



2014-2015 STUDENT HANDBOOK

Dear Academy Students,

Welcome! I am very excited that you have decided to become a part of The Gatton Academy of Mathematics and Science in Kentucky. The faculty, staff, and students of the Academy and Western Kentucky University work together to create an educational experience like no other; one in which you will have the opportunity to grow exponentially, both personally and academically, and one in which everyone is committed to your success.

The Academy experience has been designed to provide you significant academic rigor within the structure of a safe, supportive, and fun environment. This handbook describes how we apply our values to the structure of the Academy and student expectations. All decisions by Academy personnel are based on these values:

Our vibrant community is built upon the active and ethical participation of our students. We are looking forward to a remarkable year as you begin to pursue the infinite possibilities of your future.

Lynette Breedlove, Ph.D. Director

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2014-2015 GATTON ACADEMY MASTER CALENDAR

MOVE IN / ADVENTURE WE	EEK	
Community Leader Training	Friday August 15	
First Year Students Arrive	Sunday, August 17 between 9am-3pm	
Second Year Students Return	Wednesday, August 20 after 3 p.m.	
FALL SEMESTER 2014		
Classes Begin	Monday, August 25	
Closed Weekend (Labor Day)	Leave Fri., Aug. 30 (7pm); Return Mon., Sept. 2 (after 1pm)	
Leadership Retreat (First Year)	Leave Sat., Sept. 13; Return Sun., Sept. 14	
Closed Weekend (Fall Break)	Leave Wed., Oct. 1 (7pm); Return Sun., Oct. 5 (after 1pm)	
PSAT	Saturday October 17	
Closed Weekend	Leave Fri., Oct. 31 (7pm); Return Sun., Nov. 2 (after 1pm)	
Closed Weekend (Thanksgiving)	Leave Tues., Nov. 25(7pm), Return, Sun., Nov. 30 (after 1pm)	
Final Examinations	Monday - Friday, December 8-12	
Check-Out for Winter Break	Friday, December 12 (7pm)	
WINTER TERM 2015		
Students Return from Winter Break	Sunday, January 4 (1pm)	
Classes Begin	Monday, January 5	
Closed Weekend (MLK Day)	Leave Fri., Jan. 16 (7pm); Return Mon., Jan. 19 (1pm)	
Final Examinations	Friday, January 23 (Those out of building for winter term can return after 1pm)	
SPRING SEMESTER 2015		
Classes Begin	Monday, January 26	
Closed Weekend	Leave Fri., Feb. 13 (7pm); Return Sun., Feb. 15 (1pm)	
Spring Break	Leave Fri., March 6 (7pm); Return Sun March 15 (1pm)	
Closed Weekend - Easter	Leave Fri. April 3 (7pm); return Sun. April 5 (1pm)	
Prom	Sat., April 18 th 7pm Augenstein Alumni Building	
Final Examinations	Monday - Friday, May 11-15	
Seniors Awards Reception	Friday, May 15 7pm Knicely Center	
Commencement	Saturday, May 16 at 1:00pm Van Meter Hall	
Building Closes	Saturday, May 16 at 7:00pm	

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ACADEMIC POLICIES

The academic rigor of the Academy is meant to challenge students to excel at the highest levels, while drawing connections between the classroom and real-world research options. Students are engaged in a core of math and science university courses that are supplemented with additional coursework in arts and humanities. The 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 the weekly Academy seminar, which offers rotating topics each semester and is led by professors, Academy staff members, as well as distinguished community members and professionals.

Curriculum

Each entering junior will be required to complete 12 courses in STEM subjects during their Academy study as well as additional classes in the arts, humanities, and social sciences necessary to meet the Kentucky Department of Education's pre-college curriculum.

Mathematics (3-4 Courses)

Students will be assigned their introductory math course based on prior coursework and placement exam scores administered by the WKU Math Department.

In addition to Math 371, students must also complete Math 137 or receive credit through other means (Advanced Placement) and all prerequisite courses. Coursework in math beyond Calculus II is optional and is counted toward STEM electives. Students not in need of lower level math classes may apply remaining credits toward STEM electives in other subjects.

Math 117 Trigonometry (3 Hours)
Math 136 Calculus I (4 Hours)
Math 137 Calculus II (4 Hours)
Math 371 Computational Problem Solving (3 Hours)

Core Sciences (5 Courses)

Each student will need to complete one course and lab from each core area and at least one complete two course and lab sequence. It is recommended that unless students have a significant reason to increase the science load in other areas, students should complete all four core sequences for science choice classes. 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: Evolutions, 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 181 Computer Science II (4 Hours)
Physics 255/256 University Physics I/Lab (5 Hours)
Physics 265/266 University Physics II/Lab (5 Hours)

STEM Electives (3-5 Courses)

Students may complete their three required STEM electives and associated labs in the following areas: agriculture, architecture, astronomy, biology, chemistry, computer science, engineering, geography, geology, health sciences, manufacturing, mathematics, meteorology, and/or physics. Students are allowed to use one social science course from the following areas to count toward their required STEM electives: Anthropology, Sociology, Psychology, and Economics. Students who have completed three or more hours of credit for research may count that research credit for one STEM elective course.

Courses outside of Ogden College of Science and Engineering offerings may be approved as a STEM elective on a case-by-case basis providing content is sufficiently linked to core math and/or science principles.

English (2 Courses)

Students who score a 29 on the English portion of the ACT or a 670 on the critical reading portion of the SAT receive three hours of credit for English 100 and begin with English 200.

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 (1Hour)

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

Pre-College Requirements (As Needed)

Students will complete additional pre-college requirements as mandated by the Commonwealth of Kentucky and their sending institutions based on previous coursework in their freshman and sophomore years.

History 119 Western Civilization to 1649 (3 Hours)
History 120 Western Civilization Since 1649 (3 Hours)
History 241 United States History Since 1865 (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 Languages (American Sign Language, Arabic, Chinese, French, German, Hebrew, Italian, Japanese, Latin, Russian, Spanish, and Swahili)

Electives

After the first semester, Gatton Academy students in good standing are able to take up to 19 credit hours (including seminar) free of charge, including optional electives. In the final semester of the senior year, students are able to take only 18 credit hours (no Seminar required).

Class Schedule

Below is a typical class schedule for the four semesters in residence. 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;

Chemistry 120/121 - College Chemistry I/Lab;

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 (English 200 – Introduction to Literature if ACT-exempt from 100);

History 101 - Ancient Civilizations to 1648;

History 102 - Ancient Civilizations since 1648; or

History 241 – U.S. History since 1865

• Academy of Math and Science 175 -- Seminar 1

Winter Term

- Elective;
- Academy Study Abroad;
- Project-Based Learning, Independent Study; or
- Approved Service Learning Project

Second Semester

- Math 136 Calculus I
- Math 371 Computational Problem Solving
- Chemistry 116 Introduction to College Chemistry

Chemistry 120/121 - College Chemistry I/Lab;

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 (English 200 – Introduction to Literature if ACT-exempt from 100);

History 101 - Ancient Civilizations to 1648;

History 102 - Ancient Civilizations since 1648; or

History 241 – U.S. History since 1865

- Optional Elective for Students in Good Standing
- Academy of Math and Science 175 Seminar 2

Summer

- Optional Academy Study Abroad (HON: ENG 200 at Harlaxton)
- Summer STEM internship

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

- Elective;
- Academy Study Abroad;
- · Project Based Learning, Independent Study; or
- Approved Service Learning project

Fourth Semester

- Chemistry 222/223 College Chemistry II/Lab;
 Biology 120/121 Biological Concepts: Cells, Metabolism and Genetics/Lab;
 Biology 122/123 Biological Concepts: Evolution, Diversity, Ecology/Lab;
 Computer Science 181 Computer Science II; or
 Physics 265/266 University Physics II/Lab
- STEM Elective
- STEM Elective
- Elective

Online Courses

A student should enroll in online courses only if:

- The physical course offered interferes with the student's schedule, or
- The course is only offered online.

A student will only be allowed to take **one** online course per academic year.

Summer term does not apply, as a student can register for any course and will be responsible for course costs. When enrolling in summer courses at another university, please remember all Gatton Academy curriculum core STEM requirements (12 courses) plus English requirements are to be taken through WKU.

Recommendations for Academic Success

Because university courses are often intense, move at a very 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 or four exams and most courses require a comprehensive final examination. Classes generally meet either two or three times per week. Homework is assigned by professors to ensure understanding but is not necessarily collected and graded. In order to be successful, it is imperative that Academy students

- Attend all classes;
- Do all assigned work and study ahead;
- Prepare homework the same day that it is assigned;
- Form study groups and participate actively in the study sessions;
- Make use of the professor's office hours or other tutorial services provided for additional help:
- Do not hesitate to ask for help and don't wait until the last minute;
- Make frustrations and needs known to the Coordinator of Academic Services;
- Begin to prepare for exams in advance;
- Rewrite class notes and outline text material;
- Be disciplined and responsible for his/her learning;
- Enjoy learning;
- Get plenty of rest, physical exercise, and healthy food; and
- Continue to study during breaks between semesters and during the summer.

Grade Reports and GPA

The Gatton Academy staff will mail 5th week grade reports to each student's home address. The University will post each student's course grades for the semester on-line. 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 4 grade points for each credit hour, B is worth 3 grade points for each credit hour, C is worth 2 grade points for each credit hour, D is worth 1 grade point for each credit hour, and F is worth 0 grade points. An example for GPA computation is given below:

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

GPA = (total number of grade points) \div (total number of hours) = (59) \div (16.5) = 3.576

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 for class. In the event that 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:
 - o is essential to Academic Success
 - o is a sign of maturity
 - o shows that a student values the Academy opportunity
- All absences, for any reason, must be reported to the student's Residential Counselor (RC) and the class's faculty member in advance by the student in person, by phone, 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 a student from attending.
- Consideration is given for all Gatton Academy endorsed activities in which a student must miss class. Students must receive approval from the Coordinator of Academic Services for all Gatton activities that inhibit class time. (See Gatton Academy Activity Policy).

Gatton Academy Attendance Policy:

While Gatton staff are unable to ask a professor to give students an excused absence, we will verify some absences if needed. (See Gatton Academy Activity Policy)

Acceptable absences are:

- Gatton Academy/WKU-sponsored activities or other activities approved by the Coordinator of Academic Services. (See Gatton Academy Activity Policy).
- Absences due to illness
 - Illness must be documented with Dr.'s note or Health Services notification to the Coordinator of Academic Services to be excused.
 - Any prior health/medical conditions that could affect class attendance should be reported to Assistant Director, Residential Life.
- Family emergency verified by staff member.
- 2 allowed college visit days provided no other alternative is available.

Attendance Warning Meetings/Dismissal for non-attendance

- Upon notification to the Coordinator of Academic Services of 2 or more **deliberate/non-approved absences** in a given subject, a warning meeting will occur.
 - o Parents will be notified and intervention contract may be applied.
 - Student will be informed that 1 more deliberate/non-approved absence will result in dismissal.
 - If said absence occurs before the WKU official drop date, student will be automatically withdrawn from courses and dismissed.
 - If said absence occurs after the WKU official drop date, student will return home at the end of the semester.

*WKU drop date is mid-October for the fall semester, mid-March for the spring semester & 2nd week of classes for winter term.

Gatton Academy Classroom Conduct Policy

Disruptive behavior in the classroom (any behavior which distracts the professor 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 Coordinator of Academic Services, disciplinary action may include, but is not limited to, loss of privileges, residential probation, and ultimately recommendation for dismissal from the Academy.

