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EKU STUDENT RIGHTS AND RESPONSIBILITIES

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CHAPTER ONE: GUIDING PRINCIPLES & POLICIES

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

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

Upon request, this handbook is available in an alternative format.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) OF 1974

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

1. Grade reports
2. Transcripts
3. Curriculum information
4. Applications for graduation
5. Correspondence with students
6. Withdrawal records, if applicable
7. Admissions form
8. ACT test scores
9. Student teacher evaluations
10. Letters of recommendation
11. Nominations for awards
12. Biographical data
13. Evaluation forms
14. Weekly student teacher logs
15. Mid-term evaluations  
16. Records of school visitations  
17. Physical education requirements waivers  
18. Field training evaluations and correspondence  
19. Professional conduct agreements and liability insurance  
20. Disciplinary records  

ACCESS TO RECORDS

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

Students may inspect and review all records pertaining to them within forty-five (45) days of making request for same, except for (1) records created or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting or assisting in a professional capacity in connection with treatment of the student (except that the student may have these records reviewed by a physician or appropriate professional designated by the student), (2) financial records of the student’s parents, (3) confidential letters and recommendations put in the files prior to January 1, 1975, and (4) confidential recommendations relating to admission, applications for employment, or honors, if the student has waived his/her right to review such records.

Where a particular record cannot be reviewed by a student without revealing confidential information relating to other students, the records custodian will inform the student, upon request, of the contents of the record pertaining to that student.

Parents who claim a student as a dependent may present their federal tax declaration, in lieu of having the student’s written consent, to gain access to information concerning their children’s grades.

PROCEDURES FOR CHALLENGE

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

Request for hearings should be addressed to the Office of University Counsel, Eastern Kentucky University, Coates Room 205, CPO 40A, 521 Lancaster Avenue, Richmond, Kentucky 40475-3102.
DISCIPLINARY RECORDS

Disciplinary records are defined as those records (maintained in any format) which relate exclusively to violations of University General Regulations Governing Student Behavior which have been adjudicated through the office of Student Rights and Responsibilities. Complaints to the Office of Student Rights and Responsibilities which have been dismissed or withdrawn by the University are not considered disciplinary records. A student disciplinary record includes and is limited to: 1) violation report, 2) student notification letter, 3) sanction sheet, 4) notice of hearing, 5) students right form, 6) roll call of hearing participants in any hearing, 7) documents presented as evidence during any hearing, 8) record of Student Disciplinary Council hearing; 9) appeal letter with accompanying documents; and 10) final disposition of appeal.

DIRECTORY INFORMATION

The University may release information without the student’s consent where the information is classified as “directory information.” The following categories of information have been designated by the University as directory information: name, address (excluding EKU residence hall room number), telephone listing (excluding cell phone), email address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, academic level (undergraduate or graduate), academic class (freshman, sophomore, junior, or senior), dates of attendance, enrollment status, degrees and awards received, student photo or likeness, and the most recent previous education institution attended by the student. Students who do not wish such information released without their consent should notify the Student Records Office in writing. Any such request should be sent to Office of the Registrar, Office of Academic Records/Transcripts, Eastern Kentucky University, Whitlock Building Room 239, CPO 58, 521 Lancaster Avenue, Richmond, Kentucky 40475-3158.

NOTIFICATION OF RIGHTS UNDER FERPA FOR POSTSECONDARY INSTITUTIONS

FERPA affords rights under FERPA for postsecondary institutions. They are:

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

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

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

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate education interest if
the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University discloses education records without consent to officials of another school to which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue SW, Washington, DC 20202-4605.

GUEST ACCESS TO STUDENT EDUCATION RECORD

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

The student granting permission must complete the Web-4-Parent Authorization form and return it to the EKU Registrar’s Office (WHITLOCK 239), either in person or via an e-mail attachment from their EKU e-mail account. The authorization form may be picked up from the Registrar’s Office. To be compliant with federal privacy regulation, we are not able to accept a completed authorization form if it is mailed, returned by the student's parent, or is not signed by the student. Parental signature is not required; student signature is required.

In accordance with FERPA (Family Educational Rights and Privacy Act), only the student can approve this access. Permission for this account can be revoked by the student at any time. Detailed information regarding Guest Access to Student Education Record can be found at: http://www.registrar.eku.edu/web4parent/; questions regarding Web-4-Parents may be submitted to registration@eku.edu.

STUDENT RIGHT TO KNOW ACT

Section 103 of the Student Right-To-Know and Campus Security Act of 1990 (Public Law 101-542) as amended by the Higher Education Technical Amendments of 1991 (Public Law 102 -26) requires public disclosure of relevant graduation rate information for students enrolled in colleges and universities receiving federal financial assistance annually beginning July 1, 1993. Graduation rate information is published each year in the University Handbook for Students or may be obtained upon request from the Office of the Provost and Vice President for Academic Affairs, Coates Administration Building, Room 110, CPO 30A, 521 Lancaster Avenue, Richmond, Kentucky 40475-3302.

GRADUATION RATE OF ENTERING FRESHMEN

The information to be disclosed by July 1 of each year is “the graduation rate for the most recent cohort of entering students that all have had an opportunity to complete or graduate from their respective programs in the specified completion period” (which for EKU is six years). The most recent class meeting this requirement is the 2008 freshman class. The graduation rate for all students entering Eastern Kentucky University as first-time freshmen during the 2008 academic year was 42.3%. This graduation rate represents the percentage of students entering Eastern Kentucky University as first-time (i.e., new) full-time degree-seeking freshmen during the 2008 Summer and Fall terms who subsequently were awarded an undergraduate degree by Eastern Kentucky University within six (6) calendar years (i.e., through August 2014).
EASTERN KENTUCKY UNIVERSITY’S CORE VALUES

INTELLECTUAL VITALITY
Characterized by knowledge, scholarly inquiry, creativity, critical thinking, and curiosity, all with a global perspective;

SENSE OF COMMUNITY
Characterized by a supportive environment with strong relationships and a commitment to service, shared governance, collaboration, and unity of purpose;

CULTURAL COMPETENCY
Characterized by equitable opportunities and treatment, mutual respect, and the inclusion and celebration of diverse peoples and ideas;

STEWARDSHIP OF PLACE
The University enhances the intellectual capacity, economic vitality, environmental sustainability, and quality of life of the communities it serves;

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

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

ETHICS AND COMPLIANCE HOTLINE REPORTING

WHY REPORTING IS IMPORTANT
Eastern Kentucky University is committed to the highest standards of ethical conduct and ensuring compliance with federal, state, or local laws, administrative regulations, and University policies (laws, regulations, and policies). To help maintain our high standards of responsible behavior and to protect the reputation of our great institution, every University Community Member has an individual responsibility to immediately report his/her good faith belief of any actual, or suspected, instance of non-compliance with laws, regulations, and policies.
Since some individuals may prefer to report anonymously, the University offers two easy, confidential mechanisms to make a report:

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

2. You may also develop your own report via the EthicsPoint "Make A Report" option at eku.ethicspoint.com.

A link to both reporting options may be found at the EKU Colonels Comply website.

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**NON-RETAILATION FOR REPORTING**

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

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**KEY UNIVERSITY POLICIES**

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

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**ALCOHOLIC BEVERAGES ON CAMPUS, CONSUMPTION AND SERVING**

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

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**PROCEDURES**

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

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

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

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

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

**APPLICABILITY**

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

**LIMITATION**

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

**LICENSED, PERMIT, AND CERTIFICATION REQUIREMENTS**

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

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

c. Specific Requirements: The following permits are required for specific types of events as noted:
<table>
<thead>
<tr>
<th>Event Type</th>
<th>Statutory Requirement</th>
<th>EKU Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private event - no fee charged</td>
<td>No license required</td>
<td>S.T.A.R. or TIPS server certification required</td>
</tr>
<tr>
<td>Private event – fee charged</td>
<td>Caterer’s license (KRS 243.033) or special temporary event issued pursuant to applicable KRS</td>
<td>S.T.A.R. or TIPS server certification required</td>
</tr>
<tr>
<td>Public event – fee charged</td>
<td>Caterer’s license (KRS 243.033) or special temporary event issued pursuant to applicable KRS</td>
<td>S.T.A.R. or TIPS server certification required</td>
</tr>
<tr>
<td>Public event – no fee charged</td>
<td>Prohibited by KY statutes</td>
<td>Prohibited by EKU policy</td>
</tr>
</tbody>
</table>

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

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

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

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

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

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

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

**PLACES WHERE ALCOHOL MAY BE SERVED:** Without the approval of the President for an exception, alcohol may be served only in those facilities identified in Appendix A. The provision, possession, and consumption of alcohol in all other campus facilities is prohibited, with the exception of the instructional use of alcoholic beverages in the College of Justice and Safety and the Department of Criminal Justice Training.

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

**SERVICE OF ALCOHOL TO MINORS PROHIBITED:** Consumption of alcoholic beverages is limited to persons 21 years of age or older. No one under the age of 21 shall be served alcoholic beverages.

**FOOD AND NON-ALCOHOLIC BEVERAGES MUST BE MADE AVAILABLE:** Alternate non-alcoholic beverages and food must also be provided at any event at which alcoholic beverages are served.

**ATTENDANCE LIMITED TO INVITED GUESTS:** Events at which alcoholic beverages are served will be closed except for those persons specifically invited.

**EVENT ADVERTISING AND PROMOTION:** Promotions and advertisements for events shall not be permitted to indicate that alcohol will be served or consumed.

**ALCOHOL MUST REMAIN IN DESIGNATED SPACE:** Alcoholic beverages may not be carried or consumed outside rooms or areas designated and approved for a specific event.

**INTOXICATED PERSONS MAY NOT BE SERVED:** Intoxicated persons shall not be served or permitted to consume alcoholic beverages on the premises.

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

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

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

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

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

APPENDIX A – LOCATIONS WHERE ALCOHOL MAY BE SERVED

Alumni Coliseum Parking Lot
Campbell
  • Giles Gallery
  • Lobby
Center for Performing Arts
Fitness and Wellness Center
  • President’s Box
Grand Campus-apartments only
Keen Johnson
  • Walnut Hall
  • Faculty Lounge
  • Hall of Distinguished Alumni
  • Ball Room (including all wings)
  • Lobby
Moberly
  • Multipurpose Room
Noel Studio for Academic Creativity
  • For fundraising events involving donors and Friends of the Library
Perkins
  • Quads (A-D)
  • Foyer/Lobby
  • Planetarium
  • Outdoor plaza
Roy Kidd Stadium
  • Touchdown Terrace
Stratton
  • Cafeteria
Whitlock Building
  • First Floor lobby

**BULLETIN BOARDS AND POSTING PLACES**

This policy ensures the wide variety of information that members of the University community might find of interest is displayed in a manner that promotes clarity of information, ownership of posting places, reasonable allocation of space, and a marketplace of ideas. In short, the development of categories of bulletin boards and posting places is designed to give context to information.

As freedom of expression is a fundamental value of Eastern Kentucky University and a critical foundation for a vibrant marketplace of ideas, this policy was crafted, and is intended to be applied, in a manner that encourages and facilitates free and effective communication and expression.

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

**BACKGROUND**

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

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

**PROCEDURES**

**INFORMATIONAL CATEGORIES**

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

- “Campus Information Only”
- “Unrestricted Posting Place”
- “Building Information Only”
- “[Insert department/office name] Departmental (or) Office Information Only”
- “[Insert organization name] Information Only”
For the purposes of applying these guidelines, Eastern Kentucky University considers the above type of bulletin boards and posting places to be the following types of forums:

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

**NUMBER OF POSTINGS**

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

**SIZE OF POSTINGS**

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

**PLACEMENT OF BULLETIN BOARDS AND POSTINGS**

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

**OFFICE/DEPARTMENTAL/BUILDING OR ORGANIZATIONAL BULLETIN BOARDS OR POSTING PLACES**

Prior to posting items on bulletin boards belonging to an office/department/building or specific organization, parties wishing to post should obtain the express permission of said office, department, building supervisor or organization.

**UNRESTRICTED BULLETIN BOARDS OR POSTING PLACES**

No prior approval is needed to post items on unrestricted bulletin boards and posting places.

**CAMPUS ONLY BULLETIN BOARDS OR POSTING PLACES**

No prior approval is needed to post items on campus information bulletin boards and posting places.

**DEFINITIONS**

**BUILDING INFORMATION**

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

**BULLETIN BOARD**

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

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

DEPARTMENT/ OFFICE OR BUILDING INFORMATION

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

DELEGATED PUBLIC FORUM

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

INTUITIVE LOCATION

A location where it is reasonable to predict that the public may expect to find a bulletin board or posting place; locations that are not difficult to access, scarcely used, randomly selected, or receive minimal foot traffic.

Examples of intuitive locations include the entrance ways to buildings, common areas, and wall space located near office locations.

LIMITED PUBLIC FORUM

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

ORGANIZATIONAL INFORMATION

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

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

POSTING FIXTURE

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

POSTING PLACE

A physical location reserved for the posting of information, either on bulletin boards or other posting fixtures.
TRADITIONAL PUBLIC FORUM

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

UNIVERSITY

Eastern Kentucky University

UNRESTRICTED BULLETIN BOARD OR POSTING PLACE

Unrestricted bulletin boards or posting places function as a traditional public forum.

DRUG FREE WORKPLACE ACT

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

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

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

NON-DISCRIMINATION AND HARASSMENT POLICY

(This policy combines and replaces Policy 1.4.1P Equal Opportunity/Affirmative Action (Non-Discrimination Policy) and Policy 1.4.2P Sexual Harassment Policy. This policy incorporates guidance related to Title IX and sexual violence issued by the United States Department of Education, Office for Civil Rights, on April 29, 2014, as well as protections on the basis of gender identity. Violations of the Interim Non-Discrimination and Harassment Policy (1.4.1P), which includes sexual misconduct, are governed by the Non-Discrimination and Harassment Response Regulation (1.4.1R). Both documents may be accessed at www.policies.eku.edu, either in the index under “N” or under Volume 1.

Eastern Kentucky University (the “University”) adheres to all federal and state civil rights laws banning discrimination in public educational institutions. The University prohibits discrimination against any employee, applicant for employment, student, or applicant for admission on the basis of age (40 and over), race, color, religion, sex, sexual orientation, gender identity, pregnancy, ethnicity, national origin, disability, veteran status, and/or genetic information. This policy also prohibits aiding or inciting another person or persons to violate this policy. The University prohibits Retaliation against those members of the campus community who participate in any complaint process under this policy, 1.4.1R Non-Discrimination and Harassment Response Regulation or administered by the
Equal Employment Opportunities Commission (EEOC), the Kentucky Commission for Human Rights (KCHR), the Office for Civil Rights (OCR), and local civil rights agencies.

The University affirms its commitment to promote the goals of fairness and equity in all aspects of the educational enterprise. Violations of this policy are subject to resolution using the process detailed in 1.4.1.R Non-Discrimination and Harassment Response Regulation.

This policy applies to students, faculty, staff, and members of the campus community.

The University may respond to any incident or behavior that could have an on-campus impact or otherwise infringes upon the educational mission of the University, even if the incident or behavior occurred off-campus or online.

Reports of Discrimination, Harassment, and/or Retaliation should be made to the Office of Equity and Inclusion or the Title IX Coordinator/Deputy Coordinators promptly, but there is no time limitation on the filing of complaints with the University. All reports are acted upon in a timely manner and every effort is made, to the extent permitted by law and by the University, to maintain privacy. Reports of Discrimination on the part of the Title IX Coordinator or the Executive Director of the Office of Equity and Inclusion ("OEI") should be reported to the President in Coates 107, 859-622-2101.

The University affirms its commitment to a fair, equitable, and transparent process that respects due-process rights.

This policy applies when the Executive Director of OEI or the Title IX Coordinator determines that the conduct relates to a Protected Class or to Protected Behavior and includes:

a) Any action that constitutes criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law committed in the municipality where the University or any of its extended campuses is located, or committed while representing the University or when participating in University associated events or programs regardless of the location;

b) Any situation that is detrimental to the interests of the University. Any online postings (e.g., Facebook, Twitter, etc.) or other electronic communication by students or employees occurring completely outside of the University’s control (e.g., not on University-owned or operated computing hardware, networks, websites, or between/among University email accounts) will be subject to this policy when those online behaviors can be shown to relate to membership in a Protected Class and cause a substantial disruption to the University’s educational, employment, residential, or social environment.

Off-campus discriminatory or harassing speech by employees may be regulated by the University when such speech is made in an employee’s official or work-related capacity and/or when such speech causes a disruption to the educational or work environment.

INQUIRIES

Inquiries about this policy and procedure may be made internally to:

Brandon Williams, Interim Executive Director of the Office of Equity and Inclusion
Rice House
244 Summit Street
859-622-5034
Brandon.Williams@eku.edu
Joslyn Glover, Director of Equity and Inclusion
Title IX Coordinator
University Programs
224 Summit Street
859-622-1327
Joslyn.glover@eku.edu

Inquiries may be made externally to:

Equal Employment Opportunity Commission (EEOC) Contact: http://www.eeoc.gov/contact/

Office for Civil Rights (OCR) U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-1100
Customer Service Hotline #: (800) 421-3481
Facsimile: (202) 453-6012
TDD#: (877) 521-2172
Email: OCR@ed.gov
Web: http://www.ed.gov/ocr

Kentucky Commission on Human Rights
331 South Broadway, 7th Floor
Louisville, KY 40202
502-595-4024
TDD: 502-595-4084

You do not have to make an internal complaint in order to file a complaint with the above-named civil rights agencies

ENTITIES AFFECTED BY THE POLICY

All University Community Members, which includes all faculty, staff, students, and Board of Regents members as well as anyone doing business for or with the University.

This policy applies to students, faculty, staff, and members of the campus community. Alleged violations of this policy are subject to resolution using the process detailed herein and in Regulation 1.4.2, Response to Non-Discrimination and Harassment and are not subject to grievance and appeal procedures outlined in the Policy 4.6.16, Dismissal of Faculty; Policy 8.3.1, Staff Grievances; Policy 4.7.4, Faculty Grievances; or the Student Code of Conduct.

POLICY BACKGROUND

This policy combines and replaces Policy 1.4.1, Equal Opportunity/Affirmative Action (Non-Discrimination) and Policy 1.4.2, Sexual Harassment. This policy incorporates guidance related to Title IX and sexual violence issued by the
United States Department of Education, Office for Civil Rights, on April 29, 2014, as well as protections on the basis of gender identity.

**POLICY PROCEDURES**

**NON-DISCRIMINATION AND HARASSMENT**

This policy prohibits Discrimination and Harassment in employment and in access to educational opportunities on the basis of actual or perceived membership in a Protected Class. Any such Discrimination or Harassment will be appropriately addressed by the University according to this policy.

This policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane but controversial or sensitive subject matters protected by academic freedom.

Deliberately false and/or malicious accusations of Harassment, Discrimination, or Retaliation are serious offenses and will be subject to appropriate disciplinary action.

For assistance with conflict resolution techniques or mediation services, individuals should contact the Office of Equity and Inclusion.

**ACCOMMODATION OF DISABILITIES**

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

**RETIATION**

Retaliation against an individual for alleging Harassment, Discrimination, or Sexual Misconduct, for supporting a person filing a complaint of Harassment, Discrimination, or Sexual Misconduct, for assisting in providing information relevant to a claim of Harassment, Discrimination, or Sexual Misconduct, or for otherwise participating in an investigation of a complaint of Harassment, Discrimination or Sexual Misconduct is a serious violation of this policy. Acts of alleged Retaliation should be reported immediately to the Title IX Coordinator or OEI and will be promptly investigated. The University will take appropriate steps to protect individuals who fear that they may be subjected to Retaliation.

**INITIAL REMEDIAL ACTION**

When appropriate, the University will implement initial interim, remedial, and responsive and/or protective actions upon notice of alleged Harassment, Sexual Misconduct, Retaliation, and/or Discrimination. Such actions may include but are not limited to:

- no-contact orders (for students only, may also be imposed as a sanction);
- providing counseling and/or medical services;
- academic support;
- living arrangement adjustments;
- academic or work schedule and assignment accommodations;
• safety planning; and
• referral to campus and community support resources.

The University will take additional prompt remedial and/or disciplinary action with respect to any member of the community, guest, or visitor who has been found to engage in Harassing or Discriminatory behavior or Retaliation. Procedures for handling reported incidents are described below.

REPORTING OF OFFENSES UNDER THIS POLICY

University employees have obligations to report allegations of misconduct to OEI or the Title IX Coordinator. Failure to report allegations of misconduct may result in disciplinary action up to and including termination. Some employees, such as university-employed counselors, are permitted to maintain confidentiality of reports. Information received as part of an IRB-approved research project in which research subjects have been promised confidentiality is not subject to the reporting procedures outlined herein and researchers should adhere to the practices approved by the IRB. The information below provides more details as to the reporting obligations of specific employees.

A. **Formal Reporting Options:** Individuals bringing complaints under this policy are encouraged to speak to University officials, OEI, or the Title IX Coordinator/Deputy Coordinators to make formal reports of violations of this policy. Information will be shared as necessary with investigators, witnesses, and the respondent (the person accused of violating this policy). These employees will keep reports private, but they will not be confidential.

B. **Confidential Reporting (applies to cases of sexual misconduct ONLY):** If a reporting party would like the details of an incident to be kept confidential, the reporting party should speak with the following individuals:

   **For Students:**
   - Counseling Center staff;
   - Student Health Services staff;
   - Service providers in the Psychology Clinic; and
   - Practicing physicians whether independent contractors or employed.

   Campus counselors and counseling services are available to help students free of charge and can be seen on an emergency basis during normal business hours (http://www.counseling.eku.edu/).

   The University’s Counseling Center, Student Health Services staff, and providers in the Psychology Clinic will submit anonymous statistical information for reporting purposes pursuant to the Clery Act purposes unless they believe disclosing information to appropriate officials is necessary to protect their client or patient from harm, or if there is a report of threat of violence to a minor. In such instances, they will provide non-confidential reports.

   **For Employees and Students:**
   - Service providers in the Psychology Clinic;
   - Off-campus local rape crisis counselors;
   - Domestic violence resources;
   - Off-campus local or state assistance agencies; and
- Off-campus members of the clergy.

If the reporting party is an employee, and he or she would like details of an incident or conduct to be kept confidential, he or she may seek assistance through the Employee Assistance Program (http://wellness.eku.edu/eap) or any off-campus local rape crisis counselor, any off-campus mental health provider, domestic violence resources, campus local or state assistance agencies, or members of the clergy who will maintain confidentiality.

