Western Kentucky University

Student Code of Conduct

## Introduction

Students are members of the University academic community. Members enjoy the rights and liberties assured by the Constitutions of the Commonwealth of Kentucky and the United States of America. Likewise, students are subject to the responsibility and obligation to accord respect to the rights of others.

Constitutional rights and liberties are not abstract or absolute concepts. Rights and liberties under the Constitution must always be applied in light of the special characteristics of the environment in which the rights are to be exercised. Central to the special characteristics of the environment of a state supported university campus is the special authority of University officials designated by the Board of Regents to control, preserve, and manage University property and affairs, to maintain order, and to protect the core missions of the University.

The individual student of Western Kentucky University, as a member of the University, is encouraged to help develop a responsible, intelligent community. The University expects high standards of personal conduct from each student. The student is encouraged to maintain integrity through self-discipline. The University adopts only such reasonable rules and regulations applicable to a student as are necessary for the orderly, harmonious, and beneficial functioning of the whole community. Accordingly, each student must respect the rights of others and should abide by the spirit as well as the letter of regulations of the University and laws of the community, commonwealth, and nation.

The Student Code of Conduct (Code of Conduct; Code) is intended to ensure that the conduct of an individual student or an organization align with the University’s educational mission, its goals to prepare productive, engaged, and socially responsible citizen-leaders, and its

core values. The Student Code of Conduct therefore, outlines the University’s expectations for student conduct individually or within an organization. Additionally, the The Student Code of Conduct summarizes fair and impartial procedures that are used to determine the responsible person or persons in the event it is determined that student misconduct has occurred. The Student Code of Conduct, also, outlines appropriate sanctions when an individual or organization is deemed in violation of University expectations.

**Conduct Authority**

Ultimate authority to govern student conduct rests with the University’s Board of Regents. The Board of Regents has delegated authority to the President. Subsequently, the University President grants authority to the Office of Student Conduct to assume responsibility to oversee execution of the Code of Student Conduct. When appropriate, the Office of Student Conduct may delegate conduct authority to additional University officials and committees in keeping with University policies, rules, and regulations.

**University’s Scope Governing Conduct**

The University’s scope to address student conduct extends to on-campus and off-campus settings. Additionally, jurisdiction to address student conduct extends to organizations, covers person-to-person interface, and interactions that occur electronically.

**The WKU Mission and Creed**

Western Kentucky University (WKU) prepares students of all backgrounds to be productive, engaged, and socially responsible citizen-leaders of a global society. The University provides research, service and lifelong learning opportunities for its students, faculty, and other constituents. WKU enriches the quality of life for those within its reach.

In pursuit of its mission, the University expects students to uphold high standards of integrity and conduct whether inside or outside the classroom, to take responsibility for their behaviors, and to demonstrate behaviors reflected in the University’s core values expressed in the WKU Creed:

Western Kentucky University is a community dedicated to learning where ideas are offered, examined, and discussed. As a member of this community, [students] have both a personal and shared responsibility to participate actively in university life by:

* Practicing personal and academic integrity;
* Seeking inclusion by respecting the rights of all persons;
* Celebrating and embracing diversity;
* Encouraging freedom of expression
* Acting in accordance with basic principles of citizenship;
* Preserving and appreciating the natural beauty of the campus
* Enriching all aspects of life through the educational process and by;

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

Values expressed in the WKU Creed influence University policy and inform the WKU Code of Conduct.

**Purpose of the Student Code of Conduct:**

WKU developed the Code of Conduct to fulfill its mission, to ensure an environment conducive to learning, to establish high standards of integrity and conduct, and to safeguard students’ personal freedoms. These personal freedoms imply particular responsibilities.

Student Rights and Responsibilities

Student Rights

1. A student has the right to freedoms guaranteed by the Constitution of the United States and the Commonwealth of Kentucky.
2. A student has the right to freedom of inquiry, freedom of speech, freedom of press, and freedom to peaceably assemble.
3. A student has the right of freedom to hear and participate in dialogue and to examine diverse views and ideas.
4. A student has the right to engage, either individually or in association with others, in on-campus or off-campus organizations or activities.
5. A student has the freedom to engage in an environment dedicated to learning that is free from discrimination, harassment, or violence.
6. A student has the right to fair and impartial academic evaluation.
7. A student has the right to unbiased, impartial procedural due process for both academic and nonacademic misconduct.
8. A student has the right to petition for redress of grievances.
9. A student has freedom from unreasonable searches and seizures from University personnel.
10. A student has the right to be informed in writing of University regulations governing academic and nonacademic conduct.
11. A student has a right to be informed in writing of alleged academic and nonacademic misconduct.
12. A student has the right to personal privacy and confidentiality of student records in accordance with applicable laws.

**Rights of Student Organizations**

1. Students associating into organizations may secure registration of the organization provided they comply with the regulations for registration as stipulated in the regulations for student organizations.
2. Registered student organizations may use campus facilities,provided the facilities are used for the purposes contracted, subject to regulations of the University.
3. Registered student organizations may invite and hear speakers of their choice subject to the University’s speaker’s policy.

**Student Responsibilities**

1. A student has responsibility for acquiring knowledge of established University policies and behavioral expectations for both academic and nonacademic conduct. Ignorance of the COSC is unacceptable justification for violation of University policies or procedures.
2. A student has responsibility for adhering to University policies presented in official University publications.
3. A student has responsibility for participating in behaviors that align with the University’s mission to assist students in being productive, engaged, and socially responsible citizen-leaders of a global society.
4. A student has responsibility to accept the consequences of one’s actions.
5. A student has responsibility to respect the rights and inherent humanity and dignity of others.
6. A student has responsibility to respect the property of others.
7. A student has responsibility to recognize that actions reflect upon the individuals involved, and upon the entire university community.
8. A student has a responsibility to practice civility in accordance with principles of being a good citizen/good neighbor.
9. A student has responsibility to ensure that no student organization, constitution, or other organizational materials, including postings on the Internet or social networking sites, contains discriminatory language or language that advocates discriminatory action.

## Violations of Law and the Student Code of Conduct

Students who violate federal, state, or local laws may incur penalties prescribed by civil and criminal authorities. Nevertheless, the University reserves the right to review student incidents independent of action by civil and criminal authorities and to apply the University student conduct process as it serves the educational mission of WKU, a function separate and distinct from civil and criminal proceedings.

Academic freedom, constructive criticism, and due process of law depend upon civility of behavior by all members of the University community towards all other persons in all circumstances. The University will not tolerate the use or threat of force, violence, coercion, intimidation, obstruction, duress or disruption by any individual or group. Members of the University community found to be participants in such activities will be subject to immediate disciplinary action. Likewise appropriate measures will be taken to stop and correct such activities by any non-member of the University community, whatever may be the claimed basis for his/her presence on the campus.

Following procedures of due process, if the WKU Student Code of Conduct is violated, the responsible parties will go through the University’s disciplinary process, which is intended to be a fair and an educational experience. Although a student accused of academic or nonacademic misconduct will be granted every consideration, if actions and behavior of the student are duly found to be detrimental to the University mission, function, property, or well being, the University will apply an appropriate disciplinary sanction.

Any WKU student may be expelled, suspended, placed on probation, or given a lesser outcome for one or more of the following causes:

STUDENT CODE OF CONDUCT:

**Definitions**

1. The term University refers to Western Kentucky University (WKU).
2. Student includes all persons enrolled in taking courses at the University and persons who are or were enrolled in the current semester and registered for the next semester.
3. Behavior refers to both conduct and expression
4. University official includes any administrator, faculty, staff, or any authorized individual acting on behalf the University.
5. University premises include all land, buildings, and other property owned, leased, or supervised by the University, including adjacent streets and sidewalks.
6. Student organization means any group that has complied with the formal requirements and registration process of the University.
7. Vice President for Enrollement and Student Experience or designee means a University official or committee approved to oversee the student conduct process.
8. Preponderance is the standard of proof used in the student conduct process to determine whether a student is in violation of the Student Code of Conduct. For a student to be found responsible for a violation, the evidence must indicate that it is more likely than not that the violation occurred.

