

STUDENT PLEDGE

As a student of Kentucky Wesleyan College, I pledge to follow the “Code of Student Conduct” and the “Standards of a Christian College”.

- I will endeavor to be the following:
 - honest,
 - truthful,
 - dependable,
 - trustworthy,
 - tolerant,
 - loyal
 - reverent
 - to respect others and myself
 - treat everyone in my community with fairness and consideration.
- I understand and agree that school must be a positive and cooperative environment so that everyone can learn.
- I understand that my daily attendance is the key to my success.
- I understand that violence, disruptive behavior, and abusive language are unacceptable and will not be tolerated.

By signing this pledge, I pledge to follow the “Code of Student Conduct” and the “Standards of a Christian College”, for as long as I am a student at Kentucky Wesleyan College.

Student’s Signature: _____ Date: _____



I believe in and am committed to the Wesleyan Way.

Student’s Signature: _____ Date: _____



KENTUCKY
WESLEYAN
COLLEGE
—1858—

Student Handbook & Planner 2015-2016



KENTUCKY
WESLEYAN
COLLEGE
—1858—

3000 Frederica Street
Owensboro, KY 42301
270.926.3111
www.kwc.edu

Property of: _____

Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



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WHO WE ARE

MISSION STATEMENT

Kentucky Wesleyan College, in partnership with the United Methodist Church, fosters a liberal arts education that nourishes and prepares students intellectually, spiritually and physically to achieve success in life.

KENTUCKY WESLEYAN COLLEGE HISTORY

The dream of an institution of higher learning held by Methodists from the first days of settlement in Kentucky came to fruition in 1858 when the Kentucky Conference of the Methodist Episcopal Church, South, voted to found a college at Millersburg. Classes began in 1866, after peace was restored following the Civil War, and the first commencement was in 1868. Begun as a training school for preachers, the curriculum expanded rapidly to include a solid basis of instruction in the liberal arts. Business classes were added when a demand for this instruction was identified. By the 1880s half of the alumni were employed as either teachers or businessmen.

Millersburg, located on a branch line railroad, proved too remote for effective student access. In 1890 the College moved to Winchester, in Clark County, which was served by two major rail lines. A fund drive resulted in money for new buildings, and the faculty from Millersburg settled into the hospitable environment of the college's new home. The early Winchester years saw other major changes as well. The first women were admitted as students in the early 1890s, a pioneering step for Kentucky Wesleyan College, which became one of the first institutions of higher learning in the Commonwealth to permit co-education. Intercollegiate athletics also became a part of the Wesleyan scene with competitions in football, baseball and basketball, as well as a broad program of intramural sports for both men and women.

A Wesleyan tradition was born in 1905 when the main College building was destroyed by fire. One of the limestone ornaments that decorated the facade fell to earth, but remained intact. This bust of Minerva, the Roman goddess of wisdom, became a symbol of the Wesleyan spirit. Today it is mounted in a prominent place on the Owensboro campus and it is a focal point for many Wesleyan student activities.

Wesleyan secured full accreditation by the Southern Association of Colleges and Schools in 1947. Increasingly Wesleyan graduates were making their mark in the graduate and professional schools of the region. The strong curriculum in business and liberal arts was expanded to include major programs in pre-professional areas. Wesleyan earned an enviable reputation for the many students sent to medical, dental, law and graduate schools. The concept of the Wesleyan Spirit was strengthened with the founding of the Order of the Oak and Ivy in 1955 to honor students with outstanding academic and campus service careers.

The year 2000 started off with a bang as the Owensboro campus was severely damaged by an F3 tornado on Jan. 3. True to the college's spirit, the campus community looked for the silver lining and took the opportunity to improve campus by repairing and/or replacing damaged buildings to make the physical plant even better than before. Wesleyan continues to be a place filled with spirit and determination.

STANDARDS OF A CHRISTIAN COLLEGE

People never rise higher than their ideals. Standards of conduct are governed by the ideals that dominate human thoughts. This is true of institutions as well as individuals. Kentucky Wesleyan College encourages each of her students to be governed by the ideals derived from the Christian faith. This does not mean that all must think exactly alike or believe exactly the same things. The Christian community has room for many different ideals but there are some standards of thought and action that are common to all Christian people, and which ought to characterize the relationship in this academic community.

Proper regard for the personalities of other people requires us to be honest, truthful, dependable, trustworthy, tolerant, loyal and reverent. These qualities are expected in the lives of all our students. Only as we live by these standards can we hope to live successfully in a Christian college community. Conduct not befitting these standards will be considered sufficient basis upon which to ask a member of our College community to discontinue his or her relationship with us.

Members of the Wesleyan community, both students and faculty, are expected to maintain the highest standards of Christian life in their daily activities.

ALMA MATER

On the city's southern border
Reared against the sky
Proudly stands our Alma Mater
As the years go by
Forward ever be our watchword
Conquer and prevail
Hail to thee, our Alma Mater
Wesleyan, All Hail
Loyal be her sons and daughters
Ever in the strife
Always true to one another
Till the end of life
Forward ever be our watchword
Conquer and prevail
Hail to thee, our Alma Mater
Wesleyan, All Hail

FIGHT SONG

Fight Ye Panthers ole Wesleyan,
For the purple and the white,
Fight till every foe is vanquished;
Fight for victory and right - Rah! Rah! Rah!
Play the game with might and valor;
May success your efforts bless.
With team we stand united,
For the college we love the best. Rah! Rah!

FINANCIAL RESPONSIBILITIES

2015 – 2016 CHARGES

TUITION		Semester	Annual
Full-time (12 - 18 hours)		\$11,225	\$22,450
Part-time (1 - 11 hours)		\$640/hour	N/A
Overload (>18 hours)		\$640/hour	N/A
Summer Term		\$320/hour	N/A
Online Degree Program		\$390/hour	N/A
3 Year Degree Program		\$13,475	\$26,950
ROOM AND DINING			
Deacon, Peoples and Stadium	Semi-Private & Dining	\$4,075	\$8,150
	Private & Dining	\$5,150	\$10,300
Kendall	Semi-Private	\$4,475	\$8,950
	Private & Dining	\$5,550	\$11,100
Massie	Semi-Private & Dining	\$4,875	\$9,750
	Private & Dining	\$5,950	\$11,900
Commuter Board (Optional)	Option 1	\$675	\$1,350
	Option 2	\$350	\$700
FEES			
Applied Music Fee		\$225/ hour	N/A
Audit (part-time)		\$50/hour	N/A
Automobile Parking Fee		\$25/year	
Computer Literacy Fee		\$45	N/A
Graduation Fee (assessed at 90 hrs.)		\$125	
Health & Wellness Fee		\$100	\$200
Lab Course Fee		\$100	N/A
Laundry Card Deposit		\$10	
Laundry Fee (Residential)		\$50/semester	
Mailbox Key Deposit		\$10	
Online Course Fee		\$180/course	N/A
Orientation Fee (New Student)		\$200	
Residence Hall Deposit		\$100	
Study Abroad Program Fee (Plus tuition and/or additional costs)			\$350
Student Activity Fee		\$110	\$220
Technology Fee - Full-Time		\$125	\$250
Technology Fee - Part-time		\$65	\$130
Technology Fee - Online		\$65/Term	
Transcript Fee		\$10/transcript	
Tuition Deposit		\$100	

PAYMENT OPTIONS

Semester payment – If full payment of semester charges is received in the Cashier’s Office prior to the first day of class, no finance charges are incurred. Visa, Mastercard, Discover and American Express payments are accepted.

Deferred payment – *A 1% monthly financing fee (assessed and posted monthly) is charged to ALL outstanding balances carried after the first day of classes. Any balance due after the mid-semester date is classified as delinquent.**

The current registration of delinquent accounts may be voided and preregistration for future semesters and current transcripts are not allowed. If internal collection efforts are unsuccessful, professional collection agencies will be utilized, and students are responsible for all collection costs incurred.

(*Exception – Accounts with only the amount of applicable federal college - work study funds outstanding are NOT considered delinquent, but are subject to normal finance charges. If a student has an outstanding balance, 80% of ANY student work check will be applied to the account as a payment).

Monthly Payment Plan – Tuition financing plans are available to assist students and families in meeting educational expenses by offering a low-cost, interest-free payment plan for the fall and spring semesters only. To take advantage of this option, you must complete an application and forward it to the Cashier’s Office. You will make monthly payments per the payment plan guidelines.

NOTE: This payment plan must be activate by the plan enrollment date and paid monthly to avoid the institutional finance charge assessed to all outstanding balances after the first day of class. Also, payment plans should be set up to pay in full the fall semester balance with the December payment and the spring semester balance with the April payment.

Please feel free to contact us at any time. We are here to assist students and their families in any way possible. If you receive an invoice or statement that appears incorrect, please notify the Cashier’s Office immediately. If you are having difficulty meeting the payment schedule, perhaps we can work together to find an appropriate solution.

Charges – It is the student’s responsibility to pay 100% of ALL charges assessed on their account less any financial aid awarded. Charges may include tuition, room, board, lab fees, student fees, collection fees, legal fees, etc.

Delinquent Accounts/Re-Admission Policy

Any student, whose account has been turned over to collections at any point during the life of the account, will be required to pay in full at registration for tuition, room & board, and any related fees to gain re-admission to Wesleyan.

FINANCIAL AID

Completed financial aid awards are credited to the student account prior to the beginning of classes. Student and parent loan proceeds are applied to the student account upon receipt of the funds and the endorsement signature, if required.

Wesleyan is committed to helping each student meet his/her financial need, and more than 95% of our students qualify for some form of financial assistance from the college, external agency, state government, federal government, or a combination of the three.

For maximum financial aid consideration you should complete the Free Application for Federal Student Aid (FAFSA) as soon after January 1st as possible. Visit our Scholarship and Grant Opportunities and our Academic Scholarship Program page for more information about financial assistance.

CAMPUS RESOURCES AND SERVICES

CAMPUS SERVICES BUSINESS HOURS

Administration Building	Monday-Friday	7:30 a.m. – 10:00 p.m.
Administrative Offices	Monday-Friday	8:00 a.m. – 5:00 p.m.
Panther's Den Spirit Store	Monday-Friday	10:00 a.m. – 3:00 p.m.
Open Saturdays before home football games and for special campus events		
Open Sunday for special campus events		
Faculty Offices	Monday-Friday	8:30 a.m. – 5:00 p.m.
Health and Recreation Center	Monday-Friday	8:00 a.m. – 12 Midnight
Information Technology	Monday-Friday	8:00 a.m. – 5:00 p.m.
Jazzman's	Monday-Friday	7:00 a.m. – 2:00 p.m.
<i>Closed Weekends</i>		
Library Learning Center	Monday-Thursday	7:30 a.m. – 12 Midnight
	Friday	7:30 a.m. – 4:30 p.m.
	Saturday	1:00 p.m. – 5:00 p.m.
	Sunday	2:00 p.m. – 12 Midnight
Darrell PLUS Center	Monday-Friday	8:00 a.m. – 4:00 p.m.
Mail Room	Monday - Friday	8:00 a.m. – 4:00 p.m.
Hocker Family Dining Center	<i><u>Monday-Thursday</u></i>	
	Breakfast	7:30 a.m. – 9:00 a.m.
	Lunch	11:30 a.m. – 1:00 p.m.
	Dinner	4:30 p.m. – 7:00 p.m.
	<i><u>Friday</u></i>	
	Breakfast	7:30 a.m. – 9:00 a.m.
	Lunch	11:30 a.m. – 1:00 p.m.
	Dinner	4:30 p.m. – 6:30 p.m.
	<i><u>Saturday</u></i>	
	Brunch	11:30 a.m. – 1:00 p.m.
	<i><u>Sunday</u></i>	
	Brunch	11:30 a.m. – 1:00 p.m.
	Dinner	4:30 p.m. – 6:30 p.m.
Student Health Services Office	Monday-Friday	9:00 a.m. – 1:00 p.m. 2:00 p.m. – 3:00 p.m.
Sub Connection	Monday-Thursday	11:30 a.m. – 9:00 p.m.
	Friday	11:30 a.m. – 4:00 p.m.
	Saturday	3:00 p.m. – 7:00 p.m.
	Sunday	7:00 p.m. – 10:00 p.m.

Note: Your Wesleyan Student ID will allow you after-hour access to the Winchester Center, Woodward Health and Recreation Center, Yu Hak Hahn Center for the Sciences and Ralph Center by using the card-swipe function located at each handicap accessible door.

A MESSAGE FROM THE STUDENT LIFE OFFICE

Welcome to Kentucky Wesleyan College! The beginning of each school year brings new students and a sense of energy and excitement to our campus. We are delighted that you have selected Kentucky Wesleyan College, and it is our pledge to help make your college experience meaningful and enjoyable.

Our student handbook is meant to serve as a guide to Kentucky Wesleyan College. We encourage our new students to familiarize themselves with the rules and regulations of the college, including our judicial system. Students, faculty, and staff are involved in the administration of this system, and it will be to your benefit to gain an understanding of our procedures. This handbook serves as a means of communicating to our students their rights, responsibilities, and obligations of being a member of the college community. However, this is not to be regarded as a contract or offer to contract.

Although we believe this book to be accurate at the date of publication, changes will undoubtedly occur. The college reserves the right to make changes in college regulations, policies and procedures, and other matters as deemed appropriate. Students will receive notification, or have access to inquire about any subsequent changes from appropriate offices. In addition, a copy of this handbook can be found online at http://panther.kwc.edu/ics/Campus_Life/ and will contain the most current revisions.

As you progress through the academic year, we hope you take advantage of the many opportunities that Wesleyan offers to enhance your education. If you find that there is anything we can do to facilitate your success at Kentucky Wesleyan College, please do not hesitate to stop by the Student Life Office. We are located on the first floor of the Winchester Center. We look forward to seeing you on campus and working with you!

Student Life Offices

- Student Activities
- Greek Life
- Community Service
- Residence Life
- Campus Health Services
- Campus Post Office
- Campus Ministries

STUDENT LIFE STAFF



Scott Kramer

VP of Student Services & Dean of Students



Louise Clausen

Assistant Dean of Students



Pam Parr

Administrative Assistant



Kent Lewis

Chaplin & Director of Church Relations



Rusty Tichenor

Campus Ministry Assistant



Tonya Robinson

Director of Student Health Services



Shelly Roth

Postal and Summer Coordinator

A MESSAGE FROM YOUR STUDENT GOVERNMENT ASSOCIATION

Dear Wesleyan Family,

Welcome Class of 2019 and returning students! This is always an exciting time of the year as residential students get settled into their dorms, commuters plan the quickest route to campus, and everyone is trying to remember their class schedule. You can feel the exhilaration in the air! There **will** be a lot going on the first week or so with KW1101 and all it entails, but try to remember all the valuable information you get, as well as the people you meet. You'll be surprised at how many familiar faces you will see in a week's time.

College is like anything else in life, you get out of it what you put into it. If you go to class, and return to your room (or home) to watch Netflix every day, chances are your college experience here (or at any school) won't be a great one. However, if you attend class, get to know your professors, get involved in extracurricular activities, attend on-campus events, and make friendships; most assuredly it will make all the difference. Sure, it's nice to just hang out binge watching your favorite show, but in 10 or 20 years, you are not going to remember or even care about what happened on Grey's Anatomy, Game of Thrones, or How I Met Your Mother. What you will remember are the relationships you formed, the groups you were involved in and the memories you made while being an undergrad.

You have a unique advantage here at Wesleyan to grow intellectually with our outstanding faculty and distinguished academic programs. You can learn more socially by interacting with other students who come from different walks of life than you. You will mature emotionally by learning to manage stress, time, friendships, short-term and long-term goals. Finally, you have the privilege of thriving spiritually if you so choose with our religious foundation and principles.

With all of this at your disposal, I challenge you take advantage of every single opportunity, in every aspect. Join clubs, become a leader on campus, freely practice your faith, learn all you can, and a successful college career is bound to follow.

"Seek his will in all that you do, and he will show you which path to take."

~Proverbs 3:6

Simeon Pogue, President

Student Government Association



Executive Council



President
Simeon Pogue



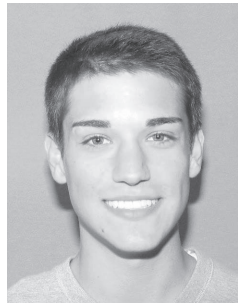
Vice President
Daphne Parker



Secretary
Emily Yocum



Treasurer
Penni Pluimer



Judicial Council Chairperson
Seth Lasher

Speaker Pro-Tem

Senators

**SENIOR
Residential**



Ashlea Holt



La Don Laney

**SENIOR
Commuter**



Taylor Gaddis



Travis Rowland

**JUNIOR
Residential**



Kylie Davis



Bria Wright

**JUNIOR
Commuter**



Kirk Aldridge



Hannah Beth Roach

**SOPHOMORE
Residential**



Cornelia Thomas



Morgan Uebelacker

**SOPHOMORE
Commuter**



Sarah-Nell Hibbs



Dillon Schueler

**FRESHMAN
Residential**

Two Open Positions

**FRESHMAN
Commuter**

Two Open Positions

SENATORS AT-LARGE
Four Open Positions

Dear Campus Community,

We send a warm Panther welcome to new and returning students, faculty, and staff from your Student Activities Programming Board (SAPB)! We have so many fun activities planned for the 2015-2016 school year!

SAPB is a student-run organization funded through the Student Activity Fees. We try our hardest to provide many awesome trips, events, novelties, and activities for all willing to participate! The past couple of years, we took trips to Holiday World, SkyZone, Perfect North, and we even saw Chris Brown as well as Lady Antebellum! Not only do we plan off-campus events, we also have several events on campus including KDub Idol, Off the Sidewalk lunches, a hypnotist, and lots of FREE novelties! We also host some traditional events like our monthly Midnight Movies at Malco Theater, Homecoming, Hanging of the Greens and Old South Ball.

This year we have two new committees formed to involve more people and make even MORE stuff happen on campus! The Outreach Committee was put in place to build more deliberate cosponsored events between groups. If your organization wants to plan event, consider using our experience and let's pair up! The Spontaneous Committee is just that, a group of VERY high energy people who want to make more things happen at the grassroots. When they hear people talking about having a game night or doing karaoke...they make it happen.

In the big picture, SAPB is in place to provide every student with opportunities to make their college experience more than just studying and going to class. We hope that all of you will take advantage of our many fun activities that SAPB provides for you and that some of you will get involved in making stuff happen. Each activity provides you with a chance to meet new friends, shake off your school stress, and most importantly HAVE FUN!!!

If you have any questions, comments, or concerns, please contact our advisor Louise Clausen, us, or any other SAPB board member. We love to hear students' feedback and opinions about the different activities, so feel free to let us know if there is any way you believe SAPB could enhance your college experience. Many of this year's events are already in your agendas, but keep checking social media and PantherNet regarding the rest of our events! Get ready to have an amazing year!

~ **Monica Pentecost**
SAPB Executive Director



~ **Marissa Olivero**
SAPB Assistant Director



2015-2016 STUDENT ACTIVITIES PROGRAMMING BOARD MEMBERS



Monica Pentecost
Executive Director



Marissa Olivero
Assistant Director



Movies Chair
Simeon Pogue



Movies
Arielle Geary



Movies At Large
Heather Knight



Movies At Large
Elizabeth Fakunle



Traditions Chair
Breanna Jones



Traditions
Azura Sinnett



Traditions At Large
Emmalee Spear



Traditions At Large
Emma Tobe



Outreach Chair
Nathan Payne



Outreach
Cassidy Krueger



Outreach At Large
Codie Drake



Outreach At Large
Courtney Lasley

2015-2016 STUDENT ACTIVITIES PROGRAMMING BOARD MEMBERS



Technical Chair
Dillon Schueler



Technical
Grant Allen



Technical At Large
Blair Hu



Technical At Large
Keeley Ham



Trips Chair
Seth Lasher



Trips
Conner Goodwin



Trips At Large
Elissa Starheim



Special Events Chair
Jordan Roberts



Special Events
Taylor Wilson



Special Events At Large
Ashley Boone



Special Events At Large
Kaitlin Miller



Spontaneous Chair
Bria Wright



Spontaneous
Addie Reibold



Spontaneous At Large
Penni Pluimer



Spontaneous At Large
Cornelia Thomas

CLUBS & ORGANIZATIONS

- 1) **Admissions Ambassadors** – This organization helps our Admissions program show prospective students the Wesleyan campus, answer any questions regarding college life, residential life, classes, etc.
- 2) **Alpha Chi National Honor Society** – The top honor society for promotion and recognition of scholarship among junior and senior students of Kentucky Wesleyan College.
- 3) **Alpha Omicron Pi** – Alpha Omicron Pi chapter, also known as AOII, recently rechartered as of Spring 2013. The local chapter, Theta Omega, went national in 2012 as the Beta Chi Chapter of Alpha Omicron Pi.
- 4) **Alpha Phi Sigma** – The National Criminal Justice Honor Society. This organization recognizes excellence in the study of criminal justice.
- 5) **Art Club** – A club for anyone interested in all types of art and media.
- 6) **Band** – An instrumental music program including pep, marching and jazz bands. The band is open to all interested student musicians.
- 7) **Black Student Union (BSU)** – **The purpose of the Black Student Union (BSU) is to promote activities of common interest, as well as cultural and educational benefits for the African American student body and other minorities. In addition, the BSU is the “umbrella” organization, providing a forum for students to voice their differences, goals, and ideas.**
- 8) **Campus Ministries Team (CMT)** – The CMT offers support to all campus ministry organizations and provides opportunities for students to participate in the general religious life on campus, in addition to planning several special events throughout the school year.
- 9) **Cheerleaders** – Chosen each spring to perform at all home football and basketball games. Tryouts are open to both men and women.
- 10) **Circle K** – Circle K focuses on 3 main tenets: service, leadership, and fellowship. This organization seeks to serve our campus community as well as the Owensboro community in conjunction with the Owensboro Kiwanis club.
- 11) **Criminal Justice Association** – This organization is open to all criminal justice majors and minors. The purpose of CJA centers around educational, social and career development of its members.
- 12) **CROSS** – CROSS (also known as BCM) is a ministry of the Baptist Campus Ministry that meets each week for a time of worship and Bible study. CROSS also gives students the opportunity to participate in creative ministries, tutoring, small group Bible studies, freshman ministry and missions. Open to all students (not just Baptists!).
- 13) **Dance Team** – Entertaining the fans and supporting Wesleyan athletes are the goals of this group that performs at many home sporting events.
- 14) **D.E.E.D.S** – A group of men and women who are community service minded. Devoting hours each month to “pay it forward” to the campus community as well as the greater Owensboro Community.
- 15) **Disc Golf** – A group that gets together and plays disc golf locally as well as competing with other disc golf clubs from other colleges and universities.
- 16) **Fellowship of Christian Athletes** – Current and former athletes, as well as any interested students, whose purpose is to challenge others to seek Jesus Christ.
- 17) **HD3D (High Definition Discipleship)** – HD3D meets each Wednesday at 5 pm. Students gather for a meal, friendship, worship, Bible study, and small group Christian discipleship. HD3D sponsors yearly retreats and ongoing outreach and mission projects. Open to all students, HD3D helps students grow spiritually so that they can serve the campus, community, and area churches.
- 18) **Interfraternity Council** – The IFC regulates the affairs of the social fraternities, administers rules governing recruitment and pledging and encourages cooperation and harmony among its members.
- 19) **James Graham Brown Society (J.G.B.S.)** – This group consists of students on full academic scholarships. The society meets periodically during the year to discuss matters of common interest.
- 20) **Kappa Delta** – One of Wesleyan two National sororities, the KDs began at Wesleyan in 1920 as the Chi Upsilon Chi Sorority. The local went national in 1958 as the Gamma Xi Chapter of Kappa Delta.
- 21) **Kentucky Education Association - Student Program (KEA-SP)** – Education majors participate in the KEA-SP. Representatives from KEA come to Wesleyan during the year to counsel students on current issues in education, hold seminars, and to give guidance concerning employment opportunities.
- 22) **Kentucky Society of Professional Engineers** – This organization promotes the profession of engineering as a social and economic influence vital to the welfare of the community and all mankind.

- 23) Wesleyan Singers** – The College choir at Wesleyan is called the Wesleyan Singers. The class can be taken for one credit hour and is open to all students by audition. The group performs at many school, church and civic functions.
- 24) KWC Republicans** – This organization serves to promote the principles of the Republican Party among students, to recruit members of the Republican Party, to aid in the election of Republican candidates, and to develop political and aptitude among Republican students.
- 25) Panhellenic Council** – Panhellenic Council is the governing body for the national sororities on campus. It fosters cooperation, good will and harmony among the sororities, plans activities and administers policies and regulations governing Recruitment activities.
- 26) Panogram** – The Panogram is the official Wesleyan student newspaper and is a source of information for students and faculty for social and academic events, local and regional news and many interesting feature articles. All students are invited to apply for a position with the Panogram.
- 27) Panther Pianists** – The Panther Pianists are a group of Wesleyan applied piano students who go to assisted care and community facilities every Thursday to perform solos, duets, and deliver music and smiles to community members. Dr. Diane Earle is faculty advisor.
- 28) Parnassus Society** – English club for persons who enjoy and are interested in discussing literature.
- 29) Phi Beta Lambda** – A professional organization maintained by students who have an interest in the study and practice of business.
- 30) Porphyrian (Greek for Purple)** – The Porphyrian is Wesleyan yearbook. There are a variety of positions open to all students.
- 31) Pre-Professional Society** – Science majors with career goals in medicine, veterinary, optometry, nursing or pharmacology constitute this society which meets monthly and has numerous speakers during the year. Members visit with physicians and talk with former Wesleyan students now in professional schools.
- 32) Psi Chi** – Psi Chi is the national psychology honor society recognizing Psychology majors and minors for their academic achievements.
- 33) Psychology Club** – This organization provides guest speakers, community involvement, field trips and social activities to enrich students during the year. The club is a support group for those interested in psychology, whether or not they are majoring in psychology.
- 34) Religion and Philosophy Club** – The Religion and Philosophy Club serves to discuss and debate religious and philosophical issues in today’s society. Membership is open to any interested student.
- 35) Roc-N-Sol** – This organization is those interested in music and performing a variety of upbeat genres.
- 36) St Jude Executive Board** – Brought to campus in 2008, the St. Jude Executive Board plans fundraising events throughout the year to benefit the St. Jude Children’s Research Hospital in Memphis, TN.
- 37) Sierra Club** – To explore, enjoy, and protect the wild places of the earth and promote the responsible use of the earth’s ecosystems and resources. The group, organized locally in 2007, also serves to educate and enlist students to protect and restore the quality of the natural and human environment.
- 38) Sigma Alpha Mu** – One of Kentucky Wesleyan College’s three national fraternities, the Sammies started as the Octagon Club in 1964. They nationalized in 1968 as Beta Omega Chapter of Sigma Alpha Mu.
- 39) Sigma Beta** – This science and math honorary society is mainly composed of juniors and seniors. Members are required to have taken at least 15 hours of math and science courses, and to achieve at least a 3.0 GPA in those courses and a minimum cumulative 2.5 GPA.
- 40) Sigma Nu** – The Sigma Nu’s began at Wesleyan as Sigma Delta Fraternity in 1936. The local went national in 1960 founding the Eta Epsilon Chapter of Sigma Nu.
- 41) Sigma Phi Epsilon** – The Sig Eps started as the Key Fraternity at Wesleyan in 1926. The group nationalized in April of 1959, establishing Kentucky Gamma Chapter of Sigma Phi Epsilon.
- 42) Spanish Club** – The Spanish Club is an organization of Spanish majors, or students interested in the Spanish Language, that seek to forward the understanding and use of the Spanish Language among our community.
- 43) Stanley Reed Pre-Law and Politics Society** – Named after one of Wesleyan’s most prestigious alumni, United States Supreme Court Justice Stanley Reed, this club offers students interested in law and politics opportunities to listen to speakers, discuss relevant topics and debate important controversial issues.
- 44) Student Activities Programming Board (SAPB)** – The SAPB provides a full range of social activities ranging from Midnight Movies, trips (i.e. Reds baseball game, Paoli Peaks ski trip, Nashville Predators hockey game, theme-park trips, etc.), novelty events, dances, comedians, and music entertainment. This organization is comprised of several committees and meets every other Tuesday at 12:10 PM in Cox Conference Room.

- 45) Student Athlete Advisory Committee (SAAC)** – This group strives to enhance the student athlete experience. The SAAC provides a platform for student athletes to voice their opinions and recommendations to Wesleyan officials
- 46) Student Government Association (SGA)** – SGA is the self-governing body on campus that provides the student body with a voice in college affairs, ranging from administrative to social matters. SGA consists of an elected executive council and senate. Two senators represent each class. Elections are open to any interested student.
- 47) Wesleyan Players** – Open to all students who wish to assist in the production of a theatrical performance, on or off campus, sponsored by Wesleyan.
- 48) Wesleyan World Travelers** – The Wesleyan World Travelers are open to those who are interested in study abroad opportunities and those who are interested in discussing other cultures.
- 49) Young Democrats of KWC** – The Young Democrats of Wesleyan serve to promote the ideas of the Democratic Party by supporting local and national candidates and their legislation as well as raising awareness on campus of policy decisions which affect the lives of Wesleyan students.
- 50) Zeta Gamma Chi** – The purpose of Zeta Gamma Chi is to develop a sisterhood that empowers women to achieve success and to incite a spirit of dedicated service, powerful leadership, and ethical character

STUDENT RESOURCE GUIDE

Questions	Where to Go	Extension(s)	Location
<i>Academic Policies</i>	<i>Registrar’s Office</i>	3119	<i>Administration Building</i>
<i>Academic Assistance</i>	<i>Darrell PLUS Center</i>	3298	<i>Library Learning Center (LLC)</i>
<i>Account (Billing)</i>	<i>Cashier’s Office</i>	3108	<i>Administration Building</i>
<i>Alcohol Abuse</i>	<i>Campus Nurse</i>	3288	<i>Administration Building</i>
	<i>Alcoholics Anonymous</i>	270-683-0371	
<i>Alumni Information</i>	<i>Alumni Office</i>	270-852-3146	<i>Administration Building</i>
<i>Athletics</i>	<i>Athletic Department</i>	3330	<i>Health & Recreation Center (HRC)</i>
<i>Audio-Visual</i>	<i>Library Learning Center</i>	3269	<i>Library Learning Center (LLC)</i>
<i>Band</i>	<i>Band Director</i>	3243	<i>Ralph Center</i>
<i>Campus Ministry</i>	<i>Campus Minister</i>	3289	<i>Administration Building</i>
<i>Campus Security</i>	<i>Security Guard Station</i>	270-929-8609	<i>Mobile</i>
	<i>Security Guard Station</i>	270-852-3306	<i>Winchester Center</i>
<i>Change of Address</i>	<i>Registrar’s Office</i>	3119	<i>Administration Building</i>
<i>Change of Major</i>	<i>Registrar’s Office</i>	3119	<i>Administration Building</i>
<i>Check Cashing</i>	<i>Cashier’s Office</i>	3108	<i>Administration Building</i>
<i>Commencement</i>	<i>Student Life Office</i>	3285	<i>Winchester Center</i>
<i>Community Service</i>	<i>Student Life Office</i>	3285	<i>Winchester Center</i>
<i>Computer Literacy</i>	<i>Information Technology Librarian</i>	3266	<i>Library Learning Center (LLC)</i>
<i>Computer Support</i>	<i>IT Help Desk</i>	3268	<i>Library Learning Center (LLC)</i>
<i>Counseling Service</i>	<i>Counseling Associates</i>	270-686-7999	
<i>Diplomas</i>	<i>Registrar’s Office</i>	3119	<i>Administration Building</i>
<i>Drug Helpline</i>		800-662-4357	
<i>Financial Aid</i>	<i>Financial Aid Office</i>	3130	<i>Administration Building</i>
<i>Fire</i>	<i>Fire Dispatch</i>	9-911	<i>(On-Campus)</i>
<i>Fundraising</i>	<i>Development Office</i>	270-852-3141	<i>Martin Center</i>
<i>Graduation Check Sheet</i>	<i>Registrar’s Office</i>	3119	<i>Administration Building</i>
<i>Greek Life</i>	<i>Greek Advisor</i>	3284	<i>Winchester Center</i>

Hospital	Owensboro Health	270-417-2000	1201 Pleasant Valley Rd. 42303
Housing	Student Life Office	3285	Winchester Center
Housekeeping	Facilities Service Dept.	3324	Facilities Office
Illness/Injury	Campus Nurse	3288	Administration Building
	Athletic Trainer	3233	Health & Recreation Center (HRC)
	Convenient Care	270-686-6180	Convenient Care
	Immediate Care	270-683-7553	
Instructional Technology	Instructional Technology	3269	Library Learning Center (LLC)
International Programs	Academic Dean's Office	3117	Administration Building
Internet	Information Technology	3268	Administration Building
Intramurals	Athletic Department	3330	Health & Recreation Center (HRC)
Job Search/Resume	Career Development Office	3302	Administration Building
KW Today	Public Relations	270-852-3143	Martin Center
Legal Counsel	W.Ky Legal Services	270-683-4585	
Mail Room (limited services)	Mail Room	3313	Winchester Center
Meal Plan Changes	Food Service	3280	Presidents Hall
Questions	Where to Go	Extension(s)	Location
Orientation/KW1101	Student Life Office	3285, 3212	Winchester Center
Online Classes	Admin. Building 209 A	3212	Administration Building
Panogram (Newspaper)	Panogram Office	3600	Ralph Center
PantherNet	Webmaster	3207	Library Learning Center (LLC)
Parking	Student Life Office	3285	Winchester Center
Phone-a-thon	Development Office	852-3141	Martin Center
Poison	KY Regional Poison Center	800- 222-1222	
Police	Police Dispatch	9-911	(On-Campus)
	OPD	270- 687-8888	
	Daviess Co. Sheriff	270-685-8444	
	Kentucky State Police	270- 685-3927	
Printing Needs	Post Office	3313	Winchester Center
Publicity	Public Relations Office	852-3143	Martin Center
Rape Crisis	New Beginnings	926-7273 or (800) 226-7273	
Registration	Registrar's Office	3119	Administration Building
Religious Activities	Campus Minister	3289	Administration Building
SAPB	Student Life Office	3285	Winchester Center
Scholarship Info	Financial Aid Office	3130	Administration Building
Sexual Assault & Harassment	Title IX Coordinator/Deputy	3242	Administration Building
Social Policies	Student Life Office	3285	Winchester Center
Sophomore Experience	Admin. 106	3289	Administration Building
Special Academic Needs	Dr. Leah Hoover	3212	Administration Building
Student ID's	Student Life Office	3285	Winchester Center
Study Skills	Darrell PLUS Center	3298	Library Learning Center (LLC)
Suicide Prevention	Campus Nurse	3288	Administration Building

Counseling Associates	270-686-7999	1316 Frederica St.
Teacher Education	Teacher Ed Department	3232
Transcripts	Registrar's Office	3119
Tutoring	Darrell PLUS Center	3298
Verification of Attendance	Registrar's Office	3119
Withdrawal from Class	College Registrar's Office	3119
	Academic Dean's Office	3117
WKWC FM 90.3	Radio Station	3601
Work-study	Financial Aid Office	3130
		Administration Building

ROOM RESERVATIONS & SERVICES

<u>Location</u>	<u>Extension/Email</u>
Chapel	3289
Classrooms	3119
Cox Conference Room	3285
Hocker Family Dining Center	3280
Jones Gymnasium	3330
Ralph Center	3119
Rogers Hall	3285
Woodward HRC	3330
AV Services	AVRequest@kwc.edu
Computer Help Desk	Helpdesk@kwc.edu
Maintenance Request	Facilities@kwc.edu
Security	Security@kwc.edu

If you would like to reserve any other area please contact the Student Life Office at Ext. 3285.

