

THE GATTON  
ACADEMY   
*of Mathematics and Science*



**2026-2027**  
**STUDENT HANDBOOK**

# CONTACT INFORMATION

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## GENERAL POLICIES

The mission of The Carol Martin Gatton Academy of Mathematics and Science in Kentucky is to provide a residential program on the campus of Western Kentucky University for bright, highly motivated Kentucky high school students who have demonstrated interests in pursuing advanced careers in science, technology, engineering, and mathematics. The Gatton Academy will provide opportunities for students to enhance their creativity, curiosity, reasoning ability, and self-discipline through the companionship of peers, university courses, faculty-led research, and study abroad, preparing them for leadership roles in the Commonwealth of Kentucky.

Three tenets guide staff and student decision-making and how everyone interacts with one another, our communities, and beyond. Gatton Academy staff and students are expected to demonstrate these values.

- Integrity is foundational to all interactions and is foundational to ethical decision-making.
- Compassion allows us to demonstrate concern for others, value their feelings, and provide a safe and nurturing atmosphere.
- Respect communicates that the rights and dignity of all people are valued.

The Gatton Academy is committed to facilitating the development of all students both personally and academically while upholding the values of integrity, compassion, and respect. Students will be better prepared for college and careers if they demonstrate growth mindset, accountability, self-discipline, community impact, and collaboration.

- Having a **growth mindset** means leaning into being uncomfortable as it signals an opportunity for growth. This requires using strategies to increase stress tolerance, face challenges head on, and act on opportunities presented.
- Being **accountable** means doing what needs to be done even when you don't want to and meeting your commitments. This requires prioritizing time and attention, managing resources available, and taking initiative. It also requires delaying things you want to do to ensure your responsibilities are met.
- Being **self-disciplined** means taking intentional actions to be physically and emotionally healthy. This requires prioritizing sleep, hygiene, exercise, and nutrition. It requires acknowledging emotions rather than avoiding them and utilizing a range of appropriate coping skills to self-regulate.
- Making a **community impact** means contributing to the greater good. This requires serving others within the Gatton community and in other communities, as well as demonstrating gratitude for positive things and people in your life.
- Being **collaborative** means communicating effectively and appropriately, even when there are conflicting opinions or perspectives. This requires active listening, assuming positive intent, and respectful dialogue face to face.

## Community Service Requirement

Gatton Academy students are required to complete 60 hours of community service outside of the Gatton community in order to graduate. Gatton Academy students are the Commonwealth's future leaders. As such, it is important to develop leadership skills and understand the impact each individual can make on their community. In addition, students must understand how they add value to others beyond their academic abilities. Community service addresses these needs. It also connects students to one another and provides opportunities for students to be out of their comfort zones.

Students must document their hours through Gatton's community service reporting process and turn in a reflection form at the end of each semester reflecting on their service experiences for that semester in order for the hours to count towards the graduation requirement. Up to 15 hours of service from the summer before a student's junior year may count toward the 60-hour requirement. The 60 hours must be completed and documented prior to Spring Break of students' senior year. Gatton diplomas will be held until the community service hours are documented.

Due to logistical challenges, The Gatton Academy may not be able to transport students to individual service opportunities. Group opportunities will be offered throughout the year within walking distance or with transportation provided. Completing service hours during breaks and vacation periods in your home community is one way to accomplish your service requirements and avoid logistical challenges while in residence.

## Meeting Attendance and Participation

Gatton Academy staff are committed to supporting students in their academic and personal development. Support is often provided through one-on-one meetings. Students are expected to attend meetings with Gatton staff and WKU faculty on time regardless of whether the meeting is initiated by the student or the staff/faculty member. Students should cancel meetings at least 24 hours in advance when conflicts arise and reschedule as soon as possible. Repeatedly missing meetings is a cause for concern for the student's well-being. Staff may intervene and the student may be placed on an academic or disciplinary contract to provide additional support for the student.

Periodically, special events will take place in which all students are required to participate. These are usually opportunities for students to learn about careers, notable people, and themselves. This includes guest speakers, class retreats, and community service events. Attendance will be taken at these events. Missing special events is a cause for concern as it is not in keeping with Gatton's values or the developmental goals for students.

## Good Standing

To be considered in good standing at The Gatton Academy, students should strive to always uphold all policies and demonstrate Gatton Academy values of integrity, compassion, and respect. While no individual is perfect, all students should take being in good standing seriously. Students will be considered not in good standing if they are on more than one contract of any sort (e.g. academic, attendance, disciplinary). (See Academic Support and Academic Contracts.) Gatton staff will provide support to help students earn their way back to good standing. The student's family will be notified when a student is placed on contract.

Student leadership opportunities are a privilege that require a great deal of time and attention. Student leaders on a contract of any kind will be considered on probation. Student leaders who are on two or more active contracts will lose their leadership positions to prioritize their efforts toward good standing status. If a student is on an active contract at the time of graduation speaker selection, they will not be eligible for nomination.

Additionally, students who are not in good standing will be placed at the bottom of study abroad program waitlists and may be ineligible to participate in extracurricular opportunities that would interfere with earning back good standing status such as but not limited to college visits, research conferences, field trips, or other activities that would remove a student from class.

Lastly, students not in good standing are at risk of losing residential privileges and ultimately being dismissed from The Gatton Academy.

## ACADEMIC POLICIES

The academic rigor of The Gatton Academy is meant to challenge students to excel at the highest levels, while drawing connections between the classroom and real-world research. Students are engaged in a core of math and science university courses that are supplemented with additional coursework in arts and humanities. The Gatton Academy curriculum provides students with the foundation for future study in a variety of STEM areas. In addition, students are able to explore the academic offerings of WKU through other coursework. Students are required to attend Gatton Seminar weekly (ACMS 175), which addresses topics required to meet state graduation requirements as well as topics related to success at Gatton and beyond. Seminar is led by Gatton staff members and often includes distinguished community members and professionals.

### Gatton Curriculum

Each student will be required to complete 12 courses in STEM subjects during their Gatton study, as well as two (2) English courses and three (3) Seminar courses. Students are also required to complete the Kentucky Department of Education's U.S. History requirement as part of the Gatton curriculum if the requirement is not met prior to attending. **The Gatton Curriculum must be completed through WKU.** Students must also complete additional courses in the visual/performing arts, social studies, physical education, health, and world languages necessary to meet the Kentucky Council on Post-Secondary Readiness pre-college curriculum as well as the

Kentucky Department of Education's minimum high school graduation requirements.

**Total Gatton curriculum courses required: 12 STEM (including math, science, engineering, and elective courses), 2 English courses, 3 Seminar courses, and HIST 241 (if the US History requirement is not documented prior to August 15 of the year of the student's enrollment).**

### **Mathematics (1 – 3 Courses)**

Students will be assigned their introductory math course based on prior coursework and WKU Math Placement Exam scores.

Students must complete Math 137 or receive credit through other means (Advanced Placement) and all prerequisite courses. Coursework in math beyond Calculus II (Math 137) is optional and is counted toward STEM electives. Students not in need of lower-level math courses may apply remaining credits toward STEM electives in other subjects. Students are required to take at least one math course in their first semester at Gatton. Students must have a total of four high school math credits between their sending schools and Gatton to meet state graduation requirements.

Math 117 Trigonometry (3 Hours)

Math 136 Calculus I (4 Hours)

Math 137 Calculus II (4 Hours)

### **Core Sciences (5 Courses)**

Each student must complete one course and lab from each core area and at least one two-course-and-lab sequence. It is recommended that students complete all four sequences. Chemistry 116 cannot be used to meet the minimum one-course requirement in chemistry. Instead, Chemistry 116 may be applied toward a STEM elective. Students must complete a minimum of Chemistry 120.

Biology 120/121 Biological Concepts: Cells, Metabolism, and Genetics/Lab (4 Hours)

Biology 122/123 Biological Concepts: Evolution, Diversity, Ecology/Lab (4 Hours)

Chemistry 120/121 College Chemistry I/Lab (5 Hours)

Chemistry 222/223 College Chemistry II/Lab (5 Hours)

Computer Science 180 Computer Science I/Lab (4 Hours)

Computer Science 290 Computer Science II (4 Hours)

Physics 255/256 University Physics I/Lab (5 Hours)

Physics 265/266 University Physics II/Lab (5 Hours)

### **Engineering (1 Course)**

Students are required to complete School of Engineering and Applied Science (SEAS) 368 Problem Solving (3 Hours) which focuses on engineering. This required course may not be replaced by any other course.

### **STEM Electives (3-5 Courses)**

To ensure students complete the requirements to earn the Associate Degree in Interdisciplinary Studies (AIS), students must select one STEM elective from the following courses. These electives meet the AIS requirement in Social and Behavioral Sciences as well as Gatton's STEM elective requirements.

Agriculture 108 Rural Sociology (3 Hours)  
Anthropology 130 Introduction to Archaeology (3 Hours)  
Criminology 101 Introduction to Criminal Justice (3 Hours)  
Economics 150 Introduction to Economics (3 Hours)  
Economics 202 Principles of Economics – Micro (3 Hours)  
Economics 203 Principles of Economics – Macro (3 Hours)  
Geography 110 World Regional Geography (3 Hours)  
Health Care Administration 120 Health Literacy for Consumers (3 Hours)  
Nursing 102 Introduction to Professional Nursing (3 Hours)  
Psychology 100 Introductory Psychology (3 Hours)  
Psychology 220 Developmental Psychology (3 Hours)  
Psychological Sciences 100 Introductory Psychology (3 Hours)  
Psychological Sciences 220 Developmental Psychology (3 Hours)  
Sociology 100 Introductory Sociology (3 Hours)

Students may complete their other required STEM electives and associated labs in any Ogden College of Science and Engineering course (Departments of Agriculture and Food Science; Biology; Chemistry; Earth, Environmental, and Atmospheric Sciences; Mathematics; Physics and Astronomy; Psychological Sciences; and School of Engineering and Applied Sciences), in any Department of Psychology course, and in select courses in the Departments of Allied Health, Applied Human Science, Communication Sciences and Disorders, the School of Kinesiology, Recreation and Sport, the School of Nursing, Public Health, Economics, Finance, Folk Studies and Anthropology, Philosophy, and Sociology. Biology 285 earned through participating in Gatton's study abroad to Costa Rica counts as a STEM elective. A comprehensive listing of approved STEM elective choices is available on The Gatton Academy website. STEM elective courses are, at minimum, three-hour courses.

Courses not falling into one of the categories above may be approved as STEM electives on a case-by-case basis provided the content is sufficiently linked to core math and/or science principles.

All STEM Electives, as with all Gatton curriculum, must be completed at WKU. Previous dual credit and/or transfer credit cannot be used to meet these requirements.

### **English (2 Courses)**

Students who score a 29 or higher on the English portion of the ACT, or a 650 or higher on the Reading & Writing portion of the SAT, place out of English 100 and begin with English 200. Students are required to take at least one English course through WKU each school year. Please

note, students who intend to apply for the University of Kentucky College of Medicine (UKCoM) Regional Early Assurance Program (EAP) must take their senior English course in the fall semester (<https://medicine.uky.edu/sites/meded/early-assurance-program>).

English 100 Introduction to College Writing (3 Hours)

English 200 Introduction to Literature (3 Hours)

English 300 Writing in the Disciplines (3 Hours)

### **Seminar (3 Courses)**

Academy of Math and Science 175 Seminar 1 (1 Hour)

Academy of Math and Science 175 Seminar 2 (1 Hour)

Academy of Math and Science 175 Seminar 3 (1 Hour)

### **U.S. History (1 Course)**

Completion of U.S. History must be documented and provided by August 15 of the year the student enrolls in The Gatton Academy or students will be required to complete History 241 United States History since 1865 (3 Hours) at WKU. Documentation of completion means a grade report clearly indicating the course was successfully completed and a grade received.

Verification of the completed high school credit should be emailed to

[gatton.academics@wku.edu](mailto:gatton.academics@wku.edu) by August 15<sup>th</sup>. Students who complete U.S. History prior to attending The Gatton Academy must take any required history end of course exam through their sending public high school.

### **Pre-College Curriculum Requirements (As Needed)**

Students will complete additional pre-college requirements as mandated by the Commonwealth of Kentucky and their sending schools based on previous coursework in their freshman and sophomore years. These courses are considered outside of Gatton's required curriculum and may be taken through other pre-approved sources. These courses relate to visual/performing arts, social studies (not including U.S. History), physical education, health, and world languages. Gatton students are required to complete two high school credits in a world language.

History 101 World History I (3 Hours)

History 102 World History II (3 Hours)

Political Science 110 American National Government (3 Hours)

Physical Education 100 Health and Wellness (3 Hours)

Art 100 Art Appreciation (3 Hours)

Music 120 Music Appreciation (3 Hours)

Foreign/World Languages (American Sign Language, Chinese, French, German, Italian, Japanese, Korean, Russian, and Spanish)

Students wishing to fulfill pre-college high school requirements outside of WKU must receive approval from their Student Success Specialist and their sending high school guidance counselor PRIOR to enrolling in the course. To request Gatton approval, students should email

gatton.academics@wku.edu well ahead of any enrollment deadlines.

Gatton math, science, engineering, STEM electives, and English requirements may NOT be met by courses outside of WKU. The U.S. History requirement may only be completed outside of WKU if completion is documented prior to August 15 of the year the student enrolls in Gatton, otherwise it must be completed at WKU.

All outside WKU courses must be completed before the registration window for the fourth semester (Gatton's assigned Priority Registration date in October of the student's senior year). If the coursework has not been completed at that time, students will be registered in the course through WKU for the fourth semester.

### **Course Load**

All Gatton Academy students must be registered for a minimum of 12 hours each semester, not including research hours, as this makes them full-time WKU students and eligible for the Gatton scholarship. Students may take up to 19 credit hours (including Seminar and registered research hours) free of charge, including optional electives. Students may be limited to 16 hours their first semester, as this sets up students for success during their transition to Gatton. In the final semester of the senior year, students may take a maximum of 18 credit hours (no Seminar required). Students may not take courses at other universities that cause the student to go over the maximum credit hour limit, even at their own financial expense.

### **Course Schedule**

Below is a typical course schedule for each semester. Exceptions to this schedule will be determined based on prior course completion and credit-by-exam policies.

#### *First Semester*

- Math 117 – Trigonometry
- Computer Science 180 – Computer Science
- Chemistry 116 – Introduction to College Chemistry or
  - Chemistry 120/121 – College Chemistry I/Lab (if ACT-exempt from Chem 116)
  - or
  - Biology 120/121 – Biological Concepts: Cells, Metabolism and Genetics/Lab or
  - Biology 122/123 – Biological Concepts: Evolution, Diversity, Ecology/Lab
- English 100 – Introduction to College Writing or
  - English 200 – Introduction to Literature (if ACT- exempt from Eng 100)
  - History 101 – World History I or
  - History 102 – World History II or
  - History 241 – U.S. History since 1865
- Academy of Math and Science 175 -- Seminar 1

### *Winter Term*

- Optional Gatton Study Abroad (Biology 285 in Costa Rica)
- Optional winter term course at student's expense

### *Second Semester*

- Math 136 – Calculus I
- SEAS 368 – Problem Solving
- Chemistry 120/121 – College Chemistry I/Lab or
  - Biology 120/121 – Biological Concepts: Cells, Metabolism and Genetics/Lab or
  - Biology 122/123 – Biological Concepts: Evolution, Diversity, Ecology/Lab
- History 101 – World History I or
  - History 102 – World History II or
  - History 241 – U.S. History since 1865 or
  - English 100 – Introduction to College Writing or
  - English 200 – Introduction to Literature (if ACT- exempt from Eng 100)
- Optional Elective for Students in Good Standing
- Academy of Math and Science 175 – Seminar 2

### *Summer*

- Optional Gatton Academy Study Abroad (HON: ENG 200 in England)
- Optional Summer STEM internship
- Optional Summer course at student's expense

### *Third Semester*

- Math 137 – Calculus II
- Physics 255/256 – Fundamentals of Physics
- STEM Elective
- English 200 – Introduction to Literature or
  - English 300 – Writing in the Disciplines
- Optional Elective for Students in Good Standing
- Academy of Math and Science 175 – Seminar 3

### *Winter Term*

- Optional Gatton Study Abroad (Biology 285 in Costa Rica)
- Optional winter term course at student's expense

### *Fourth Semester*

- Chemistry 222/223 – College Chemistry II/Lab
- Biology 120/121 – Biological Concepts: Cells, Metabolism and Genetics/Lab or
  - Biology 122/123 – Biological Concepts: Evolution, Diversity, Ecology/Lab or
  - Computer Science 290 – Computer Science II or
  - Physics 265/266 – University Physics II/Lab
- STEM Elective

- STEM Elective
- Elective

## Online Courses

A student may be allowed one online course per academic year if the following apply. Students may NOT take any WKU On Demand courses while enrolled at The Gatton Academy.

### Fall and Spring

A student may enroll in an online course only if the course is exclusively offered online.

### Winter Term

At their own costs, students may take online courses from home during winter term. Students may not remain in Florence Schneider Hall over winter term. Permission from the student's family is required for a student to be registered for winter term courses.

### Summer

At their own costs, students may take courses at WKU during the summer, including online courses. Students may not remain in Florence Schneider Hall over the summer. Permission from the student's family is required for a student to be registered for summer term courses. When enrolling in summer courses at another university, please remember all Gatton Academy required curriculum (STEM [12 courses] and English) must be taken through WKU.

## Books - Big Red Backpack

All Gatton students are REQUIRED to get their books through the WKU Bookstore's Big Red Backpack (BRB) program. Students may NOT opt out of the program. The BRB program is required because it ensures every student has access to all the digital materials required for their classes throughout each semester. The digital materials often include homework, annotation assignments, practice problems, and other resources professors may assign in class. Families for whom the book fees present a hardship should contact the Director to discuss a need-based scholarship.

## Academic Integrity

Gatton students are expected to maintain high levels of integrity in all their academic pursuits. Cheating of any kind (on any exam, quiz, lab, test, homework, or any other type of assignment), as well as plagiarism of thoughts, words, or ideas are prohibited. It is prohibited to complete an online assessment/activity outside of the classroom that is used by the professor/instructor as an in-class assessment/activity.

The term "**cheating**" includes, but is not limited to:

- Use of any unauthorized assistance in taking quizzes, tests, or examinations;
- Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out assignments; and/or
- Acquisition, without permission, of tests or other academic material belonging to a faculty or staff member of the university;
- Providing unauthorized aid for another student, such as previously completed assignments or tests, sections of code, or data previously collected.

The term “**plagiarism**” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

Students can avoid plagiarism by observing the following rules:

- Use of another writer's ideas or facts must be indicated in an in-text citation;
- Use of another writer's phrasing must be indicated by a footnote AND by quotation marks or indentation; and
- Use of other appropriate acknowledgment as directed by an instructor.