## Academic Misconduct

The University expects students to operate with the highest standards of integrity in all facets of the collegiate experience. Broadly defined, academic misconduct is any unethical self-serving action in the performance of academic work, deliberate or unintentional, that affords a student an unfair, unearned, or undeserved advantage.

The maintenance of academic integrity is of fundamental importance to the University. Thus it should be clearly understood that acts of plagiarism or any other form of cheating will not be tolerated and that anyone committing such acts will be held accountable for violation of the student code of conduct.

Students who commit any act of academic dishonesty may receive from the instructor a failing grade in that portion of the course work in which the act is detected or a failing grade in a course without possibility of withdrawal. The faculty member may also present the case to the Office of Student Conduct.

1. Aiding and Abetting in an Academic Offense: Intentionally assisting another person to participate in any act of academic misconduct including cyber-academic misconduct.
2. Cheating: Knowingly engaging in acts involving dishonesty, deceit, deception, fraud, fabrication, or falsification in any academic work. Copying the work of others. Permitting others to complete assignments including the use of commercially produced research papers.
3. Course Materials: Removing or defacing materials from the University library system that have been placed on reserve.
4. Dishonesty: Knowingly furnishing false information to defraud or gain a benefit.
5. Disturbances in the Classroom: Participating in behaviors in the classroom that prevent others from realizing the full benefit of the learning environment. Engaging in behaviors in the classroom in an attempt to stifle academic freedom of speech.
6. Plagiarism: Engaging in an act or acts of thievery/stealing by using someone else’s work and presenting this work as one’s own.
7. Self-plagiarism: Recycling work submitted for one particular assignment for another assignment without the faculty member’s permission.

Descriptors of Prohibited Academic Misconduct Behaviors\*

1. In an exam setting
	1. Presenting as your work, test answers that are not your work, including, but not limited to, the following:
		1. Using resources other than those specifically allowed by the instructor (e.g., notes or another person)
		2. Copying from another student’s test
		3. Using notes from any source during a test when notes are not allowed
		4. Using materials that the instructor is not making available to the whole class (Exception: students with disabilities needing accommodations)
		5. Recycling [or self-plagiarism] an assignment that has been used in another course (unless approved by the instructor)
		6. Acquiring a copy of the exam without permission
		7. Providing answers for or soliciting answers from another student with or without permission of the other student (Note: This may either be an attempt to help or harm the targeted student)
2. On a written assignment
	1. Presenting as your own work duplicated work that you did not create including, but not limited to, the following:
		1. Purchasing written work from an external source
		2. Copying work from a free external source (online or otherwise)
		3. Presenting as your work something another person has created
		4. Altering text from another source
		5. Altering select words of some original text in order to conceal plagiarism
3. Academic dishonesty that is possible in various settings including, but not limited to, the following:
	1. Providing money or favors in order to gain academic advantage
	2. Falsely stating that work was given to the instructor at a certain time when it was not
	3. Correcting the responses of a graded assignment and presenting them to the instructor as incorrectly graded material
	4. Pretending to be someone you are not; taking the place of another
	5. Or, any other behavior that violates the basic principles of integrity and honesty

(\*Adapted from the Academic Integrity Statement developed by the AD Hoc Subcommittee on Academic Integrity, College of Education and Behavioral Sciences, Fall, 2012)

**Nonacademic Misconduct Definitions**

**Prohibited Conduct**

1. Aiding and Abetting Misconduct: Intentionally enticing, inciting others, conspiring, or assisting another person or persons to participate in any act of misconduct, being an accessory, or passively witnessing others participating in any act of misconduct, is a violation of the code of student conduct.
2. Alcohol: Violation of any federal, state and/or local law governing the use and possession of alcoholic beverages. Additionally, the University prohibits the possession, furnishing, or use of alcoholic beverages by student residents of campus housing and/or guests of students in campus housing.
	1. The University prohibits the use of rapid consumption devices or drinking games including, but not limited to, keg stand, beer pong, funnels, or similar games and devices.
	2. Any student found in violation of the alcohol policy three times in one calendar year, from the date of the first infraction, may be suspended from the University for a minimum of one semester.
3. Contumacy/Refusal to Comply: Actions involving insubordination, refusal to comply with directions, requests, or orders of a University official, failure to comply with sanctions imposed if found in violation of the Code of Student Conduct.
4. Destruction of Property: Any act of vandalism, malicious, or unwarranted damage or destruction to any institutionally owned or controlled property.

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

1. Disrupting the Academic Process or Student Conduct Process: Interference or disruptive activity or behavior that impedes, impairs or obstructs teaching, research, administration, or disciplinary procedures, or other University missions, processes, functions, or other authorized activities including its public service function of other authorized activities on University premises or which inhibits full exercise of rights by others.
2. Drones/Unmanned Aircraft System: Operation of an Unmanned Aircraft System (UAS), including Model Aircraft (e.g. hobby or recreational use), is strictly prohibited over Western Kentucky University (WKU) property without prior written approval from the WKU UAS Usage Review committee.
3. Drugs: Use, possession, production, manufacture, sale, possession with intent to sell, trafficking or distribution of narcotics, dangerous drugs or controlled substances, as defined in KRS Chapter 218A. Specific violations related to this code include, but are not limited to marijuana, drug paraphernalia, anabolic steroids, dispensing prescription or prescription drug not prescribed to the student; driving while impaired by any drug, whether it be legal or illegal; and drug related activities used to induce an altered state are strictly prohibited. The manufacture or distribution or attempted manufacture or distribution of narcotics, dangerous drugs, or controlled substances on or off University property is prohibited.
	1. Any student with a violation of the Drug Policy while enrolled at the institution may be removed from student housing and/or suspended from the University. Any student who is found to be manufacturing or distributing drugs on or off campus may be suspended or expelled from the University.
4. **Firearms/Weapons.** Possession, concealed or otherwise, use or storage of firearms, explosives, dangerous chemicals or other dangerous weapons is strictly prohibited on any property owned, leased, operated, or controlled by Western Kentucky University, including University housing.

**The owner of a private vehicle is prohibited from possession or storing a weapon in the vehicle while it is operated or parked on University property, including University parking areas, either on campus or at any off-campus facility owned, leased, or operated by the University, subject to the exceptions noted at the following hyperlink:**