ATHLETICS

Men compete in baseball, basketball, cross country, golf, track, football and soccer through affiliation with the Great Midwest Athletic Conference and NCAA Division II.

Women compete in basketball, cross country, golf, soccer, softball, tennis, track and volleyball through affiliation with the Kentucky Women's Intercollegiate Conference, Great Midwest Athletic Conference, and NCAA Division II.

Cheerleading is available for both men and women.

Athletic scholarships and grants are available to men and women athletes. Entering students who have an interest in a particular sport should write to the appropriate coach requesting further information about participation and scholarships.

CAMPUS DINING SERVICES

Welcome to a new academic year at Kentucky Wesleyan College! The Sodexo Dining Services Team would like to thank you for participating in our on-campus dining program. We are excited to introduce to you this year's repertoire of delicious meal options. You can enjoy a contemporary, crowd-pleasing selection of many of your favorite foods along with some of our own tasty specialties. The following has been designed to act as a quick reference guide to all of our services. We look forward to serving you!

Sodexo Management Team

Dining Options

Meals may be enjoyed from one of our two locations, the Hocker Family Dining Center or Sub Connection.

Flex

Flex dollars and Panther Dollars both are like cash on your card that may be used at the Hocker Family Dining Center, Sub Connection, Jazzman's and Papa John's located on Frederica.

Resident Meal Plans:

14 Meal Membership	14 meals each week	\$150 Flex Dollars
12 Meal Membership	12 meals each week	\$300 Flex Dollars
7 Meal Membership	7 meals each week	\$400 Flex Dollars

Commuter Meal Membership

Block 45 w/ Flex	45 meals per semester	\$200 Flex Dollars
Flex 350 Plan	No Meals	\$350 Flex Dollars

Faculty and Staff Meal Membership

Meal Plan options for faculty and staff include a 16 meal, 32 meal and 48 meal plan. To purchase a meal plan, faculty and staff may visit the cashier office or call them at 270-852-3108 and they will assist you.

Guests

Guest prices in the Hocker Family Dining Center are as follows

Breakfast	\$5.45
Lunch	\$7.44
Dinner	\$8.67

You may use your Flex or Panther Dollars as well as cash.

Meal Plans and Panther Dollars

In order to meet your campus dining needs, we have designed the following meal plans for the 2015-2016 academic year. You may also add money (Panther Dollars) to your Student ID by visiting the Cashiers office (x3108).

Flex dollars (comes with your meal plan) and Panther Dollars (you purchase separate from or in addition to a meal plan) both are like cash on your card that may be used at the Hocker Family Dining Center, Sub Connection, Jazzman's and Papa John's located on Frederica.

Remaining Flex & Panther Dollars will roll over from fall to spring semesters, but will expire at the end of the school year. Meals on the resident Meal Plans start over at the beginning of each semester. Flex Dollars, Panther Dollars and meals not used are forfeited & non-refundable.

Dining Policies & Procedures

One of our main goals is to provide a pleasant, clean, comfortable and satisfying dining experience. In order to meet this goal, we ask for your assistance with the following procedures:

- Please bus your tray and disposables from your table when you have finished dining.
- Please refrain from taking food, dishes or utensils from the dining area.
- Remember that the student ID cannot be used by anyone but the owner

Lost Your Student ID?

Remember to have your student ID with you at all times. If it is broken or lost, please contact the Student Life Office (x3285) as soon as possible to get a replacement. You cannot use your meal plans or Panther Dollars without your student ID.

Campus Dining Employment

Earn extra income while on campus, make friends, have fun and learn new skills by being a Campus Dining Services employee. We offer flexible hours to fit your class schedule, competitive wages and the benefit of working "close to home." Interested students should contact Chef Jonathon Walters by e-mail jwalters@kwc.edu or stop by any of our dining locations during business hours.

Call Us

We invite and encourage you to call us anytime with questions, comments or suggestions about our Campus Dining Program. Your feedback is always welcome as it can only help us to serve you better.

Call us at (x3280)

CAMPUS MINISTRIES

Wesleyan Campus Ministries exists to worship God, to share the love of Jesus Christ with students and staff, and to encourage them to grow in faith, connect in Christian community, and serve the campus, community and world. Campus Ministries offers two student groups, *CROSS* and *HD3D*, both of which meet on a weekly basis, and partners with Fellowship of Christian Athletes to minister to our student athletes on campus. We also support a weekly student prayer gathering, *Monday Night Prayer*, and a weekly chapel service on Wednesdays from 12:00 – 12:30. Additionally, Campus Ministries sponsors concerts, retreats/conferences, local service projects and mission experiences both domestically and internationally. Through Campus Ministries, students receive training in leadership and spiritual development, worship leading, creative arts, and evangelism.

The Campus Ministries office is located in the Martin Center and is open weekdays 9 am - 4 pm. Phone: 270-852-3289; Email: kewis@kwc.edu.

CAMPUS SECURITY AND CRIME REPORTING

Kentucky Wesleyan College (hereinafter "Wesleyan" or the "College") is concerned with the safety and well-being of its students and staff, and has contracted for security services to be provided by a private security agency. Uniformed security officers provide coverage during the evening and on weekends. Campus security, however, should be everyone's concern. For the College to provide a safe campus, we must have the assistance and cooperation of each and every person at Wesleyan.

You can help yourself by helping us by always reporting suspicious people to your Resident Assistant or Resident Director, the Student Life Office, or some other College staff member. Report all broken locks, doors, windows and lights to your RA or RD or another appropriate person to Campus Security.

A few campus safety tips:

- 1) Do not breach security by propping open locked doors on campus buildings.
- 2) Always keep your room and car doors locked.
- 3) Don't walk alone at night.
- 4) Never leave personal belongings unattended.

Students should report all incidents of campus crime (theft, assault, etc.) to their RA and RD (if they are a residential student) and the Student Life Office, as well as the Owensboro Police Department. Sexual assaults should be reported to the Title IX Officer. A complete listing of campus crime statistics is located on PantherNet and the Wesleyan website.

EMERGENCY NUMBERS

For Fire, Police or Ambulance in Emergency Situations call: 9-9-1-1 from an on-campus extension (You may experience a slight delay, but remain on the line.)

In Non-Emergency situations call:

Daviess County Sheriff	270-685-8444
Kentucky State Police	270-685-3927
Owensboro Police Department	270-687-8888
Owensboro Fire Department	270-687-8408
Kentucky Regional Poison Center	1-800-222-1222

FIRE DRILL REGULATIONS

Every member of the College community should realize the responsibility for knowing what to do in case of a fire. Upon entering any building, an occupant should immediately acquaint himself with fire escape routes and become familiar with the location of fire extinguishers.

Fire drills expedite the correct procedure to follow should a real fire occur. In the event of a fire drill occupants should vacate the building as quickly as possible. Failure to evacuate the building during a fire drill may result in disciplinary action.

The most important thing to remember during a fire drill or an actual fire is to REMAIN CALM. Running and pushing can cause panic and confusion, which may result in a deadly situation. Students should walk quietly to the nearest exit, then keep walking until they are a safe distance from the building.

Use of fire extinguishers and alarms, except in cases of emergency, is strictly prohibited and will result in referral to the Student Life Office for disciplinary action and possibly to local law enforcement.

EMERGENCY EXIT PROCEDURES FOR THE PHYSICALLY CHALLENGED

The state fire marshal, elevator contractor and other safety personnel have been consulted to determine the best emergency exit procedures for physically challenged staff, students and guests located on upper floors of the Barnard-Jones Administration Building or the Winchester Center. The following is a summary of the information:

Fire Exit - Use of the Administration Building or Winchester Center elevator during a fire alarm is strictly prohibited. Everyone must use the stairwells.

Depending on the circumstances, some individuals may prefer to navigate down the stairs with their own equipment after the initial crowd has exited. Others may wish to be transported without their chairs or supporting equipment. To assist with procedure, the College has specially designed emergency exit chairs that are located on each floor of the Administration Building and the second floor of the Yu Hak Hahn Center for the Sciences. The chairs provide better security for the physically challenged individual while other individuals assist with their descent of the stairs. A demonstration of the proper use of the equipment and the opportunity to familiarize yourself with it can be made available upon request.

Loss of Power Exit - In the event of a power loss, the Administration Building, Hahn Center, and Winchester Center elevators do not function. However, all elevators are equipped with emergency telephones that work during a loss of power if someone is trapped in the elevator.

*****Contact Dr. Leah Hoover, Director of the Office of Disability Services, at 270-852-3212 or by email at hoover@kwc.edu if a problem occurs or if special accommodations will be necessary.*****

CENTER FOR CAREER DEVELOPMENT AND SERVICE LEARNING

The Center for Career Development and Service Learning at Wesleyan is located on the second floor of the Barnard-Jones Admin Building and provides support and resources for students, faculty, staff and alumni: The Center focuses on helping students prepare for life after Wesleyan and promotes and encourages civic responsibility and lifelong civic engagement.

Career Development: The Career Development portion of the center makes available to students the information and skills necessary for becoming more marketable and finding satisfying employment in the global job market. The Career Development Office provides career information and skills to help students transition into their job search and/or graduate school. On-campus events and workshops including; Business Etiquette Dinner, Speed Mock Interviews and Networking and the Spring Career, Job & Intern Fair as well as community partnership events, e.g. Lunch & Learn Series –Branding your Profile, Leadership, Cost of Life, Networking, are designed to help students prepare for life after college. Distance education students typically do not participate, in the on-campus events; however, they do have access to career placement services.

Services:

- Full-time, part-time, and internship opportunities posted on PantherNet
- FOCUS – an online program all students can access for career and educational planning
- Individual career counseling
- Resume and cover letter assistance
- Senior resource guides
- Employment fair information
- Graduate school guides

- Information for: TOEFL, LSAT, LSDAS, and GRE
- Helpful publications and resource materials
- Access to local career connections through College Placement Network in partnership with the Greater Owensboro Chamber of Commerce and Owensboro Economic Development Corp.
- Opportunity to be mentored by a Kentucky Wesleyan College Alumni by participating in the Alumni Mentor Program

Workshops:

- Career Planning/Job Search
- Resume and Cover Letter Development
- Effective Interviewing
- Mock Interviews
- Workplace Protocol
- Business Etiquette
- Networking.

Service Learning:

The service learning portion of the center, formally established in Spring 2012, seeks to establish and facilitate relationships with the community in order to foster experiential education, specifically service learning, which integrates meaningful community service with instruction and reflection to enhance the academic curriculum of the students, teach civic responsibility, encourage lifelong civic engagement, and strengthen communities for the common good. Distance education faculty and students have access to the Center for Career Development and Service Learning to assist them in planning for and completing distance education service learning projects.

Check PantherNet to view the Career Development webpage, Campus Life tab.

For assistance contact the following:

Margaret Cambron '78
The Director of Career Development
mcambtron@kwc.edu
270-852-3302

Office hours are from 8 a.m. - 5:00 p.m. Monday – Friday. Walk-ins are welcome. Appointments are encouraged as the Director is involved in community networking for internships and employment.

DARRELL PLUS CENTER (STUDENT ACADEMIC SERVICES)

Kentucky Wesleyan College's PLUS Center, located in the library, offers numerous services to assist students in succeeding in their classes. The PLUS Center offers study sessions in a variety of courses and individual tutoring, writing assistance, and study skills assistance. The PLUS Center also makes arrangements for students with special needs in class work and test taking.

Darrell PLUS Center Services

- Testing
- Writing Assistance
- Study Skills Assistance
- Individual Tutoring
- Study Sessions

PLUS CENTER QR CODE



DISABILITY SERVICES

Mission and Goals of the Office of Disability Services

Wesleyan is committed to equal opportunity for all academically qualified students, and does not discriminate based on disability. The mission and goals of Kentucky Wesleyan College's Office of Disability Services is to coordinate services that ensure that individuals with disabilities have equal access to take full advantage of this college's educational, social, and cultural opportunities.

The goals of the Kentucky Wesleyan College's Office of Disability Services (ODS) are:

- To provide and coordinate accommodations for enrolled students with disabilities. Services are individualized to meet the student's needs based on their specific disabilities. The services provided by the ODS include, but are not limited to: testing accommodations, note-takers, readers, interpreter, access to assistive technology and books on tape. Other services are determined on an individual basis.
- To provide services and information to ease the transition into postsecondary education.
- To facilitate the development and independence of students with disabilities.
- To serve as a resource for students, staff, faculty and administrators within the College community and for individuals and agencies within the Daviess County community on disability issues.
- To assist with increasing the awareness of the College community on disability issues.
- To assist with campus wide efforts to comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.
- To facilitate sharing of information among disabled student service professionals within the region.
- To pursue external funding sources to enhance services for students with disabilities.

Contact Information

Leah Hoover, Ph.D.,

Director of the Office of Disability Services

Located in the Faculty Office Building in Room 20

Phone - 270-852-3212

lhoover@kwc.edu

Mailing address:

Leah Hoover, Ph.D.,

Director of the Office of Disability Services

Kentucky Wesleyan College

3000 Frederica Street

Owensboro, KY 42301

Family Educational Rights and Privacy Act (FERPA)

A signed copy of the FERPA form must be on file in the Registrar's Office. FERPA is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

Responsibilities of Students, Faculty & the Office of Disability Services

Wesleyan is committed to equal opportunity and challenge for all academically qualified students and does not discriminate on the basis of disability. The Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973 are significant federal mandates that require universities to provide reasonable and appropriate accommodations for qualified students with documented disabilities. Support services and accommodations are designed to provide students with disabilities full access to the College's educational opportunities.

The Office of Disability Services is responsible for the general coordination of programs and services for qualified applicants for admission and enrolled students with disabilities. Eligibility for services and appropriate accommodations are determined by the Office of Disability Services after review of disability documentation. Frequently, collaborative discussion between the Office of Disability Services, the student, faculty and others is required to identify appropriate accommodations such as those listed below.

RESPONSIBILITY OF STUDENT:

- *Students with disabilities are responsible for ensuring that the College is aware of disabilities that require accommodation in the educational process.*
- *Students with disabilities are responsible for requesting accommodations by identifying themselves to Dr. Leah Hoover at the Office of Disability Services, presenting appropriate documentation of disability, completing a service request each semester, and requesting accommodation letters for faculty outlining specific accommodation needs.*
- *Students with disabilities are responsible for providing the accommodation letters to each faculty member.*
- *Students with disabilities are responsible for requesting accommodations in a timely manner.*
- *Students with disabilities are responsible for meeting the requirements of each class.*
- *Students with disabilities are responsible for notifying the Office of Disability Services if any problems occur in the receipt of approved accommodations.*

RESPONSIBILITY OF FACULTY:

- Faculty members are strongly encouraged to include the following statement on the course syllabus: "Wesleyan is committed to providing access to programs and services for qualified students with disabilities. If you are a student with a disability and require accommodation to participate and complete requirements for this class, notify me immediately and contact the Office of Disability Services (Admin 209A or 270-852-3212) for verification of eligibility and determination of specific accommodations."
- Faculty members are responsible for requiring verification of eligibility. The standard form of verification is a letter to the faculty prepared by the Office of Disability Services.
- Faculty members are responsible for providing approved accommodations for eligible students. The Office of Disability Services is available for consultation about appropriate levels of accommodation and available support resources.
- Faculty must consult freely with the Office of Disability Services as questions and concerns arise regarding approved accommodations for each student.

RESPONSIBILITY OF THE OFFICE OF DISABILITY SERVICES (ODS):

- ODS is responsible for general coordination of accommodations for students with disabilities.
- ODS is responsible for referring students with suspected disabilities to sources of assessment, but ODS provides no diagnostic services.
- ODS is responsible for receipt and review of documentation of disability.
- ODS is responsible for determining eligibility for specific accommodations.
- ODS is responsible for preparation of accommodation letters. Letters are given to students who in turn share letters with faculty.
- ODS is responsible for discussing accommodation needs with students, faculty and others as appropriate to identify appropriate accommodations on a case-by-case basis.
- ODS is responsible for assisting faculty with classroom accommodation needs and provision of appropriate auxiliary aids.
- ODS is responsible for assisting with problem resolution as needed.

How to Apply for Services Provided by the Office of Disability Services

- Wesleyan is committed to equal opportunity and challenge for all academically qualified students and does not discriminate on the basis of disability. Accommodations are available to encourage students with disabilities to take full advantage of this college's educational, social, and cultural opportunities and experiences.
- The Office of Disability Services is responsible for the coordination of programs and services for qualified applicants for admission and enrolled students with disabilities. Determination of eligibility for services and appropriate accommodations is determined by the Office of Disability Services and Associate Dean of the College, after review of documentation of disability.
- At a scheduled appointment, the Director of the Office of Disability Services will discuss the student's request for services with the student to determine appropriate accommodations and/or consult with the faculty member or others outside the college (as deemed necessary) regarding the request.

- Questions or concerns from faculty, staff, or the student related to requested accommodations should be discussed with the Director of the Office of Disability Services informally and then be subject to informal consultation with the Academic Dean of the College. Written student complaints submitted to the Director of the Office of Disability Services will be addressed directly by the Director in writing to the sender. Matters that remain unresolved may be formally presented by the student to the Academic Dean of the College located in the Barnard Jones Administration Building by following the ADA Grievance Procedure. A complaint should be filed within 180 days after the complainant becomes aware of the alleged violation. Formal appeals include a written statement regarding the nature of the complaint, results of the informal meetings, and requested resolution. All formal appeals will be promptly investigated and a decision will be rendered within 60 working days of the date of receipt. Please contact the Office of Disability Services for additional information on the grievance procedure.

Applying for and Requesting Support Services from the Office of Disability Services

Referrals - Students and potential students are referred to the Office of Disability Services by publications such as Wesleyan application packets, schedules of classes, course syllabi and catalogs. Students are also referred by community agency personnel, Wesleyan faculty, high school guidance counselors, health care professionals, family members and others. Referrals must be made in writing. Referrals should be directed to:

Leah Hoover, Ph.D.

Director of the Office of Disability Services

Kentucky Wesleyan College

3000 Frederica Street

Faculty Office Building 20

Owensboro, KY 42303

270-852-3212

Submitting documentation of disability - All students seeking assistance from the Office of Disability Services must disclose the presence of a disability. In most cases, the student will be asked to submit documentation of disability for review by the Director of the Office of Disability Services. Upon receipt and review of the documentation, an intake appointment will be scheduled. Contact the Director to set up this appointment.

Intake appointment - After review of documentation, the Director over will contact the student to schedule an appointment with the student if the student has not already done so. At this meeting, the student's eligibility for accommodations and anticipated needs will be discussed. Policies and procedures regarding specific accommodations, such as letters for faculty, accommodations, supplemental note-taking services, etc. will be discussed at this appointment.

Requesting specific accommodations - Requests for accommodations are made by completing an Accommodation Application Form found at: www.kwc.edu

Submit the form along with a copy of the student's class schedule to the Director of the Office of Disability Services PRIOR to the start of the semester. All forms should be turned in BEFORE the end of the first week of each semester. Accommodations are not retroactive; date of determination occurs as of the date of application. It is the responsibility of the student to request specific accommodations each semester via the Accommodation Application Form. Please remember that no accommodations can be put in place until after submission of appropriate documentation, review by the coordinator, determination of eligibility for specific services, and requests by the student for specific accommodations.

Timeliness of requests - Submission of accommodation requests for instructor letters, accommodation, tutors from the PLUS Center and supplemental note-taking services from the PLUS Center should generally be submitted no later than one week prior to the beginning of the term. Some accommodations (such as interpreter service and taped/CD textbooks) require much more notice and requires the submission of course schedule, textbook name, author, and ISBN number in regards to taped/CD textbooks. Although the Office of Disability Services will make reasonable effort to process all requests, untimely requests may result in delay of accommodations.

GRIEVANCE POLICY FOR THE OFFICE OF DISABILITY SERVICES

Wesleyan has a continuing responsibility to monitor and address ADA compliance issues. The College does not discriminate on the basis of disability in its programs or activities. Complaints should follow the Grievance Procedure as indicated below. The Grievance Procedure is not a legal proceeding, but rather an informal process to enable the College to remedy any and all effects of alleged discrimination.

The following internal grievance procedure concerning disability services provides for prompt and equitable resolution of complaints. Complaints concerning disability services should be addressed to the Director of the Office of Disability Services, Kentucky Wesleyan College, 3000 Frederica Street, FOB 20, Owensboro, KY 42303, 270-852-3212.

To initiate or pursue a grievance based on discrimination related to the American with Disabilities Act (ADA), the following steps must be observed within 90 days of the time in which the alleged discrimination occurred. The steps are as follows:

- 1) The student should attempt to resolve disputes informally with either the party alleged to have committed the violation, and/or with the said party and the Director of the Office of Disability Services. If the dispute cannot be resolved informally, then the following formal resolution procedures should be followed.
- 2) A complaint should be filed in writing and should contain the name, address, and contact number of the person filing said complaint, as well as a brief description of the alleged violation. Upon receipt of the written complaint, the Director of the Office of Disability Services, shall acknowledge receipt within five working days.
- 3) A complaint should be filed with the Office of Disability Services within 90 days after the complainant becomes aware of the alleged violation.
- 4) An investigation, as may be appropriate, shall follow the filing of said complaint. The Office of Disability Services, along with the assistance of the Office of the Academic Dean for the College, shall conduct the investigation. This internal complaint procedure involves an informal, but thorough investigation, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint. This investigation will be completed within 30 days of the submission of the written complaint.
- 5) A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the Office of Disability Services, in association with the Office of the Academic Dean for the College, and a copy forwarded to the complainant.
- 6) The Office of Disability Services shall maintain the files and records relating to the complaints filed.
- 7) The complainant can request a reconsideration of the case in instances where the person is dissatisfied with the resolution. This will be known as the Appeals Process. The request for reconsideration (appeal should be made within 10 working days to the Office of Disability Services. This appeal must be made in writing to the Director of the Office of Disability Services for the College at 3000 Frederica Street, FOB 20, Owensboro, KY 42303. This appeal MAY NOT be submitted via email or verbalized by phone or voicemail.
- 8) A decision from the Office of Disability Services, in association with the Office of the Academic Dean for the College, will be rendered within 20 days after receiving the appeal. The appeal decision is final. The student and other parties will be advised of the outcome of the appeal to the fullest extent allowed by the state and federal law.

NOTE: It is prohibited for any Wesleyan employee, official, or student to retaliate against or hinder the testimony of any individual because he/she has a filed a complaint under this procedure or who has otherwise assisted in the investigation of a grievance. Such retaliations will be subjected to sanctions as deemed appropriate by the Office of the Academic Dean for the College.

HEALTH SERVICES

The Health Services Department at Wesleyan is dedicated to maintaining the health and safety of our campus community. A registered nurse is available to all students at no cost on a walk in basis.

Monday through Friday
9am – 1 pm & 2pm - 3pm

Barnard Jones Administration Building Room #213

270-852-3288

All services provided in Health Services are confidential

We promote a healthy lifestyle by offering educational programming and providing preventative education. Other services include the following:

- treatment of minor wound care
- vital signs
- referral to other health care professionals when appropriate
- dispensing over the counter medications and supplies
- blood sugar screening
- referral to counseling services

The only requirement is that the student Health Form must be on file and complete. Full time students (except for online) will provide the campus nurse with proof of insurance by submitting a copy of their insurance card with the Health Form. Those without insurance must go to the American College Student Association and become a member. From there, they must click on the United Health Care section and will be given a variety of policies and prices. Students may purchase for a semester or longer. Students will be responsible for choosing their plan and method of payment.

COMMUNITY HEALTH SERVICES RESOURCES

<u>Counseling Services</u>	<u>Phone</u>	<u>Notes</u>
Local Crisis Line	270-684-9466	Outside Daviess County 24 hour 1-800-433-7291
Brentwood Meadow Mental Health Services	812-858-7200	Newburgh IN
Counseling Associates	270-686-7999	3-5 days for apt. Emergencies seen in 24 hours
Deaconess Cross Pointe	800-947-6789	24 hour psychiatric evaluations
Ivory Howell, PLCC Counseling Services	270-302-1669	Call for an appointment on or off campus
Owensboro Medical Health System	270-688-2000	Adult inpatient stabilization unit
Care Net Pregnancy Center	270-685-5077	Call for an appointment
Amy Whistle Survivors of Suicide	270-316-7425	Support Group
National Suicide Prevention Lifeline	1-800-273-TALK	Available 24 hours
River Valley Point of Entry	270-683-4039	Resources and counseling available

INTRAMURALS (CAMPUS RECREATION)

The College's intramural sports program is designed to allow each student to relax and enjoy friendly competition. Participation is the most important criteria. Intramural sports include basketball, flag football, softball, golf, tennis, bowling, ping pong, and numerous others. All activities are co-educational and provide students an opportunity to participate. New activities and programs are added as student interest dictates. A weight room equipped with Nautilus machines and free weights is available for all students in the Woodward Health and Recreation Center. Students may also utilize the exercise room located in the Winchester Campus Community Center. Also available are open gym times. One must be enrolled Full Time and be in good academic standing to compete.

MAIL ROOM

Mailbox Assignments - All full time students (residential and commuters) are required to have a mailbox on campus. No mail will be delivered without a mailbox. Failure to secure a mailbox will result in a \$25 fine and/ or 10 hours community service. Mailboxes are optional for part-time students.

1. There is a **\$10.00 refundable deposit** for each mailbox key to be paid during Student Life Update. After this date, the student will need to pay the deposit in the Post Office.
2. All key deposits are refundable at the end of each academic year or at the time of withdrawal.
3. If a student loses or damages his or her original key, the student will be required to pay an additional \$10.00 fee for a replacement. The student is eligible for a refund of the most recent \$10.00 deposit. The Post Office will need to be notified of any lost or damaged keys so the Postal Coordinator can track the number of duplicates that need to be made.
4. It is important to return the key to the mailroom staff at the end of the academic year, as **mailboxes will be reassigned at the beginning of each school year. Failure to turn in your mailbox key by July 1 will result in a \$50 fine and forfeiture of your key deposit.**

Mail Room Capabilities

1. Hours of operation are 8:00 a.m. - 4:00 p.m.
2. Mail Room capabilities:
 - a. Sell stamps
 - b. Ship and receive packages (US Mail, UPS, Fed-Ex, etc.)
 - c. Mail letters
 - d. Sell regular envelopes for \$.25.
3. All incoming mail should be addressed in this manner:
Joe or Jane Student Panther
Kentucky Wesleyan College
3000 Frederica Street
Owensboro, KY 42301

Do NOT place mailbox number on mail

4. When someone receives a package that will not fit in the mailbox, a “package slip” will be put in the mailbox to notify the student to pick up a package. A package slip AND picture ID will need to be shown in order to pick up a package. **No Exceptions.**
5. It is the student's responsibility at the end of the school year or when a student leaves campus (i.e. graduate, withdraw, or go home for the summer) to notify all institutions sending mail (i.e. banks, credit card companies, magazines) of the new address. If a student requests that mail be forwarded somewhere other than the parents' home (or other permanent address on file), he/she must contact the Postal Coordinator via e-mail.
6. The college will not be held liable for non-forwarded mail. According to the United States Postal Service (USPS), “A change of address may not be filed with the USPS for an individual's mail addressed to an organization...” (USPS F020.1.4) Since the USPS considers the College an organization, this applies to our students, faculty and staff.

The Postal Coordinator may be reached at 270-852- 3313.

STUDENT LIFE DEPARTMENT

The Office of Student Life is a central location through which students can access many resources and get assistance. The Office of Student Life is an umbrella under which the following offices are housed.

- Campus Health Services
- Campus Ministries
- Campus Mail Room
- Community Service
- Greek Life
- Residence Life
- Student Activities

Frequently asked questions in our office...

Information Changes

Life happens and change takes place. Students can change mean plans and ask about housing changes in Student Life. Students who have a change in name, off-campus address (including billing or parental address), telephone number, or marital status must, in writing, notify the Registrar's Office of these changes. It is the responsibility of the student to ensure that the Registrar's Office has the correct information in their personal data file. **A student's failure to properly notify the Registrar's Office of these changes does not excuse the student from meeting College academic deadlines or financial obligations.** Please be aware that student information changes will only be accepted from the affected student.

Student ID Cards

Each new Kentucky Wesleyan College students will be issued a Student ID card during registration at no charge. Replacement cards may be issued in the Student Life Office if a card is lost. The replacement fee is \$5.00. Damaged cards will be replaced at no charge if the damaged card is turned into the Student Life Office. Students will use the same Student ID card during their tenure at Kentucky Wesleyan College. The Student ID must be validated during final registration each semester.

The Student ID has many uses on campus:

- Student identification
- Library Learning Center card
- Dining Services card
- Admission to SAPB events
- Admission to Wesleyan Players productions
- Admission to Wesleyan athletic events
- After hour access to Winchester Center, Woodward HRC, Yu Hak Hahn, & Ralph Fine Arts Center.

Students should carry their Student ID card with them at all times and must present the card whenever requested by any College faculty/staff member (including food service staff, campus security, and bookstore personnel). Students who do not present a validated Student ID card may be denied access to an activity or event.

Parking

All automobiles parked on campus by Wesleyan students, faculty and staff must be registered in the Student Life Office. Students may register their vehicles online at www.kwc.thepermitstore.com or by going to the Student Life Office. Each parking permit tag costs \$25. A parking permit tag is nontransferable and may only be displayed in the vehicle to which it is registered. The parking permit tag must be displayed at all times in the vehicle when it is parked on campus.

General Policies concerning traffic regulations

1. Vehicles shall be parked in the lots in the spaces indicated by parking lanes. In case of curb parking, all vehicles are to be parked in the direction of the traffic flow and not in "No Parking" zones (indicate by yellow markings).
2. Parking in visitor, handicapped or spaces designated for residence life staff is prohibited and will result in ticketing and potentially towing.
3. All vehicles shall observe speed limits and all traffic signs.
4. Motorcycles are classified as motor vehicles and must be registered in the Student Life Office. Motorcycles, mopeds and scooters must observe traffic and parking regulations and are not to be operated on sidewalks or campus lawns.
5. All students involved in traffic accidents on campus should contact the Owensboro Police Department (OPD) at 270-687-8888 to file a police report for insurance purposes, and the accident should also be reported to the Student Life Office.
6. Campus streets and parking lots are maintained and policed by the city of Owensboro. The Student Life Office has no authority for parking or speeding tickets issued by OPD.
7. Vehicles found in violation of campus parking regulations will be ticketed and a fine will be assessed.
8. Any fines assessed that are unpaid may result in a delay in the registration process.
9. Vehicles parked in a restricted area will be towed, at the owner's expense. Failure to pay the towing charge will result in a hold being placed on the student's academic transcript.

RESIDENCE LIFE

As we start another year, the 2015-2016 Residence Life staff would like to say welcome to all of you who are new to our campus and welcome back to those who are returning. We are looking forward to seeing our old friends and making many new ones.

Please let your RA, RD, or Assistant Dean of Students know if you have ideas for programs you would like to see us plan for your hall or for the whole campus. We will do our best to provide you with many fun and informative activities. Best wishes for a successful year!

