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# King University Mission and Vision

## MISSION

We prepare students in our Christian academic community to excel as thoughtful, resourceful, and responsible citizens with a passion for serving God, the Church, and the world.

We accomplish this through excellent teaching, high expectations, worthwhile example, and fidelity to our Presbyterian heritage. Our mission is the same for all campuses and sites; and for online learning; and all programs, curricular and extracurricular, graduate and undergraduate.

## VISION

We aim to be the preeminent small to medium-sized Christian university in the Upper South, with a reputation earned there and beyond as a school serious about its Christian commitment, focused on student success, dedicated to academic excellence, and successful in producing graduates who excel wherever they live, work, and serve.

## HONOR CODE

On my honor, I pledge to abide by the King University Honor Code: I understand that students of King are to be honest in words and actions, in particular, not to lie, cheat, plagiarize, or steal. I pledge to conduct myself in a manner based on Christian values and to require the same of fellow students. I understand that a violation of this Honor Code may result in my appearance before the Honor Council.

## STUDENT RIGHTS AND RESPONSIBILITIES

Students' rights cannot be understood without reference to students' responsibilities.

- Students have the **right** to be in an intentionally Christian community and a **responsibility**, irrespective of their own beliefs, to uphold the values and standards implicit in a Christian community, as articulated in the mission of King University and as defined in this Student Handbook.
- Students have the **right** to a University environment that is conducive to learning and favorable to the pursuit of higher education, and the **responsibility** to foster that environment through the practice of civility in discourse.
- Students have the **right** to free expression and to a University setting free of disturbances to the learning process; and the **responsibility** to help create a disturbance-free learning environment for others by demonstrating mutual respect in their personal attitudes and behaviors.
- Students have the **right** to an academically-rigorous course of study, and the **responsibility** to hold themselves to the high academic standards embodied in the Honor Code and the academic requirements determined by individual instructors.
- Students with documented disabilities have the **right** to reasonable and appropriate accommodations and the **responsibility** to follow the procedures set forth for requesting accommodations and to **responsibly** use the granted accommodations.
- Students have the **right** to be free from unlawful harassment, discrimination, bullying, hazing and violence; the **responsibility** to ensure that their own behavior is not harassing, discriminatory, bullying, or violent; and the **responsibility** to report such behavior by others.

- Students have the **right** to engage in creative works and the **responsibility** to follow the Intellectual Property Rights policy included in the Handbook.
- Students have the **right** to have their grievances against other students or the University heard as set forth in the Handbook policies, as well as the **responsibility** to follow the proscribed procedures for those grievances.
- Students have the **right** to be made aware of complaints made against them under the Relationship Conduct Policy or the Student Conduct Process, the **right** to respond to those complaints, and the **responsibility** to cooperate with the processes.
- Students have the **right** to privacy of confidential records in accordance with provisions of the Family Educational Rights and Privacy Act, and the **responsibility** to respect the privacy of others
- In sum, students have the **responsibility** to conduct themselves in a manner that is consistent with the mission and vision of King University, and the **right** to expect the same of other members of the University community.

## **INTRODUCTION TO STUDENT HANDBOOK**

This Student Handbook is meant to be a guide that explains these, and other, rights and responsibilities. All students enrolled in or attending classes at King University are bound to follow all University policies and procedures, and are subject to the jurisdiction of the University with regard to violations of such policies and procedures. It is the responsibility of each student to be aware of the policies and procedures in the King University Student Handbook. Students who fail to read this Student Handbook will not be excused from compliance with the policies and requirements herein. Students accept the policies and procedures and agree to be bound thereby upon admission, readmission, or continued enrollment with King University.

The Office of Student Affairs is responsible for the King University Student Handbook. Changes to the Student Handbook will be made before the beginning of each academic year and an updated version of the Handbook will be available on the King University website. All policies and procedures contained within the Student Handbook are subject to change at any time. If changes to any of the policies contained in the Student Handbook are made during the academic year, the Office of Student Affairs will inform students of the changes via King University email.

*Within the King University community, the learning that takes place, the socializing, the recreation, and the common experiences are fully appreciated when shared with others. A community must then agree upon common principles and help hold one another accountable to those principles. To that end, the University has established these Campus and Community Life Policies as guiding principles that allow for individuals to live, learn, work, worship, and fellowship together. The following policies apply to all King University sites, as well as to online courses, as applicable.*

# CAMPUS AND COMMUNITY LIFE POLICIES

## ACADEMIC DISHONESTY

Academic dishonesty includes any attempt to obtain credit for academic work through fraudulent, deceptive, or dishonest means. Academic dishonesty is a violation of the King University Honor Code and the ideals it represents. Although not a comprehensive list, below are some of the most common forms of academic dishonesty:

- **CHEATING**  
Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise; submitting the same work for a grade in more than one class without the permission of the instructor(s); copying from another student's examination or other work; submitting work prepared in advance for an in-class examination; taking an examination for another person or conspiring to do so; violating other rules governing administration of examinations. Unauthorized materials may include textbooks specifically noted as instructor's or teacher's editions.
- **FABRICATION**  
Unauthorized use and/or intentional falsification or invention of research data, experimental results, citations or other information in a laboratory report, research paper, presentation, or other academic assignment or exercise. This also includes fabricating information/excuses to obtain extra time or remove responsibility for missed classroom obligations (i.e. attendance, assignments, deadlines, etc.).
- **FACILITATING ACADEMIC DISHONESTY**  
Intentionally knowingly helping or attempting to help another to commit an act of academic dishonesty.
- **PLAGIARISM**  
Using the words or ideas of another as one's own in any academic exercise, whether intentional or unintentional, without appropriate citation; failure to attribute direct quotation, paraphrase, or borrowed facts or information. For a more complete description on plagiarism refer to MLA Handbook, APA Handbook, or discipline specific standards. Copies of citation standards are available for review at the King Library.
- **UNAUTHORIZED COLLABORATION**  
Providing, either knowingly or through negligence, one's own work to assist another student in satisfying a course requirement, or representing material prepared by or with another as one's own independent work. In instances where students are permitted to work jointly to complete an assignment, instructors will offer clear guidelines about when and how students may collaborate; if a student is unsure, it is his or her responsibility to ask the instructor.

## ADDRESSING ACADEMIC DISHONESTY

Instructors may choose to address an instance of academic dishonesty directly or refer the case to the Office of the Dean of Students for adjudication.

Instructors who choose to handle academic dishonesty issues themselves will first contact the Office of the Dean of Students to discuss the incident, check to see if the student has had previous academic dishonesty violations, and review the options that are available. The case will then follow the Student Conduct Process, with the faculty member serving in the role of Student Conduct Administrator and having the authority to determine responsibility and impose Academic Sanctions (see Sanctions section).

Following an instructor's handling of an academic dishonesty case, he or she will submit the Academic Dishonesty Reporting Form (<https://my.king.edu/DocumentManagementSystem/Upload?docid=108>) along with any supporting evidence/documentation to the Office of the Dean of Students.

Cases referred to the Office of the Dean of Students will follow the Student Conduct Process and will generally be adjudicated by the Honor Council or an Administrative Hearing.

If found responsible, details of the violation and sanctions will be recorded in the student's official conduct file.

Students who have been accused of Academic Dishonesty in a course will not be permitted to drop or withdraw from that course until the Student Conduct Process has concluded (i.e., the student may not withdraw in an attempt to stop the process).

## **ACADEMIC CENTER FOR EXCELLENCE**

The Academic Center for Excellence (ACE), located on the first floor of Bristol Hall, provides peer tutoring in writing and speaking. The ACE administers the Writing Center, Speaking Center, and Math Center. In addition, the ACE coordinates all peer tutoring services on the Bristol campus, publishes a campus tutoring schedule each semester, manages the ACE Website (<http://www.king.edu/students/ace/ace-home.aspx>), and provides physical tutoring “space” for other disciplines.

For students at off campus instructional locations and online students, online tutoring in writing can be accessed at <http://www.king.edu/students/ace/owl/online-writing-center.aspx> by all King students. Tutoring is also available from King’s academic coaching partner, Upswing. All students can access this free tutoring service through the Student Portal, and there is an “Upswing” link provided in every Blackboard course site.

## **ACCESS TO CAMPUS**

The University is open to the general public, members of the campus community, and guests from 8 a.m. to 10 p.m. during the academic year. However, King University is private property and reserves the right to ask unwanted visitors to leave University property. Visitors and guests are not permitted access to academic campus buildings after 5 p.m. unless they are attending a function taking place at the University, are accompanied by a University employee, or have appropriate approval from an authorized University employee. Between midnight and 6 a.m., only vehicles displaying a valid King University parking decal are permitted on campus.

Students, faculty, staff, and visitors may be requested to show their identification while using campus facilities. Students entering any campus building after the building is closed may be subject to the student conduct process and referred to the appropriate law enforcement agency.

The University recognizes that students are often accompanied by minor children and others during visits to campus. In order to safeguard the educational and work environment of the University, students are not permitted to be accompanied by children, dependents, their spouse, or visitors during class sessions. **No employee, student, or visitor may leave a child unattended anywhere on campus grounds, including buildings and vehicles in campus parking lots.**

All classroom computers and other instructional equipment and materials are for students, faculty and staff use only. However, students are permitted to be accompanied by a guest while using a computer lab, provided the visitor does not inhibit the use of computers. Public computers are provided for limited use in the main campus library. Failure to follow this policy may result in restricted use of campus facilities and/or referral to the Student Conduct Process.

This policy applies to all classes taught on the King University main campus or at off-site instructional locations owned, leased, or used by the University.

## **ACTIVITIES ON CAMPUS PROPERTY**

King University recognizes that certain activities voluntarily engaged in by students, such as informal athletic contests, jogging, running, sledding, tubing, bicycling, and other activities, may have some measure of risk involved for the participants. The University has no designated space for the aforementioned activities. Areas of campus that might be used for these activities are not maintained for such use by the University. Students using these areas not designed or maintained for such use do so at their own risk. Use of an area for an activity does not imply that the University is designating or maintaining that area for such use. Students and guests who engage in such activities assume the risk of injury or property damage which may result. The University is not responsible or liable for injuries or property damage incurred by students or their guests participating in these and similar activities. King University prohibits the use of snowboards, skateboards and skis, and the building or reshaping of landscapes to create jumps or other such barriers. Any

activity that, in the judgment of University officials, creates an unsafe environment or could potentially cause damage to person or property will be addressed on a case-by-case basis.

## **ALCOHOL AND DRUG POLICY**

The United States Drug-Free Schools and Communities Act of 1989 (Public Law 101-226) requires King University to make the following information available to students:

There are physical, mental, spiritual, and social risks involved with the use of drugs and alcohol. Some of the physical health risks are heart problems, infections, malnutrition, convulsions, respiratory paralysis, emphysema, high blood pressure, chronic addiction, cirrhosis, hepatitis, heart problems, brain damage, lung infection, stomach ulcers, blood disorders and possible death. Mentally, there may be stress, depression, and contemplation of suicide, impaired thought process, memory loss, and increased psychosis. The use of drugs and alcohol may also lead to legal problems, financial hardships, and social difficulties. Legal sanctions under local, state, and federal law for unlawful possession, use, or distribution of illicit drugs and alcohol may include probation, fines, and/or imprisonment.

### **ALCOHOL**

King University discourages the abuse and/or illegal use of alcohol. Possession of, use of, manufacturing, or intoxication by any alcoholic beverage anywhere on King University property or at any sponsored activity or event, on or off campus, is prohibited. The presence of any container for alcoholic beverage may be interpreted the same as actual possession by those in the area where the container is found. Local, state, and federal law prohibits persons under 21 years old from drinking or possessing alcoholic beverages. Any student of King University under the age of 21 who is found on or off campus using or possessing alcohol or intoxicated by it is subject to local, state, and federal law enforcement. A violation of alcohol laws while enrolled at King University will also subject the student to disciplinary action by the University.

In compliance with Tennessee Code Annotated (T.C.A.) § 49-7-2207, Reporting of Students, the University will immediately report anyone under the age of 21 who has consumed, is consuming, or in possession of an alcoholic beverage to local law enforcement.

In the instance of an arrest or issuance of a citation related to the use or possession of alcohol by a student under the age of 21, the University will attempt to notify the student's parent or legal guardian.

In compliance with Tennessee Code Annotated (T.C.A.) §10-7-504, Confidential Records, the University will notify the parent or legal guardian of any student under the age of twenty-one if it has determined that the student has committed a disciplinary violation with respect to the use or possession of alcohol.

### **DRUGS**

King University prohibits the unlawful manufacture, use, distribution, dispensation, or possession of illicit drugs on campus, in the workplace (on or off campus), on property owned or controlled by King, or as any part of any activity of the University. All students taking prescription drugs must have a valid prescription from a licensed provider and the sharing of any prescription drug for any reason is considered dangerous and is also-prohibited. **More information about Tennessee laws related to illegal drugs can be found at <http://www.lexisnexis.com/hottopics/tncode/> under "Title 39 Criminal Offenses. Chapter 17. Offenses against Public Health, Safety, and Welfare. Part 4 Drugs."**

More information about federal drug laws, and potential harmful effects of drug abuse, can be found at <https://www.dea.gov/druginfo/factsheets.shtml>

### **SYNTHETIC DRUGS**

It is a violation of King University's Alcohol and Drug Policy for any person to use, or attempt to use, possess, sell, deliver, distribute, transport, transfer, trade, barter, exchange, manufacture, or purchase any synthetic drug as defined herein, on the University's property (whether owned, rented, leased, or temporarily occupied) or while in attendance at a King University sponsored event.