Generally, there are seven broad areas of academic dishonesty:

- Obtaining unauthorized aid or information;
- Giving unauthorized aid or information;
- Committing plagiarism from written, electronic, or internet sources;
- Misrepresenting facts or data;
- Using library resources unethically;
- Using computer resources unethically; and
- Knowingly assisting in any of the above practices.

## Recommendations for Academic Success

Because university courses are intense, move at a fast pace, and assume immediate recall of prior knowledge, it is imperative that students adopt a much more rigorous study pattern than was required in high school. Grades for most courses are assigned based on only three (3) or four (4) exams, and most courses require a comprehensive final examination. Courses generally meet two or three times per week. Homework is assigned by instructors to ensure understanding but is not necessarily collected and graded.

In order to be successful, it is imperative that Gatton students:

- Attend all classes;
- Do all assigned work and study ahead;
- Prepare homework the same day it is assigned;
- Form study groups and participate actively in study sessions;

- Make use of the professor’s office hours and other tutorial services provided for additional help;
- Do not hesitate to ask for help and do not wait until the last minute;
- Make frustrations and needs known to their Student Success Specialist;
- Prepare for exams well in advance;
- Rewrite class notes and outline text material;
- Be disciplined and responsible for their learning;
- Enjoy learning;
- Get plenty of rest, physical exercise, and healthy food; and
- Continue to study during semester breaks and the summer.

## Grade Reports and GPA

The Gatton Academy staff emails fifth-week grade reports to each student and their family. The fifth-week report only includes if students are currently failing each class and if there are attendance issues. Students have access to their grades through Blackboard when their instructors upload grade information and feedback. Parents and Gatton staff do not have access to this information. WKU will post each student’s final course grades for the semester online. The student’s GPA is calculated by dividing the total number of grade points by the total number of semester credit hours attempted. The grade of A is worth four grade points for each credit hour, B is worth three grade points for each credit hour, C is worth two grade points for each credit hour, D is worth one grade point for each credit hour, and F is worth zero grade points. An example for GPA computation is given below:

Biology	3 hours	A	12 grade points
Biology lab	1 hour	B	3 grade points
Chemistry	3 hours	B	9 grade points
Chemistry lab	2 hours	A	8 grade points
Calculus	4 hours	A	16 grade points
English	3 hours	B	9 grade points

$$\text{GPA} = (\text{total number of grade points}) \div (\text{total number of hours}) = (57) \div (16) = 3.5625$$

## Weighted Coursework

The Gatton Academy transcript provides both an unweighted and weighted GPA. Courses approved and designated as weighted by The Gatton Academy include:

- Required Gatton Curriculum (12 STEM Courses and English)
- Courses Approved as STEM Electives
- Social Studies
- English
- Modern Languages

The Gatton Academy does not weigh coursework completed outside of WKU, coursework completed prior to attending Gatton, or AP courses.

### **WKU Semester Recognition:**

- WKU Dean's Scholars - Undergraduate students enrolled full-time whose grade point average for the preceding semester ranging between 3.40 - 3.79.
- WKU President's Scholars - Undergraduate students enrolled full-time whose grade point average for the preceding semester ranging between 3.80 - 4.00.

## **Gatton Academy Class Attendance & Conduct**

The Gatton Academy Class Attendance & Conduct Policies support the idea that the classroom experience cannot be duplicated. **Every student is expected to be in class every day, on time, and prepared.** In the event a student is unable to attend class, students are required to follow specific procedures. The procedures and philosophy of The Gatton Academy Class Attendance & Conduct policy are listed below.

- Attendance and proper classroom conduct:
  - Is essential to academic success.
  - Is a sign of maturity.
  - Shows that a student values the Gatton opportunity.
- Students must report all absences, for any reason, to the class's instructor as soon as possible in person or via email. Students are always responsible for contacting the instructor to get any material or assignments missed in class, even if there are important circumstances that prevent students from attending.
- Students must report all absences, no matter the reason, to their Student Success Specialist by filling out the Gatton Absence Form available on The Gatton Academy's website within 24 hours of the absence. If an absence is not reported within 24 hours, it will be assumed the student has more than three absences and the student will be placed on an attendance contract.
- Students are allowed **three days** (sick/personal/mental health) per semester without verification by a medical professional not related to the student. Please note, students are subject to each faculty member's attendance policy consequences as stated in their syllabus.
  - Upon the fourth absence, students must provide a note from a medical professional dated the same day as the absence for the absence to be excused.
  - Upon notification of the second mental health day, students must check in with a Gatton mental health counselor for follow-up.
  - If another (sick/personal/mental health) absence occurs in the same semester, it can only be excused by a new note from a medical professional dated the same day as the absence.
  - Notes from medical professionals documenting absences due to illness should be submitted to the student's Student Success Specialist in person or via email

to Gatton.academics@wku.edu. Instructors may also request this documentation from students depending upon their individual absence policies.

- Any prior health/medical conditions that could affect class attendance should be reported to Assistant Director for Residential Life. Incoming students are required to document chronic conditions on the Medication and Medical Condition Form.
- Consideration is given for all Gatton Academy endorsed activities for which a student must miss class. Students must receive prior approval from their Student Success Specialist for all Gatton activities that conflict with class time. (See Gatton Academy Activity Policy.)
- Students on an active contract (attendance, academic, or disciplinary) will not be allowed to miss class to participate in Gatton Academy, sending school, and/or WKU-endorsed activities. Students on attendance contracts are not allowed any absences without verification from a medical professional.
- An instructor's acceptance of an absence or their excusing an absence does not make the absence excused within Gatton's policy.

**Gatton Academy students are expected to attend each and every class.** This includes optional classes and recitation. While Gatton staff are unable to ask instructors to give students excused absences, staff will verify the reasons for some absences by providing students letters to share with their instructors. (See Gatton Academy Activity Policy.)

Absences The Gatton Academy will verify are:

- Gatton Academy/WKU-sponsored activities or other activities approved in advance by the Student Success Specialists. (See Gatton Academy Activity Policy.)
- Family emergencies verified by a staff member.
- Two college visit days per semester, provided no other alternative is available. (See Gatton Academy Activity Policy.)
- Standardized testing administered by Gatton (ACT/SAT, PSAT, KSA)

### **Attendance Warning Meetings/Dismissal for Non-Attendance**

If the Student Success Specialists are made aware of deliberate/non-approved absences in any given class, the student will be placed on an attendance contract immediately via email, and a warning meeting will occur. The student's family is notified, and an intervention contract will be applied including loss of privileges.

If a second deliberate/non-approved absence occurs, a conference with the student's family and the Assistant Director for Academics is required, and the intervention contract may be adapted or revised.

If a third deliberate/non-approved absence occurs, a conference with the student's family and the Director of The Gatton Academy is required, and the intervention contract may be adapted or revised.

Any further deliberate/non-approved absence will result in dismissal.

- If said absence occurs before the WKU official drop date\*, the student is automatically dismissed and withdrawn from courses. The student's transcript will reflect a W for each course.
- If said absence occurs after the WKU official drop date, the student is automatically dismissed. Dismissal after the drop date is likely to have a significant impact on the student's GPA and transcript. The student should expect to receive an F or FN (failing due to non-attendance) for all courses.

\*WKU drop date is mid-October for the fall semester and mid-March for the spring semester. Specific drop dates for each term (including summer/winter terms) can be found on the WKU website.

### **Gatton Academy Classroom Conduct**

Disruptive behavior in the classroom (any behavior which distracts the instructor or other students, or which shows a lack of respect for the learning environment) is subject to disciplinary action. Upon notification of this behavior to the Student Success Specialists, disciplinary action may include, but is not limited to, loss of privileges, residential probation, or recommendation for dismissal from The Gatton Academy.

### **Activity Policy**

**All classes missed due to Gatton Academy and WKU-endorsed activities must be approved by the Student Success Specialists at least one week before a student misses class. Students must request approval by submitting an Absence Form to their Student Success Specialist.**

Students with excessive absences may not be eligible for Gatton Academy and/or WKU endorsed activities. Academic standing will be considered before approval. The student's Student Success Specialist will issue the student an official letter to take to each instructor explaining the upcoming event. Students must present the letter to the faculty member of each class they will be missing. Students should arrange to work ahead to make up any missed assignments, quizzes, exams, etc. before the absence from class occurs.

Absences due to Gatton Academy-endorsed activities do not accumulate in The Gatton Academy Classroom Attendance Policy.

### **Academic STEM Competitions**

The Gatton Academy supports students participating in individual and team academic STEM competitions that facilitate students exploring their interests, developing expertise, and demonstrating their advanced abilities, such as Olympiads, Envirothon, and Science Bowl. Academic STEM Competitions are coordinated by the Assistant Director for Academic Services. As the Gatton budget permits, Gatton will pay for team and individual registration fees. Due to staff limitations, The Gatton Academy cannot provide transportation or supervision for most competitions that require travel. Individuals and teams must arrange supervision and

transportation with their own families. As the Gatton budget permits, students and their families may be reimbursed for travel expenses if an overnight stay is required and advanced approval is given by the Assistant Director for Academic Services.

Students who wish to participate in an academic competition which is not currently offered at Gatton must submit a proposal to the Assistant Director for Academic Services who will approve proposals based on Gatton's budget, staffing resources, academic priorities, and the quality of the proposals. Proposals must include the following information.

- The timeline to register, prepare, and compete.
- The number of students who can be included on a team and the names of those interested.
- A description of the adult support required (e.g., coaches, judges, supervising, transportation, etc.), including how chaperones will work without involving Gatton staff.
- The logistics of getting to the competition, staying there, competing, and returning without relying upon Gatton staff.
- The costs of all parts of the program.

### **Employment**

Gatton Academy students may not have employment responsibilities (self-employed or otherwise) during the fall and spring semesters. Students who wish to work are free to do so during winter term and summer.

### **KHSAA Sports**

Gatton Academy students may not participate in KHSAA sports. Students are encouraged to continue their athletic activities through WKU club and intramural sports.

### **Sending School Activities**

Gatton Academy students may participate in organizations and/or academic competitions (see above for KHSAA sports) at their sending schools only when the following conditions are met.

- The organization and/or competition is not offered at Gatton. (If the organization/competition is offered at Gatton, students may not participate with their sending school. For example, students may not participate in KYA at their sending schools when Gatton has a delegation.)
- Gatton Academy student participation is allowed by the sending school.
- The Gatton Academy student does not participate in practices at the sending school Sunday through Thursday.
- Participation in the organization and/or academic competition does not interfere with the student's academic performance at The Gatton Academy.

When deciding about participating in sending school organizations and academic competitions, students should consider if they have the time to be committed to participating for the entire season of that organization and/or academic competition and to preparing for it appropriately. Absences related to these sending school events require advanced approval.

Excessive absences may not be approved.

Disciplinary issues that occur during sending school events will result in disciplinary consequences at The Gatton Academy.

## College Visits

Visiting college campuses is an important way for students to determine whether a college will be a good “fit.” To avoid missing class and getting behind in current classes, every attempt should be made to schedule college-related visits during weekends, summers, and WKU holidays and breaks. If a college interview, scholarship day, or orientation falls on a class day, students must have the absence(s) approved in advance. Excessive absences may not be approved. Questions about college visits should be directed to the College Counseling Specialist.

## Academic Support and Academic Contracts

Students must maintain a cumulative WKU GPA (since Gatton enrollment) greater than or equal to 3.00 each semester. Students who do not maintain a 3.0 GPA are considered to be at academic risk and in need of more structured support. Academic contracts are designed to provide students with the structure needed to develop the skills and habits required for academic success in a college environment.

There are two levels of academic support intervention: Academic Warning and Academic Probation.

### Academic Warning Contract

A student will be placed on an **Academic Warning Contract** if:

- Their semester GPA is less than 3.00 but greater than or equal to 2.75,
- They receive 2 or more semester grades of C, or
- The student’s Student Success Specialist determines that it is in the student’s best interest.

While on an Academic Warning Contract, students:

- May lose privileges,
- May not be eligible to enroll in elective courses,
- Will have recommended study hours, and
- Will meet weekly with their Student Success Specialist until their Student Success Specialist determines support meetings are no longer needed.

### Academic Probation Contract

A student will be placed on an **Academic Probation Contract** if:

- Their first-semester GPA is between 2.50 and 2.75, or
- Their semester GPA is below 2.75 any semester other than the first, or

- They receive a semester grade of "D" or "F" in any course, or
- The student's Student Success Specialist determines that it is in the student's best interest.

While on an Academic Probation Contract, students:

- May lose privileges,
- May not be eligible to hold any leadership office in Gatton or WKU organizations,
- May not be eligible to participate in certain Gatton-sponsored field trips,
- May not be eligible to enroll in elective courses,
- May not miss class for Gatton Academy, sending school, or WKU-endorsed activities,
- Will have recommended study hours, and
- Will meet weekly with their Student Success Specialist until their Student Success Specialist determines support meetings are no longer needed.

### **Fifth-Week Assessment**

Any student receiving a D/F in any class on the fifth-week assessment will go on an Academic Contract. These students will meet weekly with their Student Success Specialist throughout the semester or until their Student Success Specialist determines support meetings are no longer needed. In addition, it will be strongly recommended these students log 10 hours of supervised study per week. They will also be expected to attend a review session for the class they are failing, assuming one is offered, and/or meet one-on-one with a tutor.

### **Tenth-Week Assessment**

Any student receiving a D/F in any class on the tenth-week assessment will go on an Academic Contract. These students will meet weekly with their Student Success Specialist throughout the semester or until their Student Success Specialist determines support meetings are no longer needed. In addition, it will be strongly recommended that these students log 10 hours of supervised study each week. They will also be required to attend a review session for the class they are failing, assuming one is offered, and/or meet one-on-one with a tutor.

### **Academic Contract Accountability**

Students placed on an academic contract are expected to fully meet all of the conditions outlined in their agreement with their Student Success Specialist. These conditions may include, but are not limited to, attending weekly tutoring sessions, logging a designated number of study hours each week, and participating in faculty office hours multiple times per week.

Students will be held accountable for fulfilling the terms of their academic contract. Failure to meet the agreed-upon conditions may result in clearly defined consequences. Each student on academic contract will receive a chart outlining the specific expectations and corresponding consequences for not meeting the conditions of the contract.

## **Tutors**

Tutors specializing in Gatton core subjects are available during specific, regularly scheduled evening hours in the Great Hall and for daytime appointments. Daytime appointments with tutors can be scheduled by email. Study Sessions (one-on-one and/or group) and Final Reviews will be offered as needed.

## **Study Hours**

Establishing strong study habits is important to the long-term success of students in college. Students who follow a committed study regimen are more successful than those who do not. The Great Hall was designed to be a comfortable study environment for Gatton Academy students. Students using the Great Hall are expected to scan in and out of the Great Hall to log hours and provide documentation of use of the room.

There are also Gatton-approved Tutor Trac locations across campus: DSU 2141 (Advising and Career Development Center), DSU 2041 (Intercultural Student Engagement Center), DSU 2084, and Gary Ransdell Hall 2066 (Center for Literacy).

All Gatton Academy students are encouraged to use the Great Hall and other Gatton-approved Tutor Trac locations for studying throughout their two years at Gatton. During the first six weeks, juniors are expected to log hours in the Great Hall or another Gatton-approved Tutor Trac location during their hours of operation as a way to foster good study habits. Juniors are expected to log 10 hours per week in no more than three-hour increments during this six-week period. After the first six weeks, students are encouraged to continue the habit of studying in the Great Hall and other Tutor Trac locations.

If a study hours computer is not working when a student attempts to scan out, it is the student's responsibility to contact [tlc@wku.edu](mailto:tlc@wku.edu) to report the issue. The student is responsible for making up unrecorded hours.

### *Consequences of Failure to Log Required Study Hours*

Study hours are monitored on a weekly basis. During the first six weeks of the semester, students who do not meet their 10 required hours in a week are held accountable.

- Level 1 – After the first week of not fulfilling study hours obligation, a student is contacted by a Gatton Academy staff member and asked to make up the missed hours the next week.
- Level 2 – After the second week of not fulfilling study hours obligations or failure to make up missed hours from a previous week, a student is contacted by a Gatton Academy staff member, asked to make up all the missing hours within the next week, and their family is notified of the escalating issue.
- Level 3 – After the third week of not fulfilling study hours obligations or failure to make up missed hours from a previous week/s, a student and their family is required to meet

with the Director to discuss fit and commitment to success at The Gatton Academy. All missed hours from previous weeks must be made up in the following week.

## Course Audit and Withdrawal

Students may find themselves in courses which are beyond their level of preparation or in which they have fallen behind academic expectations. With approval of their Student Success Specialist, the student may withdraw from the course or audit the remainder of the class if it is not their first semester at Gatton.

After first semester junior year, students may withdraw from a course with a grade of “W” with the approval of their Student Success Specialist. To withdraw from a course officially, students must submit the Gatton Course Withdrawal Form (available on the Gatton website) by the posted date. Permission from the student’s family is required. Withdrawals typically occur before the mid-semester point, with a final date for withdrawal listed on the WKU Academic Calendar each semester.

Students must maintain 12 academic credit hours per semester. Should withdrawal from a course result in a student taking less than 12 academic credit hours that semester, a suitable replacement bi-term course must be taken. Moreover, the withdrawal must not impede a student’s ability to complete both state and Gatton graduation requirements. Students must retake any course from which they withdraw or that they audit as soon as possible (fall or spring) unless the course is a research-only course. Research-only courses may not be retaken.

Choosing to withdraw from or audit a course constitutes the recognition of a student’s limited capacity for academic success in that course, with the likely outcome of a D or F as a final grade. By auditing the course, the student agrees to continue attending the class and completing all designated assignments for no academic credit. **While withdraws or audits do not negatively impact a student’s academic record, The Gatton Academy will view the withdrawal or audit as the one D or F a student is allowed prior to dismissal from the program.** It is important to note that many science courses have co-requisite labs which have separate grades. Students may not withdraw or audit these courses because it would result in two D/F grades.

Students are responsible for all fees associated with withdrawing from or auditing a course.

For students entirely withdrawing from Gatton after WKU’s drop date, students will work directly with individual instructors regarding possible completion of coursework. Instructors have full discretion as to whether to allow the student to complete coursework after withdrawing from Gatton and if allowing it, in what ways the student may complete the coursework. Grades are assigned at the instructor’s full discretion. If the student withdraws due to medical reasons, documentation from a licensed professional is required. Students withdrawing for medical reasons must work with the Assistant Director for Counseling Services to complete the process of notifying WKU faculty and making a plan for appropriate care.

## Eligibility to Return

Gatton staff members will review each student's residential and academic status at the close of every semester. An Incomplete (IP or X) at the end of a semester will not be considered for eligibility purposes. Eligibility decisions will be made based on the posted GPA the week after finals.

A student will not be eligible to return to Gatton if:

- After the first semester, a student has below a 2.50 WKU GPA, receives a D/F in Math 117 (Trigonometry), or receives two grades below a C in any subject, or
- A student receives below a 2.75 cumulative GPA any semester other than the first, or
- A student accumulates two grades below a C at any time, or
- A student has significant instances of breaches of policy, or
- A student fails to demonstrate that the residential and academic environment is beneficial to their continued social, emotional, and academic well-being.