Confidentiality may not be honored in cases of an immediate threat of danger or abuse of a minor.

**TIMELY WARNING OBLIGATION**

The University is obligated by law to issue timely warnings for incidents reported to it that pose a substantial threat of bodily harm or danger to members of the campus community. The University will make every reasonable effort to ensure that a victim’s identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

**DEFINITIONS**

**Age Discrimination**

Age discrimination involves treating someone less favorably because he or she is age 40 or older.

**Business Day**

A business day is a day during which University offices are open.

**Consent**

Consent means words or actions demonstrating a knowing and voluntary agreement to engage in mutually agreed-upon sexual activity. Consent is determined based on the totality of the circumstances. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent. Silence or the absence of resistance alone is not consent. A person can withdraw consent at any time during sexual activity by expressing in words or actions that he or she no longer wants the act to continue, and, if that happens, the other person must stop immediately. Consent cannot be obtained by force, by ignoring or acting in spite of the objections of another, or by taking advantage of the incapacitation of another.

A person cannot consent if he or she is under the age of 16 (KRS 510.020), is unable to understand what is happening, or is disoriented, helpless, asleep, or unconscious for any reason, including due to alcohol or other drugs. An individual who knowingly acts sexually upon another person who is physically or mentally incapacitated has violated this policy.
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dating/Domestic/Intimate Partner Violence</td>
<td>A pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another, intimate partner.</td>
</tr>
<tr>
<td>Disability</td>
<td>See Regulation 1.3.4, Establishing Reasonable Accommodations Under the Americans with Disabilities Act (“ADA”)/Section 504 of The Rehabilitation Act Compliance, for definition and details on accommodations.</td>
</tr>
<tr>
<td>Discrimination</td>
<td>Discrimination is defined as actions that deprive or limit access to education, employment, benefits, or other opportunities on the basis of an individual’s actual or perceived membership in a Protected Class.</td>
</tr>
<tr>
<td>Force or Coercion</td>
<td>The term “force” or “coercion” means (1) threats of serious physical, emotional, or psychological harm to or physical restraint against any person, or (2) any scheme, plan, or pattern intended to cause a person to believe that failure to perform an act would result in serious harm to or physical restraint against any person.</td>
</tr>
<tr>
<td>Gender Expression</td>
<td>Gender expression is how someone expresses gender through appearance, behavior, or mannerisms. A person’s Gender Expression may or may not be the same as the Gender Identity or assigned sex at birth.</td>
</tr>
<tr>
<td>Gender Identity</td>
<td>Gender identity is the individual’s internal sense of being male, female, transgender, or other gender.</td>
</tr>
<tr>
<td>Genetic Information</td>
<td>Genetic information includes information about an individual’s genetic tests and the genetic tests of an individual’s family members, as well as information about the manifestation of a disease or disorder in an individual’s family members (i.e., family medical history).</td>
</tr>
<tr>
<td>Hostile Environment</td>
<td>A hostile environment may be created by oral, written, graphic, or physical conduct that is sufficiently severe, persistent/pervasive, and objectively offensive that it interferes with, limits, or denies the ability of an individual to participate in or benefit from educational programs or activities or employment access, benefits, or opportunities.</td>
</tr>
<tr>
<td>Incapacitation</td>
<td>Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction). This policy also covers a person whose incapacity results from mental disability, involuntary physical restraint, and/or from the consumption of alcohol or other incapacitating drugs. A person can be intoxicated without being incapacitated.</td>
</tr>
<tr>
<td>Intimidation</td>
<td>Intimidation is defined as an actual or implied threat or act that causes fear of harm in an individual on the basis of actual or perceived membership in a Protected Class.</td>
</tr>
<tr>
<td>National Origin</td>
<td>National-origin discrimination involves treating people (applicants or employees) unfavorably because they are from a particular country or</td>
</tr>
</tbody>
</table>
part of the world, because of ethnicity or accent, or because they appear to be of a certain ethnic background (even if they are not). National-origin discrimination also can involve treating people unfavorably because they are married to (or associated with) a person of a certain national origin or because of their connection with an ethnic organization or group.

**Non-Consensual Sexual Intercourse**
Non-Consensual Sexual Intercourse is defined as any sexual penetration or intercourse (anal, oral, or vaginal), however slight, with any object, by a person upon another person, that is without Consent and/or by force.

**Non-Consensual Sexual Contact**
Non-Consensual Sexual Contact is defined as any intentional sexual touching, however slight, with any object, by a person upon another person that is without Consent and/or by force.

**Pregnancy Discrimination**
Pregnancy discrimination involves treating a woman (an applicant or employee) unfavorably because of pregnancy, childbirth, or a medical condition related to pregnancy or childbirth.

**Preponderance of the Evidence**
More likely than not.

**Protected Activity**
A protected activity pursuant to this policy includes making a report of Discrimination, Harassment, or Sexual Misconduct, or otherwise participating in an investigation of such a report.

**Protected Class**
A group of people protected from Discrimination and/or Harassment based upon membership in the specific group. Under this policy, Protected Classes include age (40 and over), race, color, religion, sex, sexual orientation, gender identity, pregnancy, ethnicity, national origin, disability, veteran status, and genetic information.

**Race/Color**
Race discrimination involves treating someone unfavorably because he or she is of a certain race or because of personal characteristics associated with race (such as hair texture, skin color, or certain facial features). Color discrimination involves treating someone unfavorably because of skin color complexion. Race/color discrimination also can involve treating someone unfavorably because the person is married to (or associated with) a person of a certain race or color or because of a person’s connection with a race-based organization or group, or an organization or group that is generally associated with people of a certain race or color.

**Retaliation**
Any adverse action a University Community Member experiences as a result of the University Community Member making an Inquiry, participating in an investigation, or making a reasonable good-faith Report of possible non-compliance with Laws, Regulations, and Policies

**Religion**
Religious discrimination involves treating a person unfavorably because of his or her religious beliefs or because she or he does not subscribe to a belief system. The law protects not only people who belong to traditional, organized religions such as Buddhism, Christianity,
Hinduism, Islam, and Judaism, but also others who have sincerely held religious, ethical, or moral beliefs.

Religious discrimination can also involve treating someone differently because that person is married to (or associated with) an individual of a particular religion or because of his or her connection with a religious organization or group or because he or she does not subscribe to a belief system.

**Sexual Exploitation**

Sexual Exploitation is the use of non-consensual or abusive sexual advantage of another, and includes situations in which the conduct does not fall within the definitions of Sexual Harassment, Non-Consensual Sexual Intercourse, or Non-Consensual Sexual Contact.

Examples of Sexual Exploitation include, but are not limited to:

- Sexual voyeurism (such as watching a person undressing, using the bathroom, or engaging in sexual acts without the consent of the person observed); or
- Taking pictures or video or audio recording another in a sexual act, or in any other private activity without the consent of all involved in the activity, or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or distributing sexual pictures without the photographed person’s consent);
- Prostitution;
- Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted infection (STI) and without informing the other person of the infection; and
- Administering alcohol or drugs to another person without his or her knowledge or consent.

**Sexual Harassment**

Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is either explicitly or implicitly a term or condition of an individual’s education or employment;
- Submission to or rejection of any such conduct by an individual is used as a basis for education or employment decisions; or
- Such conduct is sufficiently severe or pervasive to alter the conditions of or have the purpose or effect of substantially interfering with an individual’s work or academic performance by creating an intimidating, hostile, or offensive working or education environment.

Sexual Harassment does not include verbal expression or written or electronic material relevant and appropriately related to course subject matter or curriculum. This policy shall not abridge academic freedom nor the University’s educational mission.

**Sexual Misconduct**

The Commonwealth of Kentucky defines various violent and/or non-consensual sexual acts as crimes in KRS 510. The University may take action in cases in which no criminal charges are filed and its procedures
are substantively different from those used in the criminal justice system. The University considers the following violations to be sexual misconduct: Sexual Harassment, Dating/Domestic/Intimate Partner Violence, Non-consensual Sexual Contact, Non-consensual Sexual Intercourse, Sexual Exploitation, and Stalking.

**Stalking**

Stalking is a course of conduct directed at a specific person on the basis of actual or perceived membership in a Protected Class that is unwelcome and would cause a reasonable person to feel fear.

**University Community Member**

All faculty, staff, students, and Board of Regents members as well as anyone doing business for or with the University.

**Veteran**

The term “veteran” means a person who served in the United States active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable.

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**RESPONSIBILITIES**

The Office of Equity and Inclusion, in coordination with the Title IX Coordinator/Deputy Coordinators, is responsible for administering this policy.

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**VIOLATIONS OF THE POLICY**

The University will act on any complaint or notice of violation of this policy that is received by the Title IX Coordinator/Deputy Coordinators, OEI, or any employee, including faculty, staff, and residence assistants. It is the University’s decision whether or not to initiate an investigation into any report of a possible violation of this policy. The procedures for responding to violations of this policy are contained in Regulation 1.4.2, Response to Non-Discrimination and Harassment.

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**INTERPRETING AUTHORITY**

Title IX Coordinator (for issues of discrimination on the basis of sex/gender)
Executive Director of the Office of Equity and Inclusion (for all other issues within the policy)

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**RESPONSE TO NON-DISCRIMINATION AND HARASSMENT**

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**REGULATION STATEMENT**

This regulation establishes procedures for responding to violations of Policy 1.4.1, Non-Discrimination and Harassment. The University affirms its commitment to fair, equitable, and impartial resolution of all complaints made under Policy 1.4.1, Non-Discrimination and Harassment Policy and to creating an inclusive and respectful educational and employment environment.
INQUIRIES

Inquiries about this regulation may be made internally to:

Joslyn Glover, Director of Equity and Inclusion
Title IX Coordinator
Rice House
224 Summit Street
(859) 622-1327
Joslyn.glover@eku.edu

Brandon D. Williams, Investigator, Office of Equity and Inclusion
Rice House
244 Summit Street
(859) 622-5034
Brandon.Williams@eku.edu

John W. Dixon, Investigator, Office of Equity and Inclusion
Rice House
244 Summit Street
(859) 622-8221
john.dixon@eku.edu

Deputy Title IX Coordinators:

Jeremy V. Enlow, Deputy Title IX Coordinator, Office of Equity and Inclusion
Rice House
244 Summit Street
(859) 622-7309
jeremy.enlow@eku.edu

Inquiries may be made externally to:

Equal Employment Opportunity Commission (EEOC)
Contact: http://www.eeoc.gov/contact/

Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-1100
Customer Service Hotline #: (800) 421-3481
Facsimile: (202) 453-6012
TDD: (877) 521-2172
Email: OCR@ed.gov
Web: http://www.ed.gov/ocr

Kentucky Commission on Human Rights
331 South Broadway, 7th Floor
Louisville, KY 40202
(502)-595-4024
TDD: (502)-595-4084
Email: kchr.mail@ky.gov
You do not have to make an internal complaint in order to file a complaint with the above-named civil rights agencies.

ENTITIES AFFECTED BY THE POLICY

All University community members, which includes all faculty, staff, students, and Board of Regents members as well as anyone doing business for or with the University.

REGULATION BACKGROUND

This regulation was created to outline the response procedures for alleged violations of the Policy 1.4.1, Non-Discrimination and Harassment. Violations of this policy are subject to resolution using the process detailed herein and are not subject to grievance and appeal procedures outlined in Policy 4.6.16, Dismissal of Faculty; Policy 8.3.1, Staff Grievances; Policy 4.7.4, Faculty Grievances; or Student Code of Conduct.

REPORTING AND RESPONSE PROCEDURES

REPORTING OF OFFENSES

University employees have obligations to report allegations regarding violations of Policy 1.4.1, Non-Discrimination and Harassment, to the Office of Equity and Inclusion (“OEI”) or the Title IX Coordinator/Deputy Coordinators within seventy two (72) hours of becoming aware of the allegations. Failure to report allegations of misconduct may result in disciplinary action up to and including termination. Some employees, such as counselors, are permitted to maintain confidentiality of reports. Information received as part of an IRB-approved research project in which research subjects have been promised confidentiality is not subject to the reporting procedures outlined herein and researchers should adhere to the practices approved by the IRB.

See Policy 1.4.1 for information on prohibited behaviors subject to reporting under that policy.

FILING A COMPLAINT

Any member of the community, guest, or visitor who believes that this policy has been violated should contact OEI or the Title IX Coordinator/Deputy Coordinators. Employees may also notify their supervisor. Students may notify an administrative advisor or faculty member. Any member of the community may contact EKU Police.

All employees receiving reports of a potential violation of this policy or Policy 1.4.1 are required to contact OEI or the Title IX Coordinator/Deputy Coordinator, as soon as practicable but not more than seventy two (72) hours after becoming aware of a report or incident. Employees who fail to notify OEI or the Title IX Coordinator/Deputy Coordinator of a report or incident within seventy two (72) hours will be subject to discipline up to and including termination.
The University will, to the extent permitted by law, treat all reports with the maximum privacy possible: specific information on any complaints received by any party will be reported to OEI or the Title IX Coordinator/Deputy Coordinators. Subject to the University’s obligation to redress violations, every effort will be made to maintain the privacy of those initiating a report or complaint. In all cases, the University will give consideration to the party bringing a complaint with respect to how the complaint is pursued. However, the University reserves the right to investigate and pursue a resolution even when the affected person chooses not to initiate or participate in a formal process when such investigation and resolution are necessary to protect the community.

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**OEI/TITLE IX COORDINATOR RECEIPT OF COMPLAINT**

Following receipt of notice or a complaint, an initial determination is made whether the complaint falls within the purview of the OEI or the Title IX Coordinator and/or whether conflict resolution might be appropriate. If the complaint does not appear to allege a violation of this policy or if conflict resolution is desired and appears appropriate given the nature of the complaint, then the complaint does not proceed to investigation by OEI or Title IX. For more information about conflict resolution, please see section V(C) below.

The OEI or the Title IX Coordinator will pursue a full investigation if there is initial evidence of a pattern of misconduct or a perceived threat of further harm to the University community or any of its members. At its discretion or at the request of the party bringing the complaint, OEI or the Title IX Coordinator may also pursue a full investigation when the complainant alleges a potential policy violation but does not indicate a pattern of misconduct or perceived threat of future harm. OEI strives to complete investigations within sixty (60) business days of receipt of the complaint. This time period may be extended as necessary for appropriate cause by the OEI and/or Title IX Coordinator with notice to the parties.

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**INVESTIGATION**

Investigations will begin after OEI or the Title IX Coordinator determines that the complaint should proceed to investigation. During investigations, regular communication will occur between the OEI or Title IX Coordinator and the complainant (the person bringing allegations of a violation of Policy 1.4.1) and respondent (the person who is alleged to have violated Policy 1.4.1).

Investigations may be delayed briefly when criminal charges based on the same behaviors that initiate this process are being investigated by law enforcement officials. Regardless of the status or outcome of any criminal or civil proceeding, the University, in its discretion or at the request of a complaining party, will proceed with an investigation under this policy. The University’s process is separate from and independent of the criminal justice process. All investigations will be thorough, reliable, and impartial. Investigations will include all applicable investigation techniques, including but not limited to interviewing all relevant parties and witnesses, obtaining available evidence, and identifying sources of expert information, if necessary. Parties may bring a silent advisor to meetings with investigators in sexual misconduct cases only.

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**INTERIM REMEDIES**

If, in the judgment of OEI or the Title IX Coordinator/Deputy Coordinators, the safety or well-being of any member(s) of the campus community may be jeopardized by the on-campus presence of the respondent, OEI, the Title IX Coordinator/Deputy Coordinators, or their designee may provide or recommend interim remedies intended to address the short-term effects of Harassment, Discrimination, and/or Retaliation.

A. **Interim Remedies for Students**: Interim remedies available to students may include, but are not limited to, the following:
i. Referral to counseling and health services;
ii. Education to the community;
iii. Alteration of the housing situation of an accused student;
iv. Alteration of the housing situation of the victim if desired;
v. Limitations of contact between the parties;
vi. Adjustments to academic deadlines and course schedules; and
vii. Other remedies appropriate to each individual situation.

B. **Interim Remedies for Employees:** Interim remedies available to employees may include, but are not limited to, the following:

i. Referral to the Employee Assistance Program;
ii. Education to the community;
iii. Alteration of the housing situation of an accused resident employee;
iv. Alteration of the housing situation of the victim resident employee if desired;
v. Limitations of contact between the parties;
vi. Adjustments to work schedules; and
vii. Other remedies appropriate to each individual situation.

The University may temporarily suspend or place on leave a student or employee pending the completion of investigation and resolution. The following procedures apply to the imposition of temporary leave or suspension.

A. **Temporary Suspensions of Students:** Alleged policy violations that warrant temporary suspensions are those that appear to present a clear and present danger of harm to the victim, to any other member of the University community, to University property, or to University activities.

Prior to the imposition of any temporary suspension, or as soon thereafter as practicable, the student will be given the opportunity to meet with OEI or the Title IX Coordinator/Deputy Coordinators to demonstrate why the suspension should not be implemented.

During a temporary suspension, a student may be denied access to University housing and/or to the University’s campus, facilities, or events. As determined by OEI, the Title IX Coordinator/Deputy Coordinators, or their designee, this restriction includes classes and/or all other University activities or privileges for which the student might otherwise be eligible. At the discretion of OEI, the Title IX Coordinator/Deputy Coordinators, or their designee, alternative coursework options may be pursued to ensure as minimal an impact as possible on the accused student.

Temporary suspensions may be enforced only until final disposition of the case has been made by the appropriate University official or hearing entity and may not exceed a period of five (5) class days.

Temporary sanctions based on the “clear and present danger” principle may be continued, upon the joint recommendation of the Executive Director of OEI and Title IX Coordinator and approval of the President, during the period of appeal to the Student Life, Discipline, and Athletics Committee of the Board of Regents, if applicable.

B. **Temporary Paid or Unpaid Leave for Employees:** In the event that the employee is accused of a violation which also constitutes grounds for immediate dismissal as defined in Regulation 8.3.4, Progressive Disciplinary Action, the Executive Director of OEI or the Title IX Coordinator may recommend that Human Resources place the employee on unpaid leave until such time as the complaint is resolved.

In the event that the violation does not constitute grounds for immediate dismissal, but the continued presence of the employee is disruptive to the work environment, the Executive Director of OEI or the Title IX Coordinator may recommend that Human Resources place the employee on unpaid leave until such time as the complaint is resolved.
IX Coordinator may recommend to Human Resources that the employee be placed on paid leave pending resolution of the complaint.

Prior to the imposition of any temporary suspension, or as soon thereafter as practicable, the employee will be given the opportunity to meet with the Executive Director of OEI or the Title IX Coordinator to demonstrate why the suspension should not be implemented.

During temporary paid or unpaid leave, an employee may be denied access to the University’s campus, facilities, or events. As determined by OEI, the Title IX Coordinator/Deputy Coordinators, or their designee, this restriction includes classes and/or all other University activities or privileges for which the employee might otherwise be eligible. At the discretion of OEI, the Title IX Coordinator, or their designee, alternative work options may be pursued to ensure as minimal an impact as possible on the responding employee and complainant.

**COMPLAINT RESOLUTION**

Upon completion of investigation, the process may or may not continue depending on the information gathered during the investigation.

A. **Evidence Review:** The OEI investigators will meet with the Executive Director of OEI and/or the Title IX Coordinator to review the evidence gathered during the investigation and the OEI investigators’ initial determination of whether the evidence supports a finding that a policy violation occurred. The Executive Director of OEI and/or the Title IX Coordinator will conduct a secondary, impartial review of the evidence gathered during the investigation to determine if OEI’s initial determination is supported by the evidence.

If the Executive Director of OEI and/or the Title IX Coordinator determine no policy violation has occurred or that the preponderance of evidence (i.e., whether it is more likely than not that the accused individual committed each alleged violation) does not support a finding of a policy violation, then the process will end.

If, after review of the findings of the investigation, the Executive Director of OEI and/or the Title IX Coordinator determine that a preponderance of the evidence supports a finding of a policy violation, the Executive Director of OEI and/or Title IX Coordinator may (1) recommend conflict resolution (if appropriate based on the criteria set forth in VC)(below), (2) move forward to a formal hearing, or (3) make other recommendations as appropriate.

B. **Notice to Parties of Investigative Findings:** After completion of the investigation, the Title IX Coordinator/Deputy Coordinator or OEI staff members will meet separately with the complaining and responding individuals to explain the finding(s) of the investigation.

Complaining and responding individuals may present additional new evidence for consideration within ten (10) business days of the meeting or the date on which they receive notice of the findings, whichever comes last. Investigators will consider such evidence, if appropriate, and issue a finding accordingly. Factual findings of the investigation are final on the eleventh (11th) day after the parties receive notice of the findings or upon receipt of the findings after reconsideration, whichever comes last.

The final factual findings of the investigation may not be altered and are not subject to appeal.
C. **Conflict Resolution for Students and Employees:** Conflict resolution will not be used to address complaints of sexual misconduct or violent behavior of any kind or other serious policy violations. Conflict resolution is often used for less serious yet inappropriate behaviors, and is encouraged as an alternative to the formal hearing process to resolve conflicts. The Executive Director of OEI and/or the Title IX Coordinator will determine if conflict resolution is appropriate based on (1) the willingness of the parties, (2) the nature of the conduct at issue, and (3) the susceptibility of the conduct to conflict resolution.

In a conflict resolution meeting, OEI staff will facilitate a dialogue with the parties to reach an effective resolution. Sanctions are not imposed as the result of a conflict resolution process, though the parties may agree to appropriate remedies. The Title IX Coordinator/Deputy Coordinators/OEI will keep records of any resolution that is reached, and failure to abide by the resolution may result in appropriate responsive actions.

It is not necessary to pursue conflict resolution prior to requesting a formal investigation and resolution process and any party participating in conflict resolution can stop that process at any time and request a formal hearing.

D. **Resolution: Student Respondent:** If the Executive Director of OEI and/or the Title IX Coordinator determine that the preponderance of the evidence supports a violation of this policy, matters involving student respondents will be adjudicated using the following process:

The Title IX Coordinator or OEI will refer the findings to the Equity Complaint Council for sanctioning. In accordance with KRS 164.370, the Equity Complaint Council will impose the sanction for any violation for which a possible sanction is suspension or expulsion.

### HEARING AND SANCTIONING PROCEDURES

a. **Pre-hearing procedures:** After the Title IX Coordinator or OEI has confirmed a finding of facts, investigators will contact and meet with the complainant and respondent separately to discuss the sanctioning process and to schedule a hearing.

