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## IV. Academic Regulations and Policies

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### Requirements for Graduation

#### DEGREES

Kentucky Wesleyan College offers the degrees of Bachelor of Arts, Bachelor of Fine Arts, Bachelor of Music, Bachelor of Music Education, and Bachelor of Science.

**Each student is responsible for reading and observing all rules and regulations in the catalog and in the Wesleyan "Student Handbook" and, with his or her advisor, establishing a plan to complete degree requirements.**

A candidate for a Bachelor's degree must meet the following requirements for graduation:

- Present a degree plan (or "senior check list") to the registrar, worked out in consultation with a faculty advisor, no later than the beginning of the senior year.
- File an application for a degree with the registrar at the beginning of the final semester.
- Complete, with cumulative KWC GPA of 2.0 or higher, 128 semester hours of acceptable academic work.
  - Course requirements in the General Education Program must be completed.
  - Disciplinary or cross-disciplinary requirements in the major must be completed with a minimum cumulative KWC GPA of 2.0.
  - A minimum of 42 semester hours must be earned in courses numbered above 3000.
  - Meet the college's residence requirements. The last 32 semester hours for degree credit must be taken at Kentucky Wesleyan College.
  - A minimum of 30% of the semester hours with a "C" average in the student's major must be taken at Kentucky Wesleyan College.
  - Each student must participate in the commencement exercises of the College unless the dean of the College approves his or her written request for permission to graduate in absentia. On-line, degree-completion students are exempted from this requirement. However, they are welcome to participate.
- A student may use any catalog from date of enrollment through 8 years from date of last enrollment, provided the student's program has not been changed by an outside agency.
- Students majoring in Medical Technology complete 3 years of science, support courses and all of the General Education requirements at KWC. Upon successful completion of 12 months of clinical course work and training at an accredited school, they receive the B.S. degree from KWC. (Total: 128 hours)
- Students in engineering complete three years of science, support courses and all of the General Education requirements at KWC. Upon successful completion of their first year in the engineering program at the cooperating university, they receive the B.S. degree from KWC. (Total: 128 hours)
- Some students in pre-pharmacy, pre-physical therapy, physician assistant, and pre-optometry complete their degree at KWC before attending their respective professional school. Other students in these pre-professional programs, however, are accepted into the professional component after three years at KWC. They receive a Bachelor of Science degree from KWC after completing their first year at professional school (Total: 128 hours).
- Fulfill all financial obligations to KWC and complete appropriate exit interviews and forms for student loans.
- Students that owe a balance to KWC may walk at commencement, but will not receive a diploma or an official transcript until their balance is cleared.

To be eligible for a second Bachelor's degree a student must earn a minimum of 32 additional semester hours in residence.

**AT KENTUCKY WESLEYAN COLLEGE, IT IS THE SOLE RESPONSIBILITY OF THE STUDENT TO MEET ALL REQUIREMENTS FOR GRADUATION UNDER ANY DEGREE PROGRAM.**

### Academic Honors

#### DEAN'S LIST

A student is eligible for the Dean's List when he or she has attained a 3.50 GPA in a given semester, carries a minimum of 12 semester hours, and does not receive a grade of "F" in any course taken during the semester.

Students enrolled in directed teaching shall be eligible for the Dean's List provided:

- a. The student was on the Dean's List the previous semester.
- b. The student is enrolled for a minimum of 12 hours, including directed teaching.
- c. The student achieves a passing grade in directed teaching.

#### GRADUATION WITH HONORS

The Bachelor's degree may be conferred with honors under the following rules:

- a. Students who have completed a minimum of 60 semester hours at Kentucky Wesleyan College are eligible for honors at graduation.
- b. Those who earn an average of at least 3.50 are recommended for a degree cum laude.

- c. Those who earn an average of at least 3.70 are recommended for a degree magna cum laude.
- d. Those who earn an average of at least 3.90 are recommended for a degree summa cum laude.
- e. All semester hours taken at Kentucky Wesleyan College are counted in determination of honors.
- f. Transfer hours are counted toward the 128 hours needed for graduation but only semester hours taken at Kentucky Wesleyan College and/or through the Brescia Exchange Program are counted in determination of honors and G.P.A.