Activity Policy

All classes missed due to Gatton Academy and WKU-endorsed activities must be approved by the Coordinator of Academic Services at least one week before a student misses class. Students with excessive absences may not be eligible for Gatton Academy and/or WKU endorsed activities. Academic standing will be considered before approval. The Coordinator of Academic Services will issue the student an official letter to take to each of their professors that will explain 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. at this time, before the absence from class occurs.

Absences due to Gatton Academy endorsed activities do not accumulate in the Gatton Academy Classroom Intervention Program.

College Visit Attendance Policy

All college-related visits should be planned during weekends, summers, university holidays, and university breaks whenever possible. Sometimes obligatory college tours, interviews, scholar days, or orientation days will inevitably fall on days when classes meet. If such visits will result in absence from any class, students must have their absences approved in advance by the Coordinator of Academic Services. At least one week before a student misses classes; the student should fill out the web form available on the Gatton Academy's website. A letter will be generated in the Gatton Academy's office that students will then pick up and present to all professors in advance of missing their class. Details submitted to the web form should include full description of the upcoming absence (i.e. dates the student will miss class, location of visit, and other pertinent details). Students with excessive absences may not be approved to miss additional classes. Academic standing will be considered before approval. The Coordinator of Academic Services will issue the student an official letter to take to each of their professors notifying them of the upcoming absence. 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. at this time, before the absence from class occurs http://www.fightingautomatons.com/news/college-visit-form/.

Approved absences within this policy do not accumulate in the Gatton Academy Classroom Intervention Program.

Academic Standing

To be in good academic standing at the Academy, students must maintain a cumulative GPA greater than or equal to 3.00. Students must also maintain a GPA greater than or equal to 3.00 for each semester. Students who are not in good academic standing with the Academy are considered to be at academic risk.

There are two levels for students at academic risk: (A) Academic Warning, and (B) Academic Probation.

Academic Warning

A student will be placed on Academic Warning if

- His/her semester GPA is less than 3.00 but greater than or equal to 2.75, or
- The Academic Coordinator determines that it is in the student's best interest.

While on Academic Warning, students

- · May lose certain privileges,
- · May not enroll in elective courses,
- Will meet weekly with the Academic Coordinator, and
- Will have mandatory study hours.

Academic Probation

A student will be placed on Academic Probation if

- His/her first-semester GPA is between 2.50 and 2.75, or
- He/she receives a semester grade of "D" or "F" in any course, or
- The Academic Coordinator determines that it is in the student's best interest.

While on Academic Probation, students

- May lose certain privileges,
- May not hold any leadership office in the Academy or WKU organizations,
- · May not participate in certain Academy sponsored field trips,
- May not enroll in elective courses
- Will meet weekly with the Academic Coordinator, and
- Will have mandatory study hours.

Academic Contract and Study Hours Policies

Study Hours

Monitored Study Hours (All juniors and seniors on contract before 5th week assessment): Students will be required to sign in from 7:00 pm to 9:00 pm Sunday through Thursday, at the location designated by the Coordinator, Student Services. Location may vary by semester, depending on classroom availability.

The Learning Center in the Downing University Center (DUC) (juniors after 5th week assessment, seniors anytime): Students must sign in and sign out by scanning their ID card electronically to

receive credit for hours logged at TLC (<u>www.wku.edu/tlc</u>). Students may use TLC anytime it is available; they are not restricted to monitored study hours times.

Tutors are available for individual and group reviews at both study hours locations. Group review sessions are offered weekly by student request at the Academy. Students on monitored study hours must sign out with Coordinator, Student Services, to attend group review sessions. Sessions are held on either the 3rd or 4th floor common areas of the Academy.

Semester's Beginning

All first-year students will be required to participate in monitored study hours for the duration of the entire first semester, unless otherwise approved by a parent <u>and</u> the Coordinator, Academic Services, following the 5^{th} week assessment.

At the beginning of each semester, any students with a GPA below 3.0 (previous semester or cumulative) and/or with 2 or more C's or D/F in any classes from the previous semester will go on an academic contract. These students will be required to meet weekly with the Coordinator, Academic Services, for the entirety of the semester. These students will also be required to participate in monitored study hours until adequate progress has been shown by the 5^{th} and/or 11^{th} week assessments (see next two sections).

Fifth-Week Assessment

Any student who does not pass the 5^{th} week assessment (receiving a D/F in any class) will go on an academic contract, be required to meet with the Coordinator, Academic Services weekly, and be required to participate in monitored study hours with the Coordinator, Student Services, or at The Learning Center. They will also be required to attend a review session for the class they are failing, assuming one is offered.

Students currently on monitored study hours who pass the 5^{th} week assessment (have no D/F's) will have the option to file parental consent to opt out or modify monitored study hours. The Coordinator, Academic Services reserves the option to place students back on study hours if student fails to maintain adequate progress before the 11^{th} week assessment. This may include but is not limited to excessive absences, consecutive failing test grades, failure to turn in assignments, and failure to submit an 11^{th} week assessment.

Eleventh-Week Assessment

Any student who does not pass the 11^{th} -week assessment (receiving a D/F in any class) will go on an academic contract, be required to meet with the Coordinator, Academic Services weekly, and be required to participate in monitored study hours with the Coordinator, Student Services, or at

The Learning Center. They will also be required to attend a review session for the class they are failing, assuming one is offered.

Any student already on study hours who can provide documentation (via 11th-week assessment, Blackboard, or notes from professors) that they are passing all of their classes will be allowed to file parental consent to opt out or modify monitored study hours. These students will also have the opportunity to complete their required study hours at The Learning Center in DUC.

Failure to Comply with Study Hours

Failure to comply with study hours (failing to sign in when not previously excused or failing to be in designated study hour space) will result in a disciplinary conference.

Eligibility to Return

Academy staff members will review each student's residential and academic status at the close of every semester.

A student will not be eligible to return to the Academy

- If after the 1st semester, a student has below a 2.50 WKU GPA; or receives a D/F in Math 117 (Trigonometry), or receives two grades below a C in any subjects, or
- If a student receives below a 2.75 cumulative GPA during their remaining semesters at the Academy, or
- If a student accumulates two grades below a C at any time,
- If a student has significant instances of breach of policy, or
- If a student fails to demonstrate that the residential and academic environment is beneficial for the continued social, emotional, and academic well-being of the student.

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 Academy.

Re-Admission for Second Year

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

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

A student may return for a second year if they

- Have a cumulative WKU Academy GPA of 2.75 or higher,
- Have made no more than one grade of D/F,
- Have no significant instances of breach of policy,
- Have demonstrated that the residential and academic environment is beneficial for the continued social, emotional, and academic well-being of the student.

Academic Integrity

Academy students are expected to maintain high levels of integrity in all of their academic pursuits. Cheating of any kind (on any exam, quiz, lab, test, homework or any other type of examination), as well as plagiarism of thoughts, words or ideas are prohibited.

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.

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 eight 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.

Requirements for Graduation

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

In order to receive an 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,
- Maintain a cumulative Academy (WKU) GPA or 2.75 or better, and
- Meet all pre-college curriculum requirements.

Students who fail to meet the above mentioned criteria will be unable to receive a Gatton Academy diploma until all requirements have been met. Students will be allowed one academic year (two semesters) to complete all required coursework.

The Academy Leadership Team will review any exceptions to this timeline.

Gatton Academy Honor Graduates Policy

Upon graduation from the Gatton Academy, the program recognizes Honors Graduates based upon two levels, *Honors* and *Honors with Distinction*. Grade Point Average (GPA) eligibility will be determined at the end of seniors' winter term. The criteria for each level are listed below.

Honors:

- Maintains at least a 3.40 cumulative WKU GPA;
- Successfully completes a supervised research project of two semesters or longer and fulfills the requirements of the research policy;
- Participates in extended service project/s of 60 hours or more;
- Be in overall good standing (no current attendance or disciplinary contracts); and
- Contributes positively to the culture of the Academy

Honors with Distinction:

- Maintains at least a 3.70 cumulative WKU GPA;
- Successfully completes a supervised research project of two semesters or longer and fulfills the requirements of the research policy;
- Produces a research outcome that takes the form of a presentation or poster
 presentation at an academic conference, a publication, or other approved display of
 the student's research (Alternate displays of research must be approved in advance of
 the occasion by the Coordinator, Research, Internships, and Scholarships);
- Participates in extended service project/s of 60 hours or more (with a minimum of 15 hours each semester);
- Be in overall good standing (no current attendance or disciplinary contracts); and
- Contributes positively to the culture of the Academy

University Semester Recognition:

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

Gatton Academy Research

A unique feature of the Academy experience is the opportunity to work in a research lab or on a research project either with a professor here on campus or with an outside institution during the summer. Students learn not only about what they would like to pursue as a career, but also what they may wish not to pursue. 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.

The completion of a research project is defined as:

• Two full semesters or more of active participation in research while a student is enrolled at the Academy (Approved summertime research, between junior and senior year, equals

one semester. Approved full-time winter-term research can also equal one semester of research). Research preparatory courses do not count as a semester of research.

- Working with a WKU faculty member in a STEM discipline, or if on a summer time program, in a field of study directly related to a STEM field.
- Submission of a Research Contract form that has been signed by the faculty research sponsor at the onset of the research experience and turned in to the Assistant Director, Academic Services.
- Preparation of the Research Summary Report at each semester's end via a Naviance Family Connection survey.
- Additional Requirement for Honors with Distinction designation: Participation in some form of academic research outcome is encouraged for all who participate in a research project, but is a requirement to receive Honors with Distinction status upon graduation. Research outcomes may take the form of a presentation or poster presentation at an academic conference, a publication, or pre-approved displays of the student's research by the Assistant Director, Academic Services.

Completion of a research project, along with the requirements of GPA, community service hours, and contribution to the Academy, can result in the distinction of *Honors* or *Honors* with Distinction for graduating Academy students (see Honors Graduates policy).

Naviance

The Gatton Academy subscribes to the Naviance System. Naviance is a web-based planning and advising system for students and staff. Naviance allows students and staff to manage courses, organize the college search and applications, request transcripts, access career advising tools, serve as a communication link between parents, students, the colleges, and the Gatton Academy staff, and serve as a storehouse for data about student achievement and outcomes.

In addition, Naviance gives students access to critical information about student interests, plans, and accomplishments as well as powerful tools designed to support them in their daily work. Students will be required to utilize the Naviance System for a variety of tasks including, but not limited to, transcript requests, Gatton staff recommendations, college planning and applications, SAT/ACT preparation, administration surveys, resume preparation, and career and interest searches. Students will be given a registration password during their first week of attending the Academy. Students and parents may access Naviance via www.connection.naviance.com/gatton.

College Advising, Applications, Letters of Recommendation, and College Scholarships

Academy students will submit applications for college admission and scholarships in the fall semester of their second year. Many students begin filling out these applications during the summer prior to the senior year. Members of the Academy administrative staff will work directly with students to help advise and guide them through this process. Seminar presentations and workshops about the application process are given starting in the spring of the first year.

Applications will require letters of recommendation from faculty and the Academy staff. It is important that students become acquainted with faculty and with Academy staff so that recommendation letters can be strong and reflect unique characteristics of the student. Attitudes and classroom behavior that exhibit alertness, promptness with assigned work, imagination, and eagerness to learn are important characteristics to cultivate. It is necessary to give faculty and staff ample time to prepare recommendation letters – at least two weeks before the deadline for submission. If you are requesting a letter of recommendation from a Gatton Academy staff member, this request must be made through the Naviance system at least two weeks before you need your letter.

Official transcripts will be needed for your college admission and scholarship applications. Your transcript must be requested through the Naviance system at least one week in advance.