At the meeting, OEI’s investigative report and other documentation will be presented to the parties. Both parties will be informed of all the statements and evidence provided as well as the names of those providing the evidence to be used at the hearing.

b. **Pre-hearing Procedures:** Both parties will receive the “Hearing Format Request” form. The “Hearing Format Request” form provides the student with the available options for participating in the hearing.

c. **General Hearing Procedures before ECC:**
   - The OEI/Title IX investigator will be called as the first witness and will testify as to the findings of the investigation.
   - Both the complainant and the respondent may choose to participate in a manner that does not require their presence in the same room as the other student.
   - Both the complainant and the respondent are entitled to have one silent advisor present, for sexual misconduct cases only. During the hearing, the silent advisor may confer only...
with the party she/he is advising and is not permitted to speak to the hearing body or to any other hearing participant before, during, or after the hearing.

- Both the complainant and the respondent have the right to testify on their own behalf. Neither the complainant nor the respondent is required to testify or be present at the hearing.
- Both the complainant and the respondent may hear and question adverse witnesses. Either the complainant or the respondent may choose to direct their questions through the chair.
- Both the complainant and the respondent may rebut unfavorable inferences.
- Both the complainant and the respondent may provide an impact statement.
- Both the complainant and the respondent shall receive concurrent notification of the sanction imposed by the ECC.
- A record shall be made of the hearing and maintained in the OEI in compliance with the State University Model Records Retention Schedule.

d. Sanctions: Factors considered when determining a sanction may include but are not limited to:

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

The following are the recommended sanctions that will be imposed upon students who are found to be responsible for specific violations of Policy 1.4.1, Non-Discrimination and Harassment.

Violations of the Non-Discrimination and Harassment Policy that are not listed below will result in appropriate sanctions using the criteria above as a guide. The sanctions listed below for specific violations of the non-Discrimination and Harassment Policy may be imposed singly or in combination and second or subsequent offenses will receive more severe sanction. Any deviation from the recommended sanctions requires a written rationale from the ECC, which will be retained as part of the hearing record. Sanctions not listed below may be imposed in addition to the recommended sanctions.

<table>
<thead>
<tr>
<th>Policy Violation</th>
<th>Recommended Sanction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nonconsensual Sexual Intercourse</td>
<td>Expulsion from the University and permanent eviction and/or restriction from University Housing, as well as permanent restriction from campus. Other sanctions deemed appropriate by the hearing body may also be imposed.</td>
</tr>
<tr>
<td>Nonconsensual Sexual Contact</td>
<td>University probation and an educational sanction. More severe sanctions may be imposed according to the intrusiveness of the contact. These may include permanent eviction and/or restriction from University Housing, as well as permanent restriction from campus except for</td>
</tr>
</tbody>
</table>
the purpose of attending classes. Other sanctions deemed appropriate by the hearing body may also be imposed.

<table>
<thead>
<tr>
<th>Retaliation</th>
<th>University probation and an educational sanction. More severe sanctions may be imposed according to the intrusiveness of the contact. These may include permanent eviction and/or restriction from University Housing, as well as permanent restriction from campus. After the suspension is completed, the restriction from University Housing and campus shall continue, except for the purpose of attending classes. Other sanctions deemed appropriate by the hearing body may also be imposed.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sexual Exploitation</td>
<td>Suspension from the University for a period of not less than one (1) year and permanent eviction or restriction from University Housing, and permanent restriction from campus. After the suspension is completed, the restriction from University Housing and campus shall continue, except for the purpose of attending classes. Other sanctions deemed appropriate by the hearing body may also be imposed.</td>
</tr>
<tr>
<td>Stalking</td>
<td>Suspension from the University for a period of not less than one (1) year and permanent eviction or restriction from University Housing, and permanent restriction from campus. After the suspension is completed, the restriction from University Housing and campus shall continue, except for the purpose of attending classes. Other sanctions deemed appropriate by the hearing body may also be imposed.</td>
</tr>
<tr>
<td>Dating/Domestic/Intimate Partner Violence:</td>
<td>Suspension from the University for a period of not less than one (1) year and permanent eviction or restriction from University Housing, and permanent restriction from campus. After the suspension is completed, the restriction from University Housing and campus shall continue, except for the purpose of attending classes. Other sanctions deemed appropriate by the hearing body may also be imposed.</td>
</tr>
</tbody>
</table>

e. **Appeal of sanctions:** Either party may appeal the sanctions imposed by the ECC for violation of the Non-Discrimination and Harassment Policy. Cases involving sanctions of suspension or expulsion (including appeals based on the claim that such sanctions should have been imposed and were not) may be appealed by the complainant only in cases of Sexual Misconduct or Harassment.

Sanctions may only be appealed on the following grounds:

- Procedural error that, if not corrected, would cause a significant difference in the sanction;
- Inadequate justification for sanction inconsistent with the recommended sanctions for violations of the Non-Discrimination and Harassment Policy, as outlined in section D((d)); or
- New evidence not available during the investigation or hearing.

The appeal must be submitted, in writing, to the Chief Ethics and Compliance Officer or designee within 5 business days of the hearing. The Chief Ethics and Compliance Officer or designee will review the appeal and determine if one of the three grounds for appeal have been met. If one or more of the grounds for appeal exist(s), the appeal will be forwarded to the Equity Complaint Appeals Council (appeals involving sanctions other than suspension or expulsion) or the Board of Regents (appeals involving sanctions of suspension or expulsion), which will review the appeal based only on the ground identified by the Chief Ethics and Compliance Officer or designee. The decision of the ECAC or the Board of Regents shall be final.

If no ground(s) for appeal exists, the appeal will be denied and the sanction will be final. In cases involving sanctions of suspension or expulsion or a claim by a complainant that those sanctions should have been applied, the Chief Ethics and Compliance Officer or designee will evaluate the appeal and offer a recommendation as to whether or not the ground(s) for appeal have been met. The Chief Ethics and Compliance Officer or designee will submit his/her recommendation as to whether or not there are valid grounds for appeal, along with the materials submitted by the complainant and/or respondent, to the Board of Regents.

f. Principles Governing Appeals:
- Appeals are confined to a review of the written record on appeal, including but not limited to evidence presented at the hearing and documentation pertinent to the grounds for appeal. The ECAC or Board of Regents shall not consider matters outside of the hearing record in making a determination.
- Appeals granted based on new evidence will be remanded to the OEI investigator who will then review the factual findings to determine if the new information changes the factual finding. If the investigator determines that the factual finding has changed, the new factual finding will be returned to the ECC for sanctioning.
- Sanctions imposed by the ECC are implemented immediately. In extraordinary circumstances, the Chief Ethics and Compliance Officer or designee may stay the implementation of sanctions pending the outcome of the appeal of the sanctions.
- All parties will be informed of the results of the appeal. The decision of the ECAC or the Board of Regents is final and may not be appealed.

STUDENT WITHDRAWAL WHILE CHARGES ARE PENDING

The University places a hold on the records of any student who has a complaint pending that alleges that student’s violation of the policy. Should a student decide to voluntarily withdraw and/or not participate in the investigation and/or hearing, the process will nonetheless proceed in the student’s absence to a reasonable resolution. The student will not be permitted to voluntarily withdraw from and/or register for classes and/or return to Eastern Kentucky University and/or receive a copy of his or her transcript unless the conditions of all sanctions have been satisfied.

FAILURE TO COMPLETE SANCTIONS/COMPLY WITH RESPONSIVE ACTIONS

All parties are expected to comply with conduct sanctions, responsive actions, or corrective actions within the time frame specified by the sanctioning body.
Failure to follow or complete conduct sanctions, responsive actions, corrective actions by the date specified – whether by refusal, neglect, or any other reason – may result in additional sanctions, responsive actions, corrective actions and/or suspension, expulsion, and/or termination from the University.

RESOLUTION: EMPLOYEES AS RESPONDANT

If the Executive Director of OEI and/or the Title IX Coordinator determine(s) that the preponderance of the evidence supports a finding of a violation of this policy, OEI will refer the matter to the appropriate Vice President and/or the Department of Human Resources.

All employees will be disciplined according to Regulation 8.4.3, Progressive Disciplinary Action.

i. Disciplinary action: Disciplinary or appropriate responsive actions will be determined by the Equity Complaint Council. Factors considered when determining a disciplinary/responsive action may include but are not limited to:

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

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

i. Hearing and Disciplinary Procedures

a. General pre-hearing procedures: After the Title IX Coordinator or OEI has made a finding of facts, investigators will contact and meet with the complainant and respondent separately to discuss the sanctioning process and to schedule a hearing.

At the meeting, OEI’s investigative report and other documentation will be presented to the parties. Both parties will be informed of all the statements and evidence provided as well as the names of those providing the evidence to be used at the hearing.

b. Both parties will receive the “Hearing Format Request” form.

The “Hearing Format Request” form provides the complainant and respondent with the available options for participating in the hearing.

c. General Hearing Procedures before the ECC:
• The OEI/Title IX investigator will be called as the first witness and will testify as to the findings of the investigation.
• Both the complainant and the respondent may choose to participate in a manner that does not require their presence in the same room as the other party(ies).
• Both the complainant and the respondent are entitled to have one silent advisor present, for Sexual Misconduct cases only. This silent advisor may be an attorney. During the hearing, the silent advisor may confer only with the party she/he is advising and is not permitted to speak to the hearing body or to any other hearing participant before, during, or after the hearing.
• Both the complainant and the respondent have the right to testify on their own behalf. Neither the complainant nor the respondent is required to testify or be present at the hearing.
• Both the complainant and the respondent may hear and question adverse witnesses. Either the complainant or the respondent may choose to direct their questions through the chair.
• Both the complainant and the respondent may rebut unfavorable inferences.
• Both the complainant and the respondent may provide an impact statement.
• Both the complainant and the respondent shall receive concurrent notification of the sanction imposed by the ECC.
• Records shall be maintained by OEI in accord with the State University Model Retention Policy.

d. **Sanctions:** Factors considered when determining a sanction may include but are not limited to:
   • The nature, severity of, and circumstances surrounding the violation;
   • An individual’s disciplinary history;
   • Previous allegations involving similar conduct;
   • Completion of required training related to this policy;
   • The need for sanctions to bring an end to the Discrimination, Harassment, and/or Retaliation;
   • The need for sanctions/responsive actions to prevent the future recurrence of Discrimination, Harassment, and/or Retaliation; and
   • The need to remedy the effects of the Discrimination, Harassment, and/or Retaliation on the victim and the community.

e. **Appeal of disciplinary actions for staff respondent, non-tenured faculty respondent, and tenured faculty respondent receiving disciplinary action other than termination:** Either party may appeal the sanctions imposed for violation of the Non-Discrimination and Harassment Policy.

   Disciplinary action may only be appealed on the following grounds:
   • Procedural error that, if not corrected, would cause a significant difference in the sanction;
   • Disciplinary action inconsistent with the prescribed sanctions for violations of the Progressive Disciplinary Policy (Policy 8.3.4R); or
   • New evidence not available during the investigation or hearing.

   The appeal must be submitted, in writing, to the Chief Ethics and Compliance Officer or designee within five (5) business days of the hearing. The Chief Ethics and Compliance Officer or designee will review the appeal and determine if one of the three ground(s) for appeal have been met. If one or more of the grounds for appeal exist(s), the appeal will be forwarded to the Equity Complaint Appeals Council, which will review the appeal based only on the ground(s) identified by the Chief Ethics and Compliance Officer or designee.

   If no ground for appeal exists, the appeal will be denied and the sanction will be final.

f. **Principles Governing Appeals of Disciplinary Action for Staff Respondent, Non-Tenured Faculty Respondent, and Tenured Faculty Respondent Receiving Sanction other than Termination:**

   The Equity Complaint Appeals Council will hear the appeal within five (5) business days of receiving the appeal from the Chief Ethics and Compliance Officer or designee.
• Appeals are confined to a review of the written record on appeal, including but not limited to evidence presented at the hearing and documentation pertinent to the grounds for appeal. The Equity Complaint Appeals Council shall not consider matters outside of the hearing record in making a determination.
• Appeals granted based on new evidence will be remanded to the OEI investigator who will then review the factual findings to determine if the new information changes the factual finding. If the investigator determines that the factual finding has changed, the new factual finding will be sent to the ECC for discipline.
• Discipline imposed by the hearing panel is implemented immediately. In extraordinary circumstances, the Chief Ethics and Compliance Officer may stay the implementation of sanctions pending the outcome of the appeal of the discipline.

g. Appeal of disciplinary action, for tenured faculty respondent subject to, termination only:

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

h. Disciplinary action may be appealed only on the following grounds:
• Procedural error that, if not corrected, would cause a significant difference in the sanction;
• Disciplinary action inconsistent with the Regulation 8.4.3, Progressive Disciplinary Action; or
• New evidence not available during the investigation or hearing.

The appeal must be submitted, in writing, to the Chief Ethics and Compliance Officer or designee within five (5) business days of the hearing. The Chief Ethics and Compliance Officer or designee will review the appeal offer a recommendation as to whether or not the grounds for appeal have been met. The Chief Ethics and Compliance Officer or designee will submit his/her recommendation as to whether or not there are valid grounds for appeal, along with the written materials submitted by the complainant and/or respondent, to the Board of Regents. All documents to be used in the hearing before the Board of Regents must fully disclosed to the Chief Ethics and Compliance Office no less than five (5) days in advance of the hearing.

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

ii. Employee Resignation: Should an employee resign while an investigation is pending, the records of the Executive Director of OEI/Title IX Coordinator will reflect that status. The University’s response to any
future inquiries regarding employment references for that individual will also reflect that the employee resigned while an investigation was pending. The Executive Director of OEI/Title IX Coordinator will act promptly and effectively to remedy the effects of the prohibited conduct upon the victim and the community.

iii. **Failure to Complete Disciplinary Action/Comply with Responsive Actions:** Failure to follow through on disciplinary, responsive actions, and/or corrective actions by the date specified — whether by refusal, neglect, or any other reason — will result in additional disciplinary action up to and including termination from the University.

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**RECORDS**

Records will be retained in accordance with the State University Model Records Retention Schedule.

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**STATEMENT OF THE RIGHTS OF A PARTY BRINGING A COMPLAINT**

A party bringing a complaint pursuant to this policy has the following rights:

- To be treated with respect by Eastern Kentucky University officials;
- To take advantage of campus support resources;
- To experience a safe living, educational, and work environment;
- In the case of Sexual Misconduct or Sexual Harassment allegations, to have a silent advisor during hearings before the ECC, ECAC, or Board of Regents;
- To refuse to have an allegation resolved through conflict resolution procedures;
- To receive amnesty for certain student misconduct, such as alcohol or drug violations, that occurred ancillary to the incident;
- To be free from retaliation for reporting violations of this policy or cooperating with an investigation;
- To have complaints heard in accord with these procedures;
- To participate in any process regardless of whether the alleged victim serves as the complainant or the University stands as the complainant;
- To be informed in writing of the outcome/resolution of the complaint, sanctions where permissible, and the rationale for the outcome where permissible;
- To refer a complaint to law enforcement and receive assistance doing so; and
- To have minimal interaction or contact with the responding party.

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**STATEMENT OF THE RIGHTS OF THE RESPONDING PARTY**

A party against whom a complaint is filed has the following rights:

- To be treated with respect by Eastern Kentucky University officials;
- To take advantage of campus support resources;
- To experience a safe living, educational, and work environment;
- In the case of Sexual Misconduct or Sexual Harassment allegations, to have a silent advisor during hearings before the ECC, ECAC, or Board of Regents;
- To refuse to have an allegation resolved through conflict resolution procedures;
- To receive amnesty for certain student misconduct, such as alcohol or drug violations, that occurred ancillary to the incident;
- To be free from retaliation for reporting violations of this policy or cooperating with an investigation;
• To have complaints heard in accord with these procedures;
• To participate in any process regardless of whether the alleged victim serves as the complainant or the University stands as the complainant;
• To be informed in writing of the outcome/resolution of the complaint, sanctions where permissible, and the rationale for the outcome where permissible;
• To refer a complaint to law enforcement and receive assistance doing so; and
• To have minimal interaction or contact with the complaining party.

DEFINITIONS

Age Discrimination  Age discrimination involves treating someone less favorably because he or she is age 40 or older.

Business Day  A business day is a day during which University offices are open.

Consent  Consent means words or actions demonstrating a knowing and voluntary agreement to engage in mutually agreed-upon sexual activity. Consent is determined based on the totality of the circumstances. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent. Silence or the absence of resistance alone is not consent. A person can withdraw consent at any time during sexual activity by expressing in words or actions that he or she no longer wants the act to continue, and, if that happens, the other person must stop immediately. Consent cannot be obtained by force, by ignoring or acting in spite of the objections of another, or by taking advantage of the incapacitation of another.

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

Dating/Domestic/Intimate Partner Violence  A pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another, intimate partner.

Disability  See Regulation 1.3.4, Establishing Reasonable Accommodations Under the Americans with Disabilities Act ("ADA")/Section 504 of The Rehabilitation Act Compliance, for definition and details on accommodations.

Discrimination  Discrimination is defined as actions that deprive or limit access to education, employment, benefits, or other opportunities on the basis of an individual’s actual or perceived membership in a Protected Class.
The Equity Complaint Appeals Council (ECAC) hears appeals of disciplinary action involving student respondents seeking an appeal unrelated to a sanction of suspension or expulsion, staff, and non-tenured faculty respondents. The Council also hears appeals of disciplinary action involving tenured faculty respondents that do not involve termination. The members shall be the Senior Vice-President for Academic Affairs and Provost, the Vice-President for Finance and Administration, and the Dean of Students.

The Equity Complaint Council (ECC) is the body that determines sanctions/discipline for violations of this policy. The ECC is a University Standing Committee, appointed by the President based upon the joint recommendation of the Executive Director of Equity and Inclusion and the Title IX Coordinator. It consists of a pool of fourteen (14) members, who shall include six tenured faculty members, six staff members, and two student members. The Chair shall be a tenured faculty member, appointed by the President based upon the joint recommendation of the Executive Director of OEI and the Title IX Coordinator. Each hearing panel shall consist of two (2) faculty members and three (3) staff members, to be selected from the pool at random. In cases involving a staff respondent, the panel shall consist of two (2) faculty members and three (3) staff members, to be selected from the pool at random. In cases involving a faculty member respondent, the panel shall consist of three (3) faculty members and two staff members, to be selected from the pool at random. In cases involving a student respondent, the panel shall consist of three (3) faculty members, three (3) staff members, and one student member. The student member shall not participate in sanctioning processes involving employees. At least three members (for employee cases) and four (for student cases) must be present to constitute a quorum. Decisions shall be by majority vote of the members of the Council.

Conflicts of Interest
In addition to compliance with the University’s Code of Ethics policy, an ECC Panel member should disqualify himself or herself in a proceeding in which the Hearing Panel member’s impartiality might reasonably be questioned, including but not limited to instances where:

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

Failure to disqualify himself or herself or notify the Office of Equity and Inclusion/Title IX Coordinator of potential conflicts of interest is considered a violation of this regulation.

Restricted Communications
Hearing Panel members shall not initiate, permit, or consider communications made to the Hearing Panel outside the Grievance proceedings concerning a pending or impending Grievance, except as follows:

- Communications necessary to perform their responsibilities and duties
- Communication for scheduling, administrative, or emergency purposes, which does not address substantive matters;

If a Hearing Panel member receives an unauthorized communication bearing upon the substance of a complaint, the member shall promptly notify the complainant, respondent, University representative, and the Office of Equity and Inclusion/Title IX Coordinator of the substance of the communication and provide the parties with an opportunity to respond.

A Hearing Panel member shall not investigate facts in a complaint, and shall consider only the evidence presented and any facts that may be pertinent to the sanctioning/discipline determination.

**Force or Coercion**

The term “force” or “coercion” means (1) threats of serious physical, emotional, or psychological harm to or physical restraint against any person, or (2) any scheme, plan, or pattern intended to cause a person to believe that failure to perform an act would result in serious harm to or physical restraint against any person.

**Gender Expression**

Gender expression is how someone expresses gender through appearance, behavior, or mannerisms. A person’s Gender Expression may or may not be the same as the Gender Identity or assigned sex at birth.

**Gender Identity**

Gender identity is the individual’s internal sense of being male, female, transgender, or other gender.

**Genetic Information**

Genetic information includes information about an individual’s genetic tests and the genetic tests of an individual’s family members, as well as information about the manifestation of a disease or disorder in an individual’s family members (i.e., family medical history).

**Hostile Environment**

A hostile environment may be created by oral, written, graphic, or physical conduct that is sufficiently severe, persistent/pervasive, and objectively offensive that it interferes with, limits, or denies the ability of an individual to participate in or benefit from educational programs or activities or employment access, benefits, or opportunities.

**Incapacitation**

Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction). This policy also covers a person whose incapacity results from mental disability, involuntary physical restraint, and/or from the consumption of alcohol or other incapacitating drugs. A person can be intoxicated without being incapacitated.
Intimidation
Intimidation is defined as an actual or implied threat or act that causes fear of harm in an individual on the basis of actual or perceived membership in a Protected Class.

National Origin
National-origin discrimination involves treating people (applicants or employees) unfavorably because they are from a particular country or part of the world, because of ethnicity or accent, or because they appear to be of a certain ethnic background (even if they are not). National-origin discrimination also can involve treating people unfavorably because they are married to (or associated with) a person of a certain national origin or because of their connection with an ethnic organization or group.

Non-Consensual Sexual Intercourse
Non-Consensual Sexual Intercourse is defined as any sexual penetration or intercourse (anal, oral, or vaginal), however slight, with any object, by a person upon another person, that is without Consent and/or by force.

Non-Consensual Sexual Contact
Non-Consensual Sexual Contact is defined as any intentional sexual touching, however slight, with any object, by a person upon another person that is without Consent and/or by force.

Pregnancy Discrimination
Pregnancy discrimination involves treating a woman (an applicant or employee) unfavorably because of pregnancy, childbirth, or a medical condition related to pregnancy or childbirth.

Preponderance of the Evidence
More likely than not.

Protected Activity
A protected activity pursuant to this policy includes making a report of Discrimination, Harassment, or Sexual Misconduct, or otherwise participating in an investigation of such a report.

Protected Class
A group of people protected from Discrimination and/or Harassment based upon membership in the specific group. Under this policy, Protected Classes include age (40 and over), race, color, religion, sex, sexual orientation, gender identity, pregnancy, ethnicity, national origin, disability, veteran status, and genetic information.