<https://www.wku.edu/emergency/documents/weapons_policy_7-27-12.pdf>

1. Forgery: Forgery, alteration, or misuse of University documents, records including, but not limited to, electronic records, vehicular parking permits, transactions and /or communications, or identification, including student identification cards.
2. Fraud: Knowingly passing a worthless check, money order, or fraudulent use of credit cards including attempts to obtain any item of value under false pretenses or falsification of official university documents is prohibited.
3. Gambling: Participation in any form of illegal gambling is prohibited.
4. Harassment: Any physical abuse, mental abuse, verbal abuse, threatening or intimidating behaviors of any person on University owned or controlled property or: (1) tolerance of or participation in the offensive conduct explicitly or implicitly becomes a condition of employment or participation in a university course, program or activity; or (2) the conduct is sufficiently severe, pervasive or persistent to interfere with an individual’s work, academic, or program participation; or (3) the conduct creates an environment that a reasonable person would consider intimidating, hostile, or offensive. Such conduct includes, but is not limited to stalking, cyber stalking, cyber bullying/harassment, and retaliation as a result of complaints or alleged misconduct.
5. Hazing: Practices or actions that are part of initiation into/or affiliation with any organization involving mental abuse, physical abuse, or creation of a situation that recklessly or intentionally endangers the mental or physical health of a participant by any person is prohibited. A participant is defined as a University student, pledge, or individual participating in an intake process. A person is defined as a university student, member, alumnus, affiliate alumnus, guest of any campus organization, or other individuals.
6. Identification Refusal: Refusal to provide proper identification upon request is prohibited. Students are expected to carry their valid student identification at all times and to present it upon request by University officials including, but not limited to University Police, administrators, faculty, housing and residence life staff, and other staff of the institution. The University may confiscate any identification card that has been misused, duplicated, or altered. Cards may be retained temporarily while their validity is checked. A student may possess only one identification card. Use of an identification card by any person other than the person to whom it was issued or use of the card under false pretenses is a violation of the Code of Student Conduct.
7. Misuse of Property: Unauthorized entry or use of institutional facilities and property; unauthorized possession or duplication of university keys, parking decals or access cards; tampering with fire equipment; or propping open of exterior residence halls doors or any door to any institutionally owned or controlled property. Students may not use University property for any activity prohibited by Federal, State or local law.
8. Class Nonattendance: Registration in a course obligates the student to be regular and punctual in class attendance. Faculty may establish specific requirement for attendance, and those requirements are usually specified on the course syllabus. Students who cease attending classes are expected to report to the Office of the Registrar to initiate withdrawal procedures. Withdrawal deadlines are published each semester in the Registration Guide.
9. Obstruction of Access: Obstruction or disruption, which interferes with the freedom of movement, either pedestrian or vehicular on institutionally owned or controlled property.
10. Recreational Mobility: Skateboards, motorized boards, skates, and bicycles may be used on sidewalks for safe transportation purposes only. When using sidewalks, pedestrians have the right of way. Recreational mobility items are not to be used inside buildings or within 50 feet of building entrances. Motorized scooters, mopeds, motorcycles, and similarly motorized vehicles are not to be used on sidewalks or in pedestrian traffic areas. Motorcycles, scooters, mopeds, and other motorized vehicles must park in parking lots in designated cycle parking areas. Registration with WKU Parking and Transportation Services department is required for all motorized vehicles. On campus housing residents may only bring one motorized vehicle to campus. Motorized boards or motorized skateboards are not permitted within residence halls.
	1. Excessive speed, stunt riding, or any other use of skateboards, skates, bicycles, or motorized vehicles, motorized skateboards, or boards that may cause property damage and/or endanger self or others is prohibited. Bicycles are only to be parked at any of the bicycle racks established throughout campus. Bicycles chained to trees, fences, handrails, etc., may be impounded. Users may not ride on stairways, patios, dock areas, benches, picnic tables, or irregular surfaces. Any person causing damage to University property through use or misuse of recreational equipment may face adjudication through the University student conduct process and/or the legal process to recover damages.
11. Relationship Violence: Abuse or violence between partners or former partners involving one or more of the following elements: (1) battering that causes bodily injury; (2) purposely or knowingly causing reasonable apprehension of bodily injury; (3) emotional abuse creating apprehension of bodily injury or property damage; (4) repeated telephonic, electronic, or other forms of communication -- anonymously or directly -- made with the intent to intimidate, terrify, harass, or threaten.
12. Retaliation: Actions taken by an accused individual or third party against any person because that person opposed any practices forbidden under this policy, or because that person filed a complaint, testified, assisted, or participated in any manner in an investigation or proceeding under this policy. Retaliation includes intimidating, threatening, coercing, or in any way discriminating against an individual because of the individual’s complaint or participation in an investigation. Action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this policy.
13. Stalking: Repeatedly following, harassing, threatening, or intimidating another by telephone, mail, electronic communication, social media, or any other action, device, or method that purposely or knowingly causes substantial emotional distress or reasonable fear of bodily injury or death.
14. Sexual Assault/Sexual Misconduct: Defined as actual or attempted sexual contact with another person without that person’s consent. Sexual assault includes, but is not limited to, the following: (1) intentional and unwelcome touching, coercing, or an attempt to coerce and force; (2) involvement in any sexual contact when the victim is unable to consent; (3) forcing another individual to touch a person’s intimate parts (defined as genital area, groin, inner thigh, buttocks, or breasts); (4) sexual intercourse without consent, including acts commonly referred to as ‘rape’.

(Refer to the Sexual Misconduct Policy) –<https://www.wku.edu/policies/docs/index.php?policy=182>

1. Theft: Stealing, theft, and/or possession of stolen property are prohibited. Such property may include, but is not limited to, parking decals, personal property belonging to others, or university property.
2. Technology Use: Any violation of the Technology Ethics Policy created by the Department of Information and Technology is considered a violation of the Code of Student Conduct.
3. Tobacco: Due to fire regulations and in recognition of the substantial health risks posed by tobacco use and passive smoke, University regulations prohibit the use of tobacco products, including vapor producing devices, in all classroom and laboratory facilities, on all floors of University buildings, and in all residence hall rooms.
4. Traffic and Parking Regulations: Students are required to adhere to regulations established by Parking and Transportation Services. Failure to do so is a violation of the Code of Student Conduct. (Please see <https://www.wku.edu/transportation/> for more information.)

  a.  [Scofflaw Policy](https://www.wku.edu/transportation/policies/scofflaw_policy.php)

  b. [Boot and Tow Policy](https://www.wku.edu/transportation/policies/boot_tow_policy.php)

1. Unruly Conduct: Disorderly, abusive, inappropriate, physical altercation, fighting, lewd, indecent, obscene conduct or expression on University owned or controlled property or at University supervised functions. This provision also applies to events sponsored and supervised by recognized student organizations, on or off campus.
2. Violation of Laws: The commission of acts, which constitute a violation of local, state and federal laws. The University will review any conduct reported by members of the University community, law enforcement personnel, or citizens as being in violation of the law. Any student convicted of a criminal offense is subject to university action.
3. Violation of General Rules and Regulations: The commission of acts, which constitute a violation of any University policy, guideline, campus rule or regulation of conduct, which adversely affects the student’s suitability as a member of the University community.
4. Weapons: An object, instrument, device, or substance designed to inflict a wound, cause injury or incapacitate. The University’s weapons policy can be found at this hyperlink:

<https://www.wku.edu/emergency/documents/weapons_policy_7-27-12.pdf>.

**Student Conduct Actions/Outcomes for Violations of the Student Code of Conduct:**

Following procedures of due process, when a student is accused of academic or nonacademic misconduct, the alleged policy violator will be required to go through the University’s disciplinary process.

The following list describes University sanctions that may be administered as a result of violating the WKU Student Code of Conduct. A student accused of an alleged violation of the Code will have the opportunity to review accusations, review any evidence, and will be able to provide a response.