Prestigious Scholarships

Numerous scholarship and competition opportunities are available for Academy students who have significant research involvement, high test scores, outstanding grades, strong initiative, clean disciplinary records, and good communication skills. These opportunities include the Siemens Competition, the Intel Science Talent Search, National Merit Scholarships, the DuPont Challenge, 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, Academic Services and the WKU Office of Scholar Development. Letters of recommendation from faculty and official transcripts will be required for these applications.

PSAT, ACT, and SAT

All juniors are required to take the PSAT exam during their first semester at the Academy. This is the exam used to identify National Merit Semi-Finalists, most of whom become National Merit Finalists, qualifying them for some college scholarships. Although students took the ACT or SAT prior to enrolling in the Academy, it is recommended that these exams be taken again during the spring of the junior year or the fall of the senior year. State law requires all juniors to take the ACT, which the Academy facilitates. Registration materials are available on-line at www.collegeboard.com (SAT), www.actstudent.org (ACT), or in the Gatton Academy main office. Moreover, review and study materials for both the ACT and SAT are available at no cost through Naviance. Students will have the option of taking the tests in Bowling Green or from their home area. Students should register early to take the ACT or SAT since testing sites fill quickly.

Summer Internships

The Gatton Academy promotes optional summer time internship and research experiences to each of our students. Through summer programs, students are able to 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 of the summer to all summer long. Internships may be paid or unpaid.

Students and their families may browse through internship programs using their Naviance username and password. Internships are posted under the "Enrichment Programs" option within Naviance. Students generally apply for summer programs starting in December thru early in the spring semester. Students are encouraged to work on their applications well before the deadlines and submit them to the Assistant Director, 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:

- Competitive research internships at both the high school and undergraduate level. These programs range from costing the student money to paying students handsomely. These programs have the earliest deadlines (often December February), and many programs that fall in this category are considered the most prestigious. 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 a local professional, do research at the college or university closest to the student's home, or work in a STEM-focused company in their hometown.
- Research internships at WKU. Research opportunities at WKU are most accessible during the summer when professors are hard at work on their projects, but 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 either 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 of our students live near enough WKU's campus that they are able to commute.

STEM+ Critical Language

The Gatton Academy introduced its STEM + Critical Language path in fall 2012 with STEM + Chinese and added a STEM + Arabic track in fall 2013. After admission to the Gatton Academy, admitted students are offered the chance to apply separately to one of the language-learning tracks.

Students supplement their STEM-learning by studying a less-commonly taught language, deemed a Critical Language by the US Department of State. They take a language course of increasing rigor each semester for a total of at least four levels by the time of their Gatton Academy

graduation. Students begin at the university's Modern Language department 101: Honors level (or at appropriate placement levels for students who have previously studied in their language track).

Students in the STEM + Chinese track do have the option to switch to more demanding National Security Education Program's WKU Chinese Flagship courses after their first year of study. Students in this track are invited to apply for continued study in WKU Chinese Flagship if they wish to continue studies at WKU and become Superior-level speakers.

While the emphasis of STEM + Critical Language students' curriculum remains within the same STEM-areas the Gatton Academy requires for all students, STEM + students are offered leeway on only needing one STEM elective (rather than three); the third and fourth level language courses that a STEM + Critical Language student takes replaces their other two STEM electives.

Each month, classroom learning is supplemented with STEM + Talks, a gathering of students in a seminar-style setting.

It is suggested that these students consider applications to the National Security Language Initiative for Youth scholarship program for summer learning and to consider other study abroad opportunities.

Students who choose to do a STEM + Critical Language track are not allowed to engage in research their first semester. However, afterwards, they are invited to do research and STEM + if they wish. The main goal is not to overload students the first semester since the language learning is seen as a heavy addition to our already rigorous courses.

Students who are in one of the STEM + Critical Languages track do not have to do research or have a research outcome to qualify for Honors or Honors.

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 trips due to their curricular commitments at the Gatton Academy. During past winter terms, students have traveled internationally on exclusive Gatton Academy trips to various destinations in Europe (non-credit educational travel tours) and Costa Rica (on a credit-granting study/research abroad option). During past summers, students have traveled on an exclusive Gatton Academy trip to Grantham, England to earn credit at Harlaxton College. Gatton Academy experiences abroad are advertised widely in advance of the trips 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. Gatton Academy students may apply for some small scholarships that can gently offset the expenses of credit-granting options.

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. Violations can affect a student's continued enrollment in the program.

Eligibility to Travel/Study Abroad Trips

For winter-term trips, students must be eligible for return for the following spring semester.

For summer-term trips, students will be able to travel even if not eligible for fall semester return. Any previously-deferred winter-term money can still apply to lower the student's summer trip cost. However, any need-based scholarship offered from the Gatton Academy would no longer apply to the student's account if the student is not eligible for fall semester return.

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 the Coordinator of Academic Services, the student may withdraw from the course or audit the remainder of the class.

Students may withdraw from a course with a grade of "W" with the approval of the Coordinator of Academic Services. To drop a course officially, students must submit the Gatton Course Withdrawal (available on our website) by the posted date. Withdrawals typically occur before the mid-semester point, with a final date for withdrawal listed on the WKU Academic Calendar each 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 available and taken. Moreover, the withdrawal must not impede a student's ability to complete both state and Academy graduation requirements. Any Academy STEM curriculum or state pre-college class from which a student withdraws must be completed the following semester. A purely elective course does not have to be retaken the following semester.

Choosing to withdraw or audit a class constitutes the recognition of a student's limited capacity for academic success in a 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 Academy will view the withdraw or audit as the one D or F a student is allowed prior to dismissal from the program. Any audited course must be retaken in the following semester (unless there is a scheduling conflict; the course must be completed prior to graduation) with a successful outcome of a grade of C or better.

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

COUNSELING SERVICES

Personal Counseling

The Office of Counseling Services provides confidential counseling for personal issues that affect our students academically, socially, or emotionally. Stress, adjustment to academy life, personal identity and growth, homesickness, and relationship issues are typical concerns. Counselors can provide students with brief therapy for a variety of personal issues and can refer them to other

professionals when necessary. Students enrolled at The Gatton Academy can access free, unlimited counseling services through the office of Counseling Services. Students will receive information regarding how to schedule counseling appointments during Adventure Week.

College Counseling

The Gatton Academy offers a comprehensive college counseling program. The Gatton Academy provides information about colleges and scholarships through the college seminar workshops, email alerts, and individual college counseling sessions. Counselors individually advise and collaborate with students on issues of college admission and scholarships beginning in the spring of the junior year. During the senior year, counselors write individual letters of recommendation for each of their students as requested and support students in the decision-making process. Students are encouraged to work closely with their counselor at this time to assure that applications and supporting documents, including transcripts, are sent in a timely fashion.

Academic Counseling

The Coordinator, Academic Services provides students with a range of resources to assist them in formulating plans and making decisions during their academic career at the Academy. Counselors 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, e.g. tutoring, faculty office hours, and group study opportunities. Appointments may be scheduled through the Office of Academic Services in person, through e-mail (april.gaskey@wku.edu), or by calling 270-745-3132.

Registration Services

The Coordinator, Academic Services will provide all academic advising and registration services for the Academy students. Students must meet with the Coordinator, Academic Services for all class registration and course changes. The Academy registration timelines will be distributed by the Academic Coordinator at the beginning of each semester. In addition, this office can provide transcripts as needed. Current students must schedule an appointment with a counselor to request a transcript. Appointments may be scheduled through the Office of Academic Services in person, through e-mail (april.gaskey@wku.edu), or by calling 270-745-3132.

STUDENT LIFE POLICIES AND PROCEDURES

Gatton Academy Residential Life Mission

Our goal is to create an environment where the intellectual, social, cultural, emotional, physical, and spiritual development of each individual is encouraged. We will provide appropriate outlets to meet these needs in the form of residential programming and mentoring. Our most crucial duty is to maintain a safe and secure environment that protects students physically as well as emotionally.

It is within this community that you will make lifelong friendships. You will be challenged more than you've ever been challenged but you'll find the rewards are greater than you imagined. Every policy, procedure, and expectation is designed to protect your safety. These policies are

not designed to inhibit your freedom; these policies are designed to protect you and are enforced out of love and concern.

Your decision to become a member of this unique community constitutes an agreement on your part to support the Academy expectations for our students. All students and parents will sign a handbook agreement at the beginning of the Academic year.

Academic Integrity

Academy students are expected to maintain high levels of integrity in all of their academic pursuits. Cheating of any kind (on any exam, quiz, lab, test, homework or any other type of examination), as well as plagiarism of thoughts, words or ideas are prohibited. Specifics are outlined in the Academic Policy section. **Behaviors that compromise academic integrity are grounds for dismissal from the Academy.**

Attire

Students represent the Academy both on and off campus. As such, appropriate clothing must be worn at all times. If a staff member believes a student is dressed inappropriately, the student needs to change his/her clothes if requested by the staff member. If there is disagreement regarding the request, the Assistant Director, Residential Life will make the final decision. If the Assistant Director, Residential Life is not on campus, the student needs to change clothes as requested and, if still concerned, the student should talk to the Assistant Director, Residential Life about it at the next available opportunity.

Both males and females must be properly attired when in the building and on campus. Clothing with inappropriate logos, language, or themes (drugs, alcohol, sex, etc.) will not be allowed. The Academy does not have a specific dress code; however, clothing should be in good taste at all times.

Office and community space within Florence Schneider Hall are public areas. Shoes are required in all public areas of the building.

Banking/Spending Money

Service One Credit Union provides banking services on campus. National City Bank, US Bank, South Central Bank, BB&T Bank, and Chase offer ATM machines near the Downing Student Union on campus. The amount of spending money needed varies widely based on many different factors. Students should have a small amount of money available to them at all times for various expenses. Families may want to discuss the use of a joint checking/debit account that parents can manage from afar. Students should not carry large amounts of cash.

WKU offers a debit card to students administered via Higher One. Any refunds on WKU accounts are issued to this card. Research/Internship Grant monies are loaded onto the card as well. Parents and students may transfer funds from other bank accounts to the card. Some families may find this beneficial in managing student spending money.

Bicycles

Academy students may bring a bicycle to campus as long as they take full responsibility for it. Helmets must be used at all times. Students must keep the bike locked in the bike rack outside the hall when not in use. Bikes may only be stored in student rooms provided they do not create a fire hazard and the roommate must agree to it. Students who wish to travel off campus by bicycle must ride with at least one other person and sign out through usual means. Students found riding without helmets or violating sign-out policies with the bike will have their bike privileges revoked.

Breaking the Plane of a Window or Balcony

Breaking the vertical plane of a window, balcony, or similar structure is not permitted. This includes antennas, satellite dishes, flags, signs, and apparel. This applies to throwing or dropping, objects and liquids (including bodily fluids) from the residence hall. Failure to abide by this policy will result in judicial sanctions. Posters, signs, and paint are not permitted on windows. If you open a window, please close it in a timely manner so as to conserve heating/cooling and to avoid water damage and insects.

Cars

Students may not drive while under the jurisdiction of the Gatton Academy. If it is necessary for a student to drive to the Academy from home, the student and their family should contact the Asst. Director for Residential Life. Any student driving their car to campus from their home must register their car with the Assistant Director, Residential Life. Students who drive must park in long-term parking on Campbell Lane. (Students who do this must purchase a South Campus parking permit from WKU Parking and Transportation.) In addition, the student must turn in their keys to Academy staff upon arrival at the Academy and must sign them out from the front desk when returning home. Students who drive must have a written permission from a parent or guardian granting permission for each specific date that the student needs to drive from campus to home and/or home to campus.