Students will be allowed to retake only one course in which they receive a D or F. Upon receipt of a second D or F, the student will be dismissed from The Gatton Academy.

Students with a WKU GPA of 2.50 to 2.74 after their first semester will be required to take a WKU course during winter term. Student Success Specialists will work with each student to determine the best-fit course for the student's situation. The Gatton Academy will provide a scholarship for this required course.

Students with a WKU GPA of 2.75 to 2.99 are strongly encouraged to take a WKU course during winter term or summer term. The student is responsible for the cost of the course. Students may apply for a needs-based scholarship. Student Success Specialists will work with each student to determine the best-fit course for the student's situation.

### Re-Admission for Second Year

After the completion of the second semester, Gatton staff members will review each student's residential and academic status.

A student may return for a second year if they have:

- A cumulative WKU Gatton Academy GPA of 2.75 or higher,
- Made no more than one grade of D/F,
- A clear path to graduate from The Gatton Academy on time,
- No significant instances of breach of policy, and
- Demonstrated that the residential and academic environment is beneficial for their continued social, emotional, and academic well-being.

Students may be admitted to the program for a second year under conditional terms. In the event of conditional re-admission, Gatton staff members will develop a contract with the student.

## Requirements for Graduation

The Gatton Academy maintains strict requirements for graduation. At the heart of a Gatton diploma is success in rigorous, university-level academic coursework that stands above traditional high school requirements.

In order to receive a Gatton Academy diploma, the student must:

- Complete the required 12 core STEM courses with a grade of C or better,
- Complete all additional courses with a grade of C or better (with the exception of one research-only course which may be a D/F/W/A and cannot be retaken),
- Meet all pre-college curriculum requirements, and
- Complete 60 hours of community service outside of the Gatton community.

Students who fail to meet the above-mentioned criteria will be unable to receive a Gatton Academy diploma until all requirements have been met. It is the student's responsibility to complete all missing requirements outside of The Gatton Academy at their own cost and to provide official documentation of completion to their Student Success Specialist in order to be granted a diploma.

## Gatton Academy Scholar Recognition and Honor Graduates

Upon graduation from The Gatton Academy, the program recognizes students for outstanding pursuit of their scholarly interests. The Scholar recognitions highlight students' pursuit in a particular area of extracurricular excellence without regard to GPA and discipline components. Honors and Honors with Distinction recognize students for their GPAs without regard to discipline. Grade Point Average (GPA) eligibility will be determined at the end of seniors' spring term. The criteria for each recognition are listed below.

- **Research Scholar** recognition is designated with cords at graduation and is earned by completing two semesters of research as noted by research agreements (may include Genome/Bioinformatics), presenting research to a professional audience after being accepted through a vetted process, and presenting research to the WKU community at the annual Gatton Research Showcase. Please note, research during a study abroad program does not count towards Research Scholar.
- **Service Scholar** recognition is designated with cords at graduation and is earned by completing 120 hours of community service. Up to 60 hours may include service to the Gatton community through senior leadership positions, peer tutoring, and volunteering for special events. All other hours must be in service to entities outside of the Gatton community. A maximum of 15 hours may be counted for service performed in the summer before a student's junior year at Gatton. Service must be documented before Spring Break of the student's senior year.
- **Global Scholar** recognition is designated with cords at graduation and is earned by completing four semesters of STEM + Global Languages or completing a National Security Language Initiative for Youth (NSLI-Y) travel abroad program between junior and senior year.

- **Business Scholar** recognition is designated with cords at graduation and is earned by completing four semesters of STEM + Business.
- **Honors** status is designated by a notation on the transcript and a sticker on the student's diploma after final grades are in. The requirement for an Honors designation is a 3.40 cumulative WKU GPA. Students must be named a Research, Service, Global, or Business Scholar to qualify.
- **Honors with Distinction** is designated by a notation on the transcript and a sticker on the student's diploma after the final grades are in. The requirement for an Honors with Distinction designation is a 3.70 cumulative WKU GPA. Students must be named a Research, Service, Global, or Business Scholar to qualify.

## Gatton Academy Research

A unique feature of The Gatton Academy experience is the opportunity to work in a research lab or on a research project with a professor at WKU or with an outside institution during the summer or winter terms. These experiences serve as wonderful career exploration. The research experience provides an excellent source of information for the preparation of papers, essays, and presentations that can prove to be the distinguishing mark on scholarship and university applications.

Participation in research related to earning the Research Scholar Distinction is defined as:

- Two full semesters or more of active participation in research while a student is enrolled at Gatton. (Approved summer research, between junior and senior year, equals one semester. Approved full-time winter term research can also equal one semester of research, but not participating in Costa Rica study abroad.) Research preparatory courses do not count as a semester of research.
- Working with a WKU faculty member in any discipline.
- Submission of a Research Agreement form that has been signed by the faculty research sponsor at the onset of each semester of the research experience and turned in to the appropriate Student Success Specialist.
- Participation in an academic research outcome. A research outcome is one that is presented to a professional audience after being accepted through a vetted process. This may take the form of a presentation or poster presentation at an academic conference, a publication, or other approved display of the student's research. Examples of research outcomes include presenting at the WKU Student Scholar Showcase or the Louisville Regional Science and Engineering Fair (LRSEF). (The Assistant Director for Academic Services must approve alternate displays of research in advance of the occasion.) See Gatton Academy Scholar Recognition and Honor Graduates policy.

## Research and Language-Based Scholarships and Competitions

Numerous scholarship competitions are available for Gatton students who have significant research or language involvement, strong initiative, and good communication skills. These opportunities include the Regeneron Science Talent Search, the Goldwater Scholarship, the Udall Scholarship, the SMART Scholarship (Department of Defense), the Stokes Scholarship (National

Security Agency), and the National Security Language Initiative for Youth (NSLI-Y). Applications for these awards take meticulous care and usually go through several drafts before being submitted. Students will find support for creating and fine-tuning these applications by working with the Assistant Director for Academic Services and the WKU Office of Scholar Development.

Letters of recommendation from faculty and official transcripts will be required for these applications.

## Summer Internships

The Gatton Academy promotes optional summer internship and research experiences for students. Through summer programs, students can explore possible career frontiers to refine their interests within the STEM fields. Myriad options are offered. Internship and research opportunities range in duration from a few weeks to all summer long. Internships may be paid or unpaid.

Students may browse through internship programs on the Gatton Academy Blackboard Organization page. Internships are compiled in a list, which is posted as a link in the “Summer Internships” folder. Students generally apply for summer programs from October through early in the spring semester. Students are encouraged to work on their applications well before the deadlines and submit them to the Assistant Director for Academic Services and WKU’s Office Scholar Development for review before submitting their completed applications.

Please see the Summer Policies section for more on student expectations. Students serving as representatives of The Gatton Academy are expected to behave in a manner that is fitting and adheres to expectations listed in this handbook.

Some internship options include the following.

- **Competitive research internships at both the high school and undergraduate level.** These programs range from costing students money to paying students handsomely. These programs have the earliest deadlines (often October - February), and many programs in this category are considered the most prestigious internship opportunities. These programs can offer students internships at some of the most renowned facilities in the nation and world.
- **Internships in student’s hometown.** For the student who needs to be close to home for the summer, local internships around Kentucky are often possible. Students may shadow local professionals, do research at colleges or universities closest to the students’ homes, or work in STEM-focused companies in their hometowns.
- **Research internships at WKU.** Research opportunities at WKU are most accessible during the summer when professors are hard at work on their projects, and most students are away. These research positions may even be full-time and paid. They may last for only a few weeks, or they may last all summer. Gatton students who choose these positions gain research skills quickly. Because Florence Schneider Hall is closed during the summer, Gatton students must find alternative housing options. Past students have stayed in the WKU summer residence hall (for a weekly fee) or stayed with a family member or friend for part of the summer. A few Gatton students live near enough to WKU’s campus

that they can commute.

## **STEM + Global Languages**

After admission to The Gatton Academy, admitted students are offered the opportunity to apply separately to one of the STEM + Global Languages language tracks to supplement their STEM-learning. Approved courses in each track will be available on The Gatton Academy website.

Students in a STEM + Global Languages track must take at least one language course per semester for four semesters. Typically, all four courses are taken in the same language. However, students may switch to a different language for their final two semesters. STEM + Global Languages students are opting into a program and making a commitment to pursue their global study over four semesters; therefore, students may not complete their STEM + Global Languages requirements faster by taking bi-term language sections.

The Gatton Academy is wholly dependent upon the WKU Modern Languages Department for offering and scheduling courses. Modern Languages may decide to cancel a language offering without advanced notice due to low enrollment or lack of a qualified instructor. Languages for which WKU does not offer a major are most susceptible to being cancelled. If language courses are cancelled in students' chosen tracks, the Student Success Specialists will work with students to find alternatives.

The emphasis of STEM + Global Languages students' curriculum is still STEM. The Gatton Academy curricular requirements remain the same except the third and fourth STEM + Global Languages courses may each count as a STEM elective upon completion of all four semesters of STEM + Global Languages.

STEM + Global Languages students are encouraged to apply to the National Security Language Initiative for Youth (NSLI-Y) scholarship program for summer learning and to consider other study abroad opportunities.

## **STEM + Business**

After admission to The Gatton Academy, admitted students are offered the opportunity to apply separately to one of the STEM + Business tracks to supplement their STEM-learning. Approved courses in each track will be available on The Gatton Academy website.

Students in a STEM + Business track must take at least four courses in a specific business track. STEM + Business students may be able to take two STEM + Business courses in the same semester, though it is more likely that students will take one course per semester. If business courses are unavailable in students' chosen tracks, the Student Success Specialists will work with students to find alternatives. The emphasis of STEM + Business students' curriculum is still STEM. The Gatton Academy curricular requirements remain the same except the third and fourth STEM + Business courses may each count as a STEM elective upon completion of all four semesters of STEM + Business.

## Travel/Study Abroad

The Gatton Academy offers several unique opportunities for students to study abroad during winter and summer terms. Gatton Academy students cannot participate in fall or spring semester programs due to their curricular commitments at The Gatton Academy. Gatton Academy experiences abroad are advertised widely in advance of the programs and deadlines are set for students to commit to traveling.

The menu of study abroad options for Gatton Academy students also includes Western Kentucky University faculty-led trips and the offerings of the university's consortium study abroad partners during winter term, Spring Break, and summer.

While traveling abroad, Gatton Academy students are expected to model the high expectations of the program at all times. Behavior should be consistent with the expectations for students during the academic year as outlined in the student handbook. Students may not purchase alcohol, tobacco, or weapons during Gatton or WKU study abroad. Violations can result in a student's being sent home for the duration of the study abroad program or dismissal from The Gatton Academy.

### **Gatton Academy Study Abroad Scholarship**

The Gatton Academy is committed to helping each student who has an interest in study abroad have the opportunity at least once during their enrollment. To this end, Gatton offers a one-time \$1,000 scholarship that can be applied to any Gatton Academy-offered study abroad program. The one-time scholarship applies to the first Gatton Academy study abroad program on which a student travels. A Gatton Academy study abroad program is defined as a program offered by The Gatton Academy and WKU exclusively for Gatton Academy students. The Gatton Academy Study Abroad Scholarship cannot be applied to other study abroad programs offered by WKU, its consortia partners, or other study abroad agencies.

### **Need-based Financial Support**

The Gatton Academy annually offers approximately \$75,000 in scholarships for students who require additional financial assistance to study abroad on Gatton Academy programs. Need-based scholarship recipients typically come from households earning less than \$80,000 annually for a family of four or who are facing significant financial hardship. All sources of family income are considered. Details on how to apply for a need-based study abroad scholarship are announced by email each summer and early fall semester to current students and their families and application instructions are posted on the Gatton webpage. Students who apply for Gatton need-based study abroad scholarships are expected to apply to the World Topper Scholarship. (See below.)

## **WKU-Offered Study Abroad Scholarships**

Gatton Academy students may apply for scholarships offered by Western Kentucky University for students who study abroad. The World Topper Scholarship and the WKU Student Government Association Study Abroad Scholarship are open to Gatton Academy students. These scholarships typically contribute small but meaningful amounts that could, for example, help students cover the needed spending money for their study abroad experience.

## **Eligibility to Travel/Study Abroad Programs**

To travel on all Gatton Academy study abroad programs, students must be eligible to return for the following semester. Students not in good standing will be placed at the bottom of Study Abroad waitlists.

## **Study Abroad “Open Door” Policy**

An open-door policy may be implemented by location during each study abroad program at the discretion of the Gatton staff traveling. When there are common areas available, such as at Wroxton Abbey (England) or Cloudbridge (Costa Rica), the same policy will be in place as in Florence Schneider Hall in which individuals of different genders may not be in the same bedrooms. When a lodging location does not have common areas available, based on the opinion and judgement of the Gatton staff, then the staff may implement the following open-door policy.

- The rooms that will be “common areas” with the doors open must be clearly communicated to and agreed upon by Gatton staff.
- There must be three (3) or more people in the open-door room when students of both genders are present in the room.
- Students must tell Gatton staff when they are going to hang out in the open-door room.
- The open-door policy ends at curfew, or earlier at the discretion of Gatton staff. Students are to return to their own rooms for the entirety of the night.

The first violation of the open-door requirements will result in the loss of the open-door privilege for the remainder of the trip.

The first violation of the separate gender room policy will result in the loss of privileges (e.g. students may have an early curfew, may be restricted to travel with a staff member at all times, etc.) and a call home. A second violation will result in the students involved being sent home from the trip. During the orientation prior to each trip, Gatton staff will review these rules. At each lodging location during a study abroad program, Gatton staff will establish whether the open-door policy is in effect.

Gatton staff must be able to trust students will follow the rules, as they are designed with students’ safety and security in mind. Violations of the rules indicate the student cannot be trusted, which endangers all students on the program. If a student has consistent disciplinary

issues on a study abroad program, the student may be sent home from the study abroad program. Any student sent home from a study abroad program will have additional disciplinary sanctions applied upon return from the program, up to recommendation for dismissal from The Gatton Academy, and the student's family will be responsible for the expense of the student returning home early.

# COUNSELING SERVICES

## Personal Counseling

The Department of Counseling Services provides confidential counseling for personal issues that affect Gatton students academically, socially, or emotionally. Stress, adjustment to life at Gatton, personal identity and growth, homesickness, and relationship issues are typical concerns.

Services include intake assessment, short-term individual counseling, crisis intervention, and referrals to other professionals when necessary. Students experiencing moderate to severe symptoms are encouraged to seek counseling support outside of Gatton to provide the appropriate level of care and ensure access to services when not in residence.

Students enrolled at The Gatton Academy may access counseling services through the Assistant Director for Counseling Services and the Counselor. Counselors refer students to other professionals when assessed to be in the best interest of the student and/or the student's needs are outside the counselor's scope of practice.

## Confidentiality

The content of counseling sessions with a Gatton counselor is kept confidential. Due to the office location and the multiple roles of a Gatton counselor (e.g., chaperone, college letter writer, seminar instructor, administrative staff member) there are times in which other staff members will be aware of a student's participation in counseling, and in which the counselor will interact with a student outside of the counseling relationship. The counselor may confirm aspects of a student's counseling including attendance and general progress with the student's family and other staff members to support the student, but the specifics of counseling sessions are confidential.

Counselors will consult with a student prior to answering progress requests from their family. No discipline will result from any policy violations that a student shares with a counselor. No record of counseling is contained in any academic, educational, or job placement file. A student's family may request in writing that the counseling staff release specific information about their child's counseling to persons they designate if they wish for more details to be shared. Gatton counselors cannot ensure the confidentiality of any form of communication through electronic media.

Electronic communication sent to or from university email is subject to open records requests from outside entities.

## Exceptions to Confidentiality

- The counseling staff is part of the Gatton staff team. Counselors may confirm counseling attendance and general progress with other staff members and may discuss support strategies with other team members to provide the best possible care. Specifics of counseling sessions will remain confidential.
- Gatton counselors consult with one another for professional and training purposes.

- If there is evidence of clear and imminent danger to self and/or others, a counselor is legally required to report this information to the authorities responsible for ensuring safety.
- Kentucky law requires that mental health professionals who learn of, or strongly suspect, physical or sexual abuse or neglect of any person under 18 years of age report this information to county child protection services. A court order, issued by a judge, may require the Counseling Services staff to release information contained in records and/or require a counselor to testify in a court hearing.

## College Counseling

The Gatton Academy offers a comprehensive post-high school counseling program that supports students in finding their best “fit” college or gap year program after graduation. The College Counseling Specialist provides information about colleges and scholarships through seminars, e-mail alerts, individual meetings, and college visits. They also invite college admission representatives to meet with students at Gatton. The College Counseling Specialist works with other Gatton staff to write personal and specific counselor letters of recommendation for seniors for their college applications. Students are encouraged to apply to several colleges that offer the educational majors, environments, and experiences they are seeking. While families are encouraged to be part of the college application process, Gatton believes students who take initiative and ownership of their college and scholarship application processes have more successful outcomes. Ultimately, the goal of the college application process is to ensure that each student has several options from which to choose when admission results are released.

## College Applications

Gatton Academy students submit applications for college admissions and scholarships in the fall semester of their second year. The Gatton Academy strongly recommends students limit their college application lists to ten colleges/universities. Most colleges charge an application fee and require several essays. Gatton students are applying for college while taking a full college course load which limits their time. Students with carefully honed college application lists often produce more competitive applications. The College Counseling Specialist works directly with students to advise and guide them through the application process. The specialist offers personal meetings with students and families to support students in this process, as well as seminar presentations and scheduled visits by college and university representatives to Gatton.

Students begin preparing for these applications the summer prior to their senior year so they are ready to apply when they return to Gatton in the fall. The College Counseling Specialist, along with other Gatton staff, write the counselor letters of recommendation for students for their college applications. In addition, applications usually require letters of recommendation from teachers, which are written by WKU faculty. It is important for students to build relationships with faculty and staff, so their recommendation letters are personal and reflect their unique characteristics. It is the responsibility of the student to learn application deadlines for each institution to which they are applying. It is also the student's responsibility to communicate these deadlines to their letter writer and faculty recommenders to ensure they

have appropriate time to send necessary materials. In order for college letter writers and recommenders to submit application materials in a timely manner, students are required to finalize their college lists in both Naviance and the Common Application by the first Friday of December. There are no exceptions to this deadline.

Gatton students are required to use their Gatton Academy transcript in the college application process. Students' college letter writers send official transcripts to colleges electronically via Naviance. The Gatton transcript does not include standardized test results so students must send their ACT and SAT score reports directly to colleges through the ACT and College Board processes.

The Gatton Academy abides by Early Decision commitments. Gatton is obligated to notify colleges when a commitment has been broken. If a student is accepted to a college under a binding early decision plan, the student's transcript will not be sent to other colleges.