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

The Office of the Vice President of Student Affairs or designee will make the determination whether allegations are sufficiently egregious to warrant consideration of suspension, dismissal, or expulsion. The following shall be factored into the decision-making process:

1. The degree of willfulness or inadvertence;
2. The degree of injury or risk of injury to the accused or to another person, if any;
3. The extent of damage to property, if any;
4. The danger or risk of danger to the University community, if any; and,
5. Any other factor or circumstance bearing reasonably upon mitigation or aggravation or the seriousness of the alleged offense should it be established as a violation.
6. Conduct Holds: A student’s ability to access, change, or alter course registration and/or admission status may be restricted for a specified period of time.
7. Creative Discipline: A sanction that may be used in lieu of, or in combination with, other sanctions. Creative discipline will be consistent with the offense committed. In some cases, at the discretion of the hearing officer, a student found in violation may attend special educational seminars, classes, or workshops offered in the subject area of the violation or are sanctioned in another way which is directly related to the violation. In these cases, the student must submit written proof of completion of the sanction to the hearing officer. The University may also contact parents or legal guardians of students found in violation of policy concerning the possession of alcohol or controlled substances if the student is less than 21 years of age. Examples of Creative Discipline sanctions may include, but are not limited to, the following:
	1. Alcohol Education Program
		1. Provides information regarding alcohol consumption of college students
		2. Educates students on alcohol statutes in the Commonwealth of Kentucky
		3. Educates students on policies/sanctions related to alcohol at WKU
		4. Offers suggestions and guidelines in practicing in low-risk drinking behaviors
		5. Appropriate referrals include students found responsible of being intoxicated in the residence halls, any student with a first time violation of the Code of Student Conduct involving alcohol, or a minor violation of the alcohol policy.
	2. e-CHUG/electronic-Check-Up To Go
		1. Evidence-based online alcohol abuse prevention and intervention tool.
		2. Appropriate referrals include students found responsible of an alcohol-related offense who have a previous misconduct record for an alcohol violation, regardless of when that violation occurred.
	3. e-TOKE/electronic THC Online Knowledge Experience
		1. e-TOKE is an interactive assessment and feedback tool designed to explore marijuana use, risk factors, and prevention.
		2. Appropriate referrals include students found responsible of violation of the Code of Student Conduct relative to drug use.
8. Disciplinary Agreement: Behavioral contract between the University and the student whereby the student agrees, in writing, to correct inappropriate behaviors.
9. Disciplinary Probation: A period of monitoring and review of conduct in which the student demonstrates compliance with the provisions of University regulations. Any student found in violation of the Code of Student Conduct while on Disciplinary Probation in the same semester of academic probation may be subject to suspension or dismissal from the university immediately.
	1. A student placed on academic probation and Disciplinary Probation concurrently may be subject to immediate suspension or dismissal. A student choosing to violate the Code of Student Conduct during the Disciplinary Probation period may be subject to immediate suspension or dismissal.
10. Deferred Suspension: In some cases, a sanction of suspension may be held in abeyance for a specified period. This means that, if the student is found responsible of any violation during that period, the student will be subject to deferred sanction without further review, in addition to the disciplinary action appropriate to the new violation.
11. Emergency Measures: The Vice President for Student Affairs or designee is authorized to take appropriate immediate action against a student posing a significant danger of imminent or serious physical harm to self or others at the University, or where the Vice President for Student Affairs determines that an emergency exists which affects the health, safety or welfare of a student or the University community or in compliance with University policies and procedures related to sexual misconduct or sexual violence. Emergency measures may include, but are not limited to:
	1. Restricted or barred attendance from any or all classes;
	2. Restricted or barred access or contact with select individuals;
	3. Restricted or barred access to University property, places, facilities, or equipment;
	4. Restricted or barred participation in University activities or organizations, or;
	5. Restricted or barred access to University resources.
12. Expulsion: Dismissal from the University for an indefinite period of time. Any student expelled may not, thereafter, be readmitted to the WKU except upon application to the Board of Regents through the University President.
13. Housing Probation: A period to monitor and review a student’s conduct as it directly relates to their ability to continue to reside in on-campus living. During housing probation, the student must demonstrate compliance with Hilltopics: Residence Hall Handbook and the WKU Student Code of Conduct. Continued disruptive behavior while on housing probation may result in removal from and/or inability to reside in on-campus housing. This may be imposed for a specified period of time. Housing Probation may be used as an educational outcome where the student’s behavior has been determined detrimental to the core mission of the university to continue in the on-campus residential community.
14. Interim Suspension: Barred for a specified period of time, prior to a disciplinary conference, from the residence halls or campus (including classes) and all other University activities or privileges of a University student. Interim suspension may be imposed:
	1. To ensure the safety and well being of members of the University community or preservation of University property;
	2. To ensure the student’s own physical or emotional safety and well-being; or,
	3. If the student poses a definite threat of disruption of or interference with the normal operations of the University.
15. Interim Suspension from University Housing: Barred for a specified period of time from University Housing. Barred from access to any University residence hall or University controlled housing facility.
16. Restitution: Reimbursement by transfer of property or service to the University or a member of the University community in an amount not in excess of the damage or loss incurred. Reimbursement may be accompanied by other sanctions.
17. Restricted University Participation: Restricted or barred from participating in extra-curricular activities including recognized student organizations and/or representing the University in any manner. Classroom attendance will be unaffected. The following sanction may be imposed upon groups or organizations:
	1. Deactivation: Loss of all privileges, including University recognition, for a specified period of time.
18. Restricted Use of Facilities: Denial of on-campus use of an automobile for a specified period of time, removal from a living group, or other privilege including the use of specific University facilities, consistent with the offense committed. Restricted use of facilities may be accompanied by other sanctions.
19. Separation: Dismissal from the University for at least one semester. Students separated from the University are eligible to apply for reinstatement to the University. Readmission is not guaranteed.
20. Suspension: Exclusion for a period of time, generally from one term to one year. A separation from the university is time away for a period of time and until certain conditions are met.
	1. In certain circumstances, the Vice President for Student Affairs may impose a University or residence hall suspension. All students who reach a level of sanction that includes any suspension may not be eligible to reside within the University Housing System.
21. Warning and/or Reprimand: Official notice to a student that conduct or actions are in violation. The continuation of such conduct or actions may result in further disciplinary action.

## POLICIES

## Policy on Parental/Guardian Notification

Western Kentucky University is committed to student health and well-being. As a result, the University is concerned about the effect of alcohol and other drugs on the educational process. The Policy on Parental Notification is designed to assist parents in developing a partnership with their student and the University to address behaviors that detract from the educational purpose.

The University will notify parents or guardians of dependent students for behaviors associated with The Code of Student Conduct under the following conditions:

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

Additional sanctions may include:

1. Educational interventions
2. Any student found in violation of the Alcohol Policy three times in any one calendar year period, from the time of the first infraction, may be suspended from the University.
3. Any student with two violations of the Drug Policy while enrolled at the institution may be suspended from the University.
4. Any student who is found to be manufacturing or distributing drugs or attempting to manufacture or distribute drugs on or off campus may be suspended or expelled from the University.

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

**Tailgating Policy and Procedures**

Introduction

Western Kentucky University wants you to have an enjoyable experience during your visit to campus. During WKU events and activities, safety is our primary concern. This Tailgating Policy is designed to enhance your safety and comfort and should be an environment free of the abuse or illegal use of alcohol. The university condemns any act related to the consumption of alcohol that impairs, interferes, or endangers the safety or enjoyment of others, including the individual who chooses to consume the alcohol. This policy looks to preserve the academic environment without necessarily restricting other freedoms.

Time limits / Operating hours

Tailgating areas open at 8 a.m. when kickoff is at noon. If kickoff is at 11 am, the tailgating areas will open at 7 a.m. Students are asked to leave the areas 30 minutes prior to kickoff.