Deacon Hall

Ashley Gendek
Resident Director



RA - Cornelia Thomas



RA - Jacob Alexander



RA - Ciera Woods

Kendall Hall

Morgan Oakley
Resident Director/Graduate Assistant



Open

RA - Lucas Butler



RA - Emily Yocum



RA - Ruth Ballenger



RA - Lydia Wiggins



RA - Darian Reese



RA - Elizabeth Martell



RA - Michelle Trenda

Massie Hall

Becca McQueen
Resident Director



RA – Kylie Davis



RA – Madison Weber



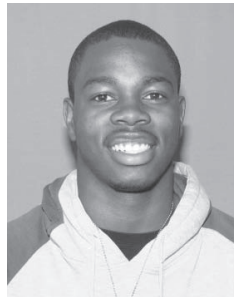
RA – Taylor Wilson

Peeples Hall

TBA
Resident Director



RA – Tavis Tinsley



RA – LaDon Laney



RA – Aaron Rosenhamer



RA – Joey Byars



RA – Logan O'Bryan



RA – Dylan Jeffery

Stadium Hall

Matt Ruark
Resident Director



RA - Emmanuel Westmoreland



RA – Lacey Dixon



Programming Assistant
Marissa Olivero

RIGHTS AND RESPONSIBILITIES

JOINT STATEMENT ON RIGHTS AND FREEDOMS OF STUDENTS

In June 1967, a joint committee, comprising representatives from the American Association of University Professors, the United States National Student Association (now the United States Student Association), the Association of American Colleges, the National Association of Student Personnel Administrators, and the National Association of Women Deans and Counselors (now the National Association for Women in Education), formulated the "Joint Statement." The joint statement was endorsed by each of its five national sponsors, as well as by a number of other professional bodies. The governing bodies of the Association of American Colleges and the American Association of University Professors, acting respectively in January and April 1990, adopted several changes in language in order to remove gender-specific references from the original text.

In September 1990 and September 1991, an interassociation task force met in Washington, D.C., to study, interpret, update, and affirm (or reaffirm) the joint statement. Members of the task force agreed that the statement has stood the test of time quite well and continues to provide an excellent set of principles for institutions of higher education. As the 25th anniversary of the joint statement approached (1992), the task force developed a set of interpretive notes to reflect changes in law and higher education that occurred after 1967. These interpretive notes are referenced within the original text.

Preamble

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Institutional procedures for achieving these purposes may vary from campus to campus, but the minimal standards of academic freedom of students outlined below are essential to any community of scholars.

Freedom to teach and freedom to learn are inseparable facts of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community.¹ Students should exercise their freedom with responsibility.

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. Each college and university has a duty to develop policies and procedures, which provide and safeguard this freedom. Such policies and procedures should be developed at each institution within the framework of general standards and with the broadest possible participation of the members of the academic community. The purpose of this statement is to enumerate the essential provision for student freedom to learn.

I. Freedom of Access to Higher Education

The admissions policies of each college and university are a matter of institutional choice provided that each college and university makes clear the characteristics and expectations of students, which it considers relevant to success in the institution's program.² While church related institutions may give admission preference to students of their own persuasion, such a preference should be clearly and publicly stated. Under no circumstances should a student be barred from admission to a particular institution on the basis of race.³ Thus, within the limits of its facilities, each college and university should be open to all students who are qualified according to its admission standards. The facilities and services of a college or university should be open to all of its enrolled students, and institutions should use their influence to secure equal access for all students to public facilities in the local community.

II. In the Classroom

The professor in the classroom and in conference should encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

A. *Protection of Freedom of Expression*

Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

B. *Protection Against Improper Academic Evaluation*

Students should have protection through orderly procedures against prejudiced or capricious academic evaluation.⁴ At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

C. *Protection Against Improper Disclosure*

Information about student views, beliefs, and political associations, which professors acquire in the course of their work as instructors, advisers, and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.

III. Student Records

Institutions should have a carefully considered policy as to the information, which should be part of a student's permanent educational record and as to the conditions of its disclosure. To minimize the risk of improper disclosure, academic and disciplinary records should be set forth in an explicit policy statement. Transcripts of academic records should contain only information about academic status. Information from disciplinary or counseling files should not be available to unauthorized persons on campus, or to any person off campus without the express consent of the student involved except under legal compulsion or in cases where the safety of persons or property is involved. No records should be kept which reflect the political activities or beliefs of students. Provisions should also be made for periodic routine destruction of noncurrent disciplinary records. Administrative staff and faculty members should respect confidential information about students that they acquire in the course of their work.

IV. Student Affairs

In student affairs, certain standards must be maintained if the freedom of students is to be preserved.

A. *Freedom of Association*

- Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the academic community. They should be free to organize and join associations to promote their common interests.
- The membership, policies, and actions of a student organization usually will be determined by vote of only those persons who hold bona fide membership in the college or university community.
- Affiliation with an extramural organization should not of itself disqualify a student organization from institutional recognition.
- If campus advisers are required, each organization should be free to choose its own adviser, and institutional recognition should not be withheld or withdrawn solely because of the inability of a student organization to secure an adviser. Campus advisers may advise organizations in the exercise of responsibility, but they should not have the authority to control the policy of such organization.
- Student organizations may be required to submit a statement of purpose, criteria for membership, rules of procedures, and a current list of officers. They should not be required to submit a membership list as a condition of institutional recognition.
- Campus organizations, including those affiliated with an extramural organization, should be open to all students without respect to race, creed, or national origin, except for religious qualifications, which may be required by organizations whose aims are primarily sectarian.

B. *Freedom of Inquiry and Expression*

- Students and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately. They should always be free to support causes by orderly means, which do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations, students or student organizations speak only for themselves.
- Students should be allowed to invite and to hear any person of their own choosing. Those routine procedures required by an institution before a guest speaker is invited to appear on campus should be designed only to ensure that there is orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. The institutional control of campus facilities should not be used as a device of censorship. It should be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or by the institution.

C. Student Participation in Institutional Government

As constituents of the academic community, students should be free, individually and collectively, to express either views on issues of institutional policy and on matters of general interest to the student body. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs.¹⁰ The role of student government and both its general and specific responsibilities should be made explicit, and the actions of student government within the areas of its jurisdiction should be reviewed only through orderly and prescribed procedures.

D. Student Publications

Student publications and the student press are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of the faculty and the institutional authorities and of formulating student opinion on various issues on the campus and in the world at large.

Whenever possible, the student newspaper should be an independent corporation financially and legally separate from the college or university. Where financial and legal autonomy is not possible, the institution, as the publisher of student publications, may have to bear the legal responsibility for the contents of the publications. In the delegation of editorial responsibility to students, the institution must provide sufficient editorial freedom and financial autonomy for the student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community.

Institutional authorities, in consultation with students and faculty, have a responsibility to provide written clarification of the role of the student publications, the standards to be used in their evaluation, and limitations on external control of their operation. At the same time, the editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and techniques of harassment and innuendo. As safeguards for the editorial freedom of student publications the following provisions are necessary.

- The student press should be free of censorship and advance approval of copy, and its editors and managers should be free to develop their own editorial policies and news coverage.
- Editors and managers of student publications should be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes should editors and managers be subject to removal and then by orderly and prescribed procedures. The agency responsible for the appointment of editors and managers should be the agency responsible for their removal
- All institutionally published and financial student publications should explicitly state on the editorial page that the opinions there expressed are not necessarily those of the college, university, or student body.

V. Off-Campus Freedom of Students

A. Exercise of Rights of Citizenship

College and university students are both citizens and members of the academic community. As citizens, students should enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy and, as members of the academic community, they are subject to the obligations, which accrue to them by virtue of this membership. Faculty members and administrative officials should ensure that institutional powers are not employed to inhibit such intellectual and personal development of students as is often promoted by their exercise of the rights of citizenship both on and off campus.

B. Institutional Authority and Civil Penalties

Activities of students may, upon occasion, result in violation of law. In such cases, institutional officials should be prepared to apprise students of legal counsel and may offer other assistance. Students who violate the law may incur penalties prescribed by civil authorities, but institutional authority should never be used merely to duplicate the function of general laws. Only where the institution's interests as an academic community are distinct and clearly involved should the special authority of the institution be asserted. Students who incidentally violate institutional regulations in the course of their off-campus activity, such as those relating to class attendance, should be subject to no greater penalty than would normally be imposed. Institutional action should be independent of community pressure.

VI. Procedural Standards in Disciplinary Proceedings

In developing responsible student conduct, disciplinary proceedings play a role substantially secondary to, for example, counseling, guidance, and admonition.¹¹ At the same time, educational institutions have a duty and the corollary disciplinary powers to protect their educational purpose through the setting of standards of scholarship and conduct for the students who attend them and through the regulations of the use of institutional facilities. In the exceptional circumstances when the preferred means fail to resolve problems of student conduct, proper procedural safeguards should be observed to protect the student from the unfair imposition of serious penalties.

The administration of discipline should guarantee procedural fairness to an accused student. Practices in disciplinary cases may vary in formality with the gravity of the offense and the sanctions, which may be applied. They should also take into account the presence or absence of an honor code, and the degree to which the institutional officials have direct acquaintance with student life in general and with the involved student and the circumstances of the case in particular. The jurisdictions of faculty or student judicial bodies, the disciplinary responsibilities of institutional officials, and the regular disciplinary procedures, including the student's right to appeal a decision, should be clearly formulated and communicated in advance. Minor penalties may be assessed informally under prescribed procedures. In all situations, procedural fair play requires that a student charged with misconduct be informed of the nature of the charges and be given a fair opportunity to refute them, that the institution not be arbitrary in its actions, and that there be provision for appeal of a decision. The following are recommended safeguards in such proceedings when there are no honor codes offering comparable guarantees.

A. Standards of Conduct Expected of Students

The institution has an obligation to clarify those standards of behavior, which it considers essential to its educational mission and its community life. These general behavioral expectations and the resultant specific regulations should represent a reasonable regulation of student conduct, but students should be as free as possible from imposed limitations that have no direct relevance to their education. Offenses should be as clearly defined as possible and interpreted in a manner consistent with the aforementioned principles of relevancy and reasonableness. Disciplinary proceedings should be instituted only for violations of standards of conduct formulated with significant student participation and published in advance through such means as a student handbook or a generally available body of institutional regulations.

B. Investigation of Student Conduct

Except under extreme emergency circumstances, premises occupied by students and the personal possessions of students should not be searched unless appropriate authorization has been obtained. For premises such as residence halls controlled by the institution, an appropriate and responsible authority should be designated to whom application should be made before a search is conducted. The application should specify the reasons for the search and the objects or information sought. The student should be present, if possible, during the search. For premises not controlled by the institution, the ordinary requirements for lawful search should be followed.

Students detected or arrested in the course of serious violations of institutional regulations, or infractions of ordinary law, should be informed of their rights. No form of harassment should be used by institutional representatives to coerce admissions of guilt or information about conduct of other suspected persons.

C. Status of Student Pending Final Action

Pending action on the charges, the status of a student should not be altered, or the student's right to be present on the campus and to attend classes suspended, except for reasons relating to the student's physical or emotional safety and well-being, or for reasons relating to the safety and well-being of other persons or property.¹⁶

D. Hearing Committee Procedures

When the misconduct may result in serious penalties, and if a penalized student questions the fairness of disciplinary action, that student should be granted, on request, the privilege of a hearing before a regularly constituted hearing committee. The following suggested hearing committee procedures satisfy the requirements of procedural due process in situations requiring a high degree of formality.

- The hearing committee should include faculty members or students, or, if regularly included or requested by the accused, both faculty and student members.
- No member of the hearing committee who is otherwise interested in the particular case should sit in judgment during the proceeding.
- The student should be informed, in writing, of the reasons for the proposed disciplinary action with sufficient particularity, and in sufficient time, to ensure opportunity to prepare for the hearing.

- The student appearing before the hearing committee should have the right to be assisted in his or her defense by an adviser of the student's choice
 - The burden of proof should rest upon the officials bringing the charge.
 - The student should be given an opportunity to testify, to present evidence and witnesses, and to hear and question adverse witnesses. In no case should the committee consider statements against the student unless he or she has been advised of their content and of the names of those who made them, and has been given an opportunity to rebut unfavorable inferences, which might otherwise be drawn.
 - All matters upon which the decision may be based must be introduced into evidence at the proceeding before the hearing committee. The decision should be based solely upon such matters. Improperly acquired evidence should not be admitted.
 - In the absence of a transcript, there should be both a digest and a verbatim record, such as a tape recording, of the hearing.
 - The decision of the hearing committee should be final, subject only to the student's right of appeal to the president or ultimately to the governing board of the institution.¹⁸
- 1) In order to protect the freedom of students to learn, as well as enhance their participation in the life of the academic community, students should be free from exploitation or harassment.
 - 2) In order to make appropriate choices and participate effectively in an institution's programs, students have the right to be informed about the institution, its policies, practices, and characteristics. Institutions preparing such information should take into account applicable federal and state laws.
 - 3) The reference to race must not be taken to limit the nondiscrimination obligations of institutions. In all aspects of education, students have a right to be free from discrimination on the basis of individual attributes not demonstrably related to academic success in the institution's program, including but not limited to race, color, gender, age, disability, national origin, or sexual orientation. When colleges and universities determine that achieving diversity within the student body is relevant to their academic mission, their admissions decisions may consider, among several stated criteria, individual attributes that otherwise would be prohibited (see, e.g., Regents of the University of California v. Bakke, 438 U.S. 265 [1978]).
 - 4) The student grievance procedures typically used in these matters are not appropriate for addressing charges of academic dishonesty or other disciplinary matters arising in the classroom. In these instances, students should be afforded the safeguards of orderly procedures consistent with those set forth in Section VI below.
 - 5) The Family Educational Rights and Privacy Act (FERPA) provided for the protection of student records. Consistent with FERPA, institutions should have a statement of policy on the content of a student's educational record as well as the conditions for its disclosure. Institutions should also have policies and security practices to control access to student records that may be available or transmitted electronically.
 - 6) As in the case of classroom matters, students should have protection through orderly procedures to assure this freedom.
 - 7) "Institutional recognition" should be understood to refer to any formal relationship between the student organization and the institution.
 - 8) The obligation of institutions with respect to nondiscrimination, with the exception noted above for religious qualifications, should be understood in accordance with the expanded statement on nondiscrimination in interpretive note # 3 above. Exceptions may also be based on gender as authorized by law.
 - 9) The events referred to in this section should be understood to include the full range of student-sponsored activities such as films, exhibitions, and performances.
 - 10) "Academic and student affairs" should be interpreted broadly to include all administrative and policy matters pertinent to students' educational experiences.
 - 11) The student conduct that may be subject to disciplinary proceedings described in this section should be understood to include alleged violations of standards of student academic integrity.
 - 12) In addition, student organizations as well as individual students may be subject to institutional disciplinary sanctions, and in those circumstances, student organizations should also be guaranteed procedural fairness.
 - 13) Like other practices in disciplinary cases, the formality of any appellate procedures should be commensurate with the gravity of the offense and the sanctions that may be imposed.

- 14) The institution should state as specifically as possible the sanctions that may be imposed through disciplinary proceedings.
- 15) This provision is intended to protect students' rights under both institutional codes and applicable law. Where institutional regulations are violated, students should be informed of their rights under campus disciplinary procedures. Where arrests are made for infractions of the law, students must be informed of their rights by arresting authorities.
- 16) The original text stated, "relating to the safety and well-being of students, faculty, or university property.
- 17) The student should also be informed of the specific sanctions, which may be imposed through the disciplinary proceeding.
- 18) As a matter of responsible practice, the decision of the committee, as well as grounds and procedures for appeal, should be communicated to the student in writing within a reasonable period of time.

STUDENT CODE OF CONDUCT

Kentucky Wesleyan College expects that excellence in conduct is the goal of each student, and it anticipates that students be sufficiently mature to conduct themselves according to the standards, laws and customs of the Wesleyan community and to act in such a manner that will reflect credit upon the College.

It is not realistic to assume that every student will live entirely under self-discipline; therefore, provisions exist for handling situations that violate the regulations and principles of the College. It is your responsibility to acquaint yourself with these rules and abide by them. In order to conform to civil law, institutional policy and principles underlying College policies for student life, certain actions are prohibited. Failure to comply will result in disciplinary action. Some actions may constitute a violation of Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1688.

See Kentucky Wesleyan College's Title IX policy to determine if applicable. Listing all of the forms of behavior that are prohibited or considered unacceptable is not possible. The following list is not intended to be all-inclusive but consists of examples of actions that are prohibited:

1. **Academic Theft** - Acquiring possession of any academic material (test information, research papers, notes, books, periodicals, etc.) without permission from a member of the faculty, staff or any comparable violation of academic security.
2. **Alcohol** - Possession and/or consumption of alcoholic beverages or possession of alcoholic beverage containers **either full or empty**, on campus (including residence hall rooms) or at a College-related function.
3. **Check Fraud** - Knowingly passing a worthless check or money order in payment of a financial obligation to the College or to a member of the College community.
4. **Classroom Disorderly Conduct** - Unlawful abusive, obscene, violent, excessively noisy or drunken behavior in the classroom. (**Note:** While the offense is listed as a disciplinary offense subject to disciplinary procedures, it should be clear that the instructor has the ultimate control over classroom behavior and can, therefore, eject from the classroom any student engaged in such conduct.)
5. **Coercion** - Any misuse by a student of his/her position as a student or his/her right to use College property, to commit, or induce another student to commit a serious violation of local, state and federal laws.
6. **Disorderly Conduct** - Unlawful abusive, obscene, violent, excessively noisy or drunken behavior on or in College property anytime (College property is defined as "all real property owned or leased to and operated by student organizations which are under the control and regulation of the Board of Trustees of Kentucky Wesleyan College") or at a College-related function.
7. **Drugs** - Possession and/or use of illegal drugs or illegally obtained prescription drugs on campus or at college related functions.
8. **Failure to Comply** - Refusing to cooperate with the reasonable request of a College faculty/staff member (including food service staff, campus security, and bookstore personnel). This includes failure to complete assigned disciplinary sanctions.
9. **Failure to Provide ID** - Refusing to present identification, or providing false identification or information, when requested by a College faculty/staff member (including food service staff, campus security, and bookstore personnel).
10. **Fireworks & Weapons** - Unauthorized possession and/or use of fireworks, firearms, weapons, ammunition or explosives including but not limited to pellet/beebie guns, paintball equipment, slingshots, bows and arrows. These items are prohibited on campus and at off-campus Wesleyan sanctioned events.

11. **Gambling**

12. **Graffiti** - Painting or defacing campus buildings and sidewalks other than tasteful painting of Minerva.
13. **Hazing** - Participation in any act or threat, physical or mental, perpetuated for the purpose of submitting any member of the College community to physical pain or discomfort, indignity or humiliation at any time or place. **Hazing, bullying, or cyberbullying** of any kind is included in this category.
14. **Illegal Activity** - Actions leading to convictions under state or federal criminal codes. As a member of the Kentucky Wesleyan College community, students represent the College on and off campus. See the College Authority in Cases Occurring Off-campus Section for more details.
15. **Interference** - Actions that interfere with the rights of other members of the College community, including the disruption of essential functions of the College.
16. **Medical Care** - A student may not deny medical assistance if believed warranted by a Wesleyan faculty or staff member. The student will be held financially liable.
17. **Self-Harm** - Actions or threats of self-harm are not permitted. If an incident occurs, a professional evaluation is required at the student's expense for continued enrollment at Wesleyan.
18. **Smoking** - Smoking in any form (e-cigarettes, cigarettes, pipes of any sort) is prohibited at Wesleyan.
19. **Theft** - Theft, attempted theft, or misuse of any item from the College, or of tangible or intangible personal property from a member of the College community (faculty, staff, or student.)
20. **Trespassing** - Entering or being present in locked College buildings without proper authority.
21. **Unauthorized Guests** - Presence of unauthorized persons in the residence halls. All overnight guests must register with an RA or RD.
22. **Vandalism** - Malicious or otherwise unwarranted destruction of property belonging to the College or to a member of the College community.
23. **Vehicle** - Keeping an unregistered vehicle on campus. All vehicles must be registered with the Student Life Office and issued a parking permit.
24. Violation of any published rule or policy of Wesleyan.

COLLEGE AUTHORITY IN CASES OCCURRING OFF-CAMPUS

The College reserves the right to investigate and to subsequently take action for behavior of Wesleyan students in off-campus situations when such behavior is believed to have an impact on the surrounding community or the College, or to reflect on the fitness of the student for continued enrollment. Examples of such behavior include, but are not limited to, drug and/or alcohol charges, harassment, assault, disorderly and disruptive behavior, attempted suicide, and damage to property. In addition, Wesleyan reserves the right to take action in the event a student is charged and/or convicted of a felony offense in violation of state law. The decision to take action in such cases will be determined by the Dean of Students or the Title IX Coordinator.

DISCIPLINARY PROCEDURES

Disciplinary problems are handled by various individuals/groups based on the nature/severity of offense.

- 1) The *Dean of Students handles all disciplinary incidents referred to him/her by the residence hall staff and other members of the College community. It is at the discretion of the Dean of Students what punishment is enforced.
- 2) The Judicial Council handles all cases referred to it by the Dean of Students, or cases in which students are appealing the decision/sanction rendered by the Dean of Students.
- 3) The President's Cabinet, composed of administrative officers of the College, handles all cases that students are appealing the decision/sanction rendered by the Judicial Council, or the Dean of Students, if the Judicial Council is not in place. The President's Cabinet is the final body of appeal for cases handled by either Dean of Students or the Judicial Council.
- 4) Based on the nature of the offense, the President of the College reserves the rights to appoint a designated person or to have the President's Cabinet conduct the initial investigation and impose an appropriate sanction.
* Any place the Code of Conduct refers to the Dean of Students, it should be read to include "or his/ her designee."

TYPES OF DISCIPLINARY ACTION

- 1) **Statement of Concern:** A statement of concern is given by the Student Life Staff to the student(s) involved in a very minor incident (e.g., violation of quiet hours) as record of the judicial hearing. The statement of concern states that further misconduct will result in more severe disciplinary action being taken.
- 2) **Campus Work:** A number of service hours on campus or in the community may be assigned by the Student Life Office for repeat offenders or behavior warranting more severe disciplinary action.
- 3) **Probation:** The Dean of Students may place a student on probation. The term of the probation shall be for a specified period of time and may include restriction of participation in co-curricular activities.
- 4) **Disciplinary Probation:** A student who has been involved in numerous minor violations or a more severe violation (e.g., drugs, violation of law, harassment, sexual or otherwise, assault, sexual assault, failure to cooperate with staff, disorderly conduct, etc.) may be placed on disciplinary probation for a period of time, by either the Student Life Office or the Judicial Council. Students placed on disciplinary probation may not participate represent the College in any school-sponsored activities (e.g., SAPB, cheerleading, intercollegiate athletics, Wesleyan Singers, Wesleyan Players, Student Government, etc.) during the period of their probation.
- 5) **Disciplinary Suspension:** A student who has been involved in misconduct while on disciplinary probation or a more serious violation (e.g., assault, arson, violation of civil law, etc.) may be placed on disciplinary suspension for a period of time, by the Dean of Students, Title IX Coordinator, or the Judicial Council. When a student has been suspended from the College for disciplinary reasons, the student may apply for re-admission to the College, following the completion of the suspension period.
- 6) **Disciplinary Expulsion:** The College reserves the right to require a student to withdraw from the College at any time, if the student is found guilty of violating the ideals, standards or regulations of the College. Once a student has been excluded from the College for disciplinary reasons, the student may not seek re-admission to the College.
- 7) **Other Sanctions:** In some circumstances, the Dean of Students, the Title IX Coordinator, or the Judicial Council may decide upon a sanction not listed above, but which seems appropriate to the offense. Such a sanction may include, but is not limited to, forfeiture of financial assistance, restrictions of student privileges, monetary fines, extra service hours (e.g., in residence halls), personal apology, or suspension from the residence halls indefinitely or for a specific period of time. Depending upon the severity of a violation, a combination of these sanctions may be rendered by either the Dean of Students or the Judicial Council.

CLASSIFICATION OF OFFENSES

Non-Wesleyan students, including Alumni, are expected to follow College policy. Violations may result in removal from campus and possibly being banned from Wesleyan property.

Level 1 offenses – must meet with the Resident Assistant (RA)

(written or verbal warning)

- Possession of College Furniture (other than furniture assigned to individual residence hall room)
- Quiet hours violation

Level 2 offenses – must meet with the Resident Director (RD)

(5 hours of campus work)

- Failure to secure a mailbox key
- Candles (burnt or not) or and appliances with open heating elements
- Littering
- Curling irons, radios, etc. in sink/shower area
- Alcohol paraphernalia (\$25.00 fee)
- Missing mandatory hall meetings (and/or charged \$25 fine)
- Unregistered vehicle on campus
- 24 Hour Quiet Hours Violation (and/or charged \$25 fee)
- Second Quiet Hours Violation (\$25.00 fee)

Level 3 offenses – must meet with the Assistant Dean of Students

(10 hours of campus work and a minimum of a \$25 fine)

- Gambling
- Unauthorized room change
- Visitation hour violation
- Smoking on campus
- Unescorted – student or guest/s
- Pets (excluding fish, minimum \$100.00 fee for cleaning room)
- Propping open exterior doors
- Second violation of unauthorized College-owned property in room
- Unauthorized party on campus
- Misrepresentation of college
- Unregistered vehicle on campus

Level 4 offenses – must meet with the Dean of Students

(20 hours of campus work and minimum \$25 fine up to suspension or expulsion)

- Actions leading to charges under state law or federal criminal codes
- Tampering with smoke detectors or fire extinguishers
- Alcohol (minimum of fine plus campus work. First violation fine minimum = \$50.00, second is \$100.00 and third violation is \$150.00)
- Hazing or Bullying, including Cyberbullying
- Destruction of College property
- Drugs
- Failure to cooperate with staff
- Fireworks
- Hit-and-run accident (Failure to report)
- Theft
- Unauthorized use of another student's meal plan
- Possession of weapons on Wesleyan premises

It is understood that each time an offense is repeated the student will be required to meet with the next Student Life staff member. Also, fines will be increased after each repeated offense.

Campus work must be completed within 24 hours before a student will be allowed to participate in any college-related activity, i.e., athletics, clubs, Greek organizations, etc.

Failure to comply with a sanction will result in a more serious penalty being imposed.

NOTIFICATION OF PARENTS OR GUARDIANS

The College reserves the right to contact parents or guardians when a student is suspended or expelled for disciplinary reasons, is placed on academic probation, or in situations where a student's conduct indicates that he/she is not in control of his/her actions or emotions.

PUBLIC REPRESENTATION OF THE COLLEGE

All students who represent the College in any athletic or other public event of the College must qualify in accordance with the academic and conduct rules of the College. **A student on academic or disciplinary probation is not eligible to participate in intercollegiate athletics and other school sponsored organizations or represent the College in public activities.** An exception may be made when the student receives academic credit for an activity and the activity is a requirement of the Department for the student's major or minor. The Academic Dean must approve such exceptions.

Academic Probation: A student must maintain the following standards in order to remain in good academic standing. Students who fall below the following standards in their cumulative GPA at Wesleyan will be placed on academic probation.

<u>Number of Semester Hours</u>	<u>Probation scale for</u>
<u>Attempted at All Institutions</u>	<u>Wesleyan Cumulative GPA</u>
1-29 semester hours	1.6 cumulative GPA on 4.0 scale
30-59 semester hours	1.8 cumulative GPA on 4.0 scale
60 or more semester hours	2.0 cumulative GPA on 4.0 scale

A student readmitted to the College following his or her academic suspension will automatically be on academic probation during the semester of his or her return.

A student may be placed on academic probation as a condition of his or her admission to the College if his or her previous record warrants.

Disciplinary Probation: A student who has been involved in numerous minor violations or a more severe violation (e.g., drugs, violation of law, harassment, sexual or otherwise, assault, sexual assault, failure to cooperate with staff, disorderly conduct, etc.) may be placed on disciplinary probation for a period of time, by either the Student Life Office, the Title IX Coordinator, or the Judicial Council.

STUDENT GRIEVANCE PROCEDURE

Wesleyan is firmly committed to providing a working and learning environment that is free from all forms of harassment, intimidation and exploitation and that is respectful of free inquiry and academic freedom. This procedure outlines the course of action afforded to students who have reason to believe their working and learning environment is not free from one or more of the aforementioned acts. On occasion, students may have a personal grievance regarding an alleged violation, misinterpretation or improper application of College policies and procedures, or alleged improper treatment. A student may present a formal complaint without fear of retaliation.

Scope of Procedure/Definitions and Timelines

A "student grievance" is a College-related problem or conditions which a student believes to be unfair, inequitable, discriminatory, or a hindrance to the educational process. A grievance also includes discrimination or harassment on the basis of race, ethnicity, color, gender, age, religion, national origin, sexual orientation, disability, or status.

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

A student is entitled, at any point, to choose an advisor from the full-time faculty to counsel and accompany the aggrieved individual. The student has the right to expect confidentiality at every level.

Matters Outside the Scope of the Procedure

The student grievance procedure is not designed to address or bring about changes in College policy. Recommendations for initiating new policy or changing established policy are handled by the administration. Suggestions for policy changes can be made to the Dean of Student Life. In addition, the student grievance procedure is not designed to address concerns or complaints related to sexual harassment or sexual assault. Any student desiring assistance, information, or to report concerns or complaints of sexual harassment should contact the **Title IX Investigator or Title IX Deputy.**

Procedure for Academic Grievance

- **Level One** - The resolution of a grievance through direct and informal communication as close as possible to the point of origin is encouraged. A student with an academic grievance ordinarily should attempt to discuss the problem with the specific professor. This process must be initiated no later than two (2) weeks after the start of the next regular academic session.
- **Level Two** - In the event the aggrieved person is not satisfied with the disposition of the grievance at level I, the student may file the grievance in writing (in duplicate, retaining a personal copy) with the academic dean. This written document must be received within 14 days following the decision from the level I discussion. Within 10 days of receipt of the grievance, the dean may request a conference with the aggrieved. The academic dean will render a written decision to the student within 20 days after receiving the grievance.

POLICIES AND PROCEDURES

ALCOHOL & DRUG USE/ABUSE POLICY & PROGRAM

As a church-related Christian college, the College is concerned about the health and well-being of its students and recognizes the health hazards involved with the use of alcohol and illicit drugs. In an attempt to deter students from using alcohol and illicit drugs, the College has adopted the following policies.

Information pertaining to the legal sanctions under Kentucky state law for the unlawful possession of distribution of illicit drugs and alcohol; the health risks associated with the use of illicit drugs and the abuse of alcohol; and drug and alcohol abuse counseling programs available to students are also included in this policy.

Possession and/or Use of Alcohol Beverages and Containers

Wesleyan prohibits the possession and/or use of alcoholic beverage containers (either full or empty), and the possession, use and/or distribution of illegally-obtained prescription drugs or illicit drugs or drug paraphernalia on College property or at College-sponsored functions, regardless of a student's age. Students may also be referred to the civil authorities for the unlawful possession of alcoholic beverages on College property or at College-sponsored functions.

Possession, Use and/or Distribution of Illicit Drugs or Drug Paraphernalia

Students involved with the possession and/or use of illegally-obtained prescription drugs or illicit drugs or drug paraphernalia on College property or at College-sponsored student functions are subject to the following sanctions:

- 1) Suspension from the College for at least one full semester, with re-admittance to the College contingent upon providing proof of successful completion of a drug abuse rehabilitation program for the first offense.
- 2) A second violation would result in expulsion from the College.

Students may also be referred to the civil authorities for the unlawful possession and/or use of illicit drugs on college property or at College-sponsored student function.

Students involved in the distribution of illicit drugs on College property or at College sponsored student functions will be expelled from the College in addition to being referred to the civil authorities.

PLEASE NOTE: Presence of articles may be interpreted as actual possession of those articles. Students encountered in locations where drugs, alcohol, firearms, ammunition and explosives or other misconduct is evident will normally be considered in violation of the Code of Conduct or Residence Hall Regulations, even if they do not have the prohibited items on their person at the time they are encountered.

ACADEMIC CHANGES (MAJOR CHANGES)

If a student wants to change their major, they should go to the Registrar's Office and fill out the appropriate form.

APPROPRIATE USE POLICY (INFORMATION TECHNOLOGY)

This policy establishes guidelines for the appropriate use of computer equipment, software and networks owned or operated by Kentucky Wesleyan College. Access to the College's information systems is granted to Wesleyan students, faculty and staff with the stipulation that they follow these guidelines and abide by local, state and federal laws. All Wesleyan students are responsible for conducting themselves in a manner that helps to embrace an environment of learning in which the rights, dignity, worth, and freedom of each member of the academic community are respected.

General Guidelines

A. In making appropriate use of information resources you MUST:

- 1) Protect your user ID from unauthorized use. You are responsible for all activities initiated under your user ID.
- 2) Access only files and data that are your own, that are publicly available, or to which you have been given authorized access.
- 3) Be considerate in your use of shared resources. Refrain from monopolizing systems, overloading networks with excessive data, or wasting printer paper and other supplies.
- 4) Use the FACULTY, STAFF and/or STUDENT e-mail groups to communicate only college-related information, including notices about events, activities, sports competitions and general business/academic information.

- **Level Three** - In the event the aggrieved person is not satisfied with the disposition of the grievance at level 2, he/she may request a hearing before the Academic Policies Committee. The request for a hearing should be made within 14 days following the level 2 grievance decision. The Academic Policies Committee must hear the case within 3 weeks (if during the fall or spring semesters) or if an appeal should occur during summer, the Academic Policies Committee will act upon the matter in a timely manner. The committee will render a written decision to the student and the academic dean within 10 days of the hearing. With the exception of procedural violations, the decision of this committee shall be final.
- **Level Four** - In the event the aggrieved person is not satisfied with the procedures of the grievance at previous levels, the student may request a hearing with the President of the College. Within 10 days of the receipt of this grievance, the President shall render a written decision as to the solution and at his or her discretion, schedule an appropriate conference. The decision of the President shall be final.