## **HONOR FRATERNITIES AND SOCIETIES**

Honorary fraternities include Alpha Phi Sigma, criminal justice; Alpha Psi Omega, dramatics; Delta Omicron, music; Phi Mu Alpha, music; Lambda Iota Tau, modern literature; Psi Chi, psychology; and Alpha Chi, scholarship. Honor Societies include Order of Oak and Ivy, all around achievement, the Brown Scholars Society and Sigma Beta Delta, business.

## **ACADEMIC POLICIES**

**All students earning a degree at Kentucky Wesleyan College are responsible for being familiar with the academic policies and procedures outlined in this catalog.**

## **COURSE LOAD**

Kentucky Wesleyan College operates on a semester system. A full-time student takes 12-18 semester hours. To take more than 18 semester hours, the student must obtain permission in writing from the dean of the College and pay extra tuition. The maximum number of semester hours in which a student may enroll in is 21.

## **SUMMER TERM COURSES**

Summer term courses are taught in a traditional face-to-face or online mode. Traditional courses normally meet five days a week. Students may enroll for up to two courses for a total of six or seven semester hours per term. A maximum of two online courses may be taken during each of the seven week summer terms. Students may take a combination of traditional face-to-face and online courses during the summer, but only a maximum of 12-14 hours may be taken without receiving permission from the Academic Dean. Students at Kentucky Wesleyan may take courses in the summer either at Kentucky Wesleyan or at other accredited colleges. If students plan on taking a course at another accredited college they must complete a Visiting Student Form, available on the Registrar tab on PantherNet. This form ensures that students are taking the right courses to fit their programs. An official transcript must be sent back to Kentucky Wesleyan College for students to receive credit. Only grades of C or higher will transfer. These grades will not affect a student's GPA. Any student who has matriculated at Kentucky Wesleyan College can take a maximum of 10 semester hours at other institutions to be applied toward a degree program at Kentucky Wesleyan College.

## **WINTER TERM COURSES**

Courses meet five days a week. Students may enroll in one course for a total of three or four credit hours per term.

## **REPEATING COURSES**

A student may repeat a course in which he or she desires to improve his or her grade; but it is stipulated that the student's higher grade in a repeated course is the one which counts in the calculation of his or her cumulative GPA and in meeting the graduation requirements of the college. A repeated course is so designated on the student's transcript, but the previous record of his or her performance(s) in the course remains on the transcript. Repeating a course must be done at Kentucky Wesleyan to affect the GPA.

## **TRANSFERRING CLASSES FROM OTHER COLLEGES**

Any student who has matriculated at Kentucky Wesleyan College can take a maximum of 10 semester hours at other institutions to be applied toward a degree program at Kentucky Wesleyan College. Excluded from this rule are KWC sanctioned courses such as studies abroad, internships and any courses taken through the KWC/Brescia exchange program. This rule may be waived with permission of the academic advisor, chair of the corresponding department at KWC and the dean of the college.

## **CLASS ATTENDANCE**

Students are expected to attend all regularly scheduled classes, labs and other course-related activities. However, on some occasions students may need to be absent. Excused absences for college-approved activities and in cases of personal emergencies (*i.e. death in the immediate family or student hospitalization*) will be approved and issued by the Dean of the College. Instructors are privileged to establish reasonable absence regulations, which should be clearly stated on the syllabus and 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, and six unexcused absences in a class that meets every Monday, Wednesday and 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 and with a grade of "E" for non-attendance.

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

### DROP/ADD PROCEDURE

Students may complete drop/add online during the designated period. After this time, students must complete a drop/add form available in the Registrar's Office within the prescribed dates listed in the academic calendar for that term. Signatures required include the professor of the class dropped or added and the student's academic advisor. When the drop/add affects the billing status of the student, notification will be made to the Financial Aid Office and the Business Office. After the drop period is over, students may still withdraw from a course, earning a grade of W, until the withdrawal deadline. After this deadline, students may only withdraw from a course with permission from the Academic Dean. Failure to obtain this permission may result in a punitive grade. To withdraw from a course, obtain a drop/add from the Registrar's Office before the deadline and have the form signed by the appropriate individuals.

### WITHDRAWAL FROM COLLEGE

By electing to register for courses at Kentucky Wesleyan College, students become financially liable for all associated tuition and fees. If a student decides they do not desire to attend Kentucky Wesleyan College prior to classes beginning, they must officially withdraw. To withdraw officially from Kentucky Wesleyan College, the appropriate withdrawal form must be completed and signed by the Dean of the College. The withdrawal form may be obtained in the Office of the Dean of the College.