General conduct

* The University’s Student Code of Conduct remains in full effect at all times. Violations will be managed by the University Police and/or Dean of Students.
* University officials and police reserve the right to deny access to individuals or remove individuals from the University campus when they are in violation of such University policies or federal, state, or local law.
* In combination with this section for general conduct, the sections in this policy outlining alcohol usage, prohibited or restricted items and behaviors, and stadium conduct should also be regarded as general conduct guidelines. The student code of conduct, along with federal, state, and local law, should also guide conduct.
* You will be asked to leave for disorderly conduct (i.e. abusive language, fighting, public intoxication, impeding on someone’s passage).
* No solicitation is permitted, including, but not limited to, fundraising, commercial promotions, or political advertising.
* For the respect to all tailgating, amplified sound at an audible impeding on others’ experiences is prohibited (i.e. excessively loud music or generators). University officials and police reserve the right to use their discretion in controlling such disturbances.
* Tailgating should not impede vehicular and/or pedestrian traffic, nor should tailgating obstruct or disturb any other parts of campus life. Those obstructing a clear passage for rescue vehicles or personnel, or otherwise obstructing in a way that encumbers safety, will be asked to cease and desist such obstruction. If the obstruction willfully persists, you will be asked to leave.
* You are responsible for maintaining your trash and belongings. Place trash in the appropriate receptacles. Recycling is available in the tailgating area. There will be designated areas to dispose of your charcoal.

Restricted or Prohibited Items and behaviors

In addition to those items and behaviors outlined elsewhere, here is a nonexclusive compilation of additional items or behaviors that may be prohibited or restricted.

Prohibited:

* Riding bicycles, scooters, skateboards, hoverboards, rollerblades, etc. is prohibited.
* Household or residential furniture, including, but not limited to, sofas, recliners, etc. Lawn furniture would be appropriate
* Kegs, Party Balls, or other communal sources of alcohol.
* Throwing, hitting, or kicking objects
* Amplified Noisemakers (i.e. air horns, whistles, musical instruments, or any other type of amplified noisemaker)
* Deadly weapons or destructive devices
* Fireworks
* Pets are not allowed in the tailgating areas. Service animals are welcome.
Open flames, including, but not limited to, open pit fires, portable fireplace, tiki torches, etc.

Alcohol

* All federal, state, and local laws related to Alcoholic Beverages are in effect on the University Campus at all times. All students, staff, faculty, and guests are expected to comply.
* No university employee or student is to report to work, to attend class or to participate in a university activity while impaired by the use of alcohol.
* All students, staff, faculty, and guests are viewed by the University as individually responsible and legally accountable for their actions relating to the use of alcohol.
* As a general rule, consumption, transportation, manufacture, service, sale, or transfer of Alcoholic Beverages is prohibited except as expressly permitted by statute of law or University policy.
* University officials and police further reserve the right to confiscate any alcohol or alcohol containers being held, sold or served in violation of this policy, any other university regulation or policy, or statutes of federal, state, or local law.
* University officials and police reserve the right to deny access to individuals or remove individuals from the University campus when they are in violation of such University policies or federal, state, or local law.
* Tailgaters who do not intend to attend the game and are only interested in alcohol consumption are not welcome.

Alcohol and Student Conduct

* + If you are under the age of 21, it is against the law and the student code of conduct for you to drink.
	+ It is against the law and the student code of conduct for anyone to buy alcohol for someone under 21 years old.
	+ It is against the law and the student code of conduct for anyone to be drunk in public or to drive while drunk.
	+ It is a violation of the student code of conduct for your drunken behavior to disturb someone else’s ability to sleep, study, or live peacefully.
	+ It is a violation of the student code of conduct for you to hurt or endanger yourself or someone else due to drinking.
	+ Student Conduct violations are separate from criminal, civil, or legal consequences for violations of Federal, State, or Local law. However, the aforementioned guidelines are parallel with local, state, and federal law. Therefore, you are subject to discipline from the University as well as punishable by law.

Responsible Hilltopper

* + Western Kentucky University students are expected to be aware of their health and safety and to be active bystanders who help fellow Hilltoppers when their health and safety is in danger.
	+ When a person's health or safety is threatened due to consumption of alcohol, drugs and/or activities related to inducing an altered state, immediate actions should be taken. This should include alerting medical personnel, the police, or appropriate university official.
	+ Students who seek medical attention for themselves or for who medical assistance was sought related to consumption of alcohol, drugs and/or activities related to inducing an altered state may not be charged with violations of the WKU Student Code of Conduct related to alcohol or drugs provided they comply with specific conditions.
	+ The health and safety of the members of the WKU community is of paramount concern. Therefore, students need to seek immediate medical attention for themselves or others when someone's health and or safety are at risk.
	+ For more on medical amnesty and Responsible Hilltopper, go to <https://wku.edu/studentconduct/res_hilltopper.php>.

Consumption

* + Individuals who choose to consume alcohol are responsible for their behavior.
	+ Alcohol consumption is illegal for anyone under the age of 21. Be prepared to present your ID at all times while tailgating. You will be asked to leave if you cannot or do not present identification.
	+ It is against the student code of conduct and federal, state, and local laws to operate a vehicle while under the influence or in an altered state.
	+ Only beer and unfortified wine are permissible.
	+ Distribution of alcohol without a license is illegal. Leaving alcohol in plain view or unattended is consider distribution.
	+ All alcohol should be in a non-clear plastic cup that is no larger than 18 oz. No visible branding or promotion.
	+ Communal sources are prohibited, including, but not limited to, kegs, party balls, or party bowls.
	+ Drinking games are prohibited, including, but not limited to, beer pong or flip cup.
	+ The use of devices intended to accelerate the consumption of alcohol are prohibited, including, but not limited to, beer bongs or funnels.

Public Intoxication

* + Public and/or alcohol intoxication will not be tolerated, and violators are subject to citation or arrest.
	+ If a person becomes noticeably intoxicated while Tailgating, a University official may require them to leave the Tailgating area and/or campus.
	+ University officials and police reserve the right to deny access to or remove from athletic events individuals and members of the public who exhibit behaviors consistent with alcohol intoxication, or who behave in any manner inconsistent with this policy or any other university regulation or policy.
	+ No noticeably intoxicated person will be allowed to attend the event or will be served an Alcoholic Beverage. Noticeably intoxicated persons may be asked to leave the event/facility.

Stadium

* + For the benefit, safety and pleasure of our guests attending events in any WKU Athletic Stadium/Arena, our gate attendants and officials reserve the right to deny anyone or anything from entering the venue.
	+ The following is a nonexclusive list of actions and items prohibited inside any WKU Athletic Stadium/Arena and are causes for removal without refund:
	+ Disorderly conduct
		- This includes, but is not limited to, abusive language or profanity toward coaches, student-athletes, officials or spectators; fighting; public intoxication; standing or sitting in aisles, ramps or walkways; throwing, hitting, or kicking objects; or behavior that otherwise keeps others from enjoying the game safely.
	+ Cans, bottles, bags, belongings, or other containers
		- All containers, including purses and baby bags, are subject to inspection. Cans, kegs, bottles, and other containers are not permitted in the stadium, nor are coolers or bags.
		- We appreciate your cooperation in this process. Our University gate attendants, officials, and police reserve the right to deny anyone or anything from entering the venue.
		- To save time and avoid hassle, try leaving your purse in the vehicle, bringing a small clutch for just your money and identification, or using a one-gallon, clear freezer bag.
	+ No outside food or drinks are permitted in WKU Athletic Stadium/Arena. However, we have a variety of concessions for your convenience.
	+ Smoking in seating areas
	+ Bicycles, scooters, skateboards, hoverboards, rollerblades, etc.
	+ Passing out tickets from inside the stadium to fans outside the gate
	+ Umbrellas are prohibited. To prepare for inclement weather, consider a poncho or other rain gear.
	+ Pets are not allowed. Service animals are welcome.
	+ Video cameras
	+ Laser pointers
	+ Sticks, poles or similar objects that can be used as a weapon
	+ Weapons of any kind including those carried with permit or any deadly devices
	+ Fireworks
	+ Amplified Noisemakers (i.e. air horns, whistles, musical instruments, or any other type of amplified noisemaker)

## Policy for Supporting Students in Distress

The intent of the following policies, procedures, and definitions is to support an appropriate living and learning environment at Western Kentucky University for faculty, staff, and students. Incidents of disruptive behavior, brought on by student distress, will be assessed and a standard of care exercised to both assist the student in distress and to mitigate the ramifications of the distressing behavior on the University community.