Once a student arrives back at the Academy from a closed weekend, he or she may park their car in the Schneider lot. A Residential Counselor will drive an Academy vehicle to the Campbell Lane lot that night to facilitate car drop off. Students are to drive their cars from the Academy to the Campbell Lane lot only. Students shall not transport other students nor detour to any establishments. The RC responsible for driving the students back from the Campbell Lane lot will collect the student keys as the students board the vehicle. Misuse of car privileges will result in the loss of said privileges for a minimum of one month. Students are only permitted to use their car for the express purpose of driving home. Students are not permitted to use a car for any other purpose.

Chemical Use Policy

The Academy seeks to help students become healthy, well-balanced individuals who will contribute significantly to society. One of the critical components for this is for each student to maintain the highest level of personal integrity. To that end, the Academy will not tolerate any use or association with any illegal substances. The specifics are defined below under the

discipline procedures. Being under the influence of, in possession of, or involved with any illegal substance constitute grounds for dismissal from the Academy.

Wearing of clothing or displaying materials (posters, etc.) that promote/advertise tobacco, alcohol, or other illegal/inappropriate chemical substances will result in students being asked to change or remove the inappropriate item. Failure to cooperate will result in additional disciplinary action.

The purchase, possession, use, sale, and/or distribution of any tobacco product or smoking materials on University property or when under the jurisdiction of the Academy will result in a disciplinary hearing.

- "Possession" includes the use of the student's person, clothing, and supplies, as well as, Academy property including student's room for the storage of smoking materials.
- "Smoking materials" include: cigarettes, cigars, smokeless tobacco, pipes, matches, lighters, and filters.

The possession, use, distribution, sale, or intent to distribute or sell alcohol, other illegal/inappropriate chemical substances, or paraphernalia for drug and alcohol use is grounds for dismissal from the Academy.

- "Use" means consumption of, or being under the influence of alcohol, other illegal/inappropriate chemical substances while under the jurisdiction of the Academy.
- "Alcohol, other illegal, inappropriate chemical substances" is defined to include all alcoholic liquor and all controlled substances under the Controlled Substance Act (except when prescribed for the student by a licensed physician). This also includes all cannabis under the Cannabis Control Act; any "look-alike" substance; inhalants; mood altering chemicals; or over-the-counter medications taken in dosages beyond the recommended amount or in combination with other medications.
- "Possession" includes the use of the student's person, vehicle (if applicable), clothing, and supplies, as well as Academy property including the student's room for the storage of alcohol or other illegal/inappropriate chemical substances. The production of or attempted production of alcohol or illegal/inappropriate chemical substances is also considered possession.
- "Paraphernalia" includes but is not limited to empty alcohol bottles or cans, "mixers" for alcoholic drinks, shot glasses, flasks, drug articles including pipes, papers, or other materials (including those that are home-made) for drug use, storage, or disguising use.

Closed Weekends

Approximately one weekend per month is designated as a Closed Weekend. During these weekends, the Academy will close at 7:00 pm on the first evening of the weekend and open at 1:00 pm on the final day of the weekend. The purpose of the closed weekend is to allow students time to go home. As staff members travel frequently during closed weekends, please do

not plan on arriving back at the Academy prior to 1pm as staff members may not be available. Please refer to the Gatton Academy Master Calendar at the front of this handbook for a list of all closed weekends.

Clubs and Organizations

Students will be permitted to form and join groups of common purposes which are consistent with the philosophy, rules, and regulations of the Academy; these opportunities are open to all members of the Academy. Students have a responsibility to conduct the activities of the organization in a manner that reflects compatibility with the curriculum and policies of the Academy.

- Each club and organization must register to be approved by the Assistant Director,
 Residential Life.
- Each club must have a faculty/staff sponsor.

Students will also have access to membership in many of the WKU campus organizations. The Assistant Director, Residential Life must approve membership in a WKU organization. Academy staff may limit involvement in clubs and organizations if a student is not in good academic standing. Students in good standing are advised to limit their involvement to a few groups in order to participate more fully and richly in activities. Academy students cannot join fraternities or sororities nor attend their functions. The National Collegiate Athletic Association (NCAA) regulations prohibit Academy students from joining WKU athletic teams; however, Academy students may participate in select intramural sports.

Common Area Policies

Florence Schneider Hall offers an abundance of common space in the building where all students may study and socialize. Academy students have a responsibility to care for these areas. Trash receptacles are in all common areas and students are expected to leave common areas in a clean, neat, and orderly fashion. Common space furniture is not to be moved or modified. The lobby of the Gatton Academy not only serves as common space but also as the welcome center of the building. Therefore, it is important that noise be kept to a minimum in this area so as not to interfere with the business of the front desk

All personal effects and trash should be removed from common spaces each time a student exits a common area and particularly each night before curfew. Any items left will be added to the Academy lost and found collection. The Academy Assistant Director, Residential Life maintains the lost and found items. The Academy does not accept responsibility for any items left in common areas. Please keep your valuable items in a secure location.

Students are expected to comply with the request of any staff member in regards to noise complaints or any other behaviors that are detrimental to the community. Failure to clean up common 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.

Computers - Acceptable Use

WKU and the Academy will provide access to computer services in many ways. Each student will be issued a laptop for personal academic use. The computer is the property of the Academy and WKU attaches an inventory control tag to each machine. This must remain affixed to the laptop at all times.

Likewise, each student may use the lab on the $3_{\rm rd}$ floor of Schneider Hall. Students are expected to conduct themselves in a responsible and ethical manner when using a computer. Students are not to remove any hardware from the lab. Access to resources on any university network is a privilege and will be removed if abused. Students are reminded that as they are representatives of the Gatton Academy both on and off campus they are expected to conduct themselves accordingly both in-person and via the internet.

Students should be aware that posting, displaying, or storing obscene material to a World Wide Web home-page, newsgroup, or live video teleconferencing or any other public medium, will result in disciplinary action and may lead to possible criminal prosecution and dismissal from the Academy. Students should also know that, in cases where electronic media is copyrighted or otherwise protected (including movies and music), copying or distributing such media without proper authorization may result in disciplinary action and/or criminal prosecution. Using any university resource, including hardware and/or software, for any illegal purpose (including but not limited to violation of copyright law, hacking or illegal electronic commerce) may lead to criminal prosecution. 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.

Students making use of peer-to-peer file sharing software are allowed to do so only for materials which they are legally obliged to do. Sharing of copyrighted materials is illegal, and the Gatton Academy will cooperate with WKU measures to investigate and prosecute all illegal distribution of copyrighted material.

The use of hacking/cracking tools is strictly forbidden. If a computer is found to have either the client or server side of any suspected hacking tool, internet access will be terminated and disciplinary action may be taken. Students are responsible for protecting their computer from viruses, Trojans, and worms and from any unauthorized use. Students are encouraged to always password protect their computer system and keep it locked in their room.

Anyone using the WKU computer system expressly consents to monitoring on the part of WKU and is advised that if such monitoring reveals possible evidence of criminal activity, the Academy may provide the evidence to law enforcement officials and/or may take disciplinary action. All computers connected to the WKU system are subject to investigation.

Students are not allowed to gain or attempt to gain access to another person's accounts, whether or not he/she intends to browse, read, alter, or destroy their data. Students should not share their password or any other personal account information with anyone. All university accounts are subject to monitoring or investigation by university personnel.

Students are not allowed to send e-mail under another person's name. All cases involving fraudulent email will be investigated and responsible parties will be subject to disciplinary action. They are not allowed to perform acts, which are wasteful of computing resources or which unfairly

monopolize those resources (e.g. sending mass mailings, spamming, creation of unnecessary print jobs or processes, creating unnecessary network traffic, creating a bottle-neck in printing queues, etc.).

University accounts are for academic related use. They are not to be used for operating a business, advertising, or any other purpose not related to academics. Students are not allowed to use WKU computers to solicit customers with the purpose of selling any retail or wholesale items. Students should note that they are not to remove the Windows operating system from Gattonowned machines.

Curfew

Academy students have a curfew every evening. To ensure the safety of all students, students have a face-to-face check in with their RC (or another on-duty RC) every evening. RC's are required to see each student's face during curfew check. RC's are also required to complete all curfew checks before 11pm (12:30 on weekends). If a student feels that curfew checks are not being completed in a timely manner, that student should contact the Assistant Director; Residential Life. Students are not allowed to leave the wing or the building until 6:00am each day.

Location	Sunday — Thursday	Friday - Saturday
On Wing	10:30 pm	Midnight
In Room	Midnight	1:00 am

Curfew may be extended for appropriate reasons ahead of time. Students will need to have permission from the Assistant Director, Residential Life prior to the event. Consequences for breaking curfew will start with loss of privileges and become more restrictive with repeated violations. Exceptions to the in-room curfew are at the discretion of the wing residential counselor. It is the Academy's expectation that students get an appropriate amount of sleep each night. Students are responsible for getting themselves to bed at a reasonable hour as there is no formal "lights out" policy. However, students found to be staying up too late may be placed on a "lights out" contract.

Email Accounts

Each student will have a WKU email account upon admission to the Academy. Email will serve as a major communication link. Information from Academy staff and other sources will be sent regularly through email. All students should check their email at least once a day. Official messages from Academy staff members will be sent only to students' WKU email address. As with all computer access, students should adhere to the Acceptable Use policy when using email.

All students will be assigned to either the Gatton juniors or Gatton seniors email lists. The lists will be used for Academy business only.

Employment

Due to the work load of classes, the need for substantial study hours, the research and service requirements, and the need for recreation and wellness activities, students will not be permitted to have jobs while attending the Academy. Students are welcome to seek summer employment.

Entrance and Exit Doors

Security is a top priority for the Academy. Students will need to enter and exit on the 2nd floor through the main lobby and check in and out at the front desk when leaving the building for any purpose. The first floor entrance will be for the offices of the Academy and The Center for Gifted Studies. The residence hall main entry is locked at all times and must be accessed using a key card.

Family Emergency

Students (as well as their parents or guardians) are asked to contact the Assistant Director, Residential Life in the case of a family emergency such as the death, injury, or major illness of a family member (e.g. parent, sibling, grandparent, etc.). If a student will miss class, the Assistant Director, Residential Life will notify the Coordinator of Academic Services, who can notify faculty members. Academy staff members are eager to assist in whatever ways we can to help ease the crisis.

IMPORTANT NOTE: If a student's parents or guardians travel frequently or will be out of Kentucky for an extended period, please be sure to give the Assistant Director, Residential Life emergency contact information for an adult family member or an adult friend of the family who will be in Kentucky. If family addresses and phone numbers (home or work) change during the year, notify the Assistant Director, Residential Life so that records are always up-to-date.

Gatton Academy Creed: Respect, Equality, and Diversity (R.E.D.)

As a member of the Gatton Academy community, it is expected that every student lives an exemplary lifestyle, both on and off campus. Students are expected to observe and abide by the Gatton Academy Creed which is located at the end of this handbook. A copy of the creed will be given to every student during their first week at the Academy. Students who fail to abide by the Gatton Academy Creed will be subject to the judicial process.

Guests and Visitation

Academy students of the same gender may visit each other's rooms. Students of the opposite gender may visit only in the designated co-ed common areas in the middle of the second, third, and fourth floors. All non-Academy guests must be listed on the student's Parent Permission form, signed in, and accompanied by their student host at all times.

Guests are not permitted in a residence hall room without the student. Parents may add and remove names on the Transportation and Visitation list by phone, e-mail, or text message to the Assistant Director, Residential Life (Beth Hawke, sara.hawke@wku.edu). Permissions may be verified with parents at any time.