**Synthetic drugs are defined as:**

1. Synthetic Cannabinoids. Chemically engineered substances, similar to tetrahydrocannabinol (THC), which when smoked or ingested, can produce pharmacological effects similar to marijuana. These products are often sold under the brand names K2 or Spice.
2. Synthetic Stimulants/Synthetic Cathinones. Chemically engineered substances, such as mephedrone, methylenedioxypyrovalerone (MDPV) and methyl one, which when smoked, ingested, or injected, can produce pharmacological effects similar to illegal forms of opiates or amphetamines/stimulants such as cocaine, LSD, MDMA, PCP, and/or methamphetamines. These products are often sold as “bath salts,” “incense,” “plant food,” or “insect repellent.”
3. Any other substance, however denominated, designed, manufactured, and/or consumed to mimic the molecular structure or effects of legal or illegal drugs, which when smoked, ingested, or injected, can produce an altered physical or mental state.

Brand names of prohibited substances include but are not limited to: K2, Spice, Spice Gold, Spice Diamond, Yucatan Fire, Solar Flare, K2 Summit, Genie, PEP Spice, Fire n’ Ice, Vanilla Sky, Cloud Nine, Ivory Wave, and Blue Silk.

The University reserves the right to determine if any substance violates this policy on a case-by-case basis at the University’s sole discretion. Persons on campus found to be using, in possession of, or participating in the distribution of illegal drugs and/or drug paraphernalia will be reported immediately to law enforcement. A violation of any law related to the use or possession of controlled substances while enrolled at King University will also subject the student to disciplinary action by the University.

In compliance with Tennessee Code Annotated (T.C.A.) § 10-7-504, Confidential Records, the University will notify the parent or legal guardian of any student under the age of 21 if it has determined that the student has committed a disciplinary violation with respect to the use or possession of a controlled substance. In the instance of an arrest or issuance of a citation related to the use or possession of a controlled substance, University may attempt to notify the student’s parent or legal guardian.

## **ANIMALS ON CAMPUS**

**With the exception of service animals or other exceptions discussed below, animals are generally permitted only outdoors on King University’s campus grounds, but not in**

### **SERVICE ANIMALS AND SUPPORT ANIMALS**

#### **SERVICE ANIMALS**

“Service animals” are those animals (dogs or, in some cases, miniature horses) that are specifically trained to perform a task or function for an individual with a documented disability. Service animals are welcome on campus in any area that is generally open to the public or to students, with the exceptions discussed below.

In situations where it is not obvious that the animal is a service animal, in accord with the provisions of the Americans with Disabilities Act (the “ADA”), University employees may ask two specific questions: (1) is the animal a service animal required because of a disability? (2) what work or task has the animal been trained to perform? University employees are not allowed to request any documentation for the animal, require that the animal demonstrate its task, or inquire about the nature of the person’s disability.

Students with service animals are requested to register the animal with the Office of Learning and Disability Services. This will help to identify and locate the service animal in the event of an emergency, and to provide any necessary assistance to the student in the event of an emergency.

Residential students who need to bring their service animal to live on campus with them should contact the Office of Learning and Disability Services in advance of bringing the animal to live on campus. The Office of Learning and Disability Services will coordinate with the Office of Residence Life to make sure the student, the service animal, and other students/employees are properly accommodated. The process for bringing an animal to live in on-campus housing is outlined below.

#### **SERVICE ANIMAL HANDLER'S RESPONSIBILITIES**

- The handler (the person with a disability who is the owner and user of a service animal) must retain full control of the service animal at all times. The animal may not be left unattended at any time.
- The service animal will not be allowed to disrupt or interfere with University activities, including, but not limited to, teaching, research, service or administrative activities. If the animal is unruly or disruptive, or if the handler fails to maintain control of the animal, the handler must regain control immediately or remove the animal from University property. If the improper behavior is not corrected, the handler may be prohibited from bringing the animal onto University property.
- The handler is responsible for cleaning up any waste created by the animal, and for all costs related to any damages created by the animal to include repair or replacement of University property or property belonging to other individuals. Individuals not physically able to pick up waste and dispose of it are responsible for making all necessary arrangements for assistance. The University is not responsible for these services.
- The handler is responsible for regular bathing and grooming of the animal to prevent significant odor and shedding.
- The animal should have tags or some other method of indicating ownership and rabies clearances. It is also suggested, but not required, that service animals be fitted with identifying equipment such as a harness, cape or backpack as appropriate.
- The University and its employees assume no responsibility for controlling, keeping, feeding or otherwise caring for any service animal. The University and its employees assume no legal responsibilities for any injury or damage caused by a service animal.
- Additional responsibilities and rules applicable to animals in residence halls are set forth below.

#### **AREAS OFF-LIMITS TO SERVICE ANIMALS**

1. Research Laboratories;
2. Mechanical Rooms/Custodial Closets;
3. Areas where protective clothing is necessary; and
4. Areas where there is a danger to the service animal.

**Exceptions:** The laboratory director of a research laboratory may grant permission to an individual service animal/handler team to enter the laboratory. Teaching laboratories or laboratories with

moving equipment may pose a danger to the service animal. The laboratory director or teacher should work with each student, in consultation with the Office of Learning and Disability Services, to provide the fullest access that is safely possible. Admission for each team will be granted or denied on a case-by-case basis in consultation with the Office of Learning and Disability Services.

### **SUPPORT ANIMALS**

While “service animals” are those animals (dogs or miniature horses) that are specifically trained to perform a task or function for an individual with a documented disability, or those that are in training to become a service animal, there are also other animals that provide emotional support or assistance to an individual with a documented disability, but are not trained to perform a specific task or function for the individual. These animals are called “support animals.”

Support animals are generally not allowed on campus. The primary exception to this rule is for on-campus residential housing. Being granted an accommodation to have a support animal reside in on-campus housing does not mean that the support animal is permitted to be anywhere other than the individual’s private living quarters or outdoors.

### **HOW DO I ARRANGE TO BRING MY SERVICE OR SUPPORT ANIMAL TO LIVE ON CAMPUS WITH ME?**

A student (including an applicant) who wishes to have a service animal or support animal reside with him or her in on-campus residential housing should contact the Office of Learning and Disability Services, who will review each request on a case-by-case basis. Generally, service and support animals will be permitted to reside with the student when there is an established need for the animal that is connected to the individual’s disability, in order to permit the student to have an equal opportunity to use and enjoy on-campus residential housing.

Once the student makes a request, the Office of Learning and Disability Services will follow this process:

1. The student will be asked to identify whether the animal is a service animal that is required because of a disability of the student, and if so, what tasks or functions the animal has been trained to provide.
  - a. A “disability” is a physical or mental impairment that substantially limits one or more major life activities. If the student’s disability is readily apparent, the Office of Learning and Disability Services will not inquire further into the student’s disability. For disabilities that are not readily apparent, the Office of Learning and Disability Services may ask the student to provide documentation of the disability. Generally, a statement from a physician or mental health care professional will suffice for purposes of documentation of the disability. Rarely will it be necessary for the Office of Learning and Disability Services to inquire beyond the health care professional’s statement of disability.
  - b. Tasks or functions that a service animal is trained to perform may include obvious tasks such as guiding an individual who is blind or pulling an individual’s wheelchair. When the tasks performed are readily apparent, the Office of Learning and Disability Services will not inquire further into the tasks the animal is trained to perform. When the tasks are not readily apparent, the Office of Learning and Disability Service may ask the student what tasks or work the animal has been trained to perform.
2. If the animal meets the test of a bona fide “service animal,” then the animal will be permitted to reside with the student and to accompany the student with a disability to all areas on campus where the student is normally permitted to go.

3. If the animal does not meet the test of a bona fide “service animal,” the Office of Learning and Disability Services will evaluate the student’s need for a “support animal” and the support that the animal will provide the student.
  - a. Once the existence of the disability is documented, the Office of Learning and Disability Services will evaluate the student’s disability-related need for a support animal. In other words, does the animal work, provide assistance, or provide emotional support that alleviates one or more of the identified symptoms or effects of the student’s disability? If the disability-related need for the animal is not readily apparent, the student may be asked to provide documentation from a physician or mental health care professional that the animal provides support that alleviates one or more of the symptoms or effects of the student’s disability.
4. If the animal is a bona fide “support animal,” a reasonable accommodation will be granted to permit the animal to reside with the student, but only within the student’s privately assigned living space. The granting of a reasonable accommodation for a support animal does not mean that the animal is permitted to access other areas of campus in which animals other than service animals are prohibited.
5. Students who are granted a reasonable accommodation to have a service or support animal live on-campus with them are responsible for notifying all assigned roommates/suitemates of the animal, in advance of the expected move-in date. In the event that an assigned roommate/suitemate, or a nearby resident, or an employee whose job requires him or her to be in close proximity to the animal, has a conflicting issue (such as allergies, asthma, etc.), the Office of Learning and Disability Services will work with the Office of Residence Life and Housing to accommodate all conflicting issues by considering the verifiable needs of all persons.
6. In addition to the general rules applicable to service animals allowed on campus (see above), the student/handler with an on-campus resident service/support animal is responsible for assuring that the animal does not unreasonably interfere with the routine activities of the residential hall, the students who reside there, or the employees who work there.
  - a. The student/handler is responsible for any damages caused by the animal and must take appropriate steps to prevent damage or injury.
  - b. The animal must be kept well-groomed and free of fleas, ticks, and strong odors.
  - c. Service/support animals may not be left alone overnight in on-campus residential housing or left to be cared for by another person. If the student/handler leaves campus for an extended period of time, the animal must be taken with the student/handler.
  - d. It is the student/handler’s sole responsibility to maintain control of the animal at all times, and to be clean up after the animal and properly dispose of waste.
  - e. If the service/support animal is determined by Residence Life personnel or other University personnel to be out of control or creating an unreasonable interference with the usual activities of the residence hall, the Office of Learning and Disability Services will be asked to coordinate with the Office of Residence Life regarding appropriate action to be taken, which may include

removal of the animal when the animal poses a threat to the health or safety of others or otherwise proves unmanageable.

*This policy has been developed to comply with all requirements of the Americans with Disabilities Act, the Fair Housing Act and Section 504 of the Rehabilitation Act that apply to King University. The University does not discriminate on the basis of disabilities, and will follow all applicable laws and regulations regarding the provision of reasonable accommodations to disabled individuals. No disabled person shall be prevented from entering, remaining, or using facilities of this University because of the use of a service animal, unless such use is not in conformance with applicable law. Grievances of discrimination may be filed with the Vice President Administration & Finance or the Assistant Title IX Coordinator.*

## **ANNUAL SECURITY REPORT**

The Annual Security and Crime Statistics Reports are released pursuant to the Department of Education, Federal Student Aid Handbook, Chapter 6, Providing Consumer Information, and Campus Security section, Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and Tennessee Code Annotated 49-7-2203. The Annual Security and Crime Statistics Reports are available at <http://security.king.edu> or a paper copy is available at the Security Office located in the basement of Parks Hall or upon request or by calling (423) 652-4705, off campus, or extension 4705, on campus. Written requests can be made to the following address: King University, Security Department, and 1350 King College Road, Bristol, TN 37620.

## **BICYCLES**

Bicycles are not to be inside campus buildings. Security may confiscate bicycles left in unauthorized places. The University is not responsible for any theft or damage.

## **CHAPEL, CONVOCATION, AND SERVICE POLICY**

### **RATIONALE**

- Chapel, Convocation, and Service (CCS) are important, essential ways of partially fulfilling the core values of the University, educating persons to be intellectually proficient and disciplined, spiritually astute and mature, vocationally focused and adaptive, socially confident and compassionate, and lifelong learners with a passion for serving God, the Church, and the world.

### **PHILOSOPHY**

- Chapel is a worship service that involves the whole person, body, mind, soul, and spirit. Worship comes from inside each individual and cannot be forced from outside. The chapel space, worship format, and the act of worship itself should speak of the excellence and dignity of the God we worship. All who come to worship are asked to conduct themselves in a way that shows respect for the space they are in, the persons they are worshipping with, and the God they love and serve.
- Convocation is an intellectual forum for the presentation of ideas that should challenge our way of thinking about and perceiving the major issues of our culture and world. Although often framed in Christian context, convocation presents diverse points of view on a variety of issues.
- Service and mission projects are a means of reaching beyond ourselves to the greater community (locally, nationally, and internationally) with the love and compassion of God. A list of approved projects is posted on the University's website.

**All students sign the King University Honor Code when they enroll at the University and will be on their honor regarding the recording of their attendance. It is a part of each student's covenant agreement when they enter the King community to participate in their choice of chapel, convocation, and service projects. It is an integral part of a King University education. Violation of chapel attendance policies will be addressed through the Academic Dishonesty and Student Conduct sections of this handbook.**

## **POLICY**

In order to encourage the University community to engage Christian faith meaningfully and holistically, the following Chapel, Convocation, and Service (CCS) Policy is in effect:

- All campus students (commuter, residential, and transfer) will be automatically enrolled in a ½ semester hour CCS course each semester.
- The CCS course will be counted as a Pass / Fail evaluation.
- The number of CCS hours required for a “P” will be 12 each semester. Students may receive up to 7 required hours from service. No less than 5 hours must come from convocation, chapel, or a combination of the two.
- Students not completing the minimum of 12 CCS hours will receive a “F.”
- After the tenth day of the semester, students are considered either FT or part-time (PT) for the entire semester. A full-time student may withdraw from a class making the student part-time; however, the student is still responsible for fulfilling the CCS requirements.
- Students can repeat the failed semester by either doing 12 additional hours of CCS or completing a make-up plan to be approved by the Chaplain, in the semester immediately after the student has received an “F.”
- CCS credits are not transferable to subsequent semesters.
- King University’s Mission Trip participation will count as 7 CCS credits.
- Each Chapel attendance (Wednesdays, 9:15 - 10:00 AM) counts as one hour credit.
- Each Convocation attendance (select Mondays, 9:15-10 AM, and others as announced) counts as one hour credit.
- During chapel and convocation events, students are expected to refrain from using electronic devices, studying, and engaging in conversations with others.
- Students arriving late or leaving chapel or convocation events early will not receive CCS credit.
- Each hour of Service in an approved/verified activity counts as one hour credit.
- Service activities will be approved by the Office of Student Affairs and the Office of the Chaplain. In order to be approved, the community service should meet the following criteria:
  - o Service that is performed outside of King University.
  - o Service that is performed for a group or organization (not an individual).
  - o Service that is performed outside of family and friends.
  - o Service that is not mandated because of a conduct violation or arrest. o Service that is unpaid.
  - o The benefit received from the service goes to community at large and not to King University or your family and friends.
- Service hour forms are available on the student portal. These forms must be submitted to the portal on or before the last day of classes. Service hours will not be considered for credit after the deadline.