Campus Partners Team

The Campus Partners *Team* (CPT) is a multi-disciplinary committee created to provide a layer of support and to implement a coordinated standard of care plan for students whose behaviors may be concerning or imminently reckless as to pose a threat to the well-being of the learning environment. The CPT operates under the auspices of the Office of the Vice President for Student Affairs. Committee members receive reports of these behaviors, investigate, assess risk, and determine appropriate interventions or referrals within the campus community or community-at-large. The Team meets weekly to review referrals from faculty, staff, and students demonstrative behavioral concerns. Referrals about behavioral concerns are made to the Counseling Center (CTC) at 270.745.3159. The CC has office hours Monday through Friday, 8:00am to 4:30pm. The Center is located in Potter Hall, Room 409. The University Police (UPD) should be contacted as a first step if the student of concern is displaying behavior that poses an imminent threat. The police department can be reached at phone number 270-745-2548 or TDD: 270-745-2540.

The University acknowledges that concerns arise when a student appears to be exhibiting distressing behavior perceived as disruptive to the learning process or the well being of the campus community. When these behaviors occur, the individual is reported to the Office of the Dean of Students. The purpose of the referral is to assist the student, in partnership with other members of the campus community, in developing an individualized plan for treatment and support. The additional goal of the individualized plan is to encourage help-seeking behaviors and promote adoption of effective mental health habits. The Office of the Dean of Students will assist in coordinating an individualized plan that may include the following:

1. If it is determined to be in the best interest of the student and the University, the student may be admitted to one of the local hospitals or treatment facilities.
2. The student will undergo a risk assessment by a mental health practitioner.
	1. The WKU Counseling Center is available to assist in this health evaluation. The phone number during regular business hours and after hours is 270.745.3159. Regular office hours are Monday through Friday, 8:00am to 4:30pm. However, after hours care is available. The Center is located in Potter Hall, Room 409.
3. Following the risk assessment, the student will meet with the The Office of the Dean of Students or designee to develop an individualized plan to:
	1. Coordinate a plan to provide support and referral services to the student through assessment, monitoring, education and programmatic initiatives, and clinical interventions.
		1. Failure to meet with the The Office of the Dean of Students or designee will result in an Involuntary Hold being placed on the student account.
	2. Solely at the discretion of the University, for a period of time a student may be monitored and behavior reviewed.
	3. The student may be required to complete and execute a Behavioral Agreement outlining the behavior(s) to be corrected, strategies to comply with a medical treatment plan, consultations with medical professionals, meetings with the The Office of the Dean of Students or designee, restricted participation in campus activities, or removal from residential living.
	4. In the event the student continues to engage in behaviors that are disruptive to the University’s safety and well being, the The Office of the Dean of Students will work with the student to secure a leave of absence, voluntary withdrawal from the University, or an involuntary withdrawal from the University.
4. The individualized plan will also include provisions to provide support for students, staff, and faculty adversely affected by the student’s behavior.
	1. Procedural due process will be afforded in the event of any step that may result in a violation of the Student Code of Conduct.

**Campus Partners Team**

The Campus Partners Team (CPT) is a collaborative multidisciplinary team reflecting representation from the Divisions of Enrollment and Student Experience and other campous stakeholders. The team is charged with providing a layer of support for students exhibiting behaviors that instigate concern or imminently reckless behavior. Additionally, the team works jointly to educate the University community on prevention strategies to disrupt the risk of threatening situations. Using a case management theoretical framework, the CPT assesses student behavior, links students to campus and community resources, determines reasonable interventions, determines reasonable modifications to the learning environment when appropriate, and develops and implements a coordinated standard of care plan for students. The CPT consists of the following offices:

· *Dean of Students Office*

· *Office of Student Conduct*

· *Academic & Career Development Center*

· *Student Accessibility Resource Center*

· *University Police Department*

· *International Student Office*

· *Counseling Center*

· *Housing and Residence Life*

**Creating a Culture of Consultation and Referral**

The purpose of a consultation or referral is to assist the student, in partnership with other members of the campus community, in developing an individualized plan for intervention and support. The individualized plan is designed to interrupt behaviors that inform students of campus resources, to provide coordinated access to these services, and to develop a sustained partnership with the student to take advantage of resources designed to promote their well-being.

The University acknowledges that concerns arise when a student appears to be exhibiting distressing behavior. Both to assist in the student’s well-being and to minimize disruptions to the learning process, first responders are encouraged to refer students and to seek guidance from the CPT. Consultations or referrals to the CPT can be made through contacting:

|  |  |
| --- | --- |
| The Campus Partners TeamEmail: deanofstudents@wku.eduPhone: 270.745.5485 or 270.745.2683<https://www.wku.edu/studentconduct/campus-partner-ferpa.php> | The Dean of Students OfficeDowning Student Union – 2nd floorEmail: deanofstudents@wku.eduPhone: 270.745.2683 (On-call after hours contact WKU UPD at 270.745.2548)add the hyperlink |
| The Office of Student Conduct425 Potter HallEmail: student.conduct@wku.eduPhone: 270.745.5485<https://www.wku.edu/studentconduct/index.php> | The Counseling Center409 Potter HallEmail: ctc@wku.eduPhone: 270.745.3159 (On-call after hours contact WKU UPD at 270.745.2548)<https://www.wku.edu/heretohelp/index.php> |

**Steps Following a Consultation or Referral**

Upon receipt of a referral, members of the CPT will:

1. Gather and investigate information from affected parties

2. Assess the level of threat and determine appropriate comprehensive interventions

3. In concert with the affected student, implement recommended interventions

4. In concert with the affected student, explore academic options

5. Support and advise other affected individuals

6. Monitor and evaluate the effectiveness of the recommended interventions and implement other interventions if warranted

7. Follow-up with the referent individual within the parameters of University policy, and State and Federal Statutes

**Confidentiality and the Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords privacy protections for educational records without students’ express written consent. However, specific exceptions can be made between faculty and staff when necessary to protect the health or safety of the student and others. Therefore, faculty, staff, and students may report concerns about students’ behaviors to the CPT without violating FERPA provisions.

**Recognizing Disquieting Academic, Behavioral, or Physical Indicators**

Faculty, staff, and students may observe students behaving in such a way as to instigate a sense of unease. Being able to recognize these behaviors when they occur, making a referral, or consulting with the CPT aids in early intervention. Intervening at the first sign of the student being in distress results in de-escalation and violence prevention. Although not all-inclusive, the grid below, provides academic, behavioral, emotional, and physical indicators that a student may be in distress. These behaviors, although concerning, may not necessarily fall into a category of alarming, threatening in nature, or violation of policy.