Academy students are not allowed to sign into any other WKU residence hall. Students found trying to sign into another residence hall on campus are subject to judicial sanctions.

Visitation Requirements

- Visitors must sign in with the desk clerk on duty at all times. All guests who will be going past the lobby must leave an ID at the front desk. The ID will be returned upon the guest's departure.
- Visitors must be escorted by their host at all times.
- Visitors of the opposite gender (except parents and siblings provided parents are along) are not allowed in your room or wing.
- The university insurance policy does not allow guests to ride in Academy or University vehicles.
- Students serving as hosts are responsible for the actions of their guests while on campus.
- The number of visitors may be limited based on weekend staffing and scheduled activities.
- Student may have no more than three visitors at any time, with family members being the only exception.
- Academy staff reserves the right to deny any visitor(s) or guest(s) access to Schneider Hall.

Parents and other family members of students are welcome to visit. An opposite gender parent or grandparent may visit in your room, but they must sign-in at the front desk and the student must accompany and announce them on the floor. Siblings, extended family members, and friends may only visit during non-academic hours, after 4:00 pm on weekdays and all day on weekends.

Overnight Guests

The Academy staff has the option to approve or disapprove any overnight guest.

Students may have one overnight guest of the same sex stay in their room on a Friday and/or Saturday night provided they comply with proper "Overnight Guest" procedures. Only one guest is allowed per room. Guests must follow all policies and procedures. Guests must observe the same rules as Academy students and have the same level of privilege as Academy students do (e.g., If students are not eligible to leave their floor after curfew, neither is a guest). It is the student's responsibility to see that a guest observes all rules. If a guest does not follow the rules, the student should call a staff member for assistance, in order to avoid disciplinary action.

Hosting or hiding an unregistered guest is considered a serious safety and security violation.

Overnight Guest Procedures:

Students must complete an Overnight Guest Request Form (available at the front desk) and turn it in to the Assistant Director, Residential Life before 5:00 pm **on the Thursday** before the guest would arrive for the weekend. This form requires the signature of both the student's roommate and RC. The student guest must be on the student's visitation list as well. Students should not assume their requests will be approved. If a student fails to complete the overnight guest form in advance, the guest will not be allowed to stay overnight in the building. Overnight guests should be no younger than 13 years old or older than 18 years of age. The host should know the guest well enough to vouch for the guest's character.

Hygiene

Academy students are expected to maintain good personal and room hygiene at all times. Dirty and filthy rooms are a health hazard. Students should dispose of trash at regular intervals. Students are expected to clean both their rooms and their shared bathroom at least once per week as mandated and more often as needed. Clothing should be laundered at regular intervals rather than allowed to accumulate. Students should launder their bed linens and towels at regular intervals as well.

Students are expected to shower daily and to maintain exceptional personal hygiene. Good hygiene is essential when living in a community atmosphere. Students found to be neglecting their personal care will have a conference with their Residential Counselor to address concerns as sometimes neglected personal hygiene is a symptom of a bigger problem. Residential Counselors conduct cleaning and safety checks each week. Students who continually fail to pass the inspection will be placed on cleaning contracts and will be subject to random room inspections by the Assistant Director, Residential Life.

Identification Card (Big Red ID)

All students will be issued a Western Kentucky University -- Gatton Academy of Mathematics and Science in Kentucky photo identification card, which must be carried at all times and presented to Academy or university officials upon request. Students are not allowed to loan their ID card or borrow another person's ID card. University officials may confiscate cards if they are used in a fraudulent manner.

Though the Big Red ID card has several uses, its most important role is being a student's key to Schneider Hall as well as a key to various wings of the building. Students also swipe their card when leaving the building for both on and off-campus purposes. ID cards are also a student's meal card.

The Big Red ID is also used in a variety of other situations on campus. Students use the Big Red ID to access and check out material from Helm-Cravens Library, gain free entrance to all sporting events on Western's campus, and make use of the Preston Health and Activities Center. In addition to the meal plan, parents may also add additional funds to the card in the form of Dining Dollars or Big Red Dollars. Dining dollars may be used to supplement meals that are not fully covered by the 19 meal per week plan as well as at the convenience store on the ground floor of Bates Runner Hall. Big Red Dollars may be used in used in the previously noted situations as well as at select off campus dining locations.

Procedure for replacing a lost ID card:

Lost identification cards must be replaced through the ID Center in Garrett Conference Center, 1st floor. There is a \$20.00 fee. Students are responsible for making sure that their ID card denotes his/her Academy status on it. An ID card without the proper Academy designation on it will be confiscated and will have to be replaced at the student's expense. If a student has their ID replaced, he/she must see the Assistant Director, Residential Life in order to have the card reactivated for building access. If a student's ID becomes damaged, the University will replace it free of charge (once per calendar year).

Illness or Injury

Families are strongly encouraged to obtain health insurance for their students. If the student currently has an HMO health plan, check to see whether he/she will be covered for services provided outside the HMO's area.

If a student becomes sick or injured during the day, he/she may visit the Student Health Services Center on his/her own. The Health Services Center is open 8:00 a.m. to 4:30 p.m. Monday, Tuesday, Thursday, and Friday and 10:00 a.m. through 4:30 p.m. on Wednesday. Students requiring medical attention outside these hours will be taken to Urgent Care or the emergency room of the Bowling Green Medical Center or Greenview Medical Center. Parents should confirm that either or both facilities accept the student's insurance. 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.

Procedure for dealing with illness or injury:

If a student becomes ill, the student should contact a member of the residential staff immediately. Even if it is a very minor illness, it is important for us to know, particularly if the student is sick enough to miss class. Depending on the severity of the illness or injury, the student will be advised to either go to Health Services or the residential staff will transport the student to a healthcare facility. The Assistant Director, Residential Life will contact the student's parent or guardian 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 parent 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 the front desk to alert staff of the emergency so that the lobby can be cleared for emergency personnel to get through.

Gatton Academy staff members provide transportation for various medical and dental appointments. Students who have recurring appointments should make arrangements with the residential staff for providing transportation to the appointments. Please make such arrangements as far in advance as possible.

Intramural Sports and Recreation

Intramural and wellness activities are offered as part of WKU and the Academy programming and may include such activities as basketball, billiards, chess, card and other table games, golf, soccer, table tennis, volleyball, tennis, a 5K run, and Frisbee. Other events may be added as student interest indicates. To participate in University intramural activities determined to be safe for Academy students by the director of the University intramural program and to use the campus recreation center, a signed parental permission form (Participation agreement) is required. The Preston Health and Activities Center is available for all students to utilize on a drop-in basis. Some activities are basketball, volleyball, and racquetball, and yoga, dance/cardio studio, weight-lifting and walking/jogging on a suspended track.

Keys

Each student will be issued a room key. Should a student lose a key, he/she must see the Assistant Director, Residential Life to purchase a new key. The locks on student rooms must be replaced by

the WKU Lock Shop at a cost of \$32.50. Students should safeguard their keys in order to maintain a high standard of security for themselves and their roommates. Students are always encouraged to lock their doors in order to safe guard their property.

Laundry

Washers and dryers are provided in the residence hall on the fourth floor. Students are responsible for laundry supplies and money to run the machines. Students may also use Big Red Dollars on their Big Red ID card. The cost per washing cycle is \$1.00. The cost per one hour of drying is \$1.00. Neither the Academy nor the University is responsible for damaged, lost, or stolen items. If a machine is out of order, please report it to the Assistant Director, Residential Life during business hours or to the desk clerk during evenings and weekends.

Students should note that the machines are high efficiency machines and should make their laundry detergent purchases accordingly. As there is no storage space in the laundry room, students must store their laundry supplies in their own rooms. All laundry should be removed promptly from the washers and dryers. Any unclaimed items will be collected and added to the Academy lost and found collection.

Lost and Found

Items left in common areas of the building will be added to the Academy lost and found collection. The lost and found items will be stored in the office of the Assistant Director, Residential Life. At the end of each semester, items will either be donated or discarded. The Academy assumes no responsibility or liability for personal items left unattended by students. While the Academy enjoys a high level of security and trust within the building, students should still be vigilant about keeping up with their personal property.

Mail

Mail and packages sent through the US Postal Service are delivered Monday through Saturday. When checking out of the residence hall, a forwarding address should be left. Postage stamps are available for purchase at the campus post office.

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

(Student Name)
Florence Schneider Hall (Room Number)
1509 College Heights Blvd.
Bowling Green, KY 42101

Meal Plans

All Academy students are provided with a meal plan at no additional cost as part of the program. Student meal plans are 19 meals per week. The meal plan allotment expires on Sunday night each week. Students may use up to four meals per day without restriction to time.

Meal plans can be used for all you can eat in The Fresh Food Company or to purchase a 'Value Meal' at any other dining location - including various made-to-order stations (pasta, sandwiches,

etc.) or even one of the national brands on campus (Chick-Fil-A, Subway, Papa John's, etc.). Check the WKU Dining Services website for the most up-to-date information regarding dining options as they change frequently to accommodate student tastes and preferences.

Medical Leave of Absence

The following guidelines implement the Gatton Academy policy that students 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 illness.

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

Policy for Students on Medical Leave of Absence for Physiological Reasons

A student can be granted a medical leave of absence from the Gatton Academy in those cases in which the student's health is impeding normal academic progress. The student's parent or guardian must submit written documentation establishing the need for leave to the Gatton Academy Director. Such documentation must be from a licensed health care professional such as a WKU Health Center physician or the student's private or family health care professional. The Director will decide whether to grant the leave of absence, and may do so in consultation with the student's health care professional. The Academy will inform the appropriate academic dean of a voluntary medical leave and the dean will forward a letter to the student to advise him/her of reenrollment procedures.

In the event that a student becomes ill while away from the Gatton Academy, or the severity of the student's illness necessitates withdrawal from the Gatton Academy while the student is away from the campus, the student's parent or guardian may submit a written request to the Director for a medical leave of absence. The parent should include documentation on the need for a medical leave from the treating physician.

The length of the medical leave is limited to one semester.

Policy for Students on Medical Leave of Absence for Psychological Reasons

When a student experiences personal/emotional problems which impair his/her judgment or provoke maladaptive behavior which necessitates the interruption of his/her 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 that it threatens serious or permanent injury, illness, or death; or 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:

- The parents or guardians of the student will be contacted and requested to come to the Gatton Academy immediately to meet their son or daughter and escort him/her home. Where the parents or guardians are unable to come to campus, they must make arrangements which guarantee the safety of their son/daughter between the time they leave campus and reach home. It is expected that the student shall leave campus within 12 hours of having been placed on leave of absence.
- 2. Before being allowed to return to the Gatton Academy, the student must be evaluated by a psychiatrist, licensed psychologist, or licensed counselor as well as complete the appropriate form. This form contains questions concerning: (a) an assessment of degree of risk to self or others; (b) a diagnosis; (c) what provisions have been made for further treatment; (d) what provisions have been made to deal with further emergencies; (e) an assessment of whether the student is able to return to both residential and academic life at the Gatton Academy.
- 3. This form must be mailed or faxed to the Gatton Academy Assistant Director, Counseling Services. He/She shall review it to ensure that the required information has been provided. Should questions arise; the Assistant Director, Counseling Services will contact the professional who has issued the report. The decision to re-admit the student will be made by the Gatton Academy Director.
- 4. When the Director notifies the student that they have been re-admitted, he will ask the student to make an appointment with the Assistant Director, Counseling Services during their first week back on campus.
- 5. Students will be placed on a psychological medical leave for a maximum of one semester.