If the student withdraws after the no-penalty date, a pro-rated adjustment in charges and financial aid will be made based on the number of registered days. After 60% of the enrollment term, no adjustments are made, which is congruent with the federal financial aid adjustment schedule. Please see the Financial Aid section for more details. Based on the adjusted charges and financial aid, the appropriate refund of payment or billing for outstanding balance due will be mailed to the student's home address within fifteen working days of the withdrawal. **Failure to properly withdraw means the forfeit of all rights to an adjustment of charges and a grade of "F" may be recorded for all courses.**

### LEAVE OF ABSENCE

In general, students are expected to complete their degrees by attending Kentucky Wesleyan College for four consecutive years. Occasionally, students may find it necessary to interrupt their program of study. In this event, the student may apply to the Academic Dean of the College for a leave of absence, not to exceed 12 consecutive months. Ordinarily, leaves are granted only at the conclusion of a term. Students on leave need not apply for readmission but should notify the Registrar at least 30 days before their return. The right to use college facilities is suspended while the leave is in effect.

### ADVANCED PLACEMENT, CLEP, CHALLENGE EXAMINATION AND INTERNATIONAL BACCALAUREATE CREDIT

Kentucky Wesleyan College will award credit for ACE, ACE Military, ACTFL Oral Proficient Interviews, Advanced Placement, CLEP, Challenge Exams, Excelsior College exams, HSK Chinese language exams, International Baccalaureate Credit, work experience and professional certificates, if the course work is consistent with KWC's mission, is at the college level and is comparable to KWC degree programs. The following guidelines apply:

- A total of 42 semester hours of credit may be earned by Advanced Placement and/or CLEP.
- Advanced placement and/or credit will be granted to those students who receive a grade of 3 or better on the Subject Examination. Consult the Registrar for specific subject information.
- Individual CLEP exams may be taken. In all subject areas except modern languages, a score of 50 or greater is required to receive credit. In French, German and Spanish, the following credit is given:

CLEP score	Academic Credit
45 – 49	3 hours
50 – 54	6 hours
55 – 59	9 hours
60 or greater	12 hours
- CLEP exams require a fee, depending on exams taken. Consult the KWC website for a more detailed explanation.
- Challenge examinations for regular courses are available in some departments. A course may be challenged with the approval of the department chairperson and the Dean of the College. If approval is granted, the student must register in the Registrar's Office and pay a \$40 fee. A letter grade must be assigned.
- International Baccalaureate Diploma credit will be awarded for advanced course scores of 6 or 7. Depending upon the advanced course taken, the department, in consultation with the Registrar, will determine the level of credit awarded. Credit will be awarded for the Theory of Knowledge course if a grade of A or B is attained. Up to 10 hours of credit may be earned through IBD.
- Credit will be granted for non-collegiate courses in keeping with the credit guidelines recommended by the American Council of Education.
- Academic credit hours may be granted in some departments for work experience. The credit hours assigned must be recommended by the Department Chairperson in whose department the credits are to be applied. The recommendation of the Chairperson must receive approval of both the Registrar and the Dean of the College.

Upon appeal, the Registrar and the appropriate department chairperson will evaluate a student's scores or transcript to determine if any credit is transferable to KWC.

## THE GRADING SYSTEM

Grades and quality points are assigned as follows:

- A** - Excellent scholarship
- B** - Good scholarship
- C** - Satisfactory scholarship
- D** - Poor scholarship
- P** - Pass

**E** - Failure due to non-attendance. The student's absences from class have outweighed any completed coursework, and passing the course is no longer possible.

**F** - Failure

**W** - Withdrawal from class within a designated period early in the semester

**WP** - Withdraw Passing. Withdrawal from a class after the designated drop period; this will be determined at the time of withdrawal or by midterm grades.

**WF** - Withdraw Failing. Withdrawal from a class after the designated drop period; this will be determined at the time of withdrawal or by midterm grades.

**I** - A temporary grade indicating that the student's work is incomplete. The student has until the mid-term of the following semester in which to complete the work in order to receive a satisfactory grade. Failure to complete the work may result in the grade of "F."

**X** - A temporary grade indicating that the student was absent from examination. The dean of the College must excuse the absence. A student failing to receive an excuse and failing to make up the examination will receive a grade of "F."

