K-BOOK

The Kentucky State University
STUDENT HANDBOOK
2022 - 2023

ABOUT THIS PUBLICATION

Kentucky State University (also referred to herein as "KSU," "Kentucky State," and "the University") is responsible for providing and sustaining a safe and scholarly community of learning that is dedicated to nurturing student excellence inside and outside of the classroom. The Thorobred Creed identifies community values necessary to foster and maintain a safe and scholarly community, and the University has incorporated the spirit of these community values throughout all University policies and procedures.

From the time of admission through commencement, students accept the rights and responsibilities of membership in the University's community. The University expects its students to uphold these community values by exercising a high standard of conduct at all times. Each student has a duty to become familiar with and honor these University values and standards as reflected in University policy.

Annually, the Division of Student Engagement and Campus Life publishes the *K-Book* to assist students with understanding their rights and responsibilities as students of the University; however, please note that this publication is an overview of University policies and is not a complete digest of all policies. In addition, some policies may be changed or updated following the annual publication date of the *K-Book*.

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KENTUCKY STATE UNIVERSITY
MISSION AND VISION STATEMENT

Mission Statement

Kentucky State University is a public, comprehensive, historically black land-grant university committed to advancing the Commonwealth of Kentucky, enhancing society, and impacting individuals by providing quality teaching with a foundation in liberal studies, scholarly research, and public service to enable productive lives within the diverse global economy.

Vision Statement

Kentucky State University prepares today's students as global citizens, lifelong learners, and problem solvers. To accomplish this, Kentucky State University must challenge itself and its students to be the best. It must recognize its strengths, and then expand and excel. Notwithstanding, it must also welcome change and quality improvement. By doing so, Kentucky State University will gain widespread recognition as one of the region's strongest universities. As a university of distinction, Kentucky State University will create an environment where:

- students are first;
- diversity is valued, understood, and respected;
- diverse, motivated, and talented students, staff, and faculty are actively recruited and retained;
- an intellectual environment conducive to leadership in teaching, research, and community service is encouraged and supported;
- effective teaching is promoted both inside and outside the classroom;
- students are taught how to obtain, evaluate, and use information;
- learning is lifelong;
- effective and efficient fiscal management by the administration is the norm;
- collegiality is the norm, not the exception;
- each person is a change agent; and
- excellence starts with the student

The Spirit of Community

At the core of our work is the notion of community. We all matter here as Thorobreds. We learn more when we collectively share our wisdom with one another. We have more fun when we celebrate with one another. We pick ourselves up from adversity faster when someone else lends a helping hand. We are better together.

The Xhosa tribe in South Africa acknowledges the importance of this framework with the word "ubuntu," which is best summarized by the phrase "I am because we are, and we are because I am." In his famed *Letter from the Birmingham Jail*, Dr. King captured the essence of this reality by writing these powerful ideas:

In a real sense all life is inter-related. All [men and women] are caught in an inescapable network of mutuality, tied in a single garment of destiny. Whatever affects one directly, affects all indirectly. I can never be what I ought to be until you are what you ought to be, and you can never be what you ought to be until I am what I ought to be.…

This interdependence strengthens us, emboldens us to tackle new challenges, and reminds us that helping others can benefit our own growth as well. Geese are smart enough to know that they travel faster when flying in a unified formation. They also rotate leaders and take care of one another when a fellow goose needs assistance. We can model ourselves after these principles and accomplish more together.

It is with these very ideas in mind that we expect that all students will appreciate the importance of honoring this community in words and actions. Be yourself and be responsible for the collective good at the same time. Indeed, just as it only takes a single pull on a loose thread to begin the unraveling of a sweater, a single act that violates the code of conduct can tear away at the heart of our precious community. Conversely, every positive and affirming act serves to add another colorful and tightening stitch to the sweater that keeps us all covered and warm.

By joining this special community, you express a conscious and intentional willingness to support this community and represent the University in the best possible manner. Kentucky State will become a better place because of your presence and in turn, the University will be better positioned to offer life-changing opportunities to you and future Thorobreds.

STUDENT ENGAGEMENT AND CAMPUS LIFE MISSION AND VISION STATEMENT

Mission Statement
The Division of Student Engagement and Campus Life delivers holistic, transformational living and learning experiences to support our students' intellectual, social, emotional, and professional empowerment in becoming global leaders and culturally proficient change agents.

Vision Statement
To establish a national model for student engagement, wellness, and success.

Core Values
The Division of Student Engagement and Campus Life values:

- student-focused goals and initiatives;
- inclusion and collaboration;
- holistic learning and wellness;
- ethical and professional conduct;
- innovation; and
- relationships

Purpose
The University's Division of Student Engagement and Campus Life is committed to supporting our exceptional students as they navigate the many exciting and challenging encounters that await them at the University. It is with this understanding that the University designed the *K-Book* to help you experience a successful matriculation. It is also why the University expects that all members of the Student Engagement and Campus Life staff will model optimal behavior in the performance of their responsibilities. We hope that you will make the most of your educational journey by taking advantage of the many programs, services, and activities that are available.

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

The Commonwealth of Kentucky first chartered this institution in May 1886 as the State Normal School for Colored Persons, only the second state-supported institution of higher learning in Kentucky. During the euphoria of Frankfort's 1886 centennial celebration—a

time when vivid recollections of the Civil War still existed—the city's 4,000 residents were keenly interested in having the new institution located in Frankfort. Toward that end, the city donated $1,500 (a considerable amount in 1886) and a site on a scenic bluff overlooking the town. This united display of community enthusiasm and commitment won the day. The new college was located in Frankfort in spite of competition from several other cities.

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

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

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

THE ALMA MATER

Harriet N. Gibbons, '45 Frederick Jarmon, '43

Hail to our Alma Mater, dear is Her name,
And there shall be no other to surpass Her fame.
Hers is the hand that guides us day after day,
And She will stand beside us, when we go on our way.

May blessings be upon Her, shepherd of youth;
She holds the seat of honor, in the hall of truth.
Mem'ries of Her shall never fade from our hearts,
And we will praise Her ever, for the love She imparts.

Sing ev'ry voice together, let echoes rise.
Hail to our Alma Mater, shout to the skies.
Holding the torch of wisdom, She leads the way
Clasping the hand of freedom, as She marches along.

KSU FIGHT SONG

Robert Townsend

In little Frankfort stands Mighty K.S.U.
With a will to fight, a will to win no matter what our foes may do. Rah! Rah! Rah!
Stand up and give a cheer for a Thorobred victory.
We still do our best when we're asked to stand the test and we'll win victoriously!
Go Thorobreds Go! Fight Thorobreds Fight!

-Repeat-

Section I
Guiding Principles and Policies

All statements in this handbook ("*K-Book*") are announcements of present policy only. The University reserves the right at any time to modify or revoke any of the policies and/or procedures contained in the *K-Book*. Accordingly, readers of the *K-Book* should inquire as to whether the University has made any such revisions, amendments, or changes.

The *K-Book* serves as a means of communicating to students their rights, responsibilities, and obligations as members of the campus community; however, it is not to be regarded as a contract or offer to contract. While the *K-Book* is a major source of information, it does not contain all policies a student needs to know. The University has incorporated by reference The Undergraduate Catalog, the Graduate Catalog, and other relevant official University publications. The University's Colleges and Schools may have additional policies, professional standards, and expectations to which students in those programs must adhere; as such, students must consult with their respective College or School regarding specific policies unique to students within a particular program. Upon request, the *K-Book* is available in an alternative format.

KEY UNIVERSITY POLICIES

University policies are located on the University's website. General campus policies and procedures may be located at on the University's Policy and Procedure Library page, while policies and procedures relating to academics may be found in the Undergraduate or Graduate catalog on the web page for the Office of the Registrar. For your convenience, we have summarized key University policies below.

FERPA Policy Statement

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are set forth in the student catalog and on the webpage for the Office of the Registrar. They are:

1. The right to inspect and review the student's education records within 60 days of the date 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 shall notify the student of the time and place in which the student may inspect the records. If the University official to whom the request is submitted does not have the record, the University official shall advise the student of the correct official to whom the student needs to make the request.

2. FERPA affords individuals the opportunity to amend their education record if it is inaccurate, misleading, or in violation of privacy or other rights of the student. The student may submit a written request for amendment to the Registrar's Office. The student should include the justification for the proposed amendment. The Registrar's Office is located in the Julian M. Carroll Academic Services Building, Room 323. Within 60 days of receipt of the written request, the University shall provide the student with a decision as to whether Kentucky State is granting or denying the request. If the University denies the request, the student may submit a written request for a hearing in order to challenge the content of the record. The Admission and Recruitment Committee will inform the student of the date, place, and time of the hearing. The student shall submit all requests for amendment and requests for hearing in writing to the Office of the Registrar.

3. Generally, schools must have written permission from a parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

    - school officials with a legitimate educational interest
    - other schools to which a student is transferring
    - specified officials for audit or evaluation purposes
    - appropriate parties in connection with financial aid to a student
    - organizations conducting certain studies for or on behalf of the school
    - accrediting organizations
    - to comply with a judicial order or lawfully issued subpoena
    - appropriate officials in cases of health and safety emergencies
    - state and local authorities, within a juvenile justice system, pursuant to specific state law.

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 is:

Family Policy Compliance Office
United States Department of Education
400 Maryland Avenue SW
Washington, DC, 20202-4605

Additionally, the University has the right to disclose certain information about its students to third parties without students' consent. This information includes:

- names
- addresses
- telephone numbers
- campus e-mail addresses
- fields of study (majors and minors)
- dates of attendance
- classification
- degrees and awards received
- previous educational institutions attended
- student organization participation
- participation in University-recognized organizations and activities
- height and weight of athletic team members
- photographs
- Dean's List members
- President's List members

However, FERPA also grants you the right to refuse to permit the University to disclose this information to others without your consent. If you wish to instruct the University not to disclose directory information about you, please contact the Office of the Registrar at 502-597-6234.

Alcohol Policy Statement

The possession and/or consumption of alcoholic beverages on University property is subject to the laws of the Commonwealth of Kentucky and University policy developed in keeping with this policy. The University expects that all community members shall obey these laws and policy. The University promotes an environment where alcohol is unavailable to underage students and where alcohol education and counseling programs are available.

Drug-Free Policy Statement

The 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 are to take note of the standards of conduct that shall be applicable while on University property, on University business or at University sponsored activities.

Federal laws, state laws, local ordinances, and University policy prohibit students, faculty, and staff from unlawfully possessing, using, dispensing distributing, or manufacturing of illicit drugs on University property, in connection with University business, and/or at

University-sponsored activities. Any student, 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 University sanctions, students or employees may be subject to prosecution and imprisonment under federal and/or state laws.

Tobacco-Free Policy Statement

The University prohibits the use of tobacco products on all property it owns, operates, leases, occupies, or controls. For the purpose of this policy, the University defines tobacco as any lit or unlit cigarette, cigar, pipe, bidi, clove cigarette, or any other smoking product. Smokeless or spit tobacco, dip, chew, snuff, or snus, in any form, are also prohibited. Property for the purpose of this policy includes buildings and structures, grounds, enclosed bridges and walkways, parking structures, parking lots, and vehicles, as well as personal vehicles in these areas.

Equal Opportunity/Affirmative Action Policy Statement

The University does not discriminate in the administration of any educational services or any employment decisions on the basis of race, color, religion, sex, age (except for minors), marital status, national origin, citizenship status, disability, military service status, or any other statuses protected by law absent a bona fide occupational qualification. Non-discrimination requires compliance with federal or state employment laws and regulations including, but not limited to, the following: Equal Pay Act of 1963, Title VII of the Civil Rights Act of 1964, as amended, and Age Discrimination in Employment.

The University is committed to providing equal employment opportunities for all persons regardless of race, color, religion, sex, age (except for minors), marital status, national origin, citizenship status, disability, military service status, or any other status protected by law absent a bona fide occupational qualification.

The University has charged The Office of Human Resources with the University's compliance with Title VII of the Civil Rights Act of 1964. Any person who wishes to file a complaint alleging discrimination or harassment should file the complaint in writing with the Office of Human Resources, Julian M. Carroll Academic Services Building, Room 241, (502) 597-6667, or the U.S. Department of Education, Office for Civil Rights, 400 Maryland Avenue, SW, Washington, DC. 20202, 1-800-421-3481 (V), 1-800-877-8339 (TTY).

Veterans Policy Statement

The University does not discriminate against any individual based on the individual's status as a disabled veteran, a recently separated veteran (as defined by P.L. 107- 288), a veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized, or a veteran who participated in a US military operation for which an Armed Force Services Medal was awarded pursuant to EO 12985, with respect to

employment, including recruitment, hiring, promotion, compensation, and any other condition or privilege of employment for which a veteran may be otherwise qualified.