Race/Color
Race discrimination involves treating someone unfavorably because he or she is of a certain race or because of personal characteristics associated with race (such as hair texture, skin color, or certain facial features). Color discrimination involves treating someone unfavorably because of skin color complexion. Race/color discrimination also can involve treating someone unfavorably because the person is married to (or associated with) a person of a certain race or color or because of a person's connection with a race-based organization or group, or an organization or group that is generally associated with people of a certain race or color.

Retaliation
Any adverse action a University Community Member experiences as a result of the University Community Member making an Inquiry,
Religion

Religious discrimination involves treating a person unfavorably because of his or her religious beliefs or because she or he does not subscribe to a belief system. The law protects not only people who belong to traditional, organized religions such as Buddhism, Christianity, Hinduism, Islam, and Judaism, but also others who have sincerely held religious, ethical, or moral beliefs.

Religious discrimination can also involve treating someone differently because that person is married to (or associated with) an individual of a particular religion or because of his or her connection with a religious organization or group or because he or she does not subscribe to a belief system.

Silent Advisor

In cases involving allegations of sexual misconduct, a party may choose to have another individual accompany him or her to meetings with the investigator(s), or to a hearing. The advisor’s role in any meeting or hearing is limited to quietly conferring with the party through written correspondence or whisper, and the advisor may not address any other participant or the hearing panel. An attorney may serve as a silent advisor.

Sexual Exploitation

Sexual Exploitation is the use of non-consensual or abusive sexual advantage of another, and includes situations in which the conduct does not fall within the definitions of Sexual Harassment, Non-Consensual Sexual Intercourse, or Non-Consensual Sexual Contact.

Examples of Sexual Exploitation include, but are not limited to:

- Sexual voyeurism (such as watching a person undressing, using the bathroom, or engaging in sexual acts without the consent of the person observed); or
- Taking pictures or video or audio recording another in a sexual act, or in any other private activity without the consent of all involved in the activity, or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or distributing sexual pictures without the photographed person’s consent);
- Prostitution;
- Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted infection (STI) and without informing the other person of the infection; and
- Administering alcohol or drugs to another person without his or her knowledge or consent.

Sexual Harassment

Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:
Submission to such conduct is either explicitly or implicitly a term or condition of an individual’s education or employment; submission to or rejection of any such conduct by an individual is used as a basis for education or employment decisions; or such conduct is sufficiently severe or pervasive to alter the conditions of or have the purpose or effect of substantially interfering with an individual’s work or academic performance by creating an intimidating, hostile, or offensive working or education environment.

Sexual Harassment does not include verbal expression or written or electronic material relevant and appropriately related to course subject matter or curriculum. This policy shall not abridge academic freedom nor the University’s educational mission.

Sexual Misconduct

The Commonwealth of Kentucky defines various violent and/or non-consensual sexual acts as crimes in KRS 510. The University may take action in cases in which no criminal charges are filed and its procedures are substantively different from those used in the criminal justice system. The University considers the following violations to be sexual misconduct: Sexual Harassment, Dating/Domestic/Intimate Partner Violence, Non-consensual Sexual Contact, Non-consensual Sexual Intercourse, Sexual Exploitation, and Stalking.

Stalking

Stalking is a course of conduct directed at a specific person on the basis of actual or perceived membership in a Protected Class that is unwelcome and would cause a reasonable person to feel fear.

University Community Member

All faculty, staff, students, and Board of Regents members as well as anyone doing business for or with the University.

Veteran

The term “veteran” means a person who served in the United States active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable.

RESPONSIBILITIES

The Office of Equity and Inclusion, in coordination with the Title IX Coordinator/Deputy Coordinators, is responsible for administering this regulation.

INTERPRETING AUTHORITY

Title IX Coordinator (for issues of discrimination on the basis of sex/gender)
Executive Director of the Office of Equity and Inclusion (for all other issues within the Policy)
TAILGATING POLICY

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

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

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

Please review the University’s Consumption and Serving of Alcohol Beverages Policy (9.1.1P) for further information concerning alcohol beverages on campus.

GENERAL

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

TAILGATING LOCATIONS, TIMES AND PERMITS

- Tailgating is permitted only in the Colonel Club and Alumni Coliseum Parking Lots or such other locations as the President might approve.
• Tailgating may begin in the areas designated within this regulation at 9:00 a.m. on event day.

• Since the object of tailgating is to engender support for the EKU athletic teams, persons should leave the tailgating area to attend the game no later than 30 minutes after the actual start time of the event.

• Persons planning to tailgate do not have to get prior approval or secure the services of a licensed provider.

**USE OF ALCOHOL**

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

• Open containers of alcohol outside of Colonel Club and Alumni Coliseum Parking Lots are strictly prohibited.

• Consumption of alcoholic beverages by persons under 21 years of age is strictly prohibited.

• Consumption of alcoholic beverages from their original containers is strictly prohibited. All alcoholic beverages shall be consumed from paper or plastic cups and not from cans or bottles. EKU encourages the use of recyclable drink containers. For safety purposes, glass beverage containers are prohibited.

• Kegs and other mass, common sources of alcohol are strictly prohibited. In addition, use of accelerated drinking games and accelerated devices is strongly discouraged.

**VEHICLES**

• Each vehicle is permitted one (1) parking space and the area directly behind the vehicle for tailgating. Tailgate participants may not block aisles or other vehicles from parking.

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

• Any vehicle that requires more than one (1) space requires prior approval from the University Athletics Department.

**NOISE**

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

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

• Live musical bands and other live performances are not allowed at tailgating locations unless sponsored or approved by the University Athletics department.
FOOD/GRILLING

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

- Grilling is permitted in the tailgating area. Only propane (with a maximum propane cylinder size of 20 lbs.) and charcoal grills are permissible sources of heat for cooking.

- Burned coals and/or residue from cooking may not be permitted to make contact with the paved surface of the parking lot. Hot coals must be completely extinguished with water prior to leaving the tailgate site.

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

STRUCTURES (TENTS AND FURNITURE)

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

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

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

- No domestic furniture (i.e., couches, lounge chairs, etc.) will be permitted in the tailgate area.

CLEANUP

- Individuals and groups participating in tailgating are required to clean up their immediate parking lot area before going to the game or leaving the parking area. Tailgaters are encouraged to make use of available glass and aluminum recycling containers in and around Alumni Parking Lot for recycling their original beverage containers.

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

TOBACCO-FREE CAMPUS

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

In 2005, a Smoke Free Zone Task Force developed a University-wide Smoke Free Zone Policy approved by the Board of Regents on June 12, 2006 effective July 1, 2006. This policy supersedes the 2006 Smoke Free Zone Policy.
The use of all Tobacco is prohibited on all Property that is owned, leased, occupied, or controlled by the University. This includes buildings and structures, residence halls, housing facilities operated by Employee Housing, grounds, exterior open spaces, parking lots, and garages, on-campus sidewalks, streets, driveways, stadiums, recreational spaces, practice fields, University Property outside the main campus such as regional campuses, farm facilities, art galleries, performance venues, and sporting venues and functions that are held in these facilities and venues.

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

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

**EXEMPTIONS**

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

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

Tobacco use may be permitted on properties the University owns, but leases or otherwise conveys an interest (e.g. an easement) to a non-University party, according to the provisions of the applicable lease or agreement.

Tobacco use may be permitted in employee housing units under current leases. Any new leases for new tenants after June 1, 2014 will prohibit the use of tobacco in employee housing units.

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

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

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

**VETERANS NON-DISCRIMINATION STATEMENT**

It is the policy of the University that there shall be no discrimination in employment (including recruitment, hiring, promotion, compensation and any other condition, or privilege of employment) on the basis of status as a disabled veteran, Vietnam era veteran (as defined in 38 USC Sec. 4211 and 41 CFR 60-250) or as a veteran who has served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized, with regard to any position for which such individual may be qualified. This policy is intended to be in compliance with the University’s obligation as a federal contractor under the Vietnam Era Veteran’s Readjustment Assistance Act, specifically 38 USC Sec. 4212, and its implementing regulations, 41 CFR 60-250. Any complaint arising by reason of alleged discrimination shall be directed to: Equal Opportunity Office, Eastern Kentucky University, Jones Building, Room 106, Coates CPO 37A, Richmond, Kentucky 40475-3102, (859) 622-8020 (V/TDD).
STUDENT COMPLAINTS—GENERAL PROCESS

In general, any student who feels that they have not been treated appropriately by a university official may file a complaint or grievance following the procedures listed below. EKU’s organizational chart is located on the web at http://www.president.eku.edu/orgchart/eku_org_chart1dec2007v2.pdf

ACADEMIC AFFAIRS AREA

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

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

FINANCE AND ADMINISTRATION AREA

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

STUDENT SUCCESS AREA

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

OTHER UNIVERSITY OFFICES
For offices not listed in the areas above, students should utilize the university organizational chart at http://www.president.eku.edu/orgchart/eku_org_chart1dec2007v2.pdf to determine the appropriate person(s)/offices where a complaint should be filed.

CHAPTER TWO: ACADEMIC INFORMATION

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

ACADEMIC FREEDOM

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

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

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

ACADEMIC INTEGRITY

(See Chapter 4 for more details about this Policy)

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

PURPOSE

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

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

**ACADEMIC STANDARDS**

**MINIMUM ACADEMIC STANDARDS**

**SATISFACTORY PROGRESS**: Degree-seeking students shall be considered as making satisfactory progress so long as they remain in good academic standing (2.0 cumulative GPA) and enroll in courses required or allowed in their chosen academic program.

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

**GOOD ACADEMIC STANDING**: Students are expected to maintain at least a 2.0 cumulative grade point average (GPA) while enrolled at EKU. The actions described below pertain to students whose cumulative GPA falls below 2.0. Once a student’s cumulative GPA returns to 2.0 or above, he/she is once again in good academic standing.

**ACADEMIC PROBATION**: Students who earn a cumulative GPA of less than 2.0 will be placed on academic probation beginning the next semester they are enrolled. While on academic probation students may not enroll in more than 13 credit hours in either fall or spring terms or more than six hours during a full (12-week) summer term. Effective Fall 2012, students who are on academic probation and cease continuous enrollment, and subsequently wish to return to the institution, must apply for readmission and will be held to specific readmission criteria (please refer to the requirements for readmission section of the Undergraduate Catalog).

**ACADEMIC SUSPENSION**: At the end of a semester on academic probation, students must have earned a semester GPA of at least 2.0 or raised their cumulative GPA to 2.0. Students not meeting the semester or cumulative GPA requirement will be placed on academic suspension. Students may not enroll in classes at EKU while academically suspended. Students who are academically suspended for the first time may not enroll in classes at EKU for one full semester (summer is counted with the next fall semester if a student is academically suspended at the end of the spring term). Students may be academically suspended up to three times during their academic career at EKU. The second academic suspension is for one calendar year and a third academic suspension is for two calendar years. An academically-suspended student will return to EKU on academic probation if his/her cumulative GPA is less than 2.0 at the time of his/her return. Previously-suspended students are subject to EKU requirements for readmission (please refer to the requirements for readmission section of the Undergraduate Catalog).
ACADEMIC DISMISSAL: Students who have been academically suspended three times must maintain a semester GPA of 2.0 or better each semester after they return. Students who have been academically suspended three times, and after returning are unable to maintain a semester GPA of 2.0, will be academically dismissed from EKU for a period of five calendar years and are subject to EKU requirements for readmission (please refer to the requirements for readmission section of the Undergraduate Catalog).

ATTENDING ANOTHER SCHOOL WHILE SUSPENDED OR DISMISSED: During the time a student is academically suspended or dismissed from EKU, course work earned at another regionally accredited college or university will be considered for transfer credit when the student returns to EKU. Students are responsible for requesting that an official transcript of any transfer course work be sent to the EKU office of admissions when they apply for readmission to EKU. Students should consult with their advisor or college for the applicability of course work taken at another institution to their degree program at EKU.

APPEALING ACADEMIC STANDING: Students may appeal an academic suspension if they believe that catastrophic circumstances beyond their control prevented them from being academically successful. They may appeal their academic suspension to the University Readmission Appeals Committee.

For their petition to be considered, students must provide a written appeal with appropriate supporting documentation. Students may not appeal an academic dismissal.

FIRST-TIME FRESHMEN GRADE REVIEW PROCESS
The first semester for first-time freshmen is pivotal to academic success and graduation. All first-time freshmen will have their mid-term grades reviewed by the office of University advising and the registrar during their first semester at EKU. If all reported mid-term grades are F, FN, U, or UN (indicating non-attendance and/or failure to meet course requirements) the student will be required to participate in an intervention program that includes the following:

- a study skills workshop
- a student success contract
- a registration hold
- students will be moved from a baccalaureate program into the associate of general studies major until they have earned a 2.0 term GPA.

Students who fail to attend the workshop, respond to any communication, or comply with a success contract may be academically suspended at the end of the semester.

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

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

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

Students who know they will be absent should contact their instructor or the academic department office prior to the first class meeting to explain their absence and request that the instructor not drop them from the class. Students are responsible for monitoring their class schedule and should never assume that missing the first day of class will automatically result in removal from that class. While faculty may exercise their authority to drop a student for being absent on the first day of class, faculty are not required to do so. A student who never attends a class but remains enrolled will fail that course.

The University expects all students to be officially registered and to attend class. Students may not attend a class if they are not officially enrolled – this means that the class is listed on their schedule as viewed through EKUDirect.

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

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

CATALOG

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

CLASSIFICATION OF STUDENTS

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

- **Freshman** - 0-29 semester hours earned
- **Sophomore** - 30-59 semester hours earned
- **Junior** - 60-89 semester hours earned
- **Senior** - 90 or more semester hours earned
ENROLLMENT AND CLASS SCHEDULE

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

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

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

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

CLASS SCHEDULE CHANGES

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

WITHDRAWING FROM A CLASS
1. 2nd Week – 12th Week: a student will be assigned a grade of "W" for all withdrawn courses, and a "W" will appear on the grade report and transcript. A student may officially withdraw from a full-semester course online through EKU Direct from the end of the Schedule Change Period (1st week of class) through the end of the 12th week of a regular (fall/spring) semester.

   Beginning with the 5th week of the term, student will be assessed a $50 per credit hour fee after withdrawing from a course ($150 is the maximum fee for any course of 3 or more credit hours).

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

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

The student should complete a Late Withdrawal Petition Form (available from the Registrar’s website) and should include justification and documentation for the withdrawal. If approved, the registrar will assign the grade of "W" and will notify the instructor of the class.

For details refer to the registrar’s website (www.registrar.eku.edu).

All course withdrawals approved by the Compassionate Withdrawal Committee will be assessed a $50 per credit hour fee, to a limit of $150 per course. The Compassionate Withdrawal Committee is not authorized to consider any appeals of the $50 per credit hour course withdrawal fee. The withdrawal fee will not be assessed if the student is withdrawing from all classes for that semester.

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

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

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**GRADING**

**PURPOSES OF GRADING**

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

**PRINCIPLES OF GRADING**

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

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

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

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

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**LETTER GRADES**

Grades, which are represented by letters, are given point values as indicated:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Meaning</th>
<th>Grade Points per Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0.0</td>
</tr>
<tr>
<td>FX</td>
<td>Failure due to Academic Dishonesty</td>
<td>0.0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0.0</td>
</tr>
<tr>
<td>IM</td>
<td>Incomplete Due to Military Obligations</td>
<td>0.0</td>
</tr>
<tr>
<td>P</td>
<td>Passing</td>
<td>0.0</td>
</tr>
<tr>
<td>S</td>
<td>Passing</td>
<td>0.0</td>
</tr>
<tr>
<td>U</td>
<td>Failure</td>
<td>0.0</td>
</tr>
<tr>
<td>WM</td>
<td>Withdraw Due to Military</td>
<td>0.0</td>
</tr>
<tr>
<td>W</td>
<td>Withdraw</td>
<td>0.0</td>
</tr>
</tbody>
</table>
### IN PROGRESS

Instructors may assign a grade of “IP” in certain approved courses in which it might reasonably take students more than a single semester to complete all requirements. A student assigned an "IP" grade for internship, practicum, or self-paced courses must complete requirements within the calendar year after the “IP” is awarded to receive credit. If requirements are not completed, the Registrar will change the “IP” grade to “NC” (NO CREDIT), and the student must register again for the course to receive credit.

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

### INCOMPLETE

An instructor may assign a grade of “I” if the instructor believes that a student has been unable to complete the course on time because of unavoidable conditions. An Incomplete Grade Contract must be received by the Registrar’s Office no later than 30 days past the deadline for final grade submission. The student’s signature is not required for the contract to be enforced. A copy of the contract will be mailed to the student by the Registrar’s Office, giving the student a 10 day window in which to decline the incomplete grade.

While the faculty will be able to submit the “I” grade through the online grade submission process, any “I” grade that is not accompanied by an Incomplete Grade Contract within 30 days of the advertised final grade submission deadline will be converted to an “F.” Any student receiving a grade of “I” must coordinate with the instructor to satisfy all outstanding coursework for the course. Students should not register to repeat the course in a subsequent term. Once outstanding requirements for the course are satisfied, the instructor will process a change of grade form converting the “I” to a letter grade. The deadline for the grade change is the last day of class of the next full-length (i.e., fall or spring) term. Once this deadline has passed, the “I” becomes an “F.”

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

### GRADE APPEAL

If a student wishes to appeal a course grade, the procedure below should be followed:
The student should consult with the instructor, seeking a satisfactory explanation.

If, after consulting with the instructor, the student believes that a grievance exists, the student may present a complaint in writing outlining the basis of the grievance to the department chair within 30 days after the beginning of the next semester, exclusive of summer session.

The department chair shall consider the matter in consultation with the instructor and the student and exercise influence towards mediation.

If the grievance remains unsettled, the department chair shall as soon as practicable refer the matter to the departmental committee on academic practices composed of the department chair, two members of the department elected by the faculty thereof (with one alternate member to serve in the event that one of the regular members is the person against whom the complaint has been lodged), and one student member chosen by the department chair. All members of the committee shall have voting privileges. In cases where the department has an insufficient number of faculty members to make the above procedure workable, the Provost and Vice-President for Academic Affairs and the dean of the college in which the course is offered shall appoint an appropriate committee.

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

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

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

GRADE CHANGE

All grade changes must be made by the following deadlines: for fall semester grades - the last day of classes of the following spring semester; and for spring and summer semester grades - the last day of classes of the following fall semester.

GRADUATION

APPLICATION FOR GRADUATION

Undergraduate students become eligible to graduate by:

- Completing all program requirements as specified in the applicable undergraduate catalog.

- Submitting a Graduation Application in the semester they reach 90 hours. Students will be reminded to apply online (EKUDirect) by the Registrar. Students will have a registration hold until they select a reasonable
graduation term and have a plan in Degree Works that will create a pathway to achieve that graduation goal.

**Graduate students** become eligible to graduate by:

- Completing all program requirements as specified in the applicable graduate catalog.
- Submitting a Graduation Application
  
  by: August 18 for December
  
  graduation February 27 for May
  
  graduation

Ceremonies are held at the close of the Fall and Spring semesters. Students who are candidates for graduation are encouraged to participate in the ceremony. Students should refer to the Graduation Information website for ceremony details (http://registrar.eku.edu/graduation).

**Satisfactory Academic Progress**

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

Students are expected to maintain at least a 2.0 cumulative grade point average (GPA).

**Schedule Changes**

**Adding Courses**

Courses may be added to a student's schedule any time during the first seven days of a full semester class during the fall and spring, and the fourth day of summer school. These dates can be found in the Colonels Compass which can be found in the “Quick Links”, at the bottom of the EKU homepage.

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

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

**Late Registration**

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

Students have several options for study abroad at EKU. Courses offered as part of the study abroad programs vary widely, including language and culture, business, literature and the arts, science and social science, philosophy and religion, and many others. Costs vary according to program. Refer to: http://www.eku.edu/academics/studyabroad/

Financial Aid (usually in the form of loans) and Scholarships are available. For additional Study Abroad information contact (859-622-1705).

SYLLABUS POLICY

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

ELEMENTS FOR A COMPLETE SYLLABUS

♦ Department, prefix, number, title, and credit hours.
♦ Catalog course description, including prerequisites. This element is necessary only if the course is new or the description has been revised since the publication of the latest Catalog.
♦ Text(s) with dates, supplemental text(s), other required readings and references.
♦ Course objectives.
♦ Course outline—a topical outline indicating subject matter, scope, contents, and an approximate time schedule.
♦ Course requirements—required activities, papers, quizzes, exams, oral reports, special projects, field trips, labs, etc. An approximate time schedule for these requirements must be included.
♦ Additional requirements for graduate students in 700-level classes taught concurrently with 500-level classes.
♦ Evaluation method(s) and relative weight of each course requirement.
♦ Student Progress - the syllabus will describe a mechanism by which the instructor will provide students with written information on their progress in the course at least once prior to the mid-point of the course.
♦ Attendance policy.
♦ Notification of the last day to drop the course if the course starts or stops on nonstandard dates.

WITHDRAWING FROM CLASS/CLASSES

WITHDRAWING FROM A CLASS - 2ND WEEK THROUGH 12TH WEEK: a student will be assigned a grade of “W” for all withdrawn courses, and a “W” will appear on the grade report and transcript. A student may
officially withdraw from a full-semester course online through EKU Direct from the end of the Schedule Change Period (1st week of class) through the end of the 12th week of a regular (fall/spring) semester.

Beginning with the 5th week of the term, and until the end of the 12th week, students will be assessed a $50 per credit hour fee in order to withdraw from a course ($150 for a typical 3 credit hour course).

**WITHDRAWING FROM A CLASS - AFTER THE 12TH WEEK:** after the twelfth week of a regular Fall/Spring semester, only students who are the victim of extraordinary circumstances may petition to the Compassionate Withdrawal Committee through the Registrar’s office. The deadline for filing a petition for withdrawal under extraordinary circumstances is the last day of the full semester following the term from which the student is seeking withdrawal. The student should complete a Withdrawal Petition Form (available from the registrar’s Web site) and should include justification and documentation for the withdrawal. If approved, the registrar will assign the grade of "W" and will notify the instructor of the class. For details refer to the registrar’s website [www.registrar.eku.edu](http://www.registrar.eku.edu).

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

Please refer to the Colonel's Compass for term specific withdrawal dates.