- If you have questions about whether an activity will be approved, please email Julie McReynolds at jamcreynolds@king.edu or call 423-652-6310. You are encouraged to submit service hours early in the semester. Service forms are always due by Reading Day (the day before exams start) of the semester for which you are submitting hours. Late submissions cannot be guaranteed to be accepted or approved.
- Senior level Teacher Education students are exempt from CCS during the semester in which they student teach. Some Nursing Clinicals may also be eligible for consideration as service hours.
- Certain other opportunities will be allowed to count toward fulfillment as determined by the Office of the Chaplain. These events will be announced by email announcement.
- Scanners will be used at all approved events to record student attendance. Students must have their King University ID to be counted present.
- Non-traditional students do not have a CCS requirement but are encouraged to listen to web-based podcasts of Chapel and Convocation events, as well as engage in service through their course work and community involvement.

Service opportunities include Appalachian Service Project, Boys and Girls Club, Healing Hands and other nonprofit service organizations in Bristol. For questions about service opportunities, contact Julie McReynolds, Assistant Dean for Student Engagement

## CIVILITY

### CIVILITY STATEMENT

King University seeks to foster a campus ethos that stresses the importance of exploration, personal initiative, character and integrity, collegiality, humane instincts, aesthetic sensitivities, and leadership. This requires an environment of mutual respect and responsibility. Whether we are students, faculty, or staff, we have a right to be in a safe environment, free of disturbance, and civil in all aspects of human relations.

### EXPECTATIONS OF STUDENTS

Your academic attitude is a major factor in your success at King University. You share responsibility, along with your professor and other students, for creating a productive learning environment. This responsibility includes behaving courteously and respectfully toward your professors and your classmates and becoming self-disciplined in your learning.

#### Classroom Etiquette

To create a productive experience for you and all students in the face-to-face classroom setting, you should:

- **Attend class and pay attention.** Do not ask the instructor to go over material you missed by skipping class or not paying attention. If you have difficulty understanding the presented material, ask the instructor to assist you.
- **Not come to class late or leave early.** If you must enter late, do so quietly and do not disrupt the class by walking between the class and the instructor. Do not leave class early unless it is an absolute necessity. If you know in advance you will need to leave class early, sit near an exit and inform the instructor prior to class.
- **Not talk with other classmates while the instructor or another student is speaking.** If you have a question or comment, please raise your hand, rather than start a conversation with your neighbor. Others in the class may have the same question.
- **Show respect and concern for others by not monopolizing class discussion.** Allow others time to give their input and ask questions. Do not stray from the topic of class discussion.
- **Turn off all electronic devices, including but not limited to cell phones, pagers, and/or beeping watches.** If, due to work or family obligations, you need to remain in contact, inform your instructor ahead of time and set these devices to be as minimally disruptive as possible

- **Avoid audible and visible signs of boredom and restlessness.** These are both rude and disruptive to the rest of the class.
- **Focus on class material during class time.** Sleeping, talking to others, doing work for another class, reading the newspaper, checking email, exploring the Internet, etc., are unacceptable and can be disruptive . If the professor allows food in class, unwrapping and eating should be in a non-disruptive manner
- **Do not pack book bags or backpacks to leave until the instructor has dismissed the class.**

### **Online Etiquette**

In the online setting, the same general principles as described for the face-to-face classroom apply. In addition, students should comply with netiquette, or network etiquette, guidelines for online communication. Student guidelines for online classes include:

- **Use appropriate language.**
- **Use correct spelling and grammar.**
- **Be willing to express your opinion and respect the opinion of others.**
- **Respond to others in a courteous, professional manner.**
- **Reread and think before you push the submit button.**
- **Do not hesitate to ask for feedback and always ask for clarification when needed.**

### **RIGHTS AS A STUDENT**

As a student, you have the right to a learning environment free from distractions and uncivil behavior. If others are engaging in behavior that interferes with your learning, bring the situation to the attention of your instructor. He or she is responsible for managing the learning environment and determining the action that should be taken.

### **CONSEQUENCES OF UNCIVIL OR INAPPROPRIATE BEHAVIOR**

The instructor has the right and the responsibility to take appropriate action when he or she observes an instance of inappropriate behavior in the classroom or other learning environment, including, but not limited to: asking that the inappropriate behavior cease, asking a student behaving inappropriately to leave the classroom/learning environment, and/or referring a student who acts inappropriately to the Dean of Students for disciplinary action through the Student Conduct Process. Instructors may request that a student who repeatedly engages in inappropriate behavior be removed from their class. Such requests will be considered by the Dean of Students.

### **COMPLIANCE WITH REQUESTS FROM KING UNIVERSITY OFFICIALS**

Students, faculty, and staff have a right to be in a safe environment, free of disturbance and civil in all aspects of human relations. All students are expected to respectfully and fully comply with requests from all officials of the University, including residence life staff, campus security officers, members of the faculty, and other administrators. Students who feel they have been mistreated or treated unfairly by an official of the University should address the issue with the Dean of Students and/or the supervisor of the individual.

### **COMMUNICABLE DISEASES**

A student who has a communicable disease has an ethical responsibility to other members of the University's community to report that information to Student Affairs. Residential students must report any illnesses to their Resident Assistant or Area Coordinator immediately. Commuter students must report any illnesses to the Student Affairs Office immediately. Students are expected to follow the treatment protocol as directed by physician, athletic trainer, health care provider, and/or Center for Disease Control. Students will be allowed



access to campus facilities unless such access presents a health hazard to others. If a health hazard does arise, decisions about use of facilities will be based on the nature of the illness, severity of the illness, persistence of the illness, and the potential to infect others. Each situation will be evaluated through Student Affairs on a case-by-case basis. A list of communicable diseases is available from the Center for Disease Control at <http://www.cdc.gov>.

Students living in the residence halls who are diagnosed with a communicable disease that proves a health threat to other residents may be relocated to an alternate room on campus until such time that it is determined to no longer be contagious. The residence hall staff will maintain the privacy of any student that has knowledge of testing positive for any communicable diseases. To make arrangements to temporarily relocate due to having a communicable disease, contact your hall staff.

## COMMUTER POLICY

All single, full-time students, under the age of 21 who do not reside locally at a primary residence, in the Tri-Cities (see below for specific details), **with a parent or legal guardian** must live in a residence hall as long as space is available.

Students who live with their parents or legal guardian and are under 21 years of age must submit a **notarized** copy of the *Verification of Living with Parents* form. This form must include a copy of the current driver's license of the parent or legal guardian with whom the student will reside as well as a daytime telephone number where the parent or guardian can be reached. The license number and/or the Social Security number from the license may be omitted from the copy of the parent's current driver's license.

Requests for residential exemptions must be submitted to the Assistant Dean for Residence Life by filling out a Commuter Form, which must state the reason for the request and provide a local address and telephone number. Other documents may be required to verify need for the exception. Commuter students are expected to provide a local phone or cell phone number. **Please be aware that very few exemptions are granted.**

Students should not sign off-campus leases until approval to move off campus has been granted. The fact that a lease has been signed will not be a factor in determining whether an exemption to the policy will be granted. Students will be responsible for both the cost of on campus housing and the off-campus lease should the request to live off campus be denied.

Circumstances for-Approval of Commuter Status:

- 21 Years old and in good academic and student conduct standing PRIOR to the first day of classes for the Semester
- Live at home with mother or father, a Legal Guardian (documentation from Court required), live with a married sibling over the age of 22, or live with grandparents – these family members must live in the residence with the student full time. Parent or Guardians must have lived in the Tri-Cities area (**physical address within Sullivan County, TN or Washington County VA, which includes the Cities of Kingsport, TN; Johnson City, TN; Bristol, VA; Bristol, TN; Gray, TN; and Piney Flats, TN**) for at least six months preceding the date of first enrollment and continue to reside with their parent(s)/guardian(s).
- Documented Disability - In order for a disability to be considered an exemption for living on campus, the request for accommodation must be approved through the King University Disability Services Office.
- Significant Life Experiences/Responsibilities Such As:
  - Full Time Military Service (Veterans with more than 120 consecutive days of military duty) /Honorably Discharged
  - Lived Independently of Parent/Guardians for 12 months or more with documented proof provided. (Note: Living in a residence hall is not considered independent living.)
  - Legally Married/Previously Married (Documentation Required)
  - Have Legal Dependents (defined as living with the student, having custody and responsible for support) and has documentation demonstrating this responsibility.

**Please Note:** All students living at Home with a Parent or Guardian **must renew their application for Commuter Status each year** until they meet the eligibility requirements (i.e. Age, Marital Status, etc.). If Commuter status is not renewed, the student will be assessed room and board charges until the application is completed.

The deadlines for applications for Commuter Status are due by March 15 for Fall Semester and October 15 for the Spring Semester. Students that are approved for commuter status and meet eligibility requirements do not have to re-apply each year. **Incomplete applications will not be considered.**

***Students must consult the Financial Aid Office prior to completing the Commuter Form and/or making arrangements for off campus lodging. Financial aid packages (including scholarships) may be reduced significantly by moving off campus. It should be noted that some program directors (i.e. coaches, theater, music, etc.) may have a more restrictive residency requirement for members of their team or program that differs from the stated policy.***

**Exceptions:** Students that are classified as GPS or **only** attending classes that are not on the main Bristol Campus.

## **CRIME REPORTING**

King University encourages anyone who witnesses or is a victim of crime to report the incident immediately to the appropriate law enforcement agency or 911 in an emergency. All crimes or suspected crimes are to be reported to the Office of Safety and Security by calling 423-652-4333 (off-campus), 423-340-4333 (cell), extension 4333.

### **King University's Duty to Report**

The University has a legal duty to report certain crimes, as set forth in the following state statutes.

#### ***Tennessee Code Annotated 10-7-504. Confidential records -- Exceptions.***

(F) Notwithstanding the provisions of subdivision (a)(4)(A) to the contrary, unless otherwise prohibited by FERPA, an institution of higher education shall disclose to a parent or legal guardian of a student information regarding any violation of any federal, state, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol, a controlled substance or a controlled substance analogue, regardless of whether that information is contained in the student's education records, if:

- (i) The student is under twenty-one (21) years of age;
- (ii) The institution determines that the student has committed a disciplinary violation with respect to such use or possession; and
- (iii) The final determination that the student committed such a disciplinary violation was reached on or after October 7, 1998.

#### ***Tennessee Code Annotated 49-7-2207. Reporting of students -- Exception.***

(a) It is the duty of each institution of higher education that has probable cause to believe that any student is committing or has committed any offense, a violation of which is a Class A misdemeanor or any of the five (5) categories of felonies as classified under § 40-35-110, upon the institution's grounds or within any building or structure under its supervision, to report the probable cause to the appropriate law enforcement officer.

(b) Subsection (a) shall not apply if the offense the student is believed to have committed is a sexual assault of any kind and the victim of the assault does not consent to the reporting of the offense.

#### ***Tennessee Code Annotated 49-7-129. Short title -- Notification of law enforcement agency of a medically unattended death or of a report alleging rape -- Joint investigation -- Penalty.***

(a) This section shall be known and may be cited as the "Robert 'Robbie' Nottingham Campus Crime"

(b) Regardless of whether a public or private institution of higher education has entered into a mutual assistance agreement with a law enforcement agency pursuant to § 49-7-118, the chief security officer or chief law enforcement officer of the institution shall immediately notify, unless otherwise provided by

federal law, the local law enforcement agency with territorial jurisdiction over the institution, if the medically unattended death of a person occurs on the property of the institution, or if the officer is in receipt of a report from the victim alleging that any degree of rape has occurred on the property of the institution. The chief security officer or chief law enforcement officer shall designate one (1) or more persons who shall have the authority and duty to notify the appropriate law enforcement agency in the absence of the chief security officer or chief law enforcement officer.

(c) Upon notification pursuant to subsection (b), it shall be the duty of each law enforcement agency to participate in a joint investigation of the death or alleged rape reported pursuant to subsection (b). In the case of a medically unattended death, the local law enforcement agency shall lead the investigation. In the case of an alleged rape, the institution's law enforcement agency shall lead the investigation.

(d) After notifying the local law enforcement agency pursuant to subsection (b), the security officers or law enforcement officers and all other employees of the institution shall cooperate in every respect with the investigation conducted by the law enforcement agency.

(e) Any official of a public or private institution of higher education receiving a report from a victim of rape occurring on the property or in the vicinity of the institution shall refer the victim to a sexual assault program or other service on campus or in the community. Sexual assault programs shall report annually, by January 31, to the chief security or law enforcement officer of the institution of the number of requests for assistance received from victims who were raped on or in the vicinity of a public or private institution of higher education during the preceding calendar year.

(f) As used in this section, "local law enforcement agency" means:

1. Within the territory of a municipality, the municipal police force;
2. Within the territory of a county having a metropolitan form of government, the metropolitan police force; and
3. Within the unincorporated territory of a county, the sheriff's office.