Medications

At the beginning of the year, each student must submit a completed medication list signed by their parent/guardian. This list must include any prescription or over-the-counter medication a student takes. Students are permitted to keep their own medications in their rooms — whether the medication is obtained through a physician's prescription or over the counter. Sharing medication is strictly prohibited. Prescription medication is designed for a single individual and is not to be shared nor experimented with among students. It is a policy violation for students to possess and/or take prescription medication that is not prescribed to that individual student. Should a student begin taking a new medication or cease taking an existing medication, please notify the Assistant Director, Residential Life. Any student found in possession of a medication not on his/her approved medication list will be subject to judicial review. Parents will be notified of any incidents of this nature.

On-Call RC

Every day of the week, there is an on-call residential counselor. The on-call RC provides student transportation for any off-campus needs or appointments. The on-call RC is also responsible for delivering mail to student mailboxes and picking up packages from the main office. In the event of a student illness, the on-call RC will take the student to Urgent Care or the ER and remain with them if the student's own RC is unavailable. The on-call schedule will be available at the front

desk as well as via email each week. Students should make their needs known in advance to the on-call RC as these days can be hectic. Likewise, RC's should do their best to accommodate student requests. Please contact the Assistant Director, Residential Life if you have concerns or issues that need to be resolved.

Parental Permission

At the beginning of the school year, parents are asked to fill out the "Transportation and Visitor Permission Form" for each Academy student. Parents will list names of following people who

- May transport their student;
- May visit their student on-campus; and/or
- May stay overnight with their student.

All parents/guardians' (biological, custodial, step, court ordered, etc.) names must also appear on the permission form. If there are legal restrictions against a parent or any custody issues, please notify the Assistant Director, Residential Life before or on the day that your student moves into the building.

Parents may make additions and subtractions to the permission list by contacting the Assistant Director, Residential Life (Beth Hawke, sara.hawke@wku.edu). Changes may be made via email or phone once a phone number is verified. Please submit all requests for weekend visitor and transportation permissions prior to 3pm on Friday before the weekend for ease of processing.

The Assistant Director, Residential Life may contact the parent/guardian by telephone to verify transportation permission requests. Any student found falsifying parental permission will be subject to disciplinary action.

The only time a student may be transported by anyone under the age of 21 is if a student is returning home. Students are not permitted to leave with an underage driver under any other circumstance. A written permission is required each time a student will be traveling home with a driver under the age of 21.

Public Display of Affection (PDA)

Expectations regarding public displays of affection: (Gatton Academy SGA 2007-2008)

We expect you to conduct yourself in a manner that a reasonable adult would find acceptable. Hand holding, brief kiss, or friendly hug is appropriate. You are expected to be respectful of others and to comply promptly and politely with any person's request that you cease a public display of affection. Noncompliance of ceasing PDA upon request may result in a disciplinary conference.

In addition, students are not permitted to be lying on couches together, to sit on the laps of others, or to sit more than one person per chair. Students should not be under blankets together or in sleeping bags. Students found to be violating the PDA policy in other areas of the WKU campus will be subject to judicial sanctions.

Staff members will strive to enforce PDA policies as uniformly as possible. Students who feel that the policy is unfairly enforced or that an individual's expectations are unreasonable should voice their concerns to the Assistant Director; Residential Life.

Quiet Hours

The following expectations have been established with the intent of providing an atmosphere that is conducive to study and to protect the rights and needs of all students. It is expected that students will respect other Academy students' right to sleep or study. It is also expected that students will manage their time to insure a healthy amount of sleep.

Quiet hours are as follows:

- Sunday Thursday......7:00 pm 8:30 am
- Friday Saturday......1:00 am 10:00 am
- During Finals......23 Hour Quiet Hours

At all times, noise should be within reasonable levels to support an atmosphere conducive to study. The piano in the lobby shall be on the same schedule as quiet hours. Compliance to any reasonable request to lower the noise level by a staff member or another student is expected. Music should not be played loud enough to be heard outside the student's room. Repeated offenses may result in the confiscation of speakers. Headphones are a worthwhile investment to alleviate potential problems regarding noise levels. Courtesy and respect go a long way in building positive relationships.

Required Study

Courses at Gatton Academy are demanding, often more than those at one's sending high school. To help students learn to manage their time and reach their full academic potential, study hours are required.

All juniors (first semester) and juniors (second semester) or seniors on academic warning or academic probation will have required study hours.

Sunday - Thursday; 7:00pm to 9:00pm

In order to foster an environment beneficial to study and work, everyone in the building will observe quiet hours from 7:00pm-9:00pm on Sunday - Thursday evenings. No ping pong, piano playing, loud music, or other disruptive activities will be allowed. Students and staff alike are expected to communicate in low tones and to respect those students who are working during these hours. Juniors earning a **3.0 or above at the end of the semester** (must have official grades from professors) will be released from Required Study Hours.

Failure to comply properly with study hours will result in a disciplinary conference.

Residential Counselors

Each wing has a residential counselor (RC) who resides on the wing. The RC's are responsible for conducting curfew checks each evening, providing educational and social programming, and serving as a mentor for their students. The RC will also be on-call one day each week and work desk hours as assigned. Additionally, RC's are responsible for putting on weekend activities in the

building and serve as club advisors. RC's are at least 21 years of age and must hold a bachelor's degree. Many of the RC's are completing Master's degrees in addition to their work responsibilities.

Each RC works five nights per week. On an RC's night off, another RC will be responsible for completing that wing's curfew check. It is the wing RC's responsibility to inform his/her students who will be covering for them. Additionally, the RC's are on a three-week scheduling rotation that allows them to be off every third weekend. Each RC will provide their contact information to students and parents at the beginning of the year. RC's will also provide updates to parents in the form of a monthly newsletter to all parents and to individual parents as needed. If a parent or student cannot get in touch with their student's RC, they should contact the Assistant Director; Residential Life.

The RC supervisor is the Assistant Director; Residential Life, who is always on-call. In the event of extended travel or absence, the Lead Residential Counselor will be the supervisor on-call. These instances will be communicated in advance. The Residential Counselor is the first line of support for Gatton Academy students. Any concerns or conflicts involving a student or parent and the RC should be communicated to the Assistant Director; Residential life in a timely manner so that the issue can be resolved as soon as possible.

Roommates

Students will be able to indicate a roommate preference on the roommate interest survey they submit the summer before entering the Academy. Otherwise, students will be paired with other Academy students based on an interest survey. Learning to live with another person is an important life skill. Requests based on race, religion, or sexual orientation will not be accommodated. All Academy students are required to complete a roommate contract in the first weeks of the year that will be maintained by their Residential Counselor. Students should take the contract seriously as it will be utilized by the RC should conflict arise. Students will work through roommate issues together using the roommate contract, mediation by the Residential Counselor, Assistant Director, Residential Life, and/or the Academy counselor. Room changes are utilized as a last resort and only with the permission of the Assistant Director, Residential Life.

Room Policies

Cleaning

Students are expected to keep their rooms in clean and orderly states. Residential staff will be in and out of rooms on a regular basis as they check on students' continued well-being. If at any time a student's room is not clean, an RC will explain what needs to be done to bring the room to standard and give the student an adequate amount of time in which to clean it. A breach of the Academy's policies noted during routine visits to a student's room will be addressed through disciplinary procedures and/or loss of privileges.

Decorating

Students are encouraged to make their rooms comfortable, as they will spend a great deal of time there. Students are not allowed to decorate their rooms in a manner that will damage or deface Academy property or that will breach fire code. Students are not permitted to paint their individual rooms. The Residential Life staff has the right to determine the appropriate decoration

of rooms, doors, and hallways. Any poster, picture, or text displayed is subject to removal if the Residential Life staff determines it to be inappropriate.

All Academy furniture must remain in the room, and furnishings may not be removed from the common areas.

For fire, safety and maintenance reasons, furnishings must be positioned in such a way that

- The door opens completely and without interference,
- A direct path is open from the doorway to the window,
- Clear visibility of the entire room is accomplished when standing at the door,
- A minimum of 18" of unobstructed space below sprinkler heads, and
- Students should not tamper with ceiling tiles nor use the ceilings for storage

Holiday Decorations

If students decorate their rooms or floors for holidays, these guidelines must be followed:

- All materials used (i.e., paper, foil, etc.) must be flame resistant.
- Trees and other greenery must be artificial; live Christmas trees are not permitted.
- Lights must be UL-approved and of low wattage (miniatures only).
- Fire alarm pull stations, fire extinguisher cabinets, smoke detectors, and exit signs must not be covered and exits must not be blocked.
- All decorations are to be removed within one week following the holiday or prior to the last day of the semester, whichever occurs first.
- No candles or any open flame may be used in any floor or room decoration.
- Decorations may not be hung from ceilings.

Allowable items

All electrical items should carry the approved "UL" label. Only multiple outlet strips with built-in circuit breakers are allowed and these are only to be used with computer equipment or small items like phone chargers. Microwave ovens may not exceed 1000 watts. Refrigerators, less than 5 cubic feet, are allowed in a student's room. Refrigerators and microwaves must be plugged directly into a wall outlet.

Prohibited Items

Appliances that are considered **fire hazards** and therefore are not allowed in student rooms include, but are not limited to, halogen lamps, hot plates, coffee pots, toaster ovens, etc. **Keurigtype coffee makers** (**no exposed heating element**) are permitted. The Residential Life staff will confiscate non-approved items. Parents may pick them up from the Assistant Director, Residential Life at the first available opportunity. Flammable liquids, commercial-use toxic materials, and explosives (i.e. fireworks) are not permitted in the residence hall at any time. Power tools like saws, drills, soldering irons, lathes, etc. are forbidden in the hall. Additional prohibited items include pets (except fish in tanks less than 10 gallons), archery, candles, matches, lighters, darts, martial arts equipment, ammunition, and weapons. Knives with blades longer than three inches are considered weapons. Nerf type guns and water guns are expressly prohibited by both the Academy and WKU. Matches and cigarette/candle lighters are prohibited and students found with these items will be subject to disciplinary action. Items that could cause the building to sustain water damage (inflatable pools, slip and slides, etc.) are prohibited within the hall.

Students are forbidden from bringing motorized vehicles of any sort to campus (scooters, ATV's, etc.). No ride-on devices are permitted to be used in the hall (self-propelled scooters, skateboards, etc.) Students who bring these items to campus do so at their own risk and should wear helmets and appropriate safety equipment. Any of these activities causing a nuisance on campus or injury to the participant will be reported to parents and may result in confiscation of the item.

The Residence Life staff reserves the right to confiscate or forbid any items that are determined to be unsafe or detrimental to community living.

Damage

Students are responsible for the condition of their rooms. Damages, malicious or not, incurred during the school year will be charged to the responsible student(s). Malicious damage will have disciplinary sanctions as well. If individual responsibility cannot be established, both roommates will jointly share the financial and/or disciplinary responsibility of any room damage. Students should take the time to note the condition of their room and furnishings on the Room Condition Report (RCR) at move in. The RCR is also used at the end of the year in establishing room damage charges. There are measures that students can take to properly maintain their room and therefore avoid the most common charges:

- Be careful with walls, students are not allowed to make holes in walls.
- Use only approved adhesives as directed on walls
- Clean room often, preferably on a weekly basis.
- Treat Academy and University property with respect.

Safety and Security

The success of the students of the Academy centers on the development of strong, positive relationships. To that end, each student of the Academy must commit to building appropriate relationships with peers, staff, faculty, and the community. Students and staff alike should hold each other accountable to the standards of the Academy. Any behaviors involving harassment, threats, or violence are grounds for dismissal from the Academy.

