise or solicit for an agency or organization must obtain permission from the Vice President for Administrative Affairs

STUDENT PUBLICATIONS BOARD

The Thorobred News (Student Newspaper) and the Thorobred yearbook shall be under the management of the Student Publications Board. Though both publications are subsidized by the University, it is the intent that both shall be as free of censorship as prevailing law dictates.

The Student Publications Board membership shall consist of two members of the faculty, one of whom shall serve as chairperson; the editor of the Thorobred News, the editor of the Thorobred Yearbook, two student staff members (other than the editors of the yearbook and the newspaper), and the following ex-officio members - Vice President for Student Affairs, Director of Student Life, President of Student Government Association, and the Student Publications Advisor. Except for those who are ex-officio, all members and the chairperson are appointed by the President of the University for a term of one (1) year. Appointments are made during the spring semester for the succeeding year.

The Student Publications Board shall:

1. Approve the written publications policy of each student publication, including such items as purpose, size, quantity controls, and time, place and manner of distribution;
2. Set qualifications for and upon nomination by the Student Publications Advisor, appoint the editor of each publication who shall serve for a one-year term, unless reappointed or removed by the Board for cause;
3. Approve the operating budget for each publication.
4. Set qualifications for and appoint staff members for each publication upon recommendation of its editor with concurrence of the Student Publications Advisor, remove any of these staff members for cause;
5. Arrange seminars for student publications personnel with skilled publications experts for discussion of reporting, photography editing, and other journalistic techniques;
6. Provide the *Thorobred News* and *Thorobred Yearbook* staffs with counsel, and encourage them to maintain fiscal, news and editorial responsibilities.

In subsidizing the *Thorobred News* through the Student Publications Board, the University expects the newspaper to maintain at least these three standards of quality control:

1. Report accurately and fairly newsworthy campus events; and
2. Pursue important news events to make sure that they are reported and commented upon on the editorial pages with comprehension and full understanding of the facts.
3. Keep students informed of the routine but important matters on campus, such as forthcoming campus events, and list changes in the scheduling of classes.

Since the *Thorobred News* is not an "official" organ of the University, the Student Publication Board shall cause to be inserted in the masthead a standing and distinct disclaimer indicating that the views expressed are not necessarily those of the University, but rather are those of the named student author, editor or board of editors. In setting qualifications for the editors of the newspaper and yearbook, the Board shall include a sufficiently high academic average or the successful completion of a basic journalism course, or both. To assure that the newspaper and yearbook are not overwhelmed by ineptitude and inexperience, the Board shall require the use of an experienced advisor. In order to meet responsible standards of journalism, an advisor may require changes in the form of materials submitted by students, but such changes must deal only with the form or the time and manner of expressions rather than alteration of its content.

It is the responsibility of the editor to verify the accuracy of all printed matter, and to recognize that he/she will be subject to the legal exigencies that may arise from improper reporting of news.

UNIVERSITY POLICE DEPARTMENT

MISSION STATEMENT

The mission of the Kentucky State University Police Department is to work with all members of the campus community to preserve life, maintain human rights, protect property, promote individual responsibility and fulfill community commitments. We work to enhance the quality of life on campus by working cooperatively with the public and within the framework of the constitution to enforce the laws, preserve the peace, reduce fear, and provide for a safe environment. These services will meet the highest level of satisfaction and will constantly strive to anticipate the needs of the community. The mission will be achieved through leadership, education, and quality improvements with constant performance monitoring to reduce service variances and to speed service delivery in a cost-effective manner. We believe in the dignity and worth of all people. We are committed to providing high-quality, community-oriented, sensitive police service; by protecting constitutional rights, problem solving, teamwork, openness, continuous improvements, and providing leadership to the police profession. We encourage and seek diversity in our work force, which permits us to grow and respect each person as an individual. We strive for a safe, healthy work force.

Reporting of Crime

Reporting crimes immediately is very important. The University Police Department is an agency that is manned by sworn police officers who have arrest powers. Any occurrence that takes place on the campus is to be reported to us. We are open 24 hours day, 7 days a week.

The University Police Department strives to protect and serve the needs of the campus community. The department and officers strive to have proactive relationships to make your years at Kentucky State University memorable and happy. If you have any questions, concerns, or special needs, please feel free to call 6879.

The University Police Department provides round-the-clock coverage of the campus area. Service is provided for all emergency calls, including law violations, sickness, first aid, emergency maintenance, emergency notification and all fire calls. All University Police Officers are sworn peace officers with full arrest power. The department is located in the Exum Building using the lobby entrance from the Exum parking lot, and the telephone number is 597-6878.

Campus Crime Reporting

Pursuant to KRS 164.9481, Kentucky State University has a duty to maintain a University crime log and to report to the KSU community any crimes or threats to campus safety or security. To ensure with this state law requirement, the Kentucky State University Police Department will implement and maintain the following policies and procedures:

Crime log:

(A) The Police Department will make, keep, and maintain a daily log, written in a form that records all crimes occurring on campus and reported to campus security authorities or local law enforcement agencies, including:

1. The category of crime, and a description of the incident, date, time, and general location of each crime;
2. The disposition of the complaint if known, including referral for prosecution, institutional disciplinary proceedings, or investigation by another state agency. The disposition shall include a reference to an investigation or incident report number.

(B) All entries in the campus crime log shall be made available for public inspection within twenty-four (24) hours after the first report of an incident was made to any campus security authority or local law enforcement officials. However, if there is clear and convincing evidence that the release of the information would cause a suspect to flee or evade detection, would result in the destruction of evidence, or is prohibited from release by law, the information may be withheld until that damage is no longer likely to occur from the release of the information. Only the information that is absolutely necessary to withhold for the reasons stated in this paragraph may be withheld; all other information shall be released. In the event information is withheld, the crime shall still be reported and made available for public inspection.

(C) The KSU campus crime log shall be readily accessible and open for public inspection at all times and shall be made available on campus computer networks to which students, employees, and other campus community members have access. Each semester the institution shall notify currently enrolled students, students applying to the institution, and

employees of the availability of the campus crime log, where it can be accessed, and the exact electronic address on the computer network.

Special Reports:

(A) In addition to the campus crime log, the KSU Police Department will make timely reports to the campus community on crimes that present a safety or security threat to students or employees.

1. The reports shall be made available to students and employees within twenty-four (24) hours after an incident is first reported.
2. The information shall be reported in a manner that will aid in the prevention of similar occurrences.

3. The KSU Police Department may use computer networks and will post the reports in each residential facility. The department may also use flyers and other campus publications including newspapers, and other media.

Improvements & Complaints

Direct any recommended improvements and/or complaints to the Chief of Police by writing a letter. You may also report information anonymously by e-mail at dturner@gwmail.kysu.edu , or write the information and place in a sealed envelope marked CONFIDENTIAL to Chief of Police.

Crime on Campus

Theft is the most common crime on campus. You are encouraged not to bring expensive jewelry, computers and keep large amounts of money . A **Personal Savings Account** may be set up at the Accounting department where you can draw needed cash, rather than keep it in your dorm room. Several computer labs are available and open for students to use. Leaving book bags, purses, coats, etc. unattended will likely result in a theft. Have a friend watch your property. A **Student Property Plan** is available through the Office of Residence Life to obtain insurance coverage of your personal property while residing in a residence hall room. Do not leave your valuables lying around your room so everyone can see what you have, store them out of view of others. When you leave your vehicle, make sure it is locked. Keep your residence hall room locked at all times; this is an important habit to develop to keep yourself safe and your property secure. If you lose your residence hall room key, this must be reported immediately to the Residence Hall Director and also the University Police Department. You will receive a replacement key. Never leave your residence hall room unlocked or in a condition that it cannot be secured. We need your responsible help to assist us in reducing crime.