(g) A knowing violation of this section is a Class C misdemeanor.

## **MANDATORY REPORTING**

In addition to Tennessee state law, there are three federal laws that establish responsibilities for employees of King University to report certain types of crimes and incidents, especially sexual misconduct--the Clery Act, Title VII and Title IX. Each of these areas of federal law has a different purpose, but generally the laws are intended to protect members of the campus community, visitors and guests from criminal and discriminatory behavior.

The responsibilities established by these laws give rise to the term "mandatory reporter." Reporting of other concerning and disruptive behaviors is not legally mandated, but is a policy mandate to assist the appropriate King University officials in early identification and detection of at-risk situations. Additionally, Tennessee state law imposes mandates with respect to the reporting of child abuse, sexual abuse, and probable cause to believe that any student is committing or has committed certain crimes on campus, as delineated below.

All King University employees should recognize that King University's Relationship Conduct Policy imposes additional requirements other than the legally-required mandatory reporting for Clery Act crimes, Title IX violations, and Title VII violations.

All King University employees are expected to be knowledgeable about their obligations under Mandatory Reporters Policy and the Relationship Conduct Policy.

## **DISABILITIES**

King University is committed to enable students with documented disabilities to participate in University programs by providing reasonable and appropriate accommodations for them. King University will provide support services to students for whom the University has appropriate documentation that supports the accommodation request. King University will fully comply with all requirements of the Americans with Disabilities Act (ADA) of 1992, the Americans with Disabilities Act as Amended (ADAAA) of 2008, Section 504 of the Rehabilitation Act of 1973, and coresponding federal regulations.

Students with disabilities who need academic accommodations or other disability-related support services must submit written documentation to the Office of Learning and Disability Services at least two weeks in

advance of needing accommodations, or as soon as the documentation is complete. The University cannot make retroactive accommodations.

Accommodations for students with physical disabilities will be coordinated by the Office of Learning and Disability Services, working in conjunction with other campus offices as appropriate, including Residence Life, Facilities Services, and Safety and Security.

The types of academic accommodations which can be made include additional time allowed for examinations, private space for testing, and additional time for written assignments. Students with disabilities, like all other students, should select courses that take into account their own particular strengths and weaknesses, seeking guidance from their advisor.

Peer tutoring in writing, speaking, and math are available to all students through the Academic Center for Excellence. Subject-specific peer tutoring is also available in many academic areas. Online services such as Upswing are also available. Students with disabilities may request additional or longer sessions if needed; however, separate services designed specifically for disabled students are not provided. Other tutorial or support services may be sought at the student's expense.

Support services are provided to students with documented disabilities to help them perform according to their intellectual abilities. King University will not provide such support services if providing them would create an undue burden for the University. King University is responsible for providing that, within certain limits, students are not denied the opportunity to participate in University programs on the basis of a disability. The University is not required to and will not:

- Make accommodations or provide support for services which fundamentally alter the academic requirements for the degree, course requirements, or basic pedagogy;
- Alter consistently applied academic policies which are based on academic standards;
- Guarantee success or bear responsibility for making students succeed in their courses.

The student, not the University, is responsible for providing personal care assistance, personal purchases, personal adaptive equipment, formal educational assessment or clinical disability evaluation, and services or educational supplies used by all students (pens, paper, personal computers, software, or computer supplies, etc.).

Students are expected to participate responsibly in using accommodations they have requested and which have been approved by the University. Students with disabilities are bound, like all students, to the King University Honor Code.

## **DINING OPTIONS ON CAMPUS**

King's Dining Hall offers a 'Marketplace' all-you-can-eat style dining experience. The Dining Hall features themed stations such as:

- *Farmer's Market:* Full Salad Bar with fresh greens, composed salads, local produce and a variety of dressings.
- *Pizza Fresca:* Fresh Dough Pepperoni and Cheese Pizza in addition to daily specials such as calzones and garlic cheesy bread, and a made-to-order pasta station that features pasta sautéed with your choice of toppings and marinara or alfredo sauce.
- *Tornado Deli:* Deli option with a large variety of breads, rolls, croissants, bagels, meats and cheeses, and sandwich toppings. Sandwiches can be toasted upon request in our Panini press.
- *Global Flavors:* Taste the flavors of cultures around the world at Global Flavors. This theme station changes several times a week to offer cuisines from the Mediterranean, South America, Mexico, and local favorites such as Wing Day and Superfood Salads.
- *Pepper Mill Grille:* Grilled Angus beef burgers, veggie burgers, fries, chicken sandwiches and baked regular or sweet potatoes with toppings.
- *The Kitchen Table:* Homestyle comfort foods such as mac & cheese, fried chicken, meatloaf, mashed potatoes, steamed veggies, and also featuring a vegan option daily.
- *Bristol Bakery:* The Bristol Bakery is a place satisfy your sweet tooth. Grab a fresh baked cookie, slice of cake or pie, or warm fruit cobbler and top it off with a scoop of your favorite flavor of hand-dipped ice cream.

Java Bean Coffee Bar, located in the King's Den, offers espresso-based beverages- both hot and iced, our famous Javalanche frozen coffee beverages and fruit smoothies, and bottled soft drinks and juices.

Dipper's, also located in the King's Den, is a great place to grab a quick bite between classes. We offer hand-breaded chicken, fries, cheese sticks, Angus beef burgers, wraps, salads, fountain sodas, combo meals, and much more. Food for Thought, located in the library, offers grab & go items such as bottled beverages, fresh brewed coffee, salads, sandwiches and snacks.

### **MEAL SERVICE PERIODS**

The Dining Hall is an all-you-can-eat facility, open for continuous dining from 7 am to 7 pm Monday through Friday and designated hours per meal on Saturday and Sunday.

Dining Hall Meal Service Periods (times when all food stations are in operation) are defined as: Monday through Friday for Breakfast 7am to 10am, Lunch 11am to 2pm, and Dinner 4pm to 7pm. Stations such as Pizza and Deli remain open between meal periods. There are designated hours per meal on Saturday and Sunday.

During University holidays, the dining hall may be closed or operating on an abbreviated schedule. The abbreviated schedule is defined as: Continental Breakfast- 9am-10am, Lunch 12pm-1:30pm, and Dinner 5pm-6:30pm.

### **DINING HALL TO-GO MEALS**

In order to preserve the King community environment, maintain food safety and quality, and keep costs of dining services operations at a minimum, students are not permitted to remove any plates, cups, or silverware from the dining hall. Other than special circumstances, carry-out meals are not permitted.

In order to be more environmentally friendly, King University Dining & Catering Services has implemented a "green" disposable to-go container made of biodegradable eco-friendly composite material for faculty, staff, and students. Should a student have a class schedule that spans an entire meal service period, he or she may present their class schedule to dining services to receive a to-go container which can be used to carry a meal out of the dining hall.

### **DISCRIMINATION**

Refer to the Relationship Conduct Policy in this handbook.

### **DISRUPTIVE BEHAVIOR**

Disruptive behavior is prohibited. Disruptive behavior is defined as any behavior that impairs, interferes with or obstructs the mission, purpose, order, academic atmosphere, educational environment, operation, processes and functions of the University, including, but not limited to, teaching and classroom activities, the housing and residence life program, student activities and intramurals, athletic events or chapel events/activities.

### **DRESS**

Students are expected to use discretion in choice of clothing. Modest dress, including shirts and shoes, are required in all non-residential buildings, including the dining hall. An employee of the University may require that a student failing to dress modestly leave these buildings. It is appropriate for students to remove their hats or caps at meals, at worship, at convocations, and in the classroom. Students may be required to follow a more stringent or specific dress code based on the requirements of their academic major or class or safety requirements.

### **DRIVING FOR UNIVERSITY BUSINESS**

Students wishing to operate a vehicle owned, rented, leased, or borrowed by King University or their personal vehicle for University business must be approved through the King University Approved Driver policy. University business is any activity by a University employee, volunteer, or student employee that is determined to be within the scope of the employee's or volunteer's job duties. University Business includes University sponsored trips, field trips, or other approved University activities that may be undertaken by

University employees, volunteers, or students. University Business excludes student travel to and from class, athletic practice, clinical/externship/internship sites, or other student travel for which transportation is not provided by the University. Applications to drive for University business may be obtained by contacting Investigator, Jon Frazier at 423-652-4307 or by emailing [background@king.edu](mailto:background@king.edu).

## **DRONES**

Unmanned or remote control aircraft systems (UAS), including drones, are controlled and regulated by the Federal Aviation Administration (FAA). In light of these regulations and in the interest of the safety and privacy of the King University community, the use of any unmanned aircraft system (UAS), unmanned aerial vehicle (UAV), and/or remote controlled model aircraft (RCMA) (collectively referred to as “drones”) is prohibited on campus, and at off campus University sponsored events.

## **EMERGENCY RESPONSE/NOTIFICATION/ EVACUATION PROCEDURES**

The Higher Education Opportunity Act (HEOA) (Public law 110-315) requires that institutions of higher education who maintain on-campus housing facilities have a policy and procedure in place for Emergency Response and Evacuation Procedures. This policy addresses all the areas that are required by Act.

## **EMERGENCY PROCEDURES**

The first person to become aware of an emergency shall notify Emergency Services by dialing 911 and then contact Campus Security from any campus telephone at “4333.” The security officer on duty will notify the appropriate emergency response team member.

Faculty, staff, and students interested in receiving emergency response training are encouraged to contact the Security Department at 423-652-4333, or via e-mail at [security@king.edu](mailto:security@king.edu).

## **EMERGENCY NOTIFICATION**

In the case of an emergency or other urgent event, students, faculty, and staff will be contacted through a variety of different methods. These may include cellular telephone text messages, voice-mail messages, telephone and cellular telephone phone voice calls, telephone intercom paging, e-mail announcements, campus websites, community postings, local media sources, and direct notification through staff. If it is determined that issuing an emergency notification will compromise efforts to contain the emergency, the notification of the campus community may be delayed.

## **EMERGENCY TEXT MESSAGING**

King University has contracted with a mobile group message provider to offer our community an instant alert service to deliver time-sensitive notifications to students and staff.

Once an alert is entered, the message can rapidly be distributed to participants, allowing for timely communication. Because the system relies on text rather than voice messaging, it can function effectively even when there is increased cell traffic.

The University will only use this service in the event of an emergency or to provide information that will have an effect on campus operations. Messages will include critical details and instructions, where applicable. You will need your phone, as well as an internet connection, to complete this process.

**To enroll your phone, visit <http://security.king.edu> and click on “emergency notification” on the left side of your screen.**

## **EMOTIONAL AND MENTAL HEALTH CONCERNS**

In any community, there may be times when the emotional and/or mental problems of a student require special attention. The University provides resources and aid for students through the King University Counseling Center, and will also work with various outside agencies. If a student requires a short or prolonged leave for treatment, requests can be submitted to the Dean of Students for review.

The Director of the Counseling Center may recommend to the Vice President for Student Affairs or Dean of Students that a student be suspended when it is determined there is a dangerous potential of harm to others, or when behavior is not healthy for the community. The Director of Counseling only discloses information in accordance with state and federal law.

In cases involving serious injury and in emergency situations the University may notify the parents or legal guardian of the student.

## **EVACUATION AND LOCKDOWN PROCEDURES**

### **FIRE ALARM OR ACTUAL KNOWN FIRE EVACUATION**

- If there is smoke – PULL the fire alarm.
  - All fire alarms are to be treated as actual fires.
- **EVACUATE** – Per Tennessee State Law – Use evacuation signs as required.
  - Advise everyone you pass on the way out to exit the building and proceed to the assembly point designated by security or other emergency responders or 2 times the building's height away from the building.
  - Be familiar with the evacuation plans of the building where you work or live.
- **CALL**
  - **911**
  - **Security**
- If you have received proper training, **Use Extinguisher.**
- Department Heads will be in charge until someone from the emergency operations team arrives.
  - **WAIT** – at evacuation point or building.
  - **DO NOT RE-ENTER THE BUILDING** – At no time will anyone other than fire department personnel enter the building.

### **Other Evacuations**

- **Follow the instructions of emergency personnel**
  - All evacuations **are to be treated as** actual emergencies.
- **EVACUATE** – Per Tennessee State Law – Use evacuation signs as required
  - Advise everyone you pass on the way out to exit the building proceed to the assembly point designated by security or other emergency responder or 2 times the buildings height away from the building.
  - Be familiar with the evacuation plans of the building where you work.
- **CALL**
  - 911
  - Security
- Department Heads will be in charge until someone from the emergency operations team arrives.
  - **WAIT** – At evacuation point or building.
  - **DO NOT RE-ENTER THE BUILDING** – At no time will anyone other than emergency personnel enter the building.

### **LOCKDOWN PROCEDURES**

- Announce the lockdown to others.
- Encourage others to exit hallways or common areas and enter a room or office.
- Go to an office, classroom or residence hall room, and lock the door. Place something in front of the door to hold it shut.

- Close all blinds or cover windows.
- Turn off lights.
- Move to an area away from doors and windows.
- Remain in place until an “all clear” text message, loud speaker, or email announcement is made.
- In person “all clear” announcements will only be done by uniformed security or police officers.