### **Naviance**

The Gatton Academy uses Naviance, a web-based planning and advising system for students and staff. Naviance enables students and staff to organize the college search and application process, including sending application documents, recommendation letters, and transcripts to colleges. Students can also access scholarship and internship information through the online tool. Ultimately, Naviance serves as a communication link between students, families, and Gatton staff and as a database for college and scholarship outcomes for Gatton accountability and future Gatton students. Gatton staff work with students to connect the Common Application with the Naviance system to send all college application support materials, such as recommendation letters and Gatton transcripts.

Students are required to utilize Naviance for a variety of tasks including college planning and applications and entering admissions and scholarship results. Students must enter admissions and scholarship outcomes to receive graduation regalia. Students can also use the system for PSAT/SAT/ACT preparation, resume preparation, and career and interest searches. Students receive training on Naviance during GROWeek and seminars throughout the school year. To access Gatton's Naviance portal, go to <https://student.naviance.com/gatton>.

### **Prestigious College Scholarships**

There are several competitive college scholarships or scholarship programs for which Gatton students may apply, including the QuestBridge College Prep Scholars and National College Match Program, Jack Kent Cooke College Scholarship, Horatio Alger Scholarship, Coca-Cola Scholarship, Gates Scholarship, and Coolidge Scholarship. Students interested in applying for these scholarships should discuss it with the College Counseling Specialist and their staff letter writer as they have specific eligibility requirements and require significant effort to put forth a quality application.

Some college-based scholarships require nominations for students to be considered, including the Wells Scholarship at Indiana University, the Morehead-Cain Scholarship at University of North Carolina-Chapel Hill, the Jefferson Scholarship at University of Virginia, and the John M. Belk Scholarship at Davidson College. Colleges often limit the number of nominations a school/program may put forth. The College Counseling Specialist will lead a committee in selecting the Gatton student(s) who will be nominated for each scholarship. The specialist will communicate the criteria for each scholarship and how Gatton students can apply to be nominated.

## PSAT, ACT, SAT, and State Testing

The Gatton Academy administers, at Gatton expense, the PSAT/NMSQT exam to all entering juniors during their first semester. This is the only exam used to identify National Merit Semi-Finalists, most of whom become National Merit Finalists. Being a National Merit Finalist can be very helpful with college admissions and can qualify a student for major scholarships. Gatton also administers any exams required by the Commonwealth of Kentucky, such as the ACT or SAT for all juniors in the spring semester and accountability testing (KSA).

Although students take the ACT or SAT prior to enrolling in Gatton, students may take them again with the intention of improving their scores. While these additional administrations of the ACT or SAT are not offered at Gatton, students may sign up to take them at various locations in Bowling Green or their home areas. Transportation may be available to take students to test sites near Gatton. Student register on-line at <https://collegereadiness.collegeboard.org/sat> (SAT), or <https://www.act.org> (ACT). Students should register early as test sites fill quickly.

Review and study materials are available at no cost to students through Naviance. Khan Academy also offers a free online study program for the SAT that was developed in coordination with The College Board. This is available at <https://www.khanacademy.org/>. Testing Fee Waivers for the ACT and SAT are available for students whose families financially qualify. See the College Counseling Specialist for additional information.

## Academic Counseling

Student Success Specialists provide students with a range of resources to assist them in formulating plans and making decisions during their academic career at The Gatton Academy. Specialists help by meeting with students to support the development of time management, self-management, and study skills. Academic counseling also includes helping students find the confidence and the time to take advantage of the built-in academic resources offered at Gatton and at WKU, like tutoring, faculty office hours, and group study opportunities.

## Registration Services

Student Success Specialists will provide all academic advising and registration services for Gatton students. The Gatton Academy registration timelines will be distributed by the Specialists at the beginning of each semester. Students will be provided a checklist of remaining

graduation requirements each semester. Students should review this list to ensure they are on track to graduate from Gatton. Students should work with their sending school counselors (if applicable) to ensure they are on track to meet their sending school graduation requirements. Students will receive a copy of their transcripts each semester to review for accuracy.

# RESIDENTIAL LIFE POLICIES AND PROCEDURES

## The Gatton Academy Residential Life Mission

The Gatton Academy Residential Life is a community grounded in the core values of Integrity, Compassion, and Respect. Within this environment, students are supported in their academic and personal growth while developing five essential skills: Accountability, Collaboration, Community Impact, Self-Discipline, and a Growth Mindset.

Residential life at The Gatton Academy is structured to ensure student safety and well-being through intentional supervision, programming, and mentorship. Gatton's policies and procedures are designed not to restrict students, but to foster a secure and supportive community where lifelong friendships and meaningful growth can thrive.

By choosing to join The Gatton Academy, students commit to upholding the expectations that define and sustain the Gatton community. **All students and their families will review and sign the handbook agreement at the start of each academic year.**

## 18

All Gatton Academy students are subject to the same policies regardless of age. A student does not gain privilege within the program upon turning 18.

## Bicycles and Recreational Mobility Items

Students may bring bicycles and recreational mobility items (skateboards, skates, scooters, etc.) to campus. Students assume full responsibility for any items they bring. Students must use a helmet at all times. Bicycles must be locked in the bike rack outside The Gatton Academy when not in use. With a roommate's permission, bicycles may be stored in a student room if they do not pose a fire hazard. Motorized boards, motorized bikes, and other motorized recreational mobility items are not permitted within WKU residence halls, including The Gatton Academy.

Per university policy, bicycles and recreational mobility items may be used on sidewalks for safe transportation purposes *only*. When using sidewalks, pedestrians have the right of way. Recreational mobility items are not permitted to be used inside buildings. Students found riding without a helmet or using recreational mobility items indoors will have their privileges revoked. Students intending to travel off campus must follow standard sign-out procedures.

## Checking In and Out of Gatton's Building and WKU's Campus

To reinforce student safety, The Gatton Academy maintains procedures for monitoring when students are in Florence Schneider Hall or off-campus. While Western Kentucky University is a relatively safe campus, it is essential for staff to know where students are, with whom they are traveling, and when they plan to return—especially in case of an emergency.

## **Scan-In/Scan-Out**

Students must scan their WKU ID cards at the FSH front door when entering and the 2<sup>nd</sup> Floor Residential Desk when exiting the residence hall. This procedure is required at all times and helps staff monitor building occupancy.

## **Sign-In/Sign-Out**

Students must sign-out at the 2nd Floor Residential Desk before leaving campus or entering a vehicle for any reason and must sign-in immediately upon return. This is in addition to scanning in and out of the building. Students are not permitted to sign in or out for anyone else. Violations of this policy may result in disciplinary sanctions. The Assistant Director for Residential Life, or their designee, may restrict a student's off-campus privileges for disciplinary reasons or at the request of the student's family.

Students must return to campus using the same method of transportation with which they departed (e.g., RC transport, parent/guardian, WKU shuttle). Any changes must be approved in advance by the Assistant Director for Residential Life. Use of ride-sharing services (e.g., Uber, Lyft) is prohibited unless expressly approved by Gatton staff and the student's family.

**The only time a student may be transported by anyone under the age of 21 is to travel directly to/from home, with Orah-documented parent/guardian permission for each occurrence. Students are not permitted to leave with a driver under 21 in any other circumstances.**

## **Orah Boarding Management System**

The Gatton Academy manages all off-campus leave through Orah, a boarding management software. Incoming students and families will receive instructions regarding the use of Orah prior to junior move-in. Students' parents/guardians will join as permanent contacts in Orah.

Students must have an Orah pass approved by both a parent/guardian and a staff member any time they leave the off-campus boundaries or enter a vehicle, except when being transported by a Gatton Academy staff member. Additionally, an approved Orah pass is required anytime someone other than a student's parent/guardian will be visiting Gatton.

Parents/guardians are strongly discouraged from sharing their Orah credentials with their students. The Gatton Academy is not responsible for any outcome that may occur as a result of a parent/guardian sharing their credentials. The Assistant Director for Residential Life will investigate any suspicious pass requests. Any student found falsifying passes or permissions will be subject to disciplinary action.

## **Walking Off-Campus**

While under the jurisdiction of The Gatton Academy, students may walk off campus in groups while observing the following policies.

- Students must sign out/in at the 2nd Floor Residential Desk every time they leave/return to campus.
- During daylight hours, students may sign off campus in groups of two or more.
- If students will be out after sunset, students must sign off in groups of four or more.
- Students are not allowed to travel outside the off-campus boundary outlined on the map below.
- All off-campus activities must follow Gatton policies and behavioral expectations.

### On-Campus and Off-Campus Boundaries

On-Campus is defined by the area shaded in green on the Gatton boundary map. It includes all of WKU's main campus and the Dollar General store between Adams and Kentucky Street. Students must remain within these boundaries unless signed out with proper approval. If properly signed out, students must stay within the off-campus boundary outlined in blue and orange (orange areas are accessible via South Campus shuttle) on the map below when not accompanied by a Gatton staff member. This area is defined by Kentucky Street, University Boulevard, U.S. 31 W. By-Pass, and E. Second Avenue. It also includes Old Morgantown Road to the Que Pasa Michoacana and Russellville Road to the Taqueria y Birrieria Jalisco. Bowling Green has many local attractions and establishments highlighted within the boundaries that students are welcome to visit. All unshaded areas are off-limits to students, including the riverfront.



## Chemical Use Policy

### Medication

At the beginning of the year, families must submit a signed list of all medications the student currently takes or is permitted to take, including both prescription and over-the-counter medications. The student's family must notify the Assistant Director for Residential Life if a student begins a new medication, stops taking a current medication, or has a change in dosage. Updates should be submitted using the Medication and Health Information Update form, available in Orah.

Gatton Academy students are responsible for managing and storing their own medications in their rooms. Sharing medication is strictly prohibited. If a student is taking a controlled medication or one in which the potential for abuse or sharing is high, a lockbox or safe is strongly recommended. Prescription medication is intended for a single individual and is not to be shared with anyone else.

Students found under the influence or in possession of any medication not listed on their approved list of medications will be subject to disciplinary action, up to and including dismissal. The student's family will be notified of any such incidents.

### Alcohol, Tobacco, and Illegal/Inappropriate Chemical Substances

The possession, use, distribution, sale, or intent to distribute or sell alcohol, tobacco, other illegal/inappropriate chemical substances, related paraphernalia, or fraudulent identification cards is grounds for immediate dismissal from The Gatton Academy.

- "Use" means consumption of or being under the influence of alcohol, tobacco, or other illegal/inappropriate chemical substances while under the jurisdiction of Gatton.
- "Alcohol, other illegal, inappropriate chemical substances" are defined to include all alcohol, tobacco, or other controlled substances, or inappropriate use of prescribed or over-the-counter medications. Look-alike substances are also prohibited, as are any CBD products even if they contain no THC.
- "Possession" includes any use of the student's person, vehicle, clothing, belongings, or assigned Gatton property (including their room) to store alcohol, tobacco, other illegal or inappropriate chemical substances, or related paraphernalia. The production or attempted production of such substances is also considered possession.
- "Paraphernalia" includes, but is not limited to, empty alcohol containers, drink mixers intended for alcoholic beverages, shot glasses, flasks, and items associated with drug use—such as pipes, rolling papers, or any other materials (including homemade items) used for consuming, storing, or concealing substances. It includes vaping materials, e-cigarettes, hookahs, cigarettes, cigars, smokeless tobacco, pipes, matches, lighters, and filters. It also includes clothing displaying drug-related language or imagery.

## **Alcohol and Drug Testing**

The Gatton Academy will require students to complete drug and alcohol testing in any case of reasonable suspicion. The Assistant Director for Residential Life and/or the Director of The Gatton Academy will determine reasonable suspicion based upon visual and physical evidence and/or trusted community reports. In cases where reasonable suspicion has been determined, the student's family will be contacted to come to Bowling Green to take their student to be tested within six hours of the call. In some circumstances, the student's family may grant The Gatton Academy permission to transport the student for drug/alcohol testing at an appropriate facility via written request to the Assistant Director for Residential Life. The cost of testing is the family's responsibility. Students must be tested in Bowling Green at a facility approved by The Assistant Director for Residential Life. The student must complete a rapid-results test for both alcohol and drug use. If the rapid test is positive, the sample must be sent to an appropriate laboratory for further evaluation. The results of both tests must be provided to the Director of The Gatton Academy directly from the testing facility. The Assistant Director for Residential Life may use a breathalyzer unit or an alcohol screening oral test to investigate reasonable suspicion of alcohol consumption.

If a student refuses to be tested or a student's family refuses to take the student to be tested, the student must withdraw pending disciplinary action from The Gatton Academy.

If the student tests positive, the student may be offered the opportunity to enter the Grace Program on a first offense. If the student declines to enter the Grace Program, the student will be dismissed.

## **Grace Program**

The Grace Program is designed to help students identify their own substance abuse behaviors and seek help managing them in order to continue enrollment at The Gatton Academy.

Students may enter the Grace Program in one of two ways. First, a student may voluntarily speak with any staff member and request to enter the Grace Program. The student must voluntarily turn over any drugs, alcohol, or paraphernalia in their possession to The Gatton Academy staff. Second, a student may enter the Grace Program at the invitation of The Gatton Academy staff after a positive drug test or reasonable suspicion of drug use or possession. A student may be invited and/or enter the Grace Program only once. The opportunity to enter The Grace Program ends 21 days prior to graduation. A student found to be selling, distributing, or intending to distribute drugs, alcohol, or other illegal/inappropriate chemical substances or paraphernalia is not eligible for the Grace Program and will be dismissed.

Requirements of the Grace Program include the following.

- Mandatory drug/alcohol testing, as outlined above in Alcohol and Drug Testing, to be completed once a month or every two weeks (frequency determined by the Assistant Director for Residential Life).
- An individual counseling plan created by the Assistant Director for Counseling Services

that includes on-site counseling and referrals to treatment facilities as needed.

- An individual residential life plan created by the Assistant Director for Residential Life that may include residential suspension, curfew restrictions, or other sanctions.
- Referral to outside treatment, depending on the circumstances. If students are referred for outside treatment, an evaluation and treatment plan must be provided directly to the Assistant Director for Counseling Services, or their designee, by the outside program and the student must be cleared by the outside program to return to Gatton's residential setting.
- The Gatton Academy will notify the parents/guardians of a student who enters the Grace Program.

Successful termination of the Grace Program will occur when the student has satisfied the requirements of the Grace Program for one full semester or at the discretion of the Assistant Director for Residential Life. After admission to the Grace Program, if a student fails a subsequent test or violates the Gatton Academy Chemical Use policy, the student will be dismissed from The Gatton Academy. Students are not eligible for the Grace Program more than once.

## Closed Weekends and University Holidays

The Gatton Academy observes breaks and holidays as determined by the Western Kentucky University calendar. Approximately one weekend per month is designated as a Closed Weekend. Gatton's residence hall will close during university holidays and Closed Weekends and students will not be allowed to stay on campus.

During these breaks, The Gatton Academy will close at 7:00 PM CT on the first evening of the break and open at 1:00 PM CT on the final day of the break. The purpose of the Closed Weekend is to allow students time to go home and reconnect with family and community. While The Gatton Academy building is closed for the Closed Weekend, students may not return to The Gatton Academy, as staff members are not on duty. Students must visit the 2<sup>nd</sup> Floor Residential Desk to sign out when leaving for a Closed Weekend and to sign in upon their return.

On most Closed Weekends, The Gatton Academy staff will provide a shuttle to support students and families who live the furthest from Bowling Green. Access to shuttle seats is prioritized based on distance from Bowling Green. Families will receive information on how to reserve a shuttle seat before the first Closed Weekend. As an alternative to the shuttle, many students and families choose to carpool with others from their area.

When the university closes for Fall Break, Thanksgiving, winter term, Spring Break, and summer, students will be required to complete certain tasks in their rooms for safety and sanitary reasons. A checklist will be provided in advance of the building closure. Students must complete the tasks on the checklist and check out with an RC.

## Common Spaces

The Gatton Academy has centralized common spaces throughout the building and common areas in each wing where students may socialize and study. Students have a responsibility to treat these spaces with respect when using them, leaving them neat and clean after each use. Common furniture is not to be moved or modified. Students should be mindful and respectful of noise levels throughout the building. Students may not sleep in common spaces. Wing common areas may not have trash receptacles, as students are expected to dispose of their trash in the appropriate receptacles in their rooms. Meeting rooms and common areas are not available for private party reservation.

Students must comply with the request of any staff member regarding noise levels or other behaviors that are not respectful to the community or common spaces. Failure to clean up common areas and wing areas, intentionally leaving trash, and unauthorized moving of furniture will result in disciplinary action. Those found damaging common property will be required to make restitution for any damages.

Each residential wing is responsible for cleaning and organizing their common area and one other common space within the building each week. These include the kitchen, laundry room, den, computer lab, makerspace, square, and the set up/tear down for events in the Great Hall. Responsibility for each space will rotate on a monthly basis between wings. Residential Counselors will schedule appropriate times each week for each wing to take care of their assigned area.

Any personal items left unattended in common spaces will be added to a lost and found collection behind the 2<sup>nd</sup> Floor Residential Desk, where students can retrieve their misplaced items. Items remaining in the lost and found collection at the end of each semester will be donated or discarded. The Gatton Academy does not accept responsibility for any items left in common spaces. Students should keep their valuable items in a secure location.

## Computers, Email, Digital Textbooks, and Printing

### Computers

The Gatton Academy issues each student a laptop for personal academic use. The computer is the property of The Gatton Academy and serviced by WKU Information Technology (WKU IT). WKU IT attaches an inventory control tag to each machine, which must remain affixed to the laptop at all times. The laptop must be returned when a student graduates from The Gatton Academy or leaves the program for any other reason. Due to WKU and state policies, Gatton laptops are not eligible for purchase by Gatton students.

Students are not permitted to remove any hardware from their Gatton laptop or the computer lab. No hardware or software may be installed or copied onto any computers owned by the university unless the proper licensing terms have been met, and permission has been obtained in writing from the proper university authority. Gatton-owned devices must retain their original Windows operating system.

Students are responsible for the charging cable to their Gatton-issued laptop. Lost or damaged charging cords should be appropriately replaced before returning the laptop to The Gatton Academy.

## **Email**

Each student is provided a WKU email account upon admission to The Gatton Academy. This account is the primary way Gatton staff and WKU faculty communicate important information. Students are expected to check their WKU email at least twice daily. All official messages from Gatton staff will be sent to the student's WKU email address only. Students must follow the university's Acceptable Use Policy when using email.

## **Digital Textbooks and Resources**

Many WKU courses use digital textbooks and online tools hosted through platforms like RedShelf, Pearson, OpenStax, and Perusall. These platforms may collect personal data. Students and families should discuss digital safety and make informed decisions about online behavior. These tools are for educational use only, and only the student for whom the access is licensed may use them. Students are expected to follow all terms of use associated with electronic learning platforms. Inappropriate use may result in restricted access or removal from those platforms. By signing the handbook agreement form, students' families give permission for students to use these tools.