**R** - A course so designated has been subsequently repeated. Only the highest grade earned in a repeated course is used in the calculation of a student's cumulative grade point average.

Grades are assigned the following quality points only on work at KWC. Transfer work is not computed in the GPA.

- A** - 4 grade points per semester hour
- B** - 3 grade points per semester hour
- C** - 2 grade points per semester hour
- D** - 1 grade point per semester hour
- E** - 0 grade points
- F** - 0 grade points

## STUDENT CLASSIFICATION

Students will be classified in accordance with their completed semester hours at all accredited institutions as follows:

- Freshman** - 0 to 29 semester hours
- Sophomore** - 30 to 59 semester hours
- Junior** - 60 to 89 semester hours
- Senior** - 90 semester hours and beyond

## GOOD ACADEMIC STANDING

A student must be in good academic standing (not on academic probation) to represent the college in any activity. 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 dean of the College 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 Kentucky Wesleyan College will be placed on academic probation.

<u>Number of semester hours attempted</u>	<u>Probation scale for KWC cumulative GPA</u>
1-29 semester hours	less than 1.6 cumulative GPA on 4.0 scale
30-59 semester hours	less than 1.8 cumulative GPA on 4.0 scale
60 or more semester hours	less than 2.0 cumulative GPA on 4.0 scale

1. 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.
2. 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.

## ACADEMIC SUSPENSION

1. A student on academic probation for any of the above reasons will be placed on academic suspension if in the following semester, fall or spring, he or she does not meet the minimum standards of academic performance applicable to him or her as shown in the academic probation chart.
2. A student will be placed on academic suspension at the end of any semester in which he or she has failed to pass at least 50 percent of the semester hours in which he or she was enrolled.
3. A student who, in the judgment of his or her faculty advisor and the dean of the College, has demonstrated that he or she is not pursuing the educational purposes for which he or she was admitted to the College may be placed on academic suspension at any time.
4. The dean of the College may continue on academic probation for one semester a student who fails to meet the standards under 1, 2 or 3 above if the student can show evidence of unusual circumstances during the previous semester, such as extended personal illness or death in the immediate family.
5. The dean of the College may continue on academic probation a student who has failed the standards under 2 or 3 above, but who has shown reasonable progress by attaining as a full-time student a GPA of 2.25 or higher in the immediate past semester providing also that the student receives no grade of ``F."

A student who has been excluded for academic reasons is eligible to apply once for readmission after one semester (fall or spring) has passed.

A student who is permitted by the dean of the College to continue on probation may not be eligible for financial aid. Students should consult with the Financial Aid Director for information and clarification.

### **ACADEMIC BANKRUPTCY**

Academic bankruptcy is designed to give a student with a poor academic record an opportunity to start over. Like financial bankruptcy, it is a drastic measure. In applying for academic bankruptcy, the student agrees to the conditions which it entails, such as loss of credits earned and accepts the special restrictions, including strict standards for future academic performance. A student may apply to declare academic bankruptcy for at most two (2) adjacent semesters of academic work and begin his/her academic career anew at Kentucky Wesleyan College with the following provisions:

- A. Academic bankruptcy may be declared only once in a student's academic career.
- B. The student must not have been enrolled in any university or college study during the preceding year.
- C. The student desiring to declare academic bankruptcy will complete a form from the Registrar's Office. The application should include a brief narrative explaining extenuating circumstances that caused the academic deficiency.
- D. The student must earn a 2.25 for his or her first year (24 credit hours) after the application to be granted Academic Bankruptcy.
- E. The course work declared bankrupt will remain on the student's academic record, with the notation of academic bankruptcy clearly indicated. This work will not be considered subsequently in counting hours earned or for calculating cumulative grade point averages.
- F. The student who has been allowed to declare academic bankruptcy must fulfill all requirements for his/her degree program, including retaking course work passed during the bankrupt semester.
- G. Once declared, academic bankruptcy cannot be revoked.
- H. The student who has declared academic bankruptcy will not be eligible to graduate as an honor student.
- I. Should the student transfer from Kentucky Wesleyan College after taking academic bankruptcy, Kentucky Wesleyan College can not guarantee other institutions will honor the bankruptcy agreement.