According to the Federal Emergency Management Agency’s “**HOW TO PREPARE FOR AND RESPOND DURING AND AFTER AN ACTIVE SHOTER INCIDENT**” guide, you should:

- **RUN.** Getting away from the shooter or shooters is the top priority. Leave your things behind and run away. If safe to do so, warn others nearby. Call 911 when you are safe. Describe each shooter, their locations, and weapons.
- **HIDE.** If you can’t get away safely, find a place to hide. Get out of the shooter’s view and stay very quiet. Silence your electronic devices and make sure they won’t vibrate. Lock and block doors, close blinds, and turn off the lights. Don’t hide in groups – spread out along walls or hide separately to make it more difficult for the shooter. Try to communicate with police silently – like through text messages or by putting a sign in an exterior window. Stay in place until law enforcement gives you the all clear.
- **FIGHT.** Your last resort when you are in immediate danger is to defend yourself. Commit to your actions and act aggressively to stop the shooter. Ambushing the shooter together with makeshift weapons such as chairs, fire extinguishers, scissors, and books can distract and disarm the shooter.

## **FACULTY ACCESSIBILITY AND OFFICE HOURS**

**Faculty make themselves available to students outside the classroom environment by posting and observing office hours. Depending upon the nature of the course, office hours may be held in-person or held virtually. Course syllabi detail the faculty members’ designated office hours.**

## **FAILURE TO COMPLETE SANCTION(S)**

Students are required to complete all sanctions assigned by a Student Conduct Administrator or hearing panel by the specified due date. Failure to do so may result in the commutation of the sanction(s) into a fine of up to \$500 and/or the imposition of other disciplinary sanctions, up to and including expulsion.

## **FINANCIAL RESPONSIBILITY**

Students are responsible for all charges on the student account, including all fees and fines. The University reserves the right to refer uncollected account balances to a collection agency. The student will be responsible for paying the collection agency fee, which may be based on a maximum percentage up to 40% of the delinquent balance, together with all costs and expenses, including reasonable attorney fees and/or costs associated with the collection of the unpaid balance.

### **DEBTS**

Debts to the Business Office, Library, Student Affairs Office, or any other agency of the University must be paid in full in order to:

1. Enroll or attend class for the following semester
2. Receive a diploma
3. Receive grades
4. Have an official transcript or placement papers sent to another educational University or to a prospective employer.
5. Have access to all services on campus, including the Dining Hall.

Please consult the Academic Catalogue, Financial Information section, for further information.



## **FIRE SAFETY**

### **• FIRE ALARMS**

All fire alarms will be treated as a real fire. Fire drills may be conducted each semester in all academic buildings. State law requires all individuals to leave the building when the fire alarm is sounded. Failure to do so may result in a fine of \$250 and/or referral to the campus conduct process and/or the appropriate law enforcement agency.

At the sound of the alarm, all residents should follow these steps:

1. Exit building through the nearest safe or usable exit as quickly as possible.
2. Call 911.
3. Meet outside at your designated area and remain there until advised by security personnel it is safe to reenter the building.
4. See Evacuation and Lockdown Procedures for additional information.

### **• FIREWORKS AND EXPLOSIVES**

It is prohibited to possess, sell, offer for sale, store, and transport or use any fireworks or explosives on the University's property. Fireworks are defined as, but not limited to, any incendiary or explosive device that is sold or manufactured for use as a firework. Explosives are defined as, but not limited to, any incendiary or poisonous gas or any container which contains a flammable liquid and/or has a wick or similar device capable of being ignited, other than a device which is commercially manufactured primarily for purposes of illumination or any sealed device with chemically reactive substances for the purposes of causing an explosion by a chemical reaction. This includes any "hoax device" that reasonably appears to be or is purported to be an explosive or incendiary device and may cause alarm or reaction of any type by a student, King Official, a public safety agency, or a volunteer agency organized to deal with emergencies. Possession of fireworks and explosives will be dealt with through disciplinary action and may be a violation of local, state and federal law. The University will report the possession of fireworks or explosives to the appropriate law enforcement agency.

### **• FLAMMABLE MATERIALS/OPEN FLAMES**

Open flames are prohibited on campus. Anything that requires an open flame for operation is prohibited unless utilized during a King University sponsored event or during controlled classroom settings. Therefore, such things as burning candles, incense, flammable Christmas ornaments, fireworks, bonfires, and smoke bombs are prohibited. Flammable materials, such as gasoline, kerosene, Coleman fuel products, and halogen lamps are also prohibited for use on campus.

- Smoking is prohibited in all campus buildings. Smoking is also prohibited within 50 feet of any campus building.

### **• TAMPERING WITH FIRE EQUIPMENT**

Tampering with or removing emergency instruction sheets, tampering with fire alarms, fire extinguishers, exit signs, or other safety equipment puts others at risk of injury and is a violation of local, state, and federal law. Tampering with such equipment will be dealt with through institutional disciplinary action, and violators will face a **\$650 fine** and replacement cost of life safety equipment. King will report the tampering with such equipment to the appropriate law enforcement agency.

## **FORGERY**

Forgery is prohibited and is defined as creating, altering, or possessing a document in such a way to:

- Act as another who did not authorize that act;
- Provide a copy of an original when no such original existed or the original is unauthorized;
- Make it appear to have been executed at a time or place or in a numbered sequence other than was in fact the case;
- Make false entries in books or records.

In compliance with Tennessee Code Annotated (T.C.A.) § 49-7-2207, Reporting of Students, the University will immediately report to local law enforcement any student whom the University has reason to believe has committed forgery or falsified any record that violates state or federal law.

## **GANG POLICY**

King University prohibits gang activity. A “gang” is defined as a group that initiates, advocates, or promotes illegal activities, activities that threaten the safety or well-being of persons or property or activities that are harmful to the education process. Anyone who engages in gang activity may be referred to the appropriate discipline process and the appropriate law enforcement. Prohibited “gang activity” includes, but is not limited to:

- Soliciting gang membership
- Participating in gang initiation or other gang ceremonies
- Deliberately wearing, displaying, or possessing symbol connected to/with gang activity.

Prohibited “gang symbols” may include any type of clothing decoration, jewelry, patches, bandanas, gang names, depiction of gang signs or symbols, displays, signs, paintings, and/or body signal/movement which is recognized as denoting a gang or is a sign, signal or movement utilized in connection with gang communications, including but not limited to symbols recognized by law enforcement as being connected to gang activity.

Nothing within this policy prohibits the display of recognized religious symbols that are not connected to gang activity. Additionally, the wearing of certain clothing or particular colors in and of itself is not prohibited unless the clothing is worn in combination with other prohibited gang signs or symbols.

## **GRADE APPEAL**

Refer to the King University Academic Catalogue Academic Appeals Policy.

## **GRIEVANCE POLICY**

King University seeks to maintain effective and supportive relationships between students and faculty/staff members within the University. Students are encouraged where possible to seek resolution through informal means as a first-approach to resolving the issue at hand. If all other forms of redress failed to correct the situation, students may seek recourse through the formal grievance process.

A grievance:

- Is defined as a formal written document submitted by a student against the institution alleging possible non-compliance with institutional policy and/or procedure, or an unjust violation of the students’ rights.
- May be filed when a student believes a process was not followed correctly. For example, if a student feels he or she was denied the opportunity to have a concern addressed through an established policy and/or procedure.

A grievance is not:

- In response to a decision by the Honor Council or Student Conduct Administrator; this is known as an appeal which is outlined in the Student Conduct Process in the Student Handbook.
- In response to an appealed decision from the Honor Council that was upheld through the appeal process.
- The avenue for a student to complain about the actions of another student; this type of complaint is handled through the Student Conduct Process as outlined in the Student Handbook.

- the proper avenue for filing a complaint regarding violations of the Relationship Conduct Policy, sexual harassment, or discrimination on the basis of gender, race, color, religion, national origin, ethnicity, sexual orientation, age or disability; this type of complaint is addressed through the Relationship Conduct Policy as noted in the Student Handbook.
- A student's appeal of a course grade. This action is handled through the grade appeal process described in the King University Academic Catalogue (<http://registrar.king.edu>) and does not fall under the University-wide Grievance Procedures.

If a student is uncertain as to whether or not he should file a formal grievance, he/she is encouraged to meet with the Director of Safety and Security, Dean of Students, the Vice President for Student Affairs, or the Vice President for Academic Affairs/Chief Academic Officers to consult, ask questions, and seek advice. Meetings of this nature do not initiate the formal grievance process.

Students who wish to file a grievance must begin by submitting a "Student Grievance Form" with an attached letter explaining their grievance. These forms are available online at <http://students.king.edu> or a paper copy may be obtained from the Student Affairs Office. Completed grievances should be returned to the Office of the Dean of Students; this office will serve as the clearinghouse for any submitted grievances and direct received grievances to the appropriate office/administrator. If a student wishes to file a grievance against the Dean of Students, the grievance should be submitted to the Office of the Vice President for Student Affairs.

Completed grievances should include the "Student Grievance Form" and a separate hand-written or typed letter explaining the grievance. All grievances should be written as a letter to the appropriate University official and signed by the grieving student. The letter should include the following:

- Description of situation and any facts crucial to fully understanding the issue;
- Explanation of previous steps you have already taken to resolve the problem;
- Names of individuals you believe are responsible and why;
- Date situation occurred; and
- Any individuals who witnessed or have knowledge of the incident/event/issue.

All grievances must be filed within eight business days after the incident/event/issue causing the grievance occurred. After filing a grievance, the student will be contacted within ten business days with an initial response; although, often progress will be made sooner than the ten-day time frame. During the entire grievance process every effort will be made to respect confidentiality.

The appropriate University official will be assigned to investigate the grievance, and communicate with the appropriate students, staff, or faculty to address the problem, as is warranted. Resolution of the grievance will occur once the final response or outcome is determined. The student filing the grievance will be notified of the action or non-action that will be taken in response to the grievance.

The above mentioned procedures are for the allowance of student grievances when a student feels he or she is personally afflicted by significant and/or pervasive treatment and seeks fair resolution. Complaints about University policies, simply in their nature or definition, are not to be addressed through this process. Rather, students should initiate contact with the Dean of Students.

Students who file a grievance will not be subject to adverse actions by any school official as a result of initiating a complaint

## **GUEST ROOMS**

There are a limited number of guest rooms available in the residence halls. Housing arrangements for guest rooms may be made through the Student Affairs Offices. Guest rooms are generally for a three night maximum rental to alumni, departmental guests, and families of current students. All guests must be approved by the Student Affairs Office. Campus and Community Life Policies apply to all guests. This includes parking regulations. The charge is \$20 per night and includes all linens and towels. Upon arriving on campus, guests must check in with the Security Office to register their vehicle and receive a visitor's pass.

## **HARASSMENT**

Refer to the Relationship Conduct Policy in this handbook.

## **HAZING**

Refer to the Relationship Conduct Policy in this handbook.

## **HONOR CODE**

**The Honor Code describes each individual's responsibility to uphold the community life standards and campus policies as a member of the King University community:**

*On my honor, I pledge to abide by the King University Honor Code: I understand that students of King are to be honest in words and actions, in particular, not to lie, cheat, plagiarize, or steal. I pledge to conduct myself in a manner based on Christian values and to require the same of fellow students. I understand that a violation of this Honor Code may result in my appearance before the Honor Council.*

**All students are expected to abide by the King University Honor Code. For more information regarding violations of the Honor Code, please consult the Student Conduct Process section.**

## **HOVERBOARDS**

The use, possession, or storage of Hoverboards, Swagways, IO Hawks, Skywalkers, and similar devices are prohibited in all King University buildings.

## **IMMUNIZATIONS**

All students born after January 1, 1957, are required to turn in a Student Immunization Record. This form should be completed by the student, parent, or guardian and signed by a health care provider. If the student can supply a hard copy of health departments records from his/her health department, high school, the college or university he/she is transferring from, military record, or a form provided by the state or his/her doctor's office this will suffice for the signature, by a healthcare provider.

*Below are the immunizations required by the State of Tennessee.* However, additional immunizations may be required for certain majors/activities.

### **All are required by the State of Tennessee**

#### **MEASLES, MUMPS & RUBELLA**

- Tennessee State Law Chapter 1200-14-01-29 requires that all students born after January 1, 1957, must be vaccinated with two doses of MMR (Measles, Mumps, and Rubella) vaccine or laboratory evidence of immunity must be shown.

**The two doses of this vaccine cannot be waived.**

#### **VARICELLA (CHICKEN POX)**

- All students born after January 1, 1980, must show either a history of chicken pox, a positive Varicella antibody, or two doses of vaccine given at least one month apart if immunized at the age of 13 or older meets requirement.

#### **MENINGOCOCCAL MENINGITIS & HEPATITIS B**

- Tennessee state law requires that all new entering students at both public and private institutions of higher education within the state receive both the Hepatitis B vaccine and the Meningococcal vaccine or sign and submit a signed waiver acknowledging that they recognize the dangers of these diseases, that they know the effective vaccine are available, and they have chosen not to receive the vaccines.

#### **RELIGIOUS OBJECTIONS**

- A student has the right to refuse immunizations due to religious objections. If you select this option, we do ask that you provide an official clergy statement and affirm your reason under the penalties of perjury. **This official statement, from the clergy and student, must be notarized by a Notary Public.**

## **INCLEMENT WEATHER AND EMERGENCY CLOSURE POLICY**

King University is concerned about the safety of students, staff, and faculty. This policy and these procedures have been guided by the belief that the University is a community and as such is normally open during periods of ordinary seasonal inclement weather or other minor disruptions. The University equally values the safety and lives of all students, faculty and staff, while recognizing that we must maintain the effective operation of the university during inclement weather and other emergencies when possible.

In the event that any King University campus is closed or classes are canceled, all online classes will continue as scheduled. All classes that normally meet in person may continue via online assignments, web video conferencing, extra assignments, and individual conferences at the discretion of the faculty member. Additionally, course work may be made up by rescheduled class times, extended class time, or other alternatives as determined by the Vice President for Academic Affairs.

## **UNIVERSITY OPERATING STATUS**

Under extraordinary conditions, however, the University may implement one of the following, which are described in detail below.