Campus Violence

Kentucky State University does not tolerate violence in any form. Any form of hazing or gang-like activity will not be tolerated. No weapons are allowed on this campus. If you know of anyone who has a gun, it is your moral obligation to this community's safety to report this information. There is also an element of drugs and drug users; this too should be reported. Information will be kept confidential for your safety. Conflict resolution is recommended rather than yelling, cursing, and fighting. If instruction is needed in this area, you may request that your dorm director schedule a dorm meeting and an officer will cover this material with the students. Students who resort to disorderly conduct will be arrested and it may result in disciplinary action by Student Affairs. Students may find themselves suspended from the University if found guilty. The University treats all students as responsible adults who have contracted with this institution for an academic degree, and in some cases, room and board. Make time to get to know the police officers so that you will have a proactive relationship and feel comfortable knowing your safety is their concern.

Behavior

Behavior that involves disorderly conduct (with or without drugs and /or alcohol involved) will not be tolerated. We also discourage any behavior associated with drug or alcohol use and will arrest and prosecute through the State judicial system. In addition, education and counseling programs are available for students desiring these services. If any student is found possessing and/or using any of these substances, they will be subjected to further disciplinary action through the Office of the Vice President for Student Affairs and/or the University Court. Included in this category on disorderly conduct is loud music in vehicles, which is a violation accompanied by a payable fine. Five violations related to loud music will result in the loss of driving privileges on the main campus.

TRAFFIC AND PARKING REGULATIONS

The following regulations shall apply to all faculty, staff, students and visitors who operate a motor vehicle on the Kentucky State University campus. These regulations are in compliance with city and state traffic regulations inasmuch as the powers and authority of the University Police Department are pursuant to Kentucky Revised Statutes 164.950 and 164.955. Cooperation in adhering to these regulations is needed for the orderly movement of traffic, parking convenience, and the safety of the entire University community.

Registration of Vehicle

1. Any motor vehicle operated on campus by a faculty/staff member, or a student **must** be registered with the University Police Department and display a parking decal. Visitors must obtain a visitors' pass from the University Police Department
2. Student vehicle registration must be completed during academic registration, before going to the Bursar's office to complete registration. All students, including evening students, must go through this department. If a student does not have a vehicle on campus, they will be required to sign a waiver stating they do not have a vehicle, but will register it if it is brought to campus.
3. Expiration date for all decals is **July 31 each year**.
4. Parking decals must be displayed by hanging from the rear view mirror
5. If a parking decal is lost or stolen a report must be filed with the University Police Department. If a lost or stolen parking decal is not reported any fines incurred will be charged to the person registered with the decal. A replacement decal will cost \$7.50.
6. The following identification should be presented when registering a vehicle: Proof of vehicle registration and a valid driver's license.
7. Any change of vehicles must be reported to the University Police Department.

Registration of Vehicle (Continued)

8. The towing fee is \$45 cash to retrieve a vehicle which is towed at the owner's expense. If a tow truck has been called and the owner arrives prior to the tow truck's arrival, they may pay the tow truck driver a \$20 cash service call.
9. Vehicles illegally parked in the following areas will be towed: Fire lanes; fire hydrants; handicap spaces; blocking other vehicles or the roadway; loading and service zones; designated/reserved parking space
10. Seven parking lots are marked for student use, they are: Bradford Hall; Bell Gym, McCullin Hall, Young Hall, Hunter Hall, Exum and the Old Tennis Court parking lots. It is advised that once a parking space is found, do not move your vehicle. Parking can be difficult to find and you may need to arrive on campus early in order to find a parking space.
11. Handicap drivers must also register their vehicles and purchase a parking decal. A handicap decal is obtained through the State.
12. Between 5:30 p.m. and 7:00 a.m. there is open parking, except in the tow-away zones listed above
13. If a vehicle is broken down and cannot be moved, the owner must report this to the University Police Department. The vehicle must be moved within three days or be subject to being towed at owner's expense. Abandoned vehicles will be towed.

Enforcement Hours

Parking rules and regulations are in effect 24 hours a day, seven days a week. Campus areas are patrolled on a 24-hour basis. Any person receiving in excess of 20 violations (moving or parking), will be subject to having their driving and parking privileges on University property revoked.

General Regulations

The purchase of a University parking decal **does not guarantee** a parking space. The parking decal gives the purchaser the **right to legally park** on University property. Parking spaces are also located across the street from the main campus by Rosenwald Preschool. A tunnel leading to main campus is there for your convenience. Additional parking is also available at the Alumni Athletic Complex.

1. All city and state regulations, rules, directional signs, and signals governing use of motor vehicles shall be observed at all times. All motor vehicle operators are subject to state traffic citations as well as University traffic and parking tickets.
2. The speed limit on campus is 20 miles per hour.
3. All vehicles must come to a complete stop at intersections where stop signs are located.
4. Motorists must give pedestrians crossing the street the right-of-way at designated and unmarked crosswalks.
5. Unnecessary noise from horns, mufflers and loud music is prohibited.
6. Loading and service zones are reserved exclusively for service vehicles. Service and emergency zones should be clear at all times. Vehicles in these areas without proper authorization will be towed.
7. Motor vehicles must be parked within the white lines of a parking space. Parking on or over a curb is a violation of these regulations.
8. Possession of a parking decal to which one is not entitled is in violation of regulations and a fine of \$100.00 will be assessed.
9. The person in whose name a vehicle is registered will be responsible for paying any fines of any violations pertaining to the car, regardless of who is operating it.
10. Any vehicle towed may be located by contacting the University Police Department.
11. Parking on grass is not permitted

Traffic Violations and Fines

Please contact the Office of the University Police for more information regarding traffic and parking fines.

A TOW CHARGE IS IN ADDITION TO VIOLATION CHARGE(S)

All penalty fees must be paid at the Bursar's Office in the Academic Services Building or they will be placed on your bill. You may appeal a citation by filing a written appeal at the KSU Police Dept. Your pink copy of the citation must accompany the appeal or it will not be considered. Forms for this purpose are available at the KSU Police Dept.

Any person receiving in excess of 20 violations (moving or parking), may have their driving and parking privileges on University property revoked.

Penalties

1. A penalty of \$20.00 and disciplinary action, if warranted, will be imposed for the following:
 - a. Giving false information or permitting another person to register your vehicle.
 - b. Using a permit not properly issued or to which you are not entitled.
 - c. Transferring or allowing a permit to be transferred to another vehicle.
 - d. Operating a vehicle or permitting others to operate the vehicle after driving privileges have been revoked.
2. All fines should be paid at the University Bursar's Office. Present ticket at time of fine payment. Fine(s) will be charged to the individual's personal account if not paid within three days.
3. For information concerning tickets and fines, contact the University Police Department, Monday through Friday, 8:30 a.m. - 4:30 p.m.
4. Excessive violations (20 or more) during a school year, may result in a vehicle being trespassed from the campus, and driving privileges revoked.
5. Payment of outstanding fines shall be a prerequisite to completing registration for any semester.

Ticket Appeals

Ticket issuance or payment for violation may be appealed to the Chief of the University Police Department.