|  |  |  |  |
| --- | --- | --- | --- |
| **Academic Indicators** | **Behavioral/Emotional Indicators** | **Physical Indicators** | **Other Indicators** |
| Repeated absences from class, section, or lab | Direct statements indicating distress, family problems, financial problems, loss or expressions of grief | Deterioration in physical appearance or personal hygiene | General concern about a student by their peers or teaching assistant, resident assistant, roommate, or suitemate |
| Frequent missed assignments, exams, or appointments | Angry or hostile outbursts, yelling, or aggressive comments | Excessive fatigue, exhaustion; falling asleep in class repeatedly | Career uncertainty, indecision  |
| **Academic Indicators** | **Behavioral/Emotional Indicators** | **Physical Indicators** | **Other Indicators** |
| Written or artistic expression of unusual violence, morbidity, social isolation, despair, or confusion; essays or papers that focus on death or suicide | Expressions of hopelessness, helplessness, or worthlessness; crying or tearfulness | Noticeable cuts, bruises, or burns | Harassing or stalking another individual through the use of email or a social media tool |
| Continual seeking of special provisions (extensions on papers, make-up exams) | Expressions of severe anxiety or irritability | Frequent or chronic illness | Excessive neediness or dependency |
| Patterns of perfectionism: e.g., can’t accept themselves if they don’t get an A+ | Excessively demanding or dependent behavior | Disorganized speech, rapid or slurred speech, confusion, paranoia, conspiracy thoughts | Over disclosure of personal information |
| Overblown or disproportionate response to grades or other evaluations | Lack of response to outreach  | Unusual inability to make eye contact | Engaging in unwelcome attention that violates personal space and is ongoing |
| Prolonged inability to focus or concentrate | Shakiness, tremors, fidgeting, or pacing | Coming to class, appointments, or events in the residence halls bleary-eyed or smelling or alcohol or marijuana | Implies or makes direct threat to harm self or others whether verbally, written, email, or a social media tool |
|  Inappropriate or dismissive statements in class |   |  Displaying a firearm, brandishing a weapon or facsimile |  Physical displays of aggressive or attacking behavior |

**Response for Disquieting Behaviors**

If a student’s behavior or cluster of behaviors indicates something is amiss, first responders are encouraged to choose one of two pathways: speaking directly with the student if rapport or a relationship exists. Frequently touching base with the student may help in understanding the observed behaviors and assist in mitigating concerns. The second pathway involves consulting or making a referral. The grid below provides contact information.

|  |  |  |
| --- | --- | --- |
| **Concerning Behavior** | **Alarming and/or Disruptive Behavior** | **Threatening Behavior** |
| Contact the Counseling Center and/or the Dean of Students Office | Contact the Office of Student Conduct or the Dean of Students Office | Contact the WKU UPD |

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## Policy for Students Manifesting Severe Psychological Distress

The typical demands associated with navigating the college experience and the distinctive developmental issues accompanying the process of moving from adolescence to adulthood often create pressures that appear insurmountable. In this setting, students may experience medical and/or psychological situations that significantly hamper their ability to fully function within the academic community. In its commitment to the success of all students, the University, within the scope of available resources, will provide a web of support services for students manifesting emotional or behavioral problems.

The following sections define terms and outline actions to identify, intervene, and provide support for students in distress.

|  |  |  |
| --- | --- | --- |
| Self-Harm/Self-Violence | Suicide Ideation | Suicide Threat/Intent |
| Deliberate self-harm (DSH), defined as an act or acts of purposeful physical self-injury, may or may not reflect overt suicidal intent. Irrespective of intent, acts of self-harm, in any form, pose a disruption to the health, safety, and well-being of both the student and the campus community. | Suicide ideation is commonly defined as thoughts about how to kill oneself. When stressors prevent students from fully functioning academically and socially, she or he may self-report engaging in suicidal thoughts, gestures, or communications.  | Suicide threats are behaviors of verbal or written statements indicating an intent to kill oneself.  |

These behaviors and the situations described below signal an emergency and require a swift response. An emergency exists in the case of:

· Physical or verbal aggression that is directed at self, others, animals, or property

· Threats or acts of physical violence directed at self or others

· Immediate threat of suicide

· The student is unresponsive to the external environment. Specifically, she or he is:

o Incoherent or passed out

o Disconnected from reality/exhibiting psychosis

o Displaying unmitigated disruptive behavior

· Witnessing physical assault

· Witnessing an accident (vehicular or otherwise)

· The situation feels threatening or dangerous

The University Police (UPD) should be contacted as a first step if the student is displaying behavior that poses an imminent risk, threat, or danger. The police department can be reached at phone number 911 if calling from off-campus or if on campus at 270-745-2548 or TDD: 270-745-2540. Or, activate one of the Blue Light emergency phones located throughout campus in parking lots and near pedestrian walkways. When safe to do so, notify the Office of the Dean of Students at deanofstudents@wku.edu or at 270.745.2683.

**Support Protocol for Students Manifesting Psychological Distress**

The section below outlines protocols to provide support for the students manifesting psychological distress, support for those who have knowledge of or have witnessed acts of self-harm, and support to mitigate disruptions to the learning environment as a result of these behaviors. Individualized interventions and care plan will be coordinated by the CPT and may include the following responses:

1. Investigate to determine what transpired and the risk level associated with the behavior to the student and the campus community

2. Connect with the student

3. Assessment for risk factors associated with severe self-harm to determine an appropriate course of action

4. Assessment for suicidality to determine an appropriate course of action

5. Creation of an individualized treatment plan in concert with the student

a. When warranted, members of the CPT will coordinate a care plan involving parents, guardians, spouse, partner, or the students designated emergency contact person

6. Consultation and referral to the WKU Counseling Center

7. Consultation and referral to additional University resources (e.g., Student Accessibility Resource Center (SARC) in DSU 1st floor or the Psychology Clinic - Gary A Ransdell Hall 3012; 270.745.2695)

8. Consultation and referral to a Health/Medical/Psychiatric facility

a. When warranted, the student may be admitted to one of the local hospitals or treatment facilities

b. When warranted, this hospitalization may be involuntary

9. Exploration of academic options that may aid in minimizing risk variables

a. Course modifications or adjustments

b. Connection to tutoring services

c. Connection to student success services (e.g., tutoring services, math labs, writing centers, study skill development services, etc.)

d. Connection to student involvement opportunities

e. Leave of absence or voluntary leave

f. When warranted, a new student may be administratively withdrawn from the University

10. Exploration of modifications within the residential environment that may aid in minimizing risk variables

11. Ongoing assessment of the individualized treatment plan and evaluation of the interventions

12. Ongoing assessment and monitoring of the student’s progress

13. Creation of an individualized Behavioral Agreement

14. Creation of an after-care plan and follow-up

15. Provide support, advice, and guidance to other affected parties

The University expects the student to participate in his or her own self-care. The student is expected to comply and fully participate in carrying out interventions delineated in the individualized care plan.

**Withdrawal from the University/Leave of Absence**

A student may decide that is in her or his best interest to stop out of a school for a period of time. The Dean of Students Office and the CPT are available to serve as a resource to facilitate this process. Specific information can be found on the Registrar’s website, as well:<https://www.wku.edu/registrar/withdrawal.php>

1. For various reasons, it is occasionally necessary for a student to withdraw from the university. Prior to the midpoint of the semester, students may use TopNet to withdraw.

2. After the midpoint of the semester, the student should report to the Office of the Registrar to initiate withdrawal procedures.

3. Students leaving the institution without an official withdrawal will receive failing grades in all courses in which enrolled and endanger their future status in the institution.

4. Students withdrawing after the midpoint of the semester, a bi-term or comparable period during the summer session must consult with their instructors as to the withdrawal grade.

5. The official date of the withdrawal is the date the withdrawal is processed on TopNet or the written notice is received in the Office of the Registrar.

Students wishing to return to WKU at a later date must submit an application for readmission prior to the deadline for submitting applications. In special circumstances, as described below, a complete withdrawal from the university after the midpoint of a term will be considered.