### **CLOSED**

This status may apply under unusual, extreme conditions. If the University is closed, employees are not to report. However, certain Essential Employees necessary to protect the university and maintain life safety systems may be asked to report by the appropriate Vice President (or his/her designee) on a case-by-case basis. These employees may or may not have been classified as "Essential Personnel" on their job descriptions, since all employees may be called upon in a crisis. Each employee will be notified in response to each specific emergency. An official closing announcement will be communicated via the University communications channels described in this policy.

### **CANCELLATION OF CLASSES**

Classes are canceled on all or part of the Bristol campus, or the Kingsport and Knoxville campuses and all other operations continue to function as usual. Employees should report as usual. Undergraduate student employees do not have to report to work if they choose not to, but should notify their supervisors. Graduate student employees should check with their supervisor for guidance. Classes will always be canceled when the entire campus is closed.

### **DELAYED OPENING**

This status may apply when severe weather conditions interfere with employee travel but conditions are expected to improve. Classes will normally be canceled during the time of the delayed opening with essential personnel expected to report. If conditions do not improve, a decision may be made later to close the University (essential personnel reporting). An official delayed opening announcement will be communicated via the university communications channels described in this policy.

### **EARLY RELEASE**

This status may apply when severe weather conditions interfere with employee travel. Generally classes will not be canceled, and some offices may need to continue to operate. As a result, some staff may be asked to remain or, in the case of second or third shift employees, to report to work by the supervisor.

Second and third shift employees should check with their supervisor to determine whether or not to report. An official early release announcement and time will be communicated to all employees via the University communications channels described in this policy. Essential personnel will be expected to remain until relieved or notified by their supervisors to leave. As indicated elsewhere in this policy, employees must make individual decisions about whether to travel between the University and home based on local conditions. Every effort will be made to accommodate essential personnel who feel that it is unsafe to travel.

### **LOCALIZED AND TEMPORARY CLOSING**

When working conditions in a particular building or location intolerable. Supervisors or employees in the affected unit(s) should discuss the problem with Campus Security or the supervisor of Facility Services. If

the problem cannot be resolved, the supervisor may request permission of the appropriate Vice President to temporarily close the area or location. Temporary building closures may only be authorized by the Vice President for Finance and Administration or the Director of Safety and Security.

#### **CANCELLATION OF FINE ARTS ACTIVITIES**

The Vice President of Academic Affairs in consultation with the Director of Safety and Security shall communicate, through appropriate channels cancellations of any Fine Arts events. Fine Arts activities may remain on schedule during a campus closure depending on the reason for the closure.

#### **CANCELLATION OF ATHLETIC ACTIVITIES**

The Athletic Director or designee in consultation with the Director of Safety and Security shall communicate through appropriate channels cancellations of any athletic events and activities. Athletic activities may remain on schedule during a campus closure depending on the reason for the closure.

#### **DECISIONS TO CHANGE THE OPERATING STATUS OF THE UNIVERSITY DURING AN EMERGENCY**

Emergency decisions to close the University, for reasons other than weather, will be made by the Vice President for Finance and Administration and Director of Safety and Security in consultation with other University executives as needed.

#### **DECISIONS TO CHANGE THE OPERATING STATUS OF THE UNIVERSITY DURING INCLEMENT WEATHER**

Inclement weather can come at various times of the day and any given day of the week with unpredictable intensity and geographic impact. Cancellation and delay decisions are based on available information concerning the conditions of roads near a given instructional location. The University recognizes students often drive from locations where conditions may be quite different. If any student determines road conditions are unsafe for their travel to class, he or she should contact their instructor by phone and/or email in advance of the class. There are five primary factors behind a decision to cancel classes and/or close a campus or other college facility:

The time of day; the amount, rate, and type of precipitation; and the best weather forecast information available at the time of the decision.

- The condition of major roadways in the region.
- The condition of primary roads around University facilities.
- The condition of sidewalks and parking lots around University buildings.
- The operational status of other entities such as public transportation, etc.

The final decision for changing the operating status of any King University campus, facility, or function is the responsibility of the President or his designee. For the purposes of this policy, responsibility for implementation is delegated to the Director of Safety and Security.

When inclement weather occurs or is predicted, the following process will be followed:

1. The Director of Security will monitor weather conditions and will contact the local police, city public works, and/or state departments of transportation to ascertain road conditions in all areas where King University offers services, consultation may also be made with the King University Facilities Services Department and other offices/departments as appropriate and necessary.
2. If conditions warrant a change of schedule by 6 a.m. a snow schedule should be called and appropriate media and offices will be notified.
3. If conditions worsen by 9 a.m. then the University will be closed for inclement weather. Appropriate media and offices will be notified.
4. If inclement weather worsens or occurs during the day, a decision for cancellation of evening classes should be made by 3 p.m. and appropriate media and offices will be notified.
5. If inclement weather occurs or worsens after 3 p.m., the Director of Security and/or the Security Officer on duty will advise faculty/students of the weather conditions and advise early dismissal.
6. On Saturdays, a decision regarding closing/cancellation of classes should be made by 6 a.m. and appropriate media and offices will be notified.

Schedule changes will be announced in the following ways:

- Local Media
- King University email
- King University Web site
- Emergency Text Notification
- King University Information Line 423.652.6446

The announcement will specify which campuses or classroom sites will be affected. Please be advised no announcement means the schedule will remain as usual and cancellation of classes at one location does not automatically imply cancellation at other locations. For sites based on another college campus, we will defer to the decision of that campus regarding schedule changes and/or cancellation of classes due to inclement weather.

Faculty, staff, and students should always exercise personal safety when driving to and from campus.

## **INFORMATION TECHNOLOGY**

### **CAMPUS COMPUTER NETWORK**

All campus computer equipment is owned by King University, and the data stored on campus equipment is subject to inspection and monitoring. Respect for the rights of others is a crucial element of the campus community and is central to the computer use policy. Students not adhering to these policies may have their network privileges suspended and will be referred to the Student Conduct Process and may be subject to local, state, and federal laws. Users should understand:

1. **Theft of Network User-IDs/Password/Software**  
Illegally obtaining user IDs/password/software by any method will be treated as theft, and appropriate disciplinary actions will apply.
2. **Tampering with Computer Lab Equipment/Vandalism**  
Tampering with computer lab equipment, such as modifying setup files, deleting system files, or damaging hardware is prohibited.
3. **Illegally Accessing or Attempting to Access Network Server**  
Tampering with files on the network through any means such as hacking is prohibited.
4. **Illegal Downloading and/or Sharing of Copyrighted Materials**  
King University's network connections may not be used to violate copyright laws. The unauthorized reproduction of copyrighted materials, including illegal downloading or sharing of copyrighted music, movies, books, etc., is prohibited.
5. **Improper use of the Internet and Compliance to Honor Code**  
Individuals may not use or attempt to use the University's computer resources for purposes clearly outside the scope of the King University mission, including but not limited to accessing inappropriate Internet sites that are pornographic in nature. Furthermore, any public online material that could be considered a violation of the Honor Code or University policies may be subject to review through the Student Conduct Process. Any file put on the Internet or public site or posted to a social media site may be routinely scanned for compliance to the Honor Code. Storage of obscene material of any kind is prohibited.
6. **Improper use of Email and Compliance with the Honor Code**  
Any e-mail sent using King's computer resources may be routinely scanned for compliance with the Honor Code. Any e-mail that could be considered a violation of the Honor Code or King's policies may be subject to review through the Student Conduct Process. Using the campus network to harass or annoy others or to prevent others from legitimately using the system is not permitted. Sending individual or mass messages with obscene, offensive, harassing, threatening, or menacing content are examples of e-mail conduct which is in violation of the Honor Code, and possibly local, state, and federal law. The electronic messages sent, whether within or outside the campus community, reflects on the University and its reputation. Storage of obscene material of any kind is prohibited.
7. **University Email**  
Upon matriculation, students are provided a King University email address; this is the only email

address that should be used for University communications.

## **ONLINE STUDENTS TECHNICAL SPECIFICATIONS**

Students in online courses must have access to a broadband internet connection. Students should have regular access to a working computer that meets or exceeds the following specifications

### **WINDOWS:**

Recommended System Requirements

Operating System: Windows 7 or higher

Processor: 2 GHz or higher

RAM: 4 GB or higher

Monitor Resolution: 1024x768 or higher

Hard Drive: 40 GB or larger

Available Hard Disk Space: 20 GB

Internet: Broadband (Wired/Wi-Fi)

Other: Audio speakers, headphone compatibility, DVD/CD-ROM Drive, Webcam/Microphone

### **MACINTOSH:**

Recommended System Requirements

Operating System: OSX 10.6 (or later)

Processor: 2 GHz or higher

RAM: 2 GB or higher

Monitor Resolution: 1024x768 or higher

Hard Drive: 40 GB or larger

Available Hard Disk Space: 20 GB

Internet: Broadband (Wired/Wi-Fi)

Other: Audio speakers, headphone compatibility, DVD/CD-ROM Drive, Webcam/Microphone

### **BROWSER SUPPORT**

Often Blackboard issues occur because of browser compatibility issues. If you have problems with Blackboard, this may be the problem. For help, please see the following link on Blackboard's support site, which lists compatible browsers:

<http://goo.gl/g0Htw>

### **SUGGESTED/REQUIRED SOFTWARE**

Many documents that are included within Blackboard courses require software outside of what is listed in the current document. Free PDF readers (Adobe Acrobat) and the entire Microsoft Office suite (Word, Excel, and PowerPoint) is recommended for students.

### **TECHNOLOGY NOT SUPPORTED**

- Internet Explorer older than version 10
- Firefox 1.x, 2.0, 3.0, 3.5, and 3.6
- Safari 2.0, 3.x and any version on Windows
- Windows XP 64-bit
- Mac OSX 10.3, 10.4, 10.5
- Java 5, although it may continue to work

Additional requirements may be specified for particular courses.

### **MINIMUM COMPUTER SKILLS**

Students in online courses must begin those courses with computer proficiency sufficient to successfully



access and use online tools and materials. Students must be able to:

- Operate a computer including CPU, keyboard, CD/DVD drive, printer, and mouse.
- Perform common operations such as creating folders, managing files, creating back-up files, and working in multiple programs.
- Effectively use Microsoft Word or compatible word processor for tasks such as creating, editing, saving, and retrieving documents, and copying and pasting between documents, saving documents in various formats.
- Effectively use an email application to accomplish tasks such as sending, receiving, storing, and retrieving messages, utilizing attachments, and managing mailbox size.
- Configure and use a web browser to accomplish tasks such as accessing the Internet, opening web pages, managing PDF files, managing media files, and using a search engine or directory.

Additional requirements may be specified for particular courses.

### **CONTACTING THE IT DEPARTMENT**

The IT department keeps office hours Monday-Friday, 8:00 a.m. until 5:00 p.m. For email and network access questions or concerns, the department may be contacted at [helpdesk@king.edu](mailto:helpdesk@king.edu) or by calling 423-652-6019. For issues related to Blackboard, students should email [blackboard@king.edu](mailto:blackboard@king.edu).

For all policies regarding IT, please refer to [www.king.edu/it/policies.aspx](http://www.king.edu/it/policies.aspx)

### **SAFETY TIPS FOR ONLINE INFORMATION**

Revealing too much information on-line, such as listing home and cell phone numbers, home and/or residence hall addresses, and clubs and organizations you belong to can have detrimental consequences. Posting such information could lead to identity theft, unwanted personal contact, and even stalking. Future employment can also be affected by what is written on a personal profile.

Just as you can browse other on-line profiles by putting in specific parameters, your personal information can be accessed by anyone, and you may not be aware who is looking at your profile. Therefore, edit, restrict, and protect your private information. Some general guidelines to follow:

- **Be aware of the scope of the web.** Even secure sites can be hacked, so your information may be open to the public.
- **Create password that others can't easily figure out.** Use a complex alphanumeric password, unrelated to any of the information you have already posted (e.g., not your birthday).
- **Consider posting only information already available in the public domain. Just because there is a field on the site doesn't mean you have to populate it or fill it in. True "friends" can always email you to ask for more contact information.**
- **Post general rather than specific information.** For example:  
**Birthday** – Sept. 19 (leave out the year).  
**Address** – Bristol, Tennessee (leave off name of residence hall or address).  
**Don't post information such as phone number, address, social security number, or schedule of activities.**
- **Consider the impact of what you post.**  
Be aware of the image your profile and other information projects about you, your family, and the University, as well as the image it may send to future employers.
- **Change privacy settings to keep your identity safe.**
- **Know what you're agreeing to.** Review on-line terms to understand what you're getting into when you log on.

When you do not restrict and edit information, questionable and unintended individuals can gain access to your private information exposing you to identity theft, obscene phone calls and voicemails, threatening emails, and mysterious online messages; these are all forms of cyber stalking.

For more information pertaining to IT policies, please go to <http://technology.king.edu>

## **INSURANCE**

All full-time traditional undergraduate students attending King University are automatically enrolled in the Student Accident Insurance Plan. The fee for this coverage will be charged to the student's account and may NOT be waived. For additional information regarding the Accident Plan, please visit [www.king.edu](http://www.king.edu), then click on Current Students and the Student Accident Insurance Plan tab is on the left.

## **INTELLECTUAL PROPERTY RIGHTS POLICY**

### **I. INTRODUCTION**

King University encourages the production of creative and scholarly research, works and inventions, known broadly as works and related intellectual property, by and among faculty, students and staff. The products of these activities may create rights and interests on behalf of the creator, author, inventor, public, sponsor and/or the University. The purpose of this policy is to support and reward scientific research and scholarship, and help faculty, students and staff identify, protect, and administer intellectual property matters and define the rights and responsibilities of all involved.

