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WKU Vision Statement:

WKU: A Leading American University with International Reach.

WKU Mission Statement:

Western Kentucky University prepares students to be productive, engaged, and socially responsible citizen leaders of a global society. It provides research, service and lifelong learning opportunities for its constituents. WKU is responsible for stewarding a high quality of life for those within its reach.

Purpose:

As a nationally prominent university, Western Kentucky University engages the globe in acclaimed, technologically enhanced academic programs. An inspiring faculty promotes entrepreneurial success and a unique campus spirit to attract an intellectually exciting and diverse family of the nation's best students.

WKU provides students with rigorous academic programs in education, the liberal arts and sciences, business, and traditional and emerging professional programs, with emphasis at the baccalaureate level, complemented by relevant associate and graduate-level programs.

The University places a premium on teaching and student learning. Its faculty engages in creative activity and diverse scholarship, including basic and applied research, designed to expand knowledge, improve instruction, increase learning, and provide optimum service to the state and nation. The University directly supports its constituents in its designated service areas of Kentucky with professional and technical expertise, cultural enrichment, and educational assistance.

The University encourages applied research and public service in support of economic development, quality of life, and improvement of education at all levels, especially elementary and secondary schools. In particular, WKU faculty contribute to the identification and solution of key social, economic, scientific, health, and environmental problems within its reach, but particularly throughout its primary service area. Maintaining a campus of distinctive

history and character, WKU sustains a student population of increasing quality. It fulfills its responsibility for access through its community college, extended campus programs, and distance learning.

WKU's commitment is to ensure value in a holistic learning experience through high standards for student achievement and conduct, a strong faculty, technological innovation, personalized attention, broad access, and public accountability for actions and outcomes.

WKU recognizes that its mission continues to evolve in response to regional, national, and global changes, and the need for lifelong learning.

Standard of Conduct:

It is the expectation of The Office of Judicial Affairs that all student behavior reflect that of a WKU student. As a student you are to be guided by the principles of an active citizen in our community. As a member of this community you are expected to respect the rights of others in the greater spirit of higher education, no matter what your role may be. The Office of Judicial Affairs expects high standards of students both in and out of the classroom, on or off-campus. Please know that any behavior that does not demonstrate that of a good citizen may result in your introduction to the University Judicial Process.

Statement of Ethical Principles and Standards:

The Office of Judicial Affairs adheres to the Ethical Principles and Standards outlined by The Association for Student Conduct Administration. These Ethical Principles and Standards provide the basis for behavioral expectations within our academic community.

Any question of interpretation regarding the WKU Student Handbook or Code of Conduct shall be referred to The Office of Judicial Affairs, 431 Potter Hall.

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THE UNIVERSITY

On March 21, 1906 the Kentucky General Assembly approved legislation to establish two teacher training institutions, or "normal schools," in the state. A locating commission chose Bowling Green to be the site of one, and the Western Kentucky State Normal School was created.

The new state-supported school took over the building and student body of the privately owned Southern Normal School. The owner of the Southern Normal School, Henry Hardin Cherry, had been actively involved in the campaign to establish teacher training schools and became Western's first president. Classes began on January 22, 1907.

On February 4, 1911 the school moved to its present site on "the Hill," approximately 125 feet above downtown Bowling Green and formerly the site of The Pleasant J. Potter College. Over the next decade, the curriculum focused on teacher training and certification. Students received practical experience at the Training School, and a model one-room Rural School was opened on campus in 1924. In 1922 the state renamed the institution Western Kentucky State Normal School and Teachers College and authorized it to grant four-year degrees. The first such degrees were awarded in 1924.

Western's campus expanded in 1927, when it merged with Ogden College, a private young men's school located on the east side of the Hill. Western's name was shortened to Western Kentucky State Teachers College in 1930, and the following year the master of arts degree was first offered. President Cherry died in 1937 and was succeeded by Dr. Paul Garrett.

As Western's mission broadened, its name was shortened in 1948 to Western Kentucky State College. Dr. Garrett died in 1955 and Kelly Thompson became Western's third president.

Under Thompson, both Western's curriculum and its campus underwent major reorganization and expansion. In June 1963, Western merged with the Bowling Green College of Commerce, formerly the Bowling Green Business University. Along with

the Graduate School, the Bowling Green College of Commerce became a separate college within Western's structure. In 1965, the Board of Regents approved the formation of three more colleges: the Potter College of Liberal Arts, the College of Education, and the Ogden College of Science and Technology.

On June 16, 1966 Western Kentucky State College became Western Kentucky University.

Today, the University's six colleges are:

College of Health & Human Services

College of Education and Behavioral Sciences

Gordon Ford College of Business

Ogden College of Science & Engineering

Potter College of Arts & Letters

University College

Since 1969 Dero G. Downing, John D. Minton, Donald W. Zacharias, Kern Alexander and Thomas C. Meredith have served as Western's presidents. Western's current president, Gary A. Ransdell, was elected on September 12, 1997. A century of growth has made WKU a respected center of learning and a place where students can succeed on a global level.

UNIVERSITY TRADITIONS

The Spirit of WKU

One might describe the "Spirit of WKU" as more than just school spirit. Alumni, students, faculty and staff may describe it as an almost tangible feeling - a deep love and passionate pride for the rich history and tradition of Western Kentucky University, our campus, facilities and community.

WKU President, Dr. Gary A. Ransdell describes it as "an absolute passion, a rich adrenaline created by the WKU experience which drives those in the WKU family to cherish the experience during which memories of a lifetime are shaped and nurtured."

Many prospective students have noticed this feeling upon their first visit to our beautiful hilltop home. Many have stated the Spirit was the

defining factor in choosing WKU as their collegiate home. From athletics to administration and everywhere in between, the Spirit of WKU thrives in the hearts of all who have been fortunate enough to experience it firsthand.

We invite you to visit the WKU campus to see if the Spirit lives within you as well!

Alma Mater

WKU's alma mater, "College Heights," was originally written by 16-year old schoolgirl Mary Frances Bradley as a poem to be entered in a contest on the campus in 1924.

Miss Bradley combined her poignant words with a beautiful melody composed by her father, Ben J. Bradley, an accomplished songwriter and musician from nearby Franklin, KY.

On March 12, 1925, "College Heights" was first performed at chapel assembly in Van Meter Auditorium by Miss Bradley and, thus an alma mater was born.

The music was subsequently published and then copyrighted by WKU in 1930. On the music is the notation that the song is dedicated to WKU's first president, Dr. Henry Hardin Cherry.

"College Heights"

College Heights, on hilltop fair,
With beauty all thine own,
Lovely jewel far more rare
Than graces any throne!
College Heights, we hail thee;
We shall never fail thee
Falter never, live forever,
Hail! Hail! Hail!
College Heights with living soul
And purpose strong and true,
Service ever is thy goal
Thy spirit ever new.
College Heights, we hail thee;
We shall never fail thee
Falter never, live forever,
Hail! Hail! Hail!
College Heights thy noble life,
Shall e'er our pattern be,
Teaching us through joy and strife
To love humanity.
College Heights we hail thee,
We shall never fail thee,
Falter never, live forever,
Hail! Hail! Hail!

THE WESTERN CREED

Western Kentucky University is a community dedicated to learning, where ideas are offered, examined, and discussed.



As a member of this community, I have both a personal and shared responsibility to participate actively in university life by:



Practicing personal and academic integrity;



Seeking unity by respecting the dignity of all persons;



Celebrating and embracing diversity;



Encouraging freedom of expression;



Acting in accordance with basic principles of citizenship;



Preserving and appreciating the natural beauty of the campus;



Enriching all aspects of life through the educational process;
and by



Embracing the ideals expressed on the University seal: "Life More Life" and "The Spirit Makes The Master," by pursuing personal growth and a life of excellence.

ABOUT WKU PRESIDENT GARY A. RANDELL

Dr. Gary A. Ransdell was named the ninth president of Western Kentucky University on September 12, 1997.

Dr. Ransdell, 59, received his bachelor's degree from WKU in 1973 in mass communications, a master of public service degree in public administration in 1974, and a doctor of education degree from Indiana University in 1978.

Dr. Ransdell re-joined WKU as President after serving four years as Vice President for Administration and Advancement and seven years as Vice President for Institutional Advancement at Clemson University in Clemson, South Carolina.

His previous professional experiences at WKU also include service as a field representative in the Office of University School Relations from 1974 to 1976 and as Associate Director of Alumni Affairs from 1978 to 1981.

Dr. Ransdell became Director of Alumni Relations at Southern Methodist University in 1981, a position he held until 1987 when he was named the Vice President at Clemson.

Dr. Ransdell and the WKU Board of Regents are leading the campus through a dramatic transformation from a university of regional importance to a leading American university with international reach. WKU has been the fastest growing university in Kentucky for fourteen straight years, with enrollment swelling from 14,500 to 21,000. The applicant pool has doubled to over 14,000 and student retention has grown from 67 percent to 76 percent.

A key element in the transformation of WKU is growth in private support. WKU completed its first capital campaign on June 30, 2003, with \$102 million in gifts and pledges. A second campaign with a goal of \$200 million was launched in September 2007, and \$190 million of that goal has been raised. The "New Century of Spirit" campaign will be completed in 2012.

Another priority is a complete rebuilding of the WKU campus. Some \$500 million in campus construction has been completed since 1998, and \$200 million more is scheduled to be completed by 2012.

Other measures of progress include a dramatic push in sponsored research, which has grown from \$11 million annually to \$30 million; the growth of new degree programs in electrical, mechanical, and civil engineering; a new emphasis on the commercialization of intellectual property and the transfer of WKU technology to the Kentucky workplace; growth of the three WKU regional campuses in Glasgow, Owensboro, and Elizabethtown/Ft. Knox; the creation of the Gatton Academy of Math and Science, which is now ranked by Newsweek as the fifth best high school in America; Kentucky's only independent Honors College; expanded study abroad programs; and the state's first Confucius Institute and only Chinese flagship program. True to its plan, WKU has the largest number of distance-learning courses and the largest distance-learning enrollment among Kentucky's eight universities.

During Dr. Ransdell's tenure, WKU's athletic programs have won four Sun Belt Conference all-sports titles and has become the NCAA's newest B.C.S. football program. He served as President of the Sun Belt Conference in 2000.

Dr. Ransdell has served on the Board of Directors of the Bowling Green Area Chamber of Commerce, the Board for the Inter-modal Transportation Authority of South Central Kentucky, and has chaired the Warren County United Way Campaign. In 2004, Dr. Ransdell completed a four-year appointment on the Southern Regional Education Board (SREB). Dr. Ransdell currently chairs the Louisville Branch of the Federal Reserve Bank of St. Louis.

Dr. Ransdell and his wife, Julie, met, dated, and were married while at WKU pursuing their undergraduate degrees. They have two sons—Patrick, 32, who graduated from WKU in 2002, and earned MBA/Sports Administration degrees from Ohio University in 2005, and is the Senior Associate Athletic Director at UNC-Wilmington; and Matthew, 28, who graduated from WKU in 2006 and is a 2009 graduate of Stetson University School of Law, and is an attorney at Holland and Knight in Tampa, Florida. Both Patrick and Matthew were lettermen with the WKU baseball team.

Patrick and Brooke (WKU '04) were married in August 2004, and are the parents of Walker Ransdell, WKU class of 2029! Julie and Gary are proud owners of two Labrador Retrievers named Topper and Spirit!

BOARD OF REGENTS

The governing body of Western Kentucky University is an 11 member Board of Regents. Eight of the members are appointed by the Governor from among nominees submitted by a nominating commission. These members serve up to two six-year terms.

Faculty and staff representatives are elected by their peers to three-year terms. The student representative is the President of the Student Government Association and is elected to a one-year term.

All members have voting privileges.

A listing of the members of the Board of Regents can be found on the members' page of the Board of Regents website.

CAMPUS DIRECTORY

The link to the Directory containing all Students, Faculty/Staff and Organizations can be found on the home page of the WKU website:
www.wku.edu.

COLLEGES & DEPARTMENTS

A list of the Colleges, Academic Departments and Affiliated Areas of WKU can be found on the WKU website: www.wku.edu/atwku/college_dept.php

CAMPUS MAP

A map of the main campus of WKU can be found on the WKU website:
www.wku.edu/campusmap.php

OFFICE OF JUDICIAL AFFAIRS

General Philosophy

Students are citizens and members of the University academic community. A citizen's rights and liberties under the Constitution must always be applied in light of the special characteristics of the environment in which the rights are to be exercised. Central to the special characteristics of the environment of a state supported university campus is the special authority of University officials designated by the Board of Regents to control, preserve, and manage University property and affairs and to maintain order and discipline.

Therefore, the WKU Student Code of Conduct was established to ensure that disruptions to the University community are handled in an educational, fair, and dignified manner. The University expects students, parents, and the greater community to respect its rules and procedures governing the WKU community and will resist any unwarranted attempts to influence University policies and procedures.

The University demands high standards of personal conduct and encourages each student to maintain integrity through self-discipline. The University adopts rules and regulations that are necessary for the orderly, harmonious, and beneficial functioning of the University community. Accordingly, each student must respect the rights of others and should abide by the spirit as well as the letter of regulations of the University and laws of the community, state, and nation.

The Office of Judicial Affairs adheres to the Ethical Principles and Standards outlined by The Association for Student Conduct Administration. These Ethical Principles and Standards provide the basis for behavioral expectations within our academic community.

Any question of interpretation regarding the WKU Student Handbook shall be referred to: The Office of Judicial Affairs.

For more information about the Office of Judicial Affairs, please visit: www.wku.edu/judicialaffairs

Maintenance of Student Records

The Office of Judicial Affairs maintains disciplinary records on students of Western Kentucky University. All student records maintained by the Office of Judicial Affairs are held in compliance with the Family Educational Rights and Privacy Act (FERPA). These records are kept under lock and in confidence in said office with access to these records being available only to the appropriate University officials. Non-Current records, more than five years old, shall be destroyed or expunged. Current disciplinary records which are pending or resulted in a suspension or expulsion shall be retained.

"Three Strikes" Alcohol Policy

HERE ARE THE RULES

- If you are under 21, it is against the student code of conduct for you to drink.
- It is against the student code of conduct for anyone to buy alcohol for someone under 21.
- It is against the student code of conduct for anyone to be drunk in public or to drive while drunk.
- It is a violation of the student code of conduct for your drunken behavior to disturb someone else's ability to sleep, study, or live peacefully. (of course, this also means that other people's drunken behavior should not disturb your study or sleep)
- It is a violation of the student code of conduct for you to hurt or endanger yourself or someone else through drinking.

HERE ARE THE LIKELY SANCTIONS

If you are found responsible of an alcohol violation that does not affect the health, safety or welfare of yourself or others, you are likely to receive:

- Disciplinary Agreement and an educational experience for the first offense
- Probation and educational experience for second offense
- Separation or Suspension (Referral to University Disciplinary Committee) for third offense (Examples: possession or consumption)

If you are found responsible of an alcohol-related offense in which your own health or safety is affected, or in which you disturb, hurt or endanger others through your drinking, you are likely to receive:

- Probation and educational experience for first offense (DUI arrests)
- Deferred Suspension for first offense (alcohol-related fights, serious violation, or getting so drunk that you become seriously ill or unconscious)
- If you are removed from an athletic event for alcohol-related problems, your privilege to attend events in the future may be suspended.

NOTE: A sanction of deferred suspension or higher also results in ineligibility for on-campus housing for the next academic year. Parents of students under age 21 will be notified if their son/daughter is found responsible for a violation of the alcohol beverage or illegal drugs policies and receives a sanction of deferred suspension, suspension, or dismissal.

*This "3 Strikes" summary is provided for your convenience and is not a predetermined outcome. It is not all inclusive. Read the entire alcohol policy under the Code of Student Conduct in the Student Handbook.

If you still have any questions, call The Office of Judicial Affairs at (270) 745-5429, and we will be happy to explain it to you.

Zero Tolerance Drug Policy

Drugs. Use, possession, production, manufacture, sale, possession with intent to sell, trafficking or distribution of narcotics, dangerous drugs or controlled substances, as defined in KRS Chapter 218A, including marijuana, drug related activities, including those involving drug paraphernalia, anabolic steroids and non-prescription drugs except as expressly permitted by law is prohibited. The manufacture or distribution or attempted manufacture or distribution of narcotics, dangerous drugs, or controlled substances on or off University property is prohibited.

a. Any student with a violation of the Drug Policy while enrolled at the institution may be removed

from student housing and / or suspended from the University.

b. Any student who is found to be manufacturing or distributing drugs on or off campus may be suspended or expelled from the University.

Western Kentucky University as a Drug-Free Institution

As a recipient of federal grants and contracts, the following policy has been developed to ensure compliance with both the Drug-Free Work Place Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. Students are herein notified of the standards of conduct which shall be applicable while on Western Kentucky University property, and or participating in University-sponsored activities. Conduct which does not comply with this policy poses unacceptable risks and disregard for the health, safety, and welfare of the University community. Students may be subject to disciplinary sanctions up to and including expulsion and /or referral for prosecution for violation of this policy.

Alcohol and Drug Abuse Policy

Western Kentucky University prohibits the unlawful use (or as restricted by university policy), possession, manufacture and distribution of illicit drugs and alcohol by its students and employees on its property or as part of any of its activities. Persons who violate this policy may be subject to campus disciplinary action and referral to law enforcement agencies. Students found to have committed a violation of this policy may be subject to University sanctions that may include: probation, suspension, or dismissal. The level of sanction will be determined by assessing the seriousness of the breach of policy, effect the conduct has on the institution, and the assessed probability that other violations will not be committed by the person(s) in the future. The minimum sanction for illegal sale or distribution of drugs includes separation from the University and referral for prosecution. Referral to treatment programs will be mandated when appropriate.

Distribution of Policy

At least annually, Western Kentucky University shall inform students of the dangers of drug and

alcohol abuse on campus, the existence of this policy statement, its penalties for violations and of available drug and alcohol counseling, rehabilitation, and assistance through the following actions:

1. Appropriate publication, at least annually, of this policy in appropriate student publications and distribution to students in WKU's international programs and to study abroad participants;
2. Insertion of this policy in future editions of student class schedules and/or registration materials, student handbooks, and student catalogs;
3. Dissemination of this policy and related information at student orientation events and distribution of information concerning assistance programs and available rehabilitation programs; and
4. Continuation, and expansion, of the drug and alcohol awareness program and publication of pamphlets and other materials.

Health Risks Associated with Alcohol and Drug Abuse

1. Alcohol: Effects

Information concerning alcohol and its effects appear on the WKU Student Wellness website.

2. Controlled Substances: Effects

There are many serious and potentially irreversible or life-threatening effects from the use of controlled substances. A summary of these effects is available on the WKU Student Wellness website.

Information regarding appropriate responses to students perceived to be under the influence of alcohol and/or illicit drugs while engaged in University activities or on University premises is available on the Judicial Affairs website.

Penalties and Sanctions

Internal

Under University regulations, students who violate the standards of conduct relating to alcohol and other drug use may be subject to

disciplinary action under student disciplinary process. Sanctions include, but are not limited to, warnings, restricted University participation, parental notification, suspension from the University or probation, suspension or termination of employment. Students who reside in Western Kentucky University housing are subject to additional disciplinary action which may vary from a warning to termination of their housing contract. Specifically defined sanctions for conduct violations appear in the Student Handbook.

External

In addition to University sanctions, individuals may face prosecution and imprisonment under state and federal laws which make such acts felony and misdemeanor crimes. Under University regulations, and state and federal drug laws, the gravity of the sanction depends on the classification of the controlled substance, the particular activity (possession or trafficking, which includes manufacture, sale, and possession with intent to sell) and amounts involved, and whether it is a first or multiple offense or conviction.

Charts detailing Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance and Penalties of Kentucky Law for Driving under the Influence (KRS 189) appear on the Judicial Affairs website.

Additional information pertaining to federal penalties for certain drug-related offenses by the federal government appears on the U.S. Department of Justice, Drug Enforcement Administration web site.

Resources for Education and Treatment

Education and treatment resources are available to Western Kentucky University students including: 24-hour emergency numbers; self-help groups and alcohol and drug treatment programs. Not all resources have been screened by Western Kentucky University and as such the University makes no specific endorsement or recommendations to any one program.

Review of the University Program and Policy

Biennially, the University shall review its "Alcohol and Drugs Prevention Program and Policy on Alcohol and Drugs" to determine effectiveness and to ensure that the University's disciplinary

sanctions are consistently enforced. In order to accomplish this, Western Kentucky University will review the number of drug and alcohol related disciplinary actions; drug and alcohol related treatment referrals; drug and alcohol related incidents and/or vandalisms recorded by campus police and by measuring student attitudes and perceptions concerning drug and alcohol use through various assessment instruments.

Required Reporting for Drug Related Convictions

Under the Drug-Free Workplace Act of 1988, as a condition of continued employment and in addition to the other requirements of this policy, any employee who works in any capacity under a federal grant or contract must notify his or her University supervisor, department head or the Department of Human Resources, in writing, of his or her conviction for a violation of any criminal drug statute occurring in the workplace or on University business no later five days after such conviction. Within 30 days after receiving such notice, the University shall take appropriate action and remedies within its policies. If the employee is under a federal contract or grant, the University shall notify the contracting or granting agency of the conviction within ten days. This section is also applicable to students who receive a Pell grant (federal grant). The University will continue make a good faith effort in continuing to maintain a drug free work place through implementation of the requirements of this act.

Standards of Conduct

Alcohol

University regulations require students to abide by state laws concerning the use and possession of alcoholic beverages (including beer, wine, and wine coolers). Kentucky laws state that for persons under 21 years, it is unlawful to: attempt to purchase, possess, or consume alcoholic beverages; misrepresent one's age for the purpose of purchasing alcoholic beverages; or, use a false ID to attempt to purchase alcoholic beverages. For all persons, regardless of age, Kentucky law states that it is unlawful to: sell to, purchase or procure alcoholic beverages for anyone under 21 years.

Kentucky law also prohibits the operation of any motor vehicle while under the influence of any substance, including alcohol, which may impair

driving ability. Driving under the influence is legally defined as .08 percent or greater blood alcohol level (BAL), or .02 for drivers under 21. Local ordinance prohibits anyone under 21 from remaining at a public place which serves alcoholic beverages after 10:00 p.m., unless the establishment primarily serves food.

Other Drugs

By University regulations, federal law, state law, and, in some instances, local ordinance, students, faculty, and staff are prohibited from the unlawful possession, use, dispensation, distribution, or manufacture of illicit drugs on University owned property and/or at University sponsored activities.

Tobacco

Due to fire regulations and in recognition of the substantial health risks posed by tobacco use and passive smoke, University regulations prohibit the use of tobacco products in all classroom and laboratory facilities, on all floors of University buildings, and in residence hall rooms.

Educational Sanctions

Alcohol 101

(Any student with a first time violation of the alcohol code of conduct)

Provides information regarding alcohol consumption of college students

Educates students on alcohol statutes in the Commonwealth of Kentucky

Educates students on policies/sanctions related to alcohol at WKU

Offers suggestions and guidelines in practicing low-risk drinking habits

Prime for Life

(Any student with a 2nd violation of the alcohol or 1st violation drug code of conduct)

PRIME For Life is an alcohol and drug program for people of all ages. It is designed to gently but powerfully challenge common beliefs and attitudes that directly contribute to high-risk alcohol and drug use. The program goals are to reduce the risk for health problems and impairment problems by: Increasing abstinence; delaying initial use; and decreasing high risk use

A primary goal of **PRIME** For Life is prevention of any type of alcohol or drug problem. This includes

prevention of health problems such as alcoholism, or impairment problems such as car crashes or fights. Emphasis is on knowing and understanding risks one cannot change and reducing risks one can change.

Many people who attend a **PRIME** For Life program already show signs of alcohol or drug-related health or impairment problems. **PRIME** For Life is designed to effectively interrupt the progression of use with these audiences. **PRIME** For Life's intervention component focuses on self-assessment to help people understand and accept the need for change. Intensive prevention services, counseling, or treatment may be necessary to support these changes. For those who already need treatment, the program serves as pre-treatment and support for abstinence.

Using a persuasion-based approach, instructors use a variety of delivery methods, including interactive presentation and small group discussion. Participants use work books throughout the course to complete a number of individual and group activities. Material is presented using a DVD platform with animation, full-motion video clips, and audio clips to enhance the learning experience.

Several themes run throughout **PRIME** For Life. The first is an emphasis on the reality that while all of us can influence another person's drinking choices to some degree, none of us can directly control those choices. Therefore, the program is designed to maximize the influence of helping professionals, instructors or family members.

Second, **PRIME** For Life is based on objective, documented research findings, not opinion, exaggerations or scare tactics. Credibility (of program and instructor/counselor) is a key factor in initiating and maintaining behavior change. Instructors are trained to master the program to maximize program impact.

Third, **PRIME** For Life focuses on information that is needed to bring about behavior change. In fact, a casual observer might conclude that the program places too little emphasis on process and that there is too much information for the typical participant to remember. Participants are not expected to remember the details of the research cited. The content is only one of the tools used in

the persuasion process. What participants will remember are the critical conclusions that come from hearing the information: Who can experience alcohol or drug problems? How do I estimate biological risk? How do I know what low risk is and how far have my alcohol and drug choices progressed? They remember the information they can use, even if some do not use it right away. The carefully selected, research-based information also provides the credibility needed to promote change.

PRIME For Life emphasizes both what is said and how it is said. Both content and process are keys to successful delivery of the program and to the ultimate goal, behavior change.

Prime for Life Class Information

Students assigned this sanction will be required to pay **\$85.00** for educational materials provided in this nationally recognized and certified program. Successful completion of the program will provide students with useful information encouraging responsible and appropriate behavior when considering using alcohol or drugs. University policies regarding drug and alcohol use will also be addressed within the program.

Appropriate referrals include students found responsible of being drunk in the residence halls, a major violation of the alcohol policy, an alcohol-related offense who have a previous judicial record for an alcohol violation, regardless of when that violation occurred, another violation of WKU code of student conduct for the same incident (i.e., noise violation, fighting, vandalism), providing alcohol to a minor and/or selling alcohol illegally.

University Sanctions

Under University regulations, students who violate the standards of conduct relating to alcohol and other drug use are subject to disciplinary action from a minimum of a warning to a maximum of suspension/expulsion from the University. Students who reside in University housing are subject to further disciplinary action which may vary from a warning to termination of their housing contract. (See JUDICIAL ACTIONS/SANCTIONS section in this handbook.)

In addition to University sanctions, students may

face prosecution and imprisonment under state and federal laws which make such acts felony and misdemeanor crimes. Under University regulations, and state and federal drug laws, the gravity of the sanction depends on the classification of the controlled substance, the particular activity (possession or trafficking, which includes manufacture, sale, and possession with intent to sell) and amounts involved, and whether it is a first or multiple offense or conviction.

State of Kentucky Sanctions

Sanctions for violation of state alcohol laws vary from a fine of \$10.00 to \$2,000.00, and/or a sentence of forty-eight hours to 12 months in jail, and suspension of one's operator's license and/or a requirement for community service or substance abuse treatment. In Kentucky, a blood alcohol level measurement of 0.10 percent alcohol or greater is sufficient for arrest or conviction for driving under the influence or .02 for drivers under 21; intoxication does not have to be proven. The schedule of Kentucky state penalties for driving under the influence are summarized below.

The Schedule of Drugs classifies federally-regulated drugs on the basis of their potential for abuse, their medical uses, and their potential for creating psychological and physical dependence. Schedule I drugs have the highest potential for abuse and chemical dependency, and no accepted current medical uses. Schedule V drugs have the lowest potential for abuse and dependency.

Under Kentucky law, the most severe drug statutes relate to trafficking, or conspiring to trafficking, a Schedule I or II drug. A first conviction may involve a fine of up to \$10,000.00 and/or sentence of up to ten years in the penitentiary. For subsequent offenses, the penalties are doubled. Penalties for the manufacture, sale, or possession with intent to sell marijuana range from one to three years in a county jail and/or a fine of less than \$500.00 for a first offense involving less than eight ounces of marijuana to up to ten years in the penitentiary and/or a fine of up to \$10,000.00 for an offense involving five or more pounds. Possession or transfer of less than eight ounces of marijuana is subject to up to ninety days in a county jail and/or

a \$250.00 fine. The use or possession of drug paraphernalia is also subject to up to one year in a county jail and/or up to a \$500.00 fine.