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

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

**WITHDRAWAL DEADLINES FOR PARTIAL SEMESTER AND SUMMER CLASSES**

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

**WITHDRAWAL FROM THE UNIVERSITY**

Students finding it necessary to withdraw from the University may withdraw from all courses online using EKU Direct through the 12th week of a regular term. Students are not allowed to withdraw from a course or from the University after the twelfth week of a regular term, unless they are the victim of extraordinary circumstances. A grade of "W" is assigned for each withdrawn class. Students who leave the University without an official withdrawal are subject to the grade of “F.” Students who withdraw completely from the university (from every class) will not be assessed a withdrawal fee. A complete withdrawal from the University, after the 4th week of the full semester does NOT impact tuition or fee charges. There is zero tuition or fee refund associated with withdrawals after that period. Before the period there may be some partial tuition refund. Please refer to the Colonel’s Compass for term specific withdrawal dates.

After the twelfth week, a student who is the victim of extraordinary circumstances may petition to the Compassionate Withdrawal Committee through the Registrar’s office. The deadline for filing a petition for
withdrawal under extraordinary circumstances is the last day of the full semester following the term from which the student is seeking withdrawal. The student must complete a Withdrawal Petition Form and should include justification and documentation for the withdrawal. If approved, the registrar will assign grades of "W" for every class not yet completed and graded, and will notify the instructors of the class. For forms and more details, refer to the registrar’s website (www.registrar.eku.edu).

DINING SERVICES REFUND FOR STUDENTS WITHDRAWING FROM THE UNIVERSITY:

1. For Colonel Card dollars, a refund of the full remaining account balance (greater than $10) will be made. If there is a balance due to the University these monies will be applied to that account.

2. For Meal Memberships, a pro-rated refund proportional to the time remaining in the semester will be given. Refunds will only be given to students who are officially withdrawing from the University. Optional flex dollars are non-refundable.

For Colonel Card dollars refund, please send or fax a request to: Dining Accounts Office, 17 Powell Building, Richmond, KY 40475; fax (859) 622-6226. For Meal Memberships, you will automatically be refunded as of the date you officially withdraw from the University.

HOUSING REFUND FOR STUDENTS WITHDRAWING FROM THE UNIVERSITY:

For Housing refunds, a pro-rata refund proportional to the time remaining in the semester will be made. The procedure is that a copy of the activation papers along with a copy of the request to be withdrawn should be sent to the Director of Housing, WHITLOCK CPO 51, Eastern Kentucky University, 521 Lancaster Avenue, Richmond, Kentucky 40475-3151.

WITHDRAWALS DUE TO EXCEPTIONAL SITUATIONS

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

COMPASSIONATE WITHDRAWAL

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

MEDICAL WITHDRAWAL

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

Requests for a Medical Withdrawal requires thorough and credible documentation by the appropriate healthcare provider. Details regarding the process and standards for approval are found on the Registrar’s website; [http://registrar.eku.edu/withdrawal](http://registrar.eku.edu/withdrawal) information. The deadline for filing a petition for a Medical Withdrawal is the last day of the current semester. If the request to take a medical leave of absence is due to physical issues, the appropriate documenting healthcare provider is a licensed medical practitioner with knowledge of the student’s past medical history and who is presently working with the student to resolve current physical health issues. The medical practitioner should be the student’s primary health care provider at the time of the request for Medical Withdrawal, and should not be a family member. If the medical situation involves emergency hospitalization, documentation from the emergency room physician or hospitalist is required in lieu of the preceding information. If the request is due to mental health reasons, the appropriate documenting healthcare provider would be a licensed psychiatrist, psychologist or counselor with knowledge of the student’s past mental health history and who is presently working with the student to resolve the current mental health problems and should not be a family member. Taking a Medical Withdrawal of at least one full semester away from the University will enhance the likelihood of success upon the student’s return. The student will be obligated to adhere to the requirements for returning from a medical leave (see details on Registrar’s website: [http://registrar.eku.edu/withdrawal](http://registrar.eku.edu/withdrawal) information). The student is expected to provide documentation that the physical or mental health condition has been treated and symptoms that required withdrawal from the University are sufficiently resolved to allow the student to return to the University. A Medical Withdrawal is designed for academic purposes, not financial purposes; it allows the student the opportunity to protect his/her academic standing with the University by preventing the student from failing all courses for that semester.

For details on the process to request a Medical Withdrawal refer to the Registrar’s website at [www.registrar.eku.edu](http://www.registrar.eku.edu).

**IN VOLUNTARY MEDICAL WITHDRAWAL**

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

**MILITARY WITHDRAWALS FROM THE UNIVERSITY**

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

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**STOPPING OUT AND RETURNING TO EKU**

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

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

**Students who have received a "W" grade in all classes during a semester are considered to have "withdrawn" From the University.

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**CHAPTER THREE**

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

**OFFICE OF FINANCE AND ADMINISTRATION**

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

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

**BARNES & NOBLE @ EKU BOOKSTORE**

Keen Johnson Building
Phone: (859) 622-2696
The Barnes & Noble at EKU Bookstore is located at the heart of campus in the Keen Johnson Building. The Bookstore is the place for one-stop shopping on all EKU licensed merchandise, textbooks, and much more. It offers a wide variety of products, services, and events including:

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

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

Regular EKU Bookstore hours are:

- Monday-Thursday: 7:45 a.m. - 6:00 p.m.
- Friday: 7:45
- Saturday: 1:00 a.m. - 3:00 p.m.

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

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**COLONEL 1 CARD OFFICE**

Powell Student Center, #114  
Phone: (859) 622-2179  
Fax: (859) 622-6226

The Colonel Card 1 office provides students with a variety of services regarding their EKU student identification card, the Colonel 1 Card. This identification card is used for meal plans, optional flex, Colonel Cash, campus vending machines, and at the EKU Bookstore. In addition, EKU has partnered with Higher One for refund disbursements and to add optional banking solutions.

The Colonel 1 Card office is responsible for issuing new and replacement identification cards. The Colonel 1 Card office will troubleshoot any issues that a student may have with their card or accounts associated with their card. Students, faculty, and staff may purchase meal plans and add money to their accounts in the Colonel 1 Card office.
The Colonel 1 Card will allow students access to the following:

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

The Colonel 1 Card has three different accounts associated with the card:

- Colonel Cash - this is a prepaid account that can be used at the EKU dining Services locations, the EKU Bookstore, and campus vending machines. This account will carry balances over from year-to-year.

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

- Optional Flex - this is a prepaid account that can be used at any EKU Dining Services location. Please check with EKU Dining Services regarding terms and conditions associated with this account. This account will carry balances over from year-to-year.

Acceptable methods of payment for meal plans, optional flex, or Colonel Cash accounts are cash, check, Visa, MasterCard, University student account (meal plans only).

The Colonel 1 Card office is open during the following normal business hours:

Monday through Friday  8:00 a.m. - 5:00 p.m.

The Colonel 1 Card is property of EKU and is issued for convenience. It must be presented (or surrendered) upon request by authorized officials of the University. This card is to be returned upon termination of the holder’s relationship with the University. Any expenditure associated with the use of this card is the responsibility of the holder until it is reported lost/stolen.

A fee will be charged for damage made to the identification card or if the card is lost or stolen. The loss of a card must be reported immediately to the Colonel 1 Card office, Powell Student Center, (859) 622-2179.

FINANCIAL OBLIGATIONS OF THE STUDENT

Any student or former student who is indebted to the University and who fails to make satisfactory settlement within a time limit prescribed is liable for administrative action. Students who are indebted to the University may not register at the University nor will their transcript be released until the debt is paid. Any student indebted to the University who cannot meet his or her financial obligations within the time limit prescribed is responsible for calling on the division of Student accounting Services and explaining the reasons for failure to pay. Students who fail to pay their account balance in a timely manner may also be liable for additional collection costs incurred by the University in collecting the amount owed.
REFUND POLICY

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

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

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

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

FINANCIAL APPEALS

An appeals process exists for students who feel that individual circumstances warrant exceptions from published policy. Financial appeals may be submitted if a student had an unforeseeable and unavoidable situation during the semester the charges were incurred that prevented them from attending classes and completing the semester. All appeal letters should be submitted by the student in writing clearly stating the reason for the appeal.

Documentation should be attached to all appeal letters to validate the situation. Circumstances that do not qualify for financial appeal include pre-existing conditions, routine pregnancy, employment opportunities and financial hardship, including denial of financial aid. In most cases, any refund that is the result of an approved appeal will be returned to the source of the payment, the student, the financial aid lender, or a third party entity. Financial appeals should be submitted to the Financial Appeals Committee, Whitlock Building CPO 60, 521 Lancaster Avenue, Richmond, KY 40475.

Refunds for reduction in course load for part-time students will be at the same percentage rate as for students who officially withdraw from the University; however, if the reduction in course load results from the cancellation of a class or from the student having been permitted to enroll for a class for which he or she was not eligible, a full refund will be made of the registration fee for the course being dropped.
Tremendous emphasis is placed on actively measuring customer satisfaction, responding to a changing environment, and continuous improvement. EKU Dining Services is dedicated to helping the EKU campus thrive.

DIVISION OF STUDENT SUCCESS

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

The Division of Student Success includes the following departments: Admissions, Advising, Associate Vice President for Student Success, Assistant Vice President Branding and Marketing, Bratke Student Athlete Academic Success Center, Campus Recreation, Counseling Center, Dean of Students, Dining Services, Diversity Equity and Inclusion, Diversity Initiatives, ELS, Executive Director Enrollment Management, Executive Director Retention and Graduation, Executive Director Student Affairs, Executive Director Student Life & Auxiliary Services, Financial Aid, First Year Programs, Green Dot, GURUS, International Student and Scholar Services, Meditation Chapel, Military and Veterans Affairs, Services for Individuals with Disabilities, Student Health Services, Student Life, Student Outreach and Transition Office, Student Rights and Responsibilities, TRIO Programs, University Counsel, University Housing, and Upper-Class Retention.

OFFICE OF ADMISSIONS
Whitlock 112
Phone: (859) 622-2106

The office of Admissions is responsible for recruitment of qualified undergraduate students to the university. This office processes applications for undergraduate students who are transferring or returning to EKU, as well as international students and new first time freshman. Students who have questions regarding residency or application status may address their inquiry to the office of Admissions (admissions@eku.edu).

BRATZKE STUDENT-ATHLETE ACADEMIC SUCCESS CENTER
Alumni Coliseum 103
Phone: (859) 622-1628
www.saasc.eku.edu

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

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

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

CAMPUS RECREATION
Fitness and Wellness Center, SRC 105
Phone: (859) 622-1244
Fax: (859) 622-6754 www.campusrec.eku.edu

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

Campus Recreation oversees numerous facilities, which includes the operation of the FITNESS AND WELLNESS CENTER. The Fitness and Wellness Center is a state-of-art facility which includes:

- Full line of weight and Group Exercise fitness equipment
- Multipurpose gymnasiums
- Locker Rooms
- Indoor Track
- Climbing Wall
- Student Lounge with computers
- Bouldering Wall
- Full Swing Golf Simulator

The department is also responsible for the Burke Wellness Center, Presnell Outdoor Rental Center, Begley and Weaver gymnasiums, outdoor basketball courts and intramural field complex.

The Fitness Program offers a variety of group fitness classes each week taught by trained, motivated and friendly instructors. All fitness levels are welcome and each group fitness class is offered at no charge. Examples of group fitness classes include step, yoga, Pilates, group cycling, and kick-boxing. For those who need a more personal touch, we offer affordable personal training by certified personal trainers. Personal training is a great way to attain one-on-one instruction incorporating exercise plans, goal-setting and health education.

Adventure Programs offers a wide variety of trips and workshops each semester. Previous trips have included: hiking and camping, backpacking, mountain biking, kayaking/canoeing, spelunking, white water rafting, climbing, bouldering and canyoneering. The climbing and bouldering walls are an exciting and engaging alternative to traditional exercise. In addition, Adventure Programs provides an extensive amount of outdoor equipment so you may embark on your on adventures. Examples of outdoor rental equipment are tents, mountain bikes, kayaks, cook stoves, and canoes. Want to reduce your carbon footprint? Reserve a free commuter bicycle from our RECycle program. Another exciting opportunity is the largest challenge course in Kentucky! The course consists of a new Arial-Teams High-Rope course with eight challenge elements, a Tango Tower with climbing wall and five high-rope elements, and 15 low-rope elements.
INTRAMURAL SPORTS are a 50-year old campus tradition at EKU. Students play with their friends or organizations and compete against fellow Eastern students. Examples of activities offered include flag-football, soccer, volleyball, dodge ball, golf, basketball, and much more. A variety of special events are offered including battleship, inner tube water polo, Texas hold'em and the annual Color of Maroon Run.

MASSAGE THERAPY offers several modalities such as relaxation, hot stone, deep tissue, therapeutic massage and cranial sacral. It is a holistic therapy that reduces the heart rate, lowers blood pressure, increases blood circulation and lymph flow, relaxes muscles, improves range of motion, and increases endorphins, the body’s natural painkillers. It has been said that, “Massage is to the human body what a tune-up is for a car.”

HEALTH PROMOTION [H.E.A.T.] is a peer education program geared towards empowering students with knowledge and facts concerning health issues. Health promotion presents information on a wide-variety of topics such as alcohol, obesity, sex, drug abuse, eating disorders, and tobacco. The aim is not to enforce ideas but to assist students in making better informed decisions by providing students with the proper tools, knowledge, and self-worth.

DINING SERVICES
17 Powell Building
Phone: (859) 622-3691
Fax: (859) 622-6226
www.ekudining.com

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

The Fresh Food Company and Stratton Cafe offer freshly cooked food in a comforting atmosphere. The Fountain Food Court will consist of Subway, Jump, Chick-Fil-A, Grille Works, The Wedge (salad concept), POD (Provisions on Demand) and Grab-N-Go. Also included are Cuisine (sandwiches, snacks, beverages) in the New Science Building. Java City at the Crabbie library and Einstein Bros. Bagels in the Moore Building offer gourmet coffees, bakery items, as well as grab & go salads and sandwiches. Starbucks is located in the Weaver Building. In order to provide better convenience to students, the C3 Express stores in Telford, Keene, and Wallace stay open until midnight and the Fountain Food Court is open until 2 a.m.

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

FINANCIAL AID
Whitlock Building 251
Phone: (859) 622-2361
Fax: (859) 622-2019
Email: finaid@eku.edu

Financial assistance is available to help students offset the cost of their college education.
There are five types of financial aid: grants, loans, employment, entitlements, and scholarships. The grants, loans, and federal work study programs are need-based. To determine how much money and for which programs the student qualifies, he/she must complete the Free Application for Federal Student Aid (FAFSA) each year at www.fafsa.gov.

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

For scholarship information, students should contact the Scholarship Office in the Charles Douglas Whitlock Building, room 346 or at (859) 622-8032.

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

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

The federal Pell Grant is the largest grant program. The maximum award is $5,775 for 2015-2016.

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

The College Access Program Grant (CAP) is awarded to eligible Kentucky residents. The amount of this grant is determined by the Kentucky Higher Education Assistance Authority (KHEAA). It is given to students enrolled for a minimum of six hours. Full-time students will receive up to $950 per semester, $1,900 for the 2015-16 academic year.

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

Unless noted otherwise in the specific description, each of these scholarships are awarded for eight consecutive regular semesters of full-time undergraduate work to students earning their first undergraduate Bachelor degree, provided a satisfactory grade point average is maintained.
In addition to the general scholarship program described below, the University also awards a number of scholarships funded through private funds administered in the Eastern Kentucky University Foundation. Students need to complete the scholarship application form to be considered for all foundation scholarships the University awards (www.scholarships.eku.edu).

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

In addition to completing the scholarship application, it is also necessary to apply for admission to the university. All necessary forms are available through the office of Admissions. If you have a question, or need admission forms, please call 1-800-465-9191 or send an email to admissions@eku.edu. Scholarship applications are available online at www.scholarships.eku.edu.

Except for the book award to participants in the Honors Program, the University does not make multiple awards of the described scholarships. Recipients will receive the highest award for which they apply, are eligible and selected. Students may not receive a tuition waiver at EKU such as the Academic Common Market or the Faculty/Staff waiver along with a merit scholarship. The student will need to choose which program to utilize and notify the Scholarship Office.

The following information is applicable to freshmen enrolling at Eastern Kentucky University for the first-time in the fall semester, 2014.

Transfer scholarship: a limited number of transfer scholarships are awarded to new students that transfer and have completed 24 or more hours of coursework after high school graduation with a minimum of a 3.0 cumulative grade point average. Qualifications and requirements for this scholarship can be found at www.scholarships.eku.edu.

AWARDS

Four-year awards can vary up to $60,000. Merit scholarships are awarded automatically upon admission to EKU. Applicants must apply prior to February 1st to receive priority for scholarships. We will continue to award after February 1st until funds are exhausted. The last date for scholarship upgrades is March 1st. There are no upgrades after that date. Students that are in a 100% online degree program are not eligible for merit scholarships. Requires maintenance of a 3.0 grade point average to retain and student must be enrolled in a minimum of 12 credit hours each semester. If a student does not return for a semester, then the scholarship is considered forfeited and cannot be reinstated.

Number of awards: limited

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

J.W. Thurman Alumni Scholarship: applicants must be a dependent child of an EKU graduate. Applicants must score at least an 18 composite on the ACT exam and have a minimum unweighted high school grade point average of 2.8. Applicants may use the University’s standard scholarship form and check the block indicating the application is for the J.W. Thurman Alumni Scholarship, and mail the application to the Scholarship Office.

Alumni Fund Scholarship: applicants must be incoming freshmen with an ACT score of at least an 18 and a high school GPA of 3.0. Students that demonstrate financial need to the University through the FAFSA application shall be given priority. Applicants must be involved in at least three extracurricular activities.
Honors Program Award: Students who are accepted into the University Honors Program will receive books-on-loan for up to eight consecutive semesters, provided they remain in the Honors Program.

Dr. Rodney Gross Diversity Scholarship: The Dr. Rodney Gross Diversity Scholarship provides financial assistance to high-achieving students from all segments of society: Alaskan, Native, Asian, Native Hawaiian or other Pacific Islander, Hispanic, or Latino. Applications may be obtained by contacting the Scholarship office by phone (859) 622-8032 or via the web at www.scholarships.eku.edu.

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

Student Loans

The Federal Perkins Loan is a 5 percent simple interest loan awarded to exceptionally needy students. This loan is made to undergraduates, as well as post-baccalaureate and graduate students. Repayment begins nine months after the student ceases to be enrolled on at least a half-time basis. There are certain occupations which allow a student to cancel a percentage of the money they borrow from this program. Contact the Perkins Loan Office in the Charles Douglas Whitlock Building, room 216, for more information regarding the cancellation and deferment options.

All first time Federal Perkins loan borrowers must be enrolled for thirty (30) days before their first Perkins disbursement can be released.

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

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

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

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

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

*NOTE: this is the maximum amount ($6,500) that a student working on an associate degree is eligible to receive.
Juniors and seniors - $7,500 is the annual loan limit. No more than $5,500 of this amount may be in subsidized loans.

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

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

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

*Each annual loan limit is for one award year (12 month period; i.e., fall, spring, and summer).

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

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

The Federal Direct Plus Loan program enables parents to borrow the cost of education minus other aid for their student who is enrolled for at least 6 hours. This is not a need based loan. As long as the parent who is applying for the loan is credit worthy, the loan is usually approved. The interest rate is fixed and not to exceed 9%. Repayment begins 60 days after the loan is fully disbursed. The parent must complete the PLUS application process at www.studentloans.gov each year. If the parent has a signed Master Promissory note (MPN) on file at DOE, the loan funds will be sent to EKU on the specified disbursement dates. If the parent does not have a signed MPN on file at DOE, an MPN must be signed electronically at www.studentloans.gov.

The Student and Society (Emergency loan) program is designed to provide emergency short-term loans to students. It must be repaid. Students may borrow a small amount of money on a personal note at a legal rate of interest for a one month period. Money is made available through contributions of the University, alumni, private organizations and many individual friends of the University.

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

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

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STUDENT EMPLOYMENT

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

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

**OFFICE OF FIRST YEAR PROGRAMS**
Whitlock Building 372  
Phone: (859) 622-1682  
E-mail: FYP@eku.edu  
[www.firstyear.eku.edu](http://www.firstyear.eku.edu)

The mission of the Office of First Year Programs aids in the transition to college for first year students and their family members by providing useful and timely information in a professional manner. The Office of First Year Programs is committed to encouraging first year students to grow socially and academically and to respect themselves and all others in the Eastern Kentucky University community. First Year Programs is dedicated to delivering orientation services and transition programming to all new students and their families.

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

**COLONEL CAMP**
Colonel Camp was established in 2007 to allow new students to get a jump start on college life at EKU. Colonel Camp serves as a bridge between Orientation and New Student Days and aims to connect new students to campus, current student leaders, and their peers. The camp occurs before Move-In Day in August and provides the participants with the opportunity to serve other new students as volunteers during Move-In.

**NEW STUDENT DAYS**
The New Student Days (NSD) program is phase two of the first year experience at Eastern Kentucky University. New Student Days programming kicks off on the Sunday before classes start and continues throughout the first weeks
of classes. NSD is a required program for all new students and is incorporated into the curriculum of the student success seminars.

The purpose of this program is to enable students to meet other new students and participate in a wide variety of campus activities. The President’s Picnic, educational sessions, and social events are just some of the highlights. All new students are required to attend.

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**EKU READS PROGRAM**

The EKU Reads program is designed to provide new students with a common introduction to academic life at Eastern Kentucky University. First-year courses utilize the book by elective in class discussions throughout the semester. The author of the book is also invited to campus to offer a keynote address to further engage the student population in discussions on the topic. The EKU Reads program is facilitated by a faculty committee in collaboration with First Year Programs.

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**FAMILY PROGRAMS**

The Eastern Family Network began in the summer of 2000 to get parents and other family members involved in Eastern Kentucky University. By informing family members about campus happenings, we hope they will be supportive and engaged in the educational process with their student. First Year Programs also facilitates planning Family Weekend, a spring Family Network event, a Family guide, a monthly newsletter and a Family resource page on the First Year Programs website.