### **II. APPLICABILITY**

The policy applies to works and related intellectual property created by all classifications of faculty, staff and students of the University. The policy also applies to non-employees such as consultants and independent contractors, who create works on behalf of the University. In either case, a written agreement to the contrary may affect the applicability of the policy.

### **III. DEFINITIONS**

- A. For purposes of this Policy only, "Intellectual property" shall mean and consist of the following:
1. Copyrightable material, whether or not a copyright registration has been obtained, that is produced from creative and scholarly activity, such as text (manuscripts, manuals, books, and articles); videos and motion pictures; music (sound recordings, lyrics, and scores); images (print, photographs, electronic, and art); and computer software (programs, databases, web pages, and courseware); and
  2. Patentable works, whether or not a patent has been obtained, such as inventions (including processes, machines, articles of manufacture, compositions of matter, methods, innovations, improvements, discoveries, developments, new uses, designs, devices, compositions of matter, formulations, compounds, synthesis); software excluded from copyrighted materials; and other useful, novel, nonobvious ideas that exist in enough enabling detail that someone of ordinary skill in the field could use the idea for its stated purpose and which reasonably could be used for a commercial purpose; and
  3. Trademarked materials, such as words, names, symbols or logos, domain names, trade dress, and slogans or any combination of words which has been adopted by the University to identify itself and to distinguish itself and its sponsorship from others; whether or not a trademark registration has been obtained.
- B. "Creator" shall mean the person(s) who has/have made substantial creative or authorship contributions to a work giving rise to intellectual property rights.
- C. "Directed or Commissioned Work" shall mean copyrightable works, and work that is created or developed by one or more employees in response to a specific job requirement (also known as a "work made for hire") and that is not directly related to a teaching activity. Examples of Directed or Commissioned Works shall include development of University websites or web pages by a member of the University's Information Technology or Marketing Departments who is tasked with

such creation, or alumni magazines or other University publications by an employee tasked with such publication as a job duty.

- D. "Work" shall mean, without regard to form, including, but not limited to, any invention, discovery, know-how, show-how, process, material, manuscript, original data, academic course or portion thereof, learning tool or aid, or other creative or artistic work and any expression or physical embodiment thereof, including, without limitation, any sound or visual recording, multimedia presentation, model, machine, device, prototype, design, drawing, apparatus, instrumentation, circuit, computer program, database, biological material or specimen, chemical compound, other composition of matter, plan, record or laboratory notebook, whether now known or developed in the future.
- E. "Sponsor" shall mean any external party, entity or agency with which the University has an agreement for services or other compensation.
- F. "Sponsored Research Agreement" shall mean grants, contracts, subcontracts, and other agreements between a Sponsor and the University for the purpose of conducting research, instruction, training, and other activities at the University, or using University staff for compensation.
- G. "Trade Secret" shall mean information, without regard to form, including, but not limited to, technical, nontechnical or financial data, a formula, pattern, compilation, program, device method, technique, process, or plan that:
  - 1. Derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by other persons who can obtain economic value from its disclosure or use; and
  - 2. Is the subject of efforts that are reasonable under the circumstances to maintain its secrecy.

#### **IV. OWNERSHIP AND USE**

##### **A. General Rule**

Keeping with the view that one of the University's primary benefits to society is the production of original works by its employees and students, and in order to best encourage such activity, it is the policy of King University that Intellectual Property is generally the property of the author or creator. The University may assert ownership rights to Intellectual Property developed under certain circumstances set forth below.

##### **B. Determination of Rights to Intellectual Property:**

- 1. Except as set forth below, a member or members of the faculty, staff, or student body who creates copyrightable Intellectual Property shall be the sole and exclusive owner of all right, title and interest in that copyrightable Intellectual Property, and the University shall not assert ownership rights therein. Individual ownership is appropriate even though the University may provide some incidental support such as facilities, clerical support, materials, and equipment such as an office computer or library research materials. Although owned by the creator, such copyrightable Intellectual Property shall be available to the University through automatic, non-exclusive, non-assignable, royalty-free, perpetual licenses to the University, so that the University's continued use of such material at King University would not be jeopardized, even if the creator is no longer a member of the faculty, staff, or student body of the University. Examples of such Intellectual Property include curricular materials created by a faculty member for use in teaching a course, or computer programs developed to improve an office procedure.

2. From time to time, the University may enter into individual contracts for the express purpose of developing materials to be used in conjunction with teaching certain courses (“Course Materials”). The Intellectual Property Rights in those Course Materials shall be as set forth in the individual contracts.
3. All rights and interest in Directed or Commissioned Intellectual Property by the University shall belong to the University. The University’s name, logo, trademarks and service marks (collectively, the “Trademarks”) are owned exclusively by the University and the faculty, employees and students of the University may not use any of the University Marks as a trademark or service mark without the express written permission of the University.
4. Rights in Intellectual Property that is developed or created through projects or programs funded by an external agency or sponsor will be governed by the specific agreement or contract for such project/program funding, which must be signed by the University, the funding agency/sponsor, and all individuals involved in creating or developing such works. The agreement or contract must address issues of ownership, royalties, and licenses. Sponsored research programs funded by private sponsors will generally provide for the University to retain title to all intellectual property that arises in the course of the research program with the sponsor retaining an option to acquire commercialization rights through a separate license agreement. Government and nonprofit sponsors generally allow rights to intellectual property that arise from the research program to vest with the University, subject to certain retained rights held by the sponsor or government. Notwithstanding the foregoing or any other provision herein, this Policy shall be in compliance with all government rules and regulations as now existing and as may be enacted or amended from time to time.
5. Intellectual Property that is developed or created with a significant use of University resources (e.g., facilities, equipment, funding) or more than incidental use of other University personnel shall be jointly owned by the University and creator. The issue of whether or not a significant use was made of University resources is necessarily a fact-based one. This issue will be reviewed by the creator’s department head or direct supervisor, who shall make a recommendation on the issue to the Vice President for Business Operations and the Office of Academic Affairs, if applicable as set forth in Section V (B) below, based upon the following guidelines.
  1. All patentable Intellectual Property shall be considered to have been developed with a significant use of University resources.
  2. Participation of students directly in the development, or indirectly through use and feedback that substantively influences development constitutes significant use of University resources.
  3. The University does not construe the use of office space, library facilities, personal desktop/laptop work stations, or communication and storage servers as constituting significant use of University resources, unless the use compromises the security or integrity of the University resources, the use is unreasonable in duration or frequency, the use results in significant additional costs to the University, or the use interferes with or disrupts the performance of the official duties of the creator or other University employees or students.

C. Disclosure of Intellectual Property creation or development.

1. Disclosure to the University of the creation/development of Intellectual Property is required as set forth herein:
  1. Faculty, staff and students are not obligated to disclose the creation of copyrightable Intellectual Property, unless the University may have an interest therein pursuant to this

Policy (i.e., the works were created with significant use of University resources or more than incidental use of other University personnel, as set forth in Section B (5) above), in which case the creator is responsible for timely disclosure to the University.

2. Faculty, staff and students are obligated to timely disclose the creation of Intellectual Property that is externally funded or sponsored, as set forth in Section B(4) above.
3. Faculty, staff and students are obligated to timely disclose the creation of patentable Intellectual Property.
2. Although not required, faculty, staff and students are encourage to disclose to the University any other protectable material that has commercial value to the extent that they may wish assistance in copyright protection and marketing in exchange for profit sharing with the University.
3. All disclosures should be made to the Vice President for Business Operations.
4. Disclosures will be considered timely when the disclosure is made sufficiently in advance of any publication, presentation, or other public disclosure to allow time for possible action to protect rights to the Intellectual Property. For patentable Intellectual Property, this is generally when it can be reasonably concluded that a patentable work has been, will likely be, or is intended to be created or developed.
5. Creators are encouraged to seek advice and counsel from the Vice President for Business Operations early in the process to determine whether a potential work may be patentable, and whether the University is interested in pursuing a patent application. The University shall have no obligation to pursue any patent applications.

#### D. Special Agreement

The overriding principle underlying this Intellectual Property Policy is to encourage creativity and inventiveness, so King University reserves the right to allow some flexibility in applying this policy on a case-by-case basis. In such cases, ownership and use of materials developed pursuant to a special agreement between the University and the creator/author will be governed by the principles of that agreement. Such an agreement must be approved by the Vice President for Business Operations.

### V. ADMINISTRATION

#### A. Office of the Vice President for Business Operations

The Policy on Intellectual Property shall be administered by the Vice President for Business Operations, in consultation with the Office of Academic Affairs for matters related to academic intellectual property. The stated terms and provisions of the policy shall be determined and interpreted by the Vice President for Business Operations or designee.

#### B. Dispute Resolution/Review

In the event a party does not agree with a decision or interpretation of this policy, that party may request a review of the decision or interpretation. For faculty members, this would take the form of an Appeal of Other Matters of Significance as set forth in the Faculty Handbook. For students and non-faculty employees, the decision or interpretation would be reviewed and decided by the President of the University, whose decision shall be final.

#### C. Changes to Policy

The University reserves the right to change this policy from time to time. Revisions may be proposed by the Faculty Relations Committee, any Vice President of the University, or the Student Government Association. Proposed revisions shall be made to the Vice President for Business Operations. The governing body of the Faculty may review and make recommendations regarding

revisions to this policy. All revisions are subject to final approval by the Board of Trustees. The President of the University has the authority to implement changes in this policy, pursuant to the authority delegated by the Board of Trustees, EXCEPT THAT (1) any changes or amendments to this Policy shall not be effective until thirty (30) days after notification by the University via email to the faculty, staff and students or posting on the University’s website, and (2) any changes or amendments to this Policy shall not affect the rights and obligations of the University and the Creator with respect to any Intellectual Property disclosed in accordance with Section IV(C) of this policy prior to the effectiveness of any such amendment or change.

**D. Ownership Rights of King University**

No Creator may sign any agreement or otherwise abrogate any of King University’s rights and interests as stated in in this policy or as provided in any other separate agreement. Only the President and/or the Vice President for Business Operations shall have the authority to relinquish any of the University’s rights and interests in Intellectual Property.

**VI. ROYALTIES AND OTHER REVENUE**

- A. All revenues derived from Intellectual Property in which the University has an interest will be received and administered by the Office of the Vice President for Business Operations.
- B. For each specific piece of such Intellectual Property as is described in Article IV, Section B.5, costs incurred in the process of perfecting, transferring, and protecting the intellectual property rights paid by the University will first be deducted from the gross income available before distribution of the net proceeds. An accurate accounting of all such costs shall be made available to the joint owner upon request.
- C. Absent other agreement, the distribution of net proceeds that is received from such Intellectual Property as is described in Article IV, Section B.5, after the deduction of applicable expenses, shall be shared between the creator and the University as follows:

<b>Net Proceeds</b>	<b>Creator</b>	<b>University</b>
First \$20,000.00	100%	0%
\$20,000.01 and above	50%	50%

- D. The University and/or creator (with the University’s express permission) may, in appropriate circumstances, take equity positions, or otherwise invest in or assign to companies licensed to manufacture, market and/or use Intellectual Property.

**LAKE USAGE**

Catch and release fishing is permitted in the campus lake by members of the campus community. Swimming in the lake is not permitted under any circumstances. No flotation devices or watercraft are allowed.

**LIABILITY**

The University disclaims liability for any injuries, including death, damages, or loss, regardless of severity or cause, suffered by a student. This liability disclaimer applies to, but is not limited to, the following:

- Any loss of or damage to personal property owned by students.

- Any injuries, death, damages, or loss, regardless of severity, sustained on property owned by or under the control of King University. This includes classrooms, residential units, structures, buildings, public areas and grounds, vehicles, etc.
- Any injuries, death, damages, or loss, regardless of severity, resulting from fire, theft, the elements, or other causes.
- Any injuries, death, damages, or loss, regardless of severity, as a result of an act or omission by any University agent, servant, employee, student, officer, trustee, faculty, or other representative.
- Any injuries, death, or damage, suffered in intercollegiate or intramural events or student activities (athletic or otherwise) as a participant, spectator, or other. This also includes transit to or from an event.
- Any injuries, death, or damage, suffered from participation in any King-sponsored event, activity, or trip (such as Launch or SLACK events) whether held on or off-campus. This also includes transportation to or from an event.

Students accept the foregoing disclaimer and agree to be bound thereby upon admission, readmission, or continued enrollment with King University. Any student enrolled in or attending classes at King University is bound to follow all of the University's rules and regulations and is subject to the jurisdiction of the University with regard to violations of such rules and regulations. King University students who fail to read this handbook will not be excused from compliance with the policies and requirements herein.

## **LITTER**

Litter, such as paper, cans, and bottles that are left lying in an open or public place is prohibited on King University's property. Please use appropriate trash receptacles.

## **LOST AND FOUND**

The Office of Safety & Security maintains the campus lost and found service. Found items should be taken to the Security Office where they will be logged into lost and found. Items not claimed may be discarded at the University's discretion.

## **LOUNGES AND COMMON SPACES**

Lounges and student common spaces are for leisure, and they should be treated with respect. Placing feet on furniture is not allowed. Remember that lounges are common spaces and used by a great number of students, and therefore must be kept clean and orderly. Students are responsible for picking up after themselves and removing trash before leaving a lounge or common space.

Remember that you will need to have your King University ID with you while studying or working in any building as you may be asked by Security to show your ID to verify that you are a King University student. Also, please note that there may be times that computer labs are closed to general use due to classes or other scheduled events.

Lounges and common spaces must be reserved for group use. To reserve a lounge or common space, please contact the Student Affairs Office at 423-652-4740. Lounges and common spaces should be cleaned and returned to their original condition after the event.

Removing furniture is prohibited. Students found removing furniture or in possession of removed furniture will be charged with theft and maybe referred to Student Conduct or law enforcement.