Pedestrians

1. Cross the street at crosswalks after looking in both directions.
2. Do not leave the curb when you will interfere with vehicular traffic
3. Use the sidewalk for walking. When this is not possible, walk on the left side of the road facing on-coming traffic.
4. Do not stand in the street and talk to vehicle operators.
5. Pedestrians have the right of way at marked and unmarked crosswalks at all times.

Services

Escort Service - This service is available upon request during evening hours, to enhance student safety. Call the University Police at 6878.

Operation I.D. - This service is available to all resident students who desire to document a list of personal property that will be in their dorm rooms. These items would include a description, identifying numbers, and a value. A form is available at the University Police Department.

Medical Emergencies - Immediately call the University Police at 6878 and EMS will be called to assist, along with an officer.

Lost & Found Property - Property that has been found and turned in to the University Police Department will be logged and placed in safekeeping. If you have lost property file a report with the University Police Department.

Vehicle Lockouts & Jump-Starts - Call 6878 for assistance.

While Universities generally provide a safe environment for learning, violence is a growing concern nationwide. Recent media accounts of violence in urban, suburban, and rural schools have called serious attention to this problem. The existence of violence in schools is a reflection of violence that occurs within the larger community and society in general. Kentucky State University promotes and supports the rights of all students to attend this University free of violence and substance abuse. Zero tolerance policies set the standards of behavior and clear expectations to those who are intoxicated, abusive, aggressive, or hostile.

EMERGENCY PROCEDURES

In the event of a fire, bomb threat, a situation signaling campus unrest, severe weather conditions, or spillage of a hazardous material in, on or about property owned or leased by Kentucky State University, notice shall first be given to the University Police Department. The Department's telephone number is 597-6878.

Fire Evacuation Procedures

Fire (Single Alarm)

1. Alert Procedures:

- a. Pull nearest fire alarm station;
- b. Phone 6878, University Police Department; and
- c. Contact the building Fire Marshal (or Head Resident) to give details of the Emergency.

2. Evacuation Procedures:

- a. Do not attempt to use elevators.
- b. Check door knobs for heat before opening.
- c. Do not attempt to open any door that feels abnormally warm or if smoke can be seen coming from under it.
- d. If the area is smoky, keep as close to the floor as necessary.
- e. If you are trapped in a room, attempt to seal the door by placing clothing against the door's base.
- f. Attempt to ventilate the room by opening the window at the top to allow the smoke to escape and fresh air to enter.
- g. Occupants who are trapped in rooms above ground level should attempt to call the University Police (6878) and give their location or hang something obvious from the window (e.g., sheet, blanket, etc.). This should attract attention from authorities.

3. Evacuation Areas: Occupants of the following buildings shall evacuate to the listed areas. Alternate evacuation areas shall be used during emergencies of considerable danger or duration and during inclement weather.

Location	Evacuation Area	Alternate Area
Academic Services Building	Interior Hallways	Hathaway Hall
Alumni House	Main Parking	Bradford Hall
Alumni Athletic Complex Locker Room	Main Parking	Lobby and Lounge Young Hall
Atwood Research Building	Front of Building	Carver Hall Auditorium
Bell Gymnasium	Parking Lot behind Gymnasium	Student Center Ballroom
Betty White Health Center	Parking Lot Alumni House	Alumni House
Blazer Library	Mall Area in Front of Carver Hall	Carver Hall Auditorium
Bradford Hall	Parking Lot, Alumni House	Hill Student Center
Carver Hall	Entrance to Blazer	Blazer Library
Chandler Hall	Front of Building	Kentucky Hall Lobby
Combs Hall	Area Front of Building	McCullin Hall (Lobby and Recreation Area)
Cooling Plant	Academic Services Building	Chandler Hall
Aquaculture Center Hathaway Hall	Polebarn Hill Student Center	Stadium Locker Room Academic Services Bldg.
The Hillcrest	Russell Court	Alumni Stadium

Location	Evacuation Area	Alternate Area
Hill Student Center	Alumni House Parking Lot	Bell Gymnasium
Hume Hall	Hill Student Center	Hathaway Hall
Hunter Hall	Kentucky Hall	Combs Hall
Jackson Hall	Blazer Library	Hunter Hall
Jones Field House	Shauntee Hall	Hathaway Hall
Jordan Boiler Plant	Jordan Warehouse	Jordan Warehouse
Jordan Warehouse	Adjacent Parking Lot, both ends	Academic Services Building
Kentucky Hall	Mall Area in Front of Building	Chandler Hall Lobby
McCullin Hall	Area in Front of McCullin Hall	Combs Hall Recreation Room
Metal Building	Parking Lot Behind	Bell Gymnasium
Polebarn	Aquaculture Center	Stadium Locker Room
Rosenwald Building	Hathaway Hall Lounge	Academic Services
Russell Court	Alumni Field House	Alumni Stadium
Shauntee Hall	Rosenwald	Hathaway Hall
Underwood Cafeteria	Alumni House Parking Lot	Bell Gymnasium
Young Hall	Parking Lot	Bell Gymnasium

False Fire Alarms

Fire emergency equipment is located in each residential, academic, and service building on the campus for the protection of students, faculty, staff and visitors. The proper or legitimate use of this equipment will serve to reduce and/or prevent the following:

1. Student injuries
2. Fire fighter injury or death on the high speed trip to the false alarm scene
3. Unavailability of equipment for a bona fide emergency on campus or in the
4. community
5. Possible failure of students and fire fighters to respond effectively in a real fire
6. situation as a result of repeated false alarms
7. Damage to personal or University property
8. Inconvenience to students and fire fighters
9. Time and money waste
10. Criminal prosecution

Bomb Threat Evacuation Procedures

Receiving a Bomb Threat (Via Telephone)

The Telephone Bomb Threat Procedure Form, if available, shall be used when a bomb threat is received over the telephone. The individual who receives the call should do the following:

1. Question the caller for as much information as possible.
2. Identify the caller and his/her location.
3. Ask the caller the following questions:
 - a. "What" type of bomb?
 - b. "Where" is the bomb?
 - c. "When" will the bomb explode?
 - d. "Why" was the bomb planted?
 - e. "Who" planted the bomb?
 - f. "How" can the bomb be deactivated?

Notification

After receiving a bomb threat, one should notify the University Police Department at 6878. Other procedures shall be to do the following:

1. Report that a bomb threat has been made.
2. Indicate the reported location of the bomb.
3. Report the expected time of detonation.
4. Report the location and telephone number to which the bomb threat was made.
5. (Example, Student Affairs, 6671.)
6. Await arrival of University Police officers.

Upon arrival of University Police officers, the following procedures will be observed:

1. The person receiving the bomb threat shall advise the officers as to the context of the bomb threat.
2. Time permitting, University Police officers in cooperation with the Maintenance custodial crew assigned to the location shall search the facility for suspicious items.

If at any point during the search of the facility a suspicious item is found, University Police officers will isolate the item. The University Police Department shall notify the Frankfort City Police and Fire Departments to request bomb disposal. At the request of the Frankfort City Police and Fire Departments, a request shall be made for personnel from the following:

1. Defense and Emergency Services Operations Duty Officer, 564-5223
2. 43rd Explosive Ordinance Detachment, Fort Knox, Kentucky (502) 624-5631 or 624-6426

Evacuate the adjoining building or buildings in the immediate area.

If there is not sufficient time for a search of the facility, evacuation will be executed.

1. Evacuation procedures shall be initiated by the Senior University Police Officer on duty at the emergency site.
 - a. Sounding of the fire alarm shall signal the beginning of evacuation of the building.
 - b. All occupants of the facility shall evacuate.
2. Time permitting; University Police officers shall secure the facility. The facility shall remain evacuated for a period of one hour. This period shall begin once the bomb threat is received.