The University has adopted this policy to ensure compliance with its obligation as a federal contractor under the Vietnam Era Veteran's Readjustment Assistance Act, specifically 38 USC Sec. 4212, and its implementing policies, 41 CFR 60-250. The University shall direct anyone making a complaint alleging discrimination to the Office of Human Resources, Julian M. Carroll Academic Services Building, Room 241, (502) 597-6667.

Americans with Disabilities Act Policy Statement

The University does not discriminate against any student, employee, or applicant for admission or employment based on disability status.

Any employee who has a bona fide disability and needs a reasonable accommodation should contact the Office of Human Resources at (502) 597-6667. Any student who has a bona fide disability and needs a reasonable accommodation should contact the Office of Disability Services at (502) 597-6041.

All brochures, letters, and other invitations to campus events should contain the following:

"If you require special assistance relating to a disability, please contact the Coordinator of the Disability Resource Center, at (502) 597-6041, or in Hathaway Hall, Office 107."

Campus Security Policy Statement

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (referred to as the Clery Act) is part of the Higher Education Opportunity Act. It requires institutions of higher education that receive federal financial aid to report specified crime statistics on college campuses and to provide other crime and safety information to members of the campus community. The purpose of the report is to give individuals in the University community the information they need for their personal safety and security while on campus. The Annual Security Information Report containing campus crime reporting procedures, policies, sexual harassment and sexual offense policies, crime statistics, and a list of victim advocates is available for viewing on the campus security webpage.

A hard copy version is available through the Office of Campus Security upon request.
The Michael Minger Life Safety Act (referred to as the Minger Act) requires institutions of higher education in Kentucky to report crime statistics to current and prospective students and employees, to maintain a daily crime log, to report a fire or threat of fire to the State Fire Marshal immediately, and to issue special reports when there is an ongoing threat to the safety of students and employees. The University provides an annual report of campus safety policies, programs, and statistics to the Kentucky Council on Postsecondary Education.

Hazing Policy Statement

The University is concerned about the emotional, psychological, and physical health and well-being of its students. Any form of hazing by individuals or groups is unacceptable and is in direct conflict with institutional values concering the rights and dignity of students, all of whom have the right to belong to groups without risk of danger or humiliation. Consent to hazing is never a defense to a violation of this policy.

The laws of the Commonwealth require all Kentucky colleges and universities to adopt policy statements regarding hazing activities. This policy applies to the conduct of students, organizations, faculty and staff, as well as visitors and other licensees and guests on campus in accordance with KRS 164.375.

The intent of this statement is to set forth the University's position regarding hazing and to fulfill this statutory mandate. The University believes that new and existing members of groups and teams can expect to participate in enjoyable and educational activities that build teamwork and camaraderie among all members of the group. The University intends for these activities to create a sense of identity and commitment within a group and are generally acceptable and encouraged. However, students should never be subject to any form of hazing by either an individual or a group.

The University considers this policy incorporated by reference in the bylaws of all organizations operating on campus.

A person commits the offense of hazing if that person engages in hazing or solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing. A person also commits the offense if that person intentionally, knowingly, or recklessly permits hazing to occur, or has firsthand knowledge of the planning of a specific hazing incident, or has firsthand knowledge that a specific hazing incident has occurred and knowingly fails to report said knowledge to the appropriate University officials.

An organization commits an offense of hazing if the organization condones or encourages hazing, or if the organization's officer, member, pledge, or alumni commits, condones, encourages, or assists in the commission of hazing.

The University adjudicates hazing allegations against students alleged to have committed conduct violations through the student conduct system as detailed in this *K-Book*. The University reserves the right to refer students for criminal prosecution. Students found in violation of this policy may face sanctions detailed in this handbook up to and including suspension, expulsion, or any other appropriate disciplinary action.

The University adjudicates hazing allegations against organizations alleged to have committed conduct violations based upon their form. The University will refer all Registered Student Organizations (RSO) (including, but not limited to, Greek-letter

Organizations, Club Teams, etc.) to the Dean of Student Leadership, Conduct, and Health. The University adjudicates hazing allegations against staff and faculty in accordance with the University's Policy Manual and/or Faculty Handbook. Violations of this policy can result in disciplinary action up to, and including, termination. The University also reserves the right to refer staff and faculty for criminal prosecution.

As for visitors, other licensees, and guests on campus found in violation of this policy, the University may take action including, by not limited to, the rescission of permission to operate or remain on campus property. The University also reserves the right to refer visitors, other licensees, and guests for criminal prosecution.

Medical Amnesty Policy Statement

Individuals and student organizations are encouraged to seek the necessary medical attention for themselves and community members who have overconsumed alcohol or drugs. The medical amnesty policy allows for safe reporting of alcohol or drug abuse without fear of disciplinary and/or conduct sanctions in such situations. This policy allows University officials to practice discretion on a case-by-case basis to determine whether to grant amnesty from charges and sanctions issued by the various disciplinary authorities at the University.

Under medical amnesty, a student or student organization who seeks emergency assistance on behalf of himself or herself, another community member, or a friend regarding an alcohol or drug-related emergency shall not be subject to disciplinary action under the University conduct system. If a party with authorization over a particular dwelling proactively requests a "sweep" of their premises by a police or canine unit, then that organization will not face conduct charges.

Although students who qualify for medical amnesty are exempt from disciplinary charges and sanctions, they may still be responsible for completing educational measures in relation to their alcohol or drug consumption. Educational measures may include, but are not limited to:

- parental notification if under the age of 21;
- alcohol and drug education; or
- a written project.

Students who qualify for medical amnesty will still be required to meet with the Dean of Student Leadership, Conduct, and Health.

The University will not apply this medical amnesty policy in situations where a University employee acting within the scope of their responsibilities makes the call for medical assistance. Additionally, law enforcement agencies may act within their own jurisdictions in enforcing local, state, and federal laws.

Title IX Policy Statement

The University prohibits all forms of sexual discrimination, including Sexual Misconduct. The University is committed to providing a safe learning, living, and working environment for all members of the University community. Consistent with this commitment, the University prohibits sexual assault, stalking, domestic violence, dating violence, and sexual exploitation. Complicity in the commission of any act prohibited by this Policy, or retaliating against someone for the good faith reporting or other participation in this Policy, is strictly prohibited. Additionally, the University is committed to raising awareness of issues relating to Sexual Misconduct and its prevention, providing training, and continuing education for students, faculty, and staff.

Employees or students who violate this regulation may face disciplinary action up to and including termination or expulsion. The University will take prompt and equitable action to prevent prohibited conduct, to discipline anyone who violates this policy, to stop further prohibited behavior, and to remedy the effect of any such conduct. The University conducts ongoing prevention, awareness, and training programs for employees and students to achieve the goals of this regulation.

Every member of the University community is responsible for fostering an environment free from prohibited conduct. All members of the campus community are encouraged to take reasonable and prudent actions to prevent or stop any acts of prohibited conduct. The University will support and assist community members who take such actions.

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

Pet Policy Statement

The only pets permitted in University Housing are fish. Aquariums for the fish are limited to a ten-gallon capacity. Those violating this policy will be charged $50, will be required to immediately remove the pet, and may face judicial action. Additional charges for any required cleaning and/or pest extermination related to a pet violation will be charged to the student.

For assistance with emotional support or service animals, please contact the Disability Resource Center.

Again, this list is not exhaustive, and the university retains the right to add elements to it based on emerging issues and trends. Additional detailed behavior misconduct examples are housed in the Office of the Dean of Student Leadership, Conduct, and Health.

Section II
Student Conduct

The Thorobred Creed:

PREAMBLE

Since its humble beginnings in 1886 as a school for the education of African-American teachers, Kentucky State University has created a rich heritage of producing great leaders. These leaders entered the halls of our University to learn and went out to serve our Commonwealth, our Nation, and our World.

It is with the recognition of our history and the belief that all members of this community have the ability to achieve eminence in every field of endeavor that we daily practice and uphold our ideals as stated here.

AS A TRUE THOROBRED

I will practice personal and academic integrity;

..

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

..

I will discourage bigotry and discrimination, while striving to be intentionally inclusive by learning from differences in people, ideas and opinions;

..

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

..

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

..

Daily, I will practice responsibility, leadership, and service to my community, and I will be proactive in projecting the best image of myself and my campus.

Academic Conduct

This section of the *K-Book* provides descriptive information regarding some of the academic policies and procedures with which students should be familiar. Please note that the primary sources for academic information are the University's Undergraduate and Graduate Catalog.

Academic Integrity

Academic Integrity is a fundamental value of the University's community of students, faculty, and staff. We collectively wish to promote the highest and most honorable pursuit of intellectual achievement and understand the importance of manifesting integrity in all our efforts. It should therefore be clearly understood that students engaging in acts of academic dishonesty may be subject to sanctions. Any student who knowingly assists in any form of academic dishonesty shall also be subject to sanctions. Academic dishonesty can occur in different forms, some of which include cheating, plagiarism, and forgery.

Academic Dishonesty

Plagiarism

Plagiarism is the intentional or unintentional act of submitting the work of another as one's own. If the student has any uncertainty regarding plagiarism in the submission of any class material, he or she should discuss the matter with the instructor prior to submission of the material. Examples of plagiarism include:

- submission of the complete or partial work, or of the words, ideas, or format of another, published or unpublished, without appropriate reference and source credit
- employing or permitting another person to produce, alter, or revise material that the student submits as his or her own.

Cheating

Cheating is the fraudulent or deceptive taking, giving, or presenting of any information or material with the intent of aiding oneself or another on any academic work that is considered in the determination of a course grade. Cheating includes, but is not limited to:

- copying another student's homework;
- copying another student's answers to test questions;
- allowing or requesting someone else to do work on one's homework or tests;
- possession, or the attempt to gain possession of, tests prior to their administration;
- breaking or entering a locked or unoccupied office in an attempt to gain an unfair advantage;
- using a cell phone or other device to obtain materials from websites or other students

during tests;
- using reference materials that have not been allowed by the instructor during tests;
- using handwritten or printed notes during a "closed book/closed notes" test;
- employing bribery, intimidation, or harassment in an attempt to gain an unfair advantage;
- purchasing or utilizing pre-made papers, projects, or other assignments;
- using a paper, project, or other assignment prepared by another individual;
- engaging another person to take a test (class-related or standardized, such as the GRE) on one's behalf;
- knowingly allowing someone else to represent your work as his or her own;
- falsely attesting that work has been accomplished when it has not been;
- falsely attesting that functions or classes were attended that were not attended;
- providing a false excuse for missing a deadline or schedule.
- altering answers to test questions after the tests have been graded and returned;
- altering grade report forms, or changing grade forms or class rolls, either in their physical or electronic (computer file) form;
- altering, falsifying, or misusing any other University documents;
- falsifying research data or committing other forms of scientific misconduct; and
- providing false information to a faculty member or administrator.

Forgery

Forgery is falsely recording the signature of an advisor, instructor, or any University official on any official University academic document.

Procedures Related to Academic Dishonesty or Misconduct

Investigation and Determination

1. *Responsibility of the Instructor*: An instructor who has evidence that a student has committed an academic offense shall attempt to arrange a personal conference with the student to discuss the matter. The instructor shall present the evidence of the offense, give the student an opportunity to state his or her case, and make known to the student the charges and possible sanctions that may be imposed and/or recommended. If the student is unavailable or fails to attend such a conference, the instructor shall proceed to inform the student of the nature of the evidence, the charges, and the possible sanctions by certified mail, with copies to the Chairperson of the Department in which the student is enrolled. The instructor may then proceed to assign any grade on a paper or examination related to the offense, assign any grade for the course in which the offense occurred, or recommend to his or her Chairperson a more severe sanction.

2. *Responsibility of the Chairperson*: After reviewing the report from the instructor and making any appropriate investigation, the Chairperson will forward the materials, along with his or her own recommendation, to the Provost. The Chairperson shall notify the student of his or her recommendation by certified mail.

3. *Responsibility of the Vice President for Student Engagement and Campus Life*: After reviewing the furnished material and conducting any appropriate investigation, the Provost will forward the material, along with any recommendations, to the student and the Vice President for Student Engagement and Campus Life by certified mail.

For recommendations of suspension or dismissal, the Vice President for Student Engagement and Campus Life shall notify the student of his or her recommendation by certified mail, with copies sent to the instructor, the Chairperson of the Department in which the offense occurred, and the Registrar.

For all sanctions, the Vice President for Student Engagement and Campus Life will forward the case to the All-University Court for processing according to the standard procedure of that court and provide notice of the recommendation to the student by certified mail.