### **Student Standards of Academic Conduct**

Kentucky Wesleyan College expects its students to adhere to the highest standards of academic honesty. Any student who, beyond a reasonable doubt, violates these standards is subject to disciplinary action by the faculty member in whose class the academic dishonesty has occurred and by proper college authorities. Examples of acts constituting academic dishonesty include (but are not limited to) the following:

1. Knowingly participating in fraudulent activities relating to examinations, assignments or projects: e.g.
  - Plagiarism - claiming or implying that the ideas or works of others are one's own original thoughts (includes making use of reports, term papers, films or other writing advertised for sale).
  - Writing reports, etc., or completing projects for others to submit for evaluation.
  - Submitting work that has been submitted in another class (unless there is written permission and it is acceptable to the instructor).
  - Taking examinations for another student.
  - Any form of cheating during the administration of an examination.
  - Intentionally missing examinations to obtain information from class members for illegitimate make-up of examinations.
  - Providing material or information to another person with knowledge that these materials or information would be used improperly.
2. Theft of examinations, projects, grade books, etc. Alteration of grades or scores on examinations, reports or in grade books. Procedures and penalties: A faculty member who finds beyond a reasonable doubt that a student has committed an act of academic dishonesty shall have the option after consultation with the academic dean of imposing one of the following penalties:
  1. Substitute examination or assignment.

2. A grade of ``F" for examination or assignment.
3. Expulsion from the class with a grade of ``F" for the course.
4. Recommendations to the academic dean that the student be expelled from the college.

In addition to being honest, Kentucky Wesleyan students are expected to be civil and respectful to their instructors and fellow students. The faculty member may handle first-time, relatively minor offenses by himself or herself. The faculty member should include the Vice President of Academic Affairs in more serious cases. The Vice President of Academic Affairs may withdraw the student from the class and/or file disciplinary charges to the Vice President of Student Services. See "Student Code of Conduct," standard #10, in the KWC Student Handbook.

Procedures for review or appeal of penalties may be found in the Kentucky Wesleyan College Student Handbook.

## Academic Grievance

Level 1 - 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.

Level 2 - In the event the aggrieved person is not satisfied with the disposition of the grievance at level 1, the student may file the grievance in writing (in duplicate, retaining a personal copy) with the academic dean. Within 10 days of receipt of the grievance, the dean shall request a conference with the aggrieved or render a written decision as to the solution.

Level 3 - 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, which 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. With the exception of procedural violations, the decision of this committee shall be final.

Level 4 - 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 direction, schedule an appropriate conference. The decision of the President shall be final.

## Academic Records and Transcripts

### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The following policy is in accord with Kentucky Revised Statute 164.283, the Family Educational Rights and Privacy Act of 1974 (Public Law 93-380) as amended (Public Law 93-568), also known as the Buckley Amendment, and the regulations formulated by the U.S. Department of Education.

Kentucky Wesleyan College provides eligible students or their parents, when applicable, with the opportunity to review the students' education records, to seek correction of information contained in these records and to limit disclosure of information from the records.

Eligible students or their parents, when applicable, may file a complaint with the U.S. Department of Education if any of their rights under the Family Educational Rights and Privacy Act of 1974 have been violated. Information concerning the rights enumerated in this act, as well as information concerning complaint procedures, is available in the Registrar's Office.

The College will release directory information to the general public in response to a legitimate request unless the student concerned files a written request with the registrar that such information be withheld from the public. (Directory information is defined as student name, address, classification, telephone number, dates of attendance, date and place of birth, degree(s) earned, previous educational institutions attended, and honors and awards received.)

The Privacy Act also prohibits the distribution of grades to parents or guardians without a student's prior written consent, or a statement of dependency from parent or guardian when the student is a dependent as defined under the Internal Revenue Code.

Kentucky Wesleyan College will, however, release information without the consent of the student to the following: (1) College officials who have a legitimate educational interest; (2) Data specifically authorized by law to appropriate representatives; (3) By court order or lawful subpoena; (4) For publication of directory information. These "right to know" groups must follow the intent of the Federal Law. This exception to all other federal laws is found in Title 38 of the U.S. Code, Section 1790 (c).

### TRANSCRIPTS

Transcript requests must be made through the Registrar's Office. All requests must be in writing, either on the official transcript request form, available from the Registrar, or in memo form with signature. Each request must have the following information: full name of the student, social security number, address where transcript is to be sent, current phone number and signature. **No telephone or email requests are accepted.**

**We will not fax unofficial transcripts without written permission from the student.**

Official transcripts will not be released to any student carrying a balance on their accounts receivable or housing account from a previous semester. Likewise, enrolled students with delinquent balances on their current semester accounts receivable or housing account are not eligible for official transcript copies. Currently enrolled students who participate in a private tuition payment plan are eligible for transcripts if they are in good standing with the private tuition payment company. Students who are not in compliance with Federal Perkins Loan repayment guidelines are NOT eligible for official transcript copies. Please see the cashier's office if you have further questions in regards to transcript eligibility.