Termination of Alert

In the event an explosion does not occur within the evacuation period of one hour, the alert will be terminated. This announcement shall be made by the Senior University Police Officer on duty.

EMERGENCY WEATHER PROCEDURES

(Tornado, Thunderstorms)

Notification

Radio dispatchers for the University Police Department shall, through periodic checks of the weather radio, monitor broadcasts by the National Weather Service. Notification of an emergency weather condition shall be as follows:

1. Tornado Watch - indicates that conditions are such that a tornado could develop.
2. Tornado Warning - indicates that a tornado has been sighted in the area or is indicated on radar.

In the event of a tornado warning, the University Police Department shall initiate the following evacuation procedures:

1. Notify the Office of Student Affairs or Vice President for Student Affairs as soon as possible. Notification to each residence hall shall be made by the staff of that office.
2. Notify the Office of Academic Affairs or Vice President for Academic Affairs. Notification to each academic department or area shall be made by the staff of that office.
3. Notification to all non-academic units and areas will be made by the staff of that office.
4. If the Offices of Student Affairs, or Academic Affairs, cannot be reached by telephone, it shall be the responsibility of the University Police to notify all respective departments or areas (classrooms, residence halls, etc.).

Designated shelter areas within each building on campus are as follows:

<u>Location</u>	<u>Evacuation Area</u>	<u>Alternate Area</u>
Academic Services	Interior hallways	Hathaway Hall Building
Alumni Field House	Locker room, training areas	Shauntee Hall shop area
Alumni House	Betty White Health Center lower level hallways	Bradford Hall
Alumni Athletic Complex	Interior hallways	Alumni Athletic
Atwood Research	Lower Level interior hallways	Hunter Hall Building interior hallways (lower level)
Bell Gymnasium	Basement interior hallways (lower levels)	Student Center
Betty White Health inner offices	First Floor,	Alumni House Center
Blazer Library interior hallways (lower level)	Floor Level	Carver Hall
Bradford Hall	Lower level interior hallways	Student Center
Carver Hall	Interior hallways interior hallways (lower level)	Carver Hall
Chandler Hall lower level (basement)	Interior hallways,	Kentucky Hall
Combs Hall interior hallways (lower level)	Interior hallways	Hunter Hall

Evacuation Area

Alternate Area

Location

Aquaculture Center interior hallways	Center of Building interior hallways	Alumni Stadium
Hathaway Hall ground floor	Interior hallways interior hallways (lower level)	Student Center
Hill Student Center	Interior hallways (lower levels	Bowling Alley
The Hill Crest	Interior hallways Russell Court Apts.	Interior hallways
Hume Hall	Interior hallways,	Student Center,
Student Center (lower level)	interior hallways	
Hunter Hall hallways	Laundry Room, inner basement	Kentucky Hall
Jackson Hall	Display area lower level	Blazer Library
Jones Field House	Locker Room (lower level)	Hathaway Hall
Jordan Boiler Plant	Interior hallways interior hallways	Jordan Warehouse
Jordan Warehouse	Interior hallways basement	Kentucky Hall
Kentucky Hall	Interior hallways, lower levels	Chandler Hall basement
McCullin Hall	Interior hallways, lower level	Combs Hall, interior hallways
Metal Building	Basement, Bell Gymnasium	McCullin basement

Polebarn	Aquaculture Center interior hallways	Alumni Stadium interior hallways
Rosenwald Building	Interior hallways Building interior	Academic Services hallways
Russell Court	Interior hallways interior hallways	Alumni Stadium
Shauntee Hall	Shop Area, (lower level)	Hathaway Hall
Young Hall	Lower level, interior hallways	Basement, Bell Gymnasium
Underwood Cafeteria	Interior hallway (near game room)	Bowling Alley
William Exum Center	Basement under gym	Interior hallways

Termination of Alert

When broadcasts by the National Weather Service indicate that the danger of a tornado or severe thunderstorm has passed, University Police officers shall go to each shelter area on campus to notify its occupants.

Winter Weather School Closings or Schedule Changes

Any decision to close school or alter class schedules will be made by the President. Once the decision is made, it will be initially given to the University Police Department -- 597-6878. Information will also be telephoned to the following media.

1. KISS (radio) - Lexington
2. WCKU (radio) - Nicholasville
3. WCYN (radio) - Cynthiana
4. WTHA (radio) - Shelbyville
5. WVLC (radio) - Lexington
6. WKX (radio) - Eminence
7. WFKY (radio) - Frankfort
8. WKED (radio) - Frankfort
9. WHAS (radio and television) - Louisville
10. WHBN (radio) - Harrodsburg
11. WKYT (television) - Lexington
12. WKQQ (radio) - Lexington
13. WAVE (television) - Louisville
14. WLEX (radio and television) - Lexington
15. WLKY (television) - Louisville
16. WTVQ (television) - Lexington

Please do not call the stations to ask for information about closings. The stations will make announcements concerning closings or altered schedules.

Emergency Contact List

1. Kentucky State University Police Department: 597-6878
2. Frankfort Fire Department : 911 or 875-8511
3. Frankfort Police Department: 911 or 875-8582
4. Ambulance Service: 911 or 875-8550
5. Kentucky State Police: 227-2221
6. Federal Bureau of Investigation: 1-800-752-6000
7. State Disaster and Emergency Office: 911 or 564-7800
8. Franklin County Emergency Assist: 911 or 223-1231
9. 43rd Explosive Ordinance Detachment Fort Knox: (502) 624-5631
10. State Radiation Control Office: 911 or 564-3700
11. Poison Control Center - Louisville, KY.: (502) 432-9516
12. "Chemtrec" Chemical Transportation Emergency Center: 1-800-424-9300
13. American Red Cross Disaster Center: 223-1795
14. Frankfort regional Medical Center: 875-5240

FOOD SERVICES

Food Services are provided through the University Cafeteria and the Thorobred Corral Snack Bar. All food service areas operate on the belief that University students are capable of making their own environment pleasant, stimulating and conducive to relaxed dining. Because students dine with a large number of people, they share responsibility for monitoring noise levels, for safety and cleanliness, and for showing consideration for others.

Meal Cards

All students living in University-owned or -operated housing facilities are required to purchase University cafeteria meal cards. Students experiencing special health and/or work schedule problems may be exempted from this requirement through written approval from the Office of Student Affairs. (See section entitled "Meal Plan Exemptions".)

Students are identified for admittance to the cafeteria by a photo meal card which is issued during registration. The meal card must be carried and presented to the checker at each meal during each academic term. Meals and meal cards are not transferable. A meal card may be used only by the person to whom it was issued. The owner of a meal card will be held responsible for any attempted use of his/her card by another person.

A student who has misplaced or lost his/her meal card must report this to the Office of Residence Life. Replacement cards may then be obtained from the Office of Residence Life for a fee of \$15.00.

Cafeteria Hours

Monday - Friday

Hot Breakfast 7:00 a.m. - 9:00 a.m.

Continental Breakfast 9:30 a.m.- 10:15 a.m.

Lunch 10:30 a.m. - 1:30 p.m.

Lite Lunch 1:30 p.m. - 4:15 p.m.

Dinner 5:30 p.m. - 7:00 p.m.

Saturday – Sunday Brunch 10:30 a.m. - 1:30 p.m.

Dinner 4:30 p.m. - 6:30 p.m.

NOTE: THESE HOURS MAY CHANGE WITH PRIOR NOTICE OF THE CHANGE PROVIDED.