Procedure for Non-Academic/Non-Disciplinary Grievance

- **Level One** - The resolution of a grievance through direct and informal communication as close as possible to the point of origin is encouraged. A student with a non-academic or non-disciplinary grievance should ordinarily attempt to discuss the problem with the person(s) involved.
- **Level Two** - In the event the aggrieved person is not satisfied with the disposition of the grievance at Level One, the student may file the grievance in writing (in duplicate, retaining a personal copy) with the
 - Dean of Student Life within five (5) working days from the day he/she discontinued pursuing the informal grievance procedure or if no informal grievance was pursued, then within twenty (20) working days from the most recent alleged incident.
 - The grievance must:
 - Be in writing;
 - State how the action is unfair and harmful to the grievant and list the College policies or state or federal laws that have been violated, if known;
 - Name the respondent parties (the person(s) against whom the grievance is filed);
 - State how the respondents are responsible for the action; and
 - State the requested relief (remedy).
 - Within ten (10) days of receipt of the grievance,
 - The Dean of Student Life shall request a conference with the aggrieved or render a decision granting, denying, or proposing modification to the requested relief.
 - If it is clear that the grievance has not been filed within the time limit or pertains to a matter that does not constitute a grievance under this procedure or is from a person without grievance rights, then the Dean of Student Life shall so indicate in the letter.
 - The response shall include notice of the student's right to the third level of the grievance procedure.
 - If the grievance involves a matter covered under Title IX, the Dean of Student Life will refer the grievance to the Title IX Coordinator. For questions concerning Title IX, see the Title IX policy in this Handbook.
- **Level Three** - In the event the aggrieved person is not satisfied with the disposition of the grievance at Level two, the student may request a hearing before the College Judicial Council, which may decide to hear the case. The request must be in writing and must state the specific complaint, facts in support of the student's complaint/grievance, the specific relief or solution being requested, and a copy of the decision from the Level Two ruling. If the Judicial Council decides to hear the case, the case will be heard within three (3) weeks, if during the Fall and Spring Semesters, or as soon as is practical during the summer months, and it will render a written decision to the student and the Dean of Student Life within ten (10) days of the hearing. With the exception of procedural violations, the decision of the Judicial Council will be final.
- **Level Four** - In the event the aggrieved person is not satisfied with the procedures at the previous levels, the student may request a hearing with the President of the College. Within ten (10) days of receipt of the grievance, the President shall render a written decision affirming, amending or returning the matter for further deliberation at a previous level. The President may also, at his/her discretion, schedule an appropriate conference. The decision of the President shall be final.

Conflict with Legal or Other Administrative Process

In the event a separate investigation is being conducted by persons not affiliated with Wesleyan through other legal or administrative channels, the College reserves the right to postpone or defer final action under this Grievance Procedure until such time as a final decision has been made with regard to the separate legal/administrative action. The College will inform the grievant and the alleged perpetrator(s) in writing of the delay of any decision but will endeavor to complete the process in an expeditious manner, considering all the circumstances.

B. In making appropriate use of information resources you MUST NOT:

- 1) Use another person's files or data without permission.
- 2) Use computer programs to decode passwords or access control information.
- 3) Load software or data on the hard drive of any public access workstation
- 4) Engage in any activity that might be harmful to systems or to any information stored therein, such as creating or propagating viruses, disrupting services, or damaging files.
- 5) Make or use illegal copies of copyrighted software or computer files (including music and video files), store such copies on College systems, or transmit them over College networks.
- 6) Use electronic means to abuse, harass, threaten, intimidate, or otherwise annoy another person.
- 7) Transmitting statements, language, images or other materials that are reasonably likely to be perceived as offensive or disparaging of others based on race, national origin, sex, sexual orientation, age, disability, religious or political beliefs.
- 8) Knowingly visiting pornographic or illegal sites, disseminating, soliciting or storing sexually oriented messages or images that are not required as part of educational requirements.
- 9) Use any e-mail group to distribute chain letters.
- 10) Use the FACULTY, STAFF and/or STUDENT e-mail groups for socializing or for personal comments, etc. Individual addresses should be used for personal messages and communications.
- 11) Use another person's user ID and password.
- 12) Place on any College-owned or operated system information or software which
 - a. infringes upon the rights of another person;
 - b. is abusive, profane, or obscene; or
 - c. promotes a commercial enterprise or product.

Disclaimers

The College reserves the right to limit, restrict or extend computing privileges and access to its information resources.

The College supports each individual's right to privacy of personal files and will take reasonable steps to ensure security of its systems. Computing resources, however, are potentially accessible to others through normal system administration activities and to the public through public records laws. Therefore, the College cannot guarantee absolute privacy of files.

The College cannot guarantee that, in all instances, data will be retained on its systems. It is the responsibility of the user to make secure backup copies of essential files for disaster recovery.

Enforcement

The College considers any violation of these guidelines to be a serious offense and reserves the right to examine files allegedly related to inappropriate use. Violators are subject to immediate loss of e-mail and/or network access privileges and possible disciplinary action.

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Copyright and Licensure

Users of Wesleyan information technology resources must abide by all applicable copyright laws and license provisions.

Use of Copyrighted Information

Users must not use, copy or store copyrighted computer software except as specifically stipulated by the owner of the copyright or otherwise permitted by copyright law (Title 17, U.S. Code). Users are also expected to respect copyright law as it applies to images, texts and sounds in the production of electronic information.

Use of Licensed Software

Users must not install, copy, or use software subject to licensing until that software is properly licensed and all license provisions (installation, use, copying, number of simultaneous users, term of license, etc.) have been met.

BULLETIN BOARD POLICY

All posters, flyers, announcements, advertisements, etc. must be posted on bulletin boards only. Anything posted on an area other than a bulletin board will be taken down and thrown away. Outdated flyers, announcements, advertisements, etc. will be removed from the bulletin boards and thrown away.

Students, faculty and staff may not post items on bulletin boards for campus related activities and announcements without the approval of Student Life (located on the first floor of the Winchester Center). Individuals wanting to post information for events, announcements, etc. not related to the college must obtain approval from Student Life.

Additional bulletin boards have been mounted in the Administration Building to help support the need of posting announcements.

CHILDREN ON CAMPUS POLICY

People Covered by Policy: All Wesleyan personnel, contracted programs and camp operators, and guests of Wesleyan on campus.

Policy Statement: Wesleyan encourages safe, supervised campus visitations by children for the purposes of making decisions about their academic future such as: attending educational, cultural, or sporting events and camps and authorized use of facilities.

Wesleyan campus grounds and infrastructure are designed to provide an environment conducive to academic and occupational activities performed by students and employees. For reasons that include the safety of children, and assuring professional efficient performance of academic pursuits, operations, and services, Wesleyan cannot accommodate unsupervised children in campus workplaces, classrooms, or at any other venue or event on campus.

Purpose: To assure the appropriate supervision of children on campus and set out appropriate conditions, locations, and situations where children are permitted.

Definitions

Children: Minors under the age of 18.

Minors Enrolled as Students: Properly enrolled students under the age of 18 who have the rights and privileges of any other student in the classroom and on campus grounds, except that such minors between the ages of 13 - 15 must have a signed release form on file in the Admissions Office indicating whether they will be accompanied on campus by a responsible adult and must be in compliance with that form. Properly enrolled students under the age of 13 must always be accompanied by a responsible adult.

Supervised: An adult designated as responsible for the child is providing direct on-site care and attention to the child's health, safety, and welfare. An adult responsible for the child who is present but performing work, teaching, or other activities that distracts his/her attention from the child does not meet this criterion.

Unsupervised: The adult responsible for the child is not present or is performing duties that distracts from the adult's attention to the child.

Procedures

Classrooms: Presence in classrooms is restricted to properly enrolled students or visitors with legitimate purpose, who may be adults or minors. Instructors of record are responsible for ensuring that individuals who attend their classes are properly enrolled or have been invited for the purpose of making special announcements, guest lecturing, or other authorized reasons. Instructors are also responsible for addressing situations when unauthorized individuals attend their classes.

Instructors have the discretion to make infrequent exceptions due to temporary, unforeseen emergencies. In these cases, children must remain in the classroom and are not allowed to sit in the hallway or be unsupervised in other locations on campus.

Offices: Children are allowed in offices on campus in the following situations:

- Short, occasional visitation by children who are accompanied by a responsible adult.
- Infrequent exceptions granted by the supervisor due to a temporary, unforeseen emergency and only when the responsible adult is able to be present and attend to the care and welfare of the child.

Children are not allowed in offices on campus in the following situations:

- An alternative to regular childcare provisions, e.g., infant care or childcare during summers and holidays.
- When the child is too ill to be sent to regular childcare location or school.
- Provision of regular and routine childcare after the Campus School or any other school has dismissed, regardless of duration each day.
- Presence of child interferes with normal operations.

Supervisors are responsible and accountable for ensuring that this policy is followed. Should employees require time to resolve their childcare situation, they are required to leave work and paid time off will be assessed.

Campus Grounds and Facilities: Due to safety issues, under no circumstances may unsupervised children be allowed to play on campus grounds, roam campus buildings, or sit unaccompanied in campus buildings or benches on the grounds. Areas that are off limits to unsupervised children include, but are not limited to:

- Hager Hall
- Yu Hak Hahn Science Center
- Parking lots
- Residence Halls
- Cafeteria
- Winchester Center
- Game rooms
- Athletic fields
- Facilities/Maintenance Building

Areas Totally Off Limits to Children, Regardless of Supervision: Due to safety and health hazards, and in the interest of an effective learning environment, some campus areas are totally off limits to children, regardless of supervision by a responsible adult. These areas include, but are not limited to:

- Student computer labs
- Research laboratories
- Teaching laboratories where chemicals are present
- Chemical storage areas
- Wesleyan vehicles and golf carts
- Mechanical rooms
- All kitchens

Unaccompanied Child - Anyone finding an unaccompanied child on campus grounds should first determine if the parent(s) are on campus and try to reunite the child with the parent(s). If unable to do so, the adult should inform the Student Life Office of the location of the child.

- During the hours of 8 AM – 5 PM Monday-Friday, call (270) 852-3285 to request such assistance.
- After 5 PM and during weekend hours, please call Campus Security at (270) 929-8609.

Conduct Requirements: Employees or any adult participating in programs and activities covered by this Policy shall not:

- Have one-on-one contact with Minors; in general, it is expected that activities where Minors are present will involve two or more Authorized Adult participants/supervisors.
- Participate in a sleepover under the auspices of the program or activity, unless (1) two Authorized Adults are present or (2) an Authorized Adult has given his/her written consent and there is at least one other Authorized Adult or Employee, and the two Authorized Adults and/or Employees remain in each other's presence at all times.
- Engage in abusive conduct of any kind toward, or in the presence of, a Minor.
- Harass or engage in the discrimination of a Minor.

- Strike, hit, administer corporal punishment to, or touch in an inappropriate or illegal manner any Minor.
- Pick up Minors or drop off Minors from their homes, other than the driver's child or children or friends of the driver's child or children other than when such child or children are present, at their homes in the adult's personal vehicle, whether before, during, or after the program or activity.
- Engage in the use of alcohol or illegal drugs, or be under the influence of alcohol or illegal drugs during such programs or activities.
- Make pornography in any form available to Minors participating in programs and activities covered by this Policy or assist them in any way in gaining access to pornography.
- Engage in any activity that would risk the safety, health, or welfare of the Minor.

Allegation of Inappropriate Conduct: Employees participating in programs and activities covered by this Policy shall:

- Strive to ensure the health and safety of Minors participating in programs and activities covered by this Policy, and, when appropriate, remove Minors from dangerous or potentially dangerous situations. In such case, the Title IX/Sexual Harassment Officer, must be notified immediately and, in the event that the Title IX/Sexual Harassment Officer is not immediately available, then the Deputy Title IX/Sexual Harassment Officer(s) should be contacted.
- Discontinue any further participation in programs and activities covered by this Policy when an allegation of inappropriate conduct has been made against him or her, until such allegation has been satisfactorily resolved.

CLASS ATTENDANCE

Students are expected to attend all regularly scheduled classes, labs & other course-related activities. However, on some occasions students may need to be absent. Excused absences for college-approved activities & in cases of personal emergencies (*i.e. death in the immediate family or student hospitalization*) will be approved & issued by the Dean of the College. Instructors are privileged to establish reasonable absence regulations, which should be clearly stated on the syllabus & at the first class meeting. The suggested norm for a semester is that unexcused absences should not exceed twice the number of classes per week. This means that a student would be permitted four unexcused absences in a class that meets every Tuesday and Thursday, & six unexcused absences in a class that meets every Monday, Wednesday & Friday. When unavoidable absences occur, the student should explain the circumstances as soon as possible to the instructor. ***Individual instructors will use their own discretion when choosing to excuse or not excuse an absence.***

The instructor is expected to determine when the number of absences has reached the level where any additional absences would prevent the student from attaining the objectives of the course. This judgment should be communicated to the student with the warning that any further absences during the academic term will result in an automatic dismissal from the course & with a grade of "E" for non-attendance.

*The E will be factored into the GPA as 0 points.

COMMUNICATION OF AN EMERGENCY

ONE CALL NOW is an emergency notification system provided to our students, parents, faculty and staff.

Emergency alerts pertaining to bad weather, campus alerts or other mass notification needs are sent via e-mails, cell phones, text messages and telephones. Emergency messages are initiated by the V.P. of Academic Affairs, President, V.P. of Student Services or V.P. of Finance.

All campus e-mail addresses and campus telephone numbers are automatically entered into the database. Any personal contact information must be submitted to Shelly Roth, Postal Coordinator, to be included in the ONE CALL NOW database. If at any time your contact information needs to be updated in the ONE CALL NOW database, you should contact Shelly Roth, ext. 3313.

COPYRIGHT INFRINGEMENT (POLICY IN RESPONSE TO ALLEGATIONS)

A Message to the Kentucky Wesleyan College Community

Dear Kentucky Wesleyan College Community,

As you are likely aware, in spite of its ease and the fact that “everyone does it,” downloading music, television programs, films, games, and software without paying for them and without permission of the owner is against the law. What you may not realize is that even if you purchase those materials legally, when you make them available to others by placing them in “shared” folders accessible to peer-to-peer software (P2P) (see Wikipedia’s “Peer-to-peer,” <http://en.wikipedia.org/wiki/Peer-to-peer>) you are also violating United States copyright law and are subject to civil and, in extreme cases, criminal penalties. You should also be mindful that if you can use software (e.g., Lime Wire, Morpheus) to locate music or other files on the internet, the copyright owners will have at least as powerful software to locate the infringing files on your computer.

The 1998 Digital Millennium Copyright Act (DMCA) and Wesleyan policies speak directly to this issue and define the procedures we follow when notified that a copyright owner believes they’ve located a case of infringement on a computer attached to the campus network. Immediately upon receipt of such a complaint, the DMCA requires that we block access to the allegedly infringing content until such time that the complaint can be resolved as prescribed in Kentucky Wesleyan College’s *Policy on Response to Allegations of Copyright Infringement*.

At the very least even a simple notification will likely disrupt your access to the internet and create significant amounts of work for College personnel. Even a single event can result in you and your family facing a lawsuit. Repeat offenses will most likely result in your losing the privilege of internet access from your residence hall room and, again in extreme cases, lead to more severe sanctions.

Wesleyan is careful to follow the procedures as outlined in the DMCA both to protect the financial resources of the College and to serve as much as possible as a buffer between students and complainants. In 2009 a federal jury ordered a Boston University graduate student to pay four music companies \$675,000 for downloading and distributing more than two dozen songs. The Chronicle of Higher Education noted that “The jury could have demanded that Mr. Tenenbaum, a 25-year-old physics student, pay as much as \$4.5-million . . .” and that “In a separate lawsuit in June, a woman was ordered to pay \$1.92-million in damages for downloading 24 songs.”

Please, for your own sake, do not download or make copyrighted materials available on your computer! Please see links below for more information and contact me if you have questions or need help.

Jim Kuhlman

Agent Designated to Receive Copyright Complaints

Associate VP for Information Services & Resources

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ’s at www.copyright.gov/help/faq.

DROP/ADD PROCEDURE

Students must complete the drop/add form available in the Registrar’s Office within the prescribed dates listed in the academic calendar for that term.

FINAL EXAM POLICY

No away co-curricular events can be scheduled during final exam week, including weekends. No home co-curricular events can be scheduled on the day or evening a final exam is scheduled. No student should be required to take more than two final exams in one day. Students scheduled for three or more final exams should contact their professors first to attempt to reschedule. If this is not possible, then contact the Academic Dean.

HOUSING POLICY

Kentucky Wesleyan College provides students with an exceptional college experience and places great emphasis on the students’ co-curricular or “out-of-classroom” experience. The college believes residence hall living and programming provides students with a wealth of opportunities for personal development and social interaction along with a true spirit of community. Students will acquire personal skills that will assist them throughout their life. With this in mind, we have set our housing policy to reflect this commitment.

All students must submit a Commuter/Housing form and pay their \$100.00 deposit prior to enrolling and keep the housing deposit at \$100.00 prior to the start of each Fall Semester.

Residential Housing Requirement

Effective March 1, 2015

All **full-time students** who enroll at Kentucky Wesleyan College and have not reached the age of 21 prior to September 1; or do not live with an immediate family member over 21 years of age, defined as: parents, grandparents, spouse, sister, brother, aunt, uncle; or a legal guardian over 21 years of age, within 30 miles of campus, are required to live on-campus.

Exemptions will be considered for the following:

- Residential students in good academic standing who will reach the age of 21 prior to September 1 of the academic year;
- Students who are classified as independent (as defined by the most recently filed tax return), married, or support a dependent over 50% as determined by the FAFSA;
- Students who meet Commuter requirements (see below).

All full-time Kentucky Wesleyan College students, regardless of age, who receive the equivalent of 75% tuition in institutional aid: KWC unrestricted, restricted, and endowed scholarships for academic, athletic, talent, and need base (\$16,838 in 2015-16) are required to live on-campus unless they qualify as commuters and are living with an immediate family member (defined above) or a legal guardian over 21 years of age, who live within 30 miles of campus, or are classified as independent.

It is understood that the housing contract includes both the fall and spring semesters, except for students who graduate in December. Students entering during the spring semester will only be under contract for that semester.

Commuter students

Students who do not reach the age of 21 prior to September 1 of the year they are entering KWC, may commute to campus **IF** they are living with an immediate family member, defined above, or with a legal guardian over 21 years of age within 30 miles of campus.

Exemptions will be considered for the following:

- Students who are classified as independent (as defined by the most recently filed tax return),
- Married, or support a dependent over 50% as determined by the FAFSA are not required to live on campus or
- Living with an immediate family member, defined above, or with a legal guardian over 21 years of age within 30 miles of campus

Application to Live Off-Campus

Requests for exemption to the residential policy must be submitted to the Student Life Office by completing the **Application to Live Off-Campus Form** with documentation that the student meets one of the criteria. Students who officially terminate their housing contract from the residence hall at any time during the academic year and subsequently continue full-time enrollment will forfeit their housing deposit and be assessed a \$500 contract termination fee. The fee will be assessed to the student’s bill.

Summer Housing for New Students

Effective August 1, 2008

Due to liability concerns, no prospective student, defined as a student not enrolled during the previous spring semester or the current summer semester, shall be eligible for summer housing. Only new students who are required to report early for preseason conditioning will be allowed to move to campus before the official opening date. No student will be allowed to check-in without paying their \$100 housing deposit. New summer and fall students who enroll in an on-campus summer course are eligible to live on-campus.

Students must be enrolled to be eligible for on-campus residency

Students must be enrolled in the appropriate Kentucky Wesleyan College term to be eligible for on-campus residency. During semester breaks, students must be registered for the upcoming semester to be eligible for on-campus residency.

INCLEMENT WEATHER CLASS CANCELLATION POLICY

Classes may be canceled due to severely inclement weather. The decision to cancel classes will be made by the Academic Dean by 6:00 a.m. and communicated immediately to the media and to the campus community by campus e-mail.

The following stations (radio and TV) are contacted and usually broadcast the information:

- Closing Hotline 270-852-3116
- FOX 7, News 25
- WFIE-Channel 14 in Evansville
- WBKR/WOMI, Cromwell Group

Students should listen for these announcements. Individual faculty members may also list their particular class cancellation policy on their course syllabus.

LIBRARY LEARNING CENTER CIRCULATION POLICY

- 1) All borrowers must present a Wesleyan photo ID or register for a Wesleyan library card before they check out materials.
- 2) Some materials may not be checked out. These include reference materials, periodicals and selected AV materials.
- 3) Loan periods and fines for circulating materials are as follows:
 - Books/CDs** - checked out for 3 weeks - fine is 10 cents per day, with a maximum fine of \$10.00 per book
 - DVDs/Videotapes** - checked out for 3 days - fine is \$1.00 per day, with a maximum fine of \$10.00 per item.
- 4) The replacement charge for lost materials is the current price of the item plus a \$10.00 processing fee. Charges for out-of-print or unavailable materials are assessed at the original cost (or \$25.00, whichever is greater) plus a \$10.00 processing fee.
- 5) Materials may be renewed only if all fines have been paid in full and all overdue materials have been returned. Materials that have been requested and reserved by another patron may not be renewed. Materials may not be renewed online one time through Kentucky Wesleyan College.
- 6) Borrowing privileges of patrons having overdue materials and/or unpaid fines or fees will be suspended. These privileges will be reinstated when all fines have been paid and all materials returned, or a replacement cost has been paid.
- 7) At the end of each semester, the Registrar will be notified of those students having overdue materials and/or unpaid fines or fees at Kentucky Wesleyan College, Brescia University and Owensboro Community & Technical College. Registration and transcripts will be held until all fines or fees have been paid and all materials returned.

MILITARY CALL TO ACTIVE DUTY (MILITARY LEAVE OF ABSENCE) POLICY

Students will be allowed to withdraw without penalty from the College and receive 100% credit for tuition and fees (less any financial aid which the student may have received for the term) and a prorated refund of room and board charges upon presenting an original copy of their orders to the Registrar. Some financial aid programs cannot be refunded after a certain date; these financial aid adjustments are subject to program regulations.

Alternatively, incomplete (I) grades in all classes, with no tuition and fee reimbursement, may be more appropriate when then withdrawal is near the end of the semester and incompletes are agreed to by the instructor(s) and the student and approved by the Registrar. However, if the student chooses to withdraw from only a portion of his/her classes and receive incompletes in the remaining classes, he/she would receive a partial reimbursement of tuition and fees only if the number of remaining credit hours is fewer than 12. In either of these alternative cases, the student will receive a prorated refund of room and board charges and be allowed to complete the course work according to the established policies of the College and the agreement with the instructor(s) involved.

Before returning to campus, students must notify the Registrar in writing at least 30 days before their return. The right to use College facilities is suspended while the leave is in effect.

MISSING STUDENT NOTIFICATION POLICY & PROCEDURES

The purpose of this policy is to establish procedures for the College's response to reports of missing students, as required by the Higher Education Opportunity Act of 2008. This policy applies to students who reside in campus housing.

A Wesleyan residential student is “**determined to be missing**” when a missing person report investigation concludes that the student has been absent from the College for a period of 24 hours or longer without any known reason. The Vice President of Student Services & Dean of Students, or designee, in conjunction with the Assistant Dean of Students, will make the official determination of whether a student is deemed missing.

Note: In order to avoid any jurisdictional conflicts, when a commuter student is believed to be missing, the reporting person should immediately notify local law enforcement authorities. The Student Life Department will assist external authorities with the investigations as requested.

Procedure for designation of confidential emergency contact information

All residential students have the opportunity annually to identify an individual or individuals to be contacted by the VP of Student Services & Dean of Students not later than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below. A designation will remain in effect until changed or revoked by the student. This information is maintained confidentially and will be available only to VP of Student Life & Dean of Students, Assistant Dean of Students, the VP of Finance, and Vice President of Academic Affairs and Dean of the College. **The administration of the College reserves the right to notify the parents of a student under the age of 21 if she/he has been determined to be missing.** Each student over the age of 18 has the option of opting out of the Missing Student Policy as per the Missing Student Procedures 20 USC 1092 (j) (Section 488 of the Higher Education Opportunity Act of 2008), through signing a waiver on the Missing Student Information Form.

For those students under the age of 18 and not an emancipated individual, the College is required to notify the emergency contact as well as the custodial parent or guardian no more than 24 hours after the student is determined to be missing.

Procedure for official notification for missing students

- Any concerned person who has information that a residential student may be a missing student must notify the VP of Student Services & Dean of Students or Assistant Dean of Students as soon as possible so that an official determination may be made about whether or not the student is missing.
- The Student Life Office and Residence Life Staff will gather all essential information about the residential student from the reporting person and from the student's acquaintances. Appropriate campus staff will be notified to aid in the search for the student. Appropriate staff will include the Residence Director, the Assistant Dean of Students, VP of Student Services & Dean of Students, and Dean of the College.
- If the above actions are unsuccessful in locating the student within 24 hours, or it is apparent immediately that the student is a missing person (e.g. witnessed abduction) the student will be determined a missing student.
- Within 24 hours after a student is determined to be missing, (1) the VP of Student Services & Dean of Students, or designee, will notify the emergency contact per emergency contact process; and will notify the appropriate local law enforcement agencies for assistance. **In addition, the administration of the College reserves the right to notify the parents of a student under the age of 21 if she has been determined to be missing.**

RESIDENCE HALL POLICIES AND PROCEDURES

Wesleyan offers students a unique experience through its residence halls. Each residence hall is a community designed to enrich and broaden the educational experience of students. The residence halls are intended to meet the physical needs of our residential students, while providing activities and programs that contribute to their total educational experience.

Two objectives of higher education are to develop self-reliance and to form desirable and acceptable habits of conduct. All students living in the residence halls, as well as non-residential students and visitors, are expected to conform to the ordinary rules of polite society and to the regulations of the College; to respect the rights of others; and to have regard for the preservation of College property as well as the property of others. If a student has questions about the residence hall regulations, the first contact should be their Resident Assistant.

The following regulations have been established to ensure a desirable living environment conducive to sleep, study, and social interaction among residents. Students who are alleged to have violated these regulations will be referred to the Student Life Office for appropriate disciplinary action.

I. Room Assignment and Change Policies

- 1) Room Assignment - Residence hall rooms are assigned by the Student Life Office. Once a student has been assigned to a room, the student may not move to another room in any residence hall without first receiving written permission from the Assistant Dean of Students.
- 2) Room Change - Room Changes will only be permitted during a specified time each semester. Room change requests outside those specified times will only be permitted if the Assistant Dean of Students determines that extenuating circumstances exist, and the change is approved by the Student Life Office.
 - a. Once a room change has been approved, all students involved in the change must move to their new room assignment(s) within 48 hours of permission being granted.
 - b. Any student involved in a room change who fails to move within that 48-hour deadline will be assessed \$25 per 48 hour period.
 - c. Any student who fails to move within another 48 hours will lose the opportunity to change to the newly assigned room.
- 3) Unauthorized Room Change - Any student who makes an unauthorized room change at any time during the year will be assessed \$25, 10 hours of campus work, and will be required to move back into their original room. The College reserves the right to reassign individuals to different rooms at any time, if such reassignment is deemed necessary.
- 4) Consolidation - A student living alone in a regular semi-private room, who is either ineligible for a private room or who does not want to pay the additional price for a private room, will either be moved into another regular semi-private room with another student who is either ineligible or who also does not want to pay the additional price for a private room, or will have another student moved in with her/him. This policy will apply until Spring Break of the academic year.
- 5) Private Rooms - If space is available, private rooms will be given to those students requesting one, based on the following criteria:
 - a. Number of hours completed at Kentucky Wesleyan College,
 - b. Cumulative GPA at Kentucky Wesleyan College,
 - c. Date of birth and judicial history.

Prior to the room consolidation meeting held each semester, students requesting a private room by the stated deadline will be ranked according to the criteria listed above. Students requesting a private room after the stated deadline will have their names added to the bottom of the list of those students ranked according to the criteria listed above. If a student is offered a private room and declines, but later wishes to have their name placed on the private room waiting list again during the same academic year, it will be placed at the end of the list and previous rankings will not be considered.
- 6) Premium Living Arrangements - Students wishing to live in Stadium Drive, Peoples Hall Suites, or Massie residence halls must meet and maintain a minimum 2.0 GPA to remain in their respective halls.
- 7) Disabled Student Housing - Under Kentucky state law, each college or university in the state is required to give priority for first floor housing to disabled students who notify the institutions of their disability. If first floor housing is unavailable, the institution will allow the student to seek alternative on-campus or off-campus housing.
- 8) Meningitis, flu and hepatitis B vaccines and T.B. skin tests are available to the student at cost. Contact the Student Health Office for more information.

II. Check-In, Check-Out and Billing Policies

- 1) Room Condition Report (RCR) - Upon checking into their room, both occupants of the room must review and sign a RCR for their room verifying that the information on the RCR, regarding the condition of their room and its furnishings at the time of check-in, is indeed accurate. It is each resident's responsibility to make sure their RCR accurately reflects the condition of their room and its furnishings, at the time of check-in. **Students who fail to make the necessary notations on their RCR within 24 hours after they check into their room, who are not present at check-out, or who have utilized the express check out option, when the R.A. or R.D. makes the end-of-the-year notations on the RCR, may not dispute the charges for which they are assessed at the end of the school year.**
- 2) Housing Deposit - All students living in a College residence hall must pay a \$100 housing deposit, which is a security deposit and is held by the College until the student permanently leaves College housing. Returning students must have \$100 in their residence housing deposit account by each **July 1st**, or a \$25 non-refundable late fee will be assessed. **Students who will not be returning to the residence halls the following fall must notify the Student Life Office by July 1st or they will forfeit their housing deposit.**
- 3) Mandatory Meetings - Throughout the year mandatory hall meetings may be held. A 24 hour notice will be given to all residents. Failure to attend will result in a \$25 fine and/or 5 hours of community service.
- 4) Hall Closures - The residence halls are closed during all College vacation periods (Thanksgiving, Christmas, Spring Break, and summer). Notification informing residents of the date and times the building will close, as well as when it will reopen following each vacation period is sent through campus e-mail and communicated through signs in halls and flyers in mailboxes at least one week prior to each vacation period. Only residents granted permission by the Student Life Office to remain in the residence halls during vacation periods will be allowed to stay. All other residents should make travel plans or alternate housing arrangements for the Thanksgiving, Christmas and Spring Break vacation periods that allow them to be checked out of the residence hall by the official closing time.
- 5) Leaving After Finals - Students are required to leave the residence hall within 24 hours after their last final exam ends for both the fall and spring semester exam periods. Students wishing to remain in the residence halls beyond that 24-hour time need written permission from the Assistant Dean of Students. The Assistant Dean will use his/her discretion in granting permission, based on guidelines established by the Student Life Office. All students must leave the hall by the announced hall closing time, even if 24-hours has not passed since their last final. Students who do not leave by the announced hall closing time will be billed \$25.00.
- 6) Checking Out Of Residence Hall Room - Students who withdraw from the College or check out of the residence hall at any time during the school year must do the following:
 - Remove **ALL** personal belongings from the room
 - Clean the room (remove garbage, sweep and wipe off furniture)
 - Either complete and Express Check Out or check out with staff and sign the RCR
 - Return their room/hall key(s) to the Residence Director

Students who do not check out of the hall by the arranged check-out deadline will be assessed \$25. If they leave before they officially check out of the hall, they will also be assessed \$25, and at least \$35 per key will be deducted from their residence hall/damage deposit account, if they do not return their room/hall key(s) to the Residence Director before leaving.
- 7) Public Area Damages - The costs to repair damages to the building or furnishings outside of student rooms will be assessed to the residents of the wing/floor where the damage occurred, or if in a public area available for use by all residents (i.e. lobbies, laundry rooms), it will be assessed to all the residents in the building. These assessments will be deducted from each resident's hall damage deposit.
- 8) Laundry Card - All residential students will receive a laundry card loaded with 100 laundry (washing/drying) cycles to use throughout each semester. This equates to over six cycles (three full loads) per week. Cycles will carry from fall to spring semester, but not from one academic year to another. Students will have the ability to add more to their card as needed. The cost is \$50 per semester and will automatically be assessed to all residential students. **Each student will pay a \$10 refundable deposit for the laundry card.** When the card is returned at the end of the year, the \$10 deposit will be refunded (similar to the mailbox key system). Please contact the Student Life Office at 270- 852-3285 with any questions.
- 9) Breaking Housing Contract - A contract termination fee of \$500 and forfeiture of the housing deposit will be assessed to residents who officially withdraw from the residence hall at any time during the academic year and subsequently continues full-time enrollment.

III. Residential Rules and Regulations

- 1) Aiding and Abetting - Students are responsible for any behavior that takes place in their room, whether or not they are present in the room at the time the behavior occurs.
- 2) Alcohol and other drugs - Alcoholic beverages and illegal drugs are not permitted anywhere on campus, or in College housing. **Violations of this regulation will result in disciplinary action, up to and including possible expulsion from the College.**
 - (a) The presence of alcoholic beverage containers, either full or empty, anywhere on residence hall property could result in room searches and will result in disciplinary action being taken.
 - (b) Presence of articles may be interpreted as actual possession of those articles. Students encountered in locations where drugs, alcohol or other misconduct is evident will normally be considered in violation of the Code of Conduct even if they do not have the prohibited items on their person at the time they are encountered.
 - (c) Consequences
 - (i) Drugs - Up to suspension or expulsion from Kentucky Wesleyan College
 - (ii) Alcohol - Campus Work and Fines.
 1. First Violation = 10 hours campus work & minimum \$50.00 fine
 2. Second Violation = 20 hours campus work & minimum \$100.00 fine
 3. Third Violation = 30 hours campus work, minimum \$150.00 fee and referral for assessment and parent contact
- 3) Athletic Activities - Athletic activities are to be confined to areas designated for such use and are not to occur inside or outside of the halls, in areas close to the residence halls
- 4) Approved Appliances - **Approved** appliances for use in the residence halls include:
 - i) Small microwaves
 - ii) Small refrigeratorsStudents should consider the government-backed “Energy Star” label when buying lights and electronics. The label is a distinctive half-globe logo with the word “energy” and a star inside. Products with this label meet high energy-efficiency guidelines set by the U.S. Environmental Protection Agency and the U.S. Department of Energy.