United States Sanctions for illegal Possession and Trafficking

Specific penalties under federal laws for trafficking in various controlled substances are summarized below. Simple possession of a controlled substance may result in imprisonment for up to one year and/or a fine of up to \$1,000.00; subsequent offenses may result in up to three years in jail and/or a fine of up to \$5,000.00. Federal trafficking laws may result in a penalty of up to an eight million dollar fine and/or a sentence of from ten years to up to life in prison. Other drug law violations may result in a life sentence or the death penalty.

Under both state and federal laws, any or all property (house, farm, vehicle, etc.) which may have been used in the drug trade may be confiscated.

Notice of Drug Related Convictions

Also in compliance with the Federal Drug-Free Workplace Act, any employee shall be required to notify the immediate supervisor if he or she is convicted of a criminal drug offense occurring in the workplace or while on University business within five days of the conviction. The University shall take appropriate action and remedies within its policies. This provision also applies to students who are University employees. If the employee is under a federal contractor grant, the University shall notify the contracting or granting agency of the conviction and of its actions. This section is also applicable to students who receive a Pell grant (federal grant).

STUDENT CODE OF CONDUCT

Purpose of the Student Code of Conduct

Western Kentucky University developed a Student Code of Conduct in order to fulfill its mission and promote a positive environment for all members of the University community. As a member of the University community, a student is granted rights and responsibilities, which are defined within the Student Handbook. It is the responsibility of every student to become familiar with the WKU

Student Code of Conduct and the rights and responsibilities of students. Ignorance of the WKU Student Code of Conduct is not acceptable justification for violation of any campus policies or procedures.

The regulations within the Student Code of Conduct are intended to govern the student conduct at Western Kentucky University. The University will take disciplinary action against a student for an off-campus offense only when the nature of the offense is such that, in the judgment of the Director of Judicial Affairs, the continued presence of the student on campus is likely to interfere with the educational process and the orderly operation of the University. Students who violate the law may incur penalties prescribed by civil and criminal authorities. However, the University reserves the right to review student incidents independent of action by civil and criminal authorities and apply the University disciplinary process as it serves the educational mission of WKU, a function separate and distinct from civil and criminal proceedings. Below are statements of policy regarding the rights, responsibilities, and code of conduct for Western Kentucky University.

Office of Judicial Affairs Campus Responsibility

Following the procedures of due process, if the WKU Student Code of Conduct is violated, the alleged parties will go through the University's judicial process, which is intended to be a fair and educational experience.

Anytime a student is sanctioned by the University for inappropriate behavior, it is considered serious. Cases involving sanctions of warning, creative discipline, disciplinary agreement, restricted use of facilities, restitution, and disciplinary probation are usually not serious enough to warrant expulsion or suspension. Cases of this nature, which involve incidents occurring within the university residence halls, may be heard by the designee of the Executive Director of Housing and Residence Life and/or The Director of Judicial Affairs. With exception, all cases involving student arrests; drug violations resulting in arrest, sexual misconduct, physical assaults, unruly conduct, and academic dishonesty will be heard by the Office of Judicial Affairs. Those cases which involve incidents occurring off-campus; and more

on-campus egregious violations of the Student Code of Conduct will be heard by the Director of Judicial Affairs.

Student Rights and Responsibilities

Rights

- The right of respect for personal feelings, freedom from indignity, and to expect an education of the highest quality.
- The right to speak on University property provided that his/her behavior does not infringe on the rights of others as further defined in the University policy on time, place, and manner of meetings, assemblies, and demonstrations.
- The right of freedom to hear and participate in dialogue and to examine diverse views and ideas.
- The right to participate in all areas and activities of the university, free from any form of discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status in accordance with applicable federal and state laws.
- The right to engage, either individually or in association with others, in off-campus activities, exercising rights as a citizen. When so engaged, in a context in which the participant is identified as a student, there exists a responsibility to make clear that the student does not represent the University.
- The right of due process in the disciplinary procedure in accordance with rules of procedures prescribed in the Code of Student Conduct.

Responsibilities

- The responsibility of assuming the consequences of one's own actions.
- The responsibility to insure that no student organization, constitution or other organizational document includes discriminatory clauses pertaining to race, creed, religion, color, sex, national origin, disability, or sexual orientation.

- The responsibility to respect the rights and property of others, including other students, the faculty and the administration.
- The responsibility to recognize that student actions reflect upon the individuals involved and upon the entire university community.
- The responsibility for knowledge of and observance of established University policies presented in official University publications.

Definitions

- The term **"University"** means Western Kentucky University.
- **"Student"** includes all persons enrolled in taking courses at the University and persons who are or were enrolled in the current semester and registered for the next semester.
- **"Behavior"** includes conduct and expression.
- **"University official"** includes any administrator, faculty, staff, or any authorized individual to act on behalf of the University.
- **"University premises"** includes all land, buildings, and other property owned, leased, or supervised by the University, including adjacent streets and sidewalks.
- **"Student organization"** means any group that has complied with the formal requirements and registration process of the University.
- **"Director of Judicial Affairs"** means a University official approved to oversee the judicial process. This person is approved to impose sanctions to all cases heard administratively.
- **"Judicial Affairs"** is the University Judicial System that oversees all student conduct.

STUDENT CODE OF CONDUCT

The Student Code of Conduct educates students about appropriate behavior and fosters a community in which academic success can occur. The following Student Codes of Conduct are the regulations that apply to ALL WKU students, including the satellite campuses:

1. **Dishonesty.** Dishonesty, such as cheating, plagiarism, misrepresenting of oneself or an organization, knowingly furnishing false information to the University, or omitting relevant or necessary information to gain a benefit, to injure, or to defraud is prohibited.
2. **Drugs.** Use, possession, production, manufacture, sale, possession with intent to sell, trafficking or distribution of narcotics, dangerous drugs or controlled substances, as defined in KRS Chapter 218A, including marijuana, drug related activities, including those involving drug paraphernalia, anabolic steroids and non-prescription drugs except as expressly permitted by law is prohibited. The manufacture or distribution or attempted manufacture or distribution of narcotics, dangerous drugs, or controlled substances on or off University property is prohibited.
 - a. Any student with a violation of the Drug Policy while enrolled at the institution may be removed from student housing and / or suspended from the University. Any student who is found to be manufacturing or distributing drugs on or off campus may be suspended or expelled from the University.
3. **Alcohol. Western Kentucky University complies with the alcohol regulations of the Commonwealth of Kentucky.** Violation of any federal, state and local laws governing the use and possession of alcoholic beverages, including off-campus. Examples may include but are not limited to Driving under the influence (DUI), being assessed as intoxicated in public (AI or PI) and underage consumption. The University prohibits the possession, furnishing or use of alcoholic beverages (including wine and beer) by student residents of campus housing and/or guests of students in residence halls. The University prohibits the use of rapid consumption devices or drinking games including, but not limited to, kegs, bongs, funnels and beer pong. Any student found in violation of the Alcohol Policy three times in any one-year period may be suspended from the University for a minimum of one semester.
4. **Sexual Misconduct.** Non-consensual sexual contact, including but not limited to sexual assault or abuse, rape, acquaintance rape, or sodomy. (Please refer to the Sexual Offense Policy)
5. **Weapons.** Possession or use of firearms, explosives (including fireworks), dangerous chemicals or other dangerous weapons or the brandishing of any weapon or any other object in a menacing or threatening manner on institutionally owned or controlled property is prohibited. Weapons may be defined as an object, instrument, device, or substance designed to inflict a wound, cause injury or incapacitate. Weapons may include, but are not limited to all firearms, pellet guns, stun guns, paintball guns, air guns, slingshots, martial arts devices, switchblade knives and clubs. Weapons will be confiscated and placed in the possession of University Police for proper disposal.
6. **Identification.** Refusal to provide proper identification upon request. Students are expected to carry their valid student identification at all times and to present it upon request by University officials including, but not limited to University Police, faculty, residence life staff, and other staff of the institution. The University may confiscate any ID card that has been misused, duplicated, or altered. Cards may be retained temporarily while their validity is checked. A student may possess only one ID card. Use of the ID card by any person other than the person to whom it was issued or use of the card under false

pretenses is a violation of the Code of Conduct.

7. **Theft.** Theft and/or possession of stolen property. Such property may include, but is not limited to, parking decals, personal or university property.

- a. Theft of property having substantial value may result in serious disciplinary action for a first offense.

8. **Hazing.** Hazing refers to practices which are a part of initiation into an affiliation with any organization. Hazing is considered a serious violation of The Student Code of Conduct and is prohibited in all forms. This code of conduct is based on fair and equal treatment with consideration and respect for all students and applies to organizations and individuals alike. Any person receiving bodily injury by hazing or mistreatment shall have a right to sue, civilly, the person or persons guilty.

Western Kentucky University defines hazing as any action, physical abuse or creation of a situation which recklessly or intentionally endangers the mental or physical health of a participant by any person. A participant is defined as a university student, or any pledge. A person is defined as a university student, member, alumnus, affiliate alumnus, guest of any campus organization, or other individuals.

Physical Abuse:

- ❖ Forced or coerced use or consumption of liquor, drugs, or any other vile substance.
- ❖ Calisthenics (push-ups, sit-ups, jogging, runs, etc.)
- ❖ Paddling
- ❖ Line-ups

Mental Abuse:

- ❖ Harassment is defined by exacting degrading and disagreeable work, ridicule or abusive and humiliating conduct which tends to bring the reputation of the organization or University into disrepute. Any action that intentionally prevents students from fully participating in the academic process is also considered hazing.
- ❖ Theft of any property
- ❖ Sleep Deprivation
- ❖ Forced Nudity
- ❖ Personal Servitude
- ❖ Forcing a violation of University policies and federal, state, or local laws

9. **Harassment.** Physical abuse, threatening comments, or intimidation of any person on University owned or controlled property or at University sponsored or supervised functions, or conduct which threatens or endangers the health or safety of any member of the University community or any other person or persons. Such conduct includes, but is not limited to stalking, cyber stalking, harassment, and retaliation as a result of complaints or alleged misconduct.

10. **Unruly Conduct.** Disorderly or lewd, any words or acts that result in physical altercation, fighting and indecent or obscene conduct or expression that cause physical injury or threaten himself/herself or others, or interferes with any individual's rightful act. This responsibility also applies to events sponsored and supervised by recognized student organizations, on or off campus.

11. **Demonstration of Physical Harm.** Any student who demonstrates intent to seriously harm himself/herself or otherwise poses a danger causing psychological or physical harm to self.

12. **Disrupting the Academic and or Judicial Process.** Interference or disruptive activity which impedes, impairs or obstructs teaching, research, administration, judicial process, failing to comply with the sanctions imposed under the Student Conduct Code, or other University missions, processes, functions or other authorized activities including its public service function of other authorized activities on University premises or which inhibits full exercise of rights by others.
13. **Class Attendance and Classroom Conduct.** Regular classroom attendance is expected of all students. Although role may not be taken grades are based on the performance of assigned work and this may include class participation and attendance. A professor has the authority to determine acceptable classroom conduct for his or her students as long as those decisions do not infringe on the student's rights. Disruptive classroom behavior may also be considered unruly conduct (see item 10).
14. **Technology Use Ethics.** Any violation of the Technology Ethics Policy as created by the Department Of Information And Technology is considered a violation of the Student Code of Conduct.
15. **Shared Responsibility for Violations.** Enticing, inciting others, abetting, conspiring, being an accessory, or passively witnessing/participating in any act prohibited by the student conduct code is prohibited.
16. **Requests or Orders.** Refusal to comply with directions, requests, or orders by University officials or law enforcement or failing to identify oneself when requested to do so. Upon the request of the student questioned, the authorized university official must show identification and state the source of his/her authority. Among those officials who may request a student's ID card are

staff members from: Residence Life, Downing University Center, WKU Food Services, Faculty and Staff, Book Store as well as any staff member within the Division of Student Affairs.

17. **Misuse of Property.** Unauthorized entry or use of institutional facilities and property; unauthorized possession or duplication of university keys, parking decals or access cards; tampering with fire equipment; or propping open of exterior residence halls doors or any door to any institutionally owned or controlled property. Students may not use University property for any activity prohibited by Federal, State or local laws
18. **Destruction of Property.** Any act of vandalism, malicious or unwarranted damage or destruction to any institutionally owned or controlled property.
19. **Recreational Mobility.** Skateboards, skates, and bicycles may be used on sidewalks for safe transportation purposes only. When using sidewalks, remember pedestrians have the right of way. They may not be used inside buildings or within 50 feet of building entrances. Motorized scooters, mopeds, motorcycles, and similarly motorized vehicles are not to be used on sidewalks or in pedestrian traffic areas. Motorcycles, scooters, mopeds, and other motorized vehicles must park in parking lots in designated cycle parking areas. Registration with WKU Parking and Transportation Services department is required for all motorized vehicles. On campus housing residents may only bring one motorized vehicle to campus.

Excessive speed, stunt riding, or any other use of skateboards, skates, bicycles, or motorized vehicles that may cause property damage and/or endanger self or others is prohibited. Bicycles should be parked at any of the bicycle racks established throughout campus.

Bicycles chained to trees, fences, handrails, etc., may be impounded. Users may not ride on stairways, patios, dock areas, benches, picnic tables, or irregular surfaces. Any person causing damage to University property through use or misuse of recreational equipment may face prosecution through the University Judicial process and/or the legal process to recover damages.

20. **Obstruction of Access.** Obstruction or disruption, which interferes with the freedom of movement, either pedestrian or vehicular on institutionally owned or controlled property
21. **Traffic and Parking Regulations.** Traffic rules and regulations as published by the university, will be administered by The Office of Traffic and Parking. Students are required to obey these regulations as a condition of their enrollment. Any behavior that is of an unruly or disrespect to their authority will be deemed a violation of the Code of Conduct.
22. **Fraud.** Knowingly passing a worthless check, money order or fraudulent use of credit cards including attempts to obtain any item of value under false pretenses or falsification of official university documents is prohibited.
23. **Forgery.** Forgery, alteration or misuse of University documents, records including, but not limited to, electronic records, transactions and /or communications, or identification, including student identification cards.
24. **Gambling.** Participation in any form of illegal gambling is prohibited.
25. **Violation of Laws.** The commission of acts which constitute a violation of local, state and federal laws. The University will review any conduct reported by members of the University community, law enforcement personnel, or citizens

as being in violation of the law. Any student convicted of a criminal offense is subject to university judicial action.

26. **Violation of General Rules and Regulations.** Violation of any University policy, guideline, campus rule or regulation of conduct, which adversely affects the student's suitability as a member of the University community.

Following the procedures of due process, if the WKU Student Code of Conduct is not followed, the alleged parties may go through the University's judicial process, which is intended to be a fair and educational experience. All WKU students may have some sanction/action should they be deemed responsible for not adhering to the Student Code of Conduct.

OFF-CAMPUS JURISDICTION

While the institution does not desire to act as a policing authority for the activities of the student off of University property, and while it cannot serve as a sentencing authority for a student's violation of federal, state or local law, the University may take appropriate action in situations involving misconduct that violates the WKU Code of Student Conduct, judicial action may be taken by the university for any act constituting a violation of the law.

The university has a vested interest in student behavior as it pertains to alcohol use and other drug use which threatens the health, welfare and safety of self and others. The university has deemed off-campus violations of the alcohol and drug code of conduct to be actionable by the university judicial process. When actions or incidents occur outside of the residence halls or off campus, such conduct may call into question the student's continued membership in the educational community either because the student grossly violated elementary standards of behavior required for the maintenance of the educational community or because the student's continued presence would adversely affect the pursuit of educational goals by others.

It is also the position of the Office of Judicial Affairs that among the violations of misconduct considered to be of an especially serious nature are those that represent a threat to the safety and health of members of the University Community. These include involvement with narcotics, dangerous drugs, and/or controlled substances, violence or threat of violence, non consensual sexual contact, and the possession of firearms or the brandishing of any object in threatening manner. A student found in possession of a firearm or any other weapon or the brandishing of any object in a menacing or threatening manner will be referred to the Director of Judicial Affairs for the sole purpose of determining either suspension or expulsion.

Notwithstanding the above, the President of the University is authorized and has empowered the Vice President for Student Affairs and the Director of Judicial Affairs to suspend (interim suspension) any student if it is indicated that under the circumstances the accused student's continued presence on campus during the three day interim period awaiting a hearing before the University Disciplinary Committee is inimical to the best interests of the University. Any such suspension (interim suspension) shall be for a period of not more than five days. The student shall be furnished written notice of the actions and the reasons therefore. The notice shall also advise the student that the accusation of misconduct shall be referred to the University Disciplinary Committee.

SANCTION DETERMINATION

The Office of Judicial Affairs will make the determination as to whether or not allegations of misconduct involve matters sufficiently serious to raise issues of suspension or expulsion. The following shall be considered:

1. The degree of willfulness or inadvertence;
2. The degree of injury or risk of injury to the accused or to another person, if any;
3. The extent of damage to property, if any;
4. The danger or risk of danger to the University community, if any; and

5. Any other factor or circumstance bearing reasonably upon mitigation or aggravation or the seriousness of the alleged offenses should it be established as a violation.

Anytime a student is sanctioned by the University for inappropriate behavior, it is considered serious. Cases involving sanctions of warning, creative discipline, disciplinary agreement, restricted use of facilities, restitution, and disciplinary probation are usually not serious enough to warrant expulsion or suspension. Cases of this nature, which involve incidents occurring within the university residence halls, may be heard by Housing and Residence Life and the Director of Judicial Affairs. With exception, all cases involving student arrests; drug violations resulting in arrest, sexual misconduct, physical assaults and unruly conduct will be heard by the Office of Judicial Affairs. Those cases which involve incidents occurring off-campus; more egregious violations of the Student Code of Conduct will be heard by the Director of Judicial Affairs.

Cases will be heard through informal discussion, conferences, and meetings with the accused student. Any such decision is subject to final review by the Office of Judicial Affairs or The Vice President for Student Affairs. A request for final review by the Vice President for Student Affairs must be made within three business days after initial sanctioning.

JUDICIAL ACTIONS/SANCTIONS

The following list describes University sanctions that may be administered as a result of violating the WKU Student Code of Conduct. Sanctions may be imposed only after a conference or hearing at which the student has had the opportunity to review alleged violations, review any evidence, and respond.

Sanctions may be used independently or in combination depending on the particular circumstance of the violation. Chronic and/or multiple violations during the course of an individual student's college career may increase the severity of sanctions applied.

1. **Warning and/or Reprimand** - Official notice to a student that conduct or actions are in violation. The continuation of such conduct or actions may result in further disciplinary action.
2. **Creative Discipline** - A sanction which may be used in lieu of, or in combination with, sanctions numbered three through six below. Creative discipline will be consistent with the offense committed. In some cases, at the discretion of the hearing officer, a student found in violation may attend special educational seminars, classes, or workshops offered in the subject area of the violation or are sanctioned in another way which is directly related to the violation. In these cases, the student must always submit written proof of completion of the sanction to the hearing officer. The University may also contact parents or legal guardians of students found in violation of policy concerning the possession of alcohol or controlled substances if the student is under 21.
3. **Disciplinary Agreement** - Behavior contract between the University and the student whereby the student agrees, in writing, to correct inappropriate behaviors.
4. **Restricted Use of Facilities** - Denial of on campus use of an automobile for a specified period of time, removal from a living group, or other privilege including the use of specific University facilities, consistent with the offense committed. Restricted use of facilities may be accompanied by other sanctions.
5. **Restitution** - Reimbursement by transfer of property or service to the University or a member of the University community in an amount not in excess of the damage or loss incurred. Reimbursement may be accompanied by other sanctions.
6. **Restricted University Participation** - Exclusion for a period of time from participating in extra-curricular activities including recognized student organizations and/or representing the University in any manner. Classroom attendance will be unaffected. The following sanction may be imposed upon groups or organizations:
Deactivation – Loss of all privileges, including University recognition, for a specified period of time.
7. **Disciplinary Probation** - A period of observation and review of conduct in which the student demonstrates compliance with the provisions of University regulations.

Any student found in violation of the Student Code of Conduct while on Disciplinary Probation in the same semester of academic probation may be subject to suspension or dismissal from the university immediately.
8. **Deferred Suspension** – In some cases, a sanction of suspension may be held in abeyance for a specified period. This means that, if the student is found responsible of any violation during that period, he or she will be subject to the deferred sanction without further review, in addition to the disciplinary action appropriate to the new violation.
9. **Separation** – a dismissal from the University for at least one semester. Students separated from the University are eligible to apply for reinstatement to the University. Readmission is not guaranteed.
10. **Interim Suspension** – Exclusion for a period of time, prior to a disciplinary hearing, from the residence halls or

campus (including classes) and all other college activities or privileges of a University student.

Interim suspension may be imposed only:

- To ensure the safety and well-being of Members of the University Community or preservation of University property.
- To ensure the student's own physical or emotional safety and well-being; or
- If the student poses a definite threat of disruption of or interference with the normal operations of the University.

11. **Suspension** - Exclusion for a period of time, generally from one term to one year. A separation from the university is a time away for a number of academic semesters or until certain conditions are met.

In certain circumstances, the Director of Judicial Affairs or the Vice President for Student Affairs may impose a University or residence hall suspension. ***All students who reach a level of sanction that includes any suspension may not be eligible to reside in the University Housing System.***

12. **Expulsion** - Dismissal from the University for an indefinite period of time. Any student expelled may not, thereafter, be readmitted to the University except upon application to the Board of Regents through the President.

Emergency Measures

The Vice President for Student Affairs or the Office of Judicial Affairs has the authority to take appropriate, immediate action against a student who poses a significant danger of imminent or serious physical harm to himself/herself or others at the University, or where the Vice President for Student Affairs determines that an emergency exists which affects the health, safety or welfare of a student or the university community.

Any student who attempts to physically harm himself/herself or others will not be allowed to return to classes or the University residential community until such time as an appraisal has been made by a counseling office designated and approved by the Vice President for Student Affairs or the Office of Judicial Affairs. Failure to cooperate with this directive may result in immediate medical withdrawal of the student. Any student who demonstrates intent to harm himself/herself or others will be encouraged to contact a parent or guardian; provided, however, that should the situation be reasonably construed to be a medical emergency, the student's parent or guardian may be contacted by the University and advised of the situation. (See Medical Withdrawal)

Emergency Measures include, but are not limited to **Interim Suspension**. A student under interim suspension may not attend classes, may not be on or come onto University property, may not participate in any University Activities or organizations and may not use University facilities, equipment or resources.

Interim Suspension from University Housing

A student under interim suspension from University Housing may not reside in University Housing and may not come into University Housing facilities and/or adjacent areas of University Housing. If the Director of Judicial Affairs determines that other interim measures are more appropriate to protect the health, safety or welfare of the student or the University community, the Director of Judicial Affairs may:

- Restrict or bar attendance of any or all classes;

- Restrict or bar access or contact with individuals;
- Restrict or bar access to University property, places, facilities or equipment;
- Restrict or ban participation in University activities or organizations; or otherwise restrict or ban access to University resources or conduct.

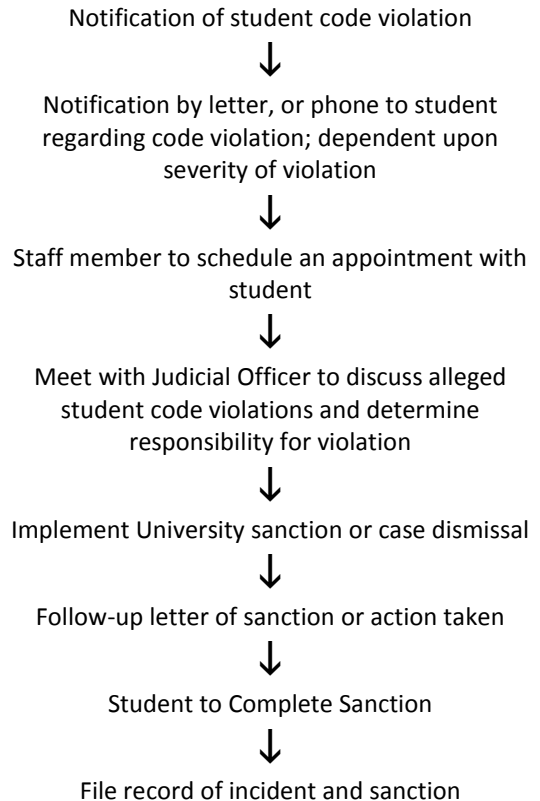
A student subject to Emergency Measures shall be furnished;

- Written notice of the Emergency Measure and the reason(s) for the action; and
- The opportunity to participate in disciplinary proceedings or to present relevant information for consideration of his/her case.

Emergency Interim Measures may be taken at any time prior to the conclusion of the University Judicial process, including during the appeal process.

The Office of Judicial Affairs may place a hold on registration on all students who have Emergency Measures taken against them, which prevents the student from accessing, changing or altering his/her course registration and/or admission status.

Procedures Followed In Disciplinary Conferences; Judicial Affairs Flowchart



In enforcing student conduct regulations, the University follows fair procedures in keeping with democratic practices and due process requirements. Disciplinary action will not be taken without providing the student with notice of the charges in advance to allow a reasonable period of time to prepare for the conference or hearing. Preliminary conferences with the student on any alleged violation or misconduct may occur immediately for the purpose of ascertaining the nature and extent of the problem. Because the focus is on the education of students, student hearings are conducted as informal inquiries and do not follow formalized courtroom procedures. Decisions at such hearings will be based solely upon the information produced therein. Based on the preponderance of the evidence, the level of student responsibility and/or involvement shall be determined by the institution.

In any case where the violation of University policy involves conduct that would constitute a public criminal offense upon prosecution and conviction, the burden will be satisfied by either:

(a) the accused student's admission of responsibility to the committee, or

(b) information in the record, if the student denies responsibility, that a preponderance of evidence indicates responsibility.

Policy on Parental Notification

At Western Kentucky University, we are dedicated to providing a learning environment conducive to personal and professional growth. We strive to treat each student in a way that will promote personal responsibility and allow them to learn from their mistakes. Those objectives must be balanced against the desire of parents need to know early on when their student(s) have been involved with inappropriate use of alcohol. We want to involve parents early in the process, when their student's behavior begins to impact their daily routine and before the behavior leads to a crisis or severe university action.

The Family Education Rights and Privacy Act ("FERPA") allows the disclosure of specific information concerning the use or possession of alcohol or a controlled substance by students under the age of 21. The goal of parental notification is to enlist parental support for fostering more appropriate student behavior to create a safer community environment and reduce the many negative impacts of substance abuse.

The Director of Judicial Affairs has the liberty to inform the parent or legal guardian of a student under the age of 21 who has been found in violation of the University's drug and alcohol policy. The University recognizes that the majority of our students are adults and wishes to respect the rights and privileges of that status. We also recognize that the input and involvement of parents can have a dramatic effect on the success and decision making of college students. Parents will receive notification of the following violations of University Policy.

Western Kentucky University is committed to the education and development of students. The University is concerned about the use and abuse of alcohol and other drugs in the collegiate setting. As an institution of higher learning, we are concerned about the negative affect the misuse of alcohol and other drugs has on the educational process. University policy related to alcohol and other drugs include the following statements from Western Kentucky University Student Handbook: The approach to violations of policy related to alcohol and other drugs is designed to be pro-active and educational. Students are provided with information about the effects of alcohol and other drugs during M.A.S.T.E.R. Plan, University Experience, during opening programs in the residence halls and across campus provided by Health Services and Student Activities. Students found in violation of policy are also referred to educational and self-assessment programs such as Alcohol 101 and Prime for Life.

Parents will receive notification of the following behaviors associated with The Code of Conduct:

1. Any violation of the University Alcohol Policy, or
2. Any violation of the University Drug Policy, or
3. The student (under 21) was arrested by University Police in connection with a violation of the Alcohol or Drug Policy or for DUI, Public intoxication, Minor in Possession or any other drug or alcohol-related incident resulting in citation or arrest, or
4. The student received medical assistance due to incapacitation, suspected incapacitation and self-injury.

In addition to the educational interventions, any student found in violation of the Alcohol Policy three times in any one-year period may be suspended from the University. Similarly, any student with two violations of the Drug Policy while enrolled at the institution may be suspended from the University. Also, any student who is found to be manufacturing or distributing drugs or attempting to manufacture or distribute

drugs on or off campus may be suspended or expelled from the University.

THE UNIVERSITY DISCIPLINARY COMMITTEE

A university committee for student disciplinary matters has been established by action of the Board of Regents of Western Kentucky University in accordance with the Kentucky Revised Statutes which authorize the Board of Regents to invest the faculty/staff or a committee of the faculty/staff with the power to suspend or expel any student for severe violations of the WKU Student Conduct Code or a gross disregard for the rights of others in the campus community. Therefore, this Committee will consider all cases involving sanctions eight through twelve (suspension, deferred suspension, and expulsion). In every case, the person suspended or expelled may appeal through the President if they meet the conditions for appeal.