Dining Room Policies and Procedures

To facilitate service and efficiency and enhance dining enjoyment, the following policies and procedures shall be observed:

1. Cafeteria lines shall extend to the door of the serving area to avoid congestion in this immediate area.
2. Bare feet are not permitted in the dining area. Proper attire, including shirts and shoes are required.
3. Hats, caps or hair rollers are not to be worn in the Cafeteria at any time. It is a courtesy to others to dress in good taste for meals.
4. Diners in the cafeteria should take trays to the return window after they have completed their meals.
5. Guests are not permitted in the dining area without purchasing a meal. Meals may be purchased at the entrance to Underwood Cafeteria.
6. Smoking is not allowed in the cafeteria.

Food Policies

In order for students to receive full benefits of good service, it is necessary to have certain protective restrictions in the dining room. As such, seconds are available on all foods except on steak and special theme items. To reduce food waste and to avoid congestion in the serving area, seconds should be obtained only after the first servings have been consumed. The rate per meal is not adequate to cover between-meal snacks or to feed nonpaying visitors. Therefore, students and others eating in the cafeteria may not carry food from the cafeteria.

Special Food Services

Private dining space and/or catering services for meetings or other group functions may be requested at the Underwood Cafeteria Office. All requests should be submitted at least two weeks in advance of the scheduled activity. Student Life Office should be contacted to make reservations for meeting rooms or catered events. Once you have secured the facilities, you should contact the Food service department to make any arrangements for food. You may contact us by phone (597-6398), or Fax (597-6654).

Meal Plan Exemptions

Exemptions from the University's board plan shall be requested only by students who have been assessed charges for room and board. MEAL PLAN EXEMPTIONS SHALL BE GRANTED ONLY FOR EMPLOYMENT OR MEDICAL REASONS. Any student requesting a meal plan exemption must bring to the Office of Student Affairs the following:

1. A written statement from his or her employer indicating the proposed period of employment and the designated work schedule. Meal plan exemptions for reasons of employment shall be granted only to students who because of work schedules will miss at least 50 percent of the 19 meals served in the Cafeteria each week. Requests for meal plan exemptions for employment reasons MUST be submitted to the Office of Student Affairs on or before the last day of late registration each semester. Only exemptions for medical reasons will be honored after that time
2. A written, signed statement from a licensed physician indicating the medical reason(s) for the requested exemption. A proposed diet or diet plan MUST also be included for proper consideration of the request. Meal plan exemptions for medical reasons shall be granted only if the proposed diet plan cannot be accommodated by the University's Food Service.

Any student found guilty of falsifying documents or entering an unauthorized agreement to obtain a meal plan exemption shall be required to make restitution to the University.

Optional Meal Plans

Faculty, staff and commuting students may purchase meal tickets from the University Bursar's Office.

Vending Machines/Concessions

For students' convenience and enjoyment, sandwiches, soft drinks and other snacks may be purchased from the Snack Bar located in the Thorobred Corral normally during the regular operating hours of the Carl M. Hill Student Center. Please contact the Director of Food Services for information regarding the usage of the meal card in the Thorobred Corral.

Students may purchase reasonably-priced assorted snack items and soft drinks from vending machines located in University residence halls and other University facilities.

OTHER SERVICES

Academic Advising at KSU: A Synopsis

Kentucky State University provides a full range of academic advising, personal counseling and support services to students. Every effort is made to assure that each student receives personal attention and assistance with their problems and concerns. However, students are expected to take the initiative and seek out assistance from administrators, faculty, and staff.

As a liberal studies institution, Kentucky State University offers students much more than narrowly-focused training. Recent research demonstrates that academic programs should require students to master a set of principles and understand problems across a broad range of disciplines for future careers and life-long learning.

Accordingly, the process of academic advisement is based on an identification of each student's fundamental needs. Throughout, mentors and advisors seek to correct deficiencies; encourage high standards of academic performance; and provide support that students may need to make responsible choices about their academic majors and future careers.

Academic advising at Kentucky State University begins with the New Student Orientation Program. Incoming students will be advised as follows: 1) After being informed of the options available during their initial registration meeting, students will be asked if they desire to declare a major at that time; 2) Students who declare a specific major at the time of their initial registration must be assigned an advisor representing that major; 3) Students who are undeclared (deciding) and do not declare their major at the time of initial registration will be assigned a mentor. Such students may stay with their mentors until they complete 60 semester credit hours or declare major at which time they will be assigned an advisor within that major department. Mentors are faculty members and, in some instances, staff personnel who have exhibited continuing commitment to the importance of providing students with personal attention in the planning and pursuit of their academic objectives. Mentors are prepared to advise students on academic program requirements and to provide students with information about the University's Liberal Studies Requirements and University Life. Mentors are typically responsible for a group of approximately a dozen entering students representative of the curricular, racial, and geographic diversity of the University's student body. From their first day at Kentucky State University, students are encouraged to take an active part in their own learning. Interaction with mentors and participation in mentor groups is a good beginning. Similarly, the major advisor serves as a useful source of information regarding such matters as major field requirements, research opportunities within the field, and possible graduate study or other career or employment opportunities for which the student may be eligible.

The ultimate goal of academic advising and the University is to serve as architects of students' success and ensure that students become the chief architects of their own success which will result in high student retention and graduation rates.

The Bursar's Office Returned Check Policy

Personal checks are accepted campus wide for a variety of services (e.g., tuition and fees, day care, traffic tickets, the bookstore, etc.). With a valid KSU identification card, checks may be cashed by the KSU family. Should the check be returned from the bank, however, for whatever reason, a returned check fee will be assessed to the individual's account. A person cannot have more than two returned checks in a given semester. If more than two checks are returned, check cashing privileges will be revoked.

Any check written during registration greater than \$100 which is returned from the bank will result in that particular student's classes being dropped from the system. Upon receipt of the returned check, the issuer will be notified and informed he or she has ten days to make *restitution, including any related fees, to prevent any further collection activity. After the ten-day period has expired, the returned check will be forwarded to the County Attorney in downtown Frankfort for collection purposes.

(*Restitution must be made in the form of cash, certified check, or money order.)

Payment Plan Eligibility

A payment plan is necessary when a student lacks funds to pay charges in full or when his/her financial aid package is not sufficient to cover all charges. The University offers two payment plans. Eligibility, however, is determined by 1) all accounts being settled in full 2) the student has been processed by Financial Aid and 3) his/her award letter, including all loan programs (excluding PLUS loans), is still not enough to cover his/her charges. In addition, any student issued an 'Estimated Award Letter' will be referred by Financial Aid to Student Financing and Collections to negotiate a payment plan.

The two payment plans available are the Deferred Promissory Note and the Monthly Payment Plan. With the deferred promissory note, half of the note amount for uncovered charges is due and a \$25 fee is assessed; subsequent payments are due in accordance with the schedule on page

The monthly payment plan is a no interest option which enables families to spread all or part of educational expenses over 5 or 10 equal monthly payments (depending on whether the plan is for a semester only or for the entire academic year). This eliminates the lump sum payments usually due at the start of each semester, and there is a \$40 annual service fee (\$30 for a semester only). The plan is flexible and may be adjusted at any time throughout the duration of the plan.

Protection of Money

Students who are in possession of money with which to pay University bills are urged to take it to the University's Cashier as soon as possible and obtain a receipt for it. The Bursar's Office is open from 8:30 a.m. to 4:00 p.m., Monday through Friday, for the payment of bills or cash transactions. Bills may be paid in part or in full at any time. Students should not hold large sums of money in their rooms. THE UNIVERSITY DOES NOT ASSUME FINANCIAL RESPONSIBILITY FOR PERSONAL LOSSES OF STUDENTS.