Sanctions for Academic Offenses

For a student found to have committed an academic offense, Kentucky State may consider imposing one or more of the following sanctions:

- assignment of any grade on a paper, examination, or other material related to the offense;
- assignment of any grade for the course in which the offense occurred;
- forced withdrawal from the class in which the offense occurred; and/or
- suspension from the Kentucky State for a specified period including exclusion from all classes and termination of student status and all related privileges and activities

  NOTE: A student who violates any of the terms of suspension shall be subject to further discipline in the form of permanent dismissal.

Appealing a Sanction

The student receiving a sanction shall have the right to appeal the alleged conduct violation to each higher level of authority. The student may challenge the sanction by submitting a written appeal to the faculty member and the Vice President for Student Engagement and Campus Life within fifteen (15) calendar days of receiving the sanction notice.

Failure to make an appeal within this fifteen-day period shall constitute a waiver of the right

to appeal and shall result in the sanction becoming final as recommended, and the case will be considered complete, except as noted below in cases in which the sanction includes probation, suspension, or expulsion.

Behavioral Conduct

Kentucky State University anticipates that all students desire a safe and productive campus community everyone can enjoy. Therefore, the University expects students to conform to the Student Code of Conduct found in the *K-Book* and embody the principles outlined in the Thorobred Creed. When students violate *K-Book* policies and do not adhere to the Student Code of Conduct, the University has established protocols for responding accordingly. Students are responsible for knowing University policies and what disciplinary procedures and sanctions they may face for violating the policies. Students also need to understand that a breach of University policies may subject them to criminal statutes and penalties.

Terms, Roles, and Definitions

Advisor: A person who serves in a support capacity for a Complainant or Respondent. An advisor may be present during a hearing but may not participate in a hearing, discussion, or questioning.

All-University Court: The committee that adjudicates alleged violations of the Student Code of Conduct that could subject a student to suspension or dismissal from the University or University Housing.

Alternative Resolution: A voluntary process to resolve a complaint or dispute without a hearing.

Complainant: A person accusing a student of violating the Student Code of Conduct.

Counsel (legal): A person licensed in the Commonwealth of Kentucky to practice law.

Dean of Students: The chief judicial officer for student conduct. The Dean is responsible for implementing the Student Code of Conduct and the student judicial system.

Director of Housing & Residence Education: The student affairs administrator who oversees Housing & Residence Life. The Director is the initial point of contact for behavioral concerns within University Housing.

Investigator: A University employee who is assigned to cases and responsible for investigating allegations of Student Code of Conduct violations.

Participant: A Respondent or a Complainant.

Preponderance of the Evidence Standard: The standard used in evaluating culpability for an alleged violation. When determining whether a Respondent is responsible for violating the Student Code of Conduct, an adjudicator will consider whether it is "more likely than not" that the Respondent committed the violation.

Respondent: A student accused of violating the Student Code of Conduct.

Responsible/Not Responsible: The ultimate finding of an adjudication. A student may be found responsible if it is more likely than not that he or she violated the Student Code of Conduct. A student may be found not responsible if there is insufficient evidence or information to determine that he or she violated the Student Code of Conduct.

Sanction: A consequence or mandate imposed to address a violation of the Student Code of Conduct. A sanction is intended to provide educational opportunities and accountability while also reducing the likelihood of prohibited conduct in the future.

Student: A person who has matriculated and financially enrolled in any class or program of instruction or training offered by the University, at any level.

Vice President for Student Engagement and Campus Life: The senior administrator who serves as the appellate judicial officer for cases heard by the Dean of Students. The Vice President may exercise the authority of the chief judicial officer in the absence or recusal of the Dean of Students.

Examples of Behavioral Misconduct

The following constitute violations of the Student Code of Conduct:

Disruptive Behavior

Disruptive behavior is intentional conduct that disrupts the academic environment and interferes with the ability of faculty to teach or students to learn. Disruptive behavior includes, but is not limited to, "shouting down" a faculty member, student, staff member, or another speaker, and physically or verbally harassing an instructor, student, staff member, contractor, or visitor.

Harm to the Facilities That Support the Campus Environment

This type of misconduct occurs when a student purposely harms University facilities. This conduct includes, but is not limited to, damaging books, laboratory equipment, and computers.

Sabotage

Sabotage is the intentional act of preventing others from completing their work. Sabotage includes, but is not limited to, stealing materials from any University facility, removing pages from University-owned books, and inhibiting a student from completing or turning in work. Disruptive behavior and harm to University facilities constitute acts of sabotage.

Dangerous Behavior

Purposely, knowingly, or recklessly endangering or threatening to endanger the life, health, safety, or property of others, including, but not limited to, causing an object to fall from a building, refusing to follow University-mandated isolation/quarantine procedures, and physically abusing service/support animals.

Sexual Misconduct

Subjecting another person to any form of sexual harassment or abuse. Sexual misconduct can be committed physically and verbally, as well as through visual communications and social media. Offenses of this nature, and the procedures for resolving them, are outlined in the University's Title IX Policy.

Harassment

Engaging in conduct intended to harass, intimidate, or unreasonably impair a person's ability to participate in, or fully benefit from, the campus environment.

Hazing

Any reckless or intentional act directed at another student that causes humiliation, embarrassment, or ridicule—or physical, mental, or emotional pain or discomfort—that is required or expected of new members of an organization, and which is not related to the mission of that organization. Hazing can occur on or off campus. It also includes any activity, whether presented as optional or required, that places any member in a position of servitude as a condition of membership or continued membership.

Weapons

It is a violation of University policy to possess a deadly weapon on any University property. Weapons include, but are not limited to, firearms, tasers/stun guns, pellet guns, BB guns, airsoft guns, paintball guns, explosives, fireworks, and other deadly weapons or replica weapons.

Fire/Safety Hazards

It is a violation of University policies to create a fire or safety hazard, abuse or misuse safety equipment, transmit false fire alarms or warnings, or assist or influence others in committing such offenses.

Drugs and Alcohol

A. Possession – possession or use of illegal drugs/controlled substances, including controlled medications without a valid prescription, on University-owned or controlled property, or while participating in University-related activities, including student teaching, internships, and class trips
B. Distribution – providing illegal drugs/controlled substances, including controlled medications without a valid prescription, to others on University-owned or controlled property, or while participating in University-related activities
C. Paraphernalia – possession of drug paraphernalia on University-owned or controlled property, or while participating in University-related activities
D. Intoxication – exhibiting behavior while under the influence of illegal drugs/controlled substances that constitutes a nuisance to others in the vicinity or that endangers oneself, others, or property

Violation of University Policies

Violating—or encouraging or assisting someone in violating—any rule, regulation, or policy established by the Board of Regents, the President of the University, or an authorized representative within any college, division, department, office, or any other authorized University employee within the scope of his or her authority. Such rules, regulations, and policies will be published, posted, or otherwise publicized in a fashion that allows students the opportunity to attain adequate knowledge of such information.

Violations of Law

Committing any act, whether on campus or off campus, that adversely impacts or interferes with the University's normal function, or which endangers the general welfare of the University community, and that also constitutes a violation of federal, state, and/or local laws or regulations.

Trespassing

Unauthorized entry into, or unauthorized use of, any University property or facility. This includes, but is not limited to, failing to comply with residence hall visitation policies and failing to comply with policies outlined in the University Housing contract.

False Identification

Falsifying one's identity and/or the identifying information on University documents or records, producing fabricated identification, or failing to produce valid information when requested by University personnel.

Misuse of Information Technology

Interfering with the use of, or abusing any part of, University computing services or facilities, or any other violation of the University's Information Technology policies and procedures. Students must also comply with the technology use policies established by their courses' faculty, which may include limitations on the usage of mobile devices.

Disciplinary Insubordination

Failing to abide by the terms of any disciplinary sanction properly imposed by a University official, committee, agency, or hearing body.

Violations, Generally

The foregoing examples are illustrative and are not to be considered an exhaustive list of possible violations. Any act that violates the principles of honesty and fairness, or damages the facilities that support the academic environment, including acts that do not fit neatly into any one of the aforementioned examples, may invoke the academic and/or conduct disciplinary process.

Procedures Related to Behavioral Misconduct

Introduction

The University has designed its Student Conduct system to be educational, disciplinary, restorative, and fundamentally fair. All parties must receive equal and just treatment, with due respect for all individual rights and privileges. The University ensures that the Complainant alleging the policy violation has the same rights as the accused Respondent. Students are presumed innocent (not responsible) until they are proven guilty (responsible).

A student's silence will not be held against him or her. Further, the presumption of innocence shall not be grounds to construe that any Complainant or witness presented false testimony or evidence.

The University's jurisdiction over Student Conduct shall not be limited to conduct that occurs on the University's campus. The University shall also have jurisdiction for off-campus conduct in the following situations:

- student activity in direct connection with any credit-bearing experiences, including, but not limited to:

    - internships;
    - field trips;
    - study abroad; and
    - student teaching

- any activity supporting pursuit of a degree, including, but not limited to:

    - research at another institution or a professional practice assignment;
    - any activity related to an extracurricular activity in which a student serves as a representative of the University; and
    - conduct which adversely affects the University community and the pursuit of the University's objectives

- any activity that is considered a University-sponsored event, including, but not limited to:

    - away sporting events; and
    - performances (i.e., band, choir, debates)

Investigation and Determination

Note: These procedures DO NOT apply to sexual misconduct, which is covered by Title IX.

Allegations of misconduct may be initiated via several sources, including, but not limited to, law enforcement reports, incident reports, direct observations, and complaints. Any member of the University community may file a report against a student for misconduct. Reports should be prepared in writing and directed to the Dean of Students or, in the case of infractions occurring in the residential community, to the Director of Housing & Residence Life.

Reports not submitted in writing will be independently verified prior to initiating the conduct process. If a reporting party requests that his or her identity be withheld or that the allegation not be investigated, the University may consider if the request can be honored while still providing a safe and nondiscriminatory environment for the University. The reporting party should be aware that: (1) federal law mandates the University to report in certain cases, (2) the University cannot guarantee confidentiality, (3) honoring the request may limit the ability to fully respond to the incident, and (4) such request may limit the University's ability to carry out its conduct process.

The Student Code of Conduct and its investigation/determination process are administrative functions, separate and distinct from local, state, and federal law. As such, the conduct process may proceed against students charged with a violation of the law when the alleged conduct is also a violation of the Student Code of Conduct. The student conduct process may be carried out prior to, simultaneously with, or following any civil or criminal proceedings.

A student retains all rights and privileges of a student in good standing until he or she is determined to be responsible for violating a law or policy. However, in cases of emergency and necessity, such rights and privileges may be withheld or revoked to protect a student and/or to preserve the safety of the campus community.

Behavioral Misconduct Disciplinary Procedures

The University will use the disciplinary authority inherent in its responsibilities to protect its educational purposes and processes. In the exercise of this authority, the University shall ensure that the student alleged to have violated the Student Code of Conduct shall receive adequate due process as prescribed by statute.

Standard of Evidence

The University uses the preponderance of the evidence standard to decide if a Respondent is responsible for a violation. This means that a determination is made based on whether it is "more likely than not," or at least fifty-one (51) percent likely, that the Respondent committed a violation based on the available information.

Initial Process

After receiving a report, the Dean of Students will review the circumstances of the incident and determine if the allegation represents a potential violation of the Student Code of Conduct and if the potential consequence of the alleged violation could result in the Respondent's dismissal or suspension from the University or from University Housing. The review may include a meeting with, or a request for further information from, any sources with knowledge of the incident for the purpose of determining if there is sufficient reason to believe that a violation occurred.

A report that alleges behavior not constituting a violation of the Student Code of Conduct, or which lacks sufficient information, may be dismissed or otherwise not acted upon. If a Complainant disagrees with this decision, the Complainant may request a review by the Vice President for Student Engagement and Campus Life. If the Dean of Students determines that the complaint/information merits further action, then a case file will be created and assigned to an investigator.

In the event, and at any time, the allegations constitute a potential violation of sexual misconduct, the matter will be immediately referred to the University's Title IX Coordinator for review.

Investigation

An investigator will gather evidence, collect information, and/or meet with any Participant (i.e., any Complainant and Respondent) and any individual with knowledge of the complaint or incident (e.g., any witness) for the purpose of establishing the relevant facts of the case. Each Participant shall be provided with the following in his or her Charge Letter:

1. written notice of the Student Code of Conduct violation or violations of which the Respondent is accused of violating;
2. specific details of the facts, as then known, upon which the alleged violation or violations are based;
3. the rights of the Participants in the conduct process; and
4. written notice of the time, place, and location of any investigative meeting/interview in which the Participant is scheduled or expected to appear

NOTE: The Participant shall be provided such notice at least three (3) business days prior to the scheduled event. If a Participant fails to attend or arrange a requested meeting, or otherwise disregards the written notice or request to meet, then a resolution may be made without his or her input.