The Committee is comprised of thirteen members, six faculty, three staff, and four students, who are appointed by the President of the University. Faculty terms are three years and are staggered so that the term of one third of the membership expires each year.

At least seven members of the Committee will be present before any official action is taken. Any decision will be made by a majority of those Committee members present. The Committee is to be notified of a meeting by the Director of Judicial Affairs or members of his staff immediately upon determination of the necessity for such a meeting.

Committee hearings are conducted in two parts. In the first part, only information that bears on whether or not the student has engaged in specified violations or misconduct may be presented. If the Committee finds no violation or misconduct, the finding is recorded and the proceeding is concluded. If the finding is that the student has, in fact, engaged in a violation or misconduct, the Committee shall, in the second part of the proceeding, hear and consider any information bearing upon circumstances of extenuation or mitigation. After this part is concluded, the Committee shall determine the appropriate sanction. The Committee will

function in accordance with the following procedures:

Preliminary Procedures

1. Director of Judicial Affairs or his/her designee shall have notified the student or students in writing as to the time and place of the hearing to be held by the university committee for student disciplinary matters and of the nature of the problem or charge and the information against the student or students.
2. Notification to the student (s) shall be made at least three days before the hearing is to be held. The student will meet the Director of Judicial Affairs or his/her designee to discuss the hearing process and sign a hearing checklist form. In the student's absence, a written report of the facts of the case and all related documents will be presented and reviewed by the University Disciplinary Committee and a decision will be made as to whether or not a violation of misconduct occurred and an appropriate sanction will be levied at that time.
3. The Director of Judicial Affairs and other persons on the staff shall provide the committee with a written report of the facts of the case.
4. If so desired, the student(s) may be accompanied at the hearing by a member of the faculty, staff, fellow student or any third party approved by the University. Written approval must be secured two working days prior to the hearing.
5. Persons accompanying the student may advise but not represent and may not address the Committee in any fashion without permission from the Chairperson.
6. Due to the delicate nature of the hearing and because of the need to protect confidential records and the alleged

victim, these meetings shall be otherwise closed.

Disciplinary Conference Procedures

1. The Chairperson will begin the meeting by citing reasons for the call. Information bearing on whether or not a violation or misconduct has occurred will be given by the Associate Vice President for Student Affairs or an appointed representative of the Associate Vice President for Student Affairs.
2. The student will be given an opportunity to state the case and to present pertinent information for defense.
3. The Chairperson will call for discussion in a question and answer exchange on whether or not a violation or misconduct has occurred.
4. The Committee will make a decision in an executive session on whether or not a violation or misconduct has occurred.
5. The decision of the Committee will be reported to the student and the student's representative in a private session. If the decision is that a violation or misconduct has occurred, the Committee will then hear and consider information bearing upon the circumstances of extenuation or mitigation. The Committee will then apply sanctions in closed session. If the Committee finds that a violation or misconduct did not occur, the Committee meeting will conclude without application of sanction.
6. A record of the session proceedings will be retained by the University.

Conditions for Appeal

The University understands the need to have a corrective process in place to address circumstances should the judicial officer err. One or all of the following conditions must be met in order for an appeal to be considered.

An appeal should be set forth by the accused:

1. To determine whether the original conference was conducted fairly and in accordance with the Office of Judicial Affairs

sanction determination and procedures.

2. To determine whether the decision reached regarding the accused student was based on substantial information to determine the preponderance of evidence and/or the level of responsibility.
3. To determine whether any sanctions imposed were appropriate and not unduly harsh for the violation(s) set forth in the Student Code of Conduct.

If one of the aforementioned conditions is proven, the appeal will be forwarded to the appropriate reviewer. The appeal will be reviewed and determined by the Director of Judicial Affairs, The Vice President for Student Affairs or The President.

If none of the three conditions for appeal is met, the decision of the original conference will be upheld and the responsible student is expected to comply immediately.

Procedures for Appeal Through The President To The Board Of Regents

1. Any student desiring to appeal a decision of the University Disciplinary Committee for review by the Board of Regents shall do so by filing a written statement of notice of intent to appeal with the President of the University. No appeal will be considered unless such notice is received in the Office of the President within five days, excluding holidays or weekends, following notification of the Committee's decision.
2. Ordinarily, the student suspended or expelled by the University Disciplinary Committee will be allowed to continue in status pending the results of the appeal.
3. The student shall include for the Board's consideration on appeal a written statement of the reasons why the student thinks the decision is erroneous, unfair or too harsh. The Office of the Vice President for Student Affairs will submit a brief written statement of response. The student's statement shall be submitted within five calendar days from the date on which the student

is furnished written notification of the Committee's decision.

4. Only information contained within the record of the proceedings of the University Disciplinary Committee will be reviewed on appeal. No information will be considered that was not furnished to the University Disciplinary Committee. The student may within the ten-day period instead submit any pertinent information, newly discovered or initially withheld for good cause, to the University Disciplinary Committee with a request for another hearing or reconsideration by the Committee.

5. When an appeal is filed, the entire record of the University Disciplinary Committee's proceedings and its decision, the student's appeal statement, and the VPSA response shall be forwarded to the Office of the President.

6. The President, at his discretion, may review the record before transmitting it for Board consideration. The President is authorized to modify the decision of the University Disciplinary Committee in any manner found appropriate that serves the welfare of the student and the best interest of the University.

7. If the President does not review the decision, or after review does not modify it, the President shall transmit a copy of the record to each member of the Board of Regents for consideration as herein provided.

8. A subcommittee of the Board of Regents will serve as the official body to consider the appeal and render a decision on behalf of the Board of Regents.

9. The Committee may meet at times and places deemed by it to be necessary to provide a timely and expeditious consideration of appeals.

10. The Committee is authorized on behalf of the full Board to review the University Disciplinary Committee's record, the student's written appeal, and the Office of the Vice President for Student Affairs response. The committee shall determine:

A. Whether the decision was made in accordance with the provisions of and the

procedural safeguards specified in the Statement of Student Rights and Responsibilities; or

B. Whether, in its view of the entire information before it, the decision is erroneous; or

C. Whether, in its view of the entire case, the welfare of the student or the best interest of the University will be served by applying no sanction or a lesser sanction or providing that the sanction shall commence on a date different from that specified by the University Disciplinary Committee.

In addition to its consideration of the student's written statement, the Committee may upon its own motion arrange for a personal appearance in conference with the student for the purpose of inquiring into circumstances of extenuation or mitigation. Otherwise, the review will be based upon the written record.

Upon concluding its review, the Committee may sustain, reverse, modify or return for further consideration the decision of the University Disciplinary Committee. The decision of the Disciplinary Appeals Committee shall be filed with the Secretary of the Board, and the Secretary of the Board will furnish a copy of the decision to each member of the Board of Regents. The full Board may, at its sole discretion and upon its own initiative, decide to consider the appeal en banc at its next meeting. Applications from the student for full Board en banc review are not entertained. Appropriate written notice to that effect shall be furnished the student at the time the student receives a copy of the Committee's determination, which shall constitute the final decision unless the full Board takes the action provided above.

JUDICIAL PROCESS FOR SEXUAL MISCONDUCT

Western Kentucky University will investigate all reported sexual assaults or attempted assaults and, where appropriate, will hold disciplinary hearings to adjudicate assaults according to the procedures outlined in the WKU Student Handbook. The Director of Judicial Affairs will coordinate the inquiry of sexual offense charges against a university student. The University

Disciplinary Committee may review any sexual offense case regardless of the disposition of off campus proceedings. Campus disciplinary hearings differ from criminal proceedings and focus on violations of campus rules and codes of conduct.

Rights of Complainants in the University Judicial Process

1. Right to request immediate on-campus housing relocation (base on available space), transfer of classes or other steps to prevent unnecessary or unwanted contact or proximity to the accused, when such contact is likely to place the victim in danger of bodily injury and/or cause the victim severe emotional distress.
2. Right to submit a victim impact statement that details the consequences suffered by the victim. The victim has a right to be notified of available medical and mental health services for victims of sexual assault or abuse, regardless of whether criminal or civil charges are filed.
3. Right to abstain from attendance at the student conduct proceeding.
4. Right to have the sexual reputation of the victim not used as evidence or discussed in the judicial process.
5. Right to have advisor/support accompaniment during the student conduct proceeding. An attorney may appear at the request of the student to provide advice, but may not represent the victim or directly question any member of the adjudicating body or witnesses.
6. Right to be notified in writing of the decision and any sanction imposed.
7. Right to be notified of any appeals filed by the assailant.
8. Right to be notified in writing of the results of any appeals.

Rights of the Accused in the University Judicial Process

1. Right to due process.
2. Right to have advisor/support accompaniment during the student conduct proceeding. An attorney may appear at the request of the student to provide advice, but may not represent the accused or directly question any member of the adjudicating body or witnesses.
3. Right to be notified in writing of the decision and any sanction imposed.
4. Right to be notified of any appeals filed by the victim.
5. Right to be notified in writing of the results of any appeals.

PROCESS FOR ACADEMIC OFFENSES

Dishonesty

Such as cheating, plagiarism, misrepresenting of oneself or an organization, knowingly furnishing false information to the University, or omitting relevant or necessary information to gain a benefit, to injure, or to defraud is prohibited.

Academic Integrity

The maintenance of academic integrity is of fundamental importance to the University. Thus it should be clearly understood that acts of plagiarism or any other form of cheating will not be tolerated and that anyone committing such acts risks punishment of a serious nature.

Academic Dishonesty

Students who commit any act of academic dishonesty may receive from the instructor a failing grade in that portion of the course work in which the act is detected or a failing grade in a course without possibility of withdrawal. The faculty member may also present the case to the Office of Judicial Affairs Student Affairs for disciplinary sanctions. A student who believes a faculty member has dealt unfairly with him/her in a course involving academic dishonesty may seek relief through the Student Complaint Procedure.

Plagiarism

To represent written work taken from another source as one's own is plagiarism. Plagiarism is a serious offense. The academic work of a student must be his/her own. One must give any author credit for source material borrowed from him/her. To lift content directly from a source without giving credit is a flagrant act. To present a borrowed passage without reference to the source after having changed a few words is also plagiarism.

Cheating

No student shall receive or give assistance not authorized by the instructor in taking an examination or in the preparation of an essay, laboratory report, problem assignment or other project which is submitted for purposes of grade determination.

Other Types of Academic Dishonesty

Other types of academic offenses, such as the theft or sale of tests, electronic transmission of test, test sharing, etc. will be reported to the Office of Judicial Affairs for disciplinary sanction.

What if a student plagiarizes or in some other way is academically dishonest?

The Faculty Syllabus or Handbook may permit a faculty member to fail a student on the assignment or the entire class. Cases of academic dishonesty may be referred to The Office of Judicial Affairs for review and additional action. It isn't obligatory for faculty to contact the student that they have referred to The Office of Judicial Affairs to start disciplinary proceedings. If a student appeals the decision, the Vice President of Student Affairs will review the appeal.

If the violation could result in removing the student from the University (the typical term is 1 year), then the University Disciplinary Committee meets with the student in a conference setting. This committee adjudicates the more serious academic dishonesty cases.

INFORMATION FOR SUSPENDED STUDENTS

According to the WKU Student Handbook Disciplinary Actions/Sanctions, suspension refers to "exclusion" for a period of time, generally from one term to one year. A separation from the university is a time away for a number of

academic semesters or until certain conditions are met. This means that you are not eligible for specific privileges like a living in the Residence Halls, access to student facilities (e.g., Downing University Center, Preston Center, and computer labs), transcripts, parking passes, or WKU student season tickets for athletic events. While you are on suspension or separated from the university, we encourage you to take the time to seek the resources and support you need in order to return to the university and complete your degree. Questions regarding your suspension or separation may be directed to jayne.zandstra@wku.edu. Parents of students under 21 will be notified of suspensions resulting from either alcohol or drug related offenses.

For Recently Suspended Students

Students have two official records with the university; an academic and a disciplinary record. Written records regarding student judicial files are maintained in the Office of Judicial Affairs for five years from the date of incident. Digital voice recordings of the University Disciplinary Committee meetings are erased when a case decision becomes final. All student academic and disciplinary records are separate.

For Suspended Students Living On Campus

Please be advised that you must check out of your residence hall 24 hours after your hearing decision is final. If you make an appeal, your judicial officer will determine a revised timeline for your vacating your Residence Hall. If you do not appeal, this means 24 hours after your meeting concludes. Check-out is completed when the room condition report and room keys have been received by the Office of Residence Life. Residents who do not check-out/withdraw properly will be charged \$150. Please consult with your resident advisor regarding appropriate check-out procedures or call (270) 745-2037 with questions.

Information Regarding Course Registration, Financial Aid and Tuition

If you have been placed on permanent suspension or have been expelled from the university, a notation will be placed on your TopNet account of the university's action. All courses in progress during the semester in which the suspension is

imposed will be removed from the transcript or a grade of failure will be reflected on the document. There will be a gap in the semester sequence of the transcript. If you have been placed on permanent suspension or expelled from the university, you are not entitled to a copy of your transcripts. The Office of Judicial Affairs will advise each student to contact the Bursars Office to determine any financial adjustments, if any. Students should note that a suspension may result in the removal of some forms of financial aid and scholarships or failing grades. For more information regarding financial aid, visit www.wku.edu/finaid/ or call (270) 745-2755. Questions regarding tuition and housing fees should be directed to the Bursar or Housing. The university refund policy can be found at www.wku.edu/bursar/refund.html or you may call (270) 745-6381.

Career Services

Career Services is available to meet with currently enrolled WKU students. If you are interested in meeting with an advisor, you can call and set up an appointment. You cannot take classes for academic credit, but you can use this time to research a future career or volunteer in your local community. For more information regarding Career Services, visit www.wku.edu/career/ or call (270) 745-3095.

Returning To WKU after A Suspension

When you plan to return to the university you will need to refer to your original decision letter you received in your conduct hearing. You will not need to reapply to the university, but **you will be required to complete a re-enrollment meeting with The Director of Judicial Affairs in the Office of Judicial Affairs. In all cases re-enrollment requires permission of the Director of Judicial Affairs.** During the re-enrollment meeting, the Director of Judicial Affairs will go over all appropriate paperwork and review your sanctions. At the same time, you may request that any notation of disciplinary hold be removed from your account. Failure to do so will impede your ability to register for classes and receive the information you'll need to make a successful return. If you return to the university, your suspension or separation will still be a part of your disciplinary record. You will be placed on a

Deferred Suspension upon your return. Your Deferred Suspension will be reviewed each semester and will remain open ended. You will be allowed to remain a student and complete classes during this time. If you, as a student, are found in violation of any university rule or the requirements of this sanction during the time of Deferred Suspension, the documentation will be reviewed by the Office of Judicial Affairs and suspension may take effect immediately.

Not Returning To WKU?

If you choose not to return to WKU, please contact our office to request your transcript.

ACADEMICS

Academic Standing

Both the overall grade point average (determined by grades from all colleges and universities attended) and the overall institution grade point average (courses taken at Western) are used to determine academic standing. To be eligible for continuous enrollment without conditions, a student must meet the following overall GPA and overall institution GPA standards:

- A. Overall grade point averages of 1.7 with 17 or fewer GPA hours.
- B. Overall grade point averages of 1.8 with more than 17 but fewer than 34 GPA hours.
- C. Overall grade point averages of 1.9 with 34 or more but fewer than 51 GPA hours.
- D. Overall grade point averages of 2.0 with 51 or more GPA hours.

Students failing to meet the scholastic standards listed above are placed on academic probation. At the end of each academic term, the student can view via TOPNET a grade report that reflects grades for the term, the overall institution GPA, and the overall GPA. Students enrolled on academic probation are subject to academic dismissal if they fail to attain the minimum standards listed above and earn less than a 2.0 grade point average for the academic term. A student on academic probation is allowed continued enrollment on a semester-by-semester probationary status as long as a 2.0 grade point average is maintained each term.

After two consecutive terms with an overall GPA or overall institution GPA less than the minimum standards listed above and a term grade point average less than a 2.0, a student is ineligible for continued enrollment. A student may be invited, on the basis of both overall and overall institution GPA's, to a hearing with the University Academic Probation Committee. The Committee may dismiss the student from the University or allow the student continued enrollment with stated restrictions for one additional term. All students enrolled on academic probation during a spring semester are eligible for summer term enrollment. Students who earn six semester hours credit during a summer term with a minimum grade point average of 2.0 for the term are eligible for fall semester enrollment without a conference hearing. It is the student's responsibility to monitor his/her academic standing and to respond to requests that may accompany notification of academic probation status.

Students on academic probation who either voluntarily interrupt studies or are dismissed because of academic deficiencies are eligible to apply for readmission after one semester of non-enrollment. Eligibility for readmission is determined by admission standards, and administered by the Office of Admissions.

Note: Students with a semester grade point average below 2.0, but above the academic probation scale are given an academic warning status because their performance is considered marginal by the University. These students are encouraged to improve their performance or risk being placed on academic probation. Students who are on academic probation or academic warning should seek advice and counseling from the Academic Advising and Retention Center.

Appeal Procedure

A student with academic deficiencies who is denied continued enrollment may appeal the decision to the Executive Appeals Committee. An appeal will be considered only after the student has submitted a written request to the Director of the Academic Advising and Retention Center and an appointment is scheduled by that office.

If the Executive Committee approves the appeal, the student will be permitted to register for an additional semester on academic probation with conditions determined by the Executive Committee at the time of approval. Operational procedures followed by the University Academic Probation Committee may be obtained from the Academic Advising and Retention Center.

Registration

Detailed instructions on registration procedures and payment of fees are found in each term's Registration Guide which is available to all students in the Office of the Registrar and on-line via TopNet. A late registration period is available to the student who cannot participate in the scheduled registration period. However, late registration includes a \$50 late registration fee, and the student usually finds that making a satisfactory class schedule is more difficult.

Class Attendance

Registration in a course obligates the student to be regular and punctual in class attendance. Students who, without previous arrangement with the instructor or department, fail to attend the first two class meetings of a course meeting multiple times per week or the first meeting of a class that meets one time per week MAY be dropped from the course. Nonattendance for a web-based course shall be defined as failure to log onto Blackboard or other instructor-designed website within one week of the course start date without previous arrangements with the instructor or department. Instructors may drop a student for nonattendance only during the regular drop/add period of the term. Nonattendance does not release students from the responsibility to officially drop any course for which they have enrolled and choose not to complete.

Students should make certain that their names are on the class roll. If an error has been made in registration, it is the student's responsibility to see that the error is corrected in the Office of the Registrar. It is the individual instructor's responsibility to inform students, in writing, on the first day the class meets of the guidelines for implementing the instructor's attendance policy. Students who cease attending class are expected

to properly withdraw from the course. Withdrawal deadlines are published each semester in the schedule bulletin. Excessive absenteeism frequently contributes to poor academic achievement. An instructor who determines that a student's absenteeism is inconsistent with the instructor's stated policy should either counsel with the student or request the Academic Advising and Retention Center arrange a counseling session with the student. Excessive absenteeism may result in the instructor's dismissing the student from the class and recording a failing grade, unless the student officially withdraws from the class before the withdrawal deadline. If the student withdraws from the University after the end of the official withdrawal period, excessive absenteeism may be one of the considerations in the instructor's deciding whether circumstances justify a "W" or an "F" in the course. The normal appeal process is available to the student who wants to appeal the decision of the instructor. When a student is absent from class because of illness, death in the family, or other justifiable reasons, it is the student's responsibility to contact the instructor as soon as possible. The Academic Advising and Retention Center will notify instructors of absences for justifiable reason for students who contact that office and request this service prior to or during their period of absence. The telephone number for the Academic Advising and Retention Center is 745-5065.

Schedule Changes

A student may add or drop courses within the first six class days in a semester or the first three class days of a summer session or bi-term. During a regular term a student may withdraw from a course through the midpoint of the term and receive a grade of 'W'. During a bi-term or summer term, a student may withdraw from a course through the mid-point of class and receive a grade of "W". Refer to the Academic Calendar in the Registration Guide for the appropriate procedures and deadlines to drop, add or withdraw.

Student Complaint Procedure

The student complaint procedure for resolving a complaint concerning a faculty member is outlined below in four steps.

Step 1 (Faculty Member)

The first step is for the student to discuss the complaint with the faculty member involved. If the faculty member is no longer employed by the University, the student should go directly to the department head that will contact and represent the former faculty member. If the complaint involves a grade, the student must take the complaint to the faculty member within the first two weeks of the first regular semester (fall; spring) following the assignment of the grade. It is hoped that the complaint may be satisfactorily dealt with at this level.

Step 2 (Department Level)

If the student and the faculty member are unable to resolve the complaint, the student may take the complaint to the faculty member's department head. Written notification of the complaint must be given to the department head within two weeks after meeting with faculty member (Step 1). It is the responsibility of the department head to arrange for a conference where the student, faculty member, and the department head will be present for discussion. Neither the faculty member nor the student will be allowed representation at the conference. The department head shall hear both sides of the complaint and shall attempt to mediate a settlement. The department head shall keep a written record of the proceedings, including the recommended solution. The department head's recommended solution is to be considered by both the faculty member and the student as a recommendation and not as a decision that is binding.

Step 3 (College Level)

Should the student be unable to receive the satisfaction desired at the departmental level, the complaint may be taken to the college level. Written notification of the complaint must be submitted to the college dean or his/her designated representative within two weeks after the conference with the department head (see Step 2). Upon receipt of the notification, the college dean or his/her representative shall provide the student a copy of the procedural guidelines to be followed by the College Complaint Committee. The procedural guidelines

shall provide for a conference with both the student and the faculty member present for joint discussion of the complaint with the Committee.

The College Complaint Committee will be responsible for scheduling the conference within two weeks following the submission of a written complaint to the chairman of the College Complaint Committee including as much detail as the student cares to include. The written complaint should clearly state what is considered to be unreasonable and/or unfair practices or procedures. Neither the faculty member nor the student will be allowed representation at the conference. The College Complaint Committee shall hear both sides of the complaint and render a decision. The decision shall be sent in writing to the Provost/Vice-President for Academic Affairs with a copy being sent as a matter of record to the student, faculty member, faculty member's department head, and the faculty member's college dean. The Office of the Provost/Vice President for Academic Affairs shall be responsible for enforcing the decision of the College Committee. The Office of the Vice President for Academic Affairs shall not enforce the decision until two weeks after the decision is made by the College Committee. The purpose of the two week delay is to provide either the student or the faculty member an opportunity to submit a formal written notice of appeal to the University Complaint Committee.

Step 4 (University Level)

Should the student or faculty member desire to appeal the decision of the College Complaint Committee, a formal written notice of appeal may be submitted to the University Complaint Committee chair, with a copy to the Provost/Vice President for Academic Affairs within two weeks of the decision of the College Complaint Committee. The chair of the University Complaint Committee will provide the student and faculty member involved with a copy of the University Complaint Committee's procedural guidelines. The University Complaint Committee will secure copies of the written proceedings from the department head and the College Complaint Committee. The University Complaint Committee will schedule a conference where the faculty member and the student jointly discuss the

issue. Neither the faculty member nor the student will be allowed representation at the conference. The Committee's decision will be sent to the Vice President for Academic Affairs, with a copy being sent as a matter of record to the student, faculty member, faculty member's department head, and the faculty member's college dean. The Office of the Provost/Vice President for Academic Affairs will see that decisions of the University Complaint Committee are carried out. The University Complaint Committee's decision is final.

Procedure for Withdrawal

It is occasionally necessary for a student to completely withdraw from the University. In such cases the student should go to the Office of the Registrar to initiate the withdrawal procedures; TopNet may also be used to process withdrawal from the University. Students leaving the institution without an official withdrawal will receive failing grades in all courses in which enrolled and endanger their future status in the institution. Students withdrawing after the midpoint of the semester, bi-term or summer session must consult with their instructors as to the withdrawal grade. The official date of the withdrawal is the date the written notice is received in the Office of the Registrar, or the date the withdrawal is processed by the student on TopNet. Students wishing to return to Western at a later date must submit an application for readmission.

Transcripts

All transcripts released by the University are official and will be released at the written request of the student and in conformity with existing Kentucky statutes and the Family Education Rights and Privacy Act of 1974. The official academic record is the property of the University, and the University reserves the right to withhold the release of a transcript of that record if the student has an obligation to the University.

HOUSING AND RESIDENCE LIFE

Mission

The Department of Housing and Residence Life in partnership with the student and the university

community will provide a premier living/learning experience that ensures student success.

Assessment

The Department of Housing and Residence Life is committed to regular assessment of all programs and activities. Pre-assessment for student needs, assessment of existing programs, assessment of personnel, and the continuous involvement of students in the assessment process are all vital to the successful and continuous “fine tuning” of the department focus.

Questions concerning Housing and Residence Life may be directed to the Department of Housing and Residence Life located in 18 Southwest Hall, (270) 745-4359, HRL@wku.edu or visit our website at: <http://www.wku.edu/Housing/>

Housing on Campus

The University considers its residence halls to be vital to the overall educational experience of its students. A total of fifteen halls are available on Western's campus: two exclusively for men, five exclusively for women, and eight that are co-ed.

Freshman and sophomores (less than 60 hours) are required to live on campus, space permitting. Exemptions include students who are: veterans of military service (181 days or more), married, have dependent children, 21 years of age or older, members of fraternities or sororities living in chapter houses (sophomores only), or commuting from their parent's permanent address. Requests for exemption based upon special circumstances (defined as unique and unusual) will also be considered. Exemption Requests forms are available in the Department of Housing and Residence Life. A fee of \$1000 per semester is assessed to students who are in non-compliance with this policy.

Students are encouraged to apply for the type of living arrangement which best suits their individual needs. They may request such options as location, suite styles, private bathroom, co-ed or single gender accommodations. First-year students are required to live in a single gender hall unless they are participating in a special living environment. Each residence hall has easily accessible kitchen facilities for student use and is

equipped with a stove, sink, and state-of-the-art fire safety equipment. All residence halls also have laundry facilities conveniently located on the ground floor.

Student rooms are designed to accommodate two students and each room contains: beds, chests of drawers, desks, chairs, mirrors, and closets. A telephone line with caller ID is also furnished in each room, and students need only to provide their own telephone. Also included in each room are a cable outlet that allows access to Western Cable and a data outlet that provides access to WKU's libraries, mainframes, CD-ROM reference material, business quality internet service, and email. The telephone line, cable and data are included in the semester room rate. Residence hall rooms are assigned on a double occupancy basis unless circumstances warrant private accommodations. When a private room is granted, the rate is one and one-half the standard fee for a double occupancy room in that hall. All residence halls except Pearce-Ford Tower are closed during the Thanksgiving, semester, and Spring Breaks. Students needing housing year round should request Pearce-Ford Tower. It is open during the traditional academic breaks and the Winter Term.

Arrangements for residence hall accommodations should be made through the Department of Housing and Residence Life, 018 Southwest Hall, (270) 745-4359 or at HRL@wku.edu.

Residence Hall Maintenance

Routine maintenance in the residence halls can be reported by anyone using a maintenance request form. These forms are located at each lobby desk, and are collected daily by the Zone Maintenance Technicians. Most requests are responded to within 24-hours, unless parts need to be ordered.

Emergency maintenance, such as elevator problems or leaks in the residence halls should be reported immediately to the front desk in the residence halls. The appropriate personnel will be contacted.

Normal office hours are from 7:30 a.m. to 4:30 p.m. Monday through Friday, except official holidays. Our service desk staff may be reached at 745-3253 to report a problem. For additional

information on services available, please see our web page.

Statement of Policy and Principles of Residence Hall Living

Western Kentucky University recognizes the fact that its residence hall program is an integral part of the total educational and curricular process. A major objective of this program is to create an environment that is compatible with and supportive of the students' personal, social, and academic development. Consistent with the obligation to be fiscally responsible, the University seeks to achieve these objectives through its residence hall program by employing qualified and professional staff, encouraging residence hall self-government, respecting individual privacy and safety, and through conscientious efforts to keep costs for students at a minimum.

The Department of Housing and Residence Life offers a plan of co-ed housing. Reasonable policies and administrative regulations governing residence hall life are authorized. There are underlying principles followed in the development of the administrative guidelines. The University recognizes and accepts the responsibility to maintain a reasonable level of safety and security, taking into consideration the privacy and individual rights of students residing in the residence halls-both those who participate in the supervised visitation program and those who do not choose to do so.