Items **not permitted** due to serious fire hazard or safety concerns include, but are not limited to:

• Any appliance with an open heating element	• Halogen lamps
• Black lights	• Power tools, saws, large moving blades, etc.
• Candles, candle burners or oil burners (not allowed in the halls, even if they are not or have not been burnt)	• Incense
• Crock pots	• Lava lamps
• Extension cords which do not have a surge protector/on-off switch	• Hot plates
• George Foreman-type grills	• Space heaters
	• Toasters
	• Toaster ovens
- 5) College Owned Furnishings
 - i) Student Rooms - Students may not remove any College-owned furnishings from their rooms.
 - ii) Public Areas - Students may not remove College furnishings from the lobby, floor lounges, or any public areas in the residence halls. Students found to have any lounge or public area furnishings in their room will be referred to the Student Life Office.
- 6) Cleanliness - Students are expected to keep their rooms clean and orderly at all times.
- 7) Confiscation of Prohibited Items - If a College staff member observes items that are not permitted in the residence hall in a student’s room, these items will be confiscated. With the exception of alcohol and illegal items (such as drugs, illegal weapons, etc.), confiscated items will be returned to their owners, typically at the end of the school year. Alcohol will be disposed of when it is confiscated. Illegal items will generally be turned over to the police
- 8) Cooking - **Cooking, other than preparing snacks, is not permitted in students’ rooms.**

- 9) Damage to Walls - Nails, hooks, etc. may not be attached to the walls. Pictures and other items are not to be attached to the walls, windows, or furniture by any method that leaves holes or marks. Students will reimburse the College for damages resulting from the use of unapproved materials.
- 10) Dependents and Spouses - Under no circumstances may dependent children or spouses live in residence halls. In the event of pregnancy, a student should contact the school nurse immediately for prenatal referral. Due to health concerns, a pregnant student must make off campus housing arrangements prior to the third trimester of pregnancy.
- 11) Electrical Additions - Students may not install ceiling fans, additional lighting fixtures, etc., or tamper with any electrical wiring in the residence halls including the cable television wiring and the smoke detectors. External radio and TV antennas are also not permitted.
- 12) Fire Safety Equipment - Under Kentucky state law, each college or university in the state must disclose to all residents of on-campus housing facilities whether the facility where residents are housed is equipped with an “automated fire suppression system,” or, in other words, a sprinkler system. With the exception of **Kendall and Massie Halls**, the residential facilities on Kentucky Wesleyan College’s campus are **NOT** equipped with such systems, and are not required to be since they are not over three stories. They are equipped with fire/smoke detectors and alarm systems. All residential students sign a form acknowledging this information when checking into the residence hall.
 - i) Tampering with or misuse of smoke detectors, fire alarms, pull stations or fire extinguishers is a very serious offense.
 - ii) Consequences – Campus work 40 hours, educational sanction, restitution for equipment, possible relocation to difference living arrangement, a fine and possibly referral to local law enforcement.
- 13) Gambling is not permitted anywhere on the Kentucky Wesleyan College’s campus.
- 14) Non-Compliance and Defiant Behavior - Students who direct profanity or obscenities at staff (Staff members include faculty and staff of the college as well as personnel employed by the companies with whom the college contracts for services.) verbally abuse staff or obstruct staff access to rooms in college buildings, provide false identification/information or no identification/information, refuse to follow reasonable instructions/requests of staff, interfere with staff who are attempting to carry out the responsibilities of their position, or who verbally threaten and/or physically harm a staff member will be referred to the Student Life Office.
- 15) Overnight Guests - Due to safety concerns, all overnight guests must register with the hall Resident Assistant or Resident Director; this includes athletic recruits and admissions visitors. Guests must fill out a guest registration form and carry with them a guest registration card. These forms may be obtained from a Resident Assistant or the Resident Director. Guests who are not registered may be asked to leave. Students will be responsible for the behavior of their visitors/guests. Any guest who is violating College or residence hall policies may be asked to leave the halls. No long-term guests are allowed. **Guests under 18 years of age (other than immediate family members) are not permitted in the residence halls at any time.**
- 16) Pets - Pets (with the exception of fish in an aquarium) are not allowed in the residence halls. Students should not clean aquariums in the sinks in the bathrooms, due to plumbing problems caused by gravel in the pipes. Students found in violation will be assessed a \$100.00 fee for additional cleaning of the room and 10 hours campus work and the pet must be **removed immediately**.
- 17) Quiet hours are observed in the residence halls and on all college property is as follows:

Sunday – Thursday	10 PM until 10 AM
Friday and Saturday	Midnight until noon

 - a. During the *above quiet hours*, a quiet atmosphere conducive to study, rest, or sleep must be maintained by all residents and their guests.
 - b. **Courtesy hours, however, are always observed in the residence halls.** Therefore, the volume of voices, radios, stereos, video/computer games, TVs, musical instruments, etc. is never to be so loud as to disturb other residents on campus or in the surrounding neighborhood, regardless of the time of day or night.
 - c. After a third offense for noise violations, the College reserves the right to confiscate the equipment responsible for the noise (i.e. stereo, computer speakers, video games/system, etc.)
- 18) Quiet Hours, Twenty-Three Hour - will be observed in the residence halls and on all college property during final exam periods. Notices will be posted in the residence halls in advance informing students of this observance.

- 19) Removal of Student - The College reserves the right to remove any student from a residence hall at any time, if their conduct is disruptive to other residents or if they pose a threat to themselves or the safety and well-being of other members of the campus community.
- 20) Smoking - Smoking is not permitted on campus. This includes electronic cigarettes, i.e. e-cigs. Students found to have smoked in their room will be assessed minimum \$100.00 fee for cleaning the room, painting walls and cleaning of furniture.
- 21) Theft – Theft is not acceptable and people found responsible will be dealt with disciplinarily through the college, but may also face charges in Owensboro community.
- The College does not assume responsibility for loss of or damages to a student’s clothing, valuables or other personal property.
 - Room doors should be locked at all times.**
 - In case of theft, report it immediately to your Resident Director or the Student Life Office.
Please note - personal items left outside a room will be discarded unless prior arrangements are made with the Physical Plant staff.
The College recommends that students secure a personal renter’s insurance policy as student property in the residence halls is not covered under the College’s property insurance.
- 22) Unauthorized Party - Only two guests per resident at one time (regardless of gender) allowed in the residence hall rooms or common areas. Having more than six people in one residence hall room may be considered an unauthorized party.
- 23) Visitation - Men are not allowed in the women’s residence hall rooms, and women are not allowed in the men’s residence hall rooms except during approved open visitation hours. All visitors must be escorted in residence halls by a residential student living in that building at all times.
Open visitation hours for members of the opposite sex are as follows:
Sunday - Thursday 11 a.m. until midnight
Friday and Saturday 11 a.m. until 2 a.m.
- 24) Waterbeds - Waterbeds are not permitted in the residence halls.
- 25) Weapons and Fireworks - Weapons, air soft pistols, firearms, ammunition, explosives and fireworks are not permitted anywhere on campus, or in College housing.
Violations of this regulation will result in disciplinary action, up to and including possible expulsion from the College.
PLEASE NOTE: Presence of articles may be interpreted as actual possession of those articles. Students encountered in locations where firearms, fireworks, ammunition and explosives or other misconduct is evident will normally be considered in violation of the Code of Conduct even if they do not have the prohibited items on their person at the time they are encountered.
- 26) Window and Roof Access –
- Displays* - Clothing, blankets, towels, or other articles (including beer signs, or alcohol propaganda, etc.) are not to be hung or displayed in residence hall windows.
 - Laundry* - No hanging laundry from windows or railings at Stadium.
 - Windowsills* - Items should not be set on outer windowsills or thrown from windows.
 - Safety* - Students should not sit in or lean out of residence hall windows. Any student found on the roof of any campus building will be referred for judicial action.

RESIDENCE HALL ROOM ENTRY AND SEARCH AND SEIZURE POLICY

The College respects and is committed to protecting each student’s rights. However, it is also responsible for ensuring that adequate attention and protection are extended to all persons on campus, to the educational and service functions of the College, and to College property. To this end there will be times when College Officials, acting in the confines of their job, will need to enter student spaces. The following outline some typical instances where staff might enter a student room.

- Health and Safety Inspections** - Within the residence halls, the Resident Director, with the approval of the Student Life Office, may conduct periodic room inspections (accompanied by another party) for health and safety violations. In most cases, a minimum of 24-hours’ notice will be given in advance of the inspection by the residence hall staff. However, the College reserves the right to enter any student room at any time. The College decides to do so in its sole discretion and may look into any property (College or student owned).

All areas of a Residence Hall are College property. Although students bring items to campus, for example a refrigerator, College officials have the right to search those items if there is reason to believe the student is in violation of College property or for safety reasons. If a College staff member observes items that are not permitted in the residence hall in a student’s room, these items will be confiscated. With the exception of alcohol and illegal items (such as drugs, illegal weapons, etc.), confiscated items will be returned to their owners, typically at the end of the school year. Alcohol will be disposed of when it is confiscated. Illegal items will generally be turned over to the police.

It is understood and agreed that residence hall rooms are College property, are not considered permanent residence for students, and therefore tenant/landlord laws do not apply. A student’s family home is still considered his or her permanent address.

- Law Enforcement Entry** - State and federal laws govern the entry of police officers into your room to investigate illegal activity. Lawful searches include, but are not limited to, a search with a search warrant and a search in which the resident has given permission for the search (verbally or by waiver).
- Policy Violations in Progress** - A Student Life or residence hall staff member may enter a student’s room at any time if the staff member has reason to believe a residence hall regulation or Student Code of Conduct violation is occurring in the room. Evidence of alcohol or drug use in the room or elsewhere in the hall also warrants probable cause for room searches (including drawers, closets, refrigerators, etc.) with the resident present.
- Threat to Self, Others or Property** - Residence Life staff may also enter or search your room without your permission if there is a threat to the safety and well-being of persons or property, or for reasons stated below. Under such conditions, a staff member may enter and search your room whether you are present or not. Another member of the Student Life staff and possibly other officials will assist the staff member if it is thought that such danger is connected with fire, chemicals, explosives, weapons, or other items that could cause serious personal trauma or injury.

If a staff member enters your room with your permission and sees a violation that threaten the health, safety, and welfare of the College community, the staff member will confiscate all objects or materials that constitute a threat and take them as evidence to the Student Life Office. Other staff members or students may be asked to assist in an emergency situation requiring room entry if the situation threatens immediate harm to individuals. Staff will not, except as noted above, admit a third party to your room without obtaining your written or oral permission.

RESIDENCE HALL EMERGENCY RESPONSE PROCEDURES

- In all cases of emergency, students should contact their RA, RD, or the Student Life Office.
- Students must vacate the building whenever the fire alarm sounds. Students remaining in the building or who enter the building before they have been given permission to re-enter after the alarm has ended, will be subject to disciplinary action.
- Students are required to leave their rooms or other areas of the building during the sounding of severe weather sirens, and immediately go to the basement, if available, or first floor internal areas of the building, if a basement is not available. Students who fail to follow this procedure will be subject to disciplinary action.

Note: Sirens in Owensboro and Daviess County are tested at noon on Fridays.

- Students who become ill should contact their Resident Director and/or the campus nurse.

SOLICITATION POLICY

Group or general solicitation of funds may be initiated by departments or individuals at the College only with the advance, written approval of the Advancement Office.

To avoid multiple appeals and/or solicitation of gifts from individuals, businesses, organizations, or foundations, and to prevent institutional and donor embarrassment, the Advancement Office must approve all solicitations in advance and in writing. In addition, individuals or firms seeking permission to use the College, its official seal or other Wesleyan symbols on a product for commercial purposes should obtain prior approval from the Public Relations Office. This includes give-away items containing commercial advertising for distribution on campus.

STUDENT LIFE SOCIAL EVENT POLICY

The following policy applies to all organizations, or groups who wish to hold a Wesleyan sponsored social event that includes Wesleyan students or non-Wesleyan students outside of their membership. A Wesleyan sponsored event is any approved on or off campus event paid for with Wesleyan funds.

- 1) All student organizations wishing to hold Wesleyan sponsored parties or social functions on or off campus must obtain permission from the Student Life Office at least two weeks prior to the function. Failure to comply will result in the denial of the request and disciplinary action.
- 2) No alcoholic beverages are permitted. Violation of this rule may lead to suspension of social privileges of the individuals and organizations or other disciplinary action.
- 3) All current Wesleyan students who attend this event must present a valid Wesleyan ID to a sponsoring group member. Wesleyan students are allowed to bring one non-Wesleyan guest to non-Greek events who must be at least 18 years of age and must also provide the sponsoring group with valid identification. This will prevent the need for a current student list and allow the sponsoring organization to control the number of non-Wesleyan guests. National organizations (i.e., fraternities and sororities) must abide by their national policies as well as the Wesleyan policy. To avoid confusion, the policy that is the most restrictive must be the policy that is followed. A ratio of 2 to 1 indicates two non-active members (Wesleyan students or non-Wesleyan students) for every active member.
- 4) In the event of an off campus school sponsored event, an off-duty law enforcement officer (i.e., Daviess County Sheriff's Office, Owensboro Police Department) must be hired to serve as a security guard and required to patrol the area during the entire duration of the event. The Student Life Office reserves the right to require security for all Wesleyan social events, and does require one guard per 100 people at on-campus events.
- 5) The final responsibility for the conduct of each person at a social function rests with the sponsoring group.

TITLE IX STATEMENT

In conformity with the pertinent requirements of Title IX of the Education Amendments of 1972 enacted by the Congress of the United States, Kentucky Wesleyan College does not within the context of its religious principles, its heritage, its mission and its goals discriminate on the basis of sex in the area of employment, admission or educational programs or other activities.

Inquiries concerning the application of Title IX to Kentucky Wesleyan College may be addressed Title IX Coordinator, Administration Building, Kentucky Wesleyan College, 3000 Frederica Street, Owensboro, KY 42301, Telephone (270) 926-3111, the responsible employee named pursuant to the regulations.

NON-DISCRIMINATION POLICY

Kentucky Wesleyan College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. For questions or concerns regarding the College's policy on non-discrimination, please contact the following persons:

Director, Office of Disability Services

Leah Hoover, Ph.D., Associate Dean of the College
Barnard-Jones Administration Building, Room 209A
Wesleyan
3000 Frederica Street
Owensboro, KY 42301
270-852-3212

Title IX Coordinator and Age Act Coordinator

Jerry L. Garner, J.D., MSc
Barnard-Jones Administration Building
Kentucky Wesleyan College
3000 Frederica Street
Owensboro KY 42301
270-852-3113

SEXUAL ASSAULT/HARASSMENT POLICY

The Sexual Assault/Harassment policy is under revision as of June, 2014. Please refer to Panther Net for the most up-to-date information found in the student handbook.

1. Contents
2. Purpose
 - 2.1. The purpose of this policy on sexual harassment is: 1) to increase the awareness of, and sensitivity to, problems associated with sexual harassment; 2) to prevent sexual harassment at Kentucky Wesleyan College; and 3) to provide a process to redress grievances concerning, and complaints of, sexual harassment. Furthermore, this policy is adopted and implemented with the express purpose of providing protection and relief for victims of sexual harassment, while at the same time insuring fair treatment for those accused of sexual harassment. Additionally, this policy is intended to establish equitable procedures for filing complaints, investigating charges, and resolving complaints of sexual harassment.
3. Scope
 - 3.1. All members of the College community are required to comply with the policy and procedures outlined to address complaints. In addition to the procedures outlined herein, discrimination and harassment complaints may be filed with the U.S. Equal Employment Opportunity Commission or the U.S. Department of Education, Office for Civil Rights. Any complaint of sexual harassment filed under this Wesleyan policy shall be processed even if the complainant also files a complaint or suit with an outside source. Retaliation against anyone who makes a complaint or participates in the complaint process will not be tolerated.
4. Policy
 - 4.1. Sexual Harassment
 - 4.1.1. Wesleyan is committed to providing a working and learning environment that is free from sexual harassment and it is the policy of the College that sexual harassment in any form will not be tolerated. Management and supervisory personnel, at all levels, are responsible for taking reasonable and necessary action to prevent sexual harassment. All members of the College community, employees, and students are required to promptly report conduct that could be in violation of this policy.
 - 4.1.2. Wesleyan takes measures to periodically educate and train employees regarding conduct that could constitute a violation of this policy. All management and supervisory personnel are expected to participate in such education and training and to be knowledgeable concerning the policy.
 - 4.1.3. The College will (1) respond to every complaint of sexual harassment reported, (2) take action to provide remedies when sexual harassment is discovered, (3) impose appropriate sanctions on offenders in a case-by-case manner, and (4) to the extent possible, protect the privacy of all those involved in sexual harassment complaints. The above actions will apply to the extent permitted by law or where personal safety is not an issue.
 - 4.2. Sexual Assault
 - 4.2.1. Wesleyan is committed to providing an atmosphere of higher learning in which students can achieve their goals and potential. The College is committed to creating and maintaining a community in which all persons who participate in college programs and activities, as well as all guests and visitors while on college property, can work together in an atmosphere free from all forms of assault, exploitation, or intimidation, including that which is sexual in nature. Because the personal safety of the students, staff and faculty is a priority, Wesleyan will not tolerate sexual assault or sexual misconduct. Kentucky state law also prohibits such conduct. Perpetrators of this behavior are subject to disciplinary action as well as criminal and civil penalties. Guests and visitors are held responsible for their actions while on College property and students are responsible for the supervision of their guests.
 - 4.2.2. Sexual assault is an act of violence. The victim of an assault may be in a state of shock and disbelief, and may be feeling a variety of emotions such as fear, anger, helplessness, shame, and/or guilt. A victimized person may not know who to trust or where to turn for help. Any person who has been sexually assaulted has many options in seeking assistance. A number of resources are available both on and off campus to assist assault victims. Although it is the person's option whether to seek legal, medical, and/or psychological services, persons are encouraged to utilize these resources in order to make the most informed choices regarding prosecution, physical safety, and emotional recovery. Please see Addendum 2 for additional support information.
 - 4.3. Dissemination -- This policy will be made available to all employees and students. Periodic notices sent to students and employees about Wesleyan's Sexual Harassment and Sexual Assault Policy will include information about the complaint procedure and will refer individuals to designated offices/officials for additional information.

5. Definitions

- 5.1. **Sexual Harassment** is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
 - 5.1.1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational experience;
 - 5.1.2. Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual;
 - 5.1.3. Such conduct is sufficiently severe and pervasive so as to alter the conditions of, or have the purpose or effect of substantially interfering with, an individual's work or academic performance by creating an intimidating, hostile, or offensive working or educational environment.
 - 5.1.4. Harassment does not include verbal expressions or written material that is relevant and appropriately related to course subject matter or curriculum, and this policy shall not abridge academic freedom or the College's educational mission.
 - 5.2. **Sexual Misconduct/Sexual Abuse** - Attempting or making sexual contact with a person against his/her will OR with a person who is physically, mentally, or legally unable to give consent. Sexual misconduct includes, but is not limited to, inappropriate touching or fondling of intimate body parts.
 - 5.3. **Sexual Assault / Rape** – Sexual intercourse or penetration (anal or vaginal) with another person by means of forcible compulsion, or with a person incapable of consent by reason of age and/or mental or physical incapacity. Physical/Mental incapacity includes, but is not limited to, persons who are unconscious, under the influence of drugs or alcohol, or otherwise unable to communicate consent.
 - 5.4. **Consent** - The positive cooperation in an act; an attitude in accordance a behavior; an exercise of free will. The person giving consent or permission must act freely and voluntarily AND have knowledge of the nature of the act involved.
 - 5.5. **Forcible Compulsion** – Includes physical force or the threat of physical force, expressed or implied, which places a person in fear of immediate death or physical injury or kidnap of self or another person. A victim is not required to fight back. Placing a person in a continual state of fear and/or subjecting that person to an environment of emotional, verbal, or physical duress is sufficient to constitute force.
- ## 6. Procedures
- 6.1. **Amendments to Procedures**
 - 6.1.1. The College specifically reserves the right to modify and/or amend any or all of the procedure(s) outlined herein at any time, at its discretion. In the event Wesleyan determines that circumstances warrant modification and/or amendment of any part of these procedures, timely notice of same shall be delivered, in writing, to all relevant and affected parties.
 - 6.1.2. Wesleyan has adopted procedures to promptly and fairly address concerns and complaints about sexual harassment. Complaints may be submitted informally or formally. If a complaint implicates or involves both this policy and any other College complaint or grievance policy or procedure, the College may, in its discretion, suspend the procedures relating to other complaints or grievance policies pending completion of the sexual harassment complaint procedures
 - 6.2. **Reporting Suspected Sexual Harassment**
 - 6.2.1. Any individual who believes he/she may have experienced sexual harassment, or who believes that he/she has observed sexual harassment taking place, should report this information immediately to the Sexual Harassment Officer, appointed by the President. If the complainant does not feel comfortable reporting the matter to the Title IX/Sexual Harassment Officer, he/she may also report the alleged harassment to any one of the following: Vice President of Student Services, Vice President of Academic Affairs or the Director of Human Resources. All reports/complaints, whether informal or formal, received by any of these individuals must, in turn, immediately be reported to the Title IX/Sexual Harassment Officer. Unless otherwise provided herein, investigation of sexual harassment complaints shall be the responsibility of the Title IX/Sexual Harassment Officer (the "Investigator").
 - 6.3. **Investigation of Complaints**
 - 6.3.1. Unless otherwise provided herein, responsibility for the investigation of both formal and informal sexual harassment complaints shall be with the Sexual Harassment Officer (the "Investigator"). The President has the authority to appoint, in his/her sole discretion, an alternate investigator as circumstances require. The procedures outlined herein shall control in the event an alternate investigator is appointed under any provision of this policy.

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

6.4. Investigator Conflict of Interest

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

6.5. Informal Complaint Process

- 6.5.1. An individual who feels he/she has been sexually harassed may desire to resolve his/her complaint informally (i.e., without formal disciplinary action being taken against the accused individual and without the formal investigation process). An example of an informal complaint is one where the complainant requests only that an appropriate university official counsel the accused individual to cease and desist the alleged conduct, and requests no other specific action(s) be taken against the accused.
- 6.5.2. Persons making informal complaints of sexual harassment agree and understand that no formal disciplinary action will be taken against the alleged offender based on an informal complaint. If the complainant chooses, he/she may at any time prior to resolution of the informal complaint amend the informal complaint to a formal complaint. The timeline for resolving the complaint may be revised when it is changed from an informal to formal complaint.
- 6.5.3. If the alleged offender elects not to participate in resolving an informal complaint, the nonparticipation will not be considered as damaging evidence but will not change or waive Wesleyan's responsibility to investigate and to make decisions based on available information.
- 6.5.4. The Investigator may, if the circumstances warrant, request that the alleged offender's immediate supervisor counsel him/her regarding the alleged conduct, and/or may recommend counseling, training, education, and/or other non-disciplinary actions be implemented or undertaken. Attempts to resolve an informal complaint will be completed within 60 days from the date of receipt of the complaint by the Investigator. The complainant and the alleged offender will be informed in writing of the outcome of the informal process. An informal complaint resolution may not be appealed, but a formal complaint on the same incident may be filed after an informal complaint has been resolved.
- 6.5.5. Note: The College will attempt to balance the wishes of a complainant who does not want to file a formal complaint with the College's responsibility to respond to serious allegations and take prompt, appropriate corrective action. A complainant who chooses not to proceed with a formal complaint will be asked to state that preference in writing.

6.6. Formal Complaints of Sexual Harassment

- 6.6.1. Formal and informal complaints must be delivered by the complainant to one of the reporting persons referenced above under 6.2.1. The formal complaint must be filed as soon as possible after the alleged incident occurred or after attempts to resolve the situation informally have been unsuccessful. A standard form for documenting and submitting the complaint is provided in Addendum 1 to this policy.
 - 6.6.1.1. The formal complaint must be in writing, signed by the complainant, and shall include the following information:
 - 6.6.1.2. Details concerning the incidents or conduct giving rise to the complaint;
 - 6.6.1.3. Dates and location of incidents;
 - 6.6.1.4. Any witnesses to the alleged incidents or conduct;
 - 6.6.1.5. Action requested to resolve the complaint and prevent future violations of the policy.
- 6.6.2. **Notification to Person Accused/Supervisor:** The alleged offender will be provided with a copy of the complaint by the Investigator within five (5) business days of the Investigator's receipt of said complaint. The Investigator may notify the supervisor of the accused person regarding the complaint, in order that the supervisor may take appropriate temporary and/or remedial actions during the investigation. (Example: temporary assignment, leave of absence, etc.)

6.6.3. Investigative Process

- 6.6.3.1. The alleged offender will be required to submit a written response to the complaint within five (5) business days of receipt of a complaint, a copy of which will be provided to the complainant by the Investigator.
- 6.6.3.2. The Investigator will interview the complainant and the alleged offender, may also interview witnesses, supervisors, and/or any other persons who may have information about the alleged incident, and may review personnel or other records relevant to the complaint. The complainant and the accused person shall be permitted to suggest witnesses and/or other evidence, which shall be considered by the Investigator. All individual interviews will be recorded.

6.6.4. Investigative Findings

- 6.6.4.1. Within sixty (60) days of receiving the formal written complaint, the Investigator will assess whether a violation of the policy has occurred and will submit findings in writing to the complainant and the person accused. If the Investigator finds by a preponderance of the evidence (that it is more likely than not) that the alleged sexual harassment has occurred, the Investigator shall notify the accused person, his/her immediate supervisor, if applicable, and the Vice President of Student Services, if the complainant or the accused is a student, the Director of Human Resources, if the complainant or the accused is a staff or faculty member, and the President.
- 6.6.4.2. The supervisor of the alleged offender shall be responsible for acting on the findings of the Investigator. In accordance with College disciplinary policies/procedures, the supervisor shall consult with and/or notify the appropriate College administrative official(s) regarding formal disciplinary actions to be taken against the person accused.

6.6.5. Disciplinary Action

- 6.6.5.1. Within ten (10) business days of receiving the Investigator's findings, the supervisor shall meet with the accused person to discuss the findings and recommendations and shall determine appropriate disciplinary action.
- 6.6.5.2. In making a decision regarding discipline, the supervisor shall consider properly established records of previous conduct and the seriousness of the violation. A complaint made more than twelve (12) months after the incident shall not be the basis for formally disciplining any person accused of sexual harassment. However, where there are allegations of sexual harassment made within the twelve (12) month period and a pattern or practice of sexual harassment exists or prior complaints of sexual harassment have been confirmed, the supervisor shall consider the totality of information in determining appropriate discipline, and may also take formal disciplinary action. The supervisor may also review any part of the investigative records. Appropriate discipline may range from an oral reprimand up to and including termination/dismissal for cause or any other appropriate remedial action.
- 6.6.5.3. Both the accused person and Investigator will be notified in writing of the decision of the supervisor. The Investigator will, in turn, notify the complainant regarding the resolution of the complaint, what corrective action, if any, will be taken, and/or, in general, whether any discipline will be imposed.

6.6.6. Conflict with Legal or Other Administrative Process

- 6.6.6.1. In the event a separate investigation is being conducted by persons not affiliated with Wesleyan through other legal or administrative channels, the College reserves the right to postpone or defer final action pursuant to its Sexual Harassment Policy until such time as a final decision has been made with regard to the separate legal or administrative action. The College will inform the complainant and the accused in writing of the delay of any decision but will endeavor to complete the process in an expeditious manner, considering all the circumstances. Temporary disciplinary measures may remain in place in the interim.

6.6.7. Appeal of Formal Complaint Resolution/ Disciplinary Action

- 6.6.7.1. Either the complainant or person accused may file an appeal of any decision concerning the resolution of the complaint. An appeal by either party must be made in writing and delivered to the Office of the President within five (5) business days of receipt of the notice of resolution/disciplinary decision. The written appeal must state in detail the reason(s) for the appeal and shall address one or more of the following:
 - 6.6.7.1.1. If the appeal alleges the findings of the investigator included relevant, factual errors or omitted relevant facts, the appeal shall specify each and every alleged factual error, and/or details of each, and every relevant fact that was omitted from the investigation;
 - 6.6.7.1.2. If the appeal alleges substantive procedural errors, the person appealing shall identify each and every instance of said substantive procedural error;
 - 6.6.7.1.3. If the appeal alleges relevant and substantive issues or questions concerning interpretation of College policy, the person appealing shall state, in detail, the issues/questions supporting this allegation;
 - 6.6.7.1.4. If the appeal alleges new information or evidence, the person appealing shall specify the reasons why said information was not available or provided to the Investigator during the investigation, including specific reasons;
 - 6.6.7.1.5. If the appeal alleges either that the action(s) or inaction(s) of the supervisor in response to the findings of the investigator will not prevent future violation(s) of this policy, the person appealing shall specify, in detail, the reasons and basis for this belief/allegation.
- 6.6.7.2. No disciplinary or other action based on the complaint shall be taken against the alleged offender during the appeal process, although temporary, interim measures may remain in place. As indicated herein, the College, in its discretion, may at any point in the complaint process elect to place the alleged offender on disciplinary probation, if a student, or on administrative leave, with or without pay, or implement a temporary reassignment, if an employee, staff or faculty member.
- 6.6.7.3. Sexual Harassment Appeal Committee
 - 6.6.7.3.1. Appeals shall be submitted to a Sexual Harassment Appeal Committee whose members shall be selected and appointed by the President. The Committee will include at least one male and one female and be composed of an odd number of members to insure a majority consensus is feasible.
 - 6.6.7.3.2. Member Appointments: Both the complainant and the alleged offender shall be provided with an opportunity to submit written objections within 5 business days to the appointment of any Committee member(s) on the basis of that member's inability to act impartially. If the President determines that a Committee member cannot act impartially, then an alternate appointment shall be made. The Committee shall be appointed in a timely manner, considering all relevant circumstances. The President's decision regarding Committee appointments is final.
 - 6.6.7.3.3. Hearing/Committee Recommendation: The Committee will conduct a formal hearing and will allow the complainant and the accused person ("the parties") to present information which, in the Committee's discretion, is relevant to the allegations. If the appeal involves allegations described in "Filing an Appeal" above, the Committee will likewise consider the statement(s) of the supervisor. The Committee shall have sole discretion regarding the personal appearance of any witness, whether to consider only the parties' statements and review only the written record, or any other matter regarding the conduct of the hearing. The hearing will not be considered a judicial hearing but rather an internal hearing at which the complainant and the alleged offender are present. Legal counsel will not be permitted to be present during any part of the Committee hearing. The formal hearing shall be recorded.

Witnesses to the incidents: _____

Did you attempt to resolve the complaint by contacting the individuals(s) against which the complaint is directed (not required for making complaint): YES _____ NO _____

If yes, how? _____

Complainant's Choice of Resolution Option

After reviewing a copy of the Wesleyan Sexual Harassment & Assault Policy, I choose to pursue resolution of my complaint through the following process: (initial one space)

_____ Informal Complaint

_____ Formal Complaint

_____ I do not wish my complaint to be pursued; however, I have been advised that, because the college is legally required to investigate all egregious acts of sexual harassment, the college reserves the right to investigate my complaint if it is deemed necessary to protect the interests of the college or the community. I will be advised if the college elects to conduct an investigation.

I understand that I must submit my complaint in writing before any review or other action takes place.

I declare that the facts set forth in this complaint form are true and accurate pursuant to the penalty of perjury under the laws of the State of Kentucky.

Signature of Complainant: _____

Date: _____

Send form to: *Kentucky Wesleyan College,*

Jerry L. Garner, J.D., MSc

Barnard-Jones Administration Building

Kentucky Wesleyan College

3000 Frederica Street

Owensboro KY 42301

270-852-3113

ADDENDUM 2 KENTUCKY WESLEYAN COLLEGE SEXUAL HARASSMENT & ASSAULT CRISIS RESPONSE

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

If you are the victim of a sexual assault, please know that you are in no way to blame for the criminal behavior. If you notice behaviors in other persons that indicate Sexual Harassment or Assault may have occurred, you are required to report the suspicion to the Sexual Harassment Officer.