Safety and security are major concerns in any community.

- Students are not allowed to have a weapon or ammunition of any kind in the hall.
- Students are not allowed to have dangerous chemicals or scientific equipment (e.g., lasers) or any substance that is flammable or could cause fire or explosion in the hall (lighters, matches, lighter fluid).
- Students are not allowed to tamper with smoke detectors, fire pull stations, or other safety equipment.
- Students are not allowed to engage in activities which could endanger themselves or others.
- Students are not allowed to explore areas of Schneider Hall that are off limits (any locked door or hatch for which a student does not have a key).

The University Police Department provides 24-hour campus coverage to insure the safety and well-being of the Academy and Western Kentucky University community. They will also develop and maintain programs and lines of communication with the community to insure individual

protection as well as that of Academy/WKU property and assets. The department enforces federal, state, and local laws as well Academy and University regulations.

Unauthorized visitors and unsafe or suspicious conditions should be reported immediately to the Assistant Director, Residential Life or Campus Safety at x52548 using an on-campus phone or 270-745-2548 from all other phones. Emergency calls from the residence hall for fire, police, or ambulance assistance should be directed, if time permits, through the Assistant Director, Residential Life. For extreme emergencies, call 911.

The following are some safety/security precautions to keep in mind:

- Keep room door locked at all times.
- Never leave keys or ID unattended.
- Never leave large sums of money in the room.
- Permanently label all personal belongings, including books.
- Do not lend room key or ID to anyone.
- Do not leave purse, bag, computer, or backpack unattended.
- Do not walk alone (at night and / or off-campus).
- At night travel in groups of at least four when off campus, two when on campus.
- Walk on public walkways that are well-lit.
- Be aware of surrounding activity when outdoors.
- Report persons acting in a suspicious manner to the staff.
- Never prop exterior doors or wing doors open.

These guidelines are intended to ensure the safety of occupants and to Academy property. Students are encouraged to "See something, Say something" if they are aware of any behaviors that violate safety, security, or the integrity of the Academy community.

Senior Privilege

Based upon a resolution passed by the 2011-2012 Gatton Academy Student Government Association, seniors in good standing (not on an academic or disciplinary contract) may take advantage of studying or socializing in building common areas from 10:30pm to 12:00am Sunday through Thursday. Students who are not in good standing will be notified at the beginning of each semester. Seniors who wish to utilize senior privilege must report to their own wing for curfew check at 10:30 pm. After the wing curfew check is complete, they may go to an in-building common space. Seniors must report back to their own wing at midnight and check in with their RC. Students using senior privilege should not prop wing doors in order to gain access back onto the floor. Seniors who abuse the privilege will have it revoked as will anyone who fails to pass their 5th or 11th week assessments.

Service Projects

Being successful at the Academy means not only achieving academic goals but also finding meaningful ways to contribute to the common good of others. To help provide opportunities to find this balance, each student will be responsible for completing 60 hours of community service throughout their Academy career in order to graduate with honors or honors with distinction. Suggestions include getting involved with Big Brothers/Big Sisters, tutoring on campus or in local schools, creating a weekly Academy newsletter, raising funds for scholarships or charities, etc.

Additional information regarding service projects will be supplied during Adventure Week and Academy Seminar sessions.

Service Requests - Maintenance/Repair

The department of facilities management continually strives to provide the most efficient and effective routine and preventative maintenance services needed to support the educational goals of Western Kentucky University. Report any maintenance issues to the Assistant Director, Residential Life via email (sara.hawke@wku.edu). Requests regarding computer equipment or room telephones should be reported to WKU IT by dialing (270) 745-7000 from 8am to 10pm. Most requests are responded to within 24-hours, unless parts need to be ordered. Emergency maintenance, such as elevator problems or leaks in the residence hall should be reported immediately to the Assistant Director, Residential Life. The appropriate personnel will be contacted. Please notify the Assistant Director, Residential Life if you feel that your maintenance request has not been dealt with in a timely manner.

Sign in and Sign out

While Western Kentucky University enjoys high levels of safety and security, certain precautions should be taken to perpetuate this environment. All sign-in and sign-out policies are designed to accomplish this goal and these policies should be strictly adhered to. While the Academy cannot guarantee knowledge of all students' whereabouts at all times, it is important that staff know where students are going, what time they leave and with whom, and what time they will return, and thus have a way of reaching the student in case of an emergency. Students provide this notification by swiping their ID cards at the front desk when entering or exiting the building and properly checking out with the desk clerk when going off campus. Academy students are expected to adhere to sign-out/sign-in and use of these procedures at all times. There are no exceptions to this rule. Students must sign-in immediately upon returning to the hall. A student may not sign out or sign in for another student. Any breach of sign-out / sign-in will result in disciplinary sanctions. The Assistant Director, Residential Life or designee may revoke off-campus sign-out privileges for disciplinary reasons. Sign- outs may also be suspended or limited at the request of a student's parent(s)/guardian(s) or Academy staff.

Students must sign out with the front desk when leaving campus for any reason. Upon returning to campus, students must sign back in with the front desk. Students are not allowed to sign off campus by themselves. During daylight hours, students may sign off campus in groups of two. Students signing off campus after sunset must be in groups of four or more.

Summer Policies

If a student is taking classes, conducting research, or working at WKU during the summer months, the student needs to be aware of the special conditions pertaining to them. Students staying on campus during the summer are not supervised by Gatton Academy staff and Gatton provided services such as transportation and programming are typically not available in the summer. Although the Gatton Academy's residential program does not operate during the summer terms, students are still representatives of the Gatton Academy and behavior must be consistent with the expectations for students during the academic year. The policies of the Gatton Academy student handbook will not be enforced in the same manner as the academic year (i.e., no curfew). However, disciplinary action will be taken for any serious breach of policy if the incident is

brought to the attention of the Gatton Academy Leadership Team by a housing employee, WKU employee, police official, or other official source. Summer policy violations of any kind may affect a student's enrollment in the Gatton Academy the following fall semester.

Students representing the Academy in research programs, internships, academic opportunities, and personal pursuits are expected to model the high expectations of the program at all times.

Telephones/Cell Phones

Telephone services are available to enable students to communicate with family, friends from home, on and off campus resources and each other. Each room in Schneider Hall is equipped with a VOIP telephone that is to be connected at all times. Students are expected to be considerate of others in using the phone. Roommates should discuss phone issues and come to an agreement regarding usage before conflicts arise. Students, in an emergency, may use an RC's phone. Students who own cell phones are expected to be courteous in their usage.

Transportation Services

Academy students may bring a bike to campus if they choose. Students are strongly advised to bring a lock and other safety equipment. Bikes should only be stored at designated racks located near Schneider Hall or at other points on campus. The Academy is not responsible for any loss or damage to a student's bike.

Western Kentucky University provides shuttle services as follows:

Day Service

Topper Transit runs on-campus every 10 - 15 minutes 7:30 AM - 6:00 PM, Monday-Friday. Routes are on campus, to and from Campbell Lane Park and Ride and Bowling Green Community College/WKU South Campus. Please visit:

http://parking1.wku.edu/dnn/Transit/tabid/72/Default.aspx for current shuttle routes and schedules.

Evening Service

WKU shuttles run every 20 - 30 minutes from campus to Park and Ride (on Campbell Lane) and off-campus shopping 6:00 PM - 9:30 PM, Monday-Saturday. Community Action Regional Transit (CART) provides public transportation in Bowling Green.

Academy Vehicles

The staff of the Gatton Academy will transport students in Academy owned vehicles for various events and needs. Staff members will transport students to the hospital emergency room in the case of medical emergencies. All transportation for Closed Weekends or any other travel weekend should be arranged by students and their parents or guardians.

Regularly scheduled trips to Wal-Mart are provided; students will need to sign up in advance. RC's may schedule excursions in Bowling Green and surrounding areas. To ensure vehicle availability, these programs will also be planned and students will sign up if they wish to participate. Students should abide by all sign-out/sign-in rules and regulations.

Academy staff and Western Kentucky University faculty will transport students in personal

vehicles when situations warrant. Special transportation needs should be communicated to the Assistant Director, Residential Life as soon as possible.

The staff of the Academy is unable to provide airport transportation for students. Students and their families will need to make arrangements with one of the various airport shuttle services. The closest commercial airport is in Nashville, TN (BNA). In the event of extenuating circumstances involving travel, please contact the Assistant Director; Residential Life.

Students will be transported by ambulance or other appropriate vehicles in emergencies.

Vacation Periods

Breaks and holidays, as determined by the Western Kentucky University calendar, are observed by the Academy. Schneider Hall will close during breaks and students will not be allowed to stay on campus. To allow for home visits between traditional breaks, the Academy has other times during the school year (Closed Weekends) that the hall is closed and students go home.

When the university closes for Fall Break, Thanksgiving, Semester Break, 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.

Wing Meetings

Wing meetings are **mandatory** informal gatherings of all students living on the same wing. The RC on that wing facilitates these meetings. The purpose of a wing meeting is to disseminate information, to discuss any problems that may have occurred, to celebrate achievements of wing residents, and, in general, to provide a weekly opportunity for wing neighbors to discuss how things are going with regard to community living. RCs will determine the day of the week on which meetings will be held. Wing meetings are typically scheduled for 10:30 pm on Sundays.

DISCIPLINE POLICIES

Guiding Philosophy

At the core of this philosophy is a need for every individual in the Academy to maintain the highest level of integrity in every aspect of daily life. This philosophy is to be followed both on and off campus. Students will go through the judicial process for violations of Gatton Academy Policies that occur on or off campus. It is the Gatton Academy's belief that you are a Gatton Academy representative at all times and you will be held to the Gatton Academy standards at ALL times. This includes the use of social media and other modes of communication via the internet.

All students are asked to honor the following guidelines:

- Live an exemplary lifestyle on and off campus;
- Strive to reach the highest academic challenge;
- Take full responsibility for the rigor of Academy life;
- Be respectful and considerate in every interaction with faculty, staff, and peers; and

Abide by the Gatton Academy Creed: Respect, Equality, and Diversity (R.E.D.)

Judicial Process

Violations of the Gatton Academy Student Life Policies and Procedures will be referred to the Assistant Director, Residential Life to initiate the judicial process. The Assistant Director, Residential Life will assign a Judicial Hearing Officer to the case. Assigned judicial officers may be the Assistant Director, Residential Life or the Director of the Academy. The assigned judicial officer will contact the student(s) to set up an informal administrative hearing. Cases that may require immediate dismissal from the program will be referred directly to the Director of the Academy.

When evidence indicates a student may be responsible for one or more policy violations, charges may be filed for each violation separately. After the resident responds to each charge by indicating he or she is "responsible" or "not responsible," the Judicial Hearing Officer may indicate a preference for having the charge(s) resolved through mediation or an informal administrative hearing.

Mediation

This option is reserved for situations where all of the immediate parties in the incident agree to have a conflict resolved in this fashion, and the option is considered appropriate by the assigned Judicial Hearing Officer. The Assistant Director, Counseling Services or appropriate Academy staff member will assist with creating a mediation contract when necessary. Failure to fulfill the terms of a mediation agreement could lead to reactivation of the charges as well as additional disciplinary action.

Informal Administrative Hearing

Cases may be resolved in an Informal Administrative Hearing with an assigned Judicial Hearing Officer by the Assistant Director, Residential Life when the student(s) accepts responsibility for the charges and appropriate sanctions are implemented.