## **Printing**

Gatton students may print in WKU computer labs using their WKU print allowance. The Gatton Academy also provides a student printer in the third-floor computer lab. Students must use these resources respectfully. Printing privileges may be revoked for misuse.

### *Poster Printing*

Gatton students may request to use Gatton's poster printer for research or class projects. Requests to print must be submitted via email to the Lead RC for Logistics at least two business days before the poster is needed. Requests should include the poster file, which must be in .pdf format, the purpose of the poster, and the date by which the poster is needed. Students are responsible for reviewing their files to ensure that they are free from typos or errors. Posters are printed free of charge, but posters will not be reprinted to correct typos. With rare exception, students will be limited to two poster prints per academic year. Please contact the Lead RC for Logistics or the Assistant Director for Academic Services if you have any questions.

## **Appropriate Use**

WKU computing resources must be used responsibly. Students may not intentionally waste or monopolize resources, such as by mass emailing, spamming, printing excessively, or generating unnecessary network traffic. Students are expected to conduct themselves in a responsible and ethical manner when using a computer and the internet. As students' laptops and email are

provided by WKU, they are subject to monitoring. If monitoring uncovers potential criminal activity or handbook violations, The Gatton Academy may take disciplinary action. Any computer connected to the WKU system is subject to investigation. Access to resources on any university network is a privilege and will be removed if abused. Using any university resource for any illegal purpose (including but not limited to violation of copyright law, hacking, or illegal electronic commerce) may lead to disciplinary action. Students are responsible for protecting their devices from viruses, malware, and unauthorized access. Devices should always be password protected.

Students may not attempt to access another person's account or share account credentials. Each student is responsible for keeping their login credentials private. Misuse of any WKU account, including attempting to impersonate another user or sending emails under another person's name, will result in investigation and disciplinary action.

## Curfew

Gatton students are expected to follow nightly curfew procedures to ensure community safety and personal wellbeing. Every student must check-in face-to-face with a Residential Counselor each night before curfew. Students who are consistently late to curfew will face disciplinary consequences. RCs are required to complete curfew checks in a timely manner each night.

**Curfew begins at 10:30 PM on weeknights (Sunday-Thursday) and 12:00 AM on weekend nights (Friday-Saturday).** If deemed necessary, each wing's Residential Counselor may enforce a midnight in-room curfew on school nights. Once curfew begins, students are not permitted to leave their wing or exit the building before 6:00 AM.

Curfew	
<b>Sunday - Thursday</b>	<b>10:30 PM</b>
<b>Friday - Saturday</b>	<b>12:00 AM</b>

There is no official lights out restriction. However, students are expected to get sufficient sleep each night (~9.5 hours per night as recommended for teenagers). When a student routinely fails to get sufficient sleep, it typically shows in their class participation, homework quality, exam scores, and community involvement. If deemed necessary, The Gatton Academy staff may intervene to promote healthy sleep habits, potentially including a meeting with the student's family or a structured sleep contract.

## Senior Privileges

Seniors who are not on an academic, attendance, or disciplinary contract may take advantage of studying or socializing in building common areas from 10:30 PM to 11:59 PM Sunday through Thursday. Seniors who wish to utilize senior privilege must first report for curfew check at 10:30 PM.

Seniors must report to their own wing by midnight and check in with their Residential Counselor. To maintain the security of the building, **students using senior privilege may not prop wing doors open to gain access back onto the wing.** Seniors eligible for senior privileges will be able to scan back onto their own wings between 10:30 PM and 11:59 PM.

## Dress Code

Students must wear attire that is appropriate for the setting at all times. For example, a student wearing sweatpants to prom or a swimsuit to class are inappropriate attire for the setting. Clothing portraying inappropriate or suggestive themes, images, or language (e.g., drugs, sex, violence, etc.) is prohibited. Students must wear a shirt outside their rooms and shoes outside their wings.

Gatton Academy staff members will ask students to change clothes when their attire is inappropriate for the setting or violates the dress code. Students who repeatedly disregard the Gatton Academy dress code will face disciplinary sanctions, which may include a family conference to discuss repeated dress code violations.

## Driving and Driver's License / Permit

Students with a state driver's license or driver's permit must submit a photocopy of their license or permit to The Gatton Academy. If a student does not have a driver's license/permit upon enrollment at The Gatton Academy, they must submit their driver's permit to The Gatton Academy when it is issued to them.

**Students may not drive while under the jurisdiction of The Gatton Academy, except to drive directly to and from home.** Any student driving a car to campus from home must register the car with The Gatton Academy and purchase a South Campus parking permit from WKU Parking and Transportation. Students who drive must park their vehicle in long-term parking on South Campus. Upon arrival at Gatton directly from home, the student must turn in their car keys to Gatton staff. To sign out their car keys from the 2nd Floor Residential Desk to return directly home, students must have a pass endorsed by their parent/guardian and Gatton Academy staff for each specific date that the student needs to drive home.

Students are only permitted to use their car for the purpose of driving home immediately after signing out. Students are not permitted to use a car for any other purpose. Once a student arrives at Gatton from home, they may park their car legally near The Gatton Academy until they drop off their car at South Campus. Students must immediately sign in at the 2nd Floor Residential Desk. Once a student signs in, they may only sign out their keys to move their car to South Campus. The Gatton Academy staff provides a South Campus shuttle for car drop-off at 7:00 PM and 9:00 PM each Sunday evening, with an additional shuttle at 5:00 PM on Sundays of closed weekends. Sign-up sheets are posted at the 2nd Floor Residential Desk.

Any car brought to campus by a student may be searched if deemed necessary by Gatton Academy staff or law enforcement. Families should be aware they are financially and legally

responsible for their students' actions, authorized or unauthorized, regarding the use of a vehicle while at The Gatton Academy. The Gatton Academy is not responsible for any parking violations or fines students accrue. Students who bring a car should familiarize themselves with WKU Parking and Transportation policies. The Gatton Academy assumes no liability for damages, injuries, or other consequences of student behaviors while operating a motor vehicle. The Gatton Academy cannot provide or assume liability for roadside care services such as battery charging, tire changes, flat repairs, or any other automobile services. The Gatton Academy encourages families who allow their students to drive to and from Gatton to consider obtaining emergency roadside assistance service.

## Employment and Commercial Solicitation

Due to the academic demands, research expectations, service requirements, and the need for rest and recreation, students are not permitted to hold jobs while enrolled at The Gatton Academy. Running a business or engaging in personal for-profit ventures while living at The Gatton Academy is not allowed. Students may pursue employment during official Gatton breaks (e.g. winter term, Spring Break, summer).

Commercial solicitation is prohibited. It is prohibited for vendors and organizations seeking funds, services, or memberships to solicit or attempt to sell products in The Gatton Academy.

## Family Emergency

Students and families should contact the Assistant Director for Residential Life in the event of a family emergency (e.g. death, injury, or major illness of a parent, sibling, grandparent, etc.). This information helps staff to support students through the family emergency while they are in residence. If the family emergency requires a student to miss class, the Student Support Specialist will notify faculty members.

*IMPORTANT NOTE:* If a student's family will be traveling outside of Kentucky for an extended period, they must notify the Assistant Director for Residential Life and provide the name and contact information of an adult family member or trusted family friend who lives within six hours of The Gatton Academy and can assume responsibility for the student in case of an emergency. In the event of changes to family contact information (e.g. addresses, phone numbers, etc.) or emergency contacts, families should inform the Assistant Director for Residential Life.

## Gambling

Participation in any form of illegal gambling is prohibited.

## Identification Card (WKU ID)

All students will be issued a Western Kentucky University – Gatton Academy photo identification card, which must be carried at all times and presented to Gatton or WKU officials upon request.

Students are not allowed to loan their ID cards to anyone or borrow another person's ID card. WKU officials may confiscate cards if they are used in a fraudulent manner.

The WKU ID Card acts as a student's credential to access Florence Schneider Hall and their wing. Students are required to swipe their WKU ID at the appropriate scanner when leaving from and returning to the building.

The WKU ID also provides students with access to spaces and services related to on-campus dining, Helm-Cravens Library, Preston Health and Activities Center, free entrance to on-campus WKU sporting events, and a variety of other on-campus benefits.

### **Procedure for Replacing a Lost/Stolen WKU ID Card**

Lost or stolen WKU ID Cards must be reported immediately to the Assistant Director for Residential Life and the WKU ID Center. Reporting a card as lost or stolen to the WKU ID Center will disable the card to protect the student's accounts and building access across campus. After reporting a lost/stolen card, the student must visit the WKU ID Center in DSU, room 2125. A replacement card can be purchased for \$25. The new card will automatically restore the student's account balances and encoded privileges. If a student's ID becomes damaged, WKU will replace it free of charge (once per calendar year).

### **Illness or Injury**

In the event a student becomes ill, the student should notify their Residential Counselor immediately. Depending on the severity of the illness or injury, the student will either be advised to go to WKU Health Services or the Gatton Academy residential staff will transport the student to a healthcare facility. The Residential Counselor or the Assistant Director for Residential Life will contact the student's family to advise them of the student's illness or injury. In the event of an emergency, the student's immediate healthcare needs will be taken care of first and then the family will be notified. Students should contact a staff member immediately if they become aware of a health emergency so that emergency transportation may be arranged. If 911 is called in an emergency, the student should also call a staff member or the front desk to alert staff of the emergency and imminent arrival of emergency personnel.

**Students should never hesitate to seek medical help for themselves or another student, even if the injury or illness is the result of a policy violation.**

The WKU Health Services Clinic is affiliated with Med Center Health. Unless directed otherwise, Gatton Academy staff take students to Med Center Health Urgent Care and Med Center Health Emergency Room. Students' families should confirm that these facilities accept their students' insurance plans. If not, the student's family or the student may request a specific, alternative local healthcare facility when being transported by Gatton Academy staff in the event of illness or injury.

All Gatton students are required to complete an authorization for medical treatment form prior to arrival at The Gatton Academy. Students will have access to this form via an electronic file or they may see a staff member to receive a printed copy. Health information is protected by HIPAA regulations and The Gatton Academy is intentional in how it protects and provides authorized access to this information.

Families are strongly encouraged to obtain health insurance for their students that provides coverage in the Bowling Green area. Students should always maintain access to a physical or digital copy of their health insurance card. The Gatton Academy will also maintain a copy.

Students are encouraged to reduce their risk of illness by practicing good hygiene, staying up to date on vaccinations and boosters, and wearing a mask when feeling unwell. Students are encouraged to isolate when they test positive for an infectious disease.

If a student must miss class due to illness or injury, the student should notify their instructor and Gatton Academy staff, as outlined in the Gatton Academy Class Attendance Policy.

With advance notice, The Gatton Academy residential staff provide transportation for student medical and dental appointments within Bowling Green. Students needing transportation to a medical or dental appointment must coordinate with the Lead Residential Counselor for Logistics several days in advance.

## James Clark Memorial Makerspace

The James Clark Memorial Makerspace is located on the 3rd Floor and is named for a student from the Class of 2025 who enjoyed tinkering with things and figuring out how they work. Students are expected to treat the space, equipment, and materials with respect, using all items as they were intended and cleaning up after their projects. Failure to use the makerspace appropriately may result in losing access to the space, or other disciplinary action. Rules for the makerspace are posted at the entrance. Projects may not be stored in the makerspace. No food or drinks are allowed in the makerspace. The makerspace is open from 9 AM to 10:30 PM.

Some equipment requires training before students are permitted to use it to ensure safe and responsible use. Training opportunities will be communicated to students. These items or the supplies for these items may be kept in a locked cabinet. The keys may be signed out at the 2nd Floor Residential Desk. Students are required to log the use of the makerspace and all materials. This allows Gatton staff to determine usage and plan for the materials needed. Students may be asked to limit their materials usage if it is deemed excessive.

## Keys

Each student will be issued a room key. If a student loses their key, they must immediately notify the Assistant Director for Residential Life to purchase a new key. The locks on student rooms must be replaced by WKU Access Control at \$85 per lock. Students are encouraged to lock their doors and safeguard their keys to maintain security for themselves, their roommates, and their

property.

## Kitchen

Florence Schneider Hall has a community kitchen on the 4th Floor available for student use with permission from a Residential Counselor. Students should schedule kitchen use well in advance, as the kitchen remains locked when not in use. A sign-in/sign-out sheet is posted on the kitchen door. Students must sign in upon entering. Before signing out, they are expected to complete all cleaning responsibilities listed on the sheet and notify a Residential Counselor for a cleaning check.

Students should not plan to prepare the majority of their meals in the kitchen. Food must not be left unattended while cooking. Personal trash, dishes, and cooking supplies may not be left or stored in the kitchen; any items left behind will be discarded. The Gatton Academy does not provide refrigerator or freezer space for student use.

## Laundry

Washers and dryers are available for student use on the 4th Floor of Florence Schneider Hall. There is no cost to use the machines, but students must provide their own laundry supplies. Students should store laundry supplies in their own rooms, as no storage is available in the laundry room.

The machines use high-efficiency laundry detergent. If using laundry pods, students should place them directly in the drum, not in the detergent dispenser. After each wash, students should wipe out the rubber gasket, as small items often get trapped there. If a machine is not working, students should report it to the 2nd Floor Residential Desk. Any laundry left behind will be collected and placed in Gatton's lost and found.

Students should set a personal alarm to collect their laundry as soon as the cycle ends. Students may not leave their wing after curfew to collect or change laundry.

## Lost and Found

Items left abandoned in common areas of the building will be added to the Gatton lost and found collection. The lost and found items will be stored behind the 2<sup>nd</sup> Floor Residential Desk. At the end of each semester, items will either be donated or discarded. The Gatton Academy assumes no responsibility or liability for personal items left unattended by students.

Any personal items abandoned after a student moves out will be donated or discarded after one week or by the close of each semester, whichever occurs first.

## Mail

Mail and packages sent through the US Postal Service are delivered to Florence Schneider Hall Monday through Saturday.

### **Address US Mail, UPS / FedEx / etc., packages as follows:**

*(Student Name)*  
1509 College Heights Blvd.  
Room #  
Bowling Green, KY 42101

Students and families should note this address is only active when the residence hall is open and should make provisions to receive mail elsewhere during the winter and summer breaks. Gatton staff members are unable to access student mail that arrives during the breaks.

## Maintenance Requests

Students should report any maintenance issues to their Residential Counselor. The WKU Department of Facilities Management provides routine and preventative maintenance for The Gatton Academy. If a maintenance issue is not addressed in a timely manner, students should follow up by emailing the Assistant Director for Residential Life.

Concerns about laundry equipment should be reported to the On-Call RC or the 2nd Floor Residential Desk. Requests related to campus technology or computer equipment should be directed to WKU IT at [wku.edu/its/](http://wku.edu/its/) or (270) 745-7000.

Emergency maintenance issues—such as active leaks, elevator malfunctions, or other urgent facility concerns—should be reported immediately to the 2nd Floor Residential Desk or the On-Call RC (270-535-7437).

## Meal Plans

The Gatton Academy provides all Gatton students with a WKU meal plan. Students will learn how to utilize their meal plans during GROWeek. A student's meal swipes expire on Sunday night each week. Meal plans provide enough access to on campus dining to ensure students have three meals per day.

Families may add additional funds to their students' WKU ID cards in the form of Meal Plan Dollars or Big Red Dollars. Meal Plan Dollars may be used to supplement meals that are not fully covered by the provided meal plan, as well as at campus-run convenience stores. Big Red Dollars may be used in the previously noted situations, as well as at select off-campus dining locations.

## Medical Leave of Absence

The following guidelines describe The Gatton Academy policy through which a student may be granted a leave of absence for medical reasons. These guidelines are intended to provide a mechanism whereby ill students will not be penalized for seeking treatment for their illnesses.

The Gatton Academy may also mandate a leave of absence if a student's illness, or behavior apparently resulting from illness, is so severe that it threatens serious or permanent injury, illness, or death; it interferes with the academic pursuits of the student or others; or it interferes with other regular activities of the Gatton community.

When a student is placed on a medical leave of absence, the student will receive a letter from the Director outlining the conditions and requirements the student must meet for re-enrollment at The Gatton Academy. Students who are granted a medical withdrawal will need to work with instructors to complete coursework. Students may receive an "I", for incomplete, on their transcript until the work is complete. Incomplete transcript designations have a limited time before converting to an F; therefore, it is important to stay in communication with instructors and make progress on completing required coursework.

### **Policy for Students on Medical Leave of Absence for Physiological Reasons**

A student may be granted a medical leave of absence from The Gatton Academy when the student's health is impeding normal academic progress. The student's family must submit written documentation establishing the need for leave to The Gatton Academy Director. Such documentation must be from a licensed health care professional. The Director will decide whether to grant the leave of absence and may do so in consultation with the student's healthcare professional. The Gatton Academy staff will work with the student to navigate the leave with instructors. Due to the rigor of The Gatton Academy curriculum, each medical leave will be limited to two weeks.

### **Policy for Students on Medical Leave of Absence for Psychological Reasons**

When a student experiences personal/emotional problems which impair their judgment or provoke maladaptive behavior which necessitates the interruption of their education, the student shall be placed on medical leave of absence. A student may be required to take a medical leave of absence from The Gatton Academy in those cases in which a student's illness, or behavior apparently resulting from illness, is so severe it threatens serious or permanent injury, illness, or death; interferes with the academic pursuits of the student or others; or interferes with other regular activities of The Gatton Academy community.

The following process will guide medical leaves of absence for psychological reasons:

1. The student's family will be contacted and requested to come to The Gatton Academy immediately to meet their student and escort them home. The student shall leave campus within six (6) hours of having been placed on leave of absence and must remain at home for at least 48 hours. If the student's family are not immediately reachable by phone or are unable to pick up the student within six hours, the Assistant Director for Counseling

Services and/or Gatton Academy Counselor may immediately arrange for the student to be transported and admitted to the nearest mental health support facility (such as LifeSkills Children's Crisis Stabilization Unit or Rivendell Behavioral Health Hospital) to ensure the student receives appropriate care and support. Mental health support facilities are required by law to keep a student in-patient for a minimum of 72 hours if they express suicidal ideations and/or a suicidal plan.