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**GURUs**

EKU GURUs are here to answer any and all questions students may have about EKU. Additionally GURUs are available for tutoring students in all subject matter. GURUs are located:

- Tech Commons, Powell building behind Food Court first floor
- Charles D. Whitlock building, Main Lab on first floor
- Library Atrium, next to Java City

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**Office of International Student and Scholar Services**

Whitlock 455
(859) 622-1478

Office of International Student and Scholar Services (OISSS) provides services and support to all visiting and exchange international students who are seeking to further their education at Eastern Kentucky University. OISSS goal is to provide services that are responsive, consistent, and well communicated to the international student population with the goal towards making their educational experiences successful, memorable, and life changing. The office also provides advisement services to help students maintain their Visa status through the SEVIS system.
MEDITATION CHAPEL
University Chaplain
Phone: (859) 622-1723
www.studentaffairs.eku.edu/chapel/

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

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

OFFICE OF MILITARY AND VETERAN AFFAIRS
Burnam House
317 Lancaster Avenue
Phone: (859) 622-2345
Fax: (859) 622-5076
www.va.eku.edu

The Office of Military & Veteran Affairs serves student veterans by assisting with admissions, obtaining VA benefits and credit for military training, and serving as an advocate for veterans' issues throughout the campus community.

To utilize VA education benefits and to obtain a Certificate of Eligibility, student veterans or eligible dependents will need to apply directly to the Veterans Administration online at www.gibill.va.gov. Upon receipt of the certificate, please bring, mail, or fax (859-622-5076) a copy to the Veteran Affairs office on the main campus at 317 Lancaster Avenue. Additionally, a Course Enrollment Form must be submitted online each semester for which benefits will be used at www.va.eku.edu/course. The Course Enrollment Form lets the Office of Military & Veteran Affairs know that you have registered for classes, and that you are ready to be certified for your VA education benefits.

The Post 9-11 GI Bill will pay 100% of tuition and fee costs for undergraduate, graduate, and online instruction, provided that the service member has at least 36 months of active federal service. Veterans with less than 36 months of service will receive a prorated amount, based on the number of months served on active duty beyond initial training. Basic Allowance for Housing (BAH) is based upon E-5 with dependents for the 40475 zip code and is also prorated. Online-only Post 9-11 student veterans will draw their BAH at one-half of the national BAH average. All out-of-state veterans who are Post 9-11 GI Bill eligible will receive in-state tuition and fees rates.

Veterans needing assistance in obtaining a copy of their Joint Service Transcript, or CCAF (Community College of the Air Force) transcripts should email EKUVeteransaffairs@eku.edu or call (859) 622-2345.
SURVIVORS’ AND DEPENDENTS’ EDUCATIONAL ASSISTANCE

DEA (Chapter 35) provides education and training opportunities to eligible dependents and survivors of certain veterans. For more information on DEA eligibility visit www.gibill.va.gov.

CHILDREN OF KENTUCKY WAR VETERANS

If you are the child of a Kentucky War Veteran you may also be entitled to a tuition waiver in addition to your DEA benefits. Under the provision of KRS 164.505 and 164.515, children of Kentuckians who were killed in military action, or who were permanently and totally disabled in wartime military services are eligible for this waiver. For additional information contact the Kentucky Department of Veterans Affairs, Tuition Waiver Coordinator at (800) 928-4012.

CULTURAL CENTER

110 Powell Building
Phone: (859) 622-4373
Fax: (859) 622-6997
http://culturalcenter.eku.edu

The EKU Cultural Center seeks to ensure the retention and success of our underrepresented students by advocating for their needs and providing them with individualized social and academic guidance. The Center strives to bring issues of cultural diversity to the forefront of campus conversation through educational programs and services. We serve all students as they question personal and collective notions of race, gender, economic status, language, nationality, ethnicity, religion, sexual orientation, age, exceptionality and culture. Our Center encourages the utilization of campus resources, participation in campus life, understanding and respecting cultural differences, and encouraging tolerance and inclusiveness.

NOVA PROGRAM (TRIO STUDENT SUPPORT SERVICES)

Turley House 2
Phone: (859) 622-1047
Fax: (859) 622-1074
www.nova.eku.edu

The NOVA Program is a Student Support Services/Trio project whose legislative purpose is to facilitate persistence and graduation of eligible participants. NOVA pre-identifies first-year EKU freshmen who demonstrate a potential for success in college and who meet the economic and/or first-generation-college-student eligibility criteria. The NOVA service delivery design is a holistic retention plan based on the participant’s needs for success. NOVA provides instruction in academic orientation and leadership dynamics and provides the following support services throughout the participant’s EKU academic career from orientation to graduation:

- Instruction in academic orientation, leadership development, peer mentoring and co-op/internship preparation
• Academic advising
• Financial aid and financial literacy consulting
• Scholarship and grant aid award
• Personal and career consulting
• Graduate School planning
• Service learning
• Peer mentoring
• Living learning community
• Registered Student Organization
• Academic assistance and monitoring

NOVA participants earn a degree from EKU at a statistically significant higher rate as compared to other EKU students from the same background. NOVA is located on the second and third floors of the Turley House and is open from 8:00 a.m. - 4:30 p.m. Monday-Friday. Please visit www.nova.eku.edu or phone (859) 622-1047.

OFFICE OF SERVICES FOR INDIVIDUALS WITH DISABILITIES
Whitlock Building 361, CPO 66
Phone: (859) 622-2933
www.disabilities.eku.edu

The Office of Services for Individuals with Disabilities (OSID) assists students, faculty and staff with disabilities by coordinating campus and program accessibility as well as providing support in the attainment of educational and work goals. The disabilities office staff, the OSID test proctoring service and the Project SUCCESS Program are located in the Charles Douglas Whitlock Building, room 361. Appointments are made by calling (859) 622-2933 or coming to WHITLOCK 361.

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

Applications for Project SUCCESS, a comprehensive program for students with specific learning disabilities, attention deficit disorders, AS and other cognitive disorders are located in WHITLOCK, room 361. Project SUCCESS provides participating students with academic coaching and individualized tutoring and is a fee based program. Appointments are made by calling (859) 622-2933 or coming to WHITLOCK, room 361.

OFFICE OF DEAF AND HARD OF HEARING SERVICES

The Office of Deaf and Hard of Hearing Services enables students who are deaf and hard of hearing to achieve their educational goals, both academic and career. The office provides and coordinates accessible services including but not limited to: note takers, interpreters, and test accommodations which afford individuals equal opportunity to attain their goals. Current disability documentation is required. Services are determined on an individual basis.
A comprehensive list of services may be found on the web at www.disabilities.eku.edu/deaf-and-hard-hearing-services. The Interpreter Coordinator is located in Case annex, room 207. Appointments are made by calling (859) 622-2937 (V/TDD) or coming to Case annex, room 207.

ADA/504 COORDINATOR

The ADA/504 Coordinator serves the University by hearing individual ADA cases including appeals for course substitutions and waivers and other ADA cases as a member of the ADA appeals Committee. Appointments with the Coordinator are made through OSID. Services for Individuals with Disabilities are made available in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and amended ADAA of 2008. Contact the OSID to start an appeal process.

ADA AWARENESS COMMITTEE

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

ADA APPEALS COMMITTEE

The ADA Appeals Committee serves the University Community by hearing individual ADA cases. Please contact the director of the OSID for more information.

STUDENT HEALTH SERVICES
Rowlett 103
Phone: (859) 622-1761
Fax: (859) 622-1767
www.healthservices.eku.edu

The mission of Student Health Services at Eastern Kentucky University is to provide our students with the best quality acute ambulatory medical care in a compassionate environment, while providing education on healthy lifestyles from which our students can benefit for the rest of their lives.

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

• Outpatient acute medical care
• Allergy shots including the storage of the serum at our facility
• Basic laboratory testing including rapid tests for the flu, strep, pregnancy and mono.
• STD testing and counseling
• Various immunizations and vaccinations
• Referrals to specialists
• Tuberculosis skin testing
• Health education and promotion
• Sports Physicals
• On site Pharmacy (limited medications)
- EKG’s
- Nebulizer Treatments
- Care for minor injuries
- Women’s Care Clinic Opening this Fall (September 1st 2015)

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**STUDENT LIFE**
Powell Building 128
Phone: (859) 622-3855
Fax: (859) 622-6598
[www.studentlife.eku.edu](http://www.studentlife.eku.edu)

The Office of Student Life at Eastern Kentucky University is dedicated to making sure every student has the opportunity to get involved and receive valuable experiences outside of the classroom. Student Life provides numerous activities for EKU students including Community Service, Fraternity & Sorority Life, Leadership, Registered Student Organizations (RSOs), and Student Activities. Student Life also provides these unique educational opportunities to assist students in their holistic development.

The first step to getting involved is visiting our website: [www.studentlife.eku.edu](http://www.studentlife.eku.edu). Here you can learn about involvement opportunities by logging into OrgSync ([www.eku.orgsync.com](http://www.eku.orgsync.com)). You can browse RSOs, check out upcoming events on the calendar, and complete other forms and applications.

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**COMMUNITY SERVICE**

The Community Service program coordinates a variety of service opportunities throughout the year that EKU students, faculty, and staff can participate in both on and off campus. Whether it’s to fulfill a class requirement or just to get involved, students looking for volunteer opportunities can visit to get connected with local volunteer opportunities that meet their individual needs and fit their busy schedules.

There are four main ways you can engage with the Community Service program at EKU:

- **Volunteer with Saturdays for Service:** Since 2004, EKU students been partnering with local entities for service opportunities. Each event is a one time commitment, working with a different community partners, either in Richmond or nearby in our service region. Saturdays for Service occur on the first Saturday of each month. Transportation is provided.

- **Commit to serve with different Community Partners:** People can learn about all the different opportunities in our community through our directory at [http://communityservice.eku.edu/find-place-volunteer](http://communityservice.eku.edu/find-place-volunteer). Our community partners post regular opportunities in the community, be they one-time or recurring events. You can also go through our community partner directory and contact partners directly about ongoing volunteer needs they may have. You can learn about these many opportunities through our Part Time Job & Volunteer Fair hosted during Welcome Week.

- **Immerse and Serve on an Alternative Break:** Alternative break trips are offered year round (fall, winter, spring, summer, and even weekends). Each trip has a focus on a particular social issue, such as (but not limited to) disaster relief, poverty, education reform, hunger, and environmental stewardship. Students learn about the social issues and then perform week-long projects with local non-profit organizations.

- **Join in on a Day of Service:** Day of service events include onetime events throughout the academic year. Major Days of Service include 9/11 Day of Service and Remembrance & Martin Luther King Jr.
Day. Throughout the year these days of service include both on and off campus on time opportunities to serve and support our community.

Students interested in taking a more active role in service have the opportunity to take up student leadership positions including joining some of our service-focused RSOs and the Service Council. For more information visit: www.communityservice.eku.edu or www.facebook.com/EKUcommunityservice.

FRATERNITY & SORORITY LIFE

Eastern Kentucky University is home to a vibrant fraternity and sorority community comprised of three governing councils: Interfraternity Council, National Pan-Hellenic Council (NPHC), and Panhellenic Council.

Our over 25 chapters are values-based organizations focusing on scholarship, service, leadership, and life.

- **Scholarship** – Each chapter has scholastic standards members are required to meet. Additionally, chapters implement academic success plans including study hours, incentives, and much more. As a result, members of the fraternity and sorority community consistently boast a collective grade point average above their non-affiliated counterparts. In spring 2015, they earned a 3.0768!

- **Service** – Greeks regularly dedicate their time, talent, and treasure to bettering the world in which we live. This is accomplished through philanthropy and community service efforts. Each chapter holds a minimum of one signature philanthropy event each year to raise money for their selected cause. Additionally, members complete countless hours of community service both together as a chapter and individually.

- **Leadership** – Holding a leadership position in a student organization is a great way to develop personal leadership skills, to network, and to build your resume. Many notable leadership positions on campus are held by members of fraternities and sororities including: Orientation Leaders, GURUs, Student Government Association officers, and Student Athletes. Additionally, the fraternity and sorority community gives members many opportunities to lead within the chapters and in the community. Each chapter also has a development program including workshops on how to become an effective leader. The leadership skills you build at Eastern Kentucky University can help you be successful in the future.

- **Life** – Membership is a lifelong commitment. Fraternity men and sorority women value brotherhood/sisterhood and being together for support and fellowship. To join a Greek organization is to find your home away from home. At EKU, members engage in a variety of activities together. Students will attend regular chapter meetings, plan annual philanthropy events, and participate in brotherhood/sisterhood activities. Brotherhood/sisterhood activities might include movie nights, road trips, social gatherings, or spontaneous hang outs on the chapter’s floor in Dupree or Todd Hall. Notable community traditions include Greek Sing, a song and dance competition; Homecoming, including the construction of floats for the parade and celebration of the Football Team; and participation in various intramural sports.

Students interested in joining a fraternity or sorority can visit www.greeklife.eku.edu to learn about upcoming recruitment events. You can also follow us on Twitter for updates: @EKUGreekLife. Be Greek!

LEADERSHIP
Leadership programs are an exciting opportunity to be a part of at EKU! Whether you consider yourself a leader or have always held a great interest in leading, our leadership development programs are created to serve emerging to advanced student leaders. Our programs focus on helping you explore your leadership talents and skills that will bolster your collegiate experience as well as help you be better prepared for successfully leading in life after graduation. We offer a variety of engaging and fun leadership development programs including retreats, workshops, conferences, and the Colonel Leadership Internship program. The semester kicks off with the Leadership Series and the Emerging Leaders Program, an opportunity for first-year students to begin their leadership journey at EKU. Students who are looking to further bolster their leadership talents can participate in the Leadership Certificate Programs. Please visit www.studentlife.eku.edu for further information on upcoming leadership programs.

REGISTERED STUDENT ORGANIZATIONS

EKU has 230 Registered Student Organizations (RSOs) available to students to participate in. The 230 RSOs include fraternities and sororities as well as faith-based, academic, honorary, cultural, and special interest student organizations. All RSOs are identified, created, and led by EKU students. Joining an organization is a wonderful opportunity to make a difference, meet others, and develop your leadership skills. Many of our RSOs will showcase who they are and invite you to be a part of their organization at Colonel Craze during Welcome Week. For the complete list of RSOs and to learn organization meeting times, information, and upcoming RSO events, please visit www.eku.orgsync.com.

STUDENT ACTIVITIES

Student Life hosts dozens of events each semester aimed at educating, entertaining, and meeting the needs of EKU students. We host various guests including comedians, singer/songwriters, and illusionists that are free for students to attend. We also have many programs in which we collaborate with various departments across campus to enhance the out-of-classroom experience. We encourage you to explore our upcoming events at www.studentlife.eku.edu, or by following us on social media on Facebook (www.facebook.com/EKUOSL), Twitter (@EKUSStudentLife) and Instagram (@EKUSstudentLife).

STUDENT OUTREACH AND TRANSITION OFFICE (SOTO)

Whitlock Building 442
Phone: (859) 622-7686
www.soto.eku.edu/

This one-stop transitional center is designed for transfer, non-traditional and re-entry students (away from EKU for over 2 years). The Student Outreach and Transition Office provides comprehensive support to students from initial inquiry through registration for their first semester of classes, serving as an advocate to promote their needs along the way. Prospective students receive individualized consulting services in the areas of admissions, degree audits, major selection, academic bankruptcy, credit transfer process, degree completion via distance learning, and course registration prior to their first semester. This office also provides students with answers to basic questions regarding filing for financial aid, financial aid appeals, and receiving credit for prior learning. Evening appointments are available to better serve the needs of adult learners.
SOTO also serves as a hub for diverse students and houses a bi-lingual/Latino Outreach Specialist who is available to answer questions and refer students to appropriate resources. SOTO is also home to the Latino Success Center and the Rodney Gross Scholars program. Scholars have access to dedicated study areas that include computer access, mentoring and tutoring assistance upon request. The Latino Success Center provides visibility and a sense of community where all are welcome to come and learn about the diversity of the Latino cultures. The LSC serves an institutional confirmation that EKU welcomes all students, regardless, of race, ethnicity, and immigration status, and that we are committed to assist each student with achieving his/her goals and reach one's full potential.

**COLONEL CONNECTION PROGRAM**

The Colonel Connection Program facilitates the transfer process from other colleges to EKU, and eases students’ transition to and timely graduation from EKU. The program is available to students who are currently enrolled at another institution (e.g., a community college) and intend to transfer to EKU to complete a baccalaureate degree. Students must apply for admission to EKU, meet all admission requirements, and be accepted to EKU before enrolling in the Colonel Connection program.

Upon admission and completion of the Colonel Connection program agreement, participating students are granted continuous access to EKU’s DegreeWorks degree audit system, allowing them to view their individualized degree plan and progress towards an EKU baccalaureate degree. The degree audit is then kept current through regular submission of transcripts to EKU for credit evaluation. (Note: Colonel Connection students may not enroll in EKU coursework without first requesting visiting-student status through their advisor.)

When ready to transfer to EKU, the student must submit a Colonel Connection Admission Request form for the term s/he wishes to be admitted. The student’s cumulative GPA on file at the date of this submission will be used for computing scholarship eligibility.

To maintain enrollment in the Colonel Connection program, a student must: maintain a minimum 2.5 grade-point average (GPA) on all college-level work completed to date; complete, with a grade of C or better, no fewer than six (6) credits in the most recent fall/spring semester; and meet with an assigned EKU advisor at least twice per academic year to discuss their progress and plans for transfer and graduation.

Students who fail to meet any of the above standards will be given one fall or spring semester to comply, after which they will be dis-enrolled from the Colonel Connection program. Upon enrollment in the Colonel Connection program, participants will have a catalog year associated with their student record designating the academic year for their degree program as well as General Education and University graduation requirements. Should graduation requirements subsequently change, students may request a move to the current Catalog through the Registrar’s Office. The catalog year may be found on the student’s DegreeWorks degree audit. For further information about the Colonel Connection program contact the Student Outreach and Transition Office (SOTO).

**STUDENT RIGHTS AND RESPONSIBILITIES**

1 Turley House
Phone: (859) 622-1500

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

The Office of Student Rights and Responsibilities will:

Provide information to all students relating to the General Regulations for Student Behavior,

Adjudicate all reports of alleged violations of the General Regulations for Student Behavior and the Policy for Academic Integrity in a consistent manner,

Facilitate due process rights set forth by the University Handbook for Students, and

Ensure fair and impartial hearings.

UNIVERSITY HOUSING
Charles Douglas Whitlock Building 552
Phone: (859) 622-1515
Fax: (859) 622-8384
www.housing.eku.edu

University Housing is dedicated to providing a variety of housing options that best meet the needs of all Eastern Kentucky University students. The residence halls are living-learning environments dedicated to supporting students’ ability to live, learn, work, and play while attending Eastern Kentucky University. All single, full-time undergraduate students under the age of 21 prior to the first day of classes, having fewer than 60 credit hours, or having lived in a residence hall less than four academic semesters (fall/spring) are required to live in University residence hall facilities. Exception is made for students residing with their parent(s) at their parent’s principle residence within 50 miles of the Richmond campus. Students living with parents must submit a verification form which is available through the housing office or at www.housing.eku.edu. Students may request exemption to the residency requirement under specific circumstances to the Assistant Director.

Each residence hall is equipped with the following services that come as part of the basic room rental rate:

Cable Television: All major network and major cable stations are offered with any cable-ready television at no cost. Enhanced services and premium channels are available at an additional charge. For additional information, contact the College Cable Services, Inc. at 800-472-2054 ext. 222.

Laundry rooms: Several washers and dryers are located in every residence hall. Laundry is free for all residents.

Resnet: All rooms come equipped with two high-speed internet connections. Wireless network access is also available. For more information about equipping your computer for Internet access, visit www.resnet.eku.edu.

Study rooms: Within most residence halls are open, quiet rooms in which to study.

Vending: All residence halls are serviced with a variety of drink and snack vending machines. The machines are coin operated, and many accept Colonel Dollars as well.

Social, educational, and service-learning programs are offered and organized by University Housing staff in all of our residence halls. These programs range from movie nights on the residence hall floors to volunteering for Habitat for Humanity. Most often, the RAs on each floor host social programming so that the residents can get to know each other and enjoy their housing experience even more. Many of the University Housing programs are open to all campus residents.
There are multiple residential buildings on campus:

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**OFFICE OF UNIVERSITY ADVISING**

Whitlock Building 347  
Phone: (859) 622-2276

Most undergraduate students are assigned an academic advisor through the Office of University Advising. Designated departmental faculty and college staff serve as advisors to students with declared majors. Professional advisors in the University Advising Office serve as advisors for students seeking an Associate of General Studies degree, for Exploratory students, and for students with two or more developmental needs.

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

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

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

**MCNAIR SCHOLARS PROGRAM**

Jones Building, Room 419  
Phone: (859) 622-6249  
Fax: (859) 622-6248  
[www.mcnair.eku.edu](http://www.mcnair.eku.edu)
The EKU McNair Scholars Program is a grant-funded project of the U.S. Department of Education and is a member of the family of federal Trio Programs. As a holistic graduate school preparation program, McNair’s mission is to target, serve, encourage and assist talented undergraduate students from groups underrepresented in graduate education. These groups include first-generation college students from low-income backgrounds, African-Americans, Hispanics, Native Americans, and Pacific Islanders (including native Hawaiians). Each participating McNair participant strives toward a career that requires a doctorate. Activities, services and benefits afforded to active McNair scholars include:

- An EKU Presidential Scholarship
- Academic and research mentoring by EKU faculty members
- Workshops and seminars to advance preparation for graduate school applications and success in graduate school
- A summer-long (ten-week) McNair-sponsored research internship with one-on-one EKU faculty guidance and mentoring and up to $3,000 in stipends
- McNair Graduate School Preparation Summer Camp
- Books, material and supplies to enhance graduate school readiness and extracurricular undergraduate research
- Personalized one-on-one academic counseling with an emphasis on graduate school preparation
- Structured graduate school admission test preparation
- Assistance in applying to graduate schools, including drafting and finalizing required graduate school application documents
- Opportunities to present McNair-sponsored research at select presentation venues
- Graduate level McNair-only fellowships and assistantships
- Graduate school application fee waivers

To learn more about the EKU McNair Scholars Program and how to apply, contact the program director at (859) 622-6249. More information can be found at www.mcnair.eku.edu.
E K U S Center for Career & Co-op assists students who are seeking co-op, internships, part-time, full-time employment and/or clarification of their career direction. The center’s staff is available by appointment to discuss individual job search questions.

C A R E E R  E X P L O R A T I O N

The Staff at the Center for Career & Co-op offer career counseling appointments and utilizes career assessments to provide students with “best fit” career/major options relating to their interests, personality, strengths and values. For students that have a career direction or major in mind, we provide the most up-to-date information on what opportunities and career paths are available with their major, supply and demand in Kentucky and nationwide, salary ranges, potential employers and destinations of past graduates.