Here are some guidelines to help you in the aftermath of a sexual assault:

1. **GO TO A SAFE PLACE** as soon as possible.
2. **TRY TO PRESERVE ALL PHYSICAL EVIDENCE.** Do not wash, bathe, use the toilet, or change clothing if it can be avoided. If changing clothes is a must, put all clothing worn at the time of the assault in a paper bag, *not plastic*. A plastic bag can be used if paper is not available. However, do not seal the bag tightly, as that can cause a breakdown of the evidence.
3. **IF YOU BELIEVE YOU WERE GIVEN A DATE RAPE DRUG**, wait to urinate until you arrive at the hospital. However, if you can't wait, collect your first urine in a clean container with a lid and take it to the emergency room or police station with you. Also, be sure to tell the emergency room personnel your symptoms and that you believe you were given a date rape drug so they can take the necessary sample.
4. **CONTACT SOMEONE** for support and information (family, friend, Resident Life staff member, College staff, College Chaplain, or campus security).
 - i) For on-campus services, contact:
 - (1) Health Services at (274) 852-3288
 - (2) Student Life Office at (270) 853-3286.
 - ii) For off-campus counseling and support services, contact:
 - (1) Counseling Associates at (270) 686-7999
 - (2) Rape Victim Services at (270) 926-7273
 - (3) OASIS (Abuse/Assault) at (270) 685-0260
5. **SEEK MEDICAL ATTENTION** to address physical health needs, to ensure that you are disease- and injury-free, and to collect important evidence in the event of a later decision to take legal action. Hospital emergency rooms provide evidentiary exams, which include testing and treatment for sexually transmitted infections, pregnancy, and physical trauma. For the purpose of effective evidence collection, physical examination at a local emergency room must take place as soon as possible and no later than seventy-two (72) hours after the assault.
 - a) Emergency medical care can be received at Owensboro Health Regional Hospital Emergency Department (call (270) 417-2000). - For victims assaulted in the Commonwealth of Kentucky, these exams are free of charge.
 - b) Need transportation, call Campus Security ((270) 929-8609 for assistance.
 - c) If you choose not to have an evidentiary exam conducted, please consider an appointment at a health department, Health Services ((270) 852-3288), or with your regular physician.

6. **CONSIDER COUNSELING** for support and to help you deal with a variety of feelings that often follow an assault.
- a) Contact any of the following for confidential counseling services.
 - i) Counseling Associates at (270) 686-7999
 - ii) Rape Victim Services at (270) 926-7273
 - iii) OASIS (Abuse/Assault) at (270) 685-0260
7. If you choose to **REPORT THE ASSAULT**, you can contact law enforcement by calling 911 or campus security at (270) 929-8609.
- a) A call to campus security does not mean that you must bring criminal charges. The decision to file an official police report is yours to make. If the assault did not occur on campus, campus security can assist you in determining how and where to file a police report. Timely notification helps the police in conducting their investigation and it provides a better chance of successful prosecution. You are encouraged to report the sexual assault and have it documented, even if you are not sure about filing formal criminal charges. Regardless of whether you report the incident to the police, you are still encouraged to seek medical attention to ensure your own personal safety.
 - b) Reporting an assault and receiving medical treatment does not require that the victim press charges. It does, however, allow the collection of data and information that can be used should the victim choose to press charges.
 - c) If you **NEED ASSISTANCE OR ADVOCACY**, contact any of the following for accompaniment to medical and/or legal proceedings and/or referral for other support services.
 - Residence Life staff member
 - Student Life - 270- 852-3286
 - College Chaplain - 270- 852-3289
 - Counseling Associates - 270- 686-7999

ADDENDUM 3 KENTUCKY WESLEYAN COLLEGE SEXUAL HARASSMENT & ASSAULT

LEGAL OR JUDICIAL REPORTING OPTIONS AND COLLEGE REPORTING PROCEDURES

Pursuit of disciplinary action against an alleged assailant (if the accused is also a Wesleyan student) may result in disciplinary action if the assailant is found to be in violation of this policy. For assistance, please contact the Office of Student Life at (270) 852-3286, the Title IX Coordinator, or refer to the Student Grievance Procedure contained herein.

Criminal Prosecution

Reporting a sexual offense to the police begins the legal process for prosecution. The sooner an assault is reported to the police, the more likely valuable evidence can be collected.

If you decide to file a criminal report, please contact Campus Security ((270) 929-8609 or the local law enforcement agency where the crime occurred.

- Owensboro Police Department at (270) 687-8888
- Daviess County Sheriff at (270) 685-8444
- Kentucky State Police at (270) 685-3927

Civil Complaint

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

Reporting Requirement

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

Risk Reduction

Wesleyan recognizes the need for healthy and successful relationships. Prevention of sexual assault begins with those who are committing the offenses, but can be supplemented by the use of methods to reduce the risk of potential victimization. All persons can play a role in combating sexual assault by holding perpetrators accountable for their actions, supporting the rights and choices of those who have been assaulted, and making full use of campus resources to educate themselves on this serious problem. Unfortunately, sexual assault can still happen, even when you take all the necessary precautions.

The following guidelines can significantly decrease your risk of assault. **It is important to realize that if you have been sexually assaulted and you did not follow these guidelines, the assault is still not your fault.**

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

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

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

ADDENDUM 4 KENTUCKY WESLEYAN COLLEGE SEXUAL HARASSMENT & ASSAULT

STATE LAWS PERTAINING TO SEXUAL OFFENSES AND STALKING

The following are summaries of some of the laws in Kentucky relating to sexual offenses and stalking.

First Degree Rape: A person who engages in sexual intercourse with another person by forcible compulsion or engages in sexual intercourse with another person who is incapable of consent because he/she is physically helpless or is less than 12 years old, is guilty of first degree rape. The crime is punishable by at least ten (10) years but no more than twenty (20) years in prison, unless the victim is under the age of 12, or the victim is seriously physically injured, in which case the crime is considered a Class A felony, which carries a sentence of at least twenty (20) years but no more than fifty (50) years, or life, in prison.

First Degree Sodomy: A person is guilty of first degree sodomy when he/she engages in deviate sexual intercourse with another person by forcible compulsion or engages in deviate sexual intercourse with another person who is incapable of consent because he/she is physically helpless or is less than 12 years old. The punishment for first degree sodomy is at least ten (10) years but no more than twenty (20) years in prison, unless the victim is under the age of 12, or the victim is seriously physically injured, in which case the crime is considered a Class A felony, which carries a sentence of at least twenty (20) years but no more than fifty (50) years, or life, in prison.

First Degree Stalking: To stalk is to engage in an intentional course of conduct directed at a specific person or persons which seriously alarms, annoys, intimidates or harasses the person(s) and which serves no legitimate purpose. A person is guilty of stalking in the first degree when he/she intentionally stalks and makes an explicit or implicit threat with the intent to put the person(s) in reasonable fear of sexual contact, serious physical injury or death, and:

- 1) A protective order has been issued to protect the same victim and the perpetrator has actual notice of the protective order; or
- 2) A criminal complaint is currently pending by the same victim, and the perpetrator has been given actual notice of the complaint; or
- 3) The perpetrator has been convicted of or pled guilty within the prior 5 years to a felony or Class A misdemeanor against the same victim; or
- 4) The act was committed while the defendant had a deadly weapon on or about his/her person.

Stalking in the first degree is a punishable by at least one (1) but not more than five (5) years in prison.

Stalking in the Second Degree: A person is guilty of stalking in the second degree when the person intentionally stalks another person and makes an explicit or implicit threat with the intent to place the victim in reasonable fear of sexual contact, physical injury, or death. Second degree stalking is a Class A misdemeanor and is punishable by at least 90 days to one (1) year in prison.

GRIEVANCE POLICY FOR TITLE IX DISCRIMINATION ISSUES

Non-Discrimination Committee

The President of the College will appoint a Non-Discrimination Committee. The members of this committee will serve a two-year term. The committee will consist of one faculty member, one staff member and one student (the Director of Disability Services, the Title IX Coordinator and the Age Act Coordinator cannot be members of this committee). The committee performs two major functions: (1) oversight of disability accommodations and (2) hearing unresolved ADA, Title IX or Age Act grievances.

At least once a year the committee will investigate a random sample of disability cases (students and staff). The committee will report the results of their investigation directly to the President of the College. Their report will include recommendations for improvements.

Complaint Process

A student or employee who alleges a Title IX or Age Act violation may file a complaint with the Coordinator.

The Title IX and Age Act Coordinator is:

Jerry L. Garner, J.D., MSc
Barnard-Jones Administration Building
Kentucky Wesleyan College
3000 Frederica Street
Owensboro KY 42301
270-852-3113

A student grievance is a formal complaint filed by an individual enrolled in the college. An employee grievance is a formal complaint filed by an individual who is on the college's payroll. Either individual may file a complaint.

Issues that are grieved, include, but are not limited to:

- Denial of accommodations that have been requested;
- Insufficient accommodations,
- Gender inequities, OR
- Age discrimination.

The following steps explain the procedure:

- 1) A complaint must be filed in writing with the appropriate coordinator, contain the name and address of the person filing it, and briefly describe the alleged violation.
- 2) A complaint must be filed within 30 days after the complainant becomes aware of the alleged violation.
- 3) If the complainant agrees (in writing), the coordinator may attempt to informally resolve the grievance. If the grievance is not resolved to the satisfaction of the complainant in 10 days, the matter will be investigated (step #4).
- 4) An investigation shall follow the filing of the complaint. The Coordinator shall conduct the investigation. These rules allow for an informal, but thorough investigation, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
- 5) A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the Coordinator and a copy forwarded to the complainant and the President no later than 15 business days after its filing.
- 6) The Coordinator shall maintain the files and records relating to complaints filed.
- 7) The Coordinator will gather all the documents relating to the investigation and submit the documents with a summary of the case to the Non-Discrimination Committee within 15 business days.
- 8) A hearing will be held within 10 business days of the committee receiving the information.
- 9) The Non-Discrimination Committee will issue a decision within five business days of hearing the complaint.
- 10) The complainant can request an appeal of the case in instances where he or she is dissatisfied with the resolution. The request for appeal should be made within five business days to: Chair of the Board of Trustees, Kentucky Wesleyan College.
- 11) The right of a person to a prompt and equitable resolution of the complaint filed here under shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the responsible federal department or agency. Use of this complaint procedure is not a prerequisite to the pursuit of other remedies.
- 12) These rules shall be construed to protect the substantive rights of interested persons, to meet appropriate due process standards and to assure that Wesleyan complies with the ADA, Section 504, Title IX, and the Age Act.

The Chair of the Board of Trustees will appoint the Appeals Committee. This committee will hear all appeals related to ADA, Section 504, Title IX, and the Age Act. The committee is composed of one student, one faculty member, one administrator/staff member and one trustee. The Chair of the Board of Trustees appoints one of the Committee members as the Chair of the Appeals Committee.

Appeals Committee

- 1) Within 10 days of the appeal request, the Chairperson of the Appeals Committee will begin the hearing and take whatever action is necessary to ensure an equitable, orderly, and expeditious hearing. As presiding officer, the Chairperson may remove anyone not complying with the rules and/or disrupting the hearing. Only clearly relevant and substantive evidence will be allowed.
- 2) Legal, procedural rules of evidence will not be used in the appeals hearing.
- 3) All members of the Appeals Committee, the complainant and the alleged violator of the ADA, Section 504, Title IX, or the Age Act may examine all available evidence and question all witnesses.
- 4) The student and/or employee may bring a representative; however, it is not a requirement. The student and/or employee, or their representative may ask questions if necessary.
- 5) Witnesses will be heard one at a time, and may be excused from the hearing by the Chairperson after testifying.
- 6) After all available evidence and witnesses have been examined and questioned, all persons except members of the Appeals Committee must leave the room.
- 7) Within 30 days of the beginning of the hearing, members of the Appeals Committee will then make a determination of the appeal and render a written decision to the complainant and to the Chairperson of the Board of Trustees.

Within two business days of the determination, a copy of the final resolution resulting from the complaint procedure shall be provided to the appropriate officer in the school where the violation has occurred and to the Human Resources Department. This decision will be the final outcome of the Kentucky Wesleyan College Non-Discrimination process.

(Adopted: October 27, 2006)

(Revised: January 26, 2007)

(Currently Under Revision: June, 2014)- refer to PantherNet for updated information

WHISTLEBLOWER POLICY

Wesleyan employees, students, and related community members are responsible for reporting illegal or dishonest events involving Wesleyan employees, students, or resources. If the event is illegal, it should be reported to the proper authorities. If the event is contrary to a Wesleyan policy or its mission, it should be reported according to the applicable policy. If a policy is not in place to address the specific issue, it should be reported to a member of the President's Cabinet, the College President, or the College Hot Line at 270-852-3199.

A person who in good faith reports an activity or event that he or she reasonably believes to be illegal or dishonest is called a "whistleblower." When reporting alleged events, the Whistleblower must provide enough information to justify an investigation. Examples of specific information include a thorough description of the event, who was involved, who knew about it, what specifically happened, when and where it happened, and if it is still ongoing. While the College allows anonymous reports, it encourages whistleblowers to include their names so that appropriate follow-up questions may be asked. Without sufficient information, an investigation will not be conducted.

If the reporting individual or Whistleblower requests that his or her identity remain confidential, the request will be respected to the extent that doing so does not impede the investigation or is not required by law or law enforcement officials. The College cannot guarantee complete confidentiality. Whistleblowers should be aware that their public testimony may be needed to prove a case against a reported employee or related community member.

Wesleyan prohibits retaliation against an employee, student, or related community member who makes a whistleblower report. This policy also extends to employees, students, and related community members who assist in the investigation of such a report. Retaliation means to take direct and intentional action to negatively impact the whistleblower's conditions of employment or enrollment in retribution for reporting an event. A whistleblower who believes that he or she has been retaliated against may file a written complaint with the President and the Chair of the Wesleyan Board of Trustees. If the retaliation is proven, the person or persons involved may be subject to disciplinary action, up to and including termination.

AUGUST 2015

MONDAY 10

Student Pay Date (Campus
Mailboxes)
Student Pay Day

TUESDAY 11

WEDNESDAY 12

amphi (both) – *amphibious, amphitheater, amphibian, amphiboles*

"The quality of an individual is reflected in the standards they set for themselves." – Ray Kroc

THURSDAY 13

FRIDAY 14

SATURDAY 15

SUNDAY 16

penchant – *strong inclination; liking. She had a penchant for fine jewelry.*

AUGUST 2015

MONDAY 17

TUESDAY 18

WEDNESDAY 19

magn (*great*) – *Magna Carta, magnanimous, magnate, magnificent, magnum opus*

"Nothing in life is to be feared. It is only to be understood." – Marie Curie

THURSDAY 20

FRIDAY 21

SATURDAY 22

New Students KW1101 Begins
8:00 AM - New Students Residence
Halls open

SUNDAY 23

New Students KW1101

trilogy – *group of three works. We read Heir to the Empire, the first book of the Star Wars trilogy.*

AUGUST 2015

MONDAY 24

New Students KW1101

TUESDAY 25

New Students KW1101
8:00 AM - Returning Students
Residence Halls open

WEDNESDAY 26

New Students KW1101
8:00 AM - Drop/Add begins
8:00 AM - All Students Classes
begin
11:30 AM - 1:00 PM - SAPB Event
Off the Sidewalk

eu (good) – Eucharist, euphony, eulogy, euphemism, Europe, eugenics

"Common sense is seeing things as they are; and doing things as they ought to be." – Harriet Beecher Stowe

THURSDAY 27

7:00 PM - 9:00 PM - Band Practice
(Rogers)

FRIDAY 28

5:00 PM - Community Festival
Sponsored by Wesleyan
Friday After Five (RiverPark)
10:00 PM - 1:00 AM - Greek Event
IFC All Campus Event (Open
Party) (Quad)

SATURDAY 29

SAPB Event White Water Rafting
(registration required)
11:45 PM - SAPB Event Midnight
Movie (Malco Theater)

SUNDAY 30

restitution – payment for damage or loss. He offered to make restitution for the window he broke.

SEPTEMBER 2015

MONDAY 31

Student Timesheets due (Cashier's Office)
 9:00 PM - Monday Night Prayer (Tapscott Chapel)
 9:00 PM - Greek Event Why Go Greek (IFC and Panhell Sponsored) (Smith)

TUESDAY 1

Final date to drop a course without it appearing on transcript
 Final date to register or add a class
 12:10 PM - 1:00 PM - SGA Meeting (Cox Conference Room)
 9:00 PM - Sorority Recruitment Reading of the Rules (Rogers)

WEDNESDAY 2

All Students Formal Opening Convocation
 11:30 AM - 1:00 PM - SAPB Event Off the Sidewalk
 12:00 PM - 12:30 PM - Chapel (Tapscott Chapel)
 9:00 PM - Sorority Recruitment Information Night (Rogers B)

agri, agrari (*field*) – *agrarian, agriculture*

"No one can make you feel inferior without your consent." – Eleanor Roosevelt

THURSDAY 3

USI Men's Soccer (Away)
 4:00 PM - Midway Women's Soccer (Away)
 6:00 PM - Murray State Football (Away)
 7:00 PM - 9:00 PM - Band Practice (Rogers)
 9:00 PM - Sorority Recruitment Panhellenic Night (TBA)

FRIDAY 4

1:00 PM - USI Tournament Volleyball (Away)
 9:00 PM - Sorority Recruitment Theme Night (TBA)

SATURDAY 5

USI Tournament Volleyball (Away)
 8:00 PM - Sorority Recruitment Preference Night (TBA)

SUNDAY 6

2:00 PM - Sorority Recruitment Bid Day (Chapel)

increment – *increase. The job offers a 10-percent annual increment in salary.*

SEPTEMBER 2015

MONDAY 7

Labor Day (No Class)
 SAPB Event Kings Island
 (registration required)
 2:00 PM - Bellarmine Men's Soccer
 (Home)
 9:00 PM - Monday Night Prayer
 (Tapscott Chapel)

TUESDAY 8

12:10 PM - 1:00 PM - SAPB
 Meeting (Cox Conference
 Room)

WEDNESDAY 9

11:30 AM - 1:00 PM - SAPB Event
 Off the Sidewalk
 12:00 PM - 12:30 PM - Chapel
 (Tapscott Chapel)

phobia (*fear*) – *claustrophobia, acrophobia, xenophobia, agoraphobia, hydrophobia*

"There are no gains without pains." – Benjamin Franklin

THURSDAY 10

Davis & Elkins Men's Soccer
 (Away)
 Davis & Elkins Women's Soccer
 (Away)
 Student Pay Day
 7:00 PM - 9:00 PM - Band Practice
 (Rogers)

FRIDAY 11

Patriot Day
 Univ. North Alabama Volleyball
 (Away)
 4:00 PM - 9:00 PM - SAPB Event
 Zorb Balls & Inflatables (Quad)

SATURDAY 12

Alderson-Broaddus Men's Soccer (Away)
 Alderson-Broaddus Women's Soccer
 (Away)
 Univ. North Alabama Volleyball (Away)
 12:00 PM - Limestone Football (Away)
 4:00 PM - 9:00 PM - Luau Fun in Quad
 (Quad)
 10:00 PM - 1:00 AM - Sigma Phi Epsilon
 LUAU!!! (Open Party) (Quad)

SUNDAY 13

Rosh Hashanah begins at sundown

frugality – *thrift. We must live with frugality if we are to get ahead financially.*

SEPTEMBER 2015

MONDAY 14

Fraternity Recruitment Round
Robin (TBA)
9:00 PM - Monday Night Prayer
(Tapscott Chapel)

TUESDAY 15

Fraternity Recruitment Sigma Phi
Epsilon Dinner (TBA)
12:10 PM - 1:00 PM - SGA Meeting
(Cox Conference Room)

WEDNESDAY 16

Fraternity Recruitment Sigma Alpha
Mu Dinner (TBA)
12:00 PM - 12:30 PM - Chapel
(Tapscott Chapel)

ortho (*straight*) – *orthopedics, orthodontist, orthodox, orthography, orthogonal*

"To tend, unflinchingly, unflinchingly, towards a goal, is the secret of success." – Anna Pavlova

THURSDAY 17

Fraternity Recruitment Sigma Nu
Dinner (TBA)
2:30 PM - Salem International
Women's Soccer (Home)
5:00 PM - St. Jude Wiffle Ball
Tournament (TBA)
6:00 PM - Salem International
Men's Soccer (Home)
7:00 PM - 9:00 PM - Band Practice
(Rogers)

FRIDAY 18

Fraternity Recruitment Bid Day
(TBA)

SATURDAY 19

International Talk Like a Pirate Day (TBA)
10:00 AM - Panther Invitational Volleyball
(Home)
12:00 PM - Ohio Valley Men's Soccer
(Home)
1:00 PM - Delta State Football (Away)
2:30 PM - Ohio Valley Women's Soccer
(Home)

SUNDAY 20

deviate – *turn away from, side step. Don't deviate from the truth.*

SEPTEMBER 2015

MONDAY 21

9:00 PM - Monday Night Prayer
(Tapscott Chapel)

TUESDAY 22

Yom Kippur begins at sundown
12:10 PM - 1:00 PM - SAPB
Meeting (Cox Conference
Room)
7:00 PM - Brescia Men's Soccer
(Home)

WEDNESDAY 23

Eid al-Adha begins at sundown
First Day of Autumn
12:00 PM - 12:30 PM - Chapel
(Tapscott Chapel)

put (*think*) – reputation, putative, impute, dispute, computer, disreputable

"Make the most of yourself, for that is all there is of you." – Ralph Waldo Emerson

THURSDAY 24

Ursuline Women's Soccer (Away)
7:00 PM - 9:00 PM - Band Practice
(Rogers)

FRIDAY 25

SAPB Event Fall Family Weekend
(TBA)

SATURDAY 26

Bellarmino/Quincy Volleyball (Away)
Cedarville Men's Soccer (Away)
Cedarville Women's Soccer (Away)
SAPB Event Fall Family Weekend
(TBA)
6:00 PM - College of Faith Football
(Home)

SUNDAY 27

SAPB Event Fall Family Weekend

bogus – counterfeit; not authentic. The police quickly found who was producing the bogus money.

SEPTEMBER 2015

MONDAY 28

9:00 PM - Monday Night Prayer
(Tapscott Chapel)

TUESDAY 29

12:10 PM - 1:00 PM - SGA Meeting
(Cox Conference Room)

WEDNESDAY 30

Student Timesheets due (Cashier's
Office)
12:00 PM - 12:30 PM - Chapel
(Tapscott Chapel)

ali (*another*) – *alias, alienate, inalienable*

"If you really want something you can figure out how to make it happen." – Cher

THURSDAY 1

5:30 PM - Trevecca Men's Soccer
(Home)
7:00 PM - 9:00 PM - Band Practice
(Rogers)
7:30 PM - Trevecca Women's
Soccer (Home)

FRIDAY 2

7:00 PM - Cedarville Volleyball
(Away)
10:00 PM - 12:00 AM - Zeta
Gamma Chi Super Hero Party
(Rogers)

SATURDAY 3

Brescia Women's Soccer (Away)
Alpha Omicron Pi Strike Out
Arthritis (TBA)
12:00 PM - Central State Football
(Away)
1:00 PM - Ursuline Volleyball
(Away)

SUNDAY 4

glut – *overstock; fill to excess. The market is glutted with athletic shoes.*

OCTOBER 2015

MONDAY 5

9:00 PM - Monday Night Prayer
(Tapscott Chapel)

TUESDAY 6

12:10 PM - 1:00 PM - SAPB
Meeting (Cox Conference
Room)

WEDNESDAY 7

12:00 PM - 12:30 PM - Chapel
(Tapscott Chapel)

matri (*mother*) – *matricide, matron, matriarch, matrimony, matrilineal*

"The price of greatness is responsibility." – Winston Churchill

THURSDAY 8

Ohio Valley Men's Soccer (Away)
Ohio Valley Women's Soccer
(Away)
7:00 PM - 9:00 PM - Band Practice
(Rogers)

FRIDAY 9

Salem International Men's Soccer
(Away)
Student Pay Day
7:00 PM - Davis & Elkins Volleyball
(Away)

SATURDAY 10

Salem International Women's Soccer
(Away)
Sigma Nu Golf Scramble
Zeta Gamma Chi Zumbathon Zeta
(TBA)
12:00 PM - Davidson Football (Away)
1:00 PM - Alderson-Broadus
Volleyball (Away)

SUNDAY 11

desecrate – *violate the sanctity of. The robbers desecrated the temple.*

OCTOBER 2015

MONDAY 12

Columbus Day (Observed)
 9:00 PM - Monday Night Prayer
 (Tapscott Chapel)

TUESDAY 13

Muharram begins at sundown
 12:10 PM - 1:00 PM - SGA Meeting
 (Cox Conference Room)
 7:00 PM - Oakland City Men's
 Soccer (Home)

WEDNESDAY 14

Mid-Semester
 12:00 PM - 12:30 PM - Chapel
 (Tapscott Chapel)

mega (large) – *megalith, megaphone, megalomania, megalopolis, megahertz*

"The point is not to pay back kindness, but to pass it on." – Julia Alvarez

THURSDAY 15

Fall Break
 5:30 PM - Cedarville Men's Soccer
 (Home)
 7:00 PM - 9:00 PM - Band Practice
 (Rogers)
 7:30 PM - Cedarville Women's
 Soccer (Home)

FRIDAY 16

Fall Break
 Midwest Crossover Volleyball
 (Away)

SATURDAY 17

Midwest Crossover Volleyball
 (Away)
 1:00 PM - Univ. of Faith Football
 (Home)
 2:30 PM - Ursuline Women's
 Soccer (Home)

SUNDAY 18

goad – *urge on. The boy was goaded by his friends until he gave in to their wishes.*

OCTOBER 2015

MONDAY 19

Start second half of semester
 11:00 AM - 2:00 PM - St. Jude
 Cupcake Wars (Rogers)
 9:00 PM - Monday Night Prayer
 (Tapscott Chapel)
 TBA - SAPB Event Homecoming
 Week

TUESDAY 20

12:10 PM - 1:00 PM - SAPB
 Meeting (Cox Conference
 Room)
 TBA - SAPB Event Homecoming
 Week

WEDNESDAY 21

12:00 PM - 12:30 PM - Chapel
 (Tapscott Chapel)
 6:00 PM - Ky State Volleyball
 (Home)
 TBA - SAPB Event Homecoming
 Week

pop (people) – popular, populist, populate, population, popularize, populous

"I've finally stopped running away from myself. Who else is there better to be?" – Goldie Hawn

THURSDAY 22

Final Date to drop with a "W"
 5:30 PM - Alderson-Broaddus
 Men's Soccer Senior Night
 (Home)
 7:00 PM - 9:00 PM - Band Practice
 (Rogers)
 7:30 PM - Women's Soccer Senior
 Night (Home)
 TBA - SAPB Event Homecoming
 Week

FRIDAY 23

7:00 PM - Brescia Volleyball
 (Home)
 TBA - SAPB Event Homecoming
 Week

SATURDAY 24

W Soccer Davis & Elkins (Away)
 12:00 PM - Davis & Elkins Men's
 Soccer (Home)
 1:00 PM - Univ. of God's Chosen
 Football Homecoming (Home)
 7:30 PM - Alderson-Broaddus Women's
 Soccer Senior Night (Home)
 TBA - SAPB Event Homecoming Week

SUNDAY 25

tureen – deep table dish for holding soup. Her great-grandmother had served
 soup in the antique tureen.

OCTOBER 2015

MONDAY 26

9:00 PM - Monday Night Prayer
(Tapscott Chapel)

TUESDAY 27

Trevecca Men's Soccer (Away)
Trevecca Women's Soccer (Away)
12:10 PM - 1:00 PM - SGA Meeting
(Cox Conference Room)
7:00 PM - Oakland City Volleyball
(Away)

WEDNESDAY 28

9:30 AM - 4:30 PM - Blood Drive
(Rogers Hall)
12:00 PM - 12:30 PM - Chapel
(Tapscott Chapel)

alter (*other*) – *alternator, alteration, alter ego, alternative, altruism, altercation*

"We must use time as a tool, not as a crutch." – John F. Kennedy

THURSDAY 29

7:00 PM - 9:00 PM - Band Practice
(Rogers)

FRIDAY 30

Student Timesheets due (Cashier's
Office)
7:00 PM - Ursuline Volleyball
(Home)
11:45 PM - SAPB Event Midnight
Movie (Malco Theater)
TBA - Greek Event Haunted
Deacon (Deacon Hall)

SATURDAY 31

Halloween
1:00 PM - Alfred State Football
(Home)
1:00 PM - Cedarville Volleyball
(Home)
10:00 PM - 1:00 AM - Sigma Phi
Epsilon Halloween Party
(Rogers)

SUNDAY 1

Standard Time returns

ornithology – *study of birds. John James Audubon was a famous scholar of ornithology.*

NOVEMBER 2015

MONDAY 2

Registration for Spring Classes
9:00 PM - Monday Night Prayer
(Tapscott Chapel)

TUESDAY 3

Election Day
Registration for Spring Classes
12:10 PM - 1:00 PM - SAPB
Meeting (Cox Conference
Room)

WEDNESDAY 4

Registration for Spring Classes
12:00 PM - 12:30 PM - Chapel
(Tapscott Chapel)
6:00 PM - Trevecca Volleyball
(Away)
8:00 PM - 12:00 AM - Zeta Gamma
Chi Fall Formal (Rogers)

vita (*life*) – *vitamin, vitality, vital, revitalize, viable, vitalize*

"Imagination rules the world." – Napoleon Bonaparte

THURSDAY 5

Registration for Spring Classes
7:00 PM - 9:00 PM - Band Practice
(Rogers)

FRIDAY 6

Registration for Spring Classes
7:00 PM - Salem International
Volleyball (Home)

SATURDAY 7

Registration for Spring Classes
1:00 PM - Ohio Valley Volleyball
(Home)
1:00 PM - Univ. VA Lynchburg
Football (Home)

SUNDAY 8

Registration for Spring Classes
2:00 PM - UMSL Volleyball (Home)

supple – *flexible; pliant. The fisherman found a supple tree limb to use as a fishing rod.*

NOVEMBER 2015

MONDAY 9

Registration for Spring Classes
9:00 PM - Monday Night Prayer
(Tapscott Chapel)

TUESDAY 10

Registration for Spring Classes
Student Pay Day
12:10 PM - 1:00 PM - SGA Meeting
(Cox Conference Room)

WEDNESDAY 11

Veterans Day
Registration for Spring Classes
12:00 PM - 12:30 PM - Chapel
(Tapscott Chapel)

demo (people) – democracy, demography, undemocratic, democratize

"A creative man is motivated by the desire to achieve, not by the desire to beat others." – Ayn Rand

THURSDAY 12

Registration for Spring Classes
7:00 PM - 9:00 PM - Band Practice
(Rogers)

FRIDAY 13

Friday the 13th Events (Rogers)
Registration for Spring Classes
7:00 PM - 9:00 PM - Zeta Gamma
Chi Murder Mystery (Ralph
Center)

SATURDAY 14

Registration for Spring Classes
Alpha Omicron Pi Fall Formal (TBA)
1:00 PM - Football G-MAC
Founders Cup Game & Senior
Day (Home)
5:00 PM - Trevecca Volleyball
Senior Night (Home)

SUNDAY 15

Registration for Spring Classes

itinerary – plan of a trip. She left her itinerary with us in case we need to contact her.

NOVEMBER 2015

MONDAY 16

Registration for Spring Classes
9:00 PM - Monday Night Prayer
(Tapscott Chapel)

TUESDAY 17

Registration for Spring Classes
12:10 PM - 1:00 PM - SAPB
Meeting (Cox Conference
Room)

WEDNESDAY 18

Registration for Spring Classes
12:00 PM - 12:30 PM - Chapel
(Tapscott Chapel)
7:00 PM - SAPB Event Hanging
of the Greens (Winchester
Center)

stereo (*solid*) – stereoscope, stereophonic, stereotype, stereopticon, stereotropism

"Opportunity is missed by most people because it is dressed in overalls and looks like work." – Thomas Edison

THURSDAY 19

6:00 PM - 8:00 PM - St. Jude Chili
Supper (Rogers)
7:00 PM - 9:00 PM - Band Practice
(Rogers)

FRIDAY 20

11:45 PM - SAPB Event Midnight
Movie (Malco Theater)

SATURDAY 21

SUNDAY 22

coerce – force. Don't try to coerce me into doing this.

NOVEMBER 2015

MONDAY 23

9:00 PM - Monday Night Prayer
(Tapscott Chapel)

TUESDAY 24

12:10 PM - 1:00 PM - SGA Meeting
(Cox Conference Room)

WEDNESDAY 25

Thanksgiving Break
12:00 PM - 12:30 PM - Chapel
(Tapscott Chapel)

amat (love) – *amatory, amateur, amorous, amiable, amigo, amour*

"Lots of people want to ride with you in the limo, but what you want is someone who will take the bus with you when the limo breaks down." – Oprah Winfrey

THURSDAY 26

Thanksgiving
Thanksgiving Break

FRIDAY 27

Thanksgiving Break

SATURDAY 28

Thanksgiving Break

SUNDAY 29

Thanksgiving Break

dissertation – *formal essay. For her degree, she wrote a dissertation on learning disabilities.*

DECEMBER 2015

MONDAY 30

Instruction resumes
 Student Timesheets due (Cashier's Office)
 9:00 PM - Monday Night Prayer (Tapscott Chapel)

TUESDAY 1

12:10 PM - 1:00 PM - SAPB Meeting (Cox Conference Room)

WEDNESDAY 2

12:00 PM - 12:30 PM - Chapel (Tapscott Chapel)

cognosc, cognit (to learn) – *agnostic, incognito, cognition*

"Be who you are and say what you feel because those who mind don't matter and those who matter don't mind." – Dr. Seuss

THURSDAY 3

Festival of Lessons and Carols (TBA)
 7:00 PM - 9:00 PM - Band Practice (Rogers)

FRIDAY 4

Festival of Lessons and Carols (TBA)
 Last Day of Fall Semester

SATURDAY 5

Festival of Lessons and Carols (TBA)

SUNDAY 6

Hanukkah begins at sundown

amble – *move at an easy pace. He ambled around the town.*

DECEMBER 2015

MONDAY 7

Final Exams
9:00 PM - Monday Night Prayer
(Tapscott Chapel)

TUESDAY 8

Final Exams

WEDNESDAY 9

Final Exams
11:00 AM - 2:00 PM - Stress Free
Zone (Rogers)

graph, gram (*writing*) – *epigram, telegram, stenography*

"One of the secrets to life is to make stepping stones out of stumbling blocks." – Jack Penn

THURSDAY 10

Final Exams
Student Pay Day

FRIDAY 11

Final Exams

SATURDAY 12

12:00 PM - Residential Students
Residence Halls close

SUNDAY 13

epitome – *a representative or example of a type. He is the epitome of a male chauvinist.*

DECEMBER 2015

MONDAY 14

TUESDAY 15

WEDNESDAY 16

ile (pertaining to, capable of) – civil, ductile, puerile

"Truth is the only safe ground to stand upon." – Elizabeth Cady Stanton

THURSDAY 17

FRIDAY 18

SATURDAY 19

SUNDAY 20

adhere – stick fast. I will adhere to my opinion until I'm proven wrong.