Interim Measures

The Dean of Students, or his or her designee, may issue interim measures at any point after the University becomes aware of an allegation or potential incident of misconduct and determines it necessary to enact the measures to protect the University, protect any member of the University community, or to mitigate the threat of disruption of, or interference with, normal University operations. Interim measures are not a determination of responsibility for misconduct, and the measures are limited in scope and time. Interim measures may include, but are not limited to, changes in a University Housing assignment, no contact orders, property restrictions, and changes to academic or employment arrangements/schedules.

If the Dean of Students, or his or her designee, determines that a student's presence is of a serious or immediate threat to the University community, then the student may be suspended and/or immediately banned from University property. A student subject to interim measures shall receive written notice explaining the University's reasons for enacting the interim measures within twenty-four (24) hours of issuance. The student shall have the right to an interim measure hearing with the Vice President for Student Engagement and Campus Life to determine whether there is substantial information to

believe that the student poses a risk to the University community and that any interim measure is appropriate to mitigate that risk.

The student will receive notification of the date, time, and location of the interim measure hearing, which shall occur at least three (3) business days after issuance of the written notice, unless the student chooses to waive the hearing. If the student waives the interim measure hearing, the student's waiver does not constitute an admission of responsibility or a waiver of any other student rights. The student shall have the right to be represented by counsel at the interim measure hearing, at the student's own expense. If the student elects to be represented by counsel, the student should provide prior notice to the University through the Dean of Students.

Evaluation of Report/Investigation

The Dean of Students will review the results of the investigation to determine if the alleged behavior meets the elements for a violation of the Student Code of Conduct and the seriousness of the alleged violation. If the investigation clears the Respondent of responsibility for an alleged violation, or if there is insufficient information, then charges against the Respondent may be dismissed. If the investigation discovers additional evidence that indicates a new or different violation of the Student Code of Conduct, then charges may be added and/or amended. Charges and/or circumstances that are not serious enough to result in the Respondent's dismissal or suspension from the University or University Housing shall be resolved by the Dean of Students. Charges and/or circumstances that are serious enough such that a finding of responsibility could result in the student's dismissal or suspension from the University or University Housing shall be referred to the Hearing Committee for an adjudication.

Adjudication Hearing With the Dean of Students

If a substantiated charge is not serious enough such that it could result in the Respondent's dismissal or suspension from the University or University Housing, then the Dean of Students may resolve the case. The Dean of Students shall notify the Respondent in writing of the charges, the facts upon which the charges are based, and the date, time, and location of the hearing with the Dean of Students. The hearing will be held no earlier than ten (10) business days from the date of notification, unless waived by the student in writing. If waived, the student may request an earlier hearing or accept responsibility for the charges without a hearing.

The hearing with the Dean of Students is an informal discussion in which a Respondent is expected to represent himself or herself. The hearing will include a discussion of the alleged violation or violations, a presentation of relevant evidence, a discussion to establish any other relevant facts (including any mitigating or extenuating circumstances), and/or any defense that the Respondent wishes to present. If the Respondent accepts responsibility for

the misconduct, then the Dean of Students will determine the appropriate sanction or sanctions. If the Respondent does not accept responsibility for the misconduct, then the Dean of Students shall determine if there is sufficient information/evidence to make a decision of responsibility. If further information is needed, the Dean of Students may delay the hearing for additional investigation. Once there is sufficient information/evidence to decide, the Dean of Students shall determine if the Respondent is responsible or not responsible for violating the Student Code of Conduct.

The Respondent may appeal the Dean of Students' report and decision to the Vice President for Student Engagement and Campus Life under the conditions and stipulations outlined in the appeals section. If the Respondent fails to meet with the Dean of Students, or otherwise disregards the notice of hearing, then a final resolution may be made without the Respondent's input.

Adjudication Hearing with the All-University Court

If a substantiated charge of misconduct is serious enough such that it may result in the Respondent's dismissal or suspension from the University or University Housing, then a hearing with the All-University Court shall resolve the case.

The All-University Court shall be comprised of five (5) members—two (2) faculty members, two (2) staff members, and one (1) student member—approved by the President of the University. The term of each appointment shall be for one (1) year, subject to renewal each academic year. Membership to the All-University Court shall exclude any individual who conducts an investigation or presides over an alternative resolution process related to a pending case.

The Respondent shall be provided with the following:

1. written notice of the Student Code of Conduct violation or violations of which the Respondent is accused of violating;
2. the specific details of the facts upon which the alleged violation or violations are based;
3. the rights of the Participants in the conduct process; and
4. the date, time, and location of the hearing.

The hearing will be held no earlier than ten (10) business days from the date of notification. The Respondent shall be permitted reasonable continuing access to the administrative file for the case, with such access beginning at least seven (7) seven business days prior to the hearing. All evidence and/or lists of witnesses that the University and/or a Participant intends to introduce at the hearing are expected to be submitted to the administrative file, through the Dean of Students, at least three (3) business days prior to the hearing. Any evidence and/or lists of witnesses that are submitted fewer than three (3) days prior to the

hearing shall only be admissible at the discretion of the All-University Court Chairperson. The Participants shall be immediately notified if evidence and/or witnesses are admitted within three (3) days of the hearing.

The hearing body shall create and maintain an administrative file of certain documents and evidence related to the disciplinary proceedings in transcript, audio, or video recording format, but shall not include privileged documents or internal memoranda that the institution does not intend to introduce as evidence at any hearing on the matter. The file shall be the property of the University and maintained by the Dean of Students.

The Respondent shall have the right to be represented by counsel at his or her own expense. Written notification of representation shall be made to both the Office of the Dean of Students and to the Office of General Counsel. Upon receiving the written notification of representation, the University will direct all correspondences related to the hearing to both the Respondent's counsel and to the Respondent. Counsel for the Respondent may represent the Respondent at each material phase of the conduct process, including any alternative resolution, meeting, hearing, or appeal on the matter

The hearing will be closed to the public. The Respondent may also be accompanied by up to two (2) advisors, who may only serve in a support capacity and may not participate in the questioning or discussion. The Respondent will be given the opportunity to hear the evidence presented and to question witnesses who testify.

The Respondent shall have the right to:

1. make opening and closing statements;
2. present relevant evidence; and
3. cross-examine any witness, personally or through counsel, as permitted by law.

However, cross-examination of a student who is a victim or Complainant that is personally conducted by the Respondent shall require the Respondent to submit the questions to the All-University Court Chairperson. The Chairperson shall ask all the relevant questions to the Complainant, state the rationale for excluding any questions, and grant the Respondent the right to amend any excluded questions for resubmission. The Respondent may remain silent, which will not be adversely considered against the Respondent.

At the conclusion of the presentation of all evidence and closing statements, the All-University Court will move into closed session for deliberation. The All-University Court shall determine whether the Respondent violated each section of the Student Code of Conduct of which the Respondent is charged. The determination will be made by a simple majority vote on the basis of whether it is "more likely than not" that the Respondent violated the Student Code of Conduct. Only evidence in the case file determined by the Chairperson to be relevant and admissible may be considered in the determination of the

Respondent's responsibility.

If the All-University Court finds that the Respondent is responsible for violating the Student Code of Conduct, then it shall also determine the appropriate sanction or sanctions. Should the Respondent fail to appear, and the All-University Court determines that the notification process was reasonable and adequate, the case may then be heard *in absentia* and decided with the available evidence. If the Respondent withdraws or otherwise leaves the University, the All-University Court retains the option of conducting a hearing.

The Chairperson of the All-University Court will notify the Dean of Students, in writing, of the committee's decision within ten (10) business days following the hearing. Within five (5) business days of receiving the decision, the Dean of Students will provide the All-University Court's decision, in writing, to the Respondent and any other appropriate individuals. The Respondent may appeal the decision to the President of the University under the conditions and stipulations outlined in the appeals section.

The hearing, except for the All-University Court's closed session, will be recorded and/or transcribed. The recording and/or transcription shall be added to the case file upon completion.

Alternative Resolution

Prior to a hearing, the participant may request an alternative resolution. Requests for an alternative resolution shall be made to the Dean of Students, in writing, and may include the recommended mode of resolution (e.g., mediation, facilitated dialogue, restorative action). The mode of resolution must be agreed to by all parties (i.e., the Complainant(s), the Respondent(s), and the University). If one or more parties are not interested in attempting to resolve the matter through alternative resolution, the matter will proceed to a hearing.

If the parties agree to the alternative resolution, the Dean of Students will make arrangements for the resolution. The Participants shall have the right, at any time before a resolution is reached, to stop the alternative resolution process and have the matter proceed to a Student Conduct Hearing. Failure by the Respondent to participate fully and actively in the alternative resolution, after agreeing to do so, may result in the matter being referred back to the Student Conduct Hearing. Alternative resolution may be offered and may begin before or after a charge letter is issued to the Respondent. Any matter resolved through alternative resolution is not subject to an appeal.

Appeals

Appeal of Decisions Made by the Dean of Students

The Vice President for Student Engagement and Campus Life shall serve as the appellate judicial officer for student conduct decisions made by the Dean of Students. A request for appeal must be in writing and submitted to the Dean of Students within five (5) business days following written notification of the conduct decision. The appeal is not simply a second hearing; therefore, the request for appeal must clearly state the reason or reasons for seeking modifications to the decision. The reason or reasons stated must be stated under one or more of the following criteria:

1. whether the hearing was conducted fairly and in accordance with the procedures outlined in the Student Code of Conduct;
2. whether there was sufficient information presented at the hearing to establish, by a preponderance of the evidence, that a violation of the Student Code of Conduct occurred;
3. whether the imposed sanctions are appropriate; and
4. whether there is new information that was not known at the time of the hearing, which, if presented at the hearing, would more likely than not have altered the hearing decision

The Dean of Students will forward the appeal letter to the Vice President for Student Engagement and Campus Life within five (5) business days of receipt. The Respondent may request, in writing to the Dean of Students, suspension of all or part of the decision being appealed while awaiting the appeal process. The Vice President shall review the findings of the hearing, including the case file, hearing transcripts, and other evidence relating to the case. At the discretion of the Vice President, the review process may include a meeting with the Respondent. The Vice President shall issue a decision within ten (10) business days through written notification to the Dean of Students and the Respondent. The Vice President may remand a case, dismiss some or all charges, affirm the original decision, or change the sanction or sanctions imposed. The decision of the Vice President is final.

Appeal of Decisions Made by the All-University Court

Decision of the All-University Court may be appealed to the President of the University. A request for appeal must be in writing and submitted to the Dean of Students within five (5) business days following written notification of the conduct decision. The Dean of Students will then forward the appeal letter to the President of the University within five (5) business days, who shall then forward the letter to the Board of Regents within five (5) business days of receipt. The Respondent may request, in writing to the Vice President for Student Engagement and Campus Life, suspension of all or part of the decision being appealed while awaiting the appeal process.

The Board of Regents or its designee shall review the findings of the hearing, including the case file, hearing transcripts, and other evidence relating to the case. At the discretion of the Board of Regents or its designee, the review process may include a meeting with the Respondent. The Board of Regents or its designee shall issue a decision within ten (10) business days through written notification to the Dean of Students and the Respondent.

The decision of the Board of Regents or its designee is final. Notwithstanding the University's final order, the Respondent shall have the right to a hearing pursuant to Kentucky Revised Statute 164.370 and Kentucky Revised Statute 13B.140.

Sanctions and Consequences: The BRED Approach

The University has the authority to impose consequences and/or sanctions on students who violate University policy. In determining possible consequences and/or sanctions, the University shall consider the violation at hand, the welfare of the student and the campus community, and the prior disciplinary record of the student, with the goal of assigning the minimum consequence and/or sanction necessary to prevent recurrence of the behavior.

Ultimately, the University's approach to sanctioning behavioral conduct violations is informed by an educational, developmental, and restorative perspective. The BRED (Balance, Restitution, Education, Dignity) Approach incorporates accountability and aims to serve all students equally in a fair and unbiased manner.

- *Balance* – taking a level of responsibility and acknowledgement of the conduct violation after a comprehensive investigative process
- *Restitution* – providing a level of service as a means of amending the disciplinary violation that has taken place, inclusive of financial obligations or service work
- *Education* – engaging in a form of education training or programming that is inclusive of opportunities through educational enrichment or mental health support
- *Dignity* – transitioning to a sense of pride and reconnection with the campus culture and growth in community engagement

When a student has his or her rights violated, or when he or she violates the rights of others, the campus community is affected, and appropriate consequences will follow. By using restorative practices, the University encourages students to take active responsibility for their actions and work to repair and heal any harm created by misconduct, as well as seek to minimize the recurrence of the inappropriate behavior.