C O - O P  A N D  I N T E R N S H I P S

E K U has the first accredited Co-op Program in the state of Kentucky. The Center assists students in resume development and the application process for Co-op and Internships. Students are able to gain hands-on real world experience in their field or career interest throughout the United States and some opportunities abroad. In addition, 35% to 40% of students are offered full-time or part-time positions through their co-op or internship employers.

P A R T - T I M E  J O B  P R O G R A M

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

K H E A A  W O R K  S T U D Y  P R O G R A M

Students who are Kentucky residents may be eligible for the KHEAA Work Study Program, sponsored by the Kentucky Higher Education Assistance Authority (KHEAA). Kentucky employers are provided a two dollar an hour reimbursement on wages as an incentive to hire Kentucky residents. Eligibility for this program is based on the student’s financial aid status. Students must maintain a 2.0 GPA and be enrolled in a position directly related to their chosen field of study at E K U.

J O B  S E A R C H  P R E P A R A T I O N

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

C O N N E C T I N G  W I T H  E M P L O Y E R S

The Center for Career & Co-op assists students in identifying and connecting with potential employers through job/career fairs, on-campus interviews, individual appointments, online tools and other resources. C3 Career Express is an easy to use and innovative system that gives students and alumni access to jobs postings and employers targeting E K U students.


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

- Environmental Health & Safety
- Risk Management & Insurance
- Emergency Management

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

http://www.emergency.eku.edu/quick-reference
http://emergency.eku.edu/sites/emergency.eku.edu/files/eku_emergency_guide-_version_6_0.pdf

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

**Tornado Warning:**
- D.U.C.K.
  - Go Down to the lowest level.
  - Get Under something sturdy.
  - Go to the Center of a permanent structure.
  - Keep away from exterior doors and windows.

**Hazardous Materials (Small Scale):**
- Stop what you are doing.
- Evacuate the area.
- Secure the location.
- Isolate exposed individuals for decontamination, evaluation, and treatment.
- Call 911 for help.
- Shut down relevant utilities and room HVAC (heating, ventilation, and air conditioning).
Hazardous Materials (Large Scale - Community Wide):

- Know Your Zones:
  - 2E is EKU Richmond North of the Bypass.
  - 2D is EKU Richmond South of the Bypass.
  - 1C is Meadowbrook Farm.
  - 3D is the Madison Airport.
- Go to an EKU Enhanced Shelter in Place (ESIP) Building:
  - Alumni Coliseum.
  - Combs Classroom Building.
  - Model Gymnasium.
  - Perkins Building.
  - Thompson Residence Hall.
  - University Building.
  - Whitlock Building.
- Listen to the radio:
  - WEKU 88.9 FM, WCYO 100.7 FM, WLFX 106.7 FM, WCBR 1110 AM, and WEKY 1340 AM.

Active Shooter(s)/Violence:

Quickly determine the most reasonable way to protect your own life.

Individuals Confronted with Active Shooter(s)/Violence:

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

Individuals Away From the Active Shooter(s)/Violence:

- Protect yourself.
- Take shelter in a secure place.
- If off campus, stay away.
- Monitor the media for updates and information.

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

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

http://emergency.eku.edu/sites/emergency.eku.edu/files/emergency_notification_system.pdf

To Register and Review Your Contact Information:

Current Students, Faculty, and Staff:

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

Other Community Members:

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

EKU POLICE
Mattox Hall
The mission of the Eastern Kentucky University Police department is to enhance the quality of life by providing a safe and secure environment through professional service to the community. The success of our mission depends on this partnership utilizing a community policing philosophy. The department places high priority on honesty and integrity and values the need for effective and open communication with the community we serve. We value our employees and are committed to their professional development.

The University offers a variety of informational programs that inform students and employees on safety and security issues, including how to report crimes and how to prevent crimes. These programs are available on request by student groups, employees, or individuals.

These programs include, but are not limited to:

- Crime Prevention and Security awareness
- Drug and Alcohol Abuse Education Program
- Women’s Self Defense
- Residence Hall Security

The University Police provide 24-hour patrols of the Eastern Kentucky University campus buildings, parking lots, residence hall exteriors, and campus grounds. University police officers have county wide law enforcement authority, although primary jurisdiction encompasses all University property and all roads and streets adjacent to the campus. The University Police also have the authority to investigate crimes committed on University property anywhere in the state if a crime is committed on campus.

The Eastern Kentucky University Police department includes 24 sworn police officers, 6 dispatchers, and several student public safety officers. Police cruisers patrol throughout campus and are highly visible along with bicycle patrol and foot patrol officers.

The campus police department also houses 2 full-time detectives whose primary responsibilities are investigations and working closely with surrounding agencies. The Eastern Kentucky University Police department has an excellent working relationship with state, local, and federal law enforcement agencies and other emergency providers.

THE INTERNATIONAL ALUMNI ASSOCIATION
The Alumni Center at Blanton House
Phone: (859) 622-1260
Fax: (859) 622-6620
www.eku.edu/alumni

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

In addition to active alumni Chapters, the alumni association coordinates multiple gatherings across the nation to encourage alumni and friends of EKU to come together. The penultimate gathering is of course Homecoming. These events bring alumni back to campus to reconnect with their classmates as well as giving the opportunity to see students and learn about our academic programming.

The International Alumni Association helps to publish an alumni directory, usually every five years. This directory is a compilation of information about alumni including their name, class year, occupation and contact information.

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**PARKING AND TRANSPORTATION SERVICES**

Mattox Hall Suite A  
Phone: (859) 622-PARK  
(7275) Fax: (859) 622-2243  
[www.parking.eku.edu](http://www.parking.eku.edu)

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

Parking Services provides parking information, issues parking permits for the campus community and visitors, coordinates parking for special events, and enforces parking rules and regulations.

Transportation Services provides day and evening shuttle transportation and motor pool/fleet services.

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

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**STUDENT AUTOMOBILES**

In order to facilitate parking for all students, faculty, and staff, Eastern Kentucky University requires the registration of motor vehicles utilizing campus parking facilities. Vehicle registration information can be obtained by contacting the Parking office (859) 622-PARK (7275) or by logging on [www.parking.eku.edu](http://www.parking.eku.edu). During the registration period, prior to the first day of classes, students registering for classes may park in any legal, non-reserved parking space in all areas, except employee parking lots (Zone E) which are marked by yellow signs, and the Powell West Visitor lot.

After the commencement of classes, residential hall lots (Zone R), which are marked by blue signs, are restricted to residence hall permits 24 hours per day, seven days a week.

Enforcement of employee and commuter parking zone regulations begins at 2:00 a.m. Monday-Friday. Commuter (Zone C) permits are also valid from 4:30 p.m. to 7:00 p.m. in employee (Zone E) parking lots. The Case lot, Jones lot, and the Keith lot are exceptions to this rule and are reserved for employees only until 9:00 p.m. Evening
parking for vehicles without permits is available in the Alumni Coliseum lot from 4:30 p.m. to 2:00 a.m., Monday through Friday, and all day Saturday and Sunday.

Visitors may obtain temporary permits 24 hours a day, 7 days a week at the Parking office or Police dispatch Center located in Mattox Hall, behind the Charles Douglas Whitlock Building. Short term temporary parking permits, not to exceed 5 days, are available to individuals who have not registered a vehicle.

CHAPTER FOUR: STUDENT RIGHTS & RESPONSIBILITIES

EKU STUDENT RIGHTS AND RESPONSIBILITIES

521 Lancaster Avenue
Turley House 1
Richmond, KY 40475-3102
Phone: (859) 622-1500
Fax: (859) 622-6395

MISSION STATEMENT

To ensure student success, the Office of Student Rights and Responsibilities provides an educational outreach program and a fair and impartial student judicial system for students, faculty and staff. We acknowledge, as part of our mission, the importance to foster a safe environment that is built on trust, honesty, integrity, and mutual respect.

WHAT STUDENTS CAN EXPECT OF OUR OFFICE

Student Rights and Responsibilities will:

• Provide information to all students relating to the General Regulations for Student Behavior,
• Adjudicate all reports of alleged violations of the General Regulations for Student Behavior and the Policy for Academic Integrity in a consistent manner,
• Facilitate due process rights set forth by the University Handbook for Students, and
• Ensure fair and impartial hearings.

WHAT WE EXPECT OF STUDENTS

Students will:
• Show respect for others, themselves, and the University community,
• Take responsibility for their behavior,
• Read and understand the University Handbook for Students, and
• Uphold the Student Honor Code.

**GENERAL REGULATIONS CONCERNING STUDENT BEHAVIOR**

**PART 1: OFFENSES - GENERAL REGULATIONS CONCERNING STUDENT BEHAVIOR**

Students are responsible for knowing the University’s regulations, disciplinary procedures, and penalties. It should be emphasized that students are subject to criminal statutes and legal action, not just the University’s regulations and disciplinary system.

1. Endangering or threatening to endanger life, health, safety, or property.
2. Subjecting another person to sexual intercourse or sexual contact by forcible compulsion or while the person is incapable of consent.
3. Engaging in a course of conduct which is intended to harass, intimidate, or unreasonably impair the person’s ability to participate in or fully benefit from the University’s environment.
4. Persons are prohibited from possessing Tasers/stun guns, pellet guns, BB guns and firearms, explosives, or other deadly weapons or look-alike or replica weapons on the campus of Eastern Kentucky University, except as follows:
   a. Sworn police officers employed by the University’s Division of Public Safety;
   b. Sworn police officers employed by other public agencies and present on the campus for the purposes of education, training, or assistance at University events; when such possession may be necessary for their official duties or for participation in training. Such officers must be authorized by the employing agency to carry weapons as a normal and required part of their duties;
   c. Members of the U.S. Army Reserve Officer Training Corps (ROTC) when necessary for the purposes of military officer education and marksmanship training.
5. Illegally selling, possessing, possessing paraphernalia or using drugs or other substances.
6. Engaging in drunk and disorderly conduct on University owned or controlled property or at University functions.
7. Being under the influence of alcohol or controlled substance to the degree that the student may endanger himself/herself or other persons or property.
8. Possessing or consuming alcohol or controlled substances on University property.
9. Taking, possessing, damaging, or destroying public or private property.
10. Creating a fire or safety hazard or abusing/misusing safety equipment, or transmitting false fire alarms; helping or influencing others in such offenses.
11. Vandalizing, damaging, abusing, or interfering with the operation of elevators.
12. Throwing objects from University buildings.
13. Disrupting the peace or interfering with classroom or other University activities.
14. Disregarding the reasonable directives, verbal or written, of any staff in the conduct of assigned duties.
15. Unauthorized entry to or unauthorized use of any University property of facilities; this includes, but is not limited to the violation of residence hall regulations, for example:
   a. Failing to comply with visitation regulations;
   b. Failing to comply with residence hall regulations as listed in the residence hall guidelines and/or the housing contract;
16. Falsifying identity or information.
17. Academic dishonesty; plagiarism, cheating, and fabrication.
18. Offering or passing a worthless check or failing to meet financial obligations to the University.
19. Interfering with the use of or abusing any part of University computing services or facilities.
20. Violating University regulations for operating motor vehicles.
21. Encouraging or helping someone to violate University regulations.
22. Failing to abide by the terms of any disciplinary sanction properly imposed by a University official, committee, or agency.
23. Failure to self-report as a registered sex offender or any other violation of the “University Policy Regarding employees and Students Registered as Sex Offenders.”
24. Failing to comply with the University hazing policy.
25. Using tobacco product, including, but not limited to, smokeless tobacco and electronic cigarettes, on University owned or controlled property or at University functions.

PART 2: HEARING BODIES
Provision has been made for certain committees or bodies to hear cases involving the alleged infraction of University regulations and appeals of decisions evolving from these cases. The organizational structure of these bodies is as follows:

- Board of Regents
- President of the University
- Student Disciplinary Council
- Executive Director of Student Rights and Responsibilities
- Judicial Committee

Board of Regents

KRS 164.310 provides for a Board of Regents for state universities and KRS 164.350 provides that the government of the University is vested in its Board of Regents. The statute provides, further, that:

Each Board of Regents, when its members have been appointed and qualified, shall constitute a body corporate, with the usual corporate powers, and with all immunities, rights, privileges and franchises usually attaching to the governing bodies of education institutions.

President of the University

The President of the University is the executive officer of the Board of Regents. In this capacity, the President brings to the attention of the Board matters for the Board’s consideration.

Student Disciplinary Council

Kentucky Revised Statute 164.370 provides that:

Each Board of Regents may invest the faculty or a committee of the faculty, staff and students with the power to suspend or expel any student for disobedience to its rules, or for any other contumacy, insubordination, or immoral conduct. In every case of suspension or expulsion of a student the person suspended or expelled may appeal to the Board of Regents. The Board of Regents shall prescribe the manner and the mode of procedure on appeal. The decision of the Board of Regents shall be final.
Executive Director of Student Rights and Responsibilities

The Executive Director of Student Rights and Responsibilities is that person designated by the President of Eastern Kentucky University to be responsible for the administration of the student disciplinary system.

Student Judicial Committees

The term "student judicial committees" means any person or persons authorized by the Executive Director of Student Rights and Responsibilities to determine if a student has violated the student conduct code and to recommend imposition of sanctions.

PART 3: PROCEDURES IN STUDENT CONDUCT CASES

The University will use the disciplinary authority inherent in its responsibilities to protect its educational purposes and processes. In the exercise of this authority, safeguards shall be observed to insure due process to a student accused of violations of General Regulations Concerning Student Behavior. The term “student” includes all persons taking courses at Eastern Kentucky University, both full time and part time, pursuing undergraduate, graduate, or professional studies and those who attend postsecondary educational institutions other than EKU and who reside in University Housing. Persons who are not enrolled for a particular term but who have a continuing relationship with EKU are considered students. Individuals who are not students but reside in University Housing are subject to University disciplinary regulations. The General Regulations Concerning Students Behavior are defined as written regulations of EKU as found in, but not limited to, the University Handbook for Students, Guide to Residence Hall Living, and the University web page. These particular regulations may be referred to as University disciplinary regulations or as the student code of conduct.

Jurisdiction

Generally, the University’s jurisdiction for application of the General Regulations Concerning Student Behavior shall be limited to conduct which occurs on University premises or which adversely affects the University Community and its pursuit of its objectives. The term “University premises” includes all land, buildings, facilities, and other property in the possessing of or owned, used, or controlled by Eastern Kentucky University including adjacent streets or sidewalks. The University does not act as a collection agency for landlords, retails stores or others. Proceedings under this student code of conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

Student Disciplinary System

The University disciplinary system is composed of three levels. The three levels are Residence Hall Coordinators and Student Judicial Committees, Executive Director of Student Rights and Responsibilities and the Student Disciplinary Council. The term “student judicial committees” means any person or persons authorized by the Executive Director of Student Rights and Responsibilities to determine if a student has violated the student conduct code and to recommend imposition of sanctions. The Executive Director of Student Rights and Responsibilities is that person designated by the President of Eastern Kentucky University to be responsible for the administration of the student disciplinary system. The Student Disciplinary Council is that entity which is designated by the Board of Regents, pursuant to K.R.S. 164.370, to hear those cases in which the gravity of the charge suggests a possible sanction of suspension or expulsion. In each instance, the formality of procedures followed in hearing cases will vary with the gravity of the sanction or penalty suggested by the alleged violation of University Regulations. In all cases, the burden of proof shall be on the accuser.

Administrative Charges

Any member of the Eastern Kentucky University community may file charges against any student for misconduct. The term “member of the University community” includes any student or person employed by Eastern
Kentucky University. Charges shall be prepared in writing, as soon as possible after the event takes place, and directed to the Executive Director of Student Rights and Responsibilities who is responsible for the administration of the University’s judicial system.

Charges of misconduct, preliminary to disciplinary action shall be presented to the student in writing. Charges shall be of sufficient specificity and provide for a reasonable amount of time to permit defense preparation prior to a possible hearing. The Executive Director of Student Rights and Responsibilities shall, on the basis of the gravity of the charge(s) placed against the student, designate the appropriate committee or agency to hear the case, except that, in cases where suspension or expulsion is a considered sanction, the case shall be brought before the Student Disciplinary Council.

The Executive Director or an appropriate staff member shall counsel the student concerning their alleged violation of the General Regulations Concerning Student Behavior, right to a hearing and an appeal. The Executive Director or appropriate staff member may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the involved parties. Such agreed dispositions shall be final and there shall be no right of appeal.

**Disciplinary Hearing**

If the charges cannot be disposed of by mutual consent, the Executive Director of Student Rights and Responsibilities or their designee may later serve in the same matter as a hearing officer. All charges shall be presented to the accused student in written form. If the student requests a hearing, there shall be a single record of all hearings before the Executive Director of Student Rights and Responsibilities or the Student Disciplinary Council. The record shall be the property of Eastern Kentucky University. Hearings shall be conducted in private in compliance with FERPA, and decisions at hearings are final dispositions. The accused student has the right to be assisted by an advisor of their choice. The accused student is responsible for presenting their case and, therefore, advisors are not permitted to speak in any hearing before a judicial body.

**Student Rights at a Disciplinary Hearing**

In the hearing of charges against the student, the burden of proof is on the representative of the University or the individual presenting the charges. In addition to the right of advisement, the student has the right to testify in his or her own behalf, to present evidence and witnesses, to hear and question adverse witnesses, to rebut unfavorable inferences, to present two character witnesses, and the right to an appeal as set forth herein. The student shall be informed of all the statements and evidence submitted against him or her and the names of those providing the evidence. Decision of the hearing committee is to be based solely on evidence submitted in the hearing, and improperly acquired evidence should not be admitted.

In presenting a defense before a hearing or review committee, the student may be assisted by an advisor of their choice.

In cases of alleged sexual assault, the accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding, and both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceedings alleging a sexual assault. The final result includes only the name of the student, the violation committed, and any sanction imposed by the institution against the student.

A student’s status in the University, including his right to remain on campus and to attend classes, shall remain unaltered while the charges for violating University regulations are pending.

**Sanctions**
Penalties or sanctions imposed by any of the University officials or hearing entities responsible for the enforcement of University regulations shall bear a reasonable relation to the nature of the violation of University regulations for which the penalty is imposed.

**Temporary Suspension**

Except that, in the event that a student is accused of a violation against the University and/or against the city, state, or federal government, the nature of which may present a clear and present danger of harm to the student, to any other member of the University community, to University property, or to University activities, the President may impose such temporary measures as are necessary to protect the student, the University Community, University property, and/or the ongoing activities of the University. Such temporary sanctions may exist and be enforced only until final disposition of the case has been made by the appropriate University official, or hearing entity but not to exceed a period of five class days. Temporary sanctions based on the “clear and present danger” principle may, upon recommendation of the Student Disciplinary Council and approval of the President be continued during the period of appeal to the Student Discipline Appeals Committee of the Board of Regents. In all cases, students accused of violating University regulations will be informed of their rights, including avenues for appeal of a decision and the right not to testify against oneself.

**Suspension or Expulsion**

By prior action, the Board of Regents has invested the Student Disciplinary Council with the power to suspend or expel a student and this hearing body has original and exclusive jurisdiction in those cases where the suspension or expulsion of a student is a considered sanction for the infraction of which the student is accused. This hearing body shall consist of five faculty members, one staff member, and two student members named by the President of the University. The Vice President for Student Affairs/Dean of Students and the Executive Director of Student Rights and Responsibilities shall not be members of this Board in matters relating to student conduct. In addition to suspension or expulsion, the Student Disciplinary Council may impose university service, probation, assessment(s), or reprimand as sanctions for disciplinary cases. An appeal of a decision of the Student Disciplinary Council by a suspended or expelled student may be made, through the Vice President for Student Success, to the President of the University, to the Board of Regents. The decision of the Board of Regents is final.

In cases involving suspension or expulsion, a record shall be made of the hearing, maintained in the files of the Executive Director of Student Rights and Responsibilities, and a copy shall be made available for inspection by the accused and his or her advisor, with the accused student’s written permission.

**Election of Withdrawal**

When the violation is one that indicates possible suspension or expulsion, the student may elect to withdraw from the institution without appearing before the Student Disciplinary Council. The student shall sign a statement indicating that they have been advised of their rights to a hearing and an appeal but intend instead to withdraw from the University on their own accord. In each case in which the gravity of the charges suggests suspension or expulsion, and the student does not elect to withdraw, the case must be heard by the Student Disciplinary Council.

**PART 4: SANCTIONS**

The University has the authority to penalize or impose sanctions on students who violate University regulations. In determining possible sanctions, the University shall consider such matters as the nature of the particular offense, the welfare of the student and the University community, and the prior disciplinary record of the student. Usual sanctions are listed and explained in this section. In addition to these sanctions, other sanctions, as appropriate for a particular case, may be imposed. Each level of hearing body may use creative educational sanctions that are designed to be developmental in nature.

**Reprimand**
Official written or oral statement to the student that he or she is guilty of violating a University regulation. A reprimand warns that any further such actions may result in a more severe sanction.

**Restitution**
Compensation to the University or an individual for damages to University property or personal property.

**Social Probation**
Status given to less serious policy violations, and in some cases, a restriction of privileges for a specified time.

**University Service**
Mandated service to the University of up to 16 hours to be completed within a specified time frame.

**Educational Sanction**
Developmental sanction requiring attendance or participation in a prearranged class, program or activity designed to prevent or deal with high risk behavior.

**Counseling**
A student may be referred to the Counseling Center for a counseling evaluation with prior arrangement of the Counseling Center.

**Parental Notification**
A written sanction that notifies and discloses to a parent, parents or legal guardian of a student who is under the age of 21, information regarding the violation of University regulations governing the use of possession of alcohol of a controlled substance. Students have the right to appeal parental notification to the Vice President for Student Success.

**Loss of Visitation Privileges**
Period of time where a student loses all visitation privileges. During loss of visitation privileges the student is not allowed to check visitors into his or her residence hall, and they are not allowed to be checked into the residence hall of another student. The guidelines for sanctioning visitation violations are as follows:

- **First Offense:** Written reprimand
- **Second Offense:** Two weeks loss of visitation privileges
- **Third Offense:** Two months loss of visitation privileges

**Administrative Assessment**
Pecuniary sanction of up to $2000 to be paid to the University.

**Eviction**
Forced removal from University Housing, a classroom or other University property.

**University Probation**
Status which carries a severe warning that any further violation of university regulations may result in the student going before the Student Disciplinary Council for consideration of suspension or expulsion. This may include restriction of privileges for a specified period of time.

Suspension

Forced withdrawal from the University for a specific period of time or until stated conditions have been met as determined by the Student Disciplinary Council.

Expulsion

Permanent, forced withdrawal from the University as determined by the Student Disciplinary Council.