COMPUTER & INFORMATION SERVICE POLICY ON STUDENT SERVICES

Students attending Kentucky State University are responsible for the legal

consequences (including KRS434.840 through KRS434.860) due to misuse of facilities provided by or through Kentucky State University. Student computer accounts are issued by Computer & Information Services only to meet specifically stated needs and are not to be used otherwise. Students are required to sign an agreement that they understand the use of university computing resources for secret, license, confidentiality, or other proprietary agreements, and the copyrights of data and computer software belonging to others. The Student must agree to the following: (1) to respect the rights of privacy, the property rights (including trade secret, license, confidentiality, or other proprietary agreements), and the copyrights of data and computer software belonging to others; (2) to not pry into privileged system files or programs; (3) to comply with federal and state statutes and university policies regarding access to university data and not to release such data without proper authorization; (4) to take appropriate steps to safeguard access ID's and passwords to protect against unauthorized use by others of this account and to notify Computer & Information Services of suspected unauthorized use; (5) to respect the rights of all other users of the system and not knowingly to use computer services in any way which is disruptive or damaging to the system or any other user; and (6) to not make unauthorized use of this account and not knowingly to grant use of this account for unauthorized purposes.

Students should be aware that Kentucky State University does not warrant the quality, functionality, or performance of the resources, made available with this account, to meet the Student's particular purposes or use and realize that the Student bears the risk of loss or damages arising there from. Students who misuse this account, abuse the system, violate other policies in conjunction to this policy, or allow another individual to use of their account, can lose computing privileges, and be subject to disciplinary action, and/or legal action.

Computer & Information Services will make all student operator numbers and passwords inactive after the last week of the fall, spring and summer semesters. Activation and reactivation of student operator numbers and passwords for incoming and returning students will be done during registration or in the computer labs.

Computer & Information Services does not permit authorized users of the campus e-mail system to use the e-mail system except as explicitly stated on their request for e-mail access form. Unauthorized use of the e-mail system by any individual not in accords with the

Policies for the use of Computer & Information Services Computer Labs

Disciplinary actions for misuse of computer facilities, hardware, and software include the

following:

Misuse of e-mail and Internet access — Account privileges suspended for current term;

Continual abuse of service - Account privileges and access to Computer Labs suspended indefinitely and the Vice President of Student Affairs will be notified;

Abuse of Computer Facilities (harassment [of any kind], abusive language, disregard of authority) — Access to Computer Labs suspended indefinitely and the Vice President of Student Affairs will be notified;

Downloading pornography, music related programs, or games to C drive in Computer Labs, — Access to Computer Labs suspended for current term;

Eating or drinking in the Labs — Access to Computer Labs suspended for current term.

Account Safety Tips

Student accounts are safe from tampering as long as passwords are secure. Here are a few tips:

- Passwords may not be shared with anyone.
- Never write down a password or enter it on the same line as user ID when logging on.
- Change passwords frequently. Avoid passwords that might easily be guessed by someone trying to tamper with your account (like your name or user ID, for example).
- Passwords must contain a minimum of six (6) alphabetic and/or non-alphabetic characters (e.g. letters and numbers).
- Log off when leaving system in a public area. When logging off system, be sure that user ID is completely logged off before you leave.

FINANCIAL AID

Kentucky State University provides a comprehensive program of student financial aid including grants, scholarships, loans, and opportunities for employment. In order to be eligible for financial assistance, an aid applicant must be enrolled or accepted for enrollment as a degree-seeking student, maintain satisfactory academic progress, and not be in default on any Title IV loan or owe a repayment on a Title IV grant.

The amount of financial aid a student is awarded is primarily determined through the use of the Federal needs analysis formula. The University subscribes, in theory and practice, to the following principles:

1. The primary purpose of the University's financial aid program is to provide financial assistance to students who, without such aid, would be unable to attend the University.
2. The family of a student is expected to make a maximum effort to assist the student with college expenses. Financial assistance from the University and other sources should be viewed as supplementary to the efforts of the family.

Application for Financial Aid

Application packets for financial aid may be secured from the Financial Aid Office (FAO). The priority deadline for receipt of all application materials in the Financial Aid Office is April 15 for the following school year. Students who meet this priority deadline will receive full consideration for both the Fall and Spring semesters. Applications received after the priority deadline will be considered based on the availability of funds.

An application for financial aid is complete when the FAO has received all required application documents including:

- 1.* KSU Financial Aid Application.
2. Student Aid Report (SAR) from filing the Free Federal Form.
Financial Aid Transcripts for students who have attended another college.
3. Verification Documents if selected for Verification on SAR
(denoted by * on page 1 beside of the EFC, under the date).

In addition to the items above, students seeking financial aid to attend the Summer session are required to make such request on the Kentucky State University Financial Aid

Fact Sheet. If a Free Application for Federal Student Aid (FAFSA) has been submitted for the current academic year, a new FAFSA is not required to apply for Summer session financial aid, when available. Otherwise, a FAFSA for the next academic year should be submitted prior to April 15 if it is to be used for Summer session consideration.

Summer session applications are available from the Financial Aid Office after March 1.

*Processing at the Federal Processor of the Federal Aid Form, at high volume time, takes 4-6 weeks. To be assured that the FAFSA results are received in the Financial Aid Office by the April 15 priority deadline, students and parents are encouraged to complete and submit the FAFSA to the Federal Processor no later than March 1st.

Financial Aid Policies and Regulations

1. No financial aid award will be made before a student has been accepted for admission to the University.
2. Eligibility for Title IV financial aid is determined on the basis of demonstrated financial need. Scholarship awards are based on scholastic ability, useful talent for service to the University or the community, training, experience, and character.
3. Financial aid applicants are required to submit honest and accurate information on all forms pertaining to financial aid.
4. Financial aid funds must be used solely for expenses related to attendance at Kentucky State University.
5. Recipients must make satisfactory academic progress in order to retain eligibility for financial aid.
6. Financial assistance received from sources outside the University must be reported to the Financial Aid Office as soon as the recipient is notified of the award or employment.
7. Any student who, in the judgement of the University Officials, is negligent in fulfilling his/her obligations and responsibilities with regard to financial aid or fails to observe the policies and regulations of the University will be denied participation in the financial aid program.

Institutional Scholarship/Grant Policies

1. The University will maintain scholarship/grant programs of financial assistance.
2. All institutional scholarship/grant policy programs shall be coordinated by the Director of Financial Aid. Guidelines and procedures for individual scholarships/grants shall be recommended by departments, schools, colleges and/or units and submitted via appropriate channels to the President's Cabinet.
3. All institutional scholarship/grant candidates must be admitted and enrolled in the University and have completed all University requirements prior to the finalization of a scholarship/grant award.
4. Each institutional scholarship/grant candidate must have, at the time of award, no less than a 2.0 cumulative grade-point average on a 4.0 scale. Individual scholarship/grant programs may require higher academic grade-point averages and/or test scores.
5. All candidates for institutional scholarships/grants must file the appropriate applications for institutional, state and federal programs of financial assistance prior to the finalization of a scholarship/grant award. Failure to complete such applications or to finalize an award is grounds for automatic termination of an award.
6. The maximum amount of an institutional scholarship/grant award will be adjusted downward to reflect any federal, state, institutional or other awards received by the candidate.
7. Each full-time institutional scholarship/grant recipient must successfully complete a minimum of 12 semester credit hours during each period a scholarship/grant is received. Each part-time institutional scholarship/grant recipient must successfully complete a minimum of three semester credit hours during each period a scholarship/grant is received. Renewal requirements for individual scholarships/grants may be more stringent.