<u>Sanctions for Behavioral Misconduct</u>

Warning – Written notice advising that the student's behavior has been found to be in violation of the Student Code of Conduct. In addition, the student is advised against

recurrence of behavior in violation of the Student Code of Conduct.

Probation – Written notice advising that any further violation of the Student Code of Conduct will result in more serious sanctions. Probation may include designated restrictions on the student.

Administrative Loss of Privileges – Suspension of the privileges of a student prior to, or as a component of, the disciplinary process. The student will receive written notification of any loss of privileges, including, but not limited to, the activity/function, the event, or the place/location. Loss of privileges will be imposed for a designated period of time, and the parameters will be given to students in written form.

No Contact Order – A directive to refrain from any contact, direct or indirect, with one or more designated persons or groups through any means, including personal contact, email, text messaging, telephone calls, social media, or third parties. A No Contact Order may be temporary or permanent.

Restitution – Reimbursement for damages, misappropriation of property, financial loss due to fraud or gross negligence, or for the cost of personal injury.

Community Service – Required performance of community service hours at a location on campus as determined by the Dean of Students or his or her designee. Students who do not complete their community restitution hours will be subject to further disciplinary action. At the discretion of the Dean of Students, community service hours may be assigned in lieu of restitution.

Referral to Counseling & Health Services – Requires a student to visit the University's Counseling & Health Services for an initial evaluation and follow-through on any prescribed treatment program. Although the content of sessions will remain confidential, the student will be required to sign a waiver allowing Counseling & Health Services to communicate with the Dean of Students regarding the student's commitment to scheduling and attending required meetings.

Alcohol/Drug Assessment – Requires a student to meet with a qualified substance use/abuse counselor for an initial evaluation and follow-through on any prescribed education or treatment program and provide proof of completion or continued treatment.

Interim/Emergency Suspension – The Vice President for Student Engagement and Campus Life or the Dean of Students may suspend a student on an interim basis when there is a determination that the student's presence is of a serious or immediate threat to the University community, or when under crisis or emergency circumstances. The student retains the right of a hearing as outlined in the *K-Book*. Under the terms of interim suspension, a student may be asked to leave the campus immediately.

Suspension – Temporary removal of a student from campus for a specified period. Suspension may be imposed even though the violator has not received a previous sanction of warning or probation. Under the provisions of Kentucky Revised Statute 164.370, a student suspended for violations of the Student Conduct Code shall have the right of appeal to the Board of Regents or its designee.

University Housing Suspension – Removal and ban of student from University Housing for a specific period of time. The sanction of suspension from a residence hall may be imposed even though the student has not received a previous sanction of warning or probation. Only when the designated period of suspension has expired may a student apply to live in University Housing. Students who have been suspended from University Housing must meet all other sanctioning requirements before being reinstated.

University Housing Eviction – An indefinite removal of a student and a ban from University Housing. The sanction of dismissal from a residence hall may be imposed even though the student has not received a previous sanction of warning or probation.

Expulsion – Expulsion is for an indefinite period of time, and it may be imposed even though the violator has not received a previous sanction of suspension, warning, or probation. Only when the President of the University or his or her designees removes a sanction of expulsion/dismissal may a student apply for readmission. Normally, dismissed students must wait two (2) years before requesting removal of the dismissal/expulsion sanction from their records, and annually thereafter. Expelled students must meet all other University requirements before being reinstated.

Administrative Information

Student Conduct Records and Release of Information

Conduct records, except for Title IX records, are maintained by the Dean of Students within the Office of Student Engagement and Campus life. The Dean of Students is responsible for safeguarding the conduct records and ensuring privacy.

Files documenting academic integrity code violations, suspensions, and expulsions, including any records of previous student conduct action, shall be indefinitely maintained by the Dean of Students in accordance with KRS 164.370. The student's admission record will indicate any action that prohibits readmission as long as the suspension/dismissal is in effect.

Files documenting student conduct violations, other than those leading to expulsion/dismissal of a student, will be retained until either three (3) years after graduation, three (3) years after the last date of attendance, or three (3) years after all

sanctions have been met, whichever is longer, in accordance with Kentucky Revised Statute 164.370.

If a student fails to complete a sanction, the student's record will be annotated so as to restrict that student from registering for new courses. Once the sanction has been completed or removed—either by expiration or by action of the Dean of Students—the notation will be removed from the record by the Dean of Students.

The Dean of Students or his or her designee may place an administrative hold on a student's account in order to compel the student's compliance with a reasonable request, administrative protocol, student conduct process, or sanction.

The University shall electronically publish reports of student discipline in accordance with Kentucky Revised Statute 164.370.

Section III
Student Organizations and Activities

Purpose

The University is committed to providing a vibrant campus life experience for students, which includes participation in student organizations that offer educational and leadership development opportunities. Student organizations represent the student body and the University. The success of student organizations depends largely upon how sincere students are in their commitment to work with fellow students, advisors, and the University's administration in planning, promoting, and holding well-organized activities.

Student Organization Requirements

Creation of Student Organizations

Application to Create a Student Organization

Enrolled students desiring to form a student organization must submit an application to the Office of Campus Life. The application must contain the following:

1. a minimum of five (5) students interested in participating, with the names and e-mail addresses of the students;
2. name and signature of a full-time University faculty member or staff member who has agreed to serve as the organization's advisor (see Student Organization Advisors on page 43 for additional information on advisors);
3. statement of the organization's purpose; and
4. the organization's constitution.

The Office of Campus Life reviews applications the third Wednesday of each month, and notification of the decision will be communicated to the submitting students no later than three (3) business days after review of the application.

Registration

All student-related clubs and organizations must be registered with the Office of Campus Life to have official University recognition. Each student organization is required to submit a registration form annually to the Office of Campus Life.

Orientation

The Office of Campus Life coordinates orientation for student organizations. Orientation is a required training and takes place during the Student Leadership Institute. Orientation sessions provide members of student organizations an overview of student organization expectations, available resources, pertinent dates and events, and the opportunity to ask desired questions.

Student organizations are required to have at least two (2) active members of their organization attend the orientation. At least one of these individuals must be a member of the organization's executive leadership (the equivalent of what would be considered the president, vice president, treasurer, or secretary). If the student organization cannot arrange appropriate attendance at the orientation due to extenuating circumstances, alternative arrangements can be made with the Office of Campus Life. In cases where an organization does not meet this requirement, that organization may be declared inactive and will forfeit any rights and privileges granted to student organizations.

Membership

Access to Membership

Membership in any Kentucky State University student organization is open to all full-time students enrolled in degree programs. Students that are cross-registered (and not fully enrolled at Kentucky State University) are not eligible to participate in student organizations.

Membership in any student organization includes only those written requirements set forth in that organization's constitution and by-laws, and those set forth by the Student Code of Conduct and University policies. If the organization has a national affiliation, its guidelines and policies must be adjusted to conform to the University's policies and procedures.

Auditions or tryouts are held by groups which require members to have certain skills or performing abilities. These auditions or tryouts are not intended as pledge activities. Organizations in this category are:

- athletic teams;
- bands;
- musical groups;
- cheerleaders;
- dance groups;
- debate societies;
- military organizations; and
- quiz bowl teams.

Other organizations wishing to hold auditions or try-outs must receive written permission from the department involved and the Office of Campus Life. At no time shall auditions or tryouts be conducted in a manner which causes injury or bodily harm to a student. Pledging of any kind is prohibited. Any organization found guilty of pledging, hazing, or any similar activity will face disciplinary sanctions.

General Membership Requirements

Most student organizations are open to any full-time student in good standing (cumulative 2.0 GPA for undergraduates; 3.0 for graduate students) who does not have any judicial sanctions or pending cases. Undergraduates holding officer positions must maintain a 2.5 cumulative GPA to remain in the position; graduate students holding officer positions must maintain a 3.0 cumulative GPA to remain in the position. The exception to this policy may occur in Greek-letter organizations and the Student Government Association.

Activities

Scheduling Activities

Any activity must be scheduled in accordance with University policies and procedures, and at a time and in such a manner that will not disrupt normal operations and other activities of the University. All activities held off-campus must have the approval of the Director of Campus Life. Unbecoming conduct at an off-campus event will be treated as if the event were held on campus.

All event/program requests must be submitted via BRED NATION for all registered student organizations at least ten to fifteen (10 to 15) business days prior to the event date. A submitted event request via BRED NATION is NOT a space request. Students must access the space request form on the KSU website. Reservations are granted in order of application. Only registered student organizations are permitted to hold meetings and activities using campus facilities. All organizations' calendars of events must be approved by the Office of Campus Life at the beginning of each semester and on a monthly basis as events are added. No student organization is permitted to host an activity or event during final examinations, during an official University-sponsored event (such as Commencement or new student orientation), or times when the University is closed due to inclement weather or other unforeseen circumstances.

Conduct at Activities and Meetings

Organizations are responsible for the conduct of those attending their activities or meetings. It is the responsibility of the organization to incur the cost of any security needed. Student Organizations that have engaged in alleged violations of University policies, or state and federal laws, will be placed on an immediate cease and desist of all organizational activities until the conclusion of the investigation and resolution of all allegations. Any organization

found responsible for allegations may be placed on temporary probation or suspended for the misconduct of their guests.

Drug and Alcohol Policy and Amnesty

The possession, distribution, and/or use of drugs and/or alcohol is prohibited at all student organization activities. Student organizations failing to comply with this prohibition are subject to sanctions from the University.

However, the University will not pursue disciplinary action against a student or student organization if a party with authorization over a particular dwelling proactively requests a "sweep" of the premises. For additional information, see the University Medical Amnesty Policy on page 16 of this *K-Book*.

Organizations

Service Organizations

Service organizations are designed to foster community and University service experiences. Their focus may be social awareness, political awareness, aid to youth and the elderly, women's issues, legal issues, general aesthetics, religion, or prospective careers. The minimum academic requirement for membership in these organizations is a cumulative GPA of 2.0.

Honor Societies

University honor societies are usually chapters of nationally affiliated organizations. Requirements for membership in these organizations are usually set by the national group with recommendations from the University's administration. The minimum academic requirement to obtain membership is usually a cumulative GPA of 3.0. The local chapter may require a higher average but not a lower one.

Student Government Association (SGA)

The Student Government Association (SGA) is the largest student organization on campus. SGA officers or appointed staff are required to have a minimum cumulative GPA of 2.5, to maintain full-time status, and to have no University judicial actions or pending cases in order to quality for an elected position and to maintain the position once elected. For more information about the policies and affairs of this organization, the SGA Constitution can be accessed by students through the SGA Office. The minimum academic requirements for officers set forth by the SGA Constitution are as follows (with the exception of freshmen officers):

President of the SGA:

- cumulative GPA of 2.5;
- junior classification at the time of spring elections (must not graduate before the following May); and
- judicial clearance

1st & 2nd Vice President of the SGA:

- cumulative GPA of 2.5;
- junior classification at the time of spring elections (must not graduate before the following May); and
- judicial clearance

Mr. & Ms. Kentucky State University:

- cumulative GPA of 2.5;
- junior classification at the time of Spring elections (must not graduate before the following May); and
- judicial clearance

Class Presidents:

- cumulative GPA of 2.5;
- classification commensurate with elected position; and
- judicial clearance

Class Vice Presidents:

- cumulative GPA of 2.5;
- classification commensurate with elected position; and
- judicial clearance

Class Senators (four from each class):

- cumulative GPA of 2.5;
- classification commensurate with elected position; and
- judicial clearance

Class Kings & Queens:

- cumulative GPA of 2.5;
- classification commensurate with elected position; and
- judicial clearance

All other executive and non-executive positions:

- cumulative GPA of 2.5; and
- judicial clearance

Greek-letter Organizations

Greek-letter organizations include all groups that identify with Greek letters, including National Pan-Hellenic Council members, and music, social, and service organizations. For National Pan-Hellenic Council organizations, each organization must have a minimum of one member to be current financial members of the National Pan-Hellenic Council and to be considered a chapter at Kentucky State University. Specific membership criteria for Greek-letter organizations can be found in the Greek Life Code of Conduct.

Student Organization Advisors

Advisors of Record

Advisors of record must be full-time faculty or staff at Kentucky State University and must be approved by the Office of Campus Life before accepting a role as an organizational advisor. Owing to size and/or diversity of members, some organizations may wish to have more than one advisor. That is permissible, but only one person may serve as the primary or official advisor (advisor of record).
In selecting an advisor, students should make certain that the prospective advisor has a sincere interest in the goals and objectives of the organization and has time to work with the group. The advisor must approve and sign all requests for on-campus and off-campus activities held by the organization. In doing so, the advisor signifies endorsement of the event and will be held duly responsible.