Guidelines are to recognize the privacy of room occupants, while at the same time enabling the staff to provide the necessary supervision to maintain a reasonable level of safety and security.

Room Entry-Inspection Search and Seizure

The right of individuals to be secure in their person, residence hall living quarters, papers and effects against unreasonable search and seizures is constitutionally guaranteed and extends to students in this academic community. No university rule or policy gives residence hall officials authority to consent to a search of a student's living quarter by university or other governmental officials.

Section 1

The entry into the living quarters of a student may be conducted by the following people for the purposes and under the procedures detailed below:

1. By law enforcement officers in the performance of statutory duties and in accordance with legally defined procedures governing search and seizure;
2. By university custodial personnel to perform routine custodial services;
3. By authorized university personnel, as provided in Section 2, to ensure that health, fire and safety standards are maintained;
4. By authorized university personnel, or agents to make improvement and repairs and to provide routine maintenance services;
5. By authorized university personnel in emergency situations to protect the health, comfort and welfare of a student or make emergency repairs to prevent damage to a person or property.

Section 2

In order to provide a satisfactory level of maintenance, sanitation and fire safety standards, and room safety checks will be made each month by a residence hall director, assistant director or other authorized residence hall staff. The times and dates are published in the *Hilltopics for Residence Hall Living*. Residents are welcomed and urged to be present during room inspection; however, the room will be inspected whether the resident is present or not. These inspections do not involve the observation of anything not in plain sight in the room. Drawers, closets, refrigerators, etc., are not opened. If an item that is in violation of other university regulations, listed under Responsibilities in this handbook, is observed in plain view during room safety check, it will be properly noted and may, if warranted, be removed and used as evidence in university disciplinary proceedings. In those instances when the observed item in plain view is an apparent

violation of the Kentucky Penal Code or federal law, the matter may be referred to the WKU Police Department.

Section 3

When a student's room is not occupied and it is necessary for authorized university personnel or agents to enter, there should be two staff members present, if at all possible. The occupant(s) will be notified of the entry and the reason for the entry upon return.

INFORMATION TECHNOLOGY

External Computer Use and Ethics

Communications on sites such as Facebook, etc. will not be actively policed; however, students should be aware that the information posted on the internet can be viewed by university officials at any time. Accessible communications deemed inappropriate may lead to disciplinary action.

Technology Ethics Policy

Access to computer systems and networks owned or operated by Western Kentucky University impose certain responsibilities and obligations and is granted subject to university policies, and local, state, and federal laws. Acceptable use always is ethical, reflects academic honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, and individuals' rights to privacy and freedom from intimidation and harassment.

The official policy is available for review on Western Kentucky University Information Technology website.

Definitions

- **Acceptable Use:** is always ethical, reflecting academic honest and showing restraint in the consumption of shared resources. Abiding by acceptable use means you will not use your network resources in any way that would violate the law.
- **Viruses & worms:** A program or piece of code that can replicate itself, consuming your computer's memory and potentially halting its operation.

- **Unauthorized account access:** Obtaining login information (user ID and password) for your account. Failing to safeguard your login information by sharing or forgetting to log out from your accounts on computers you use leaves you responsible.
- **File sharing:** Downloading files from another computer and/or allowing remote access to files on your computer by setting permissions or by use of software such as KaZaA, LimeWire, BearShare, and Morpheus.
- **Hacking:** Breaking into a computer system in order to damage or destroy files or to use your computer and network connection to share files.
- **Eavesdropping:** Attempting to intercept information transmitted between computers to obtain your passwords, user IDs, credit card numbers, or other personal information.

University Computing Resources

The general standards of conduct expected of a member of this education institution also apply to the use of University computing resources. These resources include:

1. "Hardware" – physical equipment used for processing or data communications.
2. "Software" – programs, programming languages, instructions, or routines which are used to perform work on a computer.
3. "Data" – information such as records or textual material stored on or accessible through a computer.

University computing resources are made available to individuals to assist in the pursuit of educational goals. It is expected that users will cooperate with each other so as to promote the most effective use of computing resources and will respect each other's ownership of work even though it is in electronic rather than printed form. Individuals and organizations will be held no less accountable for their actions involving computers than they would be in other situations.

Computing & Copyright Facts

Downloading copyrighted music, movies, software, and games is against federal law and is expressly prohibited under this policy. With the number of web sites now available to purchase and share music, movies, software, and games, there is no excuse for sharing copyrighted files.

- Students are responsible for all network activity originating from their port and their computer.
- It is the student's responsibility to properly maintain the security of his or her computer.
- The network is a shared resource.
- Software enables us to accomplish many different tasks with computers.
- Unauthorized copying of software is illegal. Copyright Laws protect software authors and publishers.
- Unauthorized copying of software by individuals can harm the entire academic community. If unauthorized software is available on a campus, the institution may incur a legal liability.
- Unauthorized copying of software deprives developers of a fair return on their work, increases prices, reduces the level of future support and inhibits the development of new software.
- Copyright protection lasts through the life of the author, plus 70 years.
- Copyright protects: books, articles, photographs, paintings sculptures, software, websites, music, sound recordings, and even graffiti.

Recent Statistics

- There are billions of unauthorized music downloads per month.
- Last year, record sales in the United States were down 10 percent.
- The Motion Picture Association of America estimates that it loses more than \$3 billion annually on the sale of illegally copied videotapes and DVDs.
- More than 350,000 movies are illegally downloaded every day.

- Pirating works online is the same as shoplifting a videotape, DVD, book or record from a store.

Illegal File Sharing

XDCC—Direct Client Connection

Your computer may be UPLOADING OTHER FILES WITHOUT YOUR KNOWLEDGE OR PARTICIPATION! In addition to the concern about the KaZaA, Morpheus and similar clients, there have been directed attacks against any number of student, faculty, and staff computers. It is probable the excessive Uploading is due to a file-sharing exploit, referred to as DCC (Direct Client Connection), having been surreptitiously loaded onto your computer. In this scenario, copyrighted movies, games, TV programs, music or pornographic files are loaded (or stored) on the computer along with the DCC client. This can result in excessive (and illegal) uploading, or outbound traffic, from the affected computer (traffic moving away from Western Kentucky University), necessitating bandwidth management of the network connection. This can happen completely without your knowledge or participation. The article at the following link is just one of many on the DCC client: <http://www.securiteam.com/securitynews/5ZP021575W.html>

The file-sharing exploit needs to be immediately eliminated. Once done, the network connection speed will return to normal within twenty-four (24) to forty-eight (48) hours. If you require technical assistance with removing the file-sharing client, it is **STRONGLY RECOMMENDED** that you contact Western Kentucky University Info Tech Help Desk at (270)745-7000.

Violation of Rights

The University seeks to protect the civil, personal, and property rights of those actually using its computing resources and seeks to protect the confidentiality of University records stored on its computer systems from unauthorized access. Conduct which involves use of University computing resources to violate another's rights includes but is not limited to:

1. Invading the privacy of an individual by using electronic means to ascertain confidential information.
2. Copying or altering another user's software or data that have been obtained by illegal means.
3. Knowingly accepting or using software or data that have been obtained by illegal means.
4. Abusing or harassing another user through electronic means.
5. Using the University's computing facilities in the commission of a crime.
6. Accessing data residing on university systems not related to the user's job.
7. Intruding (hacking) into or attempting to intrude into university systems for the purpose of altering data.

Computer Systems Security

Some of the University's computer systems require that each user have a unique identity, protected by a password, to gain access to the system. The computer identity is used to represent a user in various system activities, to provide access to certain software and data based on his/her credibility and purpose for requiring such access, and to associate his/her software use and data access with that identity. As such, this computer identity is another instrument of identification and its misuse constitutes forgery or misrepresentation. Conduct which involves misuse of computer identities includes but is not limited to:

1. Allowing an unauthorized individual to use the owner's identity.
2. Using another individual's computer identity without that person's express permission, even if the individual has neglected to safeguard his/her computer identity.

University computing resources are appropriately designed to handle expected data access and file transfer activity on the network both internally on the backbone and externally to/from the Internet. Any conduct which jeopardizes this network activity is considered misuses of

computing resources and includes but is not limited to:

1. Operating an unauthorized server connected to the campus network.
2. Conducting or attempting to conduct denial-of-service attacks in any form.
3. Sending harmful computer viruses.
4. Any intentional activity that degrades the quality of the network.
5. Other activities that will cause congestion, disruption of networks or systems including, but not limited to, internet games or online gaming.

The university provides students access to e-mail and considers that privilege (not a right) to be an important form of communication. We are moving towards an era where all official communications with students will be via e-mail. Since the Internet constitutes an uncensored worldwide network of networks, and e-mail provides for peer-to-peer communications between participants, they also have great potential for misuse. Use of University e-mail resources is a privilege that may be revoked at any time for inappropriate conduct. Examples of inappropriate conduct include, but are not limited to:

1. Using the Internet and e-mail for personal gain or personal business activities in a commercial connotation such as buying or selling of commodities or services with a profit motive.
2. Engaging in illegal activities or using the Internet for any illegal purposes, including initiating or receiving communications that violate any federal or state laws and regulations.
3. Transmitting statements, language, images or other materials that are reasonably likely to be perceived as offensive or disparaging of others based on race, national origin, sex, sexual orientation, age, disability, religious or political beliefs.
4. Using abusive or harassing language in either public or private messages.
5. Knowingly visiting pornographic or illegal sites, disseminating, soliciting or storing

sexually oriented messages or images that are not required as part of educational requirements.

6. Misrepresenting, obscuring, suppressing, or replacing a user's identity on e-mail. This includes the use of false or misleading subject headers and presentation of information in the distribution of e-mail.
7. Sending or forwarding chain letters.
8. Distributing or forwarding unsolicited commercial e-mail.
9. Soliciting money for religious or political causes, or advocating religious or political opinions.
10. Copying, disseminating or printing copyrighted materials (including articles, images, games, or other software) in violation of copyright laws.

The management of University computing resources is distributed among many University bodies. Rules and regulations governing specific resources are available through the individual governing bodies such as the open student computer labs and the departmental computer labs. Abuses of University computing resources will be referred to the appropriate university authority for consideration under the University's disciplinary processes. Student referrals will be made to the Vice President for Student Affairs. This referral may be accompanied by a temporary suspension of computing privileges awaiting outcome of the disciplinary process. In addition, Kentucky law contains specific statutes with respect to improper use of computers in state agencies. Therefore, improper use of University computing resources may be subject to criminal or civil legal action in addition to University disciplinary action.

Punitive Action

If the university receives a complaint from the Recording Industry Association of America (RIAA), Motion Picture Association of America (MPAA), or any other organization responsible for client media, the following punitive actions will be taken:

- a. For the 1st offense the person will be removed from network access until the offending file is removed, and until

he/she has gone to MMTH, 3rd floor, to read the policy, watch the RIAA video, and sign a document stating the policy has been read and understood.

- b. For the 2nd offense, the person will be removed from network access for 1 month, the file will be removed from their computer, they will meet with the Director of Judicial Affairs to make sure they understand the importance of this violation, and go through the University's disciplinary process which may include a \$50.00 reconnect fee if found responsible for violation of the policy.

- c. For the 3rd offense, the person will be removed from network access for 3 months, the file will be removed from their computer, and they will incur a \$100 reconnect fee. This violation will also be reported to the Vice President for Student Affairs.

If the student does not take the appropriate steps as dictated by the Computing Ethics Policy to resolve the complaint, the Office of Judicial Affairs will be notified within 24 hours of his/her failure to comply. At that time, an Administrative hold will be placed on his/her account and his/her network portal will be deactivated until a conference is held with the Director of Judicial Affairs.

Refer any questions or comments on this matter to the Office of Judicial Affairs at (270)745-5429 or via e-mail at Judicial.Affairs@wku.edu. For technical support call the Western Kentucky University Info Tech Help Desk at (270)745-7000.

Information Resource Page at Western Kentucky University

Security: Anti-Virus Software

Although antivirus software cannot completely protect your computer from malicious files, it is by far your best protection. Always run antivirus software on your computer. The University provides Symantec Antivirus software to students that live on campus.

Visit: www.wku.edu/antivirus

Safe Computing:

<http://www.wku.edu/Dept/Support/Tech/itdiv/infotech/index.php?page=safecomputing>

File Sharing:

<http://www.wku.edu/infotech/p2p/>

Security Alerts:

<http://www.wku.edu/infotech/index.php?page=471>

Software Updates:

<http://www.wku.edu/infotech/index.php?page=473>

Desktop Support:

<http://www.wku.edu/infotech/index.php?page=102>

Students need to password protect their computer operating systems (Oss) and keep up to date on OS patches and updates; this will cut down on the XDCC file sharing exploits.

Computing Ethics Policy:

http://www.wku.edu/infotech/uploads/File/IT_VP/policies/compethics.pdf

Account Retention & Termination Guidelines:

http://www.wku.edu/infotech/uploads/images/IT_VP/Account%20Retention%20and%20Termination%20Guidelines%20-%200041008.pdf

Internet and Electronic Mail Acceptable Use Policy:

http://www.wku.edu/infotech/uploads/File/IT_VP/policies/acceptableusepolicy.pdf

Copyright Information

Recording Industry Association of America:

http://www.riaa.com/physicalpiracy.php?content_selector=piracy_details_online

Motion Pictures Association of America

<http://www.mpa.org/contentprotection/copyright-info>

Acceptable Use

Web publications using University computers or utilizing the University Internet connection or address may only be used for instruction, research, or public service. With the exception of consulting which qualifies as University public service, use of University computing resources to promote for-profit enterprise or activity is not acceptable. For instance, while faculty members who provide private consulting services related to their disciplines might briefly describe these on their personal or professional pages and provide information for direct personal contact, enterprises that fail to meet this definition should not be promoted through the University network. In no case would public description of specific service offerings and prices be appropriate on a University subsidized Web service.

Individuals and organizations are reminded that their pages may be viewed by any person with network access, on- or off-campus, and should always be in good taste. Any statement, act, or offer which could lead to criminal or civil action if made in public, over a telephone, or through the mail should be viewed as equally subject to legal action if made over the Internet.

Support of Web Pages

The support of World Wide Web pages consumes disk space, communications capacity, and personnel time. University resources are subject to limitations and competing demands, and the priority order of reasonable support for web pages is departmental, professional, and personal. Thus, the Information Technology Division's Network Department may determine the need to set rules for maximum size of pages residing on the University's multi-user systems and/or restrictions on access hours (wherever the page resides). Such rules may vary between classes, and the committee may create exception within a class, e.g., personal pages created by students as an instructional requirement might be given a

higher priority than other pages of that type. Complaints or questions about Web policies or about the form and/or content of any particular page should be directed to the IT Webmaster at webmaster@wku.edu.

DIVISION OF STUDENT AFFAIRS

Mission

Western Kentucky University is an educational institution committed to the intellectual, emotional, occupational, social, cultural, moral, and physical growth and development of all its various constituencies. The University community is also committed to being purposeful, open, just, disciplined, caring, and celebrative. The mission of the Division of Student Affairs is to assist each of the Associate Vice Presidents and Directors reporting to this position in meeting the goals, objectives and mission statements defined by their strategic plans as approved by the Division. In addition, this office is charged with assisting the President and the general campus administration in providing "out-of-the-classroom" learning experiences and services supporting the academic mission and the Student Affairs/Campus Services mission for the University.

CAMPUS PARTNERS TEAM (CPT)

Mission:

The **Campus Partners Team** (CPT) is committed to student success and strives to maintain a campus environment that is conducive to learning both in and out of the classroom. Our Team aims to provide a safe educational opportunity of all members of its community. Our Team is designed to be proactive and help identify persons whose behaviors are disruptive and potentially endanger their own or others health and safety. We will address situations and take appropriate action when students displaying harmful behaviors that potentially impede their own or others ability to function within the community are identified.

Purpose:

The **Campus Partners Team** (CPT) consists of University personnel with expertise in law enforcement/threat assessment/tactical applications, university centers operations,

medical knowledge, Greek life, judicial affairs, residence life, sexual assault, counseling, academic retention and student programming. We will use a collaborative effort to assess disruptive behaviors and depending on the situation, team members with specific areas of specialization/responsibility may be called upon to lead the Team.

The team will also work to help create a campus culture of caring for students of concern and a crisis education program for the campus as a whole. The Vice President for Student Affairs will keep senior officials advised of situations and specifically will communicate with the President and the Vice President for Public Relations on matters. Other individuals may also be consulted as needed. All faculty and staff are reminded to contact the University Police as a first step if the student of concern is in immediate danger of hurting themselves or others. Faculty and staff should contact Counseling and Testing (C&T) at 270-745-3159 if they wish to consult with a Counseling & Testing staff member if the situation involves clinical urgency. The Team will meet on a weekly basis to review reports brought forward by faculty, staff, and students concerning disruptive, inappropriate, and/or harmful behavior.

Goal:

The goal of the CPT is to foster early identification of concerns about a student(s), early screening of problematic situations that adversely affect a student and/or the learning community, the development of preventative, early and effective interventions and action plans designed to support student development, and address problems before they evolve into crises. Our approach is to help clarify risk and protective factors related to the mental health, potential stability and contextual issues affecting a student, as well as their implications for community living, academic achievement, and general student development.

Community Effort

The entire campus community, including faculty, Department Heads, Housing staff, and students themselves, are encouraged to report students behavior of concern to Campus Partners Team by calling the Office of Judicial Affairs at 270-745-

5429. Faculty, Housing staff, and students themselves are identified as the front line of interface with students who exhibit behavior that is distressing, disturbing, disruptive, or threatening harm to themselves or others. As part of a community safety and student support efforts, the CPT invites all faculty, staff, and students to participate in early reporting of their concerns to the team, whose members can assess the student's needs and provide needed resources to help the student succeed.

The University encourages everyone in its community to be alert to the possibility of threats and acts of violence on the part of employees, former employees, students, former students, customers and strangers. The University will handle any report of violence in a confidential manner, to the extent permitted by law and policy, and will release information related to such reports only on a need-to-know basis. If you provide contact information, we can contact you to let you know we are addressing your concern. You are encouraged to identify yourself because you can assist the team if clarification or additional information is needed. Anonymous entries will be evaluated based on the information provided. However, providing incomplete information may not allow the individual to receive the help or resources needed.

The University prohibits individuals from making deliberately false or misleading reports of violence or threats of violence under this policy. Individuals who make such reports will be subject to disciplinary action up to and including suspension or termination of employment.

FERPA Issues (Family Educational Rights and Privacy, Department of Education, Federal Register, 73(237), 34 CFR Part 99, January 8, 2009)

FERPA covers written records; however, observations made by college administrators, faculty, staff and students are not covered by FERPA. Faculty, staff and students can therefore report to the CPT concerns about students' behavior which they have observed without violating FERPA.

Policies and Procedures for Dealing with Students Displaying Behavior Due To Emotional Disturbance

The intent of the following policies and procedures is to support an appropriate living and learning environment at Western Kentucky University for faculty, staff, and students. Incidents of disruptive behavior brought on by emotional disturbances will be assessed and treated with care for their effects upon the student displaying the behavior and the total University community.

Western Kentucky University recognizes the fact that emergencies may arise due to what appears to be a student displaying disruptive behavior due to emotional disturbances. Such emergencies may create a threat to the student or others, but must be evaluated by competent medical professionals. When emergencies of this nature occur, they are reported to the Office of the Vice President for Student Affairs.

Demonstration of psychological or physical harm, or disruptive behavior caused by manifestations of a serious psychological problem include, but are not limited to:

- instances where a student engages in, or threatens to engage in, inappropriate behavior which poses a danger of causing physical harm to self or others, or inappropriate behavior that demonstrates a student's inability to care for self, and/or
- instances of inappropriate behavior, which would cause significant property damage, or would directly and substantially impede the lawful activities of others, or that substantially interferes with or impedes the educational experiences of others, or would interfere with the educational process and the orderly operation of the University, and/or
- instances where a student engages in inappropriate behavior where a contributing factor is failure to follow a prescribed medical or psychological treatment plan; and/or

- instances of inappropriate behavior that causes a chronic, inordinate use of university resources including, but not limited to, staff time, psychological services, medical services, and/or emergency services, thereby resulting in an undue burden to the University.

When it has been reported or it is determined by the Vice President for Student Affairs or his/her designee that a student has allegedly participated in one or more of these behaviors, the student will be required to present himself or herself within one business day, to the Director of Counseling and Testing or his/her designee.

If the circumstances indicate that an evaluation is in the best interest of the student and the University, the Vice President for Student Affairs or the Director of Judicial Affairs shall contact one of two local psychiatrists, who are on retainer with the University.

Based on the request made by the Vice President for Student Affairs, the psychiatrist may admit the student to one of the local hospitals for treatment. Assistance may be obtained from the University Counseling and Testing Center and the WKU Police in handling such cases.

The psychiatrist will advise the University and the student of suggested further treatment after the student has an overnight stay in the hospital. After consultation with the psychiatrist and the review of past behavior of the student, the Vice President for Student Affairs will determine if withdrawal procedures should be initiated. The purpose of these procedures would be to remove the student from campus housing and/or from the University for the care of the student and the University.

The student will be notified in writing by the Vice President for Student Affairs or his/her designee to appear for a meeting.

The Office of Judicial Affairs is responsible for the University disciplinary process. This policy does not preclude a student's removal from the University, or any unit, class, or program, for disciplinary reasons in accordance with WKU's Student Code of Conduct. The Office of Judicial

Affairs or the Vice President for Student Affairs and the Counseling and Testing Service and Student Health Services, with appropriate releases, may consult to determine whether a student accused of violating the University's Student Code of Conduct should be diverted from the disciplinary process to these procedures. Conversely, these departments, with appropriate releases, may consult to determine whether a student referred for consideration for a medical withdrawal might be more appropriately handled through the student disciplinary process. A student who is withdrawn from the university, under the provisions of this policy, has the opportunity for one appeal.

Medical Withdrawal should not be imposed when judicial, academic, or other responses are readily available and the student's situation can be addressed through those avenues. Furthermore, when possible and appropriate, efforts will be made to persuade the student to voluntarily withdraw and to follow a course of treatment needed to resume student status.

A. BEHAVIORAL EVALUATION REQUIREMENTS

When a student's behavior is sufficiently disruptive due to emotional disturbances to cause University staff members to question whether or not the student can benefit from the educational programs at Western Kentucky University, or if the student poses a potential danger to himself/herself or others, the University will require an evaluation. The evaluation will be conducted by an appropriate professional outside the University who shall serve in an advisory capacity to the University. When necessary, the cost of this required evaluation shall be the responsibility of the University. Should a student desire a second evaluation or an evaluation by a professional of his/her choice other than that provided by the University, then the student shall bear the cost of such evaluation.

The student does have the choice of obtaining the required evaluation or leaving the University. A student choosing to leave the University prior to receiving the evaluation will be withdrawn from the University under the University policy governing withdrawals. In accordance with the University Student Record Policy, the Vice

President for Student Affairs or his/her designee, may inform the student's parents, spouse, or some other member of the family regarding concerns of the student's safety or the safety of others.

Should the student choose not to meet for an evaluation, a conference of appropriate staff shall be convened to determine what action should be taken. First, the student will be informed by the Vice President for Student Affairs or his/her designee that the student could be withdrawn from the University. If a dependent student still refuses an evaluation, his/her parents or immediate family may be informed, when appropriate, of the refusal to meet with the appropriate professional. When appropriate and on a "need to know" basis, certain University officials and staff, such as residence hall staff, the student's academic dean, or other University personnel, shall be notified of the concern about the student and the student's refusal to withdraw or to be evaluated by an appropriate person. In the final analysis, the University has the authority to withdraw a student whose behavior is sufficiently disruptive due to emotional disturbances even though an evaluation interview with the student has not been held because of the student's unwillingness to be evaluated.

In the event that the student complies with the request for evaluation, then one of five actions will follow based upon the results of the evaluation:

1. The student may be allowed to remain enrolled at the University with no treatment;
2. The student may be allowed to remain enrolled at the University with treatment and be allowed to remain in on-campus living;
3. The student may be allowed to remain enrolled at the University with treatment but not be allowed to live in a residence hall or other University owned or controlled property; and/or they may be restricted from other areas of campus as appropriate;

4. The student may withdraw from the University voluntarily; or
5. The student may be withdrawn from the University involuntarily.

B. ENROLLMENT OPTIONS

I. Remaining Enrolled at the University with no Treatment

Based upon the results of the evaluation and solely at the discretion of the University, the student may be allowed to remain enrolled at the University with no treatment. Any behavior problems will be corrected by the student immediately. A period of time may be designated during which the student's behavior is under review by the Office of Judicial Affairs.

II. Remaining Enrolled at the University with Treatment and Remaining in On-Campus Living

Based upon the results of the evaluation, the University has the right to require the student to meet certain conditions of treatment. The cost of any treatment (such as counseling/therapy) required of the student shall be the student's/parents' responsibility.

If the student is allowed to continue enrollment, a Behavioral Agreement or a probation period may be appropriate. Solely at the discretion of the University, a student may have their behavior under review for a period of time while undergoing treatment. The University will require that any behavior problem be corrected and/or terminated and/or that corrective medical or therapeutic action be taken.

III. Remaining Enrolled at the University with a Facilities Restriction

At times, the students who remain enrolled at the University and in treatment may be required to leave University residence hall and/or be restricted from using other University facilities. Requiring a student to leave the environment of a university residence hall and to live at home or in a more appropriate place while seeking treatment and, (in some cases, carrying reduced course loads) as a commuting student may be appropriate. Furthermore, the behavior of the student may be sufficiently disturbed and disturbing in a residence hall environment to make it essential that the family or others assume

responsibility for the student's care; yet, the student's classroom behavior is sufficiently controlled and that he/she can be permitted to continue class work at a reduced load level. The student's behavior will be under review by the Office of Judicial Affairs during this time to insure appropriate conduct.

The intention of this policy is to provide another option for the student so that the student can receive treatment and still maintain an appropriate level of course work.

If the student agrees to engage in counseling as required and to leave the University residence hall voluntarily, the Director of Housing and Residence Life, or his/her designee, is informed and will implement the withdrawal from the residence hall. If the student is required to engage in counseling and/or to leave the residence hall and is unwilling to do so, the Vice President for Student Affairs or his/her designee will implement involuntary withdrawal from the residence hall and/or the University as provided in the involuntary withdrawal section.

IV. Voluntary Withdrawal from the University for Disruptive Emotional Health Reasons

A voluntary withdrawal is defined as one in which the recommendation to withdraw a student for disruptive behavior related to emotional disturbance has been made by the Director of Counseling and Testing or his/her designee, or an off-campus evaluator, and the student concurs with the withdrawal recommendation. The professional staff is concerned with attempting to insure continued therapeutic help for the student outside the University community; therefore, the student's parents, spouse, or some other member of the family may be informed of the withdrawal and the need for arrangements for additional therapeutic care.

Normally, the Vice President for Student Affairs or his/her designee will reach a decision about withdrawal in discussions with the student and the student's family. The decision is then conveyed to the Office VSPA to authorize preparation of the University withdrawal form.

V. Involuntary Withdrawal from the University for Disruptive Emotional Health Reasons

An involuntary withdrawal is defined as one in which the recommendation of withdrawal for disruptive emotional reasons has been made by the Director of Counseling and Testing or his/her designee, or an off-campus evaluator and the student does not choose to accept this recommendation.

When the withdrawal recommendation is not accepted by the student, the Vice President for Student Affairs will convene a Review Panel to meet with the student to review any new pertinent information.

The student has three (3) business days to provide any new information to be considered. The Review Panel will consist of the Vice President for Student Affairs, the Director of Housing and Residence Life (if residential), the Director of Health Services, The Director of Judicial Affairs, the Director of the University Counseling and Testing Center and the chairman of the Campus Partners Committee. The Review Panel will be convened and chaired by the Vice President for Student Affairs. The involvement of other University professionals as appropriate and necessary may be requested. The conference shall be treated by the professional staff as a priority since time may be a crucial element in implementing the withdrawal procedure in the most helpful way for the student.

This panel will convene within two (2) business days of the student's decision to reject the recommendation of the off-campus evaluator. The Vice President for Student Affairs or his/her designee will have the authority to take appropriate interim action until the Review Panel can be convened. If the decision for withdrawal remains after the consideration of any new pertinent information presented by the student, the Vice President for Student Affairs will initiate the withdrawal process and will have the authority to take whatever action may be necessary until the student is withdrawn. If necessary, the Vice President for Student Affairs will arrange for a meeting which may include the student, the student's family, the off-campus evaluator and/or other professional staff involved

in the case. The purpose of this meeting is to discuss the rationale for the withdrawal decision with the student and/or family, to make recommendations regarding the appropriate treatment for the student, and to stipulate conditions for possible readmission to the University.