2. Before being allowed to return to The Gatton Academy, the student must also be evaluated by a psychiatrist, licensed psychologist, or licensed counselor who must complete the appropriate verification letter. This letter should contain the following: (a) an assessment of degree of risk to self or others; (b) a diagnosis; (c) provisions that have been made for further treatment; (d) provisions that have been made to deal with further emergencies; and (e) an assessment of whether the student is able to return to both residential and academic life at The Gatton Academy.
3. This letter must be emailed to The Gatton Academy coordinating counselor. They shall review the letter to ensure that the required information has been provided. Should questions arise, the counselor will contact the professional who has issued the letter. The letter shall be reviewed by The Gatton Academy Counseling Department. If a student is denied re-entry, further actions may be necessary and will be coordinated between the Gatton counselor and student family. If approved, a return date will be coordinated between the student family and the Gatton counselor.
4. Upon approval, the student will return to campus and be required to schedule and attend a meeting with a Gatton counselor within the first week. The treatment plan will be discussed with the student and regular meetings will be scheduled.
5. Due to the nature of Gatton's program being four sequential semesters, students may be placed on a psychological medical leave for a maximum of 10 academic class days and leave is contingent on the student being able to make up missed work in a timely manner. If the student's condition requires a student to miss more than 10 academic class days or the student is unable to coordinate a make-up plan with their instructors, the student will be required to withdraw from the program.
6. To ensure the safety and well-being of students, Gatton Academy Counseling staff may discuss with a student and their family whether Gatton is the best fit for the student. If a student is struggling academically, emotionally, and/or mentally, it may be recommended that the student withdraw.

## Participation Agreement for Activities

The Gatton Academy and Western Kentucky University offer a variety of recreation and wellness activities for students. To participate in any Gatton Academy or WKU recreation and wellness activities, each student and their family must sign a Participation Agreement Form.

This agreement provides students access to activities and events organized by The Gatton Academy and WKU, as well as access to form intramural sports teams and utilize The Preston Center spaces. The Preston Center offers pickleball, basketball, volleyball, racquetball, yoga, dance/cardio studio, weightlifting, and swimming. Students are expected to act in accordance with integrity, compassion, and respect when participating in campus recreation and wellness

activities.

## Pharmacy Services

The Gatton Academy partners with [Springhill Pharmacy](#) to provide prescription delivery services for your convenience. Medications are delivered in the early afternoon, Monday through Friday each week. Students who require regular, long-term medications should contact Springhill Pharmacy to set up service. Ensure they know you are a Gatton Academy student and wish to utilize their delivery service. Prescriptions are delivered to the 2nd Floor Residential Desk and securely stored. The front desk assistant will notify students via Orah when they receive a delivery from Springhill. Students are required to sign for their prescriptions. While students are strongly encouraged to utilize this service, The Gatton Academy will provide transportation (particularly in urgent situations) to pick up prescriptions.

## Quiet Hours

To support a healthy academic and residential environment, students are expected to keep noise at reasonable levels and respect others' need for sleep and study. Students are expected to comply with any reasonable request to lower noise from staff or peers.

### Quiet Hours:

- Sunday–Thursday: 10:30 PM – 9:00 AM
- Friday–Saturday: 12:00 AM – 10:00 AM

During quiet hours, music and excessive noise should not be heard outside of student rooms. The lobby piano follows the same schedule. Students are encouraged to use headphones when appropriate. Repeated noise violations may result in confiscation of speakers.

## Relationships and Public Display of Affection (PDA):

### Romantic Relationships

Students form close friendships during their time at The Gatton Academy, and in some cases, these may develop into romantic relationships. While The Gatton Academy neither encourages nor discourages student dating, staff can provide guidance on navigating relationships in a residential and academic environment—including the unique challenges that may arise when living, studying, and socializing in the same community, especially if a relationship ends.

Sexual intimacy is not permitted under the jurisdiction of The Gatton Academy, regardless of the partner's gender, affiliation, or location. Students in romantic relationships are not permitted to live on the same wing or visit each other's rooms, regardless of gender. Students are expected to be honest with staff members about their relationships in these cases. If concerns arise, the Assistant Director for Residential Life may adjust housing assignments to maintain a safe and respectful living environment for all involved.

Students who are in (or aware of) an unhealthy or abusive relationship are strongly encouraged to speak with a trusted staff member or Gatton counselor. Concerns may also be reported to the Assistant Director for Residential Life, who can assess the situation and implement protective measures.

### **Public Displays of Affection (PDA)**

Gatton Academy students live and learn in a close-knit residential community with limited personal privacy. As such, students are expected to conduct themselves respectfully and in a manner that would be considered appropriate in a professional or academic setting.

Brief expressions of affection—such as holding hands, a short hug, or a brief kiss—are acceptable in public spaces. More intimate physical contact is not appropriate in shared or common areas, as it can make others uncomfortable. Specifically, students are not permitted to lie together on couches or other furniture, sit on one another's laps or share single-person chairs, or be under blankets with another person. Students are expected to use all WKU and Gatton facilities for their intended purposes.

All staff members are expected to enforce PDA policies consistently. Students are expected to comply with any request from a staff member to adjust their behavior. If a student believes the policy is being enforced unfairly or has concerns about staff expectations, they are encouraged to speak with the Assistant Director for Residential Life.

### **Residential Counselors**

Residential Counselors (RCs) are essential to The Gatton Academy's ability to provide a safe and supportive living-learning environment. Each residential wing is staffed by a Residential Counselor who lives in the residence hall and serves as the primary staff point of contact and support for the students on their wing. A student's Residential Counselor is typically the first resource for both the student and their family regarding residential life concerns, student well-being, and community support.

Residential Counselors support student well-being through regular one-on-one mentorship, monthly communication with families, educational and social programming, interpersonal conflict resolution, and day-to-day engagement with students in the residential community. Residential Counselors strive to build meaningful relationships with students while promoting academic growth, development of life skills, and The Gatton Academy's values of integrity, compassion, and respect.

Residential Counselors also play a critical role in maintaining the safety and security of the residential environment. Responsibilities include conducting nightly curfew checks, completing weekly room checks, responding to urgent situations, assisting with student transportation needs, supervising community spaces and activities, and serving in an emergency on-call rotation.

Each Residential Counselor works five nights per week. On nights when a student's assigned Residential Counselor is off duty, another Residential Counselor will provide coverage for the wing by conducting rounds, completing curfew check-ins, and responding to urgent student needs.

### **On-Call RC**

One Residential Counselor serves as the designated On-Call RC each day to respond to emergencies, urgent facility concerns, student illness, and other significant, time-sensitive situations. The On-Call RC may assist with emergency transportation to urgent care or the emergency room and provide support during urgent situations when a student's assigned Residential Counselor is unavailable. The on-call schedule is available at the 2<sup>nd</sup> Floor Residential Desk.

The On-Call RC system is intended for emergencies and urgent concerns. Non-urgent requests should generally be directed to the student's assigned Residential Counselor or the appropriate Gatton Academy staff member.

### **Residential Counselor Communication**

Residential Counselors maintain regular communication with families throughout the academic year. Families are encouraged to contact their student's Residential Counselor regarding residential concerns, student well-being, or questions about community life. If a student or family is unable to reach their Residential Counselor, or if they have concerns involving the Residential Counselor directly, they should contact the Assistant Director for Residential Life.

### **Residential Requirement**

The Gatton Academy is a residential program. **Students are required to spend Sunday through Thursday nights in the residence hall.** Any exceptions must be approved in advance by the Assistant Director for Residential Life.

Building a strong peer community is central to the Gatton experience. Students are expected to contribute to this community through active engagement. Students with limited peer interaction may be asked to remain on campus during weekends to support their connection to the community.

### **Room Policies**

#### **Room Assignments, Roommates, and Room Changes**

Roommate preferences are submitted before arrival (for incoming students) and each spring (for returning students). Preferences are considered, but final assignments are based on the needs of the wing and overall community. Roommate requests based on race, ethnicity, sexual orientation, disability, religion, or political affiliation will not be accommodated.

All students are required to complete a roommate contract within the first five weeks of the academic year. This contract serves as a reference during roommate conflict resolution, whether handled between students or with support from a Residential Counselor or the Assistant Director for Residential Life. **Room changes are considered only as a last resort and require approval from the Assistant Director for Residential Life.**

### **Room Checks and Personal Hygiene**

Students are expected to maintain a clean and organized room. This requires regularly disposing of trash and food waste, sweeping/mopping floors, laundering bedding, and cleaning the bathroom. Residential Counselors conduct room checks once per week for cleanliness and safety concerns. Students who continually fail their room checks will meet with the Assistant Director for Residential Life and be placed on a cleaning contract.

Students are expected to always maintain excellent personal hygiene. Students are expected to regularly shower, launder clothes, and care for their physical wellness.

Should a student neglect their personal hygiene or room cleanliness, their Residential Counselor will meet with the student to clarify expectations and help the student identify solutions. If concerns persist, the student will meet with the Assistant Director for Residential Life and their family to set clear expectations for living in the community and collaborate on a solution that encourages student responsibility and well-being.

Attending The Gatton Academy requires a level of independence and self-discipline to, among other things, maintain personal hygiene. If students are unable to meet this threshold of independence and self-discipline, the Assistant Director for Residential Life will meet with the student and their family to determine a student's eligibility and fit at The Gatton Academy.

### **Damages**

Students are responsible for the condition of their rooms. Students must keep rooms clean and free of damage. Students are expected to use all furniture and room fixtures as intended. If damages occur, students should immediately report the damages to their Residential Counselor or the Assistant Director for Residential Life. Students are financially responsible for any damages. If individual responsibility cannot be determined, roommates will share the cost of damages.

Students may not tamper with ceiling tiles or damage window fixtures. Students may not make holes in the walls and may not use nails and screws. When used as directed, approved adhesives include 3M strips, white poster putty, and masking tape and will prevent damages to the wall.

### **Decorating**

Students are encouraged to personalize their rooms at Gatton. Students must adhere to the following guidelines to ensure the safety of the community, preservation of the building, and compliance with fire code.

- No ceiling decorations or tampering with ceiling tiles.

- Do not cover fire safety equipment or block exits. No hanging decorations from fire sprinklers or fire alarms
- No painting walls or modifications to Gatton property.
- No decorating with duct tape, packaging tape, glue, or blue poster putty. Permitted adhesives, when used as directed, include 3M strips, white poster putty, and masking tape.
- Decorative string lights must be UL-listed and low wattage.
- No candles or open flames.
- All holiday decorations must be flame resistant. Live trees are prohibited. Holiday decorations must be removed within one week after the holiday or at the semester's end, whichever occurs first.

### **Furniture and Layout**

Room furniture must be arranged so that doors open fully, a clear path exists from door to window, sprinkler heads have at least 18 inches of clearance, and the room is fully visible from the doorway.

Students may bunk beds using a rubber mallet available at the 2nd Floor Residential Desk. Beds raised over 36 inches require the use of a bed rail. Students should report damaged rails or ladders to their Residential Counselor or the Assistant Director for Residential Life.

All unwanted Gatton Academy furniture and parts must remain in the room. No external storage is allowed.

### **Electrical Appliances**

Only UL-approved appliances are permitted in student rooms. Refrigerators must be under five cubic feet and microwaves must not exceed 1000 watts. Cooking in student rooms is not allowed, apart from microwaves and Keurig-style coffee makers. Appliances with exposed heating elements are strictly prohibited, including toaster ovens, hot plates, halogen lamps, space heaters, and similar devices. Students must use grounded extension cords or surge protectors for small devices, such as phone chargers or computer equipment.

### **Electrical Outlets**

To ensure safety and prevent electrical hazards, students must follow the guidelines below when using electrical outlets in their rooms.

- No more than four appliances may be plugged into a single duplex wall outlet at any time.
- Major appliances (e.g., refrigerators, microwaves) must be plugged directly into a wall outlet or into a heavy-duty, grounded extension cord that is plugged directly into the wall outlet.
- Multi-outlet extension cords, six-way adapters, power taps, and electrical bars are prohibited and will be removed by Residential Life staff.
- Surge protectors may be used for electronics such as computers, TVs, gaming consoles,

and sound equipment. All surge protectors must be UL-listed.

- Students are encouraged to unplug small appliances when not in use (e.g.: hair dryers, curling irons, electric razors, etc.), as many devices draw power even when turned off. Unplugging helps prevent damage during a power surge.

### **Circuit Breakers**

Students may not reset circuit breakers. Contact your Residential Counselor or the On-Call RC if power is lost.

### **Prohibited Items**

The following are not allowed in residence halls:

- Cooking appliances, except those explicitly approved above;
- Flammable liquids, dangerous chemicals, fireworks, or explosives;
- Power tools (drills, saws, etc.);
- Weapons or weapon-like items, including but not limited to knives (with blades larger than 3 inches), martial arts equipment, ammunition, archery equipment, etc.;
- Pets (except fish, aquatic frogs, and turtles in tanks less than 10 gallons. Only one 10-gallon tank or smaller is permitted per room);
- Motorized vehicles (scooters, ATVs, etc.);
- Ride-on devices inside the hall (scooters, skateboards, etc.);
- Nerf guns, water guns, matches, lighters;
- Items that can cause water damage (pools, slip 'n slides, etc.).

All prohibited items may be confiscated by Residential Life staff. The Gatton Academy reserves the right to confiscate or forbid any items that are determined to be unsafe or detrimental to community living. Items may be returned to guardians at an appropriate time.

### **Trash and Recycling**

Students are responsible for removing all personal trash and recycling from the building. Each room is equipped with a trash can and recycling bin. Trash liners are available at the 2nd Floor Residential Desk. Personal waste must be taken to the dumpster located on the south side of the building between The Gatton Academy and McLean Hall. Trash bins in common spaces within the building may not be used to dump room trash and avoid disposing of trash outside.

### **Renter's Insurance**

WKU and The Gatton Academy are not responsible for lost, damaged, or stolen items. Students are strongly encouraged to carry renter's insurance or be covered under their family's homeowner policy.

## Safety and Security

The Gatton Academy prioritizes the safety and well-being of all students and staff. A secure environment depends on trust, accountability, and respect. Every student is expected to maintain appropriate, positive relationships and to uphold Gatton's behavioral standards.

### Prohibited Behaviors

To protect the safety, integrity, and wellbeing of the community, engaging in or encouraging the following behaviors are **strictly prohibited** and will result in disciplinary proceedings, up to and including dismissal from the program:

- Possession of prohibited items, including weapons; ammunition of any kind; flammable substances or materials that pose a fire or explosion hazard (including lighters, matches, or lighter fluid); dangerous chemicals; or scientific equipment that may pose a safety risk (including lasers);
- Tampering with smoke detectors, fire alarms, or safety equipment or knowingly making false reports or statements regarding fire alarms, safety concerns, or security threats;
- Accessing areas restricted to Gatton Academy students such as locked rooms, attics, basement, or mechanical spaces;
- Behavior that endangers oneself or others;
- Threats, incitement to violence, and/or acts of violence;
- Fighting and physical altercations;
- Coercive behavior, hazing, or any kind of bullying;
- Harassment, including but not limited to demeaning or harassing behavior related to a person's race, gender, sexual orientation, ethnic origin, religion, or disability;
- Knowingly furnishing false information to Gatton Academy or WKU faculty or staff members;
- Forgery, alteration, use, receipt, or possession of Gatton Academy or WKU documents without proper authority.

### Emergency Response and Campus Security

Western Kentucky University's Police Department provides 24-hour coverage and enforces federal, state, local, and university regulations. If you see suspicious activity, report it immediately to the Assistant Director for Residential Life or **WKU Campus Safety at 270-745-2548** (x52548 from a campus phone). For urgent, life-threatening emergencies, call 911 and immediately notify the **On-Call RC at 270-535-7437** or the Assistant Director for Residential Life.

### Student Safety Expectations

Students play a critical role in maintaining a safe community. The following precautions should be practiced at all times.

- Keep your room locked, even when inside.
- Never leave keys, ID, or valuables unattended.
- Do not share your room key or ID with anyone.

- Avoid walking alone, especially at night. Travel in pairs on campus and in groups of four off campus.
- Stick to well-lit public walkways and remain aware of your surroundings.
- Never prop open exterior or wing doors.
- Report any suspicious behavior to staff immediately.

Students are encouraged to follow the principle of "See Something, Say Something." Concerns about safety, security, or student behavior may be reported confidentially using the form available in Orah. All reports are handled with discretion and care to protect the identity of the reporting individual.

## Search

The Gatton Academy respects individual privacy while maintaining its responsibility to protect the health and safety of all community members. As part of this responsibility, The Gatton Academy reserves the right to search any student room and its contents—including, but not limited to, furniture, refrigerators, microwaves, storage containers, bags, and backpacks. If a student brings a car to campus, that vehicle may also be subject to search.

Room searches are conducted only when reasonable suspicion exists and are never undertaken lightly. The Gatton Academy may utilize tools such as sensors, detectors, or drug-sniffing dogs as part of its safety procedures.

The decision to conduct a search is made by the Assistant Director for Residential Life and/or the Director and is carried out with another member of The Gatton Academy staff present. Whenever possible, the student will be invited to be present and will be given the opportunity to voluntarily produce any item subject to the search (see Grace Program). The student's family will be notified after a search has been completed.

Roommates should be aware that they may be held responsible for prohibited items found in their shared space. Any student concerned about their roommate's behavior or possessions is encouraged to speak with a trusted staff member for support and guidance.

## Service and Support Animals

Due to the nature of The Gatton Academy program, students are not permitted to bring animals to campus or house animals in their rooms unless the animals are required service or emotional support animals. A student who requires a service dog must contact the Assistant Director for Residential Life and must be registered with the WKU Student Accessibility Resource Center, as the service dog must be allowed to attend classes with the student and cannot be left unattended within the residential facility.

A student who requires an emotional support animal must contact the Assistant Director for Residential Life and provide documentation from a licensed professional mental health practitioner substantiating the student's need for an emotional support animal. Students must

complete an Animal-in-Residence contract with the Assistant Director for Residential Life for required service or emotional support animals. The Animal-in-Residence contract requires animals be in good health and under the care of veterinarians. The roommate of an individual requiring an emotional support animal must submit a statement of support. The family of an individual requiring an emotional support animal must submit a statement of support and a statement of responsibility for the animal.

Any emotional support animal must be leashed or contained when out of the student's room. Service dogs should be leashed unless leashing would interfere with the animal's ability to perform its tasks. An emotional support animal should not be left unattended with other students and must be restrained in a cage or crate when the owner is not present in the room. An emotional support animal must remain in the owner's room and is not permitted in other students' rooms, in common areas or wings, or in other buildings on campus. Emotional support animals are only allowed in the hallways when passing through to go directly outside. The student with the animal is responsible for making sure its needs for elimination fit within the confines of student curfews and policies.

The Gatton Academy cannot assume responsibility for any service dog or emotional support animal. Students' families are responsible for veterinary care and any financial obligations of their students' service and emotional support animals. The Gatton Academy cannot provide transportation for animals, nor can Gatton staff provide care for animals. Students are responsible for all care of their animals.

The Gatton Academy may require a service or emotional support animal be removed from the premises in the event of poor behavior, disruption of the peace, attack of a person, or if the animal is in ill or neglected health. The student will still be entitled to the same level of accommodation and services without the animal.

In some cases, Residential Counselors may have approved animals in their private living spaces. Students with severe pet allergies should note this on their roommate preference form or contact the Assistant Director for Residential Life directly. These students will not be assigned to a wing where an animal is present.