Advisor Responsibilities

All student organizations are required to have at least one (1) on-campus advisor who is a full-time employee of Kentucky State University. It is recommended that this advisor be knowledgeable of the nature of organization they are requested to assist with. If multiple organizations choose the same advisor, the organizations may be asked to reassign their advisory duties should any impediments to success or conflicts of interest arise. It is the responsibility of an advisor to:

1. provide continuity with the past activities of the organization;
2. facilitate the development of the organization and its members by providing opportunities to develop individual skills (communication, time management, budgeting, etc.) and group skills (problem solving, conflict resolution, decision making, etc.);
3. provide assistance, ideas, and expertise with tasks to be accomplished by the organization, including planning a program, running a meeting, holding an election, and publicizing an activity; and
4. provide knowledge of University policies and procedures that affect the organization

Selecting an Advisor

When selecting an advisor, members of Student Organizations should consider the following:

1. The advisor should have the time to devote to the organization and understand the level of commitment required.
2. The advisor should understand the organization's purpose.
3. It is ideal to find an advisor who shares some of the same interests as the organization, and who has previously interacted with the leadership of the organization.
4. The selected faculty or staff person should have a reasonable length of time to consider her or his decision.

Greek Life

Greek Life Code of Conduct

The University recognizes that Greek-letter organizations are an integral part of the campus community and typically have a positive impact for members and the campus community as a whole. This Greek Life Code of Conduct governs the actions of Greek-letter organizations at Kentucky State University. The Office of the Dean of Student Leadership, Conduct, and Health and/or the Office of Campus Life may create procedures and standards to implement this policy and any other rules and standards.

The Dean of Student Leadership, Conduct, and Health and/or Director of Campus Life has the right at any time to exercise his or her authority concerning any Greek-letter organization when deemed appropriate. The Dean of Student Leadership, Conduct, and Health and/or the Director of Campus Life is responsible for the interpretation of this Greek Life Code of Conduct. Should any person wish for an interpretation of any provision of this policy, that party should contact the Office of the Dean of Student Leadership, Conduct, and Health and/or the Office of Campus Life.

General Policies

The Office of the Dean of Student Leadership, Conduct, and Health and the Office of Campus Life have outlined the following statements regarding Greek Life at Kentucky State University:

1. Greek-letter organizations and their members will abide by all rules and policies of the University as published in this policy, the Student Code of Conduct, and local, state, and federal laws.
2. Greek-letter organizations will establish alumni support for the purpose of providing community, information, training, discipline, and leadership.
3. Greek-letter organizations will promote academic excellence for members and foster an environment conducive to learning.
4. Greek-letter organizations will participate in campus activities and contribute to campus life.
5. Greek-letter organizations will encourage and support the involvement of its members in not only fraternity/sorority leadership positions, but leadership positions throughout the campus community.
6. Members of Greek-letter organizations must recognize that, by virtue of enrollment, they are at the University primarily for an academic education. The basic relationship between the student and the University cannot be altered by co-curricular activities such as membership in a Greek-letter organization.
7. Members must recognize that Greek-letter organization membership is a privilege, and by voluntarily associating with a Greek-letter organization, they agree to conduct themselves responsibly at all times in accordance with the policies and guidelines of the University and their respective organizations.
8. Members will participate thoughtfully in the business of their organizations, accept responsibility for their organization, and embrace and support the policies and goals of Kentucky State University as well as their organization.
9. Greek-letter organizations will be subject to the authority of the Office of the Dean of Student Leadership, Conduct, and Health and/or the Office of Campus Life and other entities as specifically outlined in this policy.
10. The Office of the Dean of Student Leadership, Conduct, and Health and/or the Office of Campus Life will determine and implement any rules or guidelines not covered by this policy.

Membership Policies

Pre-Membership Requirements:

Students seeking to join Greek-letter organizations must meet the following minimum requirements:

1. must have standing as a full-time, currently enrolled student at Kentucky State University;
2. must have earned 30 credit hours at Kentucky State University (transfer students must have earned 15 of the 30 credit hours from Kentucky State University);
3. must have a cumulative GPA of 2.5 (no rounding);
4. must have completed thirty-five (35) hours of verifiable community service through Kentucky State University;
5. must have no outstanding Student Code of Conduct violations; and
6. must complete the Divine Intervention (Greek Life educational program facilitated by the Office of Campus Life) prior to the chapter's submission of a Request for Membership Intake by NPHC or Non-NPHC Organization. Divine Intervention credit is good for 2 years. If a student's Divine Intervention credit expires, the student is responsible for attending the next available Divine Intervention.

Initiated Member Requirements:

Students who are initiated into Greek-letter organizations shall maintain the following minimum requirements:

1. must maintain a 2.5 cumulative GPA (no rounding);
2. must be a full-time, currently enrolled student at Kentucky State University;
3. must be in good standing with Kentucky State University; and
4. must complete a minimum twelve (12) hours of community service through Kentucky State University annually.

Organization Responsibilities:

Organizations have the following responsibilities during the membership intake process:

1. organizations must petition the University to be considered for membership intake;
2. organizations must ensure that membership intake activities will not interfere with the academic progression of candidates;
3. in the selection of new members, organizations must ensure that the process is free of any form of hazing;
4. chapter advisors must be present at all membership intake activities; and
5. organizations must complete all required paperwork.

Membership Intake Period:

1. Greek-letter organizations may conduct membership intake during the Fall or Spring semesters only.
2. Membership intake activities may only be conducted during the following days/times for the approved intake period:
    a. Monday – Thursday: 5:00pm – 10:00pm
    b. Friday: 5:00pm – 12:00am
    c. Saturday: 8:00am – 12:00am
    d. Sunday: 8:00am – 10:00pm
    e. No membership intake activities can take place during any school holidays.
    f. The specific membership intake period will be announced by the Office of Campus Life

New Member Presentations:

All Greek-letter organizations must have the date, time, and location of all new member presentations approved and/or determined by the Office of Campus Life.

Prohibited Activities

Greek-letter organizations will comply with the following rules, in addition to those stated in the Student Code of Conduct:

1. The possession, sale, use, or consumption of alcoholic beverages during on-campus events, sponsored or endorsed by a Greek-letter organization, or at any on-campus event an observer would associate with a Kentucky State University Greek-letter organization is prohibited.
2. The purchase of alcohol through or with organizational funds is prohibited. Additionally, the purchase of the same for members or guests undertaken or coordinated by any member in the name of or on behalf of an organization is prohibited.
3. No members shall, collectively or individually, serve alcohol to, purchase alcohol for, or sell alcohol to any minors.

Meetings and Social Events

Kentucky State University sets forth requirements for hosting meetings and social events on or off campus in an effort to foster a safe environment for organization members and guests. Such policies are designed to complement national organization risk management programs.

Organizations that intend to host an event/activity must complete and submit a building

request form as well as an event request form to the Office of Campus Life no later than 10-15 business days before any planned event.

Plot Designations

Organizations should note the following regarding plot designations and other campus property:

- Only National Pan-Hellenic Council organizations are approved to have designated plot areas on campus. No other requests will be entertained.
- Persons or groups who paint or otherwise deface University property are subject to disciplinary action, as it will be considered vandalism.
- Any changes to designated plot areas must be approved by the Office of Campus Life and the Director of the Office of Facilities and Maintenance Operations.
- Organizations are responsible for the primary care of their designated area; oganizational areas not properly maintained will be subject to fines.

Organization Academic Performance Standards

In addition to academic requirements for individual Greek-letter organization members, the organization, as a whole, must meet the following minimum requirements:

- The average GPA for each Greek-letter organization (Chapter GPA) must be 2.5 or higher each semester for chapters to remain in good standing with the University.
- Organizations failing to meet the 2.5 GPA requirement at the end of each semester (excluding summer) will be required to develop an academic improvement plan.
- Organizations failing to meet or exceed the 2.5 academic standard for two consecutive semesters (not including summer terms) are subject to sanctions from the Office of Campus Life.

Educational Programming – Greek Towers

To enhance the personal development of the campus community, all Greek-letter organizations must engage in the Greek Towers, which is a standard of distinction and accreditation program for the Greek Community at Kentucky State University. Greek Towers was created to help all organizations meet their particular needs by integrating their mission throughout programming and elevating each group to achieve excellence in five areas: scholarship, citizenship, leadership, brotherhood/sisterhood, and membership and accountability.

Organizations will select which programs best meet their particular needs by integrating their mission throughout the programming structure. Organizations may co-sponsor

educational programs. Programs must have 75 percent of the organization's membership present to qualify. Topics that must be considered include:

Academic Integrity	Ethical Decision Making	Sexual Assault
Academic Success	Hazing	Study Skills
Alcohol Awareness	Healthy Relationships	Career Development
Communication	Leadership Development	Stress Management
Personal Responsibility	Personal Achievement	Time Management

Programs centered on student health must be co-sponsored with or have the approval of the Student Health Center and/or University Center for Emotional Wellness, for liability purposes.

Community Service

Organizations should be committed to developing citizenship through service. Kentucky State University offers many opportunities for students to serve the local community. It is imperative that organizations strengthen the campus Greek community by supporting each other's service events. All organizations are required to demonstrate their commitment to service as follows:

1. All Greek-letter organizations will engage in a minimum of two community service projects per semester. Service projects must be coordinated through the University.
2. Each academic year (not counting summer terms), all organizations must cumulatively acquire an average of 12 service hours per member, with at least 75% of the membership actively volunteering.
3. Each organization will submit a report detailing their compliance with the community service requirement to the Office of Campus Life by the last day of each semester as listed on the academic calendar (not including summer term).

Campus Activities

Organizations should be committed to forming connections with other non-Greek-letter organizations and persons not part of the campus Greek community. Each organization will participate in/host at least two (2) all-campus activities each academic year (not counting summer terms). Organizations may co-sponsor events.

Risk Management

Greek-letter organizations must work with their national organizations to develop individual organization risk management policies. These policies will be submitted to the Office of Campus Life annually, along with other relevant insurance certificates.

Discipline and Sanctions

Student organizations that fail to meet any or all provisions of the *K-Book* or other University policies may be subject to sanctions by the Office of Campus Life.

Lines of Authority

The organizational president and advisor serve as official representatives of student organizations and must ensure that all University policies are followed. Members should channel any concerns through the organizational president and/or advisor of the organization. For student organizations failing to comply with University policies, the organizational president and advisor may be subject to disciplinary actions in addition to those imposed on the student organization.

Complaints Against Student Organizations

Any Kentucky State University faculty member, staff member, or student may initiate a complaint against a student organization for an action that might lead to a sanction pursuant to this policy or the Student Code of Conduct. The complaint must be filed with the Office of Campus Life.

Upon the implementation of any sanction by the Office of Campus Life, the sanctioned organization may appeal its sanction upon notice to the Dean of Student Leadership, Conduct, and Health and/or the Vice President for Student Engagement and Campus Life forty-eight (48) hours after the Office of Campus Life has sent notice to the organization's representatives of its sanction.

When an organization's activities may be a threat to the health, safety, or welfare of the Kentucky State University campus community, all or some of its activities may be temporarily suspended immediately. This suspension may include, but is not limited to, all campus activities, University-sponsored events, or other activities of the organization. The Dean of Student Leadership, Conduct, and Health and/or the Vice President for Student Engagement and Campus Life has the authority to order such suspension. No hearing or inquiry is necessary prior to said suspension. In addition, the Office of Campus Life will enforce any sanctions given to Greek-letter organizations by their national office.

Sanctions

The Office of Campus Life may impose sanctions, including, but not limited to the following:

Disciplinary Sanctions:

1. *Censure*: A warning that an organization's actions are unacceptable and that further infractions will result in more serious sanctions.
2. *Restitution*: An organization shall be required to make reparations for damages associated with the actions or entities involved.
3. *Fines*: An organization shall be required to make a monetary payment by a specified date. The amount will be up to $500, depending on the severity of the infraction.
4. *Cease and Desist*: Cease and desist is used as a temporary status for organizations that have pending conduct matters yet to be resolved or that are awaiting an appellate-level decision. While on cease and desist, chapters should cease normal activities and desist any congregating of membership or chapter function.
5. *Administrative Probation*: Probation is intended to provoke learning and positive change within an organization. Length of the probation will be determined by the Office of Campus Life.
6. *Activities Suspension*: An organization may be prohibited from participating in campus activities such as service activities, community-wide events, education programs, Homecoming, Spring Fest, and membership intake activities. The length of the suspension will be determined by the Office of Campus Life.
7. *Social Suspension*: An organization may be restricted or prohibited from sponsoring or participating in any social event. The length of the suspension will be determined by the Office of Campus Life.
8. *Administrative Suspension*: An organization may be temporarily restricted from any or all activities normally permitted to a student organization. The length of the suspension will be determined by the Office of Campus Life.
9. *Administrative Expulsion*: An organization will lose all rights as a student organization recognized by Kentucky State University. This sanction will be for an indefinite period of time.