VI. Administrative Withdrawal

A request for an administrative withdrawal is initiated by the university because of a disciplinary situation or when, in the professional judgment of a health care provider, psychologist and/or university administrator, there is reason to believe a student is a substantial threat to him/herself or interferes with the welfare of other members of the university, the education process, or the orderly operation of the university.

The Vice President for Student Affairs, Director of Judicial Affairs or the Vice President for Academic Affairs, or their respective designees, will notify the student of the involuntary withdrawal, and the Registrar will be directed to withdraw the student from all classes in which the student is currently enrolled and cancel registration that has occurred for any future terms. The Office of the Registrar will notify the student's instructors of the withdrawal, and "W" grades will be recorded for the term in progress.

A student who is administratively withdrawn will have a registration hold placed by the Office of Judicial Affairs or the Vice President for Academic Affairs to prevent the student from being readmitted or re-enrolled unless cleared by the appropriate administrator or the respective designee. A student may file a written appeal of an involuntary withdrawal through the office that administered the withdrawal. Tuition refund appeals for administrative withdrawals are handled in a separate procedure, and instructions may be obtained from the Bursar's Office.

VII. Medical Withdrawal

A student may request and be considered for a medical withdrawal from all courses in a term when extraordinary circumstances, such as a serious physical or mental illness or injury, prevent the student from continuing his or her classes after the midpoint of a term, and

incompletes or other arrangements with the instructors are not feasible or possible.

A medical withdrawal must be substantiated with appropriate documentation from the attending health care provider. Once the rationale for a medical withdrawal has been validated by the Office of the Registrar, the student's instructors will be sent notification of the withdrawal, and "W" grades will be recorded for each course.

A student who requests a medical withdrawal, or an individual requesting a withdrawal on behalf of the student who is physically or mentally unable to request the withdrawal, should contact the Office of the Registrar to obtain medical withdrawal procedures. Tuition refund appeals for medical withdrawals are handled in a separate procedure, and instructions may be obtained from the Bursar's Office.

C. EMERGENCY REMOVAL OF A STUDENT FROM THE UNIVERSITY

Exceptional situations may occur in which a student is judged to be out of contact with reality and unaware of the consequences of his/her actions, or where the student is potentially harmful to himself/herself or others at that time. Action to remove the student from the university is taken by one of the following: Vice President for Student Affairs, the Chairman of the Campus Partners Committee, and the Director of Judicial Affairs, in consultation with Housing and Residence Life staff, University Counseling and Testing Center staff, or Health Services staff, in cooperation with the student's family if possible. Hospitalization may be required. Involving the student in these actions may not be possible because of the nature and degree of the student's illness. These situations are considered emergencies and one of the following offices will coordinate the efforts of the University: the Vice President for Student Affairs, the Office of Housing and Residence Life, the University Counseling and Testing Center, Health Services, outside medical or psychiatric resources.

The Vice President for Student Affairs will be involved in special emergency procedures and is immediately notified of the actions taken. As emergency situations, these cases fall outside the

procedures stated above for voluntary withdrawals except that the student will be informed in writing of the rationale for the withdrawal recommendation and of his/her right to present any pertinent information in rebuttal to the withdrawal recommendation for consideration by the aforementioned Review Panel. The Review Panel will be convened and chaired by the Vice President for Student Affairs or his/her designee. Due to the emergency nature of the situation, most often the student will be informed of his/her right to present pertinent information in rebuttal after the student has been removed from campus. The Vice President for Student Affairs will have the authority to take whatever interim action is necessary until the Review Panel can be convened. If after consideration of any pertinent rebuttal evidence presented by the student, the decision for withdrawal remains, the Vice President for Student Affairs will process the withdrawal. The student will have three (3) business days, or three (3) business days after their release from a hospital or other health institution, whichever is longer, to present rebuttal evidence to the panel.

D. WITHDRAWAL PROCEDURES

The following steps are taken in processing all psychological withdrawals:

1. The student's I.D. card must be returned to the office of the VPSA. Residential students must be checked out of their rooms and must turn in their room keys.
2. The withdrawal is processed by the office of the VPSA recommending appropriate refunds for tuition and other fees. The withdrawal record will show that the student withdrew "for health reasons."
3. Exceptions to the University grading policies may be recommended by the Vice President for Student Affairs when such exceptions are deemed necessary. Final approval for such exceptions will be made by appropriate academic officials.
4. Any conditions for possible readmission to the University (such as psychiatric clearance) and any conditions to be in effect following the student's withdrawal from the University

(such as ineligibility to visit the University campus) will be described in a letter prepared by the Vice President for Student Affairs. The Registrar and the Director of Admissions will be notified that the Vice President for Student Affairs or of his/her designee must be contacted if readmission is requested. Final approval for readmission lies with the Vice President for Student Affairs.

E. READMISSION PROCEDURES

University Policy requires any undergraduate student who has been away from the University for two (2) or more semesters, to submit an Application for Undergraduate Readmission. Pursuant to University Policy, any undergraduate student who has been away from the University on an approved medical withdrawal for two (2) or more semesters must submit an application for readmission. All applications with an indication of past medical withdrawal are subject to review by the Office of Judicial Affairs.

The Office of the Vice President for Student Affairs and the Office of Judicial Affairs are to be contacted regarding the application of students whose readmission to the University is subject to psychiatric clearance. The Director of Judicial Affairs or his/her designee will notify the student and the Admissions Office of any information or evaluations which may be required. The Vice President for Student Affairs may contact the University Counseling and Testing Center, the Director of Judicial Affairs, or the Director of Health Services to determine if the conditions affecting readmission have been met. The Vice President for Student Affairs will then notify the Admissions Office that readmission may be granted if the student is otherwise eligible.

WESTERN KENTUCKY UNIVERSITY'S SEXUAL OFFENSE POLICY

Statement

Western Kentucky University is committed to providing an atmosphere of higher learning in which students can achieve their goals and potential. The University is committed to creating and maintaining a community in which all persons who participate in university programs and activities, as well as all guests and visitors while

on university property, can work together in an atmosphere free from all forms of assault, exploitation, or intimidation, including that which is sexual in nature. Because the personal safety of the students, staff and faculty is a priority, WKU will not tolerate sexual assault or sexual misconduct. Kentucky state law also prohibits such conduct. Perpetrators of this behavior are subject to university sanctions as well as criminal and civil penalties. Guests and visitors are held responsible for their actions while on university property. Students are responsible for the supervision of their guests.

Definitions Associated with Sexual Offenses

Sexual Misconduct / Sexual Abuse: attempting or making sexual contact with a person against his/her will **OR** with a person who is physically, mentally, or legally unable to give consent. Sexual Misconduct includes, but is not limited to, inappropriate touching or fondling of intimate body parts.

Sexual Assault / Rape: sexual intercourse or penetration (anal or vaginal) with another person by means of forcible compulsion, or with a person incapable of consent by reason of age and/or mental or physical incapacity. Physical/Mental incapacity includes, but is not limited to, persons who are unconscious, under the influence of drugs or alcohol, or otherwise unable to communicate consent.

Consent: the positive cooperation in an act; an attitude in accordance with a behavior; an exercise of free will. The person giving consent or permission must act freely and voluntarily **AND** have knowledge of the nature of the act involved.

Forcible Compulsion includes physical force or the threat of physical force, expressed or implied, which places a person in fear of immediate death or physical injury or kidnap of self or another person. A victim is not required to fight back. Placing a person in a continual state of fear and/or subjecting that person to an environment of emotional, verbal, or physical duress is sufficient to constitute force.

Crisis Response

Sexual assault is an act of violence. The victim of an assault may be in a state of shock and disbelief,

and may be feeling a variety of emotions such as fear, anger, helplessness, shame, and/or guilt. A victimized student may not know who to trust or where to turn for help. The student who has been sexually assaulted has many options in seeking assistance. A number of resources are available both on and off campus to assist assault victims. Although it is the student's option whether to seek legal, medical, and/or psychological services, students are encouraged to utilize these resources in order to make the most informed choices regarding prosecution, physical safety, and emotional recovery.

If you are the victim of a sexual assault, please know that you are in no way to blame for the criminal behavior. Here are some guidelines to help you in the aftermath of a sexual assault:

1. **GO TO A SAFE PLACE** as soon as possible.
2. **TRY TO PRESERVE ALL PHYSICAL EVIDENCE.** Do not wash, bathe, use the toilet, or change clothing if it can be avoided. If changing clothes is a must, put all clothing worn at the time of the assault in a paper bag, *not plastic*. A plastic bag can be used if paper is not available. However, do not seal the bag tightly, as that can cause a breakdown of the evidence.
3. **IF YOU BELIEVE YOU WERE GIVEN A DATE RAPE DRUG**, wait to urinate until you arrive at the hospital. However, if you can't wait, collect your first urine in a clean container with a lid and take it to the emergency room or police station with you. Also, be sure to tell the emergency room personnel your symptoms and that you believe you were given a date rape drug so they can take the necessary samples.
4. **CONTACT SOMEONE** for support and information (family, friend, university staff, or campus police). You can also call 1-800-656-4673 or 846-1100 to talk with a rape counselor.
5. **SEEK MEDICAL ATTENTION** to address physical health needs, to insure that you are disease- and injury-free, and to collect important evidence in the event

of a later decision to take legal action. Hospital emergency rooms provide evidentiary exams, which include testing and treatment for sexually transmitted infections, pregnancy, and physical trauma. Emergency medical care can be received at The Medical Center of Bowling Green (250 Park Street or 745-1000) or Greenview Hospital (1801 Ashley Circle or 793-1000). For victims assaulted in the Commonwealth of Kentucky, these exams are free of charge. Should you need transportation, the University's Police Department (745-2548) can assist you. If you choose not to have an evidentiary exam conducted, please consider an appointment at a health department, Health Services (745-5641), or with your regular physician.

6. **CONSIDER COUNSELING** for support and to help you deal with a variety of feelings that often follow an assault. Free and confidential counseling services are available through WKU's Counseling and Testing Center (745-3159) or through Hope Harbor (846-1100): A Sexual Trauma Recovery Center (782-5014).
7. If you choose to **REPORT THE ASSAULT**, you can contact law enforcement by calling 911 or WKU police at 745-2548. A call to the university police does not mean that you must bring criminal charges. The decision to file an official police report is yours to make. If the assault did not occur on campus, university law enforcement can assist you in determining how and where to file a police report. Timely notification helps the police in conducting their investigation and it provides a better chance of successful prosecution. You are encouraged to report the sexual assault and have it documented, even if you are not sure about filing formal criminal charges. Regardless of whether you report the incident to the police, you are still encouraged to seek medical attention to insure your own personal safety.

Reporting an assault and receiving medical treatment does not require that the victim press charges. It does, however, allow the collection of data and information that can be used should the victim choose to press charges.

If you **NEED ASSISTANCE OR ADVOCACY**, contact your residence hall staff, the Office of Judicial Affairs (745-5429), the campus counseling center (745-3159), or Hope Harbor (846-1100) for accompaniment to medical and/or legal proceedings and/or referral for other support services.

Medical Assistance to Sexual Assault Victims

If you have been assaulted it is recommended that you call 911 immediately to get medical assistance and protection.

Please seek medical attention to address physical health needs to ensure that you are disease- and injury-free as well as to collect important evidence in the event of a later decision to take legal action. Hospital emergency rooms provide evidentiary exams, which include testing and treatment for sexually transmitted infections, pregnancy, and physical trauma. For victims assaulted in the Commonwealth of Kentucky, **these exams are free of charge**. Should you need transportation, the University's Police Department (745-2548) can assist you. If you choose not to have an evidentiary exam conducted, please consider an appointment at a health department, Health Services, or with your regular physician to address issues relating to sexually transmitted infections, pregnancy prevention counseling and physical trauma.

Legal or Judicial Reporting Options

Campus Judicial Process

Pursuit of University disciplinary actions against an alleged assailant (if the accused is also a Western student) may result in disciplinary action if the assailant is found to be in violation of this policy. For assistance, please contact the Office of Judicial Affairs 745-5429.

Grievance Procedures

The University Disciplinary process is a confidential process and complies with the Family Educational Rights and Privacy Act of 1974

("FERPA"). The University is committed to providing a judicial and disciplinary process that is sensitive, supportive, expedient, and respectful of the individual rights of all involved. Depending on the status of the perpetrator (i.e., student, faculty, or staff) there are different methods through which grievances may be filed.

- A. If the alleged perpetrator is a student, the grievance should be filed with the Office of Judicial Affairs in 431 Potter Hall, 745-5429.
- B. If the alleged perpetrator is a staff or faculty member, the grievance procedure set forth under appropriate board policy as defined in the *Student Handbook*, shall be followed. Information may be reported to the following officials:
 - Equal Opportunity / 504 / ADA Compliance Director 745-5121.
 - The Director of Human Resources 745-5360.
 - The Vice President for Student Affairs (The Office of the VPSA) 745-2791.
 - The Associate Vice President for Academic Programs and Personnel (Office of Academic Affairs) 745-6169.

Criminal Prosecution

Reporting a sexual offense to the police begins the legal process for prosecution. The sooner an assault is reported to the police, the more likely valuable evidence can be collected. If you decide to file a criminal report, please contact the campus police (745-2548) or the local law enforcement agency (see University and Community Resources) where the crime occurred.

Civil Complaint

A civil suit for damages may be brought against the assailant regardless of whether criminal or campus judicial charges are pursued. If you wish to explore this option, please contact a private attorney.

Anonymous Report

Even if you decide not to press charges against an offender, you are encouraged to make an

anonymous report. Although the perpetrator cannot be charged if you report anonymously, the University may be able to use the information to evaluate and improve campus security. If you have been the victim of sexual assault or have knowledge of such a crime, you may report it through the anonymous TIPLINE at 745-8773.

Law Enforcement

Students, employees, and visitors are subject to all local, state, and federal laws, in addition to campus policies, procedures, and regulations. The primary focus of the University Police is on Western owned and controlled property. However, the WKU police department maintains a cooperative working relationship with all other local, state and federal law enforcement agencies and has an interagency agreement with Warren County Sheriff's Office for county wide jurisdiction.

Reporting Requirements

Although you are not *required* to report sexual assault to the police, you are encouraged to give serious consideration to this option. Please be aware that if you go to the hospital, the staff will most likely report the assault to the police. It is up to you, however, to decide if you want to talk to the officer or not. Reporting an assault to the police does not mean you have to prosecute. You may not wish to prosecute or you may not feel prepared to make that decision right now. However, a delayed report could result in loss of physical evidence which would be vital in the court proceedings should you change your mind about prosecution.

Campus and Community Resources

University Police — 745-2548

A reporting agency; Transportation to the hospital upon request and immediate assistance with securing a safe environment

TIPLINE — 745- 8773

Bowling Green Police Department — 911 — 393-4244

A reporting agency; Transportation to the hospital upon request

Counseling and Testing Center — 745-3159

Individual counseling; Educational Programs and Support to friends and families of survivors

Sexual Assault Services Coordinator — 745-3159

Crisis and Individual counseling; Support and assistance and Awareness programs

Health Services — 745-5641

Physical exams, pregnancy testing and sexually transmitted infections (STI) screenings and Educational programs

Office of the Vice President for Student Affairs — 745-2791

University reporting office; Assistance with coordination of other resources available

Office of Judicial Affairs — 745-5429

University reporting office; Handles judicial proceedings

Hope Harbor, Inc: A Sexual Trauma Recovery Center

Crisis Line: 1-800-656-HOPE (4673) or 846-1100
Business Line: 782-5014

Hotline; Advocacy; Counseling and Hospital Accompaniment

Medical Center — 745-1000

Medical exams; Collection of forensic evidence

Greenview Hospital — 793-1000

Medical exams; Collection of forensic evidence

Residence Hall Directors, Coordinators, Resident Assistants

A referral office; Guidance and support and Educational programs

Awareness and Prevention of Sexual Assaults

Throughout the academic year, various University departments offer educational and preventive programs in a variety of formats, which focus on the issue of sexual assault. These programs are presented through classroom presentations, workshops, seminars and video/informational brochures. All members of the University community are encouraged to actively participate

in becoming educated about this issue and incorporating that knowledge into their daily routines on campus. Awareness/prevention programs may be included in the following:

M.A.S.T.E.R. Plan / New Student Orientation

UC 101 Classes – University Experience

Health Services Programs

University Police Safety Programs

Fraternity/Sorority Education Programs

Rape Aggression Defense (R.A.D.) Classes

Student Escort Services (745-3333)

Housing and Residence Life Programs

State Sexual Assault Awareness Month Activities

Counseling and Testing Center Outreach/Educational Programs

Risk Reduction

WKU recognizes the need for healthy and successful relationships. Prevention of sexual assault begins with those who are committing the offenses, but can be supplemented by the use of methods to reduce the risk of potential victimization. All students can play a role in combating sexual assault by holding perpetrators accountable for their actions, supporting the rights and choices of those who have been assaulted, and making full use of campus resources to educate themselves on this serious problem. Unfortunately, sexual assault can still happen, even when you take all the necessary precautions. The following guidelines can significantly decrease your risk of assault. **It is important to realize that if you have been sexually assaulted and you did not follow these guidelines, the assault is still not your fault.**

- Know your sexual limits and communicate them clearly.
- Avoid the use of substances, including alcohol that may cloud your judgment of a situation or a person. If you should choose to use alcohol or drugs, please be aware of your limits and develop a safety plan before engaging in an activity.

- Be assertive and confident. Confrontational words and behaviors can effectively deter some assailants.
- When someone pressures you sexually, don't be afraid to say No.
- Be as direct as possible about your intentions/expectations. If you feel you are being misinterpreted, restate your position.
- Have a heightened awareness of your surroundings, particularly in new or unfamiliar situations.
- Try to determine potential threats or challenges to your personal safety and mentally prepare yourself for a variety of intervention strategies: make a scene; alert a friend; leave the situation, etc.
- Trust your intuition. If a particular person or situation makes you feel uncomfortable, unsafe, or uncertain, choose an alternative.
- IF YOU DECIDE TO FIGHT BACK, remember that the vulnerable targets of an assailant's body are the eyes, nose, throat, stomach, and groin. However, please be aware that physical resistance is not always a wise option, as it may further aggravate the assailant.
- Never leave your beverage unattended or accept a drink from an open container.
- When you go to a party or club, go with a group of friends. Arrive together; watch out for each other; and leave together.
- Don't be afraid to "make waves" if you feel threatened. If you feel you are being pressured or coerced into sexual activity against your will, don't hesitate to state your feelings and get out of the situation. A few minutes of social awkwardness or embarrassment is better than the trauma of a sexual assault.

Because sexual misconduct can have serious social, academic, and legal consequences for the perpetrator as well as the victim, **reduce your risk of committing a sexual offense by following these simple rules:**

1. Avoid use of substances that may cloud your judgment. Also, avoid sexual activity with someone whose judgment is impaired by drugs or alcohol.
2. Be aware of others' limits and expectations. Respect their boundaries.
3. If someone says No to your sexual advances, recognize that it is not a rejection of you as a person.
4. Make sure you have a person's complete consent before engaging in sexual activity. Never pressure or force a person to have sex.
5. If you feel you are getting "mixed messages" from a potential sex partner, ask for clarification.
6. Pay attention to verbal indicators, tone of voice, body language, etc. If any one of these things indicates reluctance or uncertainty, STOP and walk away.
7. Know that a person who initially desires sex has the right to change their mind at any time, and you are obligated to respect that decision. While you may not be able to control your sexual desires, you ARE able to control your actions.
8. Don't assume that a person wants to have sex with you just because they dress provocatively or flirt with you. Also, don't assume that just because a person has had sex with you before, they are willing to have sex again.
9. Realize that a person can consent to kissing or other sexual activity WITHOUT consenting to intercourse and/or oral sex.

WESTERN KENTUCKY UNIVERSITY SEXUAL HARASSMENT POLICY

Statement of Position

Western Kentucky University is committed to providing a working and learning environment that is free from sexual harassment and it is the policy of this University that sexual harassment in any form will not be tolerated. Management and supervisory personnel, at all levels, are

responsible for taking reasonable and necessary action to prevent sexual harassment. **All members of the University community, employees, and students are required to promptly report conduct that could be in violation of this policy.**

The University will take measures to periodically educate and train employees regarding conduct that could constitute a violation of this policy. All management and supervisory personnel are expected to participate in such education and training and to be knowledgeable concerning the University's policy.

All members of the University community are required to comply with the policy and procedures outlined to address complaints. In addition to the procedures outlined herein, discrimination and harassment complaints may be filed with the U.S. Equal Employment Opportunity Commission or U.S. Department of Education, Office for Civil Rights. Any complaint of sexual harassment filed under the University's policy shall be processed even if the complainant also files a complaint or suit with an outside agency, U.S. Equal Employment Opportunity Commission, or U.S. Department of Education, Office for Civil Rights. Retaliation against anyone who makes a complaint or participates in the complaint process will not be tolerated.

The University will (1) respond to every complaint of sexual harassment reported, (2) take action to provide remedies when sexual harassment is discovered, (3) impose appropriate sanctions on offenders in a case-by-case manner, and (4) protect the privacy of all those involved in sexual harassment complaints to the extent it is possible. The above actions will apply to the extent permitted by law or where personal safety is not an issue.

Definition of Sexual Harassment

Sexual harassment is defined as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of

an individual's employment or educational experience;

2. Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual;
3. Such conduct is sufficiently severe and pervasive so as to alter the conditions of, or have the purpose or effect of substantially interfering with, an individual's work or academic performance by creating an intimidating, hostile, or offensive working or educational environment.

Harassment does not include verbal expressions or written material that is relevant and appropriately related to course subject matter or curriculum, and this policy shall not abridge academic freedom or the University's educational mission.

Reporting Suspected Sexual Harassment

Any individual who believes he/she may have experienced sexual harassment, or who believes that he/she has observed sexual harassment taking place, should **report** this information immediately to one of the following "**reporting officials**":

1. Equal Opportunity/504/ADA Compliance Director
2. The Director of Human Resources
3. The Vice President for Student Affairs
4. The Office of Judicial Affairs
5. The Associate Vice President for Academic Programs and Personnel (Office of Academic Affairs)

Office locations, addresses, and telephone numbers for the above officials are provided on the last page of this policy. Reports/complaints, whether informal or formal, received by the Director of Human Resources, the Vice President for Student Affairs, or the Associate Vice President for Academic Programs and Personnel must, in turn, be immediately reported to the

Equal Opportunity/504/ADA Compliance Office.

University Ombudspersons

The University has designated individuals to serve as University Ombudsmen. Information concerning the names, addresses and telephone numbers of these individuals is available in each of the offices listed above. Ombudsmen are available to provide **only information and clarification** regarding the University's policy and **are not authorized or designated to receive, investigate, or resolve complaints, or otherwise participate in the complainant process. Information disclosed to an Ombudsman by any person is confidential and therefore will not be forwarded to the official(s) listed above.** If a complainant desires to report a complaint of sexual harassment, he/she must do so to at least one of the four reporting officials listed above, in accordance with this policy.

Unless otherwise provided herein, **investigation** of sexual harassment complaints shall be the responsibility of the Equal Opportunity/504/ADA Compliance Office ("investigator").

Responsibilities of Ombudsmen

As a University Ombudsman, I am available to provide only information and clarification regarding the University's Policy Against Sexual Harassment and related procedures for investigating and resolving complaints of sexual harassment.

Information and/or complaints disclosed to me or any other University Ombudsman are confidential and therefore such information and/or complaints will not be forwarded or reported to the reporting official(s) listed below.

University Ombudspersons are not authorized or designated to receive, investigate, or resolve complaints, or otherwise participate in the complainant process.

If you want to report a complaint of sexual harassment, you should contact one of the four reporting officials, listed below. If you request assistance, I can assist you by arranging an appointment or meeting for you with one of the reporting officials.

A complete listing of University Ombudspersons and copies of the complete Sexual Harassment Policy can be found on the Title IX link of the Judicial Affairs website at www.wku.edu/judicialaffairs

Procedures for Investigation and Resolution of Sexual Harassment Complaints

Amendments to Procedures

The University specifically reserves the right to modify and/or amend any or all of the procedure(s) outlined herein at any time, in its discretion. In the event the University determines that circumstances warrant modification and/or amendment of any part of these procedures, timely notice of same shall be delivered, in writing, to all relevant and affected parties.

Western Kentucky University has adopted procedures to promptly and fairly address concerns and complaints about sexual harassment. Complaints may be submitted informally or formally. If a complaint implicates or involves both this policy and any other University complaint or grievance policy or procedure, the University may, in its discretion, suspend the procedures relating to other complaints or grievance policies pending completion of the sexual harassment complaint procedures. Investigation of Complaints

Unless otherwise provided herein, responsibility for the investigation of both formal and informal sexual harassment complaints shall be with the Equal Opportunity/504/ADA Compliance Office ("investigator"). The President has the authority to appoint an alternate investigator as circumstances require and in his/her sole discretion. The procedures outlined herein shall control in the event an alternate investigator is appointed under any provision of this policy.

Complaints will be addressed as confidentially as possible, considering the specific circumstances of the allegations, to protect the rights of both the complainant and the person accused. The investigator may gather information from any sources deemed necessary in an effort to fully investigate and resolve the complaint.

Investigator Conflict of Interest

The complainant, alleged offender and/or the investigator may allege that the investigator has a substantial conflict of interest. In that event, details supporting the alleged conflict of interest must be submitted in writing to the President within five (5) business days of the date the person alleging the conflict has notice of the investigator's identity. The President will determine whether a conflict may exist, and, if so, he/she shall appoint an alternate investigator in an expeditious manner. The President's decision is final. In the event a request for an alternate investigator is made and/or an alternate investigator must be appointed, the specific time lines provided in the policy shall be suspended pending that appointment.

Informal Complaint Process

An individual who feels he/she has been sexually harassed may desire to resolve his/her complaint informally (i.e., without formal disciplinary action being taken against the accused individual and without the formal investigatory process). Informal complaints are not required to be made in writing. An example of an informal complaint is one where the complainant requests only that an appropriate university official counsel the accused individual to cease and desist the alleged conduct, and requests no other specific action(s) be taken against the accused.

Persons making informal complaints of sexual harassment agree and understand that **no formal disciplinary action** will be taken against the alleged offender based on an informal complaint. If the complainant chooses, he/she may at any time prior to resolution of the informal complaint amend the informal complaint to a formal complaint.

If the alleged offender elects not to participate in resolving an informal complaint, the nonparticipation will not be considered as damaging evidence but will not change or waive the University's responsibility to investigate and to make decisions based on available information.

The investigator may, if the circumstances warrant, request that the alleged offender's immediate supervisor counsel him/her regarding

the alleged conduct, and/or may recommend counseling, training, education, and/or other non-disciplinary actions be implemented or undertaken. Attempts to resolve an informal complaint will be completed within thirty (30) days from the date of receipt of the complaint by the investigator. The complainant and the alleged offender will be informed in writing of the outcome of the informal process.

Note: The University will attempt to balance the wishes of a complainant who does not want to file a formal complaint with the University's responsibility to respond to serious allegations and take prompt, appropriate corrective action. A complainant who chooses not to proceed with a formal complaint may be asked to state that preference in writing.

Formal Complaints of Sexual Harassment

Filing a complaint: Formal complaints must be delivered by the complainant to one of the four reporting officials referenced on page 3. The formal complaint must be filed as soon as possible after the alleged incident occurred or after attempts to resolve the situation informally have been unsuccessful.

The formal complaint must be in writing, signed by the complainant, and shall include the following information:

1. Details concerning the incidents or conduct giving rise to the complaint;
2. Dates and location of incidents;
3. Any witnesses to the alleged incidents or conduct;
4. Action requested to resolve the complaint and prevent future violations of the policy.

Notification to Person Accused/Supervisor: The alleged offender will be provided with a copy of the complaint by the investigator within five (5) business days of the investigator's receipt of said complaint. The investigator will notify the supervisor of the accused person regarding the complaint, in order that the supervisor may take appropriate temporary and/or remedial actions during the investigation. (Example: temporary assignment, investigate leave of absence.)

Investigative Process: The alleged offender will be required to submit a written response to the complaint within five (5) business days of receipt of a complaint, a copy of which will be provided to the complainant by the investigator.