## Service Opportunities

The Lead Residential Counselor for Service will work with partner organizations to provide students with opportunities to engage in volunteer service in the community. These opportunities will help students meet their community service requirements for Gatton graduation. Some opportunities may be organized by students who work with the Lead Residential Counselor for Service, such as Gatton Academy Leaders in Education (GALE). Student leaders must include the Lead Residential Counselor for Service in all communication with partner organizations..

Service hours must be recorded via Gatton's approved method and students must submit a reflection each semester about the service they have completed.

Students who wish to propose a new organized service opportunity must submit a proposal to the Lead Residential Counselor for Service. Proposals will be approved based on feasibility (including transportation and time commitment), Gatton priorities, and proposal quality. Proposals should include the following.

- The name and contact information for the partner organization.
- The dates and times students would regularly volunteer.
- The number of students who could participate at one time.
- A description of the volunteer services students would provide.
- Training required of student volunteers.
- Transportation needs in order for students to participate.

## Spending Money

Students are encouraged to have access to a small amount of money for the incidental expenses of living away from home. Most nearby businesses and vendors accept digital payment methods (e.g., debit, credit, etc.). Should students need access to cash, there are ATMs inside Downing Student Union (DSU). Students should not carry large amounts of cash.

The Gatton Academy offers need-based incidental scholarships to help students cover everyday expenses related to living away from home and participating in social or extracurricular activities that may involve a cost. Students may qualify for need-based incidental scholarship based on family completion of the Family Data Form provided at orientation. WKU processes all residual funds from grants and scholarships through BankMobile, which can be accessed through TopNet.

Students should set up their BankMobile preferences so that funds from grants and scholarships are easily accessible. Families may connect existing bank accounts to BankMobile so funds can be transferred electronically. Students are NOT required to set up a BankMobile bank account. If a student does not connect an existing account within BankMobile, funds will be sent via check to the student's home address on file with WKU. Students and their families should occasionally check students' Billing Accounts on TopNet to watch for fraudulent activity as advised for any banking related account.

## Staff Safeguards

The Gatton Academy is committed to providing a safe, supportive, and professional environment for all students and staff. In a residential and academic setting, staff may interact with students in one-on-one settings. These interactions can be positive and developmentally appropriate when handled with care and professionalism. To protect the well-being of students and staff alike, all Gatton Academy staff members adhere to the following expectations.

- Staff will not meet individually with students in secluded areas.
- If a student does not want to participate in one-on-one meetings with a staff member alone, the student may bring a trusted peer to the meeting.
- Staff will maintain appropriate boundaries by avoiding the disclosure of sensitive or overly personal information.
- Staff will document individual meetings with students (e.g., through calendar entries, Orah

notes, or personal records). Documentation is not shared unless legally required.

- Staff will only accompany students into a medical appointment or mental health provider's office at the student's request. Staff may decline if the situation presents discomfort or professional concerns. Staff will consult supervisors and/or students' families in such cases.
- Staff will not take individual students off campus for personal or social purposes.
- Students will not be permitted to visit staff members' personal homes. Residential staff will not allow students into their private living spaces with the door closed.
- Staff are expected to hold one another accountable for maintaining professional conduct and report concerns to the Director of The Gatton Academy.
- Students and their families who feel uncomfortable with a staff member's behavior, language, or actions are encouraged to report their concerns to the Director or the Assistant Director for Residential Life (for concerns involving Residential Counselors or desk staff). Staff members are likewise expected to report any inappropriate student behavior or boundary concerns to their supervisor.

## Student Clubs

Gatton students are encouraged to form and join student clubs that align with the mission, values, and policies of The Gatton Academy. These opportunities are open to all students in good standing. Students are expected to ensure their club's activities are consistent with Gatton guidelines and do not conflict with academic priorities. The Gatton staff may restrict involvement if a student is not maintaining good academic standing.

Students are encouraged to focus their involvement on a few meaningful clubs and extracurricular activities rather than spreading themselves too thin. Depth of engagement is valued over the number of affiliations.

In addition to Gatton-based clubs, students may participate in many WKU campus groups, including intramural sports. Due to eligibility requirements and Gatton Academy policy, students are prohibited from joining fraternities or sororities or attending their functions. The National Collegiate Athletic Association (NCAA) regulations prohibit Gatton students from joining WKU athletic teams or practicing with their teams.

### Gatton Club Requirements

All clubs must be registered and approved by the Lead Residential Counselor for Activities. Registration must include the club's purpose or theme, names of student leaders, and planned activities for each semester.

To remain active, each club must complete and document at least two events per semester. Documentation of these events must include a brief description, the date, time, location, a sign-in sheet of participants, and a group photograph. Photos must be submitted to the Lead RC for Activities within one week of the event. In addition, clubs may not engage in any form of fundraising. Clubs that fail to meet these expectations may lose registration and will not be

included in the Gatton Yearbook.

Any club that interacts with individuals or groups outside of The Gatton Academy must coordinate these efforts through the Lead RC for Activities who must be included on all communications with outside individuals or organizations.

### **Funding and Transportation for Student Clubs**

The Gatton Academy does not regularly provide funding or transportation for clubs with the exception of Y Club. Y Club has a strong Gatton tradition and high student participation.

A club may make a special funding or transportation request by submitting a proposal to the Assistant Director for Residential Life. Proposals should be submitted well in advance and must include the following.

- A detailed description of the event or activity.
- Names of expected student participants.
- A clear budget with itemized costs.
- Justification of how the event aligns with Gatton's mission or values.
- Dates and location of the event.
- Transportation and supervision plans (if applicable).

Funding decisions will be based on alignment with Gatton priorities, community impact, feasibility, availability of resources, and quality of proposal. Students who receive funding but do not follow through with participation may be required to reimburse Gatton unless excused due to illness, emergency, or other approved circumstances.

### **Summer Conduct Expectations**

Students enrolled in courses, participating in research, or working during the summer should be aware that The Gatton Academy does not operate its residential program during summer terms. Gatton staff do not provide supervision, transportation, or programming during this period.

Although handbook policies are not enforced in the same way over the summer (e.g., no curfew), students remain representatives of The Gatton Academy and are expected to uphold its standards. Serious policy violations reported by WKU staff, housing personnel, law enforcement, or other official sources may result in disciplinary action and could impact continued enrollment in the fall.

Students participating in research, internships, or other academic pursuits over the summer are expected to reflect the values and expectations of The Gatton Academy at all times.

### **Title IX**

Title IX of the Education Amendments Act of 1972 (Title IX) is a federal law that prohibits sex discrimination in educational programs and activities. Sex discrimination includes incidents of

sexual harassment, sexual assault, rape, domestic and dating violence, and stalking. Some examples of these incidents include, but are not limited to, the following:

- Unwelcome or inappropriate physical touching.
- Request for romantic or sexual contact from a professor, coach, or supervising employee in exchange for favors (for example: a good grade).
- Sexual advances, propositions, insults, or threats.
- Telling lies or spreading rumors about a person's sex life.
- Unwelcome sexual remarks about a person's body, clothing, sexual preferences, or sex life.
- Offensive sexual questions, jokes, and stories.
- Sending sexually offensive posters, pictures, words, or messages via text, social media, or other electronic means.
- Stalking or repeatedly asking out a person who is not interested.
- Interpersonal, dating, domestic, and sexual violence.
- Sexual assault and rape.
- Retaliation due to submitting a formal complaint or participating in a Title IX investigation.

Because The Gatton Academy is part of Western Kentucky University, all Title IX incidents and reports must be handled by the University's Office of Institutional Equity. The Office of Institutional Equity is the designated university office responsible for ensuring WKU's Title IX compliance.

If you have experienced a Title IX incident, you can report the matter in the following ways:

- Contact any Gatton staff member.
- Contact Title IX Coordinator, Ena Demir, at [ena.demir@wku.edu](mailto:ena.demir@wku.edu) or 270-745-5121.
- Complete the Reporting Form via WKU's Title IX Website at [www.wku.edu/titleix/](http://www.wku.edu/titleix/). The Reporting Form can be found under the Heading "File Reports."
- WKU Police Department at 911 if you are in immediate danger, or 270-745-2548 for non-emergencies.

Students and families should be aware that most Gatton staff members and faculty members are mandatory reporters, and therefore, must report any Title IX incident(s) they directly observe, receive notice of, or become aware of to the Title IX Coordinator.

Upon notice of a Title IX report, a representative from the Office of Institutional Equity will follow-up with the impacted student(s) to ask for additional information, discuss any next steps in the Title IX process, and provide the impacted student(s) with supportive services. The Office of Institutional Equity and The Gatton Academy may collaborate and share information on a need-to-know basis to ensure impacted student(s) are provided with supportive services.

WKU's Title IX grievance process is outlined in the Sex and Gender-Based Discrimination, Harassment, and Retaliation Policy, No. 0.2070, which supersedes any Gatton Academy policy. Incidents that fall within Title IX will be evaluated, investigated, and processed by the Office of Institutional Equity, pursuant to the Sex and Gender-Based Discrimination, Harassment, and Retaliation Policy, No. 0.2070. Once the investigation is complete, the Director of The Gatton Academy will receive a copy of the investigation report and any findings, and determine any disciplinary action, as appropriate. The University Disciplinary Committee (UDC) will determine

any appropriate sanctions concerning the Gatton student's status as a Western Kentucky University student should the student want to stay at WKU after leaving Gatton. If the Gatton student leaves Gatton and wishes to re-enroll at WKU at a later date, admission will be at the discretion of WKU officials. Please contact The Gatton Academy's Assistant Director for Counseling Services or Assistant Director for Residential Life for further information.

If you need more information about Title IX, please visit WKU's Title IX website: [www.wku.edu/titleix/](http://www.wku.edu/titleix/).

## Transportation Services

### Gatton Academy Vehicles

The Lead Residential Counselor for Logistics coordinates student transportation in Gatton Academy vehicles. Students should contact the Lead Residential Counselor for Logistics to arrange transportation. Any concerns regarding staff driving safety or performance should be reported to the Assistant Director for Residential Life immediately.

Transportation requests are prioritized as follows.

1. Health or medical needs.
2. Class or academic obligations.
3. Gatton-sponsored clubs or service activities.
4. Other personal requests.

The Gatton Academy staff provide transportation in Gatton-owned vehicles for various approved needs and events. In medical emergencies, staff may transport students to the hospital emergency room. However, families are responsible for arranging all travel during Closed Weekends and building closures.

Transportation to local religious services is available on Sunday mornings for students who wish to attend. Gatton Academy does not mandate religious participation; decisions about attendance should be made between students and their families.

Regularly scheduled Gatton Academy shopping trips to Wal-Mart/Target/the Mall are offered on Sunday afternoons. Students must sign up at the 2nd Floor Residential Desk. Residential Counselors may also coordinate local excursions, with sign-ups required to ensure vehicle availability.

In certain circumstances, Gatton staff or WKU faculty may transport students in personal vehicles. Any special transportation needs should be communicated to the Assistant Director for Residential Life as early as possible.

Gatton staff cannot provide transportation for private lessons, personal meetings, or other individual off-campus activities. Students interested in performing arts may explore on-campus instruction options. For local, community-based activities (e.g., dance or music lessons, scout

meetings, social events), students must be transported by a parent/guardian or designated adult over the age of 21.

Gatton staff do not provide airport transportation. Families must arrange travel through airport shuttle services. The nearest commercial airport is in Nashville, TN (BNA). For extenuating travel circumstances, contact the Assistant Director for Residential Life.

In urgent, life-threatening emergencies, students will be transported by ambulance or other appropriate services

### **WKU Shuttle Services**

Please visit: <https://www.wku.edu/transportation/transit/> for current shuttle routes and schedules.

#### *Campus Circulator and South Campus Circulator*

Topper Transit runs on-campus every 20 - 40 minutes 7:30 AM – 5:30 PM, Monday-Friday. Routes are around campus and to/from South Campus.

#### *TopperTaxi (On-Demand Van Service)*

In the evenings, students may request a ride from one campus location to another campus location with Topper Taxi.

#### *Para-Transit ADA Service*

Para-transit service is available to students with a temporary or permanent disability Monday - Friday 7:30 AM- 4:30 PM who do not have reasonable access to shuttle services. This option is determined on a case-by-case basis through WKU Parking & Transportation. Registration is required.

## **Trespassing and Vandalism**

Any student found damaging or defacing Gatton Academy or WKU property will be subject to disciplinary sanction, possible legal prosecution, restitution, and may be subject to dismissal from the program.

To protect the well-being of students and preserve the safety and security of The Gatton Academy and WKU facilities, the following behaviors are prohibited:

- Accessing areas of The Gatton Academy or WKU that are restricted or off-limits to Gatton Academy students, including campus rooftops and parking structures;
- Unauthorized possession, duplication, sharing, or use of Gatton Academy or WKU keys, keycards, or access credentials;
- Tampering with, disabling, or misusing fire, safety, or security equipment;
- Theft of, damage to, or unauthorized relocation of property belonging to The Gatton Academy, WKU, or members of the Gatton community;
- Malicious, reckless, or harmful actions or pranks that endanger individuals or result in the

misuse, abuse, damage, or vandalism of personal, Gatton Academy, or WKU property.

## Vending Machines

Snack and drink vending machines are located in the 1<sup>st</sup> floor elevator lobby and accept cash, and credit cards. If a machine is not functioning properly, notify the On-Call RC or the Assistant Director for Residential Life. For refunds, [complete the online refund request form](#) and follow the submission instructions. Gatton staff cannot access the machines or issue refunds. Do not attempt to rock, shake, or tamper with the machines.

## Visitors

Parents and guardians are welcome to visit their students at The Gatton Academy at any time. Siblings (without parental/guardian supervision), extended family, and friends are restricted to visit only during non-academic hours—after 4:00 PM on weekdays and throughout the weekend. Students may have no more than three visitors at a time, except when hosting family members.

Before hosting a visitor, students must submit a visitor pass request in Orah, obtain parent/guardian endorsement, and receive final authorization from the Assistant Director for Residential Life. The number of visitors may be limited based on weekend staffing and scheduled events. Gatton staff reserve the right to deny access to any visitor at any time for any reason.

### Procedures for Hosting a Daytime Visitor

- Visitors must sign in at the 2nd Floor Residential Desk upon each entry to the building.
- Visitors proceeding past the lobby must leave a photo ID at the 2nd Floor Residential Desk, which will be returned when they leave.
- Student hosts must escort their visitors at all times and announce visitors when entering a wing.
- Only same-gender visitors are permitted on student wings or in student rooms, with the exception of parents/guardians and siblings when accompanied by a parent/guardian.
- Visitors are not allowed inside a student's room without the student present.
- Visitors may only ride in university vehicles if space permits after accommodating for all Gatton students.
- Visitors must follow all Gatton Academy policies
- Student hosts are responsible for the behavior of their visitors. Visitors must observe the same rules as their student host. If a visitor does not observe the Gatton rules, the student host should call a staff member for assistance to avoid disciplinary action.

### Procedures for Hosting an Overnight Visitor

Students may have one same-gender visitor stay in their rooms overnight on a Friday and/or Saturday night. In addition to all daytime visitor procedures outlined above, students must observe the following procedures for hosting overnight visitors.

- Students must submit their Orah Overnight Visitor Pass request by 5:00 PM on the

Thursday before the visitor would arrive for the weekend.

- Overnight visitors must be no younger than 13 years of age and no older than 18 years of age.
- The student host should know the visitor well enough to vouch for the visitor's character.
- Students must receive permission from their roommates to host an overnight visitor in their room.
- Only one overnight visitor is permitted per room.

Hosting or hiding an unregistered visitor is a serious safety and security violation and will result in disciplinary action. Overnight visitors are not allowed during busier than normal periods such as GROWeek, Prom Night, and Graduation weekend.

Within the Gatton community, students are permitted to visit each other's rooms on the same side of the building (North/South) on which they reside, provided they have the consent of the room's assigned residents.

Each student must sleep in their own room each weeknight. Students may not sleep in common areas. On Friday and Saturday nights, Gatton students may spend the night in the room of another Gatton student who lives on the same side of the building (North/South), given they receive the permission of the hosting student's roommate and each student's Residential Counselor. Only one overnight guest is permitted per room.

## Weapons

Possession or use of firearms, explosives (including fireworks), dangerous chemicals, or other dangerous weapons or brandishing of any weapon or any other object in a menacing or threatening manner on WKU institutionally controlled property is prohibited. Weapons may be defined as any object 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, slingshots, martial arts devices, switchblades, swords, decorative knives, ammunition, fireworks, and look-alike weapons. . Weapons will be confiscated by the Assistant Director for Residential Life.

## Windows

It is prohibited to extend body parts, or to throw, drop, or pour any objects or substances, through a window or from the residence hall. Removing the safety restriction bars from any window is a disciplinary violation. Posters, signs, paint, décor, or other inappropriate substance are not permitted on windows. Should students open a window, they should close it in a timely manner to preserve the indoor climate and avoid potential water damage and bugs.

## Wing Doors

Wing doors are a critical part of the building's security system and must remain closed at all times. Propping or obstructing a wing door is prohibited and may result in disciplinary action.

Students may only leave their wings after access hours with the permission and accompaniment of a Residential Counselor. Doors may only be propped with prior approval from the Assistant Director for Residential Life or in the case of a system malfunction.

### Wing Meetings

Wing meetings are **mandatory** weekly gatherings for all students on a wing, facilitated by the Residential Counselor. These meetings are used to share information, address wing concerns, and support community development. Wing meetings will be at 10:00 PM on Monday nights, unless determined otherwise by the Residential Counselor.

Students are expected to attend unless prior arrangements have been made with their RCs or the Assistant Director for Residential Life. Students who repeatedly miss or disrupt meetings will be required to attend a disciplinary conference.

### WKU Residence Halls

Gatton students may not attempt to sign into or visit any other WKU residence hall. Attempting to sign into another residence hall is a violation of university housing policy and Gatton Academy policy and will result in disciplinary action.

# STUDENT CONDUCT POLICIES

## Guiding Philosophy

Living in a residential community requires shared responsibility for both individual well-being and the health of the community as a whole. A central component of The Gatton Academy experience is accountability — helping students understand how their choices impact themselves, others, and the broader community.

Students of The Gatton Academy are expected to live with integrity, compassion, and respect both on and off campus. Students should strive to reach their full potential, engage responsibly with the academic and residential rigor of the program, and contribute positively to the community around them.

As representatives of their families, The Gatton Academy, and the Commonwealth of Kentucky, students are expected to uphold these standards in all settings and aspects of life.

Student disciplinary matters are confidential and only shared with the individual student, their family, and Gatton staff members. Students and their families should understand that Gatton staff members may not disclose information regarding other students' disciplinary matters, including sanctions or outcomes. The Gatton Academy does not release disciplinary information or reason for dismissal to students' sending schools or colleges/universities, except when a student has threatened or harmed themselves or others. Disciplinary records will only be released to law enforcement agencies when required.

## Conduct Review Process

### Receipt of Concern

Potential violations of policies outlined in The Gatton Academy Student Handbook will be referred to the Assistant Director of Residential Life, who will determine the appropriate next steps.