**Satisfactory Academic Progress
Requirements for Financial Aid
Recipients**

(This policy relates only to eligibility for Financial Aid, and is not applicable to academic eligibility.)

In accordance with the Higher Education Amendment changes of the 1992 (Public Law 94-482), a student receiving federal financial aid must make “satisfactory academic progress” toward successful completion of degree requirements in order to continue receiving federal assistance.

At Kentucky State University the programs affected by the satisfactory academic progress requirements are the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work Study (FWS), Federal Perkins Loan, William D. Ford Student Loan Program, Subsidized and Unsubsidized, Federal Direct Parent Loan (PLUS). Students receiving aid from any of these programs must maintain satisfactory academic progress as outlined below or face being placed on financial aid probation, eventual denial of financial aid from these programs, or both.

Undergraduate Students

To receive financial aid, satisfactory academic progress for a full-time student at Kentucky State University is defined as the completion of a minimum of 24 credit hours per year (12 credit hours per semester) and maintaining the minimum grade point average as outlined in the University policy.

Classification Minimum GPA Required

Freshman: 1.8

Sophomore and above: 2.0

Full-time students are expected to complete degree requirements in not more than six years (12 semesters of enrollment). Therefore, eligibility for financial aid from the federal programs listed above varies depending on the type of aid received. Students enrolled less than full-time (that is, half-time or three-quarters-time) must complete a proportionate number of hours each term to maintain satisfactory academic progress.

It is the student's responsibility to notify the Office of Student Financial Aid of the successful fulfillment of requirements. Receipt of aid is contingent upon funds available at the time of request. A student's academic progress will be evaluated on an annual basis.

The Office of Student Financial Aid cannot award financial aid to a student who has been suspended by the University. If a student who has financial aid is suspended, the unused portion of the award will be canceled.

If the student is reinstated to the University and has applied for financial aid, he or she will be considered eligible for aid when the requirements of the satisfactory academic progress are met.

Maximum Time Allowance

Upon completion of 160 attempted credit hours, a student will be put on probation, and upon completion of 190 attempted credit hours, a student is no longer eligible for Federal or State financial aid.

Receipt of financial aid is under the control of the University and is contingent upon the availability of funds at the time of request.

Special Conditions

INCOMPLETES (I Grade) will not count toward progress until such time as the I grade is removed. At that time, hours completed will count for the period of original

WITHDRAWALS (W Grade) will not count toward progress but will be used for measuring lack of unsatisfactory academic progress.

COURSE REPETITIONS will count toward progress without penalty. Hours completed through course repetition will be used to replace hours and for computation of GPA, but will not extend the six-year maximum time frame for full-time students.

REMEDIAL COURSES will count toward progress without penalty but will not extend the six-year maximum time frame for full-time students.

Graduate Students

A full-time graduate student is required to enroll in and successfully complete a minimum of 16 non-repeated semester credit hours per academic year; three-quarter-time students must complete a minimum of 12 semester credit hours; and half-time students must complete a minimum of 8 semester credit hours.

Aid for Part Of A Semester

If a student receives financial aid for any part of the semester, that semester will count as a complete semester of aid. Incompletes and withdrawals will not be counted as meeting minimum course requirements.

Review

Completed semester credit hours and grade-point averages will be reviewed annually at the end of the spring semester.

Re-Establishing Satisfactory Academic Progress

Students may re-establish satisfactory academic progress by either of the following methods: Improving their semester credit hours and cumulative grade-point average to meet the required Satisfactory Academic Progress standards during any subsequent period (semester or summer session) of enrollment; or successfully appealing to the Student Financial Aid Committee.

Exceptions

The satisfactory progress requirements are waived for one academic year for students who

have not enrolled at Kentucky State University for one academic year. Students attending summer session to re-establish eligibility may be granted financial aid.

Notification of Withdrawal

Any student receiving financial aid who does not meet the satisfactory progress requirements and whose aid must be withdrawn will be given written notice.

Right of Appeal

Any student whose financial aid has been terminated may submit a written appeal to the Student Financial Aid Committee explaining reasons why satisfactory progress was not maintained and give any reasons why aid should not be terminated.

Appeals May Be Made On The Basis Of:

Extended illness or hospitalization of the student.

Death or extended illness of a member of the student's immediate family, or any mitigating circumstances that prevented the student from complying with the requirements for maintaining satisfactory academic progress.

FIRST-YEAR EXPERIENCE (FYE)

Among the many services offered to our first-year students, orientation and registration activities will be among the first. Each new student is required to read a book from our book list prior to orientation. Among the many activities planned, it is imperative that you take the Math Placement Test at the scheduled time during orientation week. These activities, and many others, are coordinated by an University-wide committee and are required for all new students. During this time, the FYE program is dedicated to helping our new students become acclimated to Kentucky State University. We hope to accomplish this by guiding new students to choices that will make their educational careers safe, successful, and satisfying.

The FYE staff is here to help you set realistic and attainable academic and personal goals, listen to your concerns, and assist you in finding the resources and assistance you need. FYE offers Learning Communities to give our students a sense of connectiveness. Students in this program are required to take an extended orientation class, participate in service learning initiatives, attend tutoring sessions and participate in a variety of social and cultural activities.

The First-Year Experience program provides free tutoring to **all** KSU students in math, accounting, biology, chemistry, French, Spanish, Latin, and computer science.

Your investment of time and energy, and your commitment to education is one of the best you will ever make. Kentucky State University has implemented the First-Year Experience program to assist you in making it a successful and rewarding investment. For more information, contact the office of the First-Year Experience, Hathaway Hall Room 102/ (502) 597-6217.

Blazer Library Services and Facilities

Learning to organize and carry out independent research is an integral part of a university liberal studies education. Paul G. Blazer Library, located at the northeast end of the campus, provides comprehensive and current research materials and facilities for students and faculty. The university community is also encouraged to use Blazer Library for personal enrichment and leisure reading.

Blazer Library's collection of more than 700,000 volumes includes such materials as books, journals, cartographic materials, DVD's, machine readable materials and other audiovisual materials to aid students in their course work and research.

As a member of the Kentucky Virtual Library (<http://www.kyvl.org>), Blazer Library has access to more than forty databases including these: Academic Search Premier, AGRICOLA, Business Source Premier, Health Source: Nursing Edition, Newspaper Source, and PsycINFO, as well as FirstSearch, which provides access to over fifty databases on various subjects. In addition the Library has access to SIRS Research, African-American Biographical Database, Reference Center Gold, Ethnic Newswatch, Literature Resource Center, NetLibrary, Sociological Abstracts, and WilsonWeb databases which features Education Index Full-text through the internet.

Like all other state supported academic institutions in Kentucky, Blazer Library uses Endeavor Voyager as its library management system. Anyone with web access can search Blazer Library's catalog at <http://kysu.kyvl.org>. The Library has thirty-three computers for public use. From the Library's homepage, users can access internet resources, electronic databases, catalogs from other libraries, as well as order materials via inter-library loan.

The Library is a member of OCLC, a global library cooperative that aims "to further access to the world's information." The University Library is a member of (SAALCK) the State Assisted Academic Library Council of Kentucky and the Southeastern Library Network (SOLINET); which provides access to the collections of other regional libraries.