The investigator will interview the complainant and the alleged offender, may also interview witnesses, supervisors, and/or any other persons who may have information about the alleged incident, and may review personnel or other records relevant to the complaint. The complainant and the accused person shall be permitted to suggest witnesses and/or other evidence, which shall be considered by the investigator. All individual interviews will be audio taped and subsequently transcribed in written format. Any person interviewed shall have the right to request a review of his/her transcribed statement for accuracy.

Investigative Findings: Within thirty (30) days of receiving the formal written complaint, the investigator will assess whether a violation of the policy has occurred and will submit findings in writing to the complainant and the person accused. If the investigator finds by a preponderance of the evidence (that it is more likely than not) that the alleged sexual harassment has occurred, the investigator shall notify the accused person, his/her immediate supervisor, and the Associate Vice President for Programs and Personnel (if the accused is a faculty member) or the Director of Human Resources (if the accused is a staff member).

The supervisor of the alleged offender shall be responsible for acting on the findings of the investigator. In accordance with University disciplinary policies/procedures, the supervisor shall consult with and/or notify the appropriate University administrative official(s) regarding formal disciplinary actions to be taken against the person accused.

Disciplinary Action: Within ten (10) business days of receiving the investigator's findings, the supervisor shall meet with the accused person to discuss the findings and recommendations and shall determine appropriate disciplinary action.

In making a decision regarding discipline, the supervisor shall consider properly established records of previous conduct and the seriousness of the violation. A complaint made more than twelve (12) months after the incident shall not be the basis for formally disciplining any person accused of sexual harassment. However, where there are allegations of sexual harassment made within the twelve (12) month period and a pattern or practice of sexual harassment exists or prior complaints of sexual harassment have been confirmed, the supervisor shall consider the totality of information in determining appropriate discipline, and may also take formal disciplinary action. The supervisor may also review any part of the investigative records.

Appropriate discipline may range from an oral reprimand up to and including termination/dismissal for cause or any other appropriate remedial action. The investigator and the Associate Vice President of Academic Affairs for Programs and Personnel (if the accused is a faculty member) or the Director of Human Resources (if the accused is a staff member) shall be consulted regarding disciplinary decisions.

Both the accused person and investigator will be notified in writing of the decision of the supervisor. The investigator will, in turn, notify the complainant regarding the resolution of the complaint, what corrective action, if any, will be taken, and/or, in general, whether any discipline will be imposed.

Appeal of Formal Complaint Resolution/ Disciplinary Action

Filing an appeal: Either the complainant or person accused may file an appeal of any decision concerning the resolution of the complaint. An appeal by either party must be made in writing, delivered to the Office of the President in Wetherby Administration Building within five (5) business days of receipt of the notice of resolution/disciplinary decision.

The written appeal must state in detail the reason(s) for the appeal and shall address one or more of the following:

1. If the appeal alleges the findings of the investigator included relevant factual errors or omitted relevant facts, the appeal shall

specify each and every alleged factual error, and/or details of each, and every relevant fact that was omitted from the investigation;

2. If the appeal alleges substantive procedural errors, the person appealing shall identify each and every instance of said substantive procedural error;
3. If the appeal alleges relevant and substantive issues or questions concerning interpretation of University policy, the person appealing shall state, in detail, the issues/questions supporting this allegation;
4. If the appeal alleges new information or evidence, the person appealing shall specify the reasons why said information was not available or provided to the investigator during the investigation, including specific reasons why said information could not have been provided on a timely basis;
5. If the appeal alleges either that the action(s) or inaction(s) of the supervisor in response to the findings of the investigator will not prevent future violation(s) of this policy, the person appealing shall specify, in detail, the reasons and basis for this belief/allegation.

No disciplinary or other action based on the complaint shall be taken against the alleged offender during the appeal process, although temporary, interim measures may remain in place. As indicated herein, the University in its discretion, may at any point in the complaint process elect to place the alleged offender on administrative leave, with pay, or implement a temporary reassignment.

Sexual Harassment Appeal Committee: Appeals shall be submitted to a Sexual Harassment Appeal Committee whose members shall be selected and appointed by the President. The Committee will include at least one male and one female.

Member Appointments: Both the complainant and the alleged offender shall be provided with an opportunity to submit written objections within a specific time period to the appointment of any Committee member(s) on the basis of that member's inability to act impartially. If the President determines that a Committee member cannot act impartially, then an alternate appointment shall be made. The Committee shall

be appointed in a timely manner, considering all relevant circumstances. The President's decision regarding Committee appointments is final.

Hearing/Committee Recommendation: The Committee will conduct a formal hearing and will allow the complainant and the accused person ("the parties") to present information which, in the Committee's discretion, is relevant to the allegations. If the appeal involves allegations described in item 5, above, the Committee will likewise consider the statement(s) of the supervisor. The Committee shall have sole discretion regarding the personal appearance of any witness, whether to consider only the parties' statements and review only the written record, or any other matter regarding the conduct of the hearing. The hearing will not be considered a judicial hearing but rather an internal hearing at which the complainant and the alleged offender are present. Legal counsel will not be permitted to be present during any part of the Committee hearing. The formal hearing shall be audio taped and transcribed.

The Committee's deliberations shall be closed to all persons other than the Committee members and shall not be audio taped. Its recommendation will be determined by a majority vote, shall be in writing, and delivered to the President. It may be accompanied by a minority opinion. The appeal will be conducted and completed in an expeditious manner, considering all the circumstances.

President's Review and Recommendation: The President shall review the recommendation and may either affirm, amend, or return the recommendation for further deliberation and recommendation by the Committee. The President's review and decision will be conducted in an expeditious manner, considering all the circumstances, shall be a final decision, and will be reported in writing to the complainant, person accused, the supervisor, and the investigator.

Written Record of Complaints, Investigations, and Resolutions/Decisions

Written records of complaints will be marked "CONFIDENTIAL" and will be retained in a separate and secure (locked) file in the Equal

Opportunity/504/ADA Compliance Office. Records shall be retained as required by state law.

Written records relating to a finding that sexual harassment has occurred may be placed in an accused employee's official personnel file and may include: (1) any document that has been mutually agreed to by the University and the person accused of harassment; (2) a letter issued by the responsible administrator to the accused person at the conclusion of a formal investigation, which notifies the accused of actions, decisions and/or other recommendations concerning the complaint; (3) a settlement agreement between the parties.

Dissemination of Policy

The policy will be made available to all employees and students. Periodic notices sent to students, employees, and supervisors about the University's Policy Against Sexual Harassment will include information about the complaint procedure and will refer individuals to designated offices/officials for additional information.

STUDENT GRIEVANCE PROCEDURES

Western Kentucky University is firmly committed to providing a working and learning environment that is free from all forms of harassment, intimidation, and exploitation and that is respectful of free inquiry and academic freedom, *Western Kentucky University Student Handbook*. The Grievance Procedure outlines the course of action afforded students who have reason to believe their working and learning environment is not free from one or more of the aforementioned acts.

On occasion students may have a personal grievance regarding an alleged violation, misinterpretation or improper application of University policies and procedures, or alleged improper treatment. A student may present a formal disagreement/complaint without fear of retaliation or reprisal.

I. Scope of the Procedure: Definitions and Timelines

A student grievance is a University related problem or condition which a student believes to

be unfair, inequitable, discriminatory, or a hindrance to the educational process. A grievance also includes discrimination or harassment on the basis of race, ethnicity, color, gender, age, religion, national origin, sexual orientation, disability, or status.

The affected student must initiate the grievance process in accordance with the procedure within twenty (20) working days from the most recent alleged incident.

The student grievance procedure is designed to provide the student with the opportunity to file a grievance, as defined above, and to provide a process for resolution of the grievance.

II. Matters outside the Scope of the Procedure: Policy Changes, Grades, Sexual Harassment

The student grievance procedure is not designed to address or bring about changes in University policy. Recommendations for initiating new policy or changing established policy are handled through administrative channels. Information or assistance on the appropriate method to recommend new policy or policy changes may be obtained from the Office of the VPSA (Room 442 of Potter Hall – (270) 745-2791).

The student grievance procedure is not applicable to the appeal of a grade or grading practices and is not intended to supplant the Student Complaint Procedure outlined in the *Western Kentucky University Catalog* and *Western Kentucky University Student Handbook*, both of which set forth the procedure for resolving a complaint concerning a grade or grading practices. Information or assistance concerning this procedure may be obtained by contacting the Office of the VPSA (Room 442 of Potter Hall - (270) 745-2791), or the Vice President of Academic Affairs (Room 239, Wetherby Administration Building - (270) 745-2297).

The student grievance procedure is not designed to address concerns or complaints related to sexual harassment and is not intended to supplant the University's *Policy Against Sexual Harassment*. Any student desiring assistance, information, or to report concerns or complaints of sexual harassment should contact the Equal Opportunity/504/ADA Compliance Office (Room

13 of Wetherby Administration Building - (270) 745-5121. Students may also request assistance in reporting sexual harassment by contacting the Office of the Vice President for Student Affairs. (Room 442 of Potter Hall - (270) 745-2791), the Director of Human Resources (Ground Floor, Wetherby Administration Building - (270) 745-5360), or the Associate Vice President of Academic Affairs (Room 239, Wetherby Administration Building - (270) 745-2297).

The procedures for bringing and resolving an informal complaint are outlined below. The complainant may:

1. Discuss the alleged violation with the Office of the Vice President for Student Affairs or the Director of Equal Opportunity/504/ ADA Compliance (EO). The student must request the meeting within twenty (20) working days from the most recent occurrence of the grievance and specify the nature of the grievance. The scheduled meeting must take place within five working days from the day the University official receives the request for a meeting and the date must be mutually agreeable with all parties concerned. The University official will notify the student of the recommended steps to resolve the complaint administratively and confidentially within five working days from the discussion with the student.

Informal complaints against students should be addressed to the Office of Judicial Affairs who is located in Room 431, Potter Hall. The Office of Judicial Affairs will hold separate preliminary discussions with the complainant and the alleged offender and will attempt to resolve the issue satisfactorily.

Informal complaints against faculty, staff employees, or graduate assistants should be addressed to the Director of Equal Opportunity/504/ADA Compliance, who is located in Room 13, Wetherby Administration Building. The Director of Equal Opportunity/504/ADA Compliance will hold separate preliminary discussions with the complainant and the alleged offender. If necessary, the Director of Equal Opportunity/504/ADA Compliance will report the complaint to the immediate supervisor of the alleged offender or higher-level administrator up

to and including the vice president level in an effort to resolve the issue satisfactorily.

If the recommended steps for resolution are not satisfactory to the student, the University official will inform the complainant and the alleged offender of the formal procedure for processing the complaint.

Or

2. Discuss the alleged violation with the supervisor of the alleged offender. The complainant must request a meeting with the supervisor within twenty (20) working days from the most recent occurrence of the grievance. The supervisor who receives a student grievance is responsible for holding separate preliminary discussions with the complainant and the alleged offender within ten (10) working days after receiving the complaint. The supervisor will notify all parties of the recommended steps to be taken to resolve the complaint administratively and confidentially within five (5) working days from the time of receiving the grievance. The supervisor will notify the complainant and the alleged offender that information about the case is being collected.

If the complaint is unresolved, the supervisor will inform the complainant and the alleged offender of other procedures for processing the complaint.

Formal Grievance Procedures

While a student is encouraged to resolve a grievance through the informal process, he or she may at any time elect to pursue the complaint through the formal procedures. To initiate this procedure, the complainant must file a formal written grievance within five (5) working days from the day he or she discontinued pursuing the informal grievance procedure or if no informal grievance was pursued, then within twenty (20) working days from the most recent alleged incident.

First Step: Contact Office of the Vice President for Student Affairs or Director of Equal Opportunity/504/ADA Compliance (EO)

For a student to file a formal grievance procedure, the student must file a formal written grievance by delivering same to the Office of the Vice

President for Student Affairs or the Director of Equal Opportunity/504/ADA Compliance.

Formal complaints against students should be addressed to the Office of the Vice President for Student Affairs, who is located in Room 442, Potter Hall.

Formal complaints against faculty, staff employees, or graduate assistants should be addressed to the Director of Equal Opportunity/504/ADA Compliance, who is located in Room 13, Wetherby Administration Building.

The grievance must:

1. Be in writing;
2. State how the action is unfair and harmful to the grievant and list the University policies or state or federal laws that have been violated, if known;
3. Name the respondent parties (the person(s) against whom the grievance is filed);
4. State how the respondents are responsible for the action; and
5. State the requested relief (remedy).

If it is clear that the grievance has not been filed within the time limit or pertains to a matter that does not constitute a grievance under this procedure or is from a person without grievance rights, then the Office of the VPSA or the Director of Equal Opportunity/504/ADA Compliance shall so indicate in a letter to the student within fifteen (15) working days from the time that the determination is made.

Otherwise, upon receipt of a written grievance, the Office of the Vice President for Student Affairs or the Director of Equal Opportunity/504/ADA Compliance (EO) shall consider the facts, circumstances, and relief requested by the student. The Office of the VPSA or the Director of Equal Opportunity/504/ADA Compliance (EO) must respond in writing within five (5) working days of the receipt of the written grievance either granting, denying, and/or proposing modification to the requested relief.

The response of the Office of the Vice President for Student Affairs or the Director of Equal Opportunity/504/ADA Compliance (EO) shall include notice of the student's right to the second step of the grievance/complaint resolution procedure.

Second Step: Review by Vice President for Student Affairs

If the first step response is unsatisfactory to the complainant, the student may submit a notice of disagreement to the Vice President for Student Affairs within five (5) working days of the receipt of the first step response. The notice must be in writing. The second step notice must state the specific complaint, facts in support of the student's complaint/grievance, the specific relief or solution being requested, together with a copy of the first step ruling and a request for re-evaluation.

The Vice President for Student Affairs shall consider the facts and circumstances of the grievance and gather any additional information deemed necessary. The Vice President shall respond in writing within five (5) working days of the receipt of the written grievance/complaint either granting, denying, or proposing modification to the requested relief.

The Vice President's response shall also include notice of the student's right to the final step of the grievance resolution procedure if the second step response is unsatisfactory.

Final Step: Review by Student Grievance Committee/Office of the President

If the second step response is unsatisfactory to the complainant, he/she may submit a final step notice of disagreement to the Office of the President within five (5) working days of receipt of the Vice President's response. The final step notice must be in writing and state the specific complaint, facts in support of the student's complaint/ grievance, the specific relief or solution being requested, together with a copy of the Vice President's response and a request for a Student Grievance Committee hearing.

The Office of the President will convene the Student Grievance Committee, which shall consist

of two (2) faculty members, two (2) staff members, and two (2) student members, appointed by the President after considering recommendations from the University Senate, the Staff Council, the Office of the VPSA, and the Student Government Association.

Student Grievance Committee Hearing Procedures

No party may communicate directly or indirectly with any Committee members concerning the merits of the case. All communication with the Committee shall be coordinated and handled solely by the Office of the President. The Committee will consider the written record of the grievance (i.e., the initial grievance and the responses of the University officials involved in the formal process to date), and may permit individuals involved in the grievance process to present additional information which, in the Committee's discretion, is relevant to the resolution of the issue.

The Committee shall have sole discretion regarding the conduct of the hearing, including the appearance of any person(s) as a witness other than the student grievant and responding parties. The hearing will not be considered a judicial hearing but rather an internal hearing. Legal counsel will not be permitted to be present during any part of the Committee hearing.

Once convened, the Committee will send the student grievant hearing request to the respondent(s) within ten (10) working days. The responding parties will be offered an opportunity to provide a written response to the student grievance request for review, which must be submitted to the Committee within ten (10) working days.

The Committee chair shall notify the parties of the hearing date, time, and place at least ten (10) working days in advance of the hearing. The hearing shall be audio taped and transcribed.

The Committee's deliberations shall be closed to all persons other than the Committee members and shall not be audio taped. Within ten (10) working days of the hearing, the Committee shall arrive at a recommendation, to be determined by a majority vote. The Committee's

recommendation, either granting, denying, or proposing modifications to the requested relief, shall be in writing and shall be forwarded to the President within ten (10) working days from the date the determination is made.

President's Review and Decision

The President shall review the recommendation and may either affirm, amend, or return the recommendation for further deliberation and recommendation by the Committee. The President's review and decision will be conducted in an expeditious manner, considering all the circumstances, shall be a final decision, and will be reported in writing to the student grievant and responding parties.

Confidentiality of Hearing Procedure

Committee members, witnesses, parties, and all other persons involved in the grievance proceeding are expected to maintain strict confidentiality regarding the grievance and the proceeding. State and federal laws govern the privacy rights of students and employees. Any questions about the disclosure of information should be directed to the Committee in writing, and the Committee may consult with the University's General Counsel for guidance.

Student Grievance Procedure Deadlines:

Failure to Conform

In the event the student grievant fails to meet or conform to the deadlines set forth herein, including any deadlines set by the Student Grievance Committee, the student grievant will be considered to have waived his/her right to pursue the grievance further, to have accepted the resolution recommended in the last completed step, and shall lose the opportunity to present his/her case any further in the procedure.

GENERAL POLICIES AND INFORMATION

Campus Resources

WKU Health Services – Normal Drive and Regents Avenue 745-5641

*clinical services for accident, injury

*emergency treatment for drug overdose

*HIV/AIDS Counselor, Kathryn Steward,
Health Education Coordinator

PERC - Peers Encouraging Responsible Choices
745-5033

- *Wellness Resources Center
- *education and training programs
- *information and referrals
- *SOS alternative social programs and BACCHUS peer prevention organization

University Counseling and Testing Center
Potter Hall #409 745-3159

- *individual and group counseling
- *self-help, support groups

Housing and Residence Life
Southwest Hall 745-4359

- *educational materials and programs
- *preliminary counseling; referral

WKU Police
Public Safety Building 745-2548

Human Resources (for faculty/staff)
Wetherby Administration Building G42 745-5360

Community Resources

Education

Helpline 24 hour crisis/information 843-HELP
Lifeskills, Inc. Education/Prevention 843-5509
The Wellness Center/Lifeskills 842-0610

Counseling & Treatment

Alcoholics	Anonymous	782-5267
Al-Anon or ACoA Anonymous Clubhouse		842-9017
Narcotics	Anonymous	782-4029
Park Place Recovery Center		842-2546
Reservoir Hill Care Center		796-5100
Toll Free 1-800- 437-5064		

Fire Safety

The WKU Environmental Health & Safety Department, in consultation with Bowling Green Fire Department and the Office of the State Fire Marshal, maintains a campus-wide fire safety program.

Each residence hall is of fire-resistive construction and is equipped with a modern fire alarm system and fire extinguishers as specified by fire codes. All occupied residence halls have added protection of standpipe, sprinkler, and smoke detection systems. The directional halls have

stand-alone smoke detectors in each room, but not in the hallways.

The University safety program requires regular fire drills (hall evacuation) for all residents. Fire evacuation plans and directions are posted in each residence hall room. The Director of Housing and Residence Life with the assistance of the WKU Environmental Health & Safety Department will inspect or cause to be inspected all residence halls for fire safety regulations on the campus.

Any student involved, directly or indirectly, in the abuse or misuse of fire safety equipment (setting false alarms, tampering with fire extinguishers, conspiring or influencing others to misuse the equipment, or involved in igniting a fire in a residence hall for any reason) shall be dismissed from the residence hall and shall be required to appear before the University Disciplinary Committee for possible suspension from the University. Further, because the above mentioned activities can endanger the lives of hall residents and are violations of the Kentucky Penal Code, persons found to be responsible may be prosecuted, and are subject to the criminal penalties of the law.

When you have been alerted by the alarm, shouted warnings, or the sensation of smoke or fire:

- (1) If there is smoke in the room, keep low to the floor;
- (2) Before passing through any doors, feel the metal doorknob. If it is hot, do not open the door;
- (3) Before opening a door, brace yourself against the door, open it slightly, if heat or heavy smoke are present, close the door and stay in the room;
- (4) If you cannot leave the room, open the windows
 - from the top (to let out the heat and smoke)
 - from the bottom (to let in fresh air)
 - break out windows that will not open only as a last resort;
- (5) To attract the fire departments' attention if you are trapped, hang an object out the window.

(In a residence hall use a bed sheet, elsewhere use a jacket, shirt, anything that will attract attention.) Stuff pieces of cloth in cracks around the door to seal out smoke. If there is a phone in the room, call the WKU Police Department @ 911 or 745-2548 and report you are trapped; give the room number and location;

(6) If you can leave a room, close all doors behind you as you exit. Take your room key with you so you can re-enter if all floor exits are blocked;

(7) Go to the nearest exit or stair. Do not use the elevator;

(8) If the nearest exit is blocked by fire, heat, or smoke go to an alternative exit;

(9) If all exits from a floor are blocked, go back to your room, close the door, open the windows as described above, wave something out the window, and shout for help;

(10) After evacuating a building, move well away from it and stand clear. Emergency apparatus will be maneuvering around the building;

(11) Follow the directions of fire and police personnel.

Earthquake Safety

The Department of Public Safety has compiled these personal safety tips from the Federal Emergency Management Agency materials for students, faculty, and staff on campus. Before an Earthquake prepare an emergency disaster kit to keep in your room:

- Portable radio and extra batteries
- Flashlight and extra batteries
- First aid kit
- Week's supply of medicine
- Blanket
- 72 hour supply of nonperishable food and 3 gallons of water

During an Earthquake

- At the first indication of the ground shaking, immediately take cover under a heavy desk, table, or in a doorframe for protection from falling objects.

- Don't try to leave the building because an outer wall could fall on you.
- If there is no desk, table, or door to take cover under, move to and face an inside wall away from glass surfaces. Kneel and cover head with hands and arms.
- If outside, move away from buildings, structures, overhead power lines, gas lines, and lie down or crouch low to the ground.
- If you are in a moving car, stop, but stay in the car.

After an Earthquake

Immediately after the shaking stops:

- open a window if you smell gas.
- Extinguish small fires.
- Get your emergency evacuation kit and leave the building.

If the decision to evacuate has been made:

- Never use elevators.
- Move to an open area away from buildings and overhead power and gas lines.
- Notify University authorities of your status.
- If attempting to drive a vehicle, watch for broken roads, fallen bridges, and other hazards.

Tornado Safety

Campus buildings have been surveyed for the safest areas in case of tornado or severe storms. These locations are generally in basements and lower floors away from areas with glass, or in enclosed stairways without windows. Safe locations for specific buildings are normally listed on posters that give tornado safety rules, or the person in charge of the building can advise as to the safest location in that building in the event of severe weather conditions.

Identification Card

All full-time and part-time students are issued a personal identification card. The ID card shows the student's photo and name. The card entitles the full-time student to admission to campus athletic events, use of recreational facilities in the

University Center at student rates, admission to the Preston Center, checkout privileges at the library, and other general University services. It can also be used as a debit card at WKU Restaurant & Catering Group facilities, The WKU Store, selected vending machines, laundry machines, other locations on campus, and also many participating businesses located off campus. The ID card for part-time students provides similar privileges as received by full-time students detailed above with the exception of some recreational activities unless an additional fee is paid.

The ID card is not transferable and is used for the duration of one's college career at WKU. Students are expected to carry their ID card at all times and to present the card upon request by University officials. The WKU ID Card must be surrendered upon demand if revoked by a University official. The University is not responsible for any loss or expenses resulting from the loss, theft, or misuse of this card.

The ID card is the property of Western Kentucky University and is intended for University purposes only. Any transfer, alteration, falsification, or forgery of the card constitutes a violation of University policy and may result in an appropriate disciplinary action and/or criminal charges.

If a card is lost or stolen, application for replacement (\$20 replacement fee) should be made at the ID Center located on the ground floor of the Downing University Center. Report lost cards to the ID Center as soon as possible to prevent unauthorized access to your records or funds. For more information, visit the WKU ID Center website at: www.wku.edu/IDCenter

Lost And Found

The Downing University Center maintains a campus lost and found service in Office 228. The office is open Monday through Friday from 8:00 a.m. - 4:30 p.m. Students who find lost articles on campus are urged to turn them into the lost and found office so that they might be returned to the owner following proper identification and signing for the items. To contact the office please call 745-2457.

On-Campus Solicitation

No Private businesses or third party individuals are permitted to solicit in any manner, form or for any purpose on University property without the prior written permission of Western Kentucky University. This includes solicitations for profit and for non-profit/charitable purposes.

The University reserves the right to review all aspects of a proposed solicitation and to determine if said solicitation is in the best interest of the University and the campus community. The decision whether to allow a solicitation activity is in the sole discretion of the University. The University's decision shall be final.

Responsibility for administration of this policy is delegated to the Vice President for Student Affairs. Request for permissible solicitations(s) and or inquiries regarding the University's policy should be directed to that office.

Vice President for Student Affairs
Room 442, Potter Hall
(270) 745-2792

Approved non-profit/charitable solicitations will require sponsorship by a University department or qualified, recognized campus organization. For-profit solicitations which relate to, involve, or include services or products in direct competition with the services or products being provided by the University, or provided an agency/entity which currently contracts to provide such services to the University are prohibited.

The policy is also accessible on the University Web page under Staff/Faculty and Student Affairs.

Regulations Governing Time, Place and Manner of Meetings, Assemblies or Demonstrations

All members of the University community, students, faculty and staff, share a mutual interest in two objectives:

- Maintaining an academic environment free from disruptive interference with the educational missions, processes and functions; and
- Retaining an academic environment for free expression and debate

consonant with the maintenance of order and discipline. Each student's freedom to speak, assemble peaceably, and to petition for redress of grievances must be harmonized with the rights of others to the orderly, effective use and enjoyment of all facilities. The right of a student to engage in such activities carries with it a responsibility to do so at a time, in a place, and in a manner that does not disrupt the regular and orderly working operation of the University or interfere with the rights of others. The following regulations are adopted to govern the time, place, and manner of student meetings, demonstrations, and other assemblies.

1. Planned or spontaneous meetings, assemblies or demonstrations may be conducted by members of the University community in those appropriate areas of the campus which are regularly available to the University community provided such meetings, assemblies or demonstrations:

- (a) Are conducted in a lawful and orderly manner and in compliance with this and other rules and regulations of the University;
- (b) Do not impede vehicular or pedestrian traffic;
- (c) Do not interfere with classes, other scheduled meetings, events and ceremonies, or with other educational processes of the University; and
- (d) Are conducted only with specific authorization when held in (1) University buildings, or (2) University stadium or outdoor theatres, or (3) residential areas of the campus.

2. Reservation of appropriate university grounds, areas, facilities or other university property for the purpose of conducting a meeting, assembly or demonstration will be granted, subject to the restrictions contained in Section 1 above, to the following described organizations, groups and individuals:

- (a) Student organizations registered in accordance with the University policy on registration of student organizations;
- (b) Members of the University faculty and staff, for recreational and social events and extracurricular events related to their university duties;
- (c) Official alumni groups and similar university-related organizations, colleges, departments, and other units of the University and individual members of the University community for events directly related to their purposes and others for purposes in keeping with the University's role as an educational institution.
- (d) The individual responsible for reserving a particular facility or area, or another member of the University community designated by him/her, must be present and shall take reasonable precautions to ensure compliance with university rules and regulations when the facility or area is being utilized pursuant to the reservation.

3. The following designations and accompanying regulations pertain to the use of specific categories of University facilities and areas for the purpose of conducting any meeting, assembly or demonstration. All areas must be utilized in a lawful and orderly manner in compliance with all University rules and regulations and are subject to those restrictions contained in Section 1.

- (a) No demonstration, meeting or other assembly shall take place without specific authorization within or upon the following areas:
 - Classrooms, libraries, workrooms, hallways, lobbies, administrative and faculty offices, lounges, entrances and exits of all University buildings;
 - All streets and driveways utilized for vehicular traffic;
 - All sidewalks utilized for pedestrian traffic; and/or

- Residential buildings.

(b) The following areas may be utilized on a reservation only basis:

- Indoor facilities;
- Intramural fields and other recreational areas;
- Stadium and outdoor theatre; and/or
- Parking lots.

The following are available University facilities and the offices responsible for reserving them:

Downing University Center.....Director
745-5793

Garrett Conference Center.....Director
745-3357

Van Meter Auditorium.....Dean
Potter College of Arts, Humanities and Social
Sciences
745-2344

Theatre 100 (Fine Arts Center).....Dean
Potter College of Arts, Humanities and Social
Sciences
745-2344

Grise Hall Auditorium.....Dean
College of Business Administration
745-3893

Outdoor and Russell Miller Theatres (Fine Arts
Center)..... Dean
Potter College of Arts, Humanities and Social
Sciences
745-2344

Diddle Arena.....Athletic Director
745-3542

L. T. Smith Stadium.....Athletic Director
745-3542

The South Lawn at Downing University
Center.....Special Events
745-2497

Other University Facilities.....Office of the
Vice President for Student Affairs
745-2791

Necessary forms for completion and specific procedures and regulations regarding the use of such facilities may differ from building to building or area to area, and they may be obtained from the office designated as responsible for reserving the specific facility.