Students with outstanding library fines, holds through the Student Life Office, or other outstanding financial obligations to the College are not eligible for official transcript copies.

A record of when transcripts are requested and where they are mailed will be maintained for at least 1 year.

The first transcript copy is free; each additional copy costs \$10.

## **RECORDS RETENTION STATEMENT**

The official transcript of each student who enrolls and earns a grade for any number of courses will be maintained by the Registrar's Office permanently.

A student's official admission file, once transferred to the Registrar's Office, shall be maintained for 7 years after the student's last date of separation from the college. Materials in this file include documents relating to the student's academic career at Kentucky Wesleyan College.

## **OFFICE OF DISABILITY SERVICES**

Kentucky Wesleyan College is committed to equal opportunity for all academically qualified students, and does not discriminate based on disability. The mission and goals of KWC'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 KWC'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, books on tape, and others 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 Kentucky Wesleyan College community and for individuals and agencies within the Daviess County community on disability issues.
- To assist with increasing the awareness of the Kentucky Wesleyan 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.

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

Kentucky Wesleyan College 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 Dr. Leah Hoover, Director of the Office of Disability Services and Assistant Professor of Special Education, after review of documentation of disability.

At a scheduled appointment, Dr. Hoover 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 Dr. Hoover informally and then be subject to informal consultation with the Dean of Students, Dr. Paula Dehn. Written student complaints submitted to the Dr. Hoover and the Office of Disability Services will be addressed directly by Dr. Hoover and the Office of Disability Services in writing to the sender. Matters that remain unresolved may be formally presented by the student to the Dean of Students 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**

**Referrals** - Students and potential students are referred to Office of Disability Services by publications such as Kentucky Wesleyan application packets, schedules of classes, course syllabi and catalogs. Students are also referred by community agency personnel, Kentucky Wesleyan faculty, high school counselors, health care professionals, family members and others. **Referrals must be made in writing.** Referrals should be routed to Dr. Leah Hoover (FOB #23). All contact information for Dr. Hoover is listed below:

*Dr. Leah Hoover, Director of Disability Services  
Kentucky Wesleyan College  
3000 Frederica Street  
FOB #23  
Owensboro, KY 42303  
270-852-3212  
lhoover@kwc.edu*

**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 Dr. Leah Hoover, Director. Upon receipt and review of the documentation, an intake appointment will be scheduled. Contact Dr. Hoover at 270-852-3212 or [lhoover@kwc.edu](mailto:lhoover@kwc.edu) to set up this appointment.

**Intake appointment** - After review of documentation, Dr. Hoover will contact the student to schedule an appointment with the student if the student has not already scheduled such appointment. 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 (available on this site under FORMS) and submitting **the form along with a copy of class schedule** to Dr. Leah Hoover 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 at 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 request by 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 beginning of 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.**

### **Responsibilities of Students, Faculty & the Office of Disability Services**

Kentucky Wesleyan College 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 Kentucky Wesleyan 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.
- 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 Dr. Leah Hoover at the Office of Disability Services if any problems occur receiving approved accommodations.

**Responsibility of faculty:**

- Faculty are strongly encouraged to include the following statement on the course syllabus:  
*"Kentucky Wesleyan College 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 Dr. Leah Hoover at the Office of Disability Services (FOB #23 or 270-852-3212) for verification of eligibility and determination of specific accommodations."*
- Faculty 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 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.

For more information, contact:

*Dr. Leah Hoover, Director of Disability Services*  
 Kentucky Wesleyan College  
 3000 Frederica Street  
 FOB #23  
 Owensboro, KY 42303  
 270-852-3212  
 lhoover@kwc.edu

Title IX and Age Act Coordinator  
 Ms. Linda Keller  
 Director of Human Resources  
 Room 108D, Barnard-Jones Administration Building  
 Kentucky Wesleyan College  
 3000 Frederica Street  
 Owensboro, KY 42301  
 270-852-3110

**FINAL EXAMS**

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.