Educational Sanctions:

1. *Educational Workshop*: An organization will be required to participate in a program of an educational nature. The exact form of the program will be determined by the Office of Student Life.
2. *Philanthropic Service*: An organization shall be required to participate in a service project.

Section IV
Student Complaints

This policy applies to all students who file a complaint or request resolution to a concern:

1. that is not covered by another existing policy/procedure; or
2. when the application of an existing policy/procedure did not appropriately address the concern.

This policy also applies to University employees who are responsible for the resolution of a student complaint.

References:

Undergraduate Catalog
Graduate Catalog
Human Resources Policy Manual
Title IX Policy

Kentucky State is committed to treating all students fairly and respectfully. Students should first attempt to resolve their concerns informally through collaboration and discussion. Students may resolve many issues by meeting with the concerned parties and/or scheduling an appointment to meet with a faculty or staff member and discussing the concern in a clear, honest, and respectful way. Some issues, however, may require resolution through an existing, prescribed process. Not every written inquiry or concern from a student constitutes a formal written student complaint. Formal written student complaints typically involve requests for resolution after the University has denied a student an action or service and after the student has exhausted any existing procedures to resolve the concern. If a student's concern cannot be resolved informally, or through an existing process, then the student may file a formal complaint through the Dean of Student Leadership, Conduct, and Health.

Note: It is not the intention of the University to use the formal written student complaint process as an appeal for a prior decision. If the University has resolved the student's concern through an existing process that was properly administered and fundamentally fair, the University will generally deem that student's complaint resolved.

Submitting a formal written student complaint:

Step 1. Students may submit their formal written complaint in one of two ways:

1. Submit a formal written complaint by sending an e-mail to the Office of the Dean of Students; or
2. Mail or deliver a formal written student complaint to the Office of the Dean of Students

The following information must be included for the submission to be considered a formal written complaint:

1. student's first and last name;
2. student's KSU ID Number;
3. student's KSU email address;
4. specific information about the complaint, including dates, persons, and other pertinent information related to the complaint;
5. steps the student has taken to resolve the complaint; and
6. an explanation of what the student would consider to be a satisfactory resolution to the complaint. If submitted in writing, the student's signature must be included in the complaint. Anonymous complaints are not accepted.

Step 2. Upon receipt of a written student complaint, the Dean of Student Leadership, Conduct, and Health will contact the student via e-mail to confirm receipt of the complaint. If the complaint is incomplete or lacking sufficient information, the Dean of Student Leadership, Conduct, and Health will notify the student. The Dean of Student Leadership, Conduct, and Health shall also specifically state what additional information is needed before the complaint is considered a formal written complaint. If there is another resolution process prescribed by existing policy, and it is clear the student has failed to follow that process first, the Dean of Student Leadership, Conduct, and Health will notify the student that he or she will not accept the formal written complaint until the student attempts the other resolution process first.

Step 3. If the written complaint contains sufficient information, and the student has exhausted the existing procedures to resolve the complaint (if applicable), then the Dean of Student Leadership, Conduct, and Health will record the complaint in the complaint tracking log and forward the complaint to the office responsible for resolution. Responsible offices are as follows:

- Undergraduate and Graduate Academic Affairs Complaints: Registrar
- Employee and Employment Matters: Director, Human Resources
- University Facilities, Property, and Auxiliary Service Complaints: EVP, Finance & Administration
- Student Engagement and Campus Life Complaints: VP, Student Engagement and Campus Life or Dean of Student Leadership, Conduct, and Health

- Other Complaints: Appropriate office directly reporting to the University President.

NOTE: The Dean of Student Leadership, Conduct, and Health is not an advocate for any party to a dispute. The Dean of Student Leadership, Conduct, and Health is an advocate for a fair process. In most cases, the Dean of Student Leadership, Conduct, and Health will refer the matter to another office for resolution. The University has designed this process to ensure that the appropriate official considers the complaint and provides an impartial review.

Step 4. Within five (5) business days of receiving a formal written complaint from the Dean of Student Leadership, Conduct, and Health, the responsible official shall:

1. provide the Dean of Student Leadership, Conduct, and Health with the name and office of the person primarily responsible for resolving the complaint; and
2. notify the student of the office responsible for resolving the complaint.

Step 5. Within thirty (30) calendar days of receiving a formal written student complaint from the Dean of Student Leadership, Conduct, and Health, the responsible office shall notify the Dean of Student Leadership, Conduct, and Health, in writing, about the resolution of the complaint.

The notification shall include:

1. the status of the resolution (open, closed-resolved, close-not resolved);
2. the date the complaint was closed (if applicable);
3. a brief description of the resolution (if resolved) or reason/status (if not resolved); and
4. how the student was notified of the resolution (if applicable).

If the case remains open, the responsible office shall provide an update to the Dean of Student Leadership, Conduct, and Health every thirty (30) calendar days. If a complaint remains open for more than sixty (60) calendar days, the Dean of Student Leadership, Conduct, and Health shall notify the University President.

The responsible office shall maintain a record of the complaint and its disposition for three (3) years after resolution in accordance with the Model University Records Retention Schedule. The Dean of Student Leadership, Conduct, and Health, however, shall be responsible for maintaining the complaint tracking log documenting the three (3) prior years of formal written complaints.

Once the student has exhausted all options for the resolution of a complaint with Kentucky State, the student has the right to file a complaint with the Kentucky Council on

Postsecondary Education at http://cpe.ky.gov/campuses/consumer_complaint.html or the Southern Association of Colleges and Schools Commission on Colleges at www.sacscoc.org.

Section V
Behavioral Intervention Team (BIT)

Purpose

Our fundamental priority is the safety and well-being of all students. In cases when student behavioral issues create concern for the safety and well-being of the campus community, the Behavioral Intervention Team (BIT) at Kentucky State University exists to offer additional support, guidance, and resolution of matters. Included in, but not limited to, the list of behavioral concerns are threats, aberrant behavior, violent or perceived violent behavior, expressed suicidal ideation, or violence against others.

The BIT does not preempt any other University office in performing its duties in enforcing the law or managing situations. In addition, the BIT shall be responsible for developing and reviewing University policies that address such situations and behavior. The BIT will also educate faculty and staff members regarding students of concern and the referral process. For more information about the BIT to report a person of concern, please contact the Vice President for Student Engagement and Campus Life. In case of emergency, please call University Dispatch at 502-597-5878.

Mandated Assessment Policy

The University is concerned for every student on our campus and for our entire campus community. In an effort to serve our community more effectively, the BIT put in place the following guidelines to help reach students who may be in need of support but who are unwilling or unable to take advantage of these services.

Mandated Assessment Definition

A mandated assessment is an opportunity for the University to determine if a student is in need of help or support. The assessment starts with an individual meeting with a designated staff member in the Center for Emotional Wellness. Following this initial meeting, the designated counselor may determine whether additional services are necessary. These services may include, but are not limited to, referral to an outside agency for additional evaluation, additional sessions with the Center for Emotional Wellness counselor, or referral to an outside agent for additional assessment.

BIT Review Process

Referrals

Any University employee or student may recommend a student to BIT for a possible mandated assessment. Reports also may come from parents or others concerned about a student. Once the BIT determines that a mandated assessment is necessary, the process is set into motion.

More information about referring a student to BIT can be found in the Office of the Vice President for Student Engagement and Campus Life or the Office of the Dean of Student Leadership, Conduct, and Health.

Decision-Making

The decision of whether to require a student to undergo a mandated assessment is made by the BIT after careful consideration of the information provided in the referral and a determination of the best course of action.

Behaviors that may lead to a mandated assessment include, but are not limited to:

- threat to self;
- threat to others;
- self-destructive behaviors; and/or
- concern that the student may not be able to function in or remain in the academic community

Confidentiality

The mandated assessment with the designated counselor is confidential. However, the student will be required to sign a release of information so that the designated counselor can communicate with BIT to help make recommendations for further action. In some cases, additional releases may be required to obtain all relevant information. No one else will have access to any information without written permission from the student assessed. The Center for Emotional Wellness shall maintain, in accordance with law, a file containing the full assessment. The summary of the assessment will be part of the student's file that is maintained by the Office of the Vice President for Student Engagement and Campus Life and the Dean of Student Leadership, Conduct, and Health.

Mandated Assessment Procedures

Center for Emotional Wellness Assessment

Once the BIT determines that the student needs a mandated assessment, a BIT representative shall contact the student to schedule an appointment with the Center for Emotional Wellness. The appointment will take place as soon as possible. The Center for Emotional Wellness shall ask the student to provide information required to complete the mandated assessment. Additionally, the Center for Emotional Wellness shall sign a release allowing the Center for Emotional Wellness to share a summary of the student's assessment with the BIT as part of the Mandated Assessment process.

Outside Arrangements

A student, however, may choose to have a similar assessment completed by a mental health professional not employed by the University. The following properly credentialed and/or licensed mental health professionals are permissible:

- licensed professional counselor;
- national board-certified counselor;
- licensed psychologist;
- health services provider of psychology; and
- board-certified psychologist.

The student will be responsible for the cost of this outside assessment and must sign a release allowing the Center for Emotional Wellness staff and BIT to communicate with the outside professional conducting the assessment.

Review and Final Decision

Following a mandated assessment by a University counselor, the counselor provides a summary to the BIT for review. In situations where an outside professional has conducted the mandated assessment, a member of the Center for Emotional Wellness staff will review the outside professional's assessment and send a summary of the assessment to the BIT.

Once in receipt of the mandated assessment summary, the BIT will make the decision as to what actions are necessary for the campus community. The BIT may determine:

- no further action required (student continues enrollment at the University);
- referral to an outside Psychiatrist for additional evaluation;
- additional sessions with a Center for Emotional Wellness counselor;
- referral to outside agency for additional assessment; or

- the invocation of the Involuntary Withdrawal Policy

Appeals

A student may appeal the final decision of BIT to the Vice President for Student Engagement and Campus Life. The appeal will follow the same guidelines outlined on pages 34–35 of this *K-Book*.

Refusal to Comply with a Mandated Assessment

If a student refuses to participate in the mandated assessment, the BIT will begin the Involuntary Withdrawal process. A mandated assessment will only be one part of the overall picture of the student and will not be the sole determining factor for action taken regarding the student.

Involuntary Withdrawal

The University is committed to the health and safety of all its community members. Therefore, a student may be involuntarily withdrawn from the University if it is determined that the student presents a danger to others or is unable to function at the University. The University will only make a decision for involuntary withdrawal after less drastic measures have been considered and rejected as inappropriate or insufficient under the circumstances. Prior to any involuntary withdrawal, a student will be encouraged to withdraw voluntarily. BIT decisions for involuntary withdrawal will follow the appeals process and procedures established on pages 34-35 of this handbook.

This policy does not take the place of disciplinary action for a student's violations of University policy. Invocation of this policy occurs only in extraordinary circumstances in which it is determined that other policies are inadequate or inappropriate.

Drug and Alcohol Amnesty

The University will not pursue disciplinary action for improper use of alcohol or other drugs against parties reporting behavioral concerns regarding themselves or other individuals. However, the University may refer the student to counseling services. For additional information, see the University Medical Amnesty Policy on page 16 of this handbook.

Section VI
Campus Resources and Services

Student Health Services

The University's Student Health Services staff provides quality, free-of-charge healthcare to students. In order to support the holistic development of a healthy lifestyle for students, we focus on all aspects of care—physical, emotional, mental and spiritual. We sponsor outreach projects to access students on their level, and we conduct workshops and seminars to help educate the public about living a life of wellness. Services are available during the regular academic year and summer sessions.

Our program is broad in scope, encompassing preventive medicine, health education, physical and mental healthcare, wellness offerings, and appropriate referrals. The University provides students with appropriate advice, medications to treat STIs and some over-the-counter medications, comfort, educational materials, and first aid. When necessary, Student Health Services refers students to appropriate healthcare professionals or facilities in the Frankfort community or beyond. All records, treatments, and referrals are strictly confidential in accordance with law and policy.

The services provided to students by Student Health Services include the following:

- educational counseling for alcohol and other drug abuse;
- free screenings for high blood pressure, blood sugar, chlamydia, gonorrhea, HIV, pregnancy, UTI, strep, and mononucleosis;
- health education workshops and seminars to promote healthy lifestyles;
- counseling and mental health services by a licensed counselor;
- preventive and corrective healthcare (on an out-patient basis); and
- an annual health fair.