Interlibrary Loan (ILL) is a service provided by the Circulation Department of Blazer Library to the faculty, staff, and students engaged in research Kentucky State University. Conditions of this service are set by the Inter-library Loan Code of the American Library Association and by regulations of the individual lending libraries. Every effort will be made to obtain items free of charge. Frequently, however, materials can be obtained only from institutions that charge an inter-library loan fee. When submitting an ILL request, patrons should state the maximum charges they are willing to accept. Printed interlibrary loan request forms are located at the circulation desk. An electronic form may be found on the library's homepage.

Blazer Library Services and Facilities (Continued)

Blazer Library is a selective depository for United States Government Document Publications. The library has an expanding collection of books, periodicals, microfilm, maps, posters, CD-ROMs and videos published by federal government agencies. Many publications are also available electronically, check for links on the library's homepage.

The second floor of the library houses both a part of the circulating collection and the Special Collections including the University Archives, which contain rare and historical documents and publications relating to African-American culture and history as well as University archival materials.

The Instructional Technology Center, on the ground floor, exists to provide essential support for the educational or instructional technology needs of the faculty. The Instructional Technology Center houses the Library's collections for videocassettes, DVDs, CDs, and other media materials. The Center has a large work area where faculty and students may produce educational media products for their classes with the assistance of the Instructional Technology Center staff.

The Education Curriculum Lab on the ground floor supports the missions of Paul G. Blazer Library and the Teacher Education Program at Kentucky State University. The Center houses a collection of both print and non-print materials for use by students and faculty. The Lab's collection provides diverse resources for use in P-12 classrooms as well as professional resources for P-12 educators. The Lab is designed to assist and support college level students and Faculty in their teacher education needs. The Education Curriculum Lab works in conjunction with the Instructional Technology Center to provide media services for future teachers. Media equipment includes: Heated laminating system, Ellison Dye Cutting machine with over 90 dyes, professional cutting board, scanner, and binding station.

In addition to the University Library's collection, Kentucky State University students have the resources of the Kentucky Department for Libraries and Archives, the Paul Sawyer Library, and the Historical Society Library available to them in Frankfort.

Professional librarians and support personnel are available to assist students in using the library's resources and facilities. Library information may be obtained by asking any library staff person or by consulting the Library Handbook, which is available at any of the service desks throughout the library. The electronic version is available online at the library home page under "Library Instruction." Students and other library users may request an informal library instruction session or tour on a "walk in basis" at the Blazer Library Reference Desk.

Library Policies and Regulations

1. Maintaining an atmosphere conducive to study is of primary importance; therefore, silence is imperative. Seminar and group study rooms are available if students wish to study together.
2. For proper identification, all students are required to present "ID" cards to the circulation staff before being allowed to charge books for use outside the library. Bar code is attached to student ID.
3. Books in the general collection (i.e. books not reserved and not reference books) are on open shelves. They may be brought to the circulation desk to be borrowed for a two-week period if the books are not in demand. (Graduate students have a one month loan period.)
4. Most Reserve books are in-building use only.
5. Reference books are on open shelves readily accessible to students. The call number consists of all symbols, lettering, and alphabets, and is located at the top left hand corner of the catalog card and on the spine of the book. Reference books do not circulate. If in doubt about the proper place to put a reference book after using it in the library, it should be put on the circulation desk or on a book truck.
6. All periodicals are to be used in the library. Photocopies of periodical articles can be made for ten cents a page. Some periodicals are on microfilm and may be photocopied at ten cents per page. Instruction is available for the electronic full text version of many periodical articles. See Reference Information Desk.
7. Mutilation of library books and other materials is a serious offense. Students found guilty are penalized. The penalty may be suspension from the University and payment of the cost of the book, or the cost of the set if the volume is not replaceable singularly.
8. The following fines are charged for overdue library materials:
 - a. General Books --five cents per day.
 - b. Videos--charged out only by Faculty or Staff--\$1.00 per day.
 - c. Curriculum Kit items--\$1.00 per day

Note: Information on Circulation policy, services, and course reserves can be found on the [library home page](#).

TESTING SERVICES

The Testing Service is responsible for the administration, scoring, reporting, and record keeping of a number of nationwide standardized testing programs and services as well as specialized institutional testing programs and services.

The specific tests and programs may vary as the University's programs change, but currently include the following:

1. ACT- American College Test
(Preferred entrance test for Kentucky State University)
2. AICP-American Institute of Certified Planners A test given by the American Institute of Certified Planners to certify Urban and Suburban Planners.
3. CAAP- (Rising Junior Assessment) College Assessment of Academic Proficiency Used for determination of students level of retention after taking 96 hours of liberal arts courses
4. CLEP-College Level Examination Program A national examination provided by ETS for 100-200 level college courses for credit. Coursed selected by the University. See catalogue
- 5.CPP-II-Career Planning and Placement Test - Level II A test provided for admission to the University as an alternative test (ACT preferred) and designed for adults 21 years or older who are pursuing an Associate Degree only.
6. Correspondence Exams required by other institutions throughout the United States. Examinees have requested for Kentucky State to administer test with permission from the University enrolled in.
7. GED-General Education Development The test for high school equivalency consisting of five sections for which a total of 45 or better in each subject area, and a composite score of 225 minimum.
8. Math Placement An alternative exam offered to KSU students that request exam course placement.
9. NCAA-National College Athletics Association-A test required for all athletic coaches.
10. PRAXIS I-Professional Assessment for Beginning Teachers Academic Skills Assessments are designed to be taken early in your college career to measure your reading, writing, mathematical, and listening skills.
11. PRAXIS II-Professional Assessment for Beginning Teachers Subject Assessments measure your knowledge of the subjects you will teach.

12. SAT I-Scholastic Aptitude Test - I A national reasoning test required by some colleges and universities for entrance and may be used by KSU for admission for applicants pursuing a four-year degree.
13. SAT II-Scholastic Aptitude Test - II Subject test that determines a student's level of preparation.

In addition, the Testing Service has official forms for registering for many other tests (eg. GRE, GMAT, LSAT, TWE) receives score reports for specialized entrance tests (APP, TOEFL), and offers consultation services to students as well as faculty and staff on matters related to test use, preparation, and score interpretation.

Students planning to take specific examinations are advised that most tests are administered only a few selected dates each year. Advance registration, four to six weeks before an examination, is usually required. It may take an additional four to six weeks before test results are received.

Complete details on testing services and programs, costs, and deadlines are available from the Testing Service (Hathaway Hall Room 111). Phone: 597-6206.

THE ALMA MATER

Harriet N. Gibbons, '45 Frederick Jarmon, '43

Hail to our Alma Mater, dear is Her name,
And there shall be no other to surpass Her fame.
Hers is the hand that guides us day after day,
And She will stand beside us, when we go on our way.

May blessings be upon Her, shepherd of youth;
She holds the seat of honor, in the hall of truth.
Mem'ries of Her shall never fade from our hearts,
And we will praise Her ever, for the love She imparts.

Sing ev'ry voice together, let echoes rise.
Hail to our Alma Mater, shout to the skies.
Holding the torch of wisdom, She leads the way
Clasping the hand of freedom, as She marches along.

KSU FIGHT SONG

Robert Townsend

In little Frankfort stands Mighty K.S.U.
With a will to fight, a will to win no matter what our foes may
do. Rah! Rah! Rah!
Stand up and give a cheer for a Thorobred victory.

We still do our best when we're asked to stand the test and
We'll win victoriously!

Go Thorobreds Go! Fight Thorobreds Fight!

- Repeat -