DECEMBER 2015

MONDAY 21

TUESDAY 22

First Day of Winter

WEDNESDAY 23

*Mawlid al-Nabi begins at sundown
Student Timesheets due (Cashier's
Office)*

ambi (both) – *ambidextrous, ambiguous, ambivalent*

"There is no shortage of good days. It is good lives that are hard to come by." – Annie Dillard

THURSDAY 24

FRIDAY 25

Christmas

SATURDAY 26

Kwanzaa begins

SUNDAY 27

ogle – *look at with strong interest; stare. It is impolite to ogle at people walking by.*

DECEMBER 2015

MONDAY 28

TUESDAY 29

WEDNESDAY 30

ab, abs (*from, away from*) – *abduct, abdicate, absent*

"Nothing is so embarrassing as watching someone do something that you said couldn't be done." – Sam Ewing

THURSDAY 31

New Year's Eve

FRIDAY 1

New Year's Day

SATURDAY 2

Ursuline Women's Basketball (Away)

SUNDAY 3

infamous – *notoriously bad. Jesse James was an infamous outlaw.*

JANUARY 2016

MONDAY 4

Cedarville Men's Basketball (Away)
Cedarville Women's Basketball
(Away)

TUESDAY 5

WEDNESDAY 6

jur, jurat (to swear) – abjure, perjure, jury

"I like pressure. If I am not on the edge of failure, I'm not being sufficiently challenged." – Jewel

THURSDAY 7

FRIDAY 8

Student Pay Day

SATURDAY 9

SUNDAY 10

8:00 AM - Residential Students
Residence Halls open

verdigris – a green coating on copper due to weathering. The statue became coated with verdigris.

JANUARY 2016

MONDAY 11

8:00 AM - Drop/Add begins
 8:00 AM - Instruction Begins
 9:00 PM - Monday Night Prayer
 (Tapscott Chapel)

TUESDAY 12

12:10 PM - 1:00 PM - SGA Meeting
 (Cox Conference Room)

WEDNESDAY 13

12:00 PM - 12:30 PM - Chapel
 (Tapscott Chapel)

solv, solut (to loosen, explain) – *absolve, dissolve, absolute*

"I can accept failure. Everyone fails at something. But I can't accept not trying." – Michael Jordan

THURSDAY 14

Alderson-Broaddus Men's
 Basketball (Away)
 Alderson-Broaddus Women's
 Basketball (Home)
 7:00 PM - 9:00 PM - Band Practice
 (Rogers)

FRIDAY 15

Final date to drop a course without
 it appearing on transcript
 Final date to register or add a class

SATURDAY 16

Davis & Elkins Men's Basketball
 (Away)
 Davis & Elkins Women's Basketball
 (Away)

SUNDAY 17

soporific – *sleep producing. Thanksgiving dinner had a soporific effect on all our guests.*

JANUARY 2016

MONDAY 18

Martin Luther King, Jr. Day
(Observed)
Dr. Martin Luther King Jr. Holiday
(No Classes)
9:00 PM - Monday Night Prayer
(Tapscott Chapel)

TUESDAY 19

12:10 PM - 1:00 PM - SAPB
Meeting (Cox Conference
Room)

WEDNESDAY 20

12:00 PM - 12:30 PM - Chapel
(Tapscott Chapel)

an (*without*) – *anarchy, anemia, anesthesia*

"It's lack of faith that makes people afraid of meeting challenges, and I believe in myself." – Muhammad Ali

THURSDAY 21

7:00 PM - 9:00 PM - Band Practice
(Rogers)

FRIDAY 22

SATURDAY 23

Trevecca Men's Basketball (Home)
Trevecca Women's Basketball
(Home)
SAPB Event SKI Trip (registration
required) (TBA)

SUNDAY 24

antipathy – *aversion. Dogs are her greatest antipathy.*

JANUARY 2016

MONDAY 25

9:00 PM - Monday Night Prayer
(Tapscott Chapel)

TUESDAY 26

12:10 PM - 1:00 PM - SGA Meeting
(Cox Conference Room)

WEDNESDAY 27

12:00 PM - 12:30 PM - Chapel
(Tapscott Chapel)

morph (*shape*) – *amorphous, morphology, polymorphous*

"Mistakes are the portals of discovery." – James Joyce

THURSDAY 28

Salem International Men's
Basketball (Home)
Salem International Women's
Basketball (Home)
7:00 PM - 9:00 PM - Band Practice
(Rogers)

FRIDAY 29

Student Timesheets due (Cashier's
Office)
11:45 PM - SAPB Event Midnight
Movie (Malco Theater)

SATURDAY 30

Ohio Valley Men's Basketball
(Home)
Ohio Valley Women's Basketball
(Home)

SUNDAY 31

ruddy – *having a fresh healthy color. The baby's ruddy skin was a sign of good health.*

FEBRUARY 2016

MONDAY 1

9:00 PM - Monday Night Prayer
(Tapscott Chapel)

TUESDAY 2

Groundhog Day
Trevecca Men's Basketball (Away)
Trevecca Women's Basketball
(Away)
12:10 PM - 1:00 PM - SAPB
Meeting (Cox Conference
Room)

WEDNESDAY 3

12:00 PM - 12:30 PM - Chapel
(Tapscott Chapel)

corp (body) – corpulent, corporation, corporeal, corporal, corpse, corpuscle

"If you want to make peace with your enemy, you have to work with your enemy. Then he becomes your partner." – Nelson Mandela

THURSDAY 4

Board of Trustee's Meeting (TBA)
Cedarville Men's Basketball
(Home)
Cedarville Women's Basketball
(Home)
7:00 PM - 9:00 PM - Band Practice
(Rogers)

FRIDAY 5

Board of Trustee's Meeting (TBA)

SATURDAY 6

Ursuline Women's Basketball
(Home)

SUNDAY 7

maudlin – tearfully sentimental. I am annoyed when a movie turns needlessly maudlin.

FEBRUARY 2016

MONDAY 8

Chinese New Year
9:00 PM - Monday Night Prayer
(Tapscott Chapel)

TUESDAY 9

12:10 PM - 1:00 PM - SGA Meeting
(Cox Conference Room)
9:00 PM - SAPB Event First round
of K-Dub Idol (Rogers Hall)

WEDNESDAY 10

Ash Wednesday
Student Pay Day
12:00 PM - 12:30 PM - Chapel
(Tapscott Chapel)

punct (*point*) – *punctuate, punctilious, puncture, punctual, acupuncture, contrapuntal*

"Courage is the ladder on which all the other virtues mount." – Clare Boothe Luce

THURSDAY 11

7:00 PM - 9:00 PM - Band Practice
(Rogers)

FRIDAY 12

Lincoln's Birthday

SATURDAY 13

SUNDAY 14

Valentine's Day

vilify – *make abusive and slanderous statements. The Nazi propaganda vilified the Jews.*

FEBRUARY 2016

MONDAY 15

Presidents' Day
9:00 PM - Monday Night Prayer
(Tapscott Chapel)

TUESDAY 16

12:10 PM - 1:00 PM - SAPB
Meeting (Cox Conference
Room)
9:00 PM - SAPB Event Second
round of K-Dub Idol (Rogers
Hall)

WEDNESDAY 17

12:00 PM - 12:30 PM - Chapel
(Tapscott Chapel)

arch (*ruler, first*) – *anarchy, archeology, archbishop*

"Some of the world's greatest feats were accomplished by people not smart enough to know they were impossible." – Doug Larson

THURSDAY 18

Davis & Elkins Men's Basketball
(Home)
Davis & Elkins Women's Basketball
(Home)
7:00 PM - 9:00 PM - Band Practice
(Rogers)

FRIDAY 19

SATURDAY 20

Men's Basketball Alderson-
Broaddus & Senior Day
(Home)
Women's Basketball Alderson-
Broaddus - Senior Day (Home)
11:45 PM - SAPB Event Midnight
Movie (Malco Theater)

SUNDAY 21

inter – *bury. They had plans to inter the body after an autopsy.*

FEBRUARY 2016

MONDAY 22

Washington's Birthday
9:00 PM - Monday Night Prayer
(Tapscott Chapel)

TUESDAY 23

12:10 PM - 1:00 PM - SGA Meeting
(Cox Conference Room)
9:00 PM - SAPB Event K-Dub
Idol FINAL CUT! Who will be
K-Dub Idol 2015-2016 (Rogers
Hall)

WEDNESDAY 24

12:00 PM - 12:30 PM - Chapel
(Tapscott Chapel)

endo (*within*) – *endoplasm, endocrine, endogamous, endoskeleton, endothermic*

"Never doubt that a small, group of thoughtful, committed citizens can change the world. Indeed, it is the only thing that ever has." – Margaret Mead

THURSDAY 25

Ohio Valley Men's Basketball
(Away)
Ohio Valley Women's Basketball
(Away)
7:00 PM - 9:00 PM - Band Practice
(Rogers)

FRIDAY 26

SATURDAY 27

Salem International Men's
Basketball (Away)
Salem International Women's
Basketball (Away)

SUNDAY 28

tractable – *manageable. His new computer made complex graphic design more tractable, so he got more done.*

MARCH 2016

MONDAY 29

Leap Day
 Spring Break
 Student Timesheets due (Cashier's Office)
 9:00 PM - Monday Night Prayer (Tapscott Chapel)

TUESDAY 1

Spring Break

WEDNESDAY 2

Mid-Semester
 Spring Break
 12:00 PM - 12:30 PM - Chapel (Tapscott Chapel)

ver (*true*) – *verify, veracity, veritable, verdict, verisimilitude, aver, cinema verity*

"You can always wish for what you don't have, but always respect what you do have." – Suzanne Vermilyea

THURSDAY 3

Spring Break
 7:00 PM - 9:00 PM - Band Practice (Rogers)

FRIDAY 4

Spring Break

SATURDAY 5

SUNDAY 6

steadfast – *firm; unwavering. The president spoke with steadfast resolve.*

MARCH 2016

MONDAY 7

Final Date to drop with a "W"
 Instruction resumes
 9:00 PM - Monday Night Prayer
 (Tapscott Chapel)

TUESDAY 8

12:10 PM - 1:00 PM - SGA Meeting
 (Cox Conference Room)

WEDNESDAY 9

12:00 PM - 12:30 PM - Chapel
 (Tapscott Chapel)

sanguis (*blood*) – *sanguinary, sanguine, consanguinity, sangria*

"If there is to be any peace it will come through being, not having." – Henry Miller

THURSDAY 10

Student Pay Day
 7:00 PM - 9:00 PM - Band Practice
 (Rogers)

FRIDAY 11

SATURDAY 12

Regional Crossover Baseball

SUNDAY 13

Daylight-Saving Time begins
 Regional Crossover Baseball

incite – *stir up; provoke. The movie incited a riot.*

MARCH 2016

MONDAY 14

Greek Week
 Start second half of semester
 9:00 PM - Monday Night Prayer
 (Tapscott Chapel)

TUESDAY 15

Greek Week
 10:00 AM - 5:00 PM - Blood Drive
 (Rogers Hall)
 12:10 PM - 1:00 PM - SAPB
 Meeting (Cox Conference
 Room)

WEDNESDAY 16

Greek Week
 12:00 PM - 12:30 PM - Chapel
 (Tapscott Chapel)

anim (*mind, soul*) – *animadvert, unanimous, magnanimity*

"To fulfill a dream, to be allowed to sweat over lonely labor, to be given a chance to create, is the meat and potatoes of life." – Bette Davis

THURSDAY 17

St. Patrick's Day
 Greek Week
 7:00 PM - 9:00 PM - Band Practice
 (Rogers)

FRIDAY 18

Greek Week

SATURDAY 19

Greek Week
 Davis & Elkins Softball (Away)
 10:00 PM - 2:00 AM - SAPB Event
 Old South Ball @ Owensboro
 Convention Center

SUNDAY 20

First Day of Spring
Palm Sunday
 Davis & Elkins Softball (Away)
 11:45 PM - SAPB Event Midnight
 Movie (Malco Theater)

awry – *crooked; amiss; wrong. The surprise party went awry when he learned of their plans.*

MARCH 2016

MONDAY 21

Registration for Summer and Fall Classes
 9:00 PM - Monday Night Prayer
 (Tapscott Chapel)

TUESDAY 22

Registration for Summer and Fall Classes
 12:10 PM - 1:00 PM - SGA Meeting
 (Cox Conference Room)

WEDNESDAY 23

Registration for Summer and Fall Classes
 Alpha Omicron Pi Strike Out
 Arthritis (TBA)
 12:00 PM - 12:30 PM - Chapel
 (Tapscott Chapel)

dict (to say) – *abdicate, diction, verdict*

"There is no man living who isn't capable of doing more than he thinks he can do." – Henry Ford

THURSDAY 24

Registration for Summer and Fall Classes
 7:00 PM - 9:00 PM - Band Practice
 (Rogers)

FRIDAY 25

Good Friday
 Easter Recess
 Ohio Valley Baseball (Home)
 Registration for Summer and Fall Classes

SATURDAY 26

Cedarville Softball (Home)
 Easter Recess
 Ohio Valley Baseball (Home)
 Registration for Summer and Fall Classes

SUNDAY 27

Easter
 Cedarville Softball (Home)
 Easter Recess
 Registration for Summer and Fall Classes

taciturn – *quiet; not speaking much. Because of his taciturn demeanor, it was easy for Harry to be a mime.*

MARCH 2016

MONDAY 28

Easter Recess
 Registration for Summer and Fall
 Classes
 9:00 PM - Monday Night Prayer
 (Tapscott Chapel)

TUESDAY 29

Instruction resumes
 Registration for Summer and Fall
 Classes
 12:10 PM - 1:00 PM - SAPB
 Meeting (Cox Conference
 Room)

WEDNESDAY 30

Registration for Summer and Fall
 Classes
 12:00 PM - 12:30 PM - Chapel
 (Tapscott Chapel)

cord (*heart*) – *accord, cordial, discord*

"You really can change the world if you care enough." – Marian Wright Edelman

THURSDAY 31

Registration for Summer and Fall
 Classes
 Student Timesheets due (Cashier's
 Office)
 Trevecca Softball (Away)

FRIDAY 1

April Fools' Day
 Cedarville Women's Tennis (Home)
 Registration for Summer and Fall
 Classes
 Salem International Baseball
 (Away)

SATURDAY 2

Women's Tennis (Home)
 Ohio Valley Softball (Home)
 Registration for Summer and Fall
 Classes
 Salem International Baseball
 (Away)

SUNDAY 3

Ohio Valley Softball (Home)
 Registration for Summer and Fall
 Classes

fortitude – *courage. It took a lot of fortitude to confess to cheating on the exam.*

APRIL 2016

MONDAY 4

Registration for Summer and Fall Classes
 9:00 PM - Monday Night Prayer
 (Tapscott Chapel)

TUESDAY 5

Registration for Summer and Fall Classes
 12:10 PM - 1:00 PM - SGA Meeting
 (Cox Conference Room)

WEDNESDAY 6

Registration for Summer and Fall Classes
 11:30 AM - 1:00 PM - SAPB Event
 Off the Sidewalk
 12:00 PM - 12:30 PM - Chapel
 (Tapscott Chapel)

dox (*opinion*) – *orthodox, heterodox, doxology, indoctrinate, paradox*

"Action is the antidote to despair." – Joan Baez

THURSDAY 7

7:00 PM - 9:00 PM - Band Practice
 (Rogers)

FRIDAY 8

Davis & Elkins Baseball (Home)
 Davis & Elkins Women's Tennis
 (Home)
 Student Pay Day

SATURDAY 9

Alderson-Broaddus Women's
 Tennis (Home)
 Cedarville Softball (Away)
 Davis & Elkins Baseball (Home)

SUNDAY 10

Cedarville Softball (Away)

extraneous – *not essential. Putting in hardwood flooring was an extraneous expense.*

APRIL 2016

MONDAY 11

9:00 PM - Monday Night Prayer
(Tapscott Chapel)

TUESDAY 12

12:10 PM - 1:00 PM - SAPB
Meeting (Cox Conference
Room)

WEDNESDAY 13

Trevecca Softball (Home)
11:30 AM - 1:00 PM - SAPB Event
Off the Sidewalk
12:00 PM - 12:30 PM - Chapel
(Tapscott Chapel)

ism (doctrine) – *Marxism, capitalism, Imagism, Cubism, nihilism, pluralism*

"The time is always right to do what is right." – Martin Luther King, Jr.

THURSDAY 14

Celebration of Student
Achievements (classes end
at Noon)
6:00 PM - 88 Keys (Tapscott
Chapel)
7:00 PM - 9:00 PM - Band Practice
(Rogers)

FRIDAY 15

Cedarville Women's Tennis (Away)
11:45 PM - SAPB Event Midnight
Movie (Malco Theater)

SATURDAY 16

Alderson-Broaddus Softball (Home)
Alpha Omicron Pi Spring Formal
(TBA)
7:00 PM - KWC Faculty w/
Owensboro Symphony
Orchestra "50th year Finale"
(RiverPark)

SUNDAY 17

Alderson-Broaddus Softball (Home)

defunct – *no longer in existence. The Whig Party is now defunct in the United States.*

APRIL 2016

MONDAY 18

9:00 PM - Monday Night Prayer
(Tapscott Chapel)

TUESDAY 19

12:10 PM - 1:00 PM - SGA Meeting
(Cox Conference Room)

WEDNESDAY 20

11:30 AM - 1:00 PM - SAPB Event
Off the Sidewalk
12:00 PM - 12:30 PM - Chapel
(Tapscott Chapel)

annu (*year*) – *annuity, biennial, perennial*

"Where there is great love there are always miracles." – Willa Cather

THURSDAY 21

7:00 PM - 9:00 PM - Band Practice
(Rogers)

FRIDAY 22

Earth Day
Passover begins at sundown
Alderson-Broadus Baseball
(Away)
Last day of Spring Semester

SATURDAY 23

Alderson-Broadus Baseball
(Away)
Salem International Softball (Away)
Ursuline Women's Tennis (Away)

SUNDAY 24

Salem International Softball (Away)

levity – *lightness. The boy's levity towards the serious situation was bothersome.*

APRIL 2016

MONDAY 25

Final Exams

TUESDAY 26

Final Exams
12:10 PM - 1:00 PM - SAPB
Meeting (Cox Conference
Room)

WEDNESDAY 27

Final Exams
11:00 AM - 2:00 PM - Stress Free
Zone (Rogers)
12:00 PM - 12:30 PM - Chapel
(Tapscott Chapel)

ity (state of being) – annuity, credulity, sagacity

"It's kind of fun to do the impossible." – Walt Disney

THURSDAY 28

Final Exams
G-MAC Tournament Softball (TBA)
7:00 PM - 9:00 PM - Band Practice
(Rogers)

FRIDAY 29

Baccalaureate
Cedarville Baseball (Home)
Final Exams
G-MAC Tournament Softball (TBA)
G-MAC Tournament Women's
Tennis (TBA)
Residence Halls close for all but
Graduating Seniors
Student Timesheets due (Cashier's
Office)

SATURDAY 30

Cedarville Baseball (Home)
G-MAC Tournament Softball (TBA)
G-MAC Tournament Women's
Tennis (TBA)
10:00 AM - Commencement (TBA)

SUNDAY 1

ostracize – exclude. Virginia did not want to ostracize her new neighbors, so she invited them to her party.

MAY 2016

MONDAY 2

TUESDAY 3

WEDNESDAY 4

viv (life) – vivid, vivisection, vivacious, convivial, bon vivant, viva, revive

"No man fails if he does his best." – Orison Swett Marden

THURSDAY 5

Cinco de Mayo

FRIDAY 6

NCAA Regional Softball (TBA)
Trevecca Baseball (Away)

SATURDAY 7

NCAA Regional Softball (TBA)
NCAA Regional Women's Tennis (TBA)
Trevecca Baseball (Away)

SUNDAY 8

Mother's Day
NCAA Regional Softball (TBA)
NCAA Regional Women's Tennis (TBA)

obsolete – outdated. The computer he purchased last year is already obsolete.

MAY 2016

MONDAY 9

NCAA Regional Women's Tennis
(TBA)

TUESDAY 10

NCAA Regional Women's Tennis
(TBA)
Student Pay Day

WEDNESDAY 11

G-MAC Tournament Baseball
(TBA)

acr (*sharp*) – *acrimonious, acerbity, acidulate*

"The formula for success is simple: practice and concentration then more practice and more concentration." – Babe Didrikson

THURSDAY 12

G-MAC Tournament Baseball
(TBA)

FRIDAY 13

G-MAC Tournament Baseball
(TBA)
NCAA Super Regional Softball
(TBA)

SATURDAY 14

G-MAC Tournament Baseball
(TBA)
NCAA Super Regional Softball
(TBA)

SUNDAY 15

disgruntle – *make discontent. The passengers were disgruntled by the delay of the flight.*

MAY 2016

MONDAY 16

TUESDAY 17

WEDNESDAY 18

NCAA Finals Softball (TBA)
NCAA Nationals Women's Tennis (TBA)

vest (clothes, endow) – vestry, vestment, vestibule, vest, investiture, divest

"A ship in harbor is safe, but that is not what ships are built for." – William Shedd

THURSDAY 19

NCAA Finals Softball (TBA)
NCAA Nationals Women's Tennis (TBA)
NCAA Regional Baseball (TBA)

FRIDAY 20

NCAA Finals Softball (TBA)
NCAA Nationals Women's Tennis (TBA)
NCAA Regional Baseball (TBA)

SATURDAY 21

NCAA Finals Softball (TBA)
NCAA Nationals Women's Tennis (TBA)
NCAA Regional Baseball (TBA)

SUNDAY 22

NCAA Regional Baseball (TBA)

implicit – understood without being stated. It is implicit that she be at the airport on time.

MAY 2016

MONDAY 23

TUESDAY 24

WEDNESDAY 25

bene (good) – benefit, benevolent, beneficial, benediction, benefactor, benign

"You cannot achieve a new goal by applying the same level of thinking that got you where you are today." – Albert Einstein

THURSDAY 26

FRIDAY 27

SATURDAY 28

NCAA Finals Baseball (TBA)

SUNDAY 29

NCAA Finals Baseball (TBA)

urbane – suave; refined; elegant. *The Count was urbane and sophisticated in his dress.*

JUNE 2016

MONDAY 30

Memorial Day (Observed)
NCAA Finals Baseball (TBA)

TUESDAY 31

NCAA Finals Baseball (TBA)
Student Timesheets due (Cashier's Office)

WEDNESDAY 1

NCAA Finals Baseball (TBA)

pond (*weight*) – ponderous, ponder, preponderant, pound, imponderable, compound

"Laziness may appear attractive, but work gives satisfaction." – Anne Frank

THURSDAY 2

NCAA Finals Baseball (TBA)

FRIDAY 3

NCAA Finals Baseball (TBA)

SATURDAY 4

NCAA Finals Baseball (TBA)

SUNDAY 5

warranty – guarantee. The manufacturer's warranty replaces all defective parts for up to five years.

JUNE 2016

MONDAY 6

Ramadan begins at sundown

TUESDAY 7

WEDNESDAY 8

ag, act (to do) – act, agent, retroactive

"The world is round and the place which may seem like the end may also be only the beginning." – Ivy Baker Priest

THURSDAY 9

Board of Trustee's Meeting (TBA)

FRIDAY 10

Board of Trustee's Meeting (TBA)
Student Pay Day

SATURDAY 11

SUNDAY 12

histrionic – overly dramatic. The actor's histrionic performance made his character seem foolish.

JUNE 2016

MONDAY	TUESDAY	WEDNESDAY
		NCAA Finals Baseball (TBA) 1
Ramadan begins at sundown 6	7	8
13	Flag Day 14	15
First Day of Summer 20	21	22
27	28	29

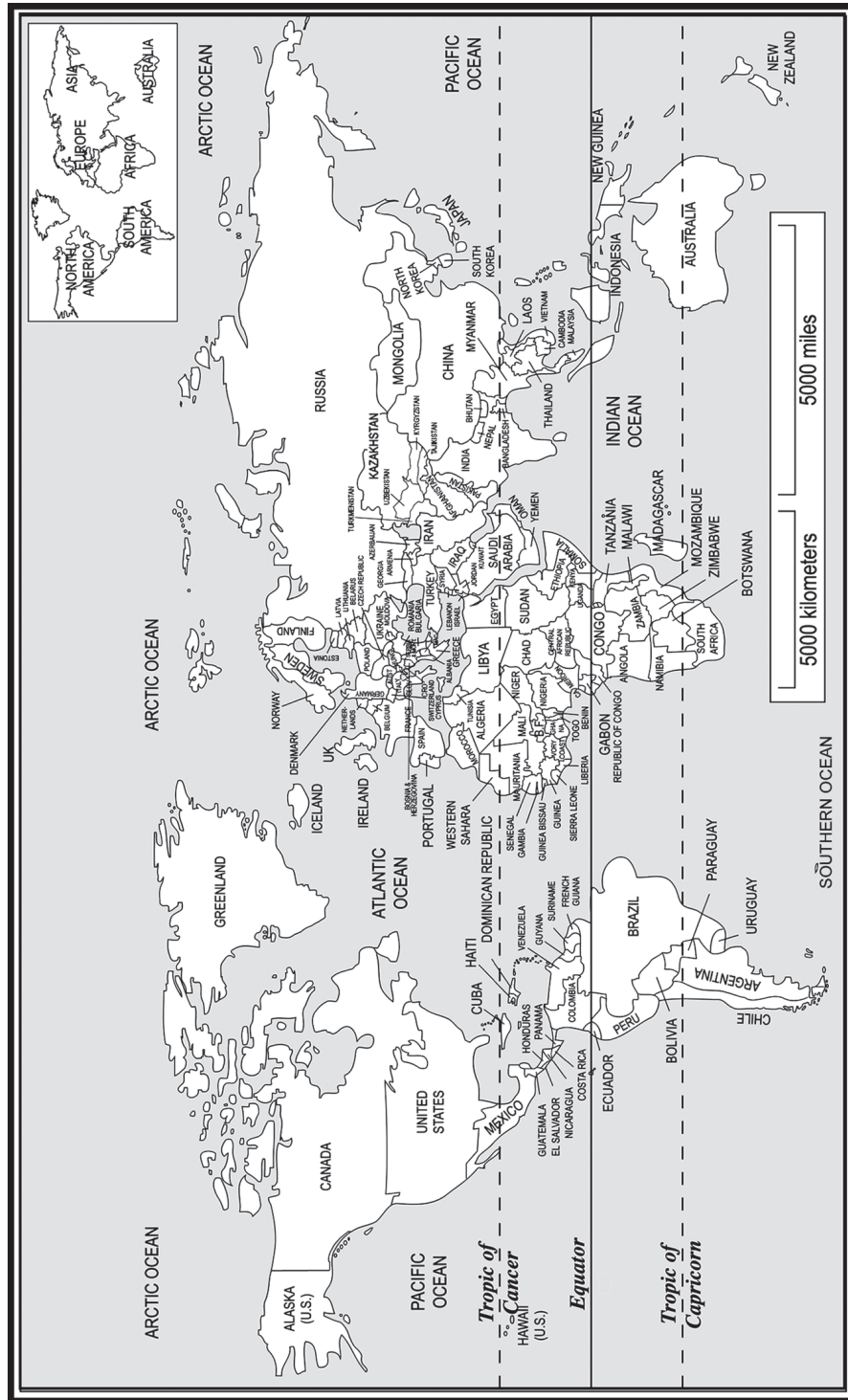
THURSDAY	FRIDAY	SATURDAY / SUNDAY
NCAA Finals Baseball (TBA) 2	NCAA Finals Baseball (TBA) 3	NCAA Finals Baseball (TBA) 4
		5
Board of Trustee's Meeting (TBA) 9	Board of Trustee's Meeting (TBA) Student Pay Day 10	11
		12
16	17	18
		Father's Day 19
23	24	25
		26
Student Timesheets due (Cashier's Office) 30		

AUGUST 2016

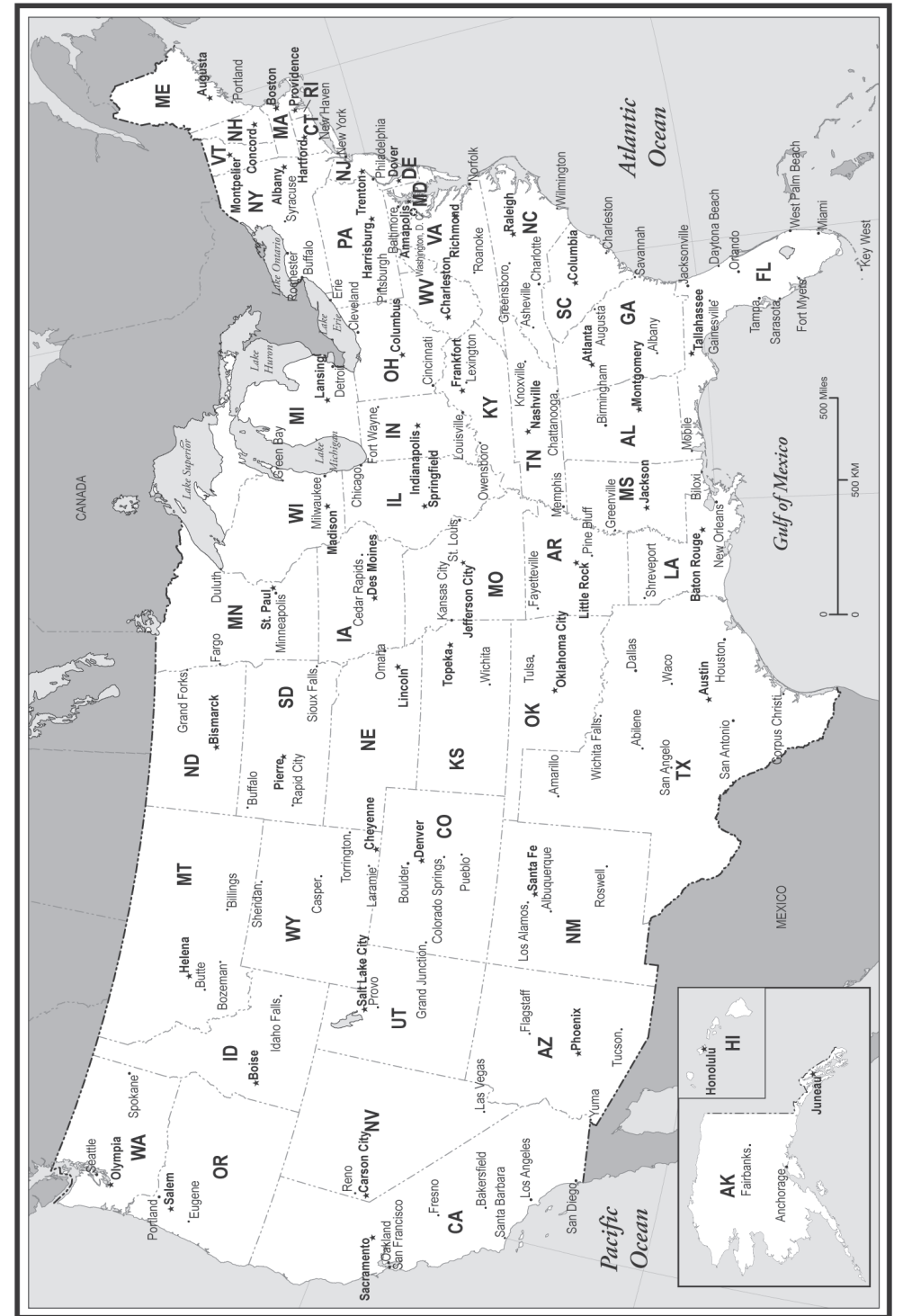
MONDAY	TUESDAY	WEDNESDAY
1	2	3
8	9	10
15	16	17
22	23	24
29	30	31

THURSDAY	FRIDAY	SATURDAY / SUNDAY
4	5	6 7
11	12	13 14
18	19	20 21
25	26	27 28

GEOGRAPHY {world map}



GEOGRAPHY {United States map}



HEALTHY LIVING {about drinking alcohol}



ALCOHOL

How Can Alcohol Affect Me?

- Alcohol goes directly into the bloodstream, which is why it affects every system in the body.
- Heavy drinking can cause cirrhosis and cancer of the liver.
- Children in families with alcoholic members are at a higher risk for alcoholism.
- Alcohol abuse can lead to both homicides and suicides.
- Drinking can cause serious injuries and death – more than 38% of drownings are alcohol related.
- Long-term effects of heavy alcohol use include loss of appetite, vitamin deficiencies, stomach ailments, sexual impotence, liver damage, heart and central nervous system damage and memory loss.

How Do I Know if I Have a Drinking Problem?