Reservations are not required for utilization of the following areas:

1. The lawn area west of the Garrett Conference Center and north of the outdoor theater seating in the Fine Arts Center. These areas are available when the University is officially in session and shall be made available to organizations and groups as designated above, as well as individual members of the University community.

2. The area on the front lawn of the Glasgow's campus 500 Building as defined by the Glasgow campus administration.

3. The area north of the South Campus' Applied Physics Institute approximately 150 feet from the building and as defined by the Community College Dean.

Use or continued use of the above areas and facilities, as well as other areas and facilities not specifically treated for meetings, assemblies, gatherings or demonstrations shall be subject to the Rule of Reason- i.e., subject to the judgment that the manner of use of the area is what could be expected of a reasonable prudent person under the surrounding circumstances. Thus, the use or continued use of any area may be denied if, for example, the activity blocks doorways, causes noise which interferes with classroom, office or other University activity, or presents an imminent threat of physical violence or destruction of property. The responsibility for making such determination and decision rests with the Director of Student Activities. If the Director of Student Activities or his/her designated

representative believes that an area or facility is being improperly used or believes the users of the area are acting imprudently, he shall, if circumstances permit:

- a. Warn the offending group or individuals that continued misuse will not be permitted;
- b. Instruct the offending individuals or the assembled group to vacate the area;
- c. Cite individuals or groups for violation of University regulations;
- d. Request assistance of law enforcement officials; or
- e. Any combination of (a), (b), and (d).

Persons failing to comply with the directions of the Vice President for Student Affairs or his/her designated representative will be dealt with as trespassers and/or as insubordinates under KRS 511.090. Those failing to comply are also reminded that they may be found in violation of other laws to be dealt with by law enforcement officials.

4. Registered organizations or groups of individuals who desire to conduct a parade or march upon University property shall designate a representative of the sponsoring organization or group to meet with the Vice President for Student Affairs within a reasonable time prior to the proposed commencement of the parade or march.

The Vice President for Student Affairs shall assign marshals, define an appropriate route, and take other measures which will ensure that the activities will not interfere with the rights of others in their effective use of University facilities and property.

Policy, Guidelines and Procedures for Non-University Speakers

Western Kentucky University believes that freedom of inquiry and the open exchange of

ideas are essential aspects of the educational process. The University recognizes the right of members of its academic community to engage in free discussion and to hear speakers of their own choice. Any officially registered organization of students, faculty, administrators or staff may invite speakers of their choice to the campus to further educational goals. Although institutional procedures are necessary to govern the use of campus facilities, they will not be used to hamper the scheduling of speakers or as devices for censorship. No restrictions will be placed upon the selection of speakers or their subject matter except those provided by law.

The University requires that the speakers and sponsoring organizations accept responsibility in the exercise of their right to free expression under federal, state, and local law.

Speakers and programs shall not interfere with the normal functioning of the University, and the right of members of the academic community to participate or not to participate will be respected. Freedom of expression is a fundamental right protected primarily by the freedom of speech provision of the first amendment of the United States Constitution. Therefore unpopular speech can be challenged with opposing views. All of such actions shall take place in a safe and civil manner. The views expressed by a speaker are not necessarily those of the University or the sponsoring organization.

Meetings will be conducted in a spirit of free inquiry with courtesy and respect accorded all participants. A member or members of the sponsoring organization will normally preside over the meetings, present the speaker, and conduct any question period which becomes a part of the proceedings. When found necessary to ensure an orderly meeting, the Vice President for Student Affairs of the University shall limit attendance to members of the University community, shall designate a tenured faculty member to preside, shall insist that the speaker be subjected to questions from the floor, and shall establish other reasonable rules of procedure.

To facilitate making arrangements for speakers and to minimize conflicts in scheduling events, a

responsible office of the sponsoring student organization will file two copies of the Scheduling Form for Non-University Speakers with the Associate Vice President for Student Affairs. If the Associate Vice President for Student Affairs has not acted upon the request within five (5) days after the form is filed (excluding Saturdays, Sundays and holidays), approval of the request shall be assumed.

The University's responsibility to provide for the normal functioning of the institution shall necessitate the denial of campus facilities to speakers whose advocacy of courses of action would present a clear and present danger to the normal functioning of the University. If a request is denied, the sponsoring organization may obtain a de novo hearing of the request by a committee. The committee shall consist of two students and three faculty members appointed by the President of the University for a one year term beginning May 15 of each calendar year. Decisions of the committee may be appealed to the President and the Board of Regents. This policy statement does not apply to the appearance of speakers in scheduled classroom activities.

The scheduling of facilities by faculty, administration, and staff organizations will be made through the facility's reservation process.

Procedural Guidelines for Selection of Concerts

The President is authorized to delegate to the Office of the Vice President for Student Affairs, under the general supervision of the Vice President for Student Affairs, full authority to make final institutional decisions as to whether or not to book or contract a particular entertainment performance recommended by the Campus Activities Board upon making one or more of the following determinations:

1. That campus facilities suitable and adequate for the purpose are not available on the desired date;
2. That previously made commitments for personnel in the Office of the Vice President for Student Affairs, the WKU Police Department, and the Department of the Physical Plant and Facilities Management on the desired date, or during the period immediately preceding or immediately following that date, are such that staffing required

for the proper supervision, traffic control and safety, incident to the recommended event, would impose an undue burden on available personnel;

3. That the estimated cost-benefit prospects of a particular recommended event create a business risk that funds allocated to the Board by the Office of the Vice President for Student Affairs for the purpose of providing a year-long schedule of such programs would be depleted in an amount that would impair the ability of the University to offer the student body a full program schedule;

4. That the performer(s) recommended have a previous history of nonperformance or cancellation of similar contracts (not showing) after ticket sales have commenced;

5. That the contract terms demand that the University provide at its expense, extraordinary equipment, accommodations, or personal services for the performers;

6. The performance, under the terms and conditions proposed and other surrounding circumstances, would tend to create a clear and unreasonable risk of danger or hazardous conditions to the audience, either from enticement of the audience or a part of it to uncontrollable action or conduct, or from the staging arrangements of sound or lighting or other special effects equipment.

In the event the Office of the VPSA declines to book a concert and if it does so for the reasons set forth in either paragraphs 1, 2, 3, or 5, as above stated, then the Office of the VPSA in refusing to book the concert shall simply state that the concert is declined for the reasons set forth in either paragraph 1, 2, 3, or 5, as applicable. In the event the Office of the VPSA declines to book a concert for any of the reasons set forth in paragraphs 4 or 6, then the reason stated by the Office of the VPSA declining the concert shall be that the concert is not appropriate or in the best interest of the University community. In the event of appeal for a denial based on paragraphs 4 or 6, the Office of the VPSA should disclose to the reviewing committee the facts on which the denial is based.

The Campus Activities Board may, by written request, secure the Vice President for Student Affairs' review of such decision by the Office of the VPSA. The request for the review shall include a statement of the cultural and/or educational contribution to the University expected from the recommended event and any other reasons why the Campus Activities Board believes that the initial decision should be reversed. The Vice President for Student Affairs shall make the final decision as to whether or not to present the program.

BURSAR

Check Cashing Services

Two types of personal checks (maximum \$50) may be cashed by the University Cashiers Office in room 208 of Potter Hall:

1. The check may be written by the student and made payable to Western; or
2. The check may be written by the student's parents and made payable to the student.

Western Kentucky University student payroll checks in any amount will be cashed. Student I.D. is required.

Check Cashing Policies

- A charge of \$20.00 will be made for each check returned because of insufficient funds, closed account, or stop payment.
- The check cashing service will be denied to all students who have more than one check returned for non-payment.
- Failure by a student to make prompt payment on returned checks may jeopardize his/her status in the university.
- Students are advised that the passing of bad checks is a violation of Kentucky Statute Laws.

Checks may be cashed from 8:00 a.m. - 4:00 p.m., Monday through Friday at the Cashier's Office in 208 Potter Hall.

Payment Terms

All tuition, housing fees, course or laboratory fees, meal charges, student health service charges, and other assessments, fees and charges are due and payable in accordance with the statements rendered by the appropriate university office.

Tuition, housing fees, meal plans and other student charges must be paid on the date a student registers or on other dates as specified by the Office of Billings and Receivables. Students who do not make payment of required fees are not registered students. Payment of fees will not be deferred.

The University expects the students to be financially responsible and not be delinquent in financial obligations to the University or to any department or division of the University. A student who fails to meet a financial obligation within 10 days after the date of notice from the appropriate university official will be subject to regulations promulgated by the University. If the student does not settle the obligation by the date designated on the notice, the appropriate business office shall notify the Registrar. After the Registrar has been notified that a student is delinquent, the Registrar shall not allow the student to register or to obtain an official transcript until the Registrar has been notified that the obligation has been settled.

The University expects all students to register for classes and pay tuition prior to the first day of class. Class schedules may be canceled for students who fail to pay or make arrangements to pay by the due date on the statement rendered by the University. A late payment charge of \$100 may be assessed for failure to pay by the designated due date. **Failure to receive a bill does not relieve the student of the obligation to pay tuition and fees by the due date.** The university no longer creates and mails printed billing statements. All billing is electronic with students receiving notifications through their university-assigned e-mail addresses. As an added service, students can also select a billing e-

mail address so they can have their account statements sent to an additional e-mail address.

In the event that any tuition, fees and/or expenses are not paid when due, and the University undertakes collection of any unpaid portion, the student shall also be assessed and be responsible for any collection costs incurred by the University. Delinquent accounts receivable are placed with a collection agency and collection costs will be added, increasing the amount owed. Accounts will also be reported to the National Credit Bureaus.

PARKING AND TRANSPORTATION

The mission of the Parking and Transportation Services department is to provide access to University programs and services through management of the University's transportation resources.

The goal of the Parking and Transportation Services department is to create a multi-modal campus to help faculty, staff, students and visitors reach their destinations. The department manages parking and transportation resources to meet these goals. This includes creating a safe environment for walking, biking, riding a bus, or driving a vehicle.

It is the responsibility of each permit holder to be familiar with all current rules and regulations.

For complete information on parking regulations and all transportation services, including parking passes, airport shuttle service, disability parking and parking for motorcycles, Scooters and Bikes, visit our website at www.wku.edu/transportation

OFFICE FOR STUDENT DISABILITY SERVICES

The purpose of Student Disability Services ("SDS") is to coordinate services and accommodations for students with documented disabilities. Our most common activities include reviewing disability documentation, meeting with students to determine appropriate accommodations, and partnering with other areas on campus to implement these accommodations.

SDS strives to empower students to assume command of their own educational experience. We assist students along the way by providing access and opportunity in order for them to reach their full potential. We encourage you to stop by our office to see how we can help you!

The goal of Student Disability Services is to ensure that all students with disabilities are provided access to all facets of the Western Kentucky University experience; to facilitate and coordinate support services and programs that enable students with disabilities to maximize their educational potential; and to increase awareness among all members of the University so that students with disabilities are able to achieve academic success based on their abilities, not their disabilities.

For more information on our services, policies and procedures, please visit our website at www.wku.edu/sds

Student Grievance Procedure for Title IX, Title VI, Section 504 and ADA

The university has a responsibility to monitor and address ADA compliance Issues. Complaints should follow the procedure below. This will provide for a prompt and impartial resolution and should be directed to the Associate Dean of Student Services and Enrollment, Downing University Center, Room A330, 1906 College Heights Blvd, DUC-A330, Bowling Green, KY 42101, (270) 745-5065.

Students who believe they have been discriminated against or denied an opportunity because of disability in a vocational program and activities, have the right to file an informal and or formal complaint in the following timeframe: 180 days unless extended by the agency for good reason.

Step 1:

If a complainant feels that he/she has been discriminated against, the individual with a disability must first bring the problem to the attention to the Director within five (5) days of the knowledge or alleged cause for the grievance.

Step 2:

The Associate Dean will work informally to negotiate a solution within five (5) school days or a total of ten (10) school days from the date of filing a grievance. The Associate Dean's office, if necessary, will conduct an informal but thorough investigation allowing all interested individuals and/or representatives (if any), an opportunity to submit evidence relevant to the complaint.

Step 3:

If the grievance cannot be satisfactorily resolved working informally, the student may want to proceed to file a formal grievance within five (5) school days or a total of fifteen (15) school days from filing a grievance.

Step 4:

A formal grievance may be filed within fifteen (15) days of starting the Grievance Process by completing the Formal Grievance Process form. This form is available by contacting the Associate Dean's Office. It is the right of the individual to have a prompt and equitable resolution of the complaint filed and shall not be impaired by the person's pursuit of other solutions, such as filing of a discrimination complaint with the responsible federal department or agency.

Formal Grievance Procedure

Step 1:

The student will notify the Director of Equal Opportunity/504/ADA Compliance in writing and within fifteen (15) school days of the alleged discrimination or denial of service. The written notice should identify the nature of the violations, the dates that the violations occurred, and be signed and dated by the person making the complaint. The Director shall notify the complainant in writing within (5) school days from the date of the formal complaint as to the action taken or within a total of twenty (20) school days from the initiation of the Grievance Process.

Step 2:

If the complainant is not satisfied with the action taken by the Director of Equal Opportunity/504/ADA Compliance, the complainant may appeal in writing by notifying the Director within five (5) school days of the action taken in Step 1. This written notice must contain the nature and challenges of the

grievance, a description of action taken at the University level by the complainant and the Director. Should the student be unable to receive satisfaction desired at the level of the Director of Equal Opportunity, the Director of Equal Opportunity may take the complaint to the University Committee for Students with Disabilities that is appointed by the University President. The Committee Chair will review the complaint with the committee members. The Committee Chair will notify the complainant in writing within five (5) school days from the appeal filed date, as to the action taken or within a total of thirty (30) school days from the initiation of the Grievance Process.

Step 3:

If the complainant is not satisfied with the action taken in the second step, the complainant may notify in writing within five (5) school days, the University President. The written notice must identify the grievance (or violations) and the dates they occurred; a description of the action taken at the University level by the complainant, the Director of Equal Opportunity, Chair of the Committee for Students with Disabilities; and copies of the notifications the complainant received from the various levels. The University President will notify the complainant in writing within twenty (20) school days of the date of the appeal as to the action taken or within fifty-five (55) school days from the initiation of the Grievance Process.

Step 4:

In the event the complainant is still not satisfied with the action taken, the complainant may write to the: Director of the Office for Civil Rights, U.S. Department of Education, Wanamaker Suite 515, 100 Pen Square, Philadelphia, PA 19107.

OFFICE OF DIVERSITY PROGRAMS

The Office of Diversity Programs is intentional in its service delivery (i.e., leadership workshops, mentoring, co-operations, collaborations, etc.,) and our programs (i.e. lectures, speakers, forums, etc.) will be marketed university wide for the benefit of the entire WKU population.

Vision

The Office of Diversity Programs will be nationally recognized for incorporating diversity into the total educational experience of the Western Kentucky University.

Mission

The Office of Diversity Programs will serve as a resource and change agent in pursuit of our core values; Diversity, Social Justice, Leadership Development and Intellectual Growth.

Core Values

1. Diversity
2. Social Justice
3. Leadership Development
4. Intellectual Growth

Pillars

1. Students
2. Faculty & Staff
3. Alumni
4. Community

We Will Accomplish This By:

1. Providing students with the awareness, knowledge and skills necessary to succeed in a pluralistic society.
2. Maintaining and or creating mutually beneficial relationships with WKU's Alumni and the Bowling Green community.
3. Collaborating with faculty and staff to advance our core values.

The Office of Diversity Programs hosts and co-sponsors a variety of programs designed to educate, retain, motivate, and challenge the campus culture.

For more information on the various Office of Diversity programs, please visit our website at www.wku.edu/odp

CAREER SERVICES CENTER

The mission of the Career Services Center is to assist students and alumni in identifying and reaching their career and employment goals, to help employers access an educated and highly trained workforce, and to support faculty and

staff in providing opportunities to increase student learning and skill development.

Career Services Center services are available to all Western students and alumni and to employers who maintain EEO compliance and follow affirmative action principles in recruiting activities.

More information on the various services the Career Services Center provides, please visit www.wku.edu/career

COUNSELING & TESTING CENTER

We believe that the university experience should be challenging, not overwhelming, and universities have a duty to support students as they are being challenged. To this end, the WKU Counseling and Testing Center is committed to promoting the academic mission of the university by providing a variety of psychological services to students that will augment recruitment, retention, and graduation by strengthening students' capacity to tolerate distress, form healthy relationships, and seek healthy expressions of their ideals and values. The Counseling and Testing Center also advances the university's mission by providing educational programming, training, and consultation to the students, faculty, staff, and constituents of WKU.

The WKU Counseling and Testing Center was accredited in 2009 through the International Association of Counseling Services.. IACS sets standards for college and university counseling centers and accredits centers through a comprehensive application process involving site visits and review of services, policy and procedure.

Counseling and Testing Center administers the national testing programs required by various departments of the university. Testing information and registration packets for these and other testing programs are available from the center.

For more information about the services and testing available through the Counseling and Testing Center, please visit our website at www.wku.edu/heretohelp

UNIVERSITY LIBRARIES

The mission of the Western Kentucky University Libraries is to provide leadership and education in accessing, delivering, and using quality information to further the pursuit and application of knowledge. As a collaborator in the process of teaching, research, and public service, the Libraries and Museum are committed to advancing critical thinking in order to produce information literate persons. This is achieved through reference and instruction; through electronic information services; and through the acquisition, management, preservation, and access of collections using the most innovative technologies.

University Libraries offers services through the main complex, Helm-Cravens Library, located near the center of campus, two branch libraries, the Kentucky Museum, Extended Campus Library Services and the Glasgow Campus Library. The University Libraries collection includes more than 600,000 books, 100,000 volumes of periodicals, 2.6 million microforms, and one-quarter million government documents. Each year, approximately 12,000 books are added to the collection and over 3,800 subscriptions are received. Access to the collections is provided by TOPCAT, the Libraries' online catalog. TOPCAT terminals are located near library service desks and on each floor of Cravens stacks.

The main entrance to the Helm-Cravens Library is on the fourth floor of the Cravens building. Circulation Services occupies this floor, where patrons may charge out library materials, request the use of reserve materials, or check out a laptop computer. The leisure reading collection, audio books collection, leisure film collection, popular music collection, new books display, listening areas, and a faculty photocopying service are also located on this floor. The fifth through ninth floors of Cravens building house the main portion of the circulating book collection, offices, conference rooms, and graduate student study carrels. The Department of Library Technical Services is located on the third floor of Cravens. This department provides services relating to acquisitions, bibliographic access, systems,

processing of and preservation of all library resources in all formats.

In August, 2000 the historic entrance and lobby of the Helm Library was reopened. It houses Java City, a popular Café. A variety of music, cultural and literary programs are held here each year. The Helm Library can also be reached from Cravens through a walkway from Cravens 4 or 5. The Reference collection of print, electronic, and microfiche information resources is located on the first floor. A cluster of computer workstations is located in the Electronic Reference area and InfoLab. These workstations provide access to a variety of Internet-accessible and CD-ROM indexes to periodical and government documents literature. Many full-text government databases are housed here as well. Many of these resources are also available from WKUNET for students in any of the ACRS labs and from WKUNET in campus offices. Most databases are accessible remotely via a proxy server. Also located on the first floor, are the Interlibrary Loan Office in room 107, and the Extended Campus Library Services Office in room 104. The Periodicals and Microforms collections are located on the second floor of Helm building. The Student Technology Center, operated by Academic Computing and Research Services, is also on the second floor. The ground floor of Helm houses the federal depository documents collection, selected Kentucky state documents, the law collection, and older bound periodicals housed in compact shelving. The Helm-Cravens Library complex has recently been networked for wireless internet service throughout.

The Educational Resources Center is located on the third floor of Tate Page Hall. The ERC provides information required for academic and enrichment activities and serves as a repository of many and varied types of curriculum and professional materials and resources in support of the department of the College of Education and Behavioral Sciences.

The Glasgow Campus Library, located on the WKU Glasgow campus, gives reference assistance to students at the Glasgow campus and assists them in requesting extended campus library service.

Each student receives an identification card at registration. This entitles him/her to borrow materials from the libraries and must be presented each time an item is checked out. Circulating materials may be checked out by students for twenty-eight days. Items are subject to recall after fourteen days if requested by another library patron. Fines are assessed for returning items late. Replacement costs plus a processing fee of \$35.00 are charged for library materials lost or damaged. Book drops are located adjacent to the entrances of both Helm and Cravens libraries. The reserve collections, located on the fourth floor of Cravens, and in branch libraries contain materials assigned for class use. Reserve materials are circulated for room use only, overnight, three days or seven days. Overdue fines begin at twenty-five cents per hour. Reserve items should be returned to the circulation desk where they were checked out. Coin and card activated copying machines are located in Helm-Cravens Library, the Educational Resources Center, and the Glasgow Campus Library.

The Kentucky Library is located on the second floor of the Kentucky Building. Also on the second floor are the Manuscripts and Folklife Archives collections. These collections are non-circulating and contain books, manuscripts, microforms, pamphlets, newspapers, magazines, scrapbooks, diaries, sheet music, hymnals, maps, photographs, broadsides and reel-to-reel and cassette tapes. These study and research collections relate to U.S. history with emphasis on Kentucky and to Ohio Valley region.

The Kentucky Museum is located in the Kentucky Building and contains exhibits relating to Kentucky life and history. Thousands of Kentucky and non-Kentucky artifacts are housed here and periodically included in the exhibits and displays. The Museum is also involved in the planning and implementation of a year-round program of field trips, workshops, lectures, receptions, and exhibit openings designed for the University community as well as the general public.

Printed guides describing the many services and collections available in University Libraries can be picked up at each service area or branch. An

audio tour on MP3 players circulates from the Cravens circulation desk. Be sure to visit the libraries' award winning web site at: [\[http://www.wku.edu/Library/\]](http://www.wku.edu/Library/) and take a virtual tour of the libraries by clicking on "Library Video Tour."

FINANCIAL ASSISTANCE

Although it is the responsibility of the student and his or her family to pay for an education, WKU is committed to assisting its students with the financial burden of higher education. In fact, most all students at WKU receive some sort of financial aid through programs including scholarships, grants, loans, and part-time employment. All of these may be awarded in various combinations and amounts to help meet educational needs.

Grants are considered "free money" and are not required to be paid back. Eligibility for grants is determined by the information submitted on the Free Application for Student Aid (FAFSA) each year. All grants are considered need based.

Federal Loans are financial aid that must be paid back.

Scholarships are gift assistance for students with academic merit.

Western Kentucky University offers a variety of scholarships to qualifying students including Merit Scholarships, Tuition Incentive Program (TIP), Departmental Scholarships and Alumni Grants. Scholarships are available to Freshmen, returning students and transfer students from community or junior colleges. Some scholarships from WKU are renewable each academic year while others are awarded one time only.

To apply for a scholarship, students must meet eligibility requirements and submit the appropriate application and documentation (if specified) by set deadlines. Scholarship applications cannot be considered unless an application for Admission is on file. Deadlines may vary by scholarship programs; please, note the deadline dates on each application.

Applications for the various types of grants, loans and scholarships as well as information on

Veteran Affairs and Student Employment, please visit our website at www.wku.edu/financialaid

STUDENT SUPPORT SERVICES

Student Support Services at Western Kentucky University is a federally funded program which provides academic advisement, personal counseling, tutoring and other services designed to help students adjust to campus life, succeed academically and graduate from a post-secondary institution.

Student Support Services is one of the original three TRIO programs, along with Educational Talent Search and Upward Bound. SSS was first funded at WKU in 1980. The program serves 225 participants annually. Since the program's first funding year, over 1000 program participants have earned degrees. Undergraduates with academic potential and motivation who also meet Federal income and first generation guidelines are eligible.

For more information about our services and how students can benefit from them, please visit our website at www.wku.edu/ssv

WKU RESTAURANT & CATERING GROUP

WKU Restaurant & Catering Group offers a wide variety of dining options...one that will surely fit your wants and needs. Choose from the all-inclusive Fresh Food Company, many popular name brands, and made-to-order foods and two on campus convenience stores!

Whether you live on or off campus, a Meal Plan is by far the most economical and most convenient way to eat on campus. All Meal Plans are prepaid at the beginning of each semester, allowing you to be cash free!

Meal Plans also offer more value for your dollar! Meals can be used for all-you-care-to-eat dining in The Fresh Food Company or to purchase a 'Value Meal' at any of our other dining locations including our own made-to-order stations or even one of our national brands.

For more information, including locations and hours of operation, please visit our website at www.wku.edu/dining-services

STUDY ABROAD OFFICE

The primary mission of the Study Abroad Office is to assist students in turning one of the fantastic study abroad opportunities into reality. Matching student interests with the available programs is our specialty. Faculty-led courses, consortia (KIIS, CCSA, and CCIS) programs, and exchange programs offer a variety of options for each and every student. Programs at WKU cover a wide spectrum of academic areas in locations that span the globe. Short-term or long-term, summer or winter, semester or year.....there is a program for everyone. Please visit the Study Abroad Office to explore the wide variety of opportunities available.

Students are able to receive financial assistance through the World Topper Scholarship. Individual financial aid awards may also be applicable. Please check with your individual financial aid administrator for details and applicability.

The Study Abroad Office also administers the Emphasis in Global Studies, which recognizes students who have studied abroad and completed a designated selection of courses. Please refer to the WKU Catalog for details. Students who earn the designation wear a representative sash at graduation and receive recognition on their transcripts upon graduation. Returning study abroad students are also encouraged to participate in the annual Study Abroad Fair, International Night, the study abroad photo contest, the study abroad essay contest, and International Club among many opportunities.

For more information, please visit our website: www.wku.edu/studyabroad/

WKU ALUMNI ASSOCIATION

Western Kentucky University has close to 85,000 alumni living throughout the world! Western alumni have become astronauts, CEO's, successful actors, spiritual leaders and internationally recognized educators. In short, WKU alumni are

successful. The WKU Alumni Association exists to strengthen and enhance the spirit of the University by involving WKU alumni, faculty, staff, students and friends in the life of the institution.

The Association communicates with alumni in various ways. *WKU SPIRIT*, the official alumni magazine, is sent to all alumni and friends. The Association has more than 40 alumni chapters throughout the United States. These chapters provide job contacts for new Hilltoppers in that area, raise money for academic scholarships, assist with student recruitment, and organize social events. The Association also has an up-to-date web site (www.alumni.wku.edu), and a toll-free number, (1-888-WKU-ALUM).

On campus, the Alumni Association organizes the Homecoming celebration, funds the faculty and staff awards program, coordinates the Hall of Distinguished Alumni program, and assists with student programming. The Alumni Association also sponsors the Student Alumni Association (SAA), which is an organization that offers leadership opportunities, career contacts and social events to students. The SAA also serves as student ambassadors for Alumni programs such as Homecoming, reunions and visits from VIPs.

A 30 person National Board of Directors and the Alumni staff are charged with ensuring the continued growth and development of the Association. The Association is almost 75 years old, and there have only been six alumni directors - William J. Craig, Lee Robertson, Jimmy Feix, Jim Richards, Gene Crume, and Donald Smith.

STUDENT MEDIA

Students are encouraged to seek practical experience through work on student publications and broadcasting outlets, other campus publications, local media, and internships at newspapers, magazines, advertising firms, radio and television stations, businesses, public relations agencies and other institutions. Students may gain experience by working on the [College Heights Herald](#), the campus newspaper; the [Talisman](#), the yearbook; WWHR, a licensed non-commercial FM station managed and staffed by students; the student advertising and public

relations agency Imagewest; and the Newschannel 12 newscast, a 30-minute live campus cablecast. Qualified students may gain additional experience on campus through staff work at the National Public Radio station, WKYU-FM, or crew employment at the Public Broadcasting System associate member station, WKYU-TV24.

Please visit www.wku.edu/journalism for more information on our programs and student media.

DENTAL HYGIENE CLINIC

The Dental Hygiene Program operates a clinic in which its students treat patients under the supervision of dental hygiene faculty members. Every effort is made to accommodate patients, however, patients are appointed on the basis of the instructional needs of the student. The Dental Hygiene Clinic receptionist is located on the second floor of the Academic Complex Building, room 221. Please note that being seen in WKU's Dental Hygiene Clinic is not a substitute for your primary care dentist. O.S.H.A. and A.D.A. infection control guidelines are adhered to.