Counseling and Mental Health Services

The Center for Emotional Wellness provides counseling services to support students with their needs relating to mental and emotional health and wellness. All University students are eligible for free counseling services and mental health support. We can assist in many ways, including:

- personal counseling;
- collaborative crisis intervention;
- support group facilitation;
- psycho-educational training;
- educational seminars on mental health and wellness

The Center also recognizes the importance of promoting mental wellness through the campus community as a daily practice. As such, counselors collaborate with students and other staff/faculty to provide relevant and exciting educational programming that offers practical information for healthy living. To further engage students, the Center manages the Innovation and Creativity Lounge on campus to deliver a unique environment for students to express themselves and identify meaningful solutions to life challenges.

Disability Resource Center

The mission of the Disability Resource Services is to facilitate equal access to the University's campus, programs, activities, and services, in accordance with federal and state policies and University policies. We support this mission by applying eligibility guidelines and coordinating the delivery of appropriate accommodations so that students with disabilities can pursue their educational goals. Additionally, we promote greater disability awareness campus-wide. Students can find additional information, including how to request accommodations, on the Disability Resource Center webpage.

Student Support Services

Student Support Services provides academic, social, and cultural support for students to increase the retention, persistence, and graduation of students. Student Support Services offers the following services:

- academic support;
- personal counseling;
- one-on-one and group tutoring;
- mentoring (group and/or individual);
- career counseling;
- workshops to enhance academic success;
- cultural and social activities;
- financial literacy; and
- other community service assistance.

Thorobred Learning Center

The Thorobred Learning Center (TLC) is an academic support unit designed to facilitate student success, retention, and graduation. The Center provides comprehensive learning assistance to meet the academic demands of all students along all points of their academic careers.

Academic Advising Center

The Academic Advising Center (AAC) is designed to inspire and support students in their pursuits to identify and achieve personal, educational, and career-related goals. Academic advising is a form of one-on-one teaching and mentoring. The AAC works as a team to ensure student success. The AAC assigns each student an Academic Advisor, a Success Coach, and a Faculty Mentor. The AAC team aims to get to know each student individually

and the AAC team supports each student in various ways. Students are likewise encouraged to play an active part in the advising relationship and seek their advising team's help to:

- develop a four-year study plan;
- declare and/or change a major or minor;
- understand the contents in the course catalogue;
- select courses for the upcoming term;
- change course registration prior to the drop/add deadline;
- improve academic skills;
- understand academic policies;
- monitor their academic progress;
- explore post-graduate and/or career plans;
- connect to University resources; and
- develop skills needed for personal and professional success.

Upward Bound

Upward Bound is a federally funded TRIO program that provides support to participants whose goals are to receive a college degree. It is comprised of both a rigorous academic year and summer component. Students must be low-income and/or first-generation. The program also accepts ninth graders at risk for academic failure.

Our mission is to motivate, assist, and promote qualified high school students to pursue a four-year college degree by building their academic skills and social development through exposure to a variety of career, cultural, academic, and social experiences.

The program currently serves the following three high schools in Frankfort, Kentucky:

- Western Hills
- Franklin County High
- Frankfort High

Career and Professional Development Center

The Career and Professional Development Center believes that our students are not an interruption of our work — they are the purpose of it. The Career and Professional Development Center dedicates itself to improving a student's chance of success through career, academic, personal, and vocational development, achieved through a wide range of services from workshops to career and graduate school fairs.

Exum Center

Exum Center exists to provide members of the University community with facilities, programs, and services that promote and support a healthy, active, and balanced lifestyle.

Office of Campus Life

In earlier sections, information about various opportunities within the Office of Campus Life was provided. However, the Office of Campus Life also delivers a wide range of exciting programs throughout the year for the entire campus community to ensure that students experience co-curricular educational development and enjoyable times as a Thorobred. A monthly calendar of events is provided so that students are familiar with all of the ways to be involved on campus.

Our intramural sports program is facilitated through this Office as well. In addition, "The Spot" (formerly the Game Room) offers a relaxed environment for students to congregate, watch TV, and play pool, cards, and video games; regular competitions and special events occur in this space as well. Some of the highlights each year sponsored by the Office of Campus Life are Homecoming (including the Fashion Show, Comedy Show, and Concert), Spring Fest, Royal Court Pageants, and Winter Fest.

Housing and Residence Life

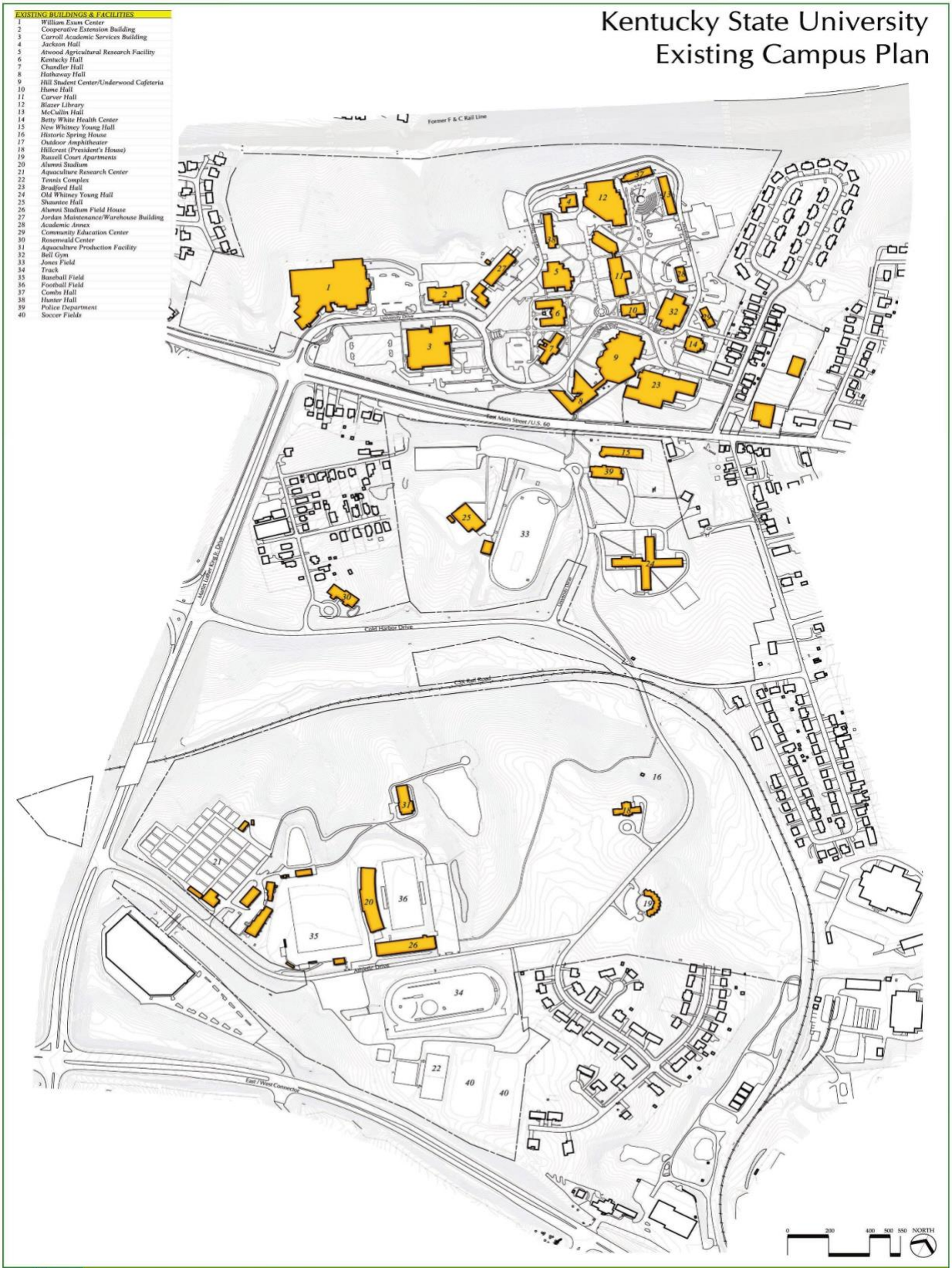
The Office of Housing and Residence Life ensures that students have access to a safe and enriching residence life experience to enhance the quality of their educational journey. From enrichment programs to the Residence Hall Association, residential students have ample opportunities to be engaged and feel at home. The Housing and Residence Life Office policies and forms are located in its office and on its University web page.

Section VII
Additional Notice

Accreditation

Kentucky State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, master's, and doctorate degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia, 30033-4097, or by calling 404-679-4500, for questions about the accreditation of Kentucky State University.

Kentucky State University
Existing Campus Plan



KENTUCKY STATE UNIVERSITY

Existing Campus Plan

Barnette Bagley Architects / M2D Design Group

ADMINISTRATION		
Office of the President	201 Hume Hall	502-597-6260
Provost & Vice President for Academic Affairs	424 Hathaway Hall	502-597-6442
Executive Vice President for Finance and Administration	259 Academic Services Building	502-597-6343
Vice President for Institutional Advancement	202 Academic Services Building	502-597-6760
Senior Vice President for Brand Identity	202 Hume Hall	502-597-6286
Vice President for Student Engagement and Campus Life	320 Student Center	502-597-5911
ACADEMICS		
College of Agriculture, Communities, and the Environment School of Agriculture, Food and Environment	205 Cooperative Ext. Bldg.	502-597-6310
School of Aquaculture and Aquatic Sciences School of Family and Consumer Sciences	Aquaculture Research Ctr.	502-597-6310
Director of Land Grant Programs College of Humanities and Social Sciences	205 Cooperative Ext. Bldg.	502-597-6310
School of Behavioral and Social Sciences	231 Hathaway Hall	502-597-922
School of the Humanities and Performing Arts	G-5 Bradford Hall/ 414 Hathaway Hall	502-597-6496 502-597-6990
College of Natural, Applied, and Health Sciences School of Nursing and Allied Health	Betty White Health Center	502-597-5957
School of Natural Sciences	204 Carver Hall	502-597-6604
Atwood Institute College of Business and	431 Hathaway Hall	502-597-5913

Computational Sciences		
School of Mathematics and Computer Science	314 Hathaway Hall	502-597-6384
School of Business and Technology	105A Bradford Hall	502-597-6708
College of Public Service and Leadership Studies	105 Bradford Hall	502-597-6708
School of Education and Human Development	108 Hathaway Hall	502-597-5919
School of Social Work	210 Hathaway Hall	502-597-6890
School of Government, Policy, and Justice Studies	210 Hathaway Hall	502-597-6890
ADMINISTRATIVE OFFICES		
Admissions (BREDS) Office	333 Academic Services Bldg.	502-597-6813
Aquaculture Research Facility	Athletic Drive	502-597-8106
Blazer Library	Blazer Library	502-597-6852
Bursar	349 Academic Services Bldg.	502-597-6278
Campus Life	330 Student Center	502-597-6785
Cashier	364 Academic Services Bldg.	502-597-6250
Career and Professional Development Center	312 Academic Services Bldg.	502-597-6700
Center of Excellence for the Study of Kentucky African Americans	103 Jackson Hall	502-597-6315
Continuing and Distance Education	Rosenwald Building	502-597-5611
Counseling Services	104 S. University Drive	502-597-6970

Dean of Student Leadership, Conduct, and Health	320 Student Center	502-594-6283
Disability Resource Center	107 Hathaway Hall	502-597-6041
Distance Learning/Videoconferencing	526 Academic Services Bldg.	502-597-5050
Exum Center	101 University Drive	502-597-5867
Exum Wellness & Intramurals	226 Exum Center	502-597-5510
Financial Aid	349 Academic Services Bldg.	502-597-5960
Health Services	104 S. University Drive	502-597-6271
Information Technology (IT)	379 Academic Services Bldg.	502-597-7000
Land Grant Programs	Cooperative Extension Bldg.	502-597-6310
Mail Room	Student Center 2nd Floor	502-597-6645
Ombudsperson	320 Student Center	502-597-5080
Registrar	323 Academic Services Bldg.	502-597-6234
Housing and Residence Life	317 Academic Services Bldg.	502-597-5951
Spirit Shop	Student Center 2nd Floor	502-597-6352
Student Engagement	320 Student Center	502-597-6671
Student Success	330 Student Center	502-597-6388
Student Support Services	393 Student Center	502-597-7780
Thorobred Learning Center (TLC)	110 Student Center	502-597-6680
Title IX	320 Student Center	502-597-6152
University College	406 Academic Services Bldg.	502-597-5084
University Police	53 Exum Center	502-597-6877