- inability to control your drinking – it seems that regardless of what you decide beforehand, you frequently wind up drinking too much
- using alcohol to escape your problems
- changing from your usual reserved character to the “life of the party”
- a change in personality – does drinking turn you from Dr. Jekyll to Mr. Hyde?
- a high tolerance level – you can drink just about everybody under the table
- blackouts – sometimes you don’t remember what happened when you were drinking
- problems at school as a result of drinking
- concern shown by your family and friends about your drinking

About Alcohol – Quick Facts

- {1} *Know the law.* Alcohol is illegal to buy or possess if you are under age 21.
- {2} *Get the facts right.* One 12-ounce beer has as much alcohol as a 1.5-ounce shot of whiskey or a 5-ounce glass of wine.
- {3} *Stay informed.* Wine coolers look like juice sparklers, but they have just as much alcohol as a 12-ounce beer. One glass of clear malt can give a teenager a .02 on a breathalyzer test. In some states, that amount is enough for anyone under the age of 21 to lose his/her driver’s license and be subject to a fine.
- {4} *Be aware of the risks.* Drinking increases the risk of injury. Car crashes, falls, burns, drowning and suicide are all linked to alcohol and other drug use.
- {5} *Keep your edge.* Alcohol can ruin your looks, give you bad breath and cause weight gain.
- {6} *Play it safe.* Drinking can lead to intoxication and even death.
- {7} *Do the smart thing.* Drinking puts your health, education, family ties and social life at risk.
- {8} *Be a real friend.* If you know someone with a drinking problem, be a part of the solution. Urge your friend to get help.
- {9} *Remain alert.* Stay clear on claims that alcohol means glamour and adventure. Stay clear on what’s real and what’s illusion.

Alcohol is a central nervous system depressant. It affects virtually every organ in the body, and chronic use can lead to numerous preventable diseases, including alcoholism. According to the 1994 Monitoring the Future survey, alcohol remains the number one substance used by 8th, 10th and 12th graders. More than 50 percent of 12th graders report drinking alcohol within the past month.

HEALTHY LIVING {costs of alcohol}

Boozing it up can be costly

Unless you’re 21, drinking alcohol is illegal. One sip of beer, wine or whiskey, and you could wind up handcuffed in the back of a squad car. Let’s be real: There’s just no way underage drinking could be worth all the embarrassment, the threat to your future or the legal ramifications associated with being arrested.

You might mistake alcohol for a harmless high or an innocent way to overcome social inhibitions. But downing a few beers or shots of vodka can have plenty of short-term negative consequences, like slurred speech, vomiting, poor judgement and a horrible next-day hangover/headache, to name a few.

The possible long-term negative effects are even scarier. Alcohol abuse can cause cirrhosis of the liver (where your normally soft, pink liver turns black and rock-hard), brain damage, convulsions, stomach ailments, sexual impotence and heart damage.

According to MADD, college students spend approximately \$5.5 billion on alcohol each year. That’s more than they spend on soft drinks, milk, juice, tea, coffee and books combined.

More to the point, MADD reports:

– The younger people are when they start drinking alcohol, the more likely it is that they will become alcoholics – so dependent on alcohol they can’t function day to day.

– Young people are 6.5 times more likely to be killed by alcohol than by all other illegal drugs combined.

– Auto accidents, homicides and suicides are the top causes of death for 15 to 24-year-olds, and alcohol factors prominently in all three.

– Nearly 40 percent of traffic deaths have an alcohol component, and alcohol contributes to 300,000 injuries in the United States each year. If you doubt this is true, then pay close attention to TV news accounts each year around the time that schools take their spring breaks. You’ll undoubtedly hear of some students who lost their lives due to irresponsible drinking.

HEALTHY LIVING {the truth about underage drinking}

... beer then booze, you're sure to lose.
 alcohol kills more people
 under 21 than cocaine, marijuana
 and heroin combined.

MADD

FACE THE BRUTAL TRUTH ABOUT UNDERAGE DRINKING **21**

www.madd.org

HEALTHY LIVING {body mass index chart}

FOR ADULTS 20 YEARS AND OLDER, BMI FALLS INTO ONE OF THESE CATEGORIES:

Below 18.5	↑	Underweight
18.5 - 24.9	↑	Normal
25.0 - 29.9	↑	Overweight
30.0 and Above	↑	Obese

YOUR BODY MASS INDEX

YOUR BMI IS JUST ONE OF MANY FACTORS RELATED TO DEVELOPING A CHRONIC DISEASE (SUCH AS HEART DISEASE, CANCER OR DIABETES). OTHER FACTORS THAT MAY BE IMPORTANT TO LOOK AT WHEN ASSESSING YOUR RISK FOR CHRONIC DISEASE INCLUDE: DIET, PHYSICAL ACTIVITY, WAIST CIRCUMFERENCE, BLOOD PRESSURE, BLOOD SUGAR LEVEL, CHOLESTEROL LEVEL AND FAMILY HISTORY OF DISEASE.

Calculating your BMI:

$$\text{BMI} = \left(\frac{\text{Weight in pounds}}{(\text{Height in inches})^2} \right) \times 703$$

BMI	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35
4'10" (58")	91	96	100	105	110	115	119	124	129	134	138	143	148	153	158	162	167
4'11" (59")	94	99	104	109	114	119	124	128	133	138	143	148	153	158	163	168	173
5' (60")	97	102	107	112	118	123	128	133	138	143	148	153	158	163	168	174	179
5'1" (61")	100	106	111	116	122	127	132	137	143	148	153	158	164	169	174	180	185
5'2" (62")	104	109	115	120	126	131	136	142	147	153	158	164	169	175	180	186	191
5'3" (63")	107	113	118	124	130	135	141	146	152	158	163	169	175	180	186	191	197
5'4" (64")	110	116	122	128	134	140	145	151	157	163	169	174	180	186	192	197	204
5'5" (65")	114	120	126	132	138	144	150	156	162	168	174	180	186	192	198	204	210
5'6" (66")	118	124	130	136	142	148	155	161	167	173	179	186	192	198	204	210	216
5'7" (67")	121	127	134	140	146	153	159	166	172	178	185	191	198	204	211	217	223
5'8" (68")	125	131	138	144	151	158	164	171	177	184	190	197	203	210	216	223	230
5'9" (69")	128	135	142	149	155	162	169	176	182	189	196	203	209	216	222	229	236
5'10" (70")	132	139	146	153	160	167	174	181	188	195	202	209	216	222	229	236	243
5'11" (71")	136	143	150	157	165	172	179	186	193	200	208	215	222	229	236	243	250
6' (72")	140	147	154	162	169	177	184	191	199	206	213	221	228	235	242	250	258
6'1" (73")	144	151	159	166	174	182	189	197	204	212	219	227	235	242	250	257	265
6'2" (74")	148	155	163	171	179	186	194	202	210	218	225	233	241	249	256	264	272
6'3" (75")	152	160	168	176	184	192	200	208	216	224	232	240	248	256	264	272	279

Source: National Centers for Disease Control

weight (in pounds)

HEALTHY LIVING {calorie & carb counter}

Food Description	Serving Size	Calories	Fat	Carbs	Food Description	Serving Size	Calories	Fat	Carbs
MILK, CREAM AND BUTTER					FISH AND SEAFOOD				
Butter	1 tsp.	35	4	0	Clam Chowder, NE	1 cup	165	7	17
Half and Half	2 Tbsp.	40	4	1	Crabmeat, canned	1 cup	135	3	1
Heavy Cream	2 Tbsp.	100	12	1	Fish Sticks	1 stick	70	3	4
Milk (whole)	1 cup	150	8	11	Flounder or Sole	3 oz	120	6	0
Sour Cream	2 Tbsp.	50	6	1	Halibut	3 ounces	140	6	0
Yogurt (plain)	1 cup	145	4	11	Oysters, raw	1 cup	160	4	8
CHEESE					FRUITS AND VEGETABLES				
American	1 slice	106	9	0	Apple	1 apple	125	1	32
Bleu	2 Tbsp.	100	8	0	Applesauce, sweet	1 cup	195	0	51
Cheddar	2 Tbsp.	115	9	0	Asparagus, cooked	4 spears	15	0	3
Cream Cheese	2 Tbsp.	100	10	1	Avocado	1 avocado	305	30	12
Feta	2 Tbsp.	75	6	1	Baked Beans, sweet	1 cup	385	12	54
Mozzarella	2 Tbsp.	80	6	0	Banana	1 banana	105	1	27
Parmesan	2 Tbsp.	50	4	0	Blueberries	1 cup	80	1	20
Ricotta	1/4 cup	108	8	2	Broccoli, cooked	1 cup	45	0	9
Swiss	2 Tbsp.	105	8	0	Broccoli, raw	1 spear	40	1	8
GRAINS, BREAD AND PASTA					GRAINS				
Bagel	1 bagel	200	2	38	Make half your grains whole				
Blueberry Muffin	1 muffin	140	5	22	Eat grains, especially whole-grains, like brown rice, oatmeal or popcorn.				
Cheerios Cereal	1 ounce	110	2	20	Other grain choices include bread, crackers, cereal or pasta.				
Corn Flakes	1 ounce	110	0	24	VEGETABLES				
Corn Muffin	1 muffin	145	6	22	Vary your veggies				
Crackers	4 crackers	50	1	9	Eat more dark-green veggies like broccoli, spinach.				
Croissant	1 croissant	235	12	27	Eat more orange vegetables like carrots and sweet potatoes.				
English Muffin	1 muffin	140	1	27	Eat more dry beans and peas like pinto beans, kidney beans and lentils.				
Italian Bread	1 slice	85	0	17	Limit starchy vegetables.				
Oatmeal	1 cup	145	2	25	FRUITS				
Pancake	1 pancake	60	2	8	Focus on fruits				
Pasta	1 cup	190	1	39	Eat a variety of fruit.				
Pita Bread	1 pita	165	1	33	Choose fresh, frozen, canned or dried fruit.				
Soft Pretzel	1 pretzel	65	1	13	Go easy on fruit juices.				
Raisin Bran	1 ounce	90	1	21	DAIRY				
Rice, white	1 cup	225	0	50	Get your calcium-rich foods				
Roll	1 roll	85	2	14	Go low-fat or fat-free when you choose milk, yogurt and other milk products.				
Tortilla, corn	1 tortilla	65	1	13	If you don't consume milk, choose lactose-free products or other calcium sources such as fortified foods and beverages.				
Waffle, homemade	1 waffle	245	13	26	PROTEIN				
White Bread	1 slice	65	1	12	Go lean with protein				
Whole Grain Bread	1 slice	70	1	13	Choose low-fat or lean meats and poultry.				
MEAT AND POULTRY					FRUITS AND VEGETABLES				
Bacon	3 slices	110	9	0	Apple	1 apple	125	1	32
Chicken Breast	3 ounces	140	3	0	Applesauce, sweet	1 cup	195	0	51
Eggs, whole	1 egg	100	7	0	Asparagus, cooked	4 spears	15	0	3
Ground Beef, lean	3 ounces	230	16	0	Avocado	1 avocado	305	30	12
Ham	2.5 ounces	105	4	0	Baked Beans, sweet	1 cup	385	12	54
Hamburger Patty	4 ounces	245	11	0	Banana	1 banana	105	1	27
Pork Chops, lean	2.5 ounces	165	8	0	Blueberries	1 cup	80	1	20
Smoked Sausage	1 link	50	4	0	Broccoli, cooked	1 cup	45	0	9
Steak Sirloin, lean	2.5 ounces	150	6	0	Broccoli, raw	1 spear	40	1	8
Turkey (deli)	2 slices	45	1	0	Cantaloupe	1/2 melon	95	1	22
					Carrots, cooked	1 cup	70	0	16
					Carrots, raw	1 carrot	30	0	7
					Celery	1 stalk	5	0	1
					Corn	1 ear	85	1	19
					Cucumber	6 slices	5	0	1
					Grapefruit	1/2 fruit	40	0	10
					Grapes	10 grapes	35	0	9
					Green Beans, cooked	1 cup	25	0	5
					Honeydew Melon	1 slice	45	0	12
					Kiwifruit	1 kiwi	45	0	11
					Mixed Veggies., frozen	1 cup	105	0	24
					Mushrooms	1 cup	145	2	25
					Onion, raw	1 cup	40	0	8
					Orange	1 orange	60	0	15
					Peach	1 peach	35	0	10
					Pear	1 pear	100	1	25
					Peas, cooked	1 cup	125	0	23
					Peppers, sweet, raw	1 pepper	20	0	4
					Pineapple, fresh	1 cup	75	1	19
					Potato, baked	1 potato	220	0	51
					Potato, fries	10 fries	110	4	17
					Potato, mashed	1 cup	225	9	35
					Raisins	1 cup	435	1	115
					Spinach, raw	1 cup	10	0	2
					Strawberries, raw	1 cup	45	1	10
					Tomato, canned	1 cup	50	1	10
					Tomato, raw	1 tomato	25	0	5
					Watermelon	1 slice	155	2	35

This information intended to be used as a guideline only. Please consult a physician or dietitian before altering your eating habits. Fats and carbohydrates listed in grams.

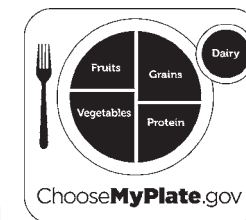
HEALTHY LIVING {dietary guidelines}

DIETARY GUIDELINES RECOMMENDATIONS FOR DAILY FOOD CHOICES

A balanced diet of nutrient-rich foods is a key component of overall health. Follow the food group recommendations to help you eat better every day. Each of these food groups provides some, but not all, of the nutrients you need.

A healthy diet is one that emphasizes fruits, vegetables, whole grains and fat-free or low-fat milk products; includes lean meats, poultry, fish, beans, eggs and nuts; and is low in saturated fats, trans fats, cholesterol, salt (sodium) and added sugars.

Daily recommendations vary depending on age, weight, calorie intake and exercise patterns. The United States Department of Agriculture (USDA) has developed a website, ChooseMyPlate.gov, to help you figure out the foods and portions that are right for you.



GRAINS	VEGETABLES	FRUITS	DAIRY	PROTEIN
Make half your grains whole	Vary your veggies	Focus on fruits	Get your calcium-rich foods	Go lean with protein
Eat grains, especially whole-grains, like brown rice, oatmeal or popcorn.	Eat more dark-green veggies like broccoli, spinach.	Eat a variety of fruit.	Go low-fat or fat-free when you choose milk, yogurt and other milk products.	Choose low-fat or lean meats and poultry.
Other grain choices include bread, crackers, cereal or pasta.	Eat more orange vegetables like carrots and sweet potatoes.	Choose fresh, frozen, canned or dried fruit.	If you don't consume milk, choose lactose-free products or other calcium sources such as fortified foods and beverages.	Bake it, broil it or grill it.
	Eat more dry beans and peas like pinto beans, kidney beans and lentils.	Go easy on fruit juices.		Vary your protein routine – choose more fish, beans, peas, nuts and seeds.
	Limit starchy vegetables.			

Your food and physical activity choices each day affect your health — how you feel today, tomorrow and in the future. To find the foods and portions that are right for you, go to ChooseMyPlate.gov.

Find your balance between food and physical activity

- Be sure to stay within your daily calorie needs.
- Be physically active for at least 30 minutes most days of the week.
- About 60 minutes a day of physical activity may be needed to prevent weight gain.
- For sustaining weight loss, at least 60 to 90 minutes a day of physical activity may be required.
- Teenagers should be physically active for 60 minutes every day, on most days.

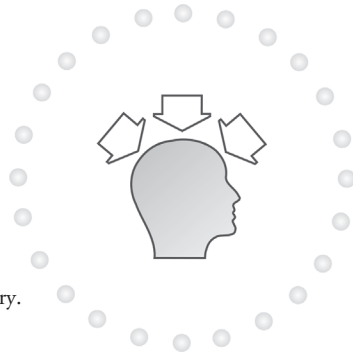
Know the limits on fats, sugars and salt (sodium)

- Make most of your fat sources from fish, nuts and vegetable oils.
- Limit solid fats like butter, margarine, shortening and lard, as well as foods that contain these.
- Check the Nutrition Facts label to keep saturated fats, trans fats and sodium low.
- Choose food and beverages low in added sugars. Added sugars contribute calories with few, if any, nutrients.

SUCCESS SKILLS {tips for improving your memory & taking standardized tests}

TIPS FOR IMPROVING YOUR MEMORY

- {1} Keep notes, lists and journals to jog your memory.
- {2} Decide what is most important to remember by looking for main ideas.
- {3} Classify information into categories. Some categories may be:
 - a. Time – summer, sun, swimming, hot
 - b. Place – shopping center, stores, restaurants
 - c. Similarities – shoes, sandals, boots
 - d. Differences – mountain, lake
 - e. Wholes to parts – bedroom, bed, pillow
 - f. Scientific groups – Flowers, carnation, rose
- {4} Look for patterns. Try to make a word out of the first letters of a list of things you are trying to remember. You also could make a sentence out of the first letters of the words you need to remember.
- {5} Associate new things you learn with what you already know.
- {6} Use rhythm or make up a rhyme.
- {7} Visualize the information in your mind.
 - a. See the picture clearly and vividly.
 - b. Exaggerate and enlarge things.
 - c. See it in three dimensions.
 - d. Put yourself into the picture.
 - e. Imagine an action taking place.
- {8} Link the information together to give it meaning.
- {9} Use the information whenever you can. Repetition is the key to memory.



TIPS FOR TAKING STANDARDIZED TESTS

- {1} *Concentrate.* Do not talk or distract others.
- {2} *Listen carefully to the directions.* Ask questions if they are not clear.
- {3} *Pace yourself.* Keep your eye on the time, but do not worry too much about not finishing.
- {4} *Work through all of the questions in order.* If you do not think you know an answer to a problem, skip it and come back to it when you have finished the test.
- {5} *Read all of the possible answers* for each question before choosing an answer.
- {6} *Eliminate any answers that are clearly wrong,* and choose from the others. Words like always and never often signal that an answer is false.
- {7} *If questions are based on a reading passage,* read the questions first and then the passage. Then go back and try to answer the questions. Scan through the passage one last time to make sure the answers are correct.
- {8} *When you finish the test, go back through and check your answers for careless mistakes.* Change answers only if you are sure they are wrong or you have a very strong feeling they are wrong.
- {9} *Do not be afraid to guess at a question.* If you have a hunch you know the answer, you probably do!
- {10} *Use all of the time allotted* to check and recheck your test.

SUCCESS SKILLS {listening & homework skills}

LISTENING SKILLS

Listening (unlike hearing, which is a physical process not requiring thinking) gives meaning to the sounds you hear. It helps you understand. Listening is an active process that requires concentration and practice. In learning, the teacher's responsibility is to present information; the student's responsibility is to be "available" for learning. Not listening means you will be unable to learn the material.

To help develop listening skills:

- *Approach the classroom ready to learn:* leave personal problems outside the classroom. Try to avoid distractions.
- *Even if you do not sit close to the teacher,* focus your attention directly on him/her.
- *Pay attention to the teacher's style* and how the lecture is organized.
- *Participate;* ask for clarification when you do not understand.
- *Take notes.*
- *Listen* for key words, names, events and dates.
- *Don't make hasty judgments;* separate fact from opinion.
- *Connect what you hear* with what you already know.

HOMEWORK SKILLS

- *Keep track of your daily assignments* in this datebook so you will always know what you have to do.
- *Homework is an essential part of learning.* Even though you may not have written work to do, you can always review or reread assignments. The more you review information, the easier it is to remember and the longer you are able to retain it.
- *Realize that homework is considered an important part of learning.* Not doing your homework because you do not believe in homework is self-defeating behavior.
- *It is your responsibility to find out what you have missed when you are absent.* Take the initiative to ask a classmate or teacher what you need to make up. You need to also know when it needs to be turned in. If you are absent for several days, make arrangements to receive assignments while you are out.
- *Have a place to study that works for you* – one that is free from distractions. Be honest with yourself about using the TV or stereo during study time. Make sure you have everything you need before you begin to work.
- *Develop a schedule that you can follow.* Be rested when you study. It is okay to study in short blocks of time. Marathon study sessions may be self-defeating.
- *Prioritize your homework* so that you begin with the most important assignment first: study for a test, then do the daily assignment, etc.
- *Study for 30-40 minutes at a time,* then take a 5-10 minute break. Estimate the amount of time it will take to do an assignment and plan your break time accordingly.



SUCCESS SKILLS {successful notetaking}

SUCCESSFUL NOTETAKING

- Taking notes reinforces what we hear in the classroom and requires active listening. Having accurate information makes your outside study and review time that much easier. Good notetaking requires practice.
- Be aware of each teacher's lecture style; learning how to adapt to each style takes patience. Take notes as you (attentively) listen to the lecture. Keep notes in an individual notebook for each class or in a loose-leaf binder that has a section for each class. Your teacher may have certain requirements.
- Date each day's notes, and keep them in chronological order. Some teachers provide outlines that tell you how a series of lectures will be organized; other teachers will deliver their lectures and expect you to write the information in your notes. Most teachers will emphasize important points by stressing them or repeating them a few times. Make a note in the margin or highlight any information the teacher specifically identifies as important.
- Write notes in short phrases, leaving out unnecessary words. Use abbreviations. Write clearly so you will be able to understand your notes when you review them.
- If you make a mistake, a single line through the material is less time consuming than trying to erase the whole thing. This will save time and you won't miss any of the lecture. Don't copy your notes over to make them neat; write them neatly in the first place. Don't create opportunities to waste your time.
- Write notes on the right two-thirds of the notebook page. Keep the left one-third free for your follow-up questions or to highlight the really important points in the discussion.
- Listen for key ideas. Write them down in your own words. Don't try to write down every word that your teachers say. Some teachers will use the chalkboard, an overhead projector or a PowerPoint presentation to outline these key ideas. Others will simply stress them in their discussion.
- Soon after class, while the information is still fresh in your mind, create questions directly related to your notes in the left column of the paper. Place these questions across from the information to which it pertains. Highlight or underline any key points, terms, events or people. Quiz yourself by covering the 2/3 side of your notes and try to answer the questions you developed without referring to your notes. If you need to refresh your memory, simply uncover the note section to find the answers to your questions. Short, quick reviews will help you remember and understand the information as well as prepare for tests.
- Review your notes daily. This reinforces the information and helps you make sure that you understand the material.
- Make sure your notes summarize, not duplicate, the material.
- Devise your own use of shorthand.
- Vary the size of titles and headings.
- Use a creative approach, not the standard outline form.
- Keep class lecture notes and study notes together.



SUCCESS SKILLS {plan for success}

PLAN FOR SUCCESS

SUCCESSFUL PEOPLE DON'T BECOME SUCCESSFUL BY LUCK. THEIR SUCCESS IS THE RESULT OF SETTING GOALS AND WORKING TO ACHIEVE THOSE GOALS. IN OTHER WORDS, SUCCESSFUL PEOPLE PLAN TO SUCCEED. YOU, TOO, CAN PLAN TO SUCCEED. DON'T PROCRASTINATE. GOOD INTENTIONS WILL NOT HELP YOU SUCCEED. START PLANNING FOR SUCCESS TODAY!

- {1} Organization** – Getting organized is the first step to success.
 - Remember that you are responsible for knowing about and completing your assignments and special projects.
 - Use your datebook to write down your homework, extracurricular activities, community activities and home responsibilities.
 - Make sure you have all the materials you need when you go to class and when you do your homework.
- {2} Time Management** – Managing time wisely will help ensure that you have the opportunity to do both the things you need to do and the things you want to do.
 - Plan a definite time to do your homework.
 - Plan time for extracurricular and social activities as well as home responsibilities.
 - Commit yourself to your time plan, but be flexible. For example, if something happens that makes it impossible for you to do homework during the regularly scheduled time, plan an alternate time to do the homework.
- {3} Set Priorities** – If you have lots to do, it is important to set priorities.
 - Rank each task in 1, 2, 3 order. Start with #1 – the most important task – and continue on down the list.
 - When doing homework, start with the subject in which you need the most improvement.
 - Check off finished tasks.
 - If you frequently find that you cannot finish all the tasks on your list, you may need to prioritize your optional activities and eliminate some that are low on your priority list.
- {4} Set Goals** – Just wishing to get better grades or to excel in soccer accomplishes nothing. You need a plan of action to achieve your goals. Setting goals will result in better grades and higher self-esteem. Best of all, setting goals will make you feel in control of your life. Some hints for setting goals:
 - Be specific. List specific goals for each academic subject. Also list goals for other school and home activities.
 - Set time limits. Your goals can be both short-term (within a month or on the next quiz or test) and long-term (within the semester or within the school year).
 - Set realistic goals. For example, if math has always been difficult for you, don't aim for an "A" in Algebra at the beginning of the year. If you usually get a "C-" in math, you may want to begin by setting a short-term goal of "C+" or "B-". Reaching that first short-term goal will give you the confidence to raise your goal for the next test or the next grading period.
 - Draw up a step-by-step plan of action for reaching each goal; then go for it!
 - Write your goals down, and put them in several places (your locker, your datebook, your bulletin board) so you will see them several times a day.
 - Share your goals with others – your parents, teachers, good friends, etc. They can give you encouragement.
 - Keep at it! Be determined, and keep a positive attitude. Visualize yourself achieving your goals.
 - Reward yourself when you reach a goal.



SUCCESS SKILLS {basic résumé writing}

BASIC RÉSUMÉ WRITING

The Functional Résumé Format

The functional format is useful for graduating high school or college students who do not have extensive job experience.

This type of résumé emphasizes skills and accomplishments achieved in school, activities, internships and in life.

These are the 5 basic parts →

- {1} **Header:** your name, address, phone number, e-mail address.
- {2} **Job objective:** a short statement describing how you can be of help to the employer and what you intend to do (e.g., sell, design, operate, manage).
- {3} **Qualifications:** a brief list or statement highlighting your background, your strengths and what you want your employer to know about you. This can be optional.
- {4} **Skills/Achievements:** a description of your abilities, accomplishments and areas of competence. These can also be grouped under headings, such as *Office Skills, Technical Experience* or *Planning/Organization*.
- {5} **Education:** a list of all formal education, workshops, seminars, internships, school-related activities and on-the-job training (if any). The most recent should come first.

Remember:

- Use only one or two typefaces in the design of your résumé.
- Use short phrases instead of long sentences and paragraphs.
- Line up all headings to keep your résumé looking clean and professional.
- Use good quality paper: A neutral color such as white or ivory is recommended.
- Do not include salary requirements.
- Do not include personal information such as date of birth, height, weight, marital status, health, religion or hobbies.
- Do not use the word *résumé* at the top of the page.
- Keep your résumé to one page.
- Have a list of references (names, company names, phone numbers) ready to give if requested.

Use Action Words to Describe Skills

accomplished	charted	evaluated	issued
activated	classified	executed	launched
administered	coordinated	formulated	lectured
advanced	communicated	gathered	managed
advised	completed	generated	organized
analyzed	computed	guided	outlined
applied	critiqued	implemented	refined
arranged	delegated	improved	reorganized
assembled	designed	initiated	streamlined
attained	determined	instituted	trained
automated	developed	instructed	updated
budgeted	devised	introduced	utilized
calculated	established	invented	wrote

SUCCESS SKILLS {basic résumé writing}

SAMPLE RÉSUMÉ

Joe Anybody

Campus Address

44 Residence Hall Drive
Campus Town, OH 45628
(123)987-6543
j.anybody@e-mail.com

Permanent Address

1234 Oak Street
Anytown, MD 21113
(555)123-4567
http://www.mywebsite.html

OBJECTIVE

A web design position that allows me to utilize my computer graphic and illustration skills and apply my knowledge of the online sales industry.

EDUCATION

State University, Campus Town, OH May 2016
School of Technology Major GPA:
3.25/4.0
B.S. in Computer Graphic Design GPA: 3.6/4.0
Visual Communications Design minor

EXPERIENCE

Design Assistant, internship May-August 2015
Wicked Web Design, Cincinnati, OH

- Created templates for multi-use applications
- Designed and updated client websites
- Reorganized digital file storing system

Webmaster August 2015-present
Kappa Sigma Fraternity, Campus Town, OH

- Designed and maintained website
- Established internal e-mail server
- Collaborated on intercampus fraternity website

TECHNICAL SKILLS

CSS, HTML, Java Script, PhotoShop, Illustrator, Microsoft Office

MEMBERSHIPS

- Kappa Sigma Fraternity
- Student Volunteer Outreach Summit
- Campus Town Big Brothers/Big Sisters

REFERENCES

Available upon request

SUCCESS SKILLS {keeping a monthly budget}

Learning how to manage your money is an important step in becoming financially independent. It's never too early to start keeping a budget. Use this budget worksheet to determine your income and expenses. If you need to cut back on spending, little bits add up.

→ When dining out with friends, don't order a soda, drink water instead.

- Skip costly coffeehouses and brew your own at home.
- Save money on gas and parking by walking to class or carpooling with pals.
- Many communities offer paying recycling programs, so cash in those cans.
- Consider trimming "extras" that add up, such as a cell phone, pager or cable TV.

Category	Monthly Budget	Monthly Actual	Semester Budget	Semester Actual	School Yr. Budget	School yr. Actual
INCOME						
From Jobs						
From Parents						
From Student Loans						
From Scholarships						
From Financial Aid						
Miscellaneous Income						
INCOME TOTAL						
EXPENSES						
Rent or Room and Board						
Utilities (Gas, Electric, Water)						
Telephone						
Cable TV						
Groceries						
Car Payment/Transportation						
Insurance						
Gasoline/Oil						
Entertainment						
Eating Out/Vending						
Tuition						
Books						
School Fees						
Computer Expense						
Miscellaneous Expense						
EXPENSES TOTAL						
NET INCOME (Income less expenses)						

CHARACTER {defining character}

C H A R A C T E R
What's **CHARACTER** all about?

"Character is power." ~BOOKER T. WASHINGTON

"What lies behind us and what lies before us are small matters compared to what lies within us." ~RALPH WALDO EMERSON

As you wind your way through this world, you inevitably come to a fork in the road: You can either be noted *for* your character – or be known *as* a character, to paraphrase a high school principal's advice to his graduating class.

Your character determines whether your friends, classmates and family members see you as a leader, respect you as a role model and, ultimately, feel their interactions with you help them become better people.

But what values and personal attributes comprise character? To name just a few, character is defined by:

C **CARING** Caring and concern for others are at the root of the Golden Rule – "Treat others as you want them to treat you."

H **HONESTY** Be honest with yourself and with others in every interaction. Honesty and integrity are the core values that make respect, courage and trustworthiness possible.

A **ACTIONS** Your actions – not your intentions or words – are what define your character. Often, these become acts of courage, such as taking a stand against injustice, prejudice, cruelty and other inhumane behaviors.

R **RESPONSIBILITY** Your sense of responsibility is what compels you to do the right thing, follow through on your promises and be accountable for your actions. Personal rights are only possible if they're accompanied by responsibility.

A **ACCEPTANCE** Character demands that we accept others' differences and appreciate how diversity strengthens our society.

C **CITIZENSHIP** People of strong moral character don't sit on the sidelines. Contribute your "fair share" – participate fully as a concerned student, volunteer and voter.

T **TRUSTWORTHINESS** Trust can't be granted; it can only be earned. Deliver on your promises. Act honestly at every turn.

E **EMPATHY** When you empathize with others, you go beyond kindness and caring; you truly begin to see the world from someone else's perspective.

R **RESPECT** Respect for yourself and for others is an integral component of character. Without respect, caring and empathy are empty expressions. Respect is what enables us to accept and appreciate others' differences.

CHARACTER {people of character}

C H A R A C T E R

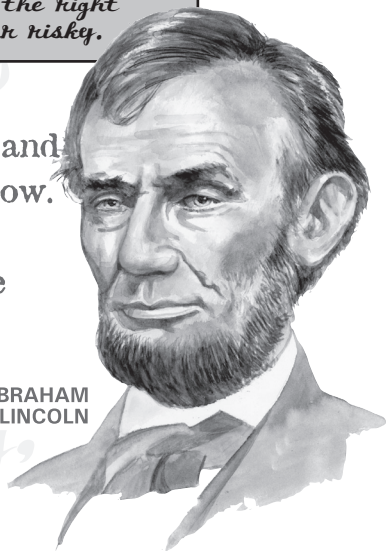
The qualities of a great man are "vision, integrity, courage, understanding, the power of articulation, and profundity of character."
 ~ PRESIDENT DWIGHT EISENHOWER

Good character requires doing the right thing even when it's costly or risky.

"Character is like a tree and reputation like its shadow.

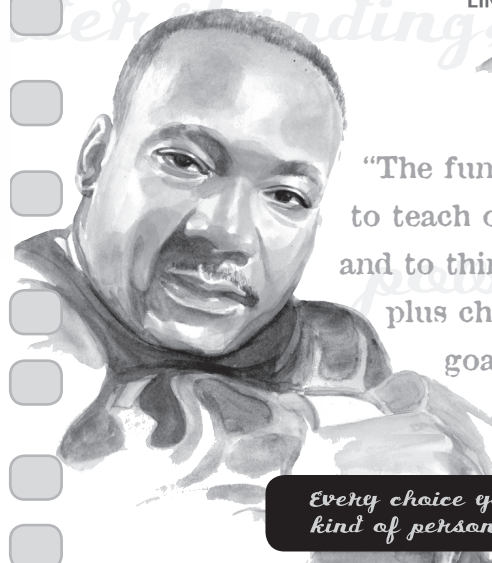
The shadow is what we think of it; the tree is the real thing."

~ PRESIDENT ABRAHAM LINCOLN



"The function of education is to teach one to think intensively and to think critically...intelligence plus character – that is the goal of a true education."

~ MARTIN LUTHER KING, JR.



Every choice you make helps define the kind of person you are choosing to be.

"The best index to a person's character is (a) how he treats people who can't do him any good, and (b) how he treats people who can't fight back."

~ ABIGAIL VAN BUREN ("DEAR ABBY")

CLASS SCHEDULE {first & second semester}

FIRST SEMESTER

Period	Subject	Teacher	Room

SECOND SEMESTER

Period	Subject	Teacher	Room