For more information on services, appointment information and clinic fees, please visit www.wku.edu/dentalhygiene and click on the Dental Hygiene Clinic link.

WKU HEALTH SERVICES

The mission of WKU Health Services is to provide all members of the WKU campus community with the medical and educational services necessary to regain, maintain, promote and improve their optimal health status.

As we continue to serve the university population and community, we want to expand our services and be in the forefront with new medical technology to help provide proficient cost effective services to our patients.

As a unit of the Department of Finance & Administration we offer numerous services to the campus of Western Kentucky University. Health Services takes pride in meeting the health care

needs of students, faculty, and staff with compassion and professionalism.

WKU Health Services has been providing medical care, health education, and public health services for the university since the early 1970's.

Health Services is located on the corner of Normal Drive and Regents Avenue, adjacent to the Preston Center. Patient parking is available in front of the building.

For hours of operation and information on clinical services and appointments, please visit www.wku.edu/healthservices

DOWNING UNIVERSITY CENTER

Located in the center of WKU's campus, the **Downing University Center, (DUC)**, is truly the hub of WKU activities. Constructed in 1970, and named after former Western Kentucky University president, Dr. Dero Downing. Today, the facility, commonly referred to as DUC, houses auxiliary and academic support services, is the primary dining location on campus, serves as the student organization meeting facility and is also home to the Department of Student Activities..

A variety of student-based programming occur throughout the year including musical programs, special events, and lectures. Whether you want to buy books/supplies, enjoy a meal, get involved in leadership/volunteer activities, inquire about student organizations, seek job opportunities, acquire a student ID, find tutoring assistance, buy postal stamps, or just meet friends, the Downing University Center is the place to visit while you are at WKU!

The Downing University Center, with its many facilities and services, is the center of Western's recreational and entertainment activities.

The four-story structure is a multi-purpose facility for the entire university community and houses the following:

First Floor

- Post Office
- Aramark/Dining Services Office
- Niteclass with Subway
- Student Government Association offices

- ID Center
- SIFE (Students in Free Enterprise)

Second (Main Floor)

- Fresh Food Company dining facility
- Food Court
- DUC Auditorium (seats 608)
- Freshen's Coffee Shop
- Information Desk
- Downing University Center Operations Office
 - room reservations
 - lost & found
 - DUC administrative offices
 - Meeting Rooms

Third Floor

- The Department of Student Activities
 - Student Activities administrative office
 - Leadership & Volunteerism
 - Greek Affairs
 - Campus Activities Board (CAB)
- Spirit Masters office
- The WKU Store
- Meeting Rooms

Fourth Floor: Redz

- Bowling Lanes
- Billiard Tables
- Table Tennis
- Game Tables
- Dance Floor
- Lounge Area with Wide-Screen Television
- Recreation Room (must be reserved)

Visit our website at www.wku.edu/duc for further information.

GARRETT CONFERENCE CENTER

The Garrett Conference Center was constructed in 1953 as the campus student center. When the Downing University Center opened, the Board of Regents designated the Garrett Center to be used primarily for meetings and special University events.

The Garrett Center houses a cafeteria, Subway, a ballroom with a capacity of 1,100 persons,

meeting rooms, and the offices for the College Heights Herald, Forensics Team, Correspondence Study and Student Disability Services.

For more information regarding the Garrett Center, call the information desk at 270-745-3357.

COLLEGE HEIGHTS FOUNDATION

From the time it was chartered in 1923, the College Heights Foundation has had as its primary mission the administration of funds entrusted to its care by supportive alumni, corporations, organizations, and other friends for the purpose of helping deserving students get an education. Although the college Heights Foundation exists primarily for the purpose of aiding deserving students enrolled at Western Kentucky University, the Foundation also administers gifts that have been made for special projects and programs according to the expressed wishes of the donor.

The Foundation is governed by a Board of Directors made up of twelve prominent business and professional leaders who serve without remuneration. It is a fully-qualified, tax-exempt organization under Section 501 (c) (3) of the Internal Revenue Code.

CHF Phone Number: 270.745.4597

HILLTOPPER ATHLETIC FOUNDATION

Since its inception in 1965, the Hilltopper Athletic Foundation has served as the backbone of financial support to WKU student-athletes as they pursue their academic goals and athletic dreams. The HAF generates more than \$1 million annually to assist these outstanding young men and women in achieving their full academic and athletic potential.

Currently, the HAF consists of roughly 1600 members supporting over 400 student-athletes in 19 Division I Sports. The return on investment by members of the HAF is realized through graduating student-athletes, competing for and winning championships, community outreach and a commitment to excellence.

For more information on the Hilltopper Athletic Foundation and how you can get involved, click the link at www.wku.edu/IA

THE WKU STORE

Here at the WKU Store, we recognize that you have choices. You have the freedom to decide where to spend your hard-earned dollar. Our dedicated staff works hard to make you feel good about choosing to shop at the WKU Store. Conveniently located in the Downing University Center, we provide a full line of course materials for classes and offer used books as a way to save you even more money. We also try to meet your ever-changing needs by operating two branch bookstores located at the South Campus and at the Glasgow Campus. You can even buy textbooks and other merchandise from the comfort of your own home by visiting our online store at: www.wku.edu/Info/Bookstore.

The WKU Store also provides a textbook reservation program for all WKU students. This allows students to bill their textbooks to their University account, pick up their pre-boxed books, and pay at a later date. Information regarding the textbook reservation program can be obtained by contacting our textbook department at 1-800-444-5155.

In addition to the required class supplies, we also offer a large selection of convenience items. By shopping with us for personal items such as toothpaste, magazines, greeting cards, and snacks, you don't have to lose your campus parking space. Other conveniences that we offer the campus community include special orders for books, computer software and accessories, exclusive WKU Affinity Rings and Greek merchandise. We are also the ONLY retailer who can offer you custom, one-of-a-kind WKU apparel from MyGarb!

We also pride ourselves in being voted "Best in Bowling Green" for WKU Merchandise for the last 8 years. Check our selection often so you don't miss our ever-changing new arrivals in the apparel department.

Come by and find out why we are the WKU Store @ WKU. Please visit our website for store hours: www.wku.edu/Info/Bookstore/

WKU POLICE

The police officers of the WKU Police have full police powers, including arrest powers, under Kentucky Revised Statute 164.975. The department is a professional law enforcement agency observing the highest standards of professional ethics in its operation.

The mission of the Western Kentucky University Police Department is to support the educational objectives of the University by crime prevention programming, preserving the peace, protecting life and property, and enforcing in a fair and impartial manner the regulations of the University, ordinances of Bowling Green, and the statutes of the Commonwealth. Our mission is accomplished within the moral and legal standards of our community through a "partnership" of the community and the members of this department.

To this end, the Police Department:

- Provides excellence in law enforcement to the university community, assisting each person served in finding solutions to their problems.
- Provides follow-up investigation, including referral to community agencies and other law enforcement authorities in accordance with the needs of each person served.
- Creates an environment of caring and support through education and accessibility. Individual training of all law enforcement personnel will be incorporated in daily roll call, and all professional development courses.
- Is responsive to the needs of the university community, sensitive to issues, in modifying and expanding services to meet the needs of the community we serve

WKU Police Department is located underneath Parking Structure 1 across from Diddle Arena. The

WKU Police is open 24/7. Administrative Office hours are from 8 to 4 Monday through Friday. You can reach the WKU Police by calling 270-745-2548.

Anyone with information regarding any criminal activity, please contact the police department at 270-745-2548 or Confidential Tip Line: 270-745-8773.

If you have an emergency you can dial 9-1-1 from any campus phone. If you have an emergency and dial 9-1-1 using your cell phone Bowling Green Police Department will pick up that call. If you have an emergency on WKU campus BGPD will transfer the 9-1-1 call back to us.

To learn more about the WKU Police Department or to view crime and fire data, please visit our website at www.wku.edu/police

DEPARTMENT OF FACILITIES MANAGEMENT

The Department of Facilities Management (DFM) is responsible for all campus facility maintenance, which includes housekeeping, landscaping, and utilities. The department's goal is to surpass the expectations of the campus community; to insure a safe, clean, and stimulating learning, working, and living environment for everyone.

Our primary function in the Department of Facilities Management is to provide the most innovative quality service to enhance value to our students, faculty and staff. We continually strive to exceed our customers' expectations, in an effort to furnish the most efficient and effective routine and preventative maintenance services needed to support the educational goals of WKU.

STUDENT HEALTH INSURANCE

Do you need HEALTH INSURANCE?

Health Insurance is highly recommended for all students. If you do not currently have current coverage and would like assistance in obtaining insurance you may contact Neace Lukens Insurance at 270-781-8181. The primary contact for student health insurance is Wendy Skipworth at Neace Lukens. She can be reached at 270-393-6239 (direct line), toll free at 1-888-824-1842, or

via email wendy.skipworth@neacelukens.com.

Please be sure to identify yourself as a WKU student looking for 'Student' Health Insurance. Wendy will assist you with individual purchasing options.

CAMPUS CHILD CARE

Western Kentucky University Campus Child Care (WKUCCC) operates a combined Head Start and non-profit child care program for children ages 6 weeks through 5 years old. The Jones-Jaggers center on campus operates from 7:30 a.m. until 5:30 p.m., Monday through Friday. Centers on Graham Drive (Parker-Bennett Community) & Bryant Way (near the Greenwood Mall) each serve approximately 20 children. Graham Drive, open 7:00 a.m. – 5:00 p.m. M - F, serves 3 & 4 year olds; Bryant Way, which is open M - F, 7:30 a.m. - 5:30 p.m. accepts children ages 3 - 4 years.

The child-centered program for infants, toddlers, and preschool includes:

- Individualized developmental assessment and program planning;
- Curriculum that focuses on physical, cognitive, language, social and emotional
- Development using the High/Scope cognitive curriculum;
- Support services for every child and family in the areas of parent involvement social services, health and special services for disabled children;
- Nutritious meals and snacks;
- Individualized attention in a loving, caring, and safe environment.

In addition, WKUCC offers:

- Supervised training for WKU students;
- Opportunities for parents and others to volunteer services and share skills.

A summer program also provides these services and opportunities for groups of infants, toddlers, and preschool. For more information, call 745-4042 or come by Jones-Jaggers Hall, Room 113.

CREDIT UNION

Service One Credit Union, Inc. is a not-for-profit; financial cooperative owned by the members it serves. Chartered in 1963 by Western Kentucky University faculty, membership now includes WKU staff, students, and alumni along with various other select employee groups and their family members.

Service One offers a complete line of financial products and services including member share (savings) accounts, share draft (checking) accounts, Visa Check Cards, share certificates, individual retirement accounts, credit cards, auto loans, mortgage and home equity loans, personal and computer loans. Account access and product applications are provided via the Internet at www.socu.com or through touch-tone phone services, One Call Audio Response and Phone-A-Loan.

The Campus Office is located at 422 College Heights Boulevard and is open Monday- Friday 7:45 a.m. – 3:30 p.m. Other Bowling Green locations are at 1609 Campbell Lane and 543 US 31-West ByPass. The Glasgow Branch is located at 116 Ensminger Drive. Hours of operation vary and may be obtained on the web site or by calling the credit union. Campus ATMs are located at South Campus, Garrett Conference Center and the Downing University Center. Other ATMs are located at each branch and members have access to over 3000 no-surcharge ATMs nationwide.

WKU faculty, staff, students and alumni and their family members may join Service One Credit Union by opening a member share (savings) account with \$25 and a \$5 one-time membership fee. For more information please contact Service One at (270)796-8500 or (800)759-8500 or visit www.socu.com

COLLEGE HEIGHTS POST OFFICE

The University operates a Post Office which is located on the first floor of the Downing University Center. The Post Office is open 8:30 a.m. to 4:00 p.m., Monday through Friday, except when the University is closed. The University Post Office offers the same services as any other

United States Post Office, except C.O.D.'s and passports. Other services' offered by the Post Office include a fax service, and packaging center. The University Post Office delivers official campus mail to residence halls Monday through Friday. All posted mail from off-campus is delivered to residence halls by the Bowling Green U.S.P.S. Therefore, it is imperative that a student furnish his/her complete mailing address as early as possible to all correspondents. Listed below is a complete list of all

Residence Hall Address:

BARNES CAMPBELL HALL
419 REGENTS AVE RM ###
BOWLING GREEN KY 42101-3567

BATES RUNNER HALL
1520 COLLEGE HEIGHTS BLVD RM ###
BOWLING GREEN KY 42101-3560

BEMIS LAWRENCE HALL
429 REGENTS AVE RM ###
BOWLING GREEN KY 42101-3566

DOUGLAS KEEN HALL
1776 AVENUE OF CHAMPIONS RM ###
BOWLING GREEN KY 42101-3570

GILBERT HALL
1505 COLLEGE HEIGHTS BLVD RM ###
BOWLING GREEN KY 42101-3565

HUGH POLAND HAL
1756 AVENUE OF CHAMPIONS RM ###
BOWLING GREEN KY 42101-3569

MCCORMACK HALL
220 COLLEGE HEIGHTS BLVD RM ###
BOWLING GREEN KY 42101-3562

MCLEAN HALL
1514 COLLEGE HEIGHTS BLVD RM ###
BOWLING GREEN KY 42101-3561

MEREDITH HALL
1775 NORMAL DR RM ###
BOWLING GREEN KY 42101-5729

MINTON HALL
1602 AVENUE OF CHAMPIONS RM ###
BOWLING GREEN KY 42101-3557

NORTHEAST HALL

1575 NORMAL DR RM ###
BOWLING GREEN KY 42101-3559

PEARCE FORD TOWER
1766 AVENUE OF CHAMPIONS RM ###
BOWLING GREEN KY 42101-3568

RODES HARLIN HALL
1474 KENTUCKY ST RM ###
BOWLING GREEN KY 42101-3563

SOUTHWEST HALL
1587 NORMAL DR RM ###
BOWLING GREEN KY 42101-3556

ZACHARIAS HALL
1755 NORMAL DR RM ###
BOWLING GREEN KY 42101-5726

Campus Mailboxes

Students living in residence halls may receive mail delivered to their residence hall. Students living on or off campus may choose to rent campus mailboxes located in Downing University Center on an annual basis; a campus mail box may be rented for \$30.00 a year. Mail addressed to students renting boxes in the Downing University Center is sorted by 11:00 a.m. Monday through Friday during times the University is open.

Name and Address Changes

It is the responsibility of the student to keep the University informed of the correct local, permanent, and billing addresses. Students may update addresses through **TopNet** or through the Office of the Registrar. Name changes must be requested in writing through the Office of the Registrar, and the student must furnish a copy of the Social Security card reflecting the new name.

**THE ACADEMIC ADVISING AND
RETENTION CENTER**

The Academic Advising and Retention Center (AARC) provides a wide range of academic services to undergraduate students. The Center coordinates academic advising activities among undergraduate colleges and academic departments for undergraduate students. All degree-seeking undergraduate students must meet with an academic advisor prior to registering

for classes until they have 90 hours and an Application for Graduation on file in the Office of the Registrar. AARC advises all Exploratory/Generally Undecided students and helps these students plan for their potential major.

The mission of AARC is to provide students with the academic support necessary to achieve their academic goals. We provide advising, student success initiatives, and training on advising for faculty and staff. Please review our website and the many services provided by AARC, The Learning Center, and the Best Expectation Programs.

The Learning Center

At The Learning Center (TLC), WKU undergraduate students provide free peer-to-peer course specific tutoring. Currently enrolled WKU students should make appointments for one-on-one tutoring via our online scheduling system or call (270) 745-6254 and we will make a tutoring appointment for you. In addition to tutoring course specific content, TLC offers assistance with academic skill areas such as note taking, time management, test taking skills, etc. TLC is also host to a number of other programs and services including: The Academic Advantage Series: Workshops for Success, Peer Assisted Study Sessions (PASS), a 32 machine Dell computer lab for academic projects only, and black & white printing.

Our mission is to promote student success, enhance student performance, and increase student retention at Western Kentucky University. TLC helps students enhance their academic performance and sharpen their skills to be successful Western Kentucky University graduates.

For further information, visit our website:
www.wku.edu/advising/

INTERMURAL-RECREATIONAL SPORTS

The Raymond B. Preston Health & Activities Center on Western Kentucky University's campus, offers students, faculty, and staff one of the finest recreation facilities in the country. Constructed in 1992, the Preston Center added a new dimension

to recreational activities, intramural-sports, and open recreation for the university community. Components of the Preston Center include a new fitness center, gymnasium, dance studio, racquetball courts, swimming pool, a pro-shop, the Outdoor Recreation Adventure Center, a Health & Fitness Lab, and many other features.

Preston Center membership fees for all full-time students are included in their tuition. Part-time students carrying three or more hours may choose to pay for membership on a semester basis. Memberships are available for students' spouses and their children. Summer memberships are also available. Please visit the website at www.wku.edu/imrec/facilities/ for further details on membership fees and hours of operation.

The Intramural-Recreational Sports program provides students, faculty and staff an opportunity for participation in constructive recreational activities. This program consists of men's and women's competitive sports, co-recreational sports, faculty/staff activities, recreational free-play, outdoor recreation, sport club activities, instructional programs and fitness classes. The men and women's intramural sport programs are designed to give each student the opportunity to compete in sports and games of his/her choice. Some of the activities included in these programs are basketball, flag football, soccer, racquetball, softball, tennis, turkey trot, horseshoes, volleyball, team handball, wiffleball, and several extramural events. The faculty/staff intramural program offers recreational activities for those people employed by Western. Basketball and golf are the two major activities.

The sport club programs help students develop a higher skill level in a particular sport or activity. Each club must be organized and motivated through students' interests and has a faculty advisor. Active sport clubs include badminton, cycling, disc golf, fencing, field hockey, golf, lacrosse, roller hockey, rugby, soccer, sports officials, tae kwon do, tennis, ultimate frisbee, and volleyball. Other sports can be represented if there is sufficient student interest.

The Hattie L. Preston Intramural Sports Complex, located two miles from campus on the corner of Campbell Lane and Industrial Drive, presents a

significant addition to the Intramural-Recreational Sports Department's facilities. Twenty-four acres were developed and include eight flag football fields, four softball fields and a combination soccer, rugby, and lacrosse field. In the Fall of 2000, state of the art lighting, scoreboards and irrigation systems were added. The centerpiece of the Sports Complex is the two-story field house, which has administrative offices, a lounge, scorekeeping areas, a concessions area, restrooms and a storage area.

The Health & Fitness Lab, located in the Preston Center, provides clinical and educational services to students, faculty and staff of Western. The Health & Fitness Lab is staffed by degreed and certified fitness professionals, and trained students who are eager to help you address your personal health & fitness needs. The Lab provides all the fitness programming in the Preston Center including group fitness classes and various fitness assessments, exercise prescriptions, weight training orientations and healthy lifestyle counseling. Other programs offered are personal training, massage therapy and instructional programs such as yoga, salsa lessons, swimming lessons and much more! (A separate fee is required for these services).

If you have any questions about the Health & Fitness Lab services you may stop by or call the office at 745-6531 or go to the website at <http://www.wku.edu/healthfitnesslab>.

The Outdoor Recreation Adventure Center (ORAC) at Western Kentucky University offers a variety of outdoor programs for the university community for a minimal cost. These include the following programs: adventure trips, outdoor equipment rentals, skill clinics, outdoor resource library, and adventure, challenges, and team building. Trip destinations have included: Skiing at Steamboat Springs, Canoeing the Rio Grande and the Green River, Ice Climbing in Iowa, Scuba Diving in the Caribbean, Caving at Mammoth Cave, Rock Climbing the Red River Gorge, and Hiking the Grand Canyon.

Student employment is available in the Intramural-Recreational Sports Department in the following areas: receptionists, front desk

attendants, weight room attendants, lifeguards, aerobics instructors and officials. Please apply in person at the Preston Center.

Students interested in any aspect of the Intramural-Recreational Sports programs may come to the Intramural-Recreational Sports offices to obtain information or may phone the office at 745-6060. The offices are located on the 2nd floor of Preston Center, and are open Monday through Friday from 8 am-4:30 pm.

For further information, please visit our website: www.wku.edu/IMREC.

STUDENT ORGANIZATIONS

Being a college student is about finding opportunities to learn about one's self, whether in or out of the classroom. Students who take advantage of opportunities to become involved at WKU graduate from our institution at a higher rate than the ones who do not. The Department of Student Activities works to provide co-curricular activities for those who want to become involved at Western Kentucky University. Whether it is a student organization, student government, leadership programs, Campus Activities Board (CAB) programming, Downing University Center (DUC activities, or volunteerism programs, there is something for each student who wants to become involved.

We have outstanding staff that is ready and willing to help you explore the endless opportunities. We encourage you to take advantage of our programs, as well as the many others that WKU has to offer!!

Student organizations at Western Kentucky University provide an incredible opportunity to meet new people, build leadership and event planning skills, share ideas, and make connections across campus. WKU is the home to over 300 student organizations providing opportunities for students to engage with a wide variety of interests and activities. This involvement can provide students a foundation for success, a passion for learning and a commitment to responsible global citizenship, while fostering creativity and service to others. Organizations can

not only provide membership, but a safe home from which students can pursue their passions.

There is a wide range of student organizations to choose from! Categories include Departmental, Fraternity, General, Honors, Professional, Religious, Service, Sorority, Sports and Intramural, and Student Representative.

The Department of Student Activities is happy to help if you have any questions or need additional information. Our offices are located at the Downing University Center, Room 326. Or, you may visit our website at: www.wku.edu/sao

Campus Activities Board

The Campus Activities Board has the responsibility for providing a broadly based program of entertainment and activities within the university centers as well as throughout the campus at large. The basic objectives and purposes of the program are to enhance the quality of student life on campus. More specifically the program strives to:

- a. Develop leadership;
- b. Provide leisure time activity;
- c. Provide resources and facilities for relatively spontaneous ideas generated by students for themselves;
- d. Develop recreational and leisure time skills;
- e. Provide an opportunity for social interaction;
- f. Expose students to a diversity of thought;
- g. Broaden exposure to culture; and
- h. Provide an opportunity to deal with the special problems of living which face young adults in college.

Students desiring to become involved in some aspect of the program should inquire in office 326 of the Downing University Center or call 745-2459.

Leadership and Volunteerism

The Department of Student Activities has implemented various programs to promote Leadership & Volunteerism among the student body of Western Kentucky University. The *Office of Leadership & Volunteerism* provides students with a variety of programs to choose from, and

becoming involved is as easy as contacting any of the following:

- Student Activities office, 270-745-2459
- Mindy Johnson, Assistant Director, Student Activities
 - mindy.johnson@wku.edu
 - 270-745-2060
 - DUC Room 325
- Hunter Williams, Coordinator, Student Activities
 - hunter.williams@wku.edu
 - 270-745-2484
 - DUC Room 324

To learn more about the different opportunities available through the Office of Leadership & Volunteerism, please visit the website: www.wku.edu/leadership_vol

Student Government Association

The Student Government Association (SGA) is composed of three branches: the executive, the legislative and the judicial. The executive branch consists of the President, Executive Vice President, Vice President of Administration, Public Relations Director, Chief of Staff, and a Coordinator of Academic and Student Affairs. Their main function is to coordinate the overall efforts of student government. The President serves as student regent, chair of the executive committee, and representative of the student body. The Executive Vice President works with Congress, deals with the routine business of SGA, and serves on the Student Life Foundation. The Vice President of Administration is responsible for maintaining accurate financial records of all SGA activities. The legislative branch includes all elected members of Senate. Senators serve as a source for the various committees of the Student Government Association and participate in policy making through the Senate. The Senate elects a Speaker of the Senate and Secretary of the Senate to help conduct senate business. The judicial branch includes the Judicial Council of the Student Government Association. This Council interprets and clarifies SGA's constitution and bylaws.

The SGA is involved in several areas of campus activity including administering a faculty course evaluation, sponsoring the provide-a-ride program, participating in university affairs

through representation on committees and working in academic affairs through the University Senate and Curriculum Committee.

For more information on the Student Government Association, please visit our website:

www.wku.edu/sga

Residence Hall Association

The Residence Hall Association (RHA) is an organization for students who live on campus to share their ideas about how to improve on-campus living, design and implement programs and activities, and decides how to distribute funding additional funding for residence hall events. RHA is dedicated to helping WKU build a better campus community.

RHA meetings are held every Tuesday from 6:15-7:00 in Southwest Hall, Conference Room 12 (located across from DUC and Minton, Housing & Residence Life office entrance).

Spirit Masters

Spirit Masters are the official ambassadors of Western Kentucky University. Spirit Masters ensure an extra measure of hospitality at WKU, making visitors feel that they have experienced a truly exceptional place. Providing a warm reception for guests, Spirit Masters communicate to them a better understanding of all aspects of the University. In that capacity, the Spirit Masters' primarily work is to assist the administration, alumni and community during functions held on and off campus. Spirit Masters welcome every opportunity to promote WKU and exemplify the University's motto, "The Spirit Makes the Master."

Spirit Masters are competitively chosen each March and April. Between 24 and 32 students are selected to serve for the following school year. Applications are available on our web site, at the DUC Information Desk, Garrett Conference Center Information Desk, Spirit Master Office (DUC 339).

Pan-Hellenic Association

Western Kentucky University Pan-Hellenic Association is composed of twelve (12) chartered sororities (each of the 12 national/international sororities represented by a chapter at Western is discussed separately below). The WKU Pan-Hellenic Association develops and maintains inter-

sorority relations; promotes scholarship; cooperates with member sororities and the University in concern for and maintenance of standards; and is the governing body representing the Greek women on campus.

The Pan-Hellenic Association is composed of thirteen (13) executive officers and a ten (10) member legislative body. The legislative body is composed of the voting delegate from each of the twelve (12) sororities. Pan-Hellenic meets bi-weekly in the Downing University Center.

Responsibilities of the Pan-Hellenic Association include the organization of developmental workshops, leadership training opportunities, the administration of recruitment and involvement in University and community service projects.

Sorority recruitment is a series of parties and sorority functions organized to help young women who are interested in joining sororities. They learn more about each sorority at Western and find the one which best suits their interests. Formal recruitment is held at the beginning of each fall semester. The first recruitment period involves the following sororities: Alpha Delta Pi, Alpha Gamma Delta, Alpha Omicron Pi, Kappa Delta, Sigma Kappa, Phi Mu, and Chi Omega. The second recruitment period involves the following sororities: Alpha Kappa Alpha, Ceres, Delta Sigma Theta, Omega Phi Alpha, Sigma Gamma Rho and any other sorority which does not have membership of ninety-five (95). This recruitment period continues throughout the school year. Academic requirements differ for each sorority and students are advised to completely survey the requirements of the organization that interests them.

Information brochures are mailed to all new freshman women during July. Each brochure contains a returnable registration form which registers a student for formal recruitment when returned with fee to the Pan-Hellenic Association, Office of Student Activities & Organizations. Anyone needing further information concerning recruitment should contact the Student Activities Office in Downing University Center (745-2459).

Interfraternity Council

The Interfraternity Council is the collective voice and representation of Western's fraternity system and is composed of one delegate from each of the campus' fifteen (15) chapters. The executive body consists of a president, vice-president, secretary, treasurer, membership director, public relations director, academic director and activities director. The IFC serves the fraternities in many ways but is primarily responsible for the promotion of the system as a collective group. The IFC unites Western's fraternities by sponsoring such events as the Greek Academic Awards Program, Greek Week, and the Greek Leadership Symposium, all of which allow the chapters an opportunity to work and socialize together. If and when the need arises, the Council serves in a judicial capacity to resolve disputes.

The Interfraternity Council represents fraternity men of different affiliations working together to improve not only the Greek system, but college life as well. One of the most important responsibilities of the IFC is to administer fraternity pledge ship. All men interested in learning more about fraternity membership should contact the Student Activities Office located in Room 326 of Downing University Center (745-2459). To pledge a fraternity, a student must have a 2.5 grade point average out of high school or a 2.25 average considering college work. This academic requirement is strongly enforced by the IFC.

For additional information, visit our web site at www.wku.edu/Dept/Support/StuAffairs/StuLife/handbook/toc.htm.

For a listing of all Greek organizations, please visit: www.wku.edu/greeklife/gogreek.html

For a listing (PDF file format) of all Departmental, General, Honor, Professional, Religious and Service organizations, go to www.wku.edu and search for "clubs and organizations".