PART 5: STANDARD SANCTIONS RELATING TO ALCOHOL AND CONTROLLED SUBSTANCES

Paragraph 6: Engaging in drunk and disorderly conduct on University owned or controlled property or at University functions.

First Offense:

- One semester of University probation
- Completion of the alcohol education program #1
- Unannounced room inspections during probation
- $100 administrative assessment
- Written reprimand

Second Offense:

- One year of University probation
- Completion of an alcohol/drug assessment **
- Unannounced room inspections during probation
- $200 administrative assessment
- Parental notification *
- Written reprimand

Subsequent Offenses:

- One year of University probation
- Eviction from University Housing
- Student is prohibited from being on the premises of any University Housing
- University service
• $675 administrative assessment
• Parental notification *
• Alcohol/drug assessment, at cost to the student, from a certified chemical dependency counselor, and a requirement that the student must follow-up with the recommendations of that psychological evaluation
• Written reprimand to include a warning of suspension or expulsion

**Paragraph 7:** Being under the influence of alcohol or controlled substances to the degree that the student may be a danger to himself or other persons or property.

**First Offense:**
• One semester of University probation
• Completion of the alcohol education program #1
• Unannounced room inspections during probation
• $100 administrative assessment
• Parental notification *
• Completion of an alcohol/drug assessment **
• Written reprimand

**Subsequent Offenses:**
• One year of University probation
• Eviction from University Housing
• Student is prohibited from being on the premise of any University Housing
• University service
• $675 administrative assessment
• Parental notification *
• Alcohol/drug assessment, at cost to the student, from a certified counselor, and a requirement that the student must follow-up with the recommendations of that psychological evaluation
• Written reprimand to include a warning of suspension or expulsion

**Paragraph 8:** Possessing or consuming alcohol or controlled substances on University property.

**First Offense:**
• One semester of social probation
• Completion of the alcohol education program #1
• Unannounced room inspections during probation
• Written reprimand

Second Offense:
• One semester of University probation
• Unannounced room inspections during probation
• $50 administrative assessment
• Parental notification *
• Written reprimand

Third Offense:
• One semester of University probation
• Completion of an alcohol/drug assessment **
• Unannounced room inspections during probation
• $100 administrative assessment
• Parental notification *
• Written reprimand

Subsequent Offenses:
• One year of University probation
• Eviction from University Housing
• Student is prohibited from being on the premises of any University Housing
• University service
• $675 administrative assessment
• Parental notification *
• Alcohol/drug assessment, at cost to the student, from a certified chemical dependency counselor, and
  a requirement that the student must follow-up with the recommendations of that psychological evaluation
• Written reprimand to include a warning of suspension or expulsion

* Parental notification for students under 21 was implemented in January 2001.

** Failure to comply with the assessment will result in additional parental notification, and referral to
an outside agency, at cost to the student, and a requirement that the student must follow-up with
the recommendations of that evaluation.
PART 6: STANDARD SANCTIONS RELATING TO VISITATION PRIVILEGES

Paragraph 15: Unauthorized entry to or unauthorized use of any University property or facilities; this includes, but is not limited to the violation of residence hall regulations, for example,

a. Failing to comply with visitation regulations;

b. Failing to comply with residence hall regulations as listed in the residence hall guidelines and/or the housing contract.

First Offense: Written Reprimand

Second Offense: Two week loss of visitation privileges

Third Offense: Two month loss of visitation privileges

PART 7: STANDARD SANCTIONS RELATING TO COMPUTER VIOLATIONS

Paragraph 19: Interfering with the use of or abusing any part of University computing services or facilities.

First Offense:

- One semester of social probation
- $100 administrative assessment
- Written reprimand that any further violations may result in University probation and a $250 administrative assessment

Second Offense:

- One semester of University probation
- $250 administrative assessment
- Written reprimand that any further violations may result in University probation and a $500 administrative assessment

Third Offense:

- One year of University probation
- $500 administrative assessment
- Written reprimand that any further violations may result in University probation and a $1000 administrative assessment

Subsequent Offenses:

- One year of University probation
- $1000 administrative assessment
- Written reprimand that any further violations may result in consideration of suspension or expulsion
PART 8: STANDARD SANCTIONS RELATING TO FIRE SAFETY AND SMOKING VIOLATIONS

Fire Safety Violations - Paragraph 10: Creating a fire or safety hazard or abusing/misusing safety equipment, or transmitting false fire alarms; helping or influencing others in such violations.

First Offense:
- One semester of social probation
- Attendance to the Fire Safety Class
- Failure to attend class will result in a $50 administrative assessment
- Written reprimand that any further violations may result in University probation and a $100 administrative assessment

Second Offense:
- One semester of University probation
- $100 administrative assessment
- Written reprimand that any further violations may result in one year of University probation, University service, eviction from University Housing and $675 administrative assessment

Third Offense:
- One year of University probation
- University service
- Eviction from University Housing
- $675 administrative assessment
- Written reprimand that any further violations may result in consideration of suspension or expulsion

Smoking Violations - Paragraph 15b: Failing to comply with residence hall regulations as listed in the residence hall guidelines and/or the housing contract.

First Offense:
- Verbal reprimand

Second Offense:
- Written reprimand

Third Offense:
- One semester of social probation
- $50 administrative assessment
- Attendance to the Fire Safety Class
• Failure to attend class will result in a $50 administrative assessment
• Written reprimand that any further violations may result in a semester of University probation, $100 administrative assessment and University service

Fourth Offense:
• One semester of University probation
• $100 administrative assessment
• University service
• Written reprimand that any further violations may result in consideration of suspension or expulsion

PART 9: APPEAL OF DISCIPLINARY SANCTIONS
A student has the right to appeal the imposition of a penalty or sanction. Such appeal should be directed to the level immediately above that which originally heard the case. An appeal may be made only on justifiable grounds including:

• punishment inconsistent with the nature of the violation, or
• additional pertinent information not available for the original hearing.

1. Students who wish to appeal decisions of student judicial committees must submit a written appeal to the Executive Director of Student Rights and Responsibilities within five class days following the decision.
2. Students who wish to appeal decisions of the Executive Director of Student Rights and Responsibilities must submit a written appeal to the Vice President for Student Success within five class days following the decision.
3. Students who wish to appeal decisions of the Student Disciplinary Council must submit a written appeal to the Vice President for Student Success within five class days following the decision. If the Vice President for Student Success upholds the sanction of expulsion or suspension, an appeal may be made to the President of the University. In the event the President considers the punishment to be inconsistent with the best interests of the University community, the President may request that the case be reopened and reheard by the Student Disciplinary Council. If the President upholds the sanction of suspension or expulsion, an appeal may be made to the Board of Regents. The decision of the Board of Regents is final.
4. Parental Notification: An appeal of the sanction of parental notification is to the Vice President for Student Success, in writing, within five class days following the imposition of the sanction. Appeal of the sanction of parental notification may be made on the following grounds: 1) The student is independent; and/or 2) Extenuating circumstances which indicate that parental notification is inappropriate.

PART 10: ACADEMIC INTEGRITY POLICY AND PROCEDURE

PREAMBLE
Eastern Kentucky University is a community of shared academic values, foremost of which is a strong commitment to intellectual honesty, honorable conduct, and respect for others. In order to meet these values, students at Eastern Kentucky University are expected to adhere to the highest standards of academic integrity. These standards are embodied in this policy, which all students shall pledge to uphold by signing the Eastern Kentucky University Honor Code. By honoring and enforcing this Academic Integrity Policy, the University community affirms that it will not tolerate academic dishonesty. This policy defines the various forms of academic dishonesty, and it outlines the consequences for each. Additionally, this policy gives the method for appealing an instructor's belief that some form of academic dishonesty has in fact occurred.

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**STATEMENT**

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

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**PLEDGE**

Signing the Eastern Kentucky University Honor Code.

The AI Pledge, below, is administered through the Terms of Usage for EKU Direct.

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I hereby affirm that I understand, accept, and will uphold the responsibilities and stipulations of the Eastern Kentucky University Honor Code and Academic Integrity Policy.

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**PROCEDURES FOR DEALING WITH ACADEMIC INTEGRITY CASES:**

**STEP 1 - WHEN A VIOLATION IS SUSPECTED**

If an incident of alleged violation of the AI Policy is suspected, any member of the EKU community can initiate the process of review by reporting the incident, directly to the responsible faculty/staff member. The responsible faculty/staff member may elect to conduct his/her own review of the allegations (Option A) or may elect for the matter to be referred to the Academic Integrity Office (Option B). Prior to selecting either option, the faculty/staff member should (1) contact the AI Office to determine if the student has a prior violation, and (2) inform the appropriate Department Chair of the incident.

If a mid-term or final grade is to be reported to the University during the pendency of the academic integrity procedures, the responsible faculty member shall report an "incomplete" for the involved student until the final resolution of the matter.

**OPTION A: THE FACULTY/STAFF MEMBER CONDUCTS REVIEW**

If the responsible faculty/staff member chooses to continue the review of the allegations autonomously, the faculty/staff member should obtain and assess the applicable information in determining whether a violation of the AI policy has occurred. If the faculty/staff member determines that an AI policy violation has occurred, a notification of the violation must be made to the Office of Academic Integrity for recordkeeping within 10 academic days of the alleged violation. At this point, the faculty/staff also notifies the student in writing of the allegation, the sanction, AND the right to contest the allegation and sanction according to the AI Policy procedure. If the student accepts responsibility for the violation and the sanction in writing, the case is closed. There is no appeal from this decision. Upon determination of responsibility, the Assistant Director for Student Rights and Responsibilities, for Academic Integrity (Assistant Director for AI) will enter the reported data in the database.
Note: The faculty/staff involved in Step 1 should request information from the Assistant Director for AI regarding the student’s previous violations of the AI Policy prior to determining a sanction in this particular case.

If the student does not accept responsibility and chooses to contest the allegation and/or sanction, the faculty/staff member will refer the case to the AI Office, within five academic days of the meeting. The Assistant Director for AI will meet with the student to discuss the charge and/or sanctions and the right to contest these. If the student chooses not to contest the charge and sanction, the case is closed. There is no appeal from this decision. Notification of the violation is made by the AI Office into the database for recordkeeping. If the student contests the allegation and/or sanction, the AI Office will schedule a hearing, as soon as practicable, with the specific College Academic Integrity Committee from which the incident occurred.

**OPTION B: FACULTY/STAFF MEMBER REFERS THE CASE TO AI OFFICE**

If a faculty/staff member chooses to refer the case directly to the AI Office, the faculty/staff member will send all information concerning the matter to the AI Office and the Assistant Director for AI will meet with the student to discuss the alleged violation. If the student chooses not to contest the allegation and sanction, the sanction is imposed; the case is closed. There is no appeal from this decision. If the student contests the allegation and/or sanction, the AI Office will schedule a hearing, as soon as practicable, with the specific College Academic Integrity Committee from which the incident occurred. **Step 2 - College Academic Integrity Committee Hearing**

At the College AI Hearing, both the student and the faculty/staff member will present their information. Both the student and faculty/staff member are permitted to bring witnesses with relevant testimony to the hearing in person.

At the College AI Hearing the faculty/staff member will only function as a witness and shall not serve in an adversarial capacity. The committee members will review all of the information presented and then deliberate in private. At the discretion of the Chair of the Committee, the proceeding may be extended to an additional meeting. At this level of hearing and continuing throughout the process, the student has the option of having a Peer Advisor present. Absent exceptional circumstances beyond the control of the student as determined by the Chair of the Committee, if the student who has been notified of the hearing fails to appear, the proceeding may take place in his or her absence; the Committee’s decision will be binding. If the Committee determines that the student has violated the AI Policy, before the sanctioning stage of the hearing, the Assistant Director for AI will provide the Committee information regarding whether the student has any previous AI Policy violations recorded or sanctions imposed. The Committee will deliberate again in private in order to determine the appropriate sanction for this violation. The Chair will announce the decision of the Committee, within five academic days, after the close of the hearing.

**Step 3 - Appealing the Decision of the College Academic Integrity Committee**

A student can appeal the decision of the College AI Committee to the University AI Committee. This appeal can only be made based upon irregularities in procedure, new evidence not available for the first hearing, or punishment not consistent with the violation. The student will notify, in writing, the AI Office of their request to appeal to the University AI Committee within five academic days of the College AI Committee’s decision, and a meeting of the University AI Committee will be scheduled as soon as practicable.

**Step 4 - University Academic Integrity Committee Hearing**

At the University AI Committee appeal review meeting, the Committee members will consider all the written information supplied by the student, and the material considered by the College AI Committee, including any response from the faculty/staff member. The Committee can modify or set aside the applied applied response including sanction, refer the case back to the College AI Committee, or uphold the decision. The decision of the University AI Committee is final, unless the Committee determines that suspension or expulsion is the appropriate sanction to be imposed. The Chair will announce the decision of the committee, within five academic days, after the close of the hearing.
**Steps 5 through 8**

The following steps will **ONLY** be necessary if it is determined that the student may face the sanctions of suspension or expulsion for the alleged AI Policy violation. According to KRS 164.370, the Eastern Kentucky University Board of Regents may delegate its authority to suspend or expel a student. The Board has designated the Student Disciplinary Council as the only body authorized to suspend or expel a student. See Board of Regent’s minutes October 7, 1978.

KRS 164.370 provides that: “Each Board of Regents may invest the faculty or a committee of the faculty and students with the power to suspend or expel any student for disobedience to its rules, or for any other contumacy, insubordination, or immoral conduct. In every case of suspension or expulsion of a student the person suspended or expelled may appeal to the Board of Regents. The Board of Regents shall prescribe the manner and the mode of procedure on appeal. The decision of the Board of Regents shall be final."

**Step 5 - Suspension, Expulsion, or “FX” Grade Recommendation**

If the College AI Committee or University AI Committee or Assistant Director for AI recommends that the sanction of suspension or expulsion is appropriate or if the “FX” grade is recommended as a sanction for an AI Policy violation, the matter must be referred to the Student Disciplinary Council. As soon as practicable, the AI Office will schedule a hearing before the Student Disciplinary Council.

**Step 6 - Student Disciplinary Council Hearing**

At the Student Disciplinary Council hearing, both the student and the faculty/staff member will present their information. At the Student Disciplinary Council hearing, the faculty/staff member will function only as a witness and shall not serve in any adversarial capacity. The Council will review all of the information presented and then deliberate in private. Absent exceptional circumstances beyond the control of the student as determined by the Chair of the Council, if the student who has been notified of the hearing fails to appear, the proceeding may take place in his or her absence, and the Committee's decision will be binding.

If the Council determines that the student has violated the AI policy, before the sanctioning stage of the meeting, the Assistant Director for AI will provide the Council information whether the student has any previous AI policy violations recorded and sanctions imposed. The Council will deliberate again in private in order to determine the appropriate sanction for this violation. The Chair will announce the decision of the Council to those present at the conclusion of the hearing.

**Step 7 - Appealing the Decision of the Student Disciplinary Council**

If the student chooses to contest the allegation and/or sanction, the student can appeal to the Provost. The student will notify, in writing, the Office of the Provost of his or her request and grounds for such request, within five academic days of the Student Disciplinary Council's decision. An appeal to the Provost can only be based upon irregularities in procedure, new evidence not available for the first hearing, or punishment not consistent with the violation. The Provost will render a decision, in writing, within ten academic days of receipt of the appeal.

**Step 8 - Appealing the Decision of the Provost**

If the Provost upholds the decision of the Student Disciplinary Council, and if the student chooses to contest the allegation and/or sanction, the student can appeal to the Board of Regents. The student will notify, in writing, the AI Office of his or her request and grounds for such request, within five academic days of the Provost’s decision. As soon as practicable, the AI Office will schedule a hearing. An appeal to the Board of Regents can only be based upon irregularities in procedure, new evidence not available at the first hearing, or punishment not consistent with the violation; the decision of the Board of Regents is final.

**Definitions:**
ASSISTANT DIRECTOR FOR STUDENT RIGHTS AND RESPONSIBILITIES (ASSISTANT DIRECTOR FOR AI)

A faculty member who coordinates the implementation of the EKU Academic Integrity Policy. The Assistant Director for AI does not take part in any actual hearings, but is available to answer procedural questions.

CHEATING

Cheating is an act or an attempted act of deception by which a student seeks to misrepresent that he or she has mastered information on an academic exercise. Cheating includes, but is not limited to, the following:

- Giving or receiving assistance not authorized by the instructor or university representative
- Participating in unauthorized collaboration on an academic exercise
- Using unapproved or misusing electronic devices or aids during an academic exercise
- Turning in substantial similar papers/assignments as other student(s)

COLLEGE ACADEMIC INTEGRITY COMMITTEE

The College Academic Integrity Committee is comprised of 5 members (1 faculty from the department where the incident arose, 2 faculty from the college at large, and 2 students from the college at large but not from the department where the incident arose.) If this case involves a graduate student, at least one of the students on the Committee will be a graduate student. One member, elected by the Committee, will serve as Chair. The College may form a standing committee for this purpose.

DAY

In this document, day refers to days within an academic term. If the academic day occurs on a weekend, holiday, or University break or if the University is closed due to inclement weather, an action required within a specified number of academic days shall be due on the first day practicable on which University is open during an academic term.

FABRICATION

Fabrication is a form of deception and occurs when a student misrepresents written or verbal information in an academic exercise. Fabrication includes, but is not limited to, the following:

- Citation of information not taken from the source indicated. This may include the incorrect documentation of secondary source materials.
- Listing sources in a bibliography not directly used in the academic exercise
- Submission in a paper, thesis, lab report, practicum log, or other academic exercise of falsified, invented, or fictitious data or evidence or deliberate and knowing concealment or distortion of the true nature origin or function of such data or evidence.
- Submitting as your own any academic exercise (verbal, written, electronic, or artistic work) prepared totally or in part by another person

"FX" Notation

"FX" grade denotes failure in the course due to academic dishonesty.

PEER ADVISOR
An accused student has the right to have another willing student act as his or her advisor/advocate and to assist the student throughout the process, beginning at step 2 and continuing through step 8. The student can be any presently enrolled EKU student.

PLAGIARISM

Plagiarism occurs when a student represents work taken from another source as his or her own. It is imperative that a student give credit to information, words, ideas, and images that are integrated into his or her own work. Acknowledgement of a source of information in any form should consist of complete, accurate, and specific references and, if verbatim statements are included, quotation marks as well. Examples of plagiarism include, but are not limited to, the following:

- Using words, ideas, or images from another source (including the Internet), whether in quotation marks or not, without giving credit to that source in the form a bibliographic citation
- Using facts, statistics, or other supporting materials that are not clearly common knowledge without acknowledgement of the source

PROVOST

Refers to the Provost and Vice President for Academic Affairs or the Associate Provost for Academic and Faculty Affairs.

SILENT ADVISOR

An accused student has the right to have an attorney present at any proceeding at Step 2 and continuing through Step 8. The attorney is not permitted to speak in any hearing through this process.

STUDENT DISCIPLINARY COUNCIL

The Student Disciplinary Council is comprised of seven members, one faculty from each of the Colleges, and two students (one undergraduate and one graduate student) named by the President of the University. One member, elected by the Council, serves as Chair.

TRIVIALITY

A case may be dismissed if it is found to be trivial. A trivial case is one with no possible consequences to a matter of legitimate concern of the academic community or one with no tendency to undermine trust within the community.

UNIVERSITY ACADEMIC INTEGRITY COMMITTEE

The University Academic Integrity Committee is comprised of six members. At the beginning of the academic year, there will be two names (1 faculty, 1 student) from each college and one name (faculty/staff) from the Library submitted to the President’s office for appointment to the Committee. For each AI hearing, the College from which the incident arose will have both the faculty and student serve as members of this specific Committee. The remaining members of the Committee will be randomly drawn from two separate categories in order for the make-up of the Committee to be three faculty and three students. One member, elected by the Committee, will serve as Chair. An appeal to this Committee can only be based upon irregularities in procedure, new evidence not available for the first hearing, or punishment not consistent with the violation.

UNIVERSITY

Eastern Kentucky University
**Responsibilities:**

**Assistant Director for AI**

The Assistant Director for AI is responsible for maintaining all records of all incidents involving the EKU AI policy.

**College Academic Integrity Committee**

The Committee is responsible for determining the facts, and, if the student is found to have violated the AI policy, the Committee must determine the appropriate sanction. A minimum of 3 Committee members must be present. To determine that a violation has occurred, 3 of the 5 Committee members must agree. To determine the sanction, 3 of the 5 Committee members must agree.

**University Academic Integrity Committee**

The Committee is responsible for hearing appeals from the College AI Committee of AI policy sanctions. It can modify or set aside the applied sanction, refer the case back to the College AI Committee, or uphold the decision. A minimum of 4 Committee members must be present. To determine that a violation has/has not occurred, 4 of the 6 Committee members must agree. To determine the sanction, 4 of the 6 Committee members must agree. The decision of the University AI Committee is final, unless the Committee determines suspension or expulsion or the awarding of the "FX" grade is the appropriate sanction to be imposed.

**Violations of the Policy:**

**Minimum Sanction**

The standard minimum sanction for an AI Policy violation shall be the assignment of an "F" for the test, assignment or activity in which an incident of academic dishonesty occurred; the student will not be allowed to retake or rewrite the test, assignment or activity. A student assigned an "F" for the course will not be permitted to drop or withdraw from the course.

**Sanctions**

In addition to the minimum sanctions for an AI Policy violation, other appropriate educational sanctions may be assigned; these sanctions may be given even if this is the first violation of the AI Policy. Such sanctions could include, but are not limited to, the following:

- Removal from the course
- Educational sanctions
- Community service
- Precluded from graduating with Honors
- An assigned "F" for the course
- "FX" notation on transcript

- **Suspension**
- **Expulsion**

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* Note: Per the Academic Integrity Policy 4.1.3, Eastern Kentucky University's Student Disciplinary Council is the only body authorized to make a permanent "FX" notation on transcript.

** Note: In accordance with KRS 164.370, the Board of Regents of Eastern Kentucky University has delegated authority to the Student Disciplinary Council as the only body authorized to suspend or expel a student.

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"FX" NOTATION

The "FX" grade is a final and permanent notation on the student's transcript. The "FX" grade can only be imposed by the Student Disciplinary Council. Upon exhaustion of the appeals process set forth in the Academic Integrity Policy, 4.1.3, the notation cannot be removed. A student may retake the course where the "FX" notation is applied, and the new grade will replace the "FX" in the calculation of the student's GPA. The "FX" notation, however, will remain on the student's transcript.