**Administrative Withdrawal**

Administrative withdrawals are implemented on case-by-case basis and are only enacted when there is serious question as to whether the student can benefit from the educational programs at the University. Additionally, in determining whether an administrative withdrawal is a fitting course of action, the factors below will be taken into consideration:

1. Whether a student’s behavior demonstrates that they are unable to function in the University setting independently by appropriately practicing requisite life skills with minimal supervision

2. Whether a student’s behavior is sufficiently disruptive as to interfere with the pursuit of learning or other activities for the individual student or for others in the academic or living community

3. Whether a student requires services beyond what is readily available at the University

**Protocol for Administrative Withdrawal from the University**

1. The University may initiate an administrative withdrawal for (1) disciplinary situation or, (2) when, in the professional judgment of a health care provider, psychologist and/or university administrator, there is reason to believe a student’s behavior interferes with the welfare of other members of the university, the education process, or the orderly operation of the university.

2. The Vice President for Enrollment and Student Experience or the Associate Vice President for Academic Affairs, or their respective designees, will notify the student of the involuntary withdrawal, and the Registrar will be directed to withdraw the student from all classes in which the student is currently enrolled and cancel registration that has occurred for any future terms.

3. The Office of the Registrar will notify the student's instructors of the withdrawal, and **W** grades will be recorded for the term in progress.

4. A student who is administratively withdrawn will have a registration hold placed by the Vice President for Student Affairs or the Associate Vice President for Academic Affairs to prevent the student from being readmitted or re-enrolled unless cleared by the appropriate administrator or the respective designee.

5. A student may file a written appeal of an involuntary withdrawal through the office that administered the withdrawal. Tuition refund appeals for administrative withdrawals are handled in a separate procedure, and instructions may be obtained from the Bursar's Office.

**Reentry Following Leave of Absence or Administrative Withdrawal**

A student who is administratively withdrawn will have a registration hold placed by the Vice President for Enrollment and Student Student Experience or the Associate Vice President for Academic Affairs to prevent the student from being readmitted or re-enrolled unless cleared by the appropriate administrator or the respective designee.

Upon returning to the University, the student is required to participate in a risk assessment by a member of the CPT.

Following the risk assessment, the student will meet with the Vice President for Enrollment and Student Student Experience or designee to develop an individualized plan. The individualized plan may contain the following components:

a. Coordination of support and referral services to the student through assessment, monitoring, education and programmatic initiatives, and clinical interventions.

 i. Failure to meet with the Vice President for Enrollment and Student Student Experience or designee will result in a continued hold being placed on the student account. A student’s ability to access, change, or alter course registration and/or admission status will be restricted until this condition has been met.

b. Solely at the discretion of the University, for a period of time a student may be monitored and behavior reviewed.

c. The student may be required to complete and execute a Behavioral Agreement outlining the behavior(s) to be corrected, strategies to comply with a medical treatment plan, consultations with medical professionals, meetings with the Vice President for Enrollment and Student Student Experience or designee, restricted participation in campus activities, or removal from residential living.

d. Failure to adhere to the provisions of the Behavioral Agreement may constitute grounds for dismissal from the University.

2. The individualized plan will also include provisions to provide support for students, staff, and faculty adversely affected by the student’s behavior.

**Protocol for Responding to a Student Death**

The University strives to provide a safe and positive environment for all students. When tragedy occurs, it is incumbent upon the University to respond in a sensitive and caring manner, recognizing that individuals respond in different ways to different circumstances in the event of a student’s death. The death of a student affects the entire University community, as well as the family and friends of the deceased. Considering the very sensitive and unpredictable nature of a death, no policy or protocol can describe in complete detail all the steps that should be taken. These guidelines are designed to help faculty, professional staff, administrators and other University employees respond to the death of a student in a coordinated manner.

All deaths that occur on campus will be investigated by University Police to determine if there are any signs of possible foul play. The area where the deceased is found will be treated as a crime scene and no one, especially the media, will be permitted in the area until such time as police and medical officials dictate.

First responders are to adhere to the following stipulations;

**Do not disturb the death scene.** Remember that, unless rendering first aid, it is extremely important not to disturb a death scene. Therefore, exit the area immediately. If at all possible, secure the area in question, being careful to touch as little as possible. If there is another person with you, one of you should stay at the scene to keep others from tampering with the death scene while the other calls the police.

**Under no circumstances should staff make any comment or statement about the cause of death. In the event of the death of a student, all requests for information news media personnel should be referred to** the designated spokesperson from the Division of Public Affairs or the Dean of Students Office. At no time should any staff involved discuss the incident with any persons not directly responding to the situation.

**Guidelines**

1) If on campus, call **University Police 270-745-2548**, if off campus **call 9-1-1**. The police department will alert medical personnel as needed. Be prepared to report your exact location.

2) **Police medical personnel or the medical examiner** will contact **next of kin** to:

a. Inform them of what has happened to their student.

b. Answer any questions they may have about the cause of or circumstances around the death.

3) If a death occurs during University Sponsored Travel, the **University staff member** accompanying the trip should immediately contact local emergency services and the **local law enforcement agency**. As soon as possible once the situation is secured, the **University staff member** shall contact the Dean of Students Office at 270-745-2683.

4) If a death occurs while a Student is studying abroad, the **program leader or representative of host institution** will contact The Dean of Students Office.

5) In the case of an on-campus death, **University Police** will:

a. Send an officer to the location immediately to secure the scene and begin an investigation

b. Notify the **University Chief of Police.**

c. Notify the **Dean of Students.**

d. Notify the **Counseling Center Director at 270-745-3159** or the counselor on-call when requested.

6) As soon as possible, the **Dean of Students** or designee should notify the following offices by email and/or phone, or otherwise ensure that the offices have been notified of a student death.

· University Housing (if a residential student)

· Office of the Provost/Academic Affairs

· Public Affairs

· Counseling Center

· Director of Athletics (if deceased is a student-athlete)

· Student Affairs

7) The **Dean of Students Office** will make an effort to contact those close to the student and notify them about the death before any campus-wide announcement is made, if one is deemed necessary. This includes roommates, friends, and other sub-groups the student might be a member of (athletic team, ROTC, Greek affiliation). Because these students will not know when family will be notified, these groups should be encouraged to limit early social media communication, and to recognize that any such communications could be insensitive and painful to the surviving family.

8) For on-campus deaths, the **Counseling Center, Housing and Residence Life, and the Dean of Students Office** will facilitate face-to-face meetings with students who lived in the same building of the deceased.

**For Family**

The **Dean of Students Office** or designee will assist families with the following:

a) Accommodations if necessary. This may include providing appropriate housing arrangements for parents and/or other family members visiting campus.

b) Offer pastoral care when requested.

c) Provide assistance in concluding University business, i.e., gathering the student’s personal effects, dropping classes, etc. In this, as in all instances, sensitivity to the family’s wishes and requests will be paramount.

**Faculty Guidelines**

1) **Faculty members** should expect to be approached by students affected by the death. These students may ask that they be allowed to miss class and/or postpone some of their academic responsibilities. In this case, the faculty member should refer the student to the Dean of Students Office. It is important to facilitate the grieving process as well as stabilize the environment by reducing the highly emotional tone of the campus, bringing it back to its more ordinary state.

2) Along with other members of the campus community, faculty members can play an important role in helping students who are struggling with the loss of a friend or classmate. Suggestions for faculty to support students in crises following a death are as follows:

a) Consult with appropriate offices on campus, such as the **Dean of Students Office** and the **Counseling Center**.

b) Identify counseling resources to students who are struggling.

c) Offer to meet with the student to provide extra assistance with assignments.

d) Extend an assignment deadline.

e) Provide make-up work or examinations

f) Facilitate a leave of absence or medical withdrawal if that becomes necessary.

g) Faculty may talk about/recognize the loss in class. **Before talking about the death, faculty should consult with the Dean of Students Office or the Counseling Center to make sure they use appropriate/supportive/sensitive language.**