If the reported concern could constitute a policy violation, the student involved will be notified of the concern and the next steps. The student involved may accept responsibility for the alleged violation or contest the allegation. If the student does not engage in the process in a timely manner, they will be presumed to contest the allegation, and the conduct process will proceed accordingly.

### Investigation

The Assistant Director of Residential Life, or their designee, will investigate the matter. They may gather information from the student, other individuals related to the incident, and other sources as a part of their investigation. As part of the investigation process, the student involved will be provided an opportunity to share information and identify relevant witnesses or materials.

Following the investigation, the Assistant Director of Residential Life/designee will determine whether sufficient information exists to support a finding that a policy violation occurred.

### **Formal Dismissal Hearing**

For policy violations that could result in dismissal, the Director of The Gatton Academy will hold a formal dismissal hearing with the student. See Student Dismissal Process below.

### **Determination of Responsibility**

If sufficient information indicates that a student is responsible for a policy violation, the Assistant Director of Residential Life/designee, will notify the student in writing of the disciplinary decision and any resulting sanctions. In cases involving repeated or more serious violations, the student's family will also be notified.

Responsibility for violating Gatton Academy policies is determined using a preponderance of evidence. Preponderance of the evidence means that the available information indicates that it is more likely than not that a policy violation occurred. A student does not need to admit responsibility to be found responsible for a violation.

See Sanctions and Appeals sections below.

### **Informal Resolution Process**

Certain concerns, particularly minor policy violations or interpersonal conflicts between students, may be addressed through an informal resolution process when deemed appropriate by The Gatton Academy staff. These processes are intended to promote accountability, encourage understanding of one's community impact, strengthen personal skills, and uphold The Gatton Academy's values of integrity, compassion, and respect.

Informal resolution processes may include resolution meetings, mediation, restorative conversations, educational interventions, behavioral agreements, community-based sanctions, or other appropriate measures. Failure to comply with expectations or repeated concerns may result in escalation to the formal conduct review process.

Residential Counselors may address lower-level community concerns within their wings through informal interventions or minor sanctions. Examples of concerns may include tardiness to wing meetings, failed room checks, minor misuse or disrespect of Gatton spaces, or lower-level interpersonal disputes on their wings.

### **Violations**

Students failing to comply with the policies outlined within this handbook are in violation of The Gatton Academy's conduct policy. Students may be subject to disciplinary sanctions for any handbook violation and/or participating in, encouraging, assisting, or otherwise aiding in any of

the following misconduct:

- Behavior that threatens or compromises the health, safety, and well-being of oneself;
- Behavior that threatens or compromises the health, safety, and well-being of others;
- Behavior that obstructs, disrupts, or interferes with the rights, responsibilities, or obligations of others;
- Behavior that obstructs or disrupts the orderly educational or administrative operation of The Gatton Academy;
- Violation of any expectation or policy not otherwise listed in this handbook that may be established by Gatton Academy or WKU personnel, including refusal or failure to comply with the reasonable directives of any Gatton Academy or WKU personnel acting within the performance of their duties.;
- Violation of any local, state, or federal law.

The Gatton Academy's core values of integrity, compassion, and respect act as a guide in determining actions, attitudes, and behaviors that are inappropriate and unbecoming of a Gatton student. The Gatton Academy staff must report violations of local, state, or federal law to law enforcement.

Four major policy violations may result in immediate dismissal from The Gatton Academy:

1. **Academic Dishonesty** – Any act of academic misconduct, including cheating, plagiarism, or any other behavior that compromises academic integrity. This includes both providing and using unauthorized assistance.
2. **Alcohol and Drugs** – Any use, possession, or being under the influence of alcohol or illegal drugs. (See Grace Program.)
3. **Violence / Weapons** – Any act or threat of physical violence, possession of a weapon, or incitement of violence. Incidents involving sexual harassment, sexual assault, dating violence, domestic violence, or stalking are addressed under the Title IX policy.
4. **Deliberate Absenteeism** – Accumulation of excessive deliberate absences, as defined by the Gatton Academy Attendance Policy. Deliberate absences include unreported absences, absences not approved under the Gatton Activity Policy, and absences not related to illness or family emergency (i.e., skipped classes).

## Sanctions

Sanction decisions will be made after the conclusion of the conduct review. The Assistant Director of Residential Life/designee will consider the impact of the behavior on the student and the residential community when determining appropriate sanctions.

Sanctions are designed to support student development and align with The Gatton Academy's goals of providing accountability, encouraging understanding of one's community impact, and

upholding the values of integrity, compassion, and respect. Sanctions may serve one or more of the following purposes:

- Education and development of life skills;
- Deterrence of future violations;
- Reinforcement of community standards and institutional expectations;
- Restitution or repair of harm to individuals or the community.

Sanctions for the violation of any Gatton Academy policy or violation of a contractual agreement may include the following.

### **Written Warning**

A Written Warning is an official reprimand that documents the misconduct in the student's Gatton Academy conduct record and may be communicated to the student's family. It serves as formal notice that the behavior is not acceptable and that continued or further policy violations may result in more serious disciplinary action.

### **Conditions and/or Restrictions**

Conditions and/or restrictions are limitations placed on a student's behavior for a specified period or requirements to complete a designated activity. These may include educational or developmental assignments as well as temporary limitations on privileges or participation within the Gatton community.

Such conditions may include, but are not limited to, loss or restriction of privileges (including visitation, off-campus access, driving privileges, or participation in extracurricular activities), modified curfew, restriction from holding leadership positions within Gatton organizations, required attendance at workshops or educational programs, or other behavioral expectations determined by the Assistant Director of Residential Life/designee.

### **Fines and Restitution**

A student may be required to make restitution or pay a fine when they engage in conduct involving, but not limited to, the damage or destruction of property, theft or misappropriation of property, or fraudulent behavior. This may include property belonging to an individual, a group, The Gatton Academy, or Western Kentucky University.

Restitution may take the form of financial reimbursement, community service, replacement or repair of property, or other appropriate outcomes as determined by the Assistant Director of Residential Life/designee.

### **Residential Suspension**

For significant breaches of policy that do not warrant immediate dismissal, a student may be placed on Residential Suspension. The Assistant Director of Residential Life/designee will

determine the length of the suspension based on the nature and severity of the violation.

While on Residential Suspension, a student is prohibited from entering The Gatton Academy residence hall under any circumstance. Students are still required to attend all classes, complete academic assignments, and remain in good standing with academic expectations. The student and their family are responsible for arranging any necessary housing or accommodations during this period.

Residential Suspension also includes separation from the residential community. Students are expected to refrain from engaging with the Gatton residential community during the suspension period, including social participation in residential activities or spaces.

Students placed on Residential Suspension must continue to comply with all Gatton Academy and Western Kentucky University policies and are expected to avoid any further conduct violations during the suspension period. Students on Residential Suspension are not permitted to reside in any WKU residence hall.

### **Conduct Probation**

Conduct Probation is the final step of disciplinary status prior to dismissal from The Gatton Academy. While on Conduct Probation, any additional misconduct, failure to complete assigned sanctions, or failure to comply with official directives may result in consideration for dismissal from the program.

### **Dismissal from The Gatton Academy**

There are circumstances when repeated or severe policy violations will result in dismissal from The Gatton Academy. This will be determined by the Director of The Gatton Academy following the Student Dismissal process outlined below.

### **Student Dismissal Process**

Dismissal from The Gatton Academy is considered when it is determined that the student requires more supervision or support than The Gatton Academy provides or when a student's continued presence is determined to be incompatible with the safety, security, or well-being of the residential community. This determination reflects The Gatton Academy's responsibility to balance individual student support with the collective need to maintain a safe and supportive living and learning environment, including considerations of academic integrity.

### **Dismissal Hearing**

If dismissal from The Gatton Academy is a sanction for the alleged conduct violation, the Director of The Gatton Academy, or their designee, will notify the student of the date and time for a meeting to review the alleged conduct. The student may be accompanied by a family member during this meeting.

During the meeting, the student will be informed of the alleged conduct and the basis for determining that the alleged behavior constitutes a dismissible violation of The Gatton Academy Student Handbook. The student will be provided an opportunity to respond to the allegation, present information, and share any relevant mitigating circumstances.

The Director/designee will review all available information and determine whether the student is responsible for a violation of the Student Handbook. The decision will be communicated in writing to the student and their family. When possible, the decision may be communicated at the conclusion of the meeting.

The Dismissal Hearing will occur prior to the student being required to move out from the residence hall unless the Director/designee determines that immediate move out is necessary to protect individuals, property, or the integrity of the residential or educational environment. In such cases, the hearing will be held within three (3) business days following move out.

### **Withdrawal Pending Disciplinary Action**

When a student's policy violation constitutes grounds for dismissal, the student's family may choose to withdraw the student and forego a dismissal hearing. If withdrawal is chosen, there is no opportunity for an appeal. The student's record will reflect "Withdrawal Pending Disciplinary Action" instead of "Dismissal – Policy Violation."

### **Moving Out**

Dismissal or withdrawal pending disciplinary action requires the student to remove personal belongings and vacate their residential assignment within six hours following communication of the dismissal decision.

Students who are dismissed or withdraw pending disciplinary action are not permitted to return to The Gatton Academy residence hall or participate in Gatton-sponsored activities as guests unless expressly authorized by the Assistant Director for Residential Life or the Director of The Gatton Academy.

*IMPORTANT NOTE:* In the event of a dismissal, the student is required to vacate the premises within six hours. Prior to enrolling at The Gatton Academy, families should designate an adult family member or trusted family friend who lives within six hours of The Gatton Academy and who, in their absence, can assume responsibility for the student in the case of an emergency or dismissal. If a student's family fails to designate an emergency contact and is unable to facilitate a student's dismissal from The Gatton Academy, the student's emergency contact listed on the Authorization for Medical Treatment will be contacted.

### **Finishing the Term after Dismissal or Withdrawal Pending Disciplinary Action**

In the event a student is dismissed or withdraws pending disciplinary action, the student may be allowed to finish their semester course work depending upon the nature of the dismissal. In such

event, the student is not allowed to reside within The Gatton Academy or any WKU residence hall. The student's meal plan and scholarship will be discontinued immediately following the dismissal or withdrawal. The student's family will be responsible for the remainder of the tuition. Families wishing to arrange for the student to finish coursework must do so using resources and supervision outside of The Gatton Academy and WKU.

## Appeals

### Appeal of Ineligibility to Return

Students who do not meet The Gatton Academy academic requirements to be eligible to return each semester may appeal this status in writing to the Director of The Gatton Academy. **The deadline for submitting the appeal is by noon on the Wednesday immediately following Finals Week.** Appeals are unlikely to be successful without significant extenuating circumstances having interfered in the student's opportunity to utilize the extensive support services offered at The Gatton Academy and WKU. The student's written appeal must include:

- An explanation of the situation,
- Actions the student took to address the situation and when those actions were taken,
- A plan to address the root cause(s) of the situation, and
- A plan for how the student will meet Kentucky pre-college high school graduation requirements and Gatton Academy graduation requirements on time to graduate with their class.

The Director will meet with at least two other Gatton staff members to form an Academic Appeals Committee. This committee will review all available information provided by the student, as well as information provided by Gatton staff members. The committee will only consider the appeal if it is clear that exceptional circumstances significantly impacted the student's ability to be successful in a given semester, the student can graduate on time meeting both state and Gatton graduation requirements, it is possible for the student to raise their GPA to Gatton standards within one semester, and the student has demonstrated that the residential and academic environment is beneficial for their continued social, emotional, and academic well-being. Decisions of the Academic Appeals Committee are final.

### Appeal of Student Conduct Sanctions

Disciplinary sanction decisions may be appealed to the Director of The Gatton Academy by a student found responsible for a violation. The reasons for an appeal are limited to the following:

- The Assistant Director of Residential Life, or their designee, committed a procedural error in hearing the case, which significantly prejudiced the findings; and/or
- New evidence, which could not have been available at the time of the review and which is material to the outcome of the case, is available.

**An appeal to the Director of The Gatton Academy must be made in writing within three business days of receipt of the original written disciplinary decision.** The Director will review

the appeal based on the two guidelines listed above. The appeal will be immediately denied if it does not qualify for one of the qualified appeal reasons. If the appeal qualifies, the Director/their designee will serve as chair of an Appeal Committee along with a minimum of two other Gatton staff members who are not involved in the disciplinary situation at hand. The Director/their designee will contact the student's family and student regarding the date, time, and location of the appeal hearing.

During the appeal process, the initial sanction will be upheld. In the event of a sanction of dismissal, the student will be placed on Residential Suspension until the final decision has been reached.

On the date of the appeal hearing, the Assistant Director of Residential Life/their designee, the student, any relevant witnesses, and the Appeal Committee will meet. The student's family may be present. The protocol for the appeal hearing will include:

1. The Assistant Director for Residential Life/their designee will present their rationale for the sanctions to the Appeal Committee.
2. The student will present the basis for the appeal and explain why they believe the sanctions should be modified or overturned.
3. The Appeal Committee may seek additional information from Gatton Academy staff, witnesses, the student, or other individuals related to the incident as part of its deliberations.
4. The Appeal Committee will review the appeal and deliberate privately.
5. The student will be notified in writing within 24 hours of the Appeal Committee's decision.
6. The outcome of the appeal may include upholding the sanctions, modifying the sanctions, or overturning the sanctions.
7. All decisions made by the Appeal Committee are final.

### **Appeal of Dismissal**

Students who are dismissed from The Gatton Academy may appeal the Director/their designee's dismissal decision by submitting a letter of appeal to the Executive Director of The Gatton Academy within two business days of receipt of the Director/their designee's written decision. The student will provide a copy of the letter of appeal to the Director/their designee.

The Director/their designee will have two business days to submit a written response to the appeal letter to the Executive Director.

The Executive Director will consider the written documents and either affirm or overturn the Director/their designee's decision to dismiss the student. The Executive Director will notify the student, their family, and the Director/their designee of the decision in writing. The Executive Director's decision is final.

# EMERGENCY PROCEDURES

## Fire Safety

All fire alarms should be regarded as actual fires. The Gatton Academy, the university, and state law require all students and their visitors to adhere to the fire safety regulations of the campus. Failure to evacuate is not only a safety hazard but is a violation of university policy and state law and may result in legal or disciplinary action. In the event of a fire alarm sounding, Residential Counselors will go through all residential wings to clear the building. Students are to use the nearest exit and not use the elevator. The assembly location is the bleachers in the Colonnade area. Staff will take roll and ensure everyone is present. Students may not re-enter the building until given the all-clear by the Assistant Director for Residential Life or Staff Designee.

**Note: Emergency exit doors may be on a delayed egress system. If the door fails to open, continue pressing the crash bar for 15 seconds. If you encounter this during a fire alarm, please report to the Assistant Director for Residential Life immediately.**

Regardless of location on campus, when the alarm, shouted warning, or the sensation of smoke or fire has alerted you, adhere to the following.

- If there is smoke in the room, keep low to the floor.
- Before passing through any door, feel the doorknob. If it is hot, do not open the door. Before opening a door, brace yourself against the door and open it slightly. If heat and smoke are present, close the door and stay in the room.
- If you cannot leave the room, open the window. If trapped, attract the fire department by hanging an object out the window. If there is a phone in your room, call WKU Police at 270-745-2548 or 911 and give the room number and specific location.
- If you can leave a room, close the door behind you.
- Go to the nearest exit or stairwell. Do not use the elevator.
- If the nearest exit is blocked by fire, heat, or smoke, go to an alternate exit.
- If all exits are blocked, go back to your room, open the windows, and attract the fire department.
- After evacuating a building, move to the designated meeting location. Emergency personnel and equipment will be maneuvering around the building.
- Follow the directions of fire, police, and Gatton/WKU personnel.
- You may reenter the building only after fire and police officials have given their approval.

## Tornado Warning

If a tornado warning or alarm is issued, it will be announced in the building. Residential Counselors will clear the residential wings, and everyone will report to the 1st floor residential wing hallways or office area hallway. Students in other buildings on campus should remain there and follow the direction of WKU personnel. **Do not leave the safety of another building to rush outdoors to try to get back to Gatton.** If students are outdoors at the time of a tornado warning, they should seek shelter in the nearest accessible building. Students will remain on the 1st floor or

other designated shelter area of another building until the “all clear” is given by Gatton/WKU staff.

## Earthquake

- Stay outside if outside, stay inside if inside – avoid exterior walls and windows.
- Drop to your hands and knees.
- Cover your head and neck.
- Find something to get under and hold onto. If nothing is available, stay close to the interior wall on hands/knees.
- If outside, try to move to a clear area.
- Avoid use of elevators. Follow emergency personnel directions.

## Lockdown or Shelter-in-Place

- Make a shelter wherever you are.
- If outside, enter the closest building and follow instructions.
- If off campus, remain off campus until all clear is given.
- Those inside buildings should remain in classrooms, labs, offices, etc. until all clear is given.
- Secure interior rooms, do not pull fire alarm, allow those seeking shelter to enter.

## Active Shooter

In an active shooter situation:

- Be aware of your environment and any possible dangers.
- Take note of the two nearest exits in any facility you visit.
- If you are in an office, stay there and secure the door.
- If you are in a hallway, get into a room and secure the door.
- As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.

These situations are extremely unpredictable. As such, it is important to be aware and imagine scenarios and what you might do.

## Medical Emergency

- Students should alert a staff member immediately. If the emergency is life threatening, call WKU police at 270-745-2548 or 911.
- If you are with someone having an emergency, stay with them.
- Contact your Residential Counselor, the Assistant Director for Residential Life, the On-Call RC (270-535-7437), or any other Gatton staff member for direction.
- Staff will evacuate common areas and will meet emergency personnel at a door.
- Students’ families will be called as soon as possible.

## Mental Health Crisis

Any student in danger of harming themselves or others should contact a Gatton staff member for immediate support. Any student who suspects another Gatton student is in mental health crisis should contact a Gatton staff member for immediate response. The On-Call RC phone may be called or texted for immediate support at 270-535-7437. Do not leave anyone in crisis alone. A Gatton staff member will stay with the student until their family can come get them or they are transferred to the appropriate care facility.

If a suicide attempt or other life-threatening incident has or is about to occur, alert a staff member immediately who will alert WKU Police. Students may always get a staff member by sending someone to the 2<sup>nd</sup> Floor Residential desk. While within the residential facility, students should not contact the police themselves, unless they are unable to quickly reach a staff member. If in another part of campus, utilize the WKU emergency call boxes spread around campus or call WKU police directly at 270-745-2548 or 911.

Students should utilize the See Something, Say Something policy in the event of mental health crisis of themselves or peers.

## Reunification

In the event of emergency situations that require building evacuations, a reunification plan will be initiated. For safety reasons, that location is not announced or publicly shared. The direction of law enforcement and first responders will prevail in such situations. Reunification locations are typically close by but out of the way of first responder and emergency vehicles.