Sanctions

Sanction decisions will be made after a documentation of the violation(s) is presented by a staff member, reviewed by the student, and determination of responsibility is made. Responsibility for violating Gatton Academy policies will be determined by a preponderance of evidence. Once a determination of responsibility has been established by the Judicial Hearing Officer, information concerning the student's previous violations and cumulative documentation by the Gatton Academy staff as well as the impact of a particular student on the residential environment will be reviewed and taken into consideration before a sanctioning decision is made. Sanctioning decisions are made with the goal of achieving the following six objectives:

- Educating the student;
- Holding the student accountable;
- Deterring future violations;
- Demonstrating the Academy's position regarding the behavior;
- · Providing an opportunity for the student to make restitution; and
- Where appropriate, providing an opportunity for other students to learn from the incident.

Sanctions for the violation of any Gatton Academy policy or violation of a contractual agreement will result in one of the following:

Written Warning

An official written reprimand will make the misconduct a matter of record in the Gatton Academy files for a specified period. Any further misconduct could result in more severe disciplinary action.

Conditions/Restrictions

Limitations upon a student's behavior for a specified number of days or an obligation to complete a specified activity. This sanction may include, but is not limited to, restriction of visitation privileges, early curfew, limited off-campus access, denial of the right to hold an office with an Academy organization, required attendance at a workshop, or lack of participation in extracurricular activities.

Fines and Restitution

A student may be ordered to make restitution or to pay a fine when the student has engaged in conduct including but not limited to: the damage or destruction of property, the theft or misappropriation of property, or fraudulent behavior. Such property may belong to an individual, group, or the Gatton Academy. Restitution may be in the form of financial payment, community service, or special activities designated by the hearing authority.

Residential Suspension

For significant breaches of policy not constituting immediate dismissal, a student may be placed on Residential Suspension. The hearing authority will establish the length of the suspension. While a student is on suspension, he or she is not allowed to enter the residence hall under any circumstance. However, students are required to maintain attendance to class and all assignments. A student and his or her parents are responsible for arranging all accommodations during this period.

Conduct Probation

In addition to the above sanctions, a student may be placed on Conduct Probation for violating Gatton Academy Policies. Conduct Probation is the last disciplinary action before dismissal from the Academy. Future notification that further misconduct, failure to complete assigned sanctions, or failure to comply with official requests may result in permanent dismissal from the Gatton Academy.

Dismissal from the Gatton Academy

There are times when policy violations will result in immediate removal from the Gatton Academy. This will be determined by the Director of the Academy based on the preponderance of evidence. Such violations include, but are not limited to: the chemical abuse policy; the academic integrity policy; violation of a state or federal law; dangerous acts to self or others; and violating the Gatton Academy Creed.

Termination of the student requires the student to vacate his or her room immediately. Removal from the Gatton Academy is justified if it is judged that a student's continued presence in the Academy would prove detrimental to either the residential community or the student. The student will be given a reasonable time, usually no more than twenty-four hours; to vacate Gatton Academy housing after the decision to dismiss the student has been made. Students removed from the Gatton Academy are not permitted to return to the Gatton Academy residence hall

without special permission from the Assistant Director, Residential Life or the Director of the Academy.

Appeals

Sanction decisions of the Judicial Hearing Officer may be appealed by a student found responsible for a violation to the Director of the Academy. The reasons for an appeal are limited to the following:

- The original Judicial Hearing Officer 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 hearing, and which is material to the outcome of the case, is available.

An appeal to the Director of the Academy must be made in writing within three (3) business days of receipt of the original written decision by the Judicial Hearing Officer. 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 does qualify, the Director of the Academy will appoint an Academy staff member to be the chair of the appeals committee along with a minimum of two other Academy staff members who are not involved in the disciplinary situation at hand. The chair will contact the parent(s) 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 placed on Residential Suspension until final decision has been reached.

Appeals Hearing Procedures

On the date of the appeals hearing, the Judicial Hearing Officer, the student, any relevant witnesses, and the appeals committee will meet. The student's parent(s) may be present if they so choose. The protocol for the hearing will include:

- 1. The original Judicial Hearing Officer will present his/her reasons for the sanctions to the appeals committee.
- 2. The student will present his/her reasons for the appeal and why he/she feels the sanctions should be reduced or overturned.
- 3. The appeals committee may seek additional input in their deliberations from Academy staff, witnesses, or the student.
- 4. The appeals committee will hear the appeal and deliberate privately.
- 5. The other parties are dismissed, and the student will be notified within 24hrs in writing of the appeals committee decision.
- 6. The decision will be: Sanctions upheld, Sanctions amended, or Sanctions dismissed.
- 7. All decisions made by the appeals committee are final.

Violations

Specific examples of misconduct for which students may be disciplined include participating in, encouraging others to participate in, or aiding and abetting in any of the following:

A. Behavior that threatens or compromises the health, safety, and well-being of oneself. Examples include but are not limited to

- breach of visitation regulations;
- breach of curfew;
- breach of sign-in/sign-out expectations;
- inability to adjust to the demands of the Academy as evidenced by a continuing pattern of misconduct and breach of Academy regulations (hygiene, room standards, class attendance, etc.);
- excessive public display of affection; and
- sexual intimacy with another person while under the jurisdiction of the Academy.
- B. Behavior that threatens or compromises the health, safety, and well-being of others. Examples include but are not limited to
 - coercive behavior or any kind of bullying;
 - unauthorized possession and/or use of Academy keys;
 - attempted, actual break-in, or unauthorized entry into Academy offices or other offlimits areas;
 - sale, possession, creation, or use of weapons, including but not limited to firearms, ammunition, knives, blackjacks, chains, chemicals, chemical sprays, explosives (including fireworks), other objects used as a weapon, or "look alike" weapons;
 - speech or action clearly inciting to immediate physical violence, rude and disrespectful behavior toward any student, faculty member or staff member, use of vulgar or obscene language, either oral or written (This includes but is not limited to demeaning or harassing statements related to a person's race, gender, sexual orientation, ethnic origin, religion or disability.);
 - physical altercation or threat of harm to another person;
 - participating in or encouraging hazing, be it on or off campus;
 - tampering with fire, safety and security alarms and/or equipment; and
 - participation in any unauthorized club or gang activity, including but not limited to the display or possession of gang symbols, soliciting others for membership, requesting the payment of dues or insurance, or other forms of protection from any individual, intimidating or threatening any individual, or inciting others to participate in any form of physical violence involving persons or property.
- C. Behavior that obstructs, disrupts, or interferes with the rights, responsibilities, or obligations of others. Examples include but are not limited to
 - theft of, or damage to, property owned by the Academy, WKU, or any member of the Academy community (This includes unauthorized moving of Academy property from one location to another and tampering with thermostats.); and
 - Malicious or harmful pranks to persons or actions that misuse, abuse, or vandalize individual or Academy property (Misuse or abuse is described as behavior which could reasonably be expected to result in damage to the property.).
- D. Behavior that obstructs or disrupts the orderly educational or administrative operation of the Academy. Examples include but are not limited to
 - disorderly, obscene, violent, or excessively noisy behavior;
 - refusal or failure to comply with the reasonable instructions or directives of any Academy/University personnel in the performance of his/her duties;
 - knowingly furnishing false information to a Academy or University faculty or staff members (verbal, written or electronic);

- forgery, alteration, as well as use, receipt, or possession of Academy or University documents without proper authority;
- engagement in academic dishonesty including but not limited to plagiarism, giving or receiving help during an examination, obtaining copies of tests, or scoring devices prior to an examination;
- knowingly making a false fire alarm or any other false and disruptive rumor or report;
- intentional misuse of Academy equipment including telephones, cable TV systems, or computers;
- unauthorized possession or use of automobiles while under the jurisdiction of the Academy;
- violation of rules for the use of the library, computer labs, or network; and
- Disruptive use of computer or cell phone.
- E. Violation of any local, state, or federal law.
- F. Violation of any expectation, rule, or regulation that may be established by residential life staff, faculty, administration, or other supervisory personnel. Appropriate Academy personnel will make added expectations via memorandum, email, and/or assembly.

This list is not exclusive. The Academy's guiding principles will serve in determining actions, attitudes, and behaviors that are inappropriate and unbecoming of an Academy student.

Policy Violations that are Grounds for Immediate Dismissal

The Gatton Academy experience is one-of-a-kind and students receive many benefits by taking part in the rich living/learning community. With that in mind, we must do our part to protect the safety, security, and integrity of the community. There are four major policy violations that are grounds for immediate dismissal of a student from the Gatton Academy:

- 1. Academic Dishonesty Any student found to be guilty of cheating, plagiarism, or any other behavior that compromises academic integrity.
- 2. Alcohol and Drugs Any student found under the influence and/or in possession of alcohol or illegal drugs.
- 3. Violence/Weapons Any instance of physical violence, possession of a weapon, and/or threats of violence.
- 4. Deliberate Absenteeism Any student who accumulates an excessive number of deliberate absences (as defined by the Gatton Academy Attendance Policy, page 12). Deliberate absences are those that are unreported, not covered by the Gatton Activity Policy, and not due to illness/family emergency. Deliberate absences are essentially skipped classes.

Student Dismissal

A student who fails to conduct his/herself in accordance with the provisions of the Gatton Academy Student Handbook may be expelled from the Academy. In such instances, the student will be:

- 1. Be informed of the conduct and evidence of such conduct, if any,
- 2. Be provided with an opportunity to present his or her side of the case, and
- 3. Be provided with an opportunity to appeal the decision.

Procedure for student dismissal:

- The Director of the Academy, or his/her designee, will notify the student of the date and time the student and the Director / designee will meet to discuss the alleged conduct.
- The student will be informed that his/her parent / guardian may join the meeting.
- During this meeting:
 - The student will be informed of the conduct and the basis upon which the conduct is not in keeping with or in violation of the Gatton Academy Student Handbook.
 - The student will be provided the opportunity to present an explanation, defense or other mitigating information.
- The Director / designee will consider the information and determine whether it is more likely than not that the student's conduct is not in keeping with / is in violation of the Gatton Academy Student Handbook. Notification of the Director / designee's decision can be provided at the conclusion of the meeting referenced above, or at a later date, but in all cases, the decision will be provided in writing to the student and the student's parent/guardian.
- The foregoing will be provided before a student is expelled, except in instances where the Director / designee determine that immediate removal of the student from the Academy premises and/or activities is necessary to protect persons or property or to avoid disruption of the ongoing educational process. In such cases, the foregoing will be conducted within three (3) business days following the student's removal from the Academy.

Appeal of Dismissal

- The student and his/her parent/guardian will be informed that the student may appeal the Director / designee's decision by submitting / delivering a letter of appeal to the Provost of Western Kentucky University within two (2) business days of receipt of the Director / designee's written decision. The student will provide a copy of the letter of appeal to the Director / designee.
- The Director / designee will be provided two (2) business days to respond to the letter of appeal.
- The Provost will consider the written documents and either affirm or overturn the Director / designee's decision to dismiss the student. The Provost will notify the student, the parent / guardian, and the Director / designee of the decision, in writing. The Provost's decision is final.

Gatton Academy Creed

Respect, Equality, and Diversity (R.E.D.)

The community of scholars at The Carol Martin Gatton Academy of Mathematics and Science in Kentucky is dedicated to personal and academic growth. This community embraces differences in all people including, but not limited to, age, disability, education, ethnicity, gender, politics, religion, sexual orientation, and socio-economic status. Choosing to be part of this community obligates each member to follow an honor code.

As a Gatton Academy Community Member.....

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

I will treat everyone with respect and equality.

I will embrace diversity and discourage bigotry.

I will demonstrate concern for others, value their feelings, and strive to provide an atmosphere that is safe and nurturing for everyone in the community.

I will practice personal and academic integrity.