Public displays of affection are unacceptable. When couples are seated together in public areas, at least one person should be sitting upright at all times. **Sleeping is not allowed in lounges or common spaces.**

Students are expected to follow the University's policy on "Dress" in public areas in this handbook.

## **LYING**

Lying is defined as intentionally giving false or misleading information and is prohibited. Examples include: written or oral communication given to University officials, faculty members, or Honor Council. Lying within the context of academic work is covered in the Academic Dishonesty Policy.

## **OBJECTIONABLE MATERIALS**

The possession or display of posters, pictures, magazines, digital files, video recordings, or other items that contain non-artistic nudity or partial nudity, representations of sexual activity, child pornography, or that are otherwise obscene or illegal, is prohibited. Possessing or displaying posters, pictures, magazines, digital files, video recordings, or other items that promote illegal activities is prohibited. Students found to be in possession of child pornography, obscene, or other illegal materials will be reported to law enforcement.

The possession or display of alcoholic beverage containers is prohibited. The presence of any alcoholic beverage container may be interpreted as the same as actual possession of alcohol by those in the area where the container is found. For more information, please refer to the Alcohol Policy.

The University reserves the right to remove and confiscate materials that are judged to be in violation of this policy.

## **OCCULT PRACTICES**

The occult refers to the use, practice, or belief in hidden, malevolent, or mysterious powers and the possibility of human control of them. Engaging in occult practice is prohibited and is unacceptable in any form. Students engaging in occult practice will be asked to remove all occult paraphernalia and to refrain from further practice. Repeated and continued activity will be grounds for dismissal.

## **OFF CAMPUS CONDUCT**

Students are expected to conduct themselves, whether on or off campus, in a way that is consistent with the mission and vision of King University as well as local, state, and federal laws. The University's policies apply to all students. Students at off campus instructional sites and those participating in nursing clinicals, student teacher assignments, internships, community service experiences, etc. are subject to King University's Honor Code, as well as the host site's organizational policies and procedures. Students visiting a foreign country must abide by the laws of that country. Students who violate University policies may be subject to disciplinary action through the Student Conduct Process.

Additionally, students residing off campus are expected to refrain from engaging in conduct that infringes on the rights of other students, neighbors, and community members. Violations of restrictions on noise, trash disposal, maintaining yard and premises, underage drinking, distribution/sale of alcohol and drugs, and any other offense that impacts or may impact negatively on the community may be subject to disciplinary action.

## **OFFENSIVE LANGUAGE**

Students are expected to refrain from the use of offensive language or language which is religiously disrespectful. Violations include, but are not limited to, lewd, obscene, or vulgar language or non-verbal expression that is contrary to the mission and vision of the University.

## **PARKING**

All vehicles, including those vehicles parking at any King University instructional location, must be registered with the Security Office and must display a parking permit, which must be obtained within five days of arriving on campus. The registration process can be completed online at <http://portal.king.edu>. Forty-eight hours after the registration process is complete, students may pick up parking decals in the Security Office located in the basement of Parks Hall. Students at off-site campuses will have their parking decal mailed.

No student residing on or off campus may have more than one vehicle on campus at any time.

King is private property and reserves the right to have unauthorized vehicles, abandoned vehicles, or vehicles parked or operated in violation of King's rules and regulations towed at the owner's expense. Situations which may warrant towing of vehicles include, but are not limited to, the following: vehicle causing a safety hazard, obstructing traffic, blocking a fire hydrant, parking in a fire lane, parking in handicapped spaces without a State permit, parking on yellow curbs, parking in loading zones, or failing to relocate a vehicle as directed by Security.



Security Officers enforce all traffic and parking regulations by issuing citations. All fines must be paid in the Business Office.

Citations may be appealed online at <http://security.king.edu>. A copy of the complete “vehicles on campus” brochure including the citation appeals process is available online at <http://security.king.edu> or in the campus security office.

King is not responsible and assumes no liability for any loss or damage to/from any vehicle parked on campus or any instructional location, including vehicle damage caused by the towing of a vehicle parked in violation of the parking rules and regulations.

## **PROMOTIONAL MATERIAL**

Bulletin boards are available across the campus for the purpose of displaying announcements and posters. All announcements or posters for non-King University sponsored events must be approved by the Student Affairs Office before being posted. Materials that have not been approved may be removed at the discretion of the Student Affairs Office. Anyone who posts materials of any nature is responsible for removal of the materials at the proper time. In addition to posters and materials, all solicitation requests must receive approval from the Vice President for Student Affairs or Dean of Students in advance. Solicitation in the residence halls is prohibited unless approved by the Assistant Dean for Residence Life. Materials must be hung with masking tape, or thumb tacks on bulletin boards. Other forms of tape (e.g. scotch tape, packing tape, duct tape, etc.) are not permitted.

## **RECORDS AND RIGHTS OF ACCESS**

**The Office of Registration and Records is the overseeing office of the rights under FERPA for Postsecondary Institutions. A student may authorize the release of confidential information from their educational record to a third party by completing a “Student Release of Confidential Information” form (available in the Office of Registration and Records). A student may withdraw his or her consent at any time by contacting the Office of Registration and Records.**

## **ANNUAL NOTIFICATION OF RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. This act is also known as FERPA or the Buckley Amendment, and it applies to all eligible students that attend schools that receive funds under an applicable program of the U.S. Department of Education. Eligible students are those who have reached the age of 18 or who attend a post-secondary school no matter what age. Those rights are:

1. The right to inspect and review their education records within 45 days of the day the University receives a request for access.  
Students should submit to the registrar, dean, head of the academic departments, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student’s education records that the student believes is inaccurate or misleading.  
Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official that is responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.  
If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

- a. One exception that permits the disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
  - b. Another exception to record privacy is that the University may disclose “directory information” without student consent. Directory information consists of a student’s name, home address, email and King University mailing address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of member of athletic teams, photographs, class schedule/roster, full or part-time status, dates of attendance, degrees and awards received, and the most recent previous educational agency or University attended by the student. Students may block disclosure of directory information by filing an objection with the Office of Registration and Records within two weeks of the beginning of a semester. Even if a student blocks directory information, it may still be inspected by those persons authorized by law to inspect education records without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office**  
**U.S. Department of Education**  
**400 Maryland Avenue, SW**  
**Washington, DC 20202-5920**

**NOTE:** For further information regarding FERPA, please consult the King University website at <http://students.king.edu/registrar/ferpa> or the Department of Education at [www.ed.gov](http://www.ed.gov)

#### **DISCLOSURE OF LAW ENFORCEMENT UNIT RECORDS**

FERPA excludes from its definition of “education records” records created and maintained by a campus law enforcement unit for a law enforcement purpose. Accordingly, investigative reports, security incident reports, and other records created and maintained by campus law enforcement units may be disclosed to law enforcement and others without student consent as defined by King University Office of Safety and Security policy.

FERPA defines "Law enforcement unit" as “any individual, office, department, division, or other component of an educational agency or institution, such as a unit of commissioned police officers or non-commissioned security guards, that are officials authorized or designated by that agency or institution to: enforce any local, state, or federal law, or refer to appropriate authorities a matter for enforcement of any local, state, or federal law against any individual or organization other than the agency or institution itself; and maintain the physical security and safety of the agency or institution.” For this purpose, the King University Office of Safety and Security Department is designated the law enforcement unit for the University. For more information visit the U.S. Department of Education’s website for “FERPA General Guidance for Students” at <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html>.

#### **DISCLOSURE OF EDUCATION RECORDS IN HEALTH/SAFETY EMERGENCIES**

If the University determines that there is an articulable and significant threat to the health or safety of a student or other individuals, FERPA allows disclosure of information from education records to appropriate parties whose knowledge of the information is necessary to protect the health and safety of the student or other individuals. For the purpose of this policy the King University President, Vice President for Student Affairs, the Associate Vice President for Student Affairs and Dean of Students, the Director of Safety and

Security, Chief Financial Officer, Vice President for Academic Affairs, or the Assistant Dean for Residence Life are the King University employees authorized to make the determination of a health and safety emergency related to releasing student information.

- "Articulate and significant threat" means that if a school official can explain why, based on all the information then available, he or she reasonably believes that a student poses a significant threat, such as a threat of substantial bodily harm, to any person, including the student, the University may disclose education records to any person whose knowledge of information from those records will assist in protecting a person from that threat.
- "Appropriate parties" include parents of the student; parents may be notified when there is a health or safety emergency involving their son or daughter.

In making a determination to disclose information, the University may take into account the totality of the circumstances pertaining to a threat to the safety or health of the student or other individuals. An emergency can be related to the threat of an actual, impending, or imminent emergency, such as a terrorist attack, a natural disaster, a campus shooting, or the outbreak of an epidemic such as e-coli. An emergency can also be a situation in which a student gives sufficient, cumulative warning signs that lead the school official to believe the student may harm himself or another person at any moment.

The FERPA record keeping requirements require the University to record 1) the articulable and significant threat that formed the basis for the disclosure and 2) the parties to whom the information was disclosed. This record will demonstrate what circumstances led to the determination that a health or safety emergency existed and how the disclosure was justified. The record must be made within a reasonable period of time after the disclosure was made. The record must be maintained with the education records of the student for as long as the student's education records are maintained. After disclosing information under the FERPA health and safety exception, document the following information and forward the records to the dean of students.

- Student's Name
- To whom did the student pose a significant threat to health or safety
- Articulate the significant threat to health or safety
- Describe the circumstances and the information available (including relevant dates)
- Identify the information that was disclosed
- Names(s) of person(s) to whom the information was disclosed (person whose knowledge of the information would assist in protecting a person from the threat; or parents)
- Date(s) disclosure was made
- Name(s) of King University employee(s) making determination of health and safety emergency
- Name of King University employee making the disclosure
- Date the record of disclosure was made

## **ROOFTOPS**

Being on the rooftop of any campus building is prohibited. Being on building roofs is dangerous and can result in serious injury.

## **SEARCHES ON THE UNIVERSITY'S PROPERTY**

King University will make reasonable efforts to respect the privacy of individuals within the campus community. However, King University campuses are private property and in the interest of safety and security, the University maintains the right to search any part of the University's property, including but not limited to, residence hall rooms, classrooms, offices, vehicles, locker rooms, or any container belonging to or in the possession of students, visitors, faculty, staff, or volunteers who are on University property. The University also retains the same right to search an individual's person if there is reason to believe that the person is in possession of a weapon, illegal drugs, or stolen property or items which are in violation of local, state, or federal laws related to public safety or otherwise presents a danger to the safety of that person or others.

The University retains the right to seize and retain any items that violate local, state or federal laws or any University regulation. Any illegal items seized will be immediately turned over to the appropriate law

enforcement agency.

## **SEXUAL ASSAULT**

Refer to the Relationship Conduct Policy in this handbook.

## **SEXUAL HARASSMENT**

Refer to the Relationship Conduct Policy in this handbook.

## **SPIRIT ROCK GUIDELINES**

The Spirit Rock, located between Maclellan Hall and Bristol Hall on the Bristol Campus, exists to provide students and student organizations with a place to show their King University pride. The following guidelines must be observed with regard to the Spirit Rock:

- Once painted, the rock cannot be repainted for at least 72 hours.
- There is no process for “reserving” the rock for specific times, days, or events.
- King is not responsible for any injury or damage (including to clothing) that occurs while participating in painting the rock.
- Only water-based aerosol (spray) paint may be used. The individual or group painting the rock must furnish their own paint and properly dispose of all waste.
- Only the rock may be painted; painting sidewalks, lamp posts, buildings, or grassy areas is not permitted.
- The rock and the painting thereof, may not be in any way be associated with hazing. Painting the rock must be a fun, voluntary activity.
- Whatever is painted on the rock must be in accord with the mission and policies of King University. As such, no profane, obscene, inflammatory, discriminatory, or unsportsmanlike content is allowed. King University administration reserves the right to remove and/or require the removal of any inappropriate content. Further, anyone found to have painted inappropriate content on the rock may be referred to the student conduct process for disciplinary action by the University.

## **STUDENT ID CARD**

Student identification cards are available to all students. This card has various purposes, and it is required that students keep up with this card at all times. Student identification cards are required by all residential students.

Uses for the Student ID card include the following:

- General security identification purposes which include complying with requests to identify oneself to a University Official, security personnel, or law enforcement officer.
- Identification needed for any activity such as attending athletic events, social events, picking up packages in the Tornado Alley Shoppe and picking up checks and other important documents in the Business Office.
- Use of King University Library resources.
- Entrance into the Dining Hall.
- Accessing the outside doors of residence halls. For further information regarding this use of the card, refer to the Room Security section of the handbook.
- Required to use facilities such as the Student Center Complex weight room.

**It is against University policy to allow any other person to use your student ID card.** Students who violate this policy may be referred to the Student Conduct Process. The King University Student ID Card must be turned in to the Registrar’s office or Student Affairs Office if a student must withdraw or is removed from the University. Student may obtain a student ID at the Bristol, Student Affairs or Security Offices, or

the Knoxville campus. Other students may request a student ID be mailed to them. Replacement cards may be obtained in the Student Affairs Office at a cost of \$5.00.

## **STUDY ABROAD/MISSION TRIPS**

Students who participate in study abroad or mission trips represent the University as ambassadors and are bound by the University's Honor Code and its policies. Faculty/Staff leaders of such programs have discretion in applying the policies of the University in the context of the culture of the country being visited. Students visiting a foreign country must abide by the laws of that country. Students who violate campus policies may be subject to disciplinary action through the Student Conduct Process.

## **THEFT**

Conduct including embezzlement, fraud, larceny, receiving or concealing stolen property, stealing, and other similar offenses is considered theft.

Theft is contrary to the mission and principles of King University. A student who participates in any form of theft shall be subject to the student conduct process and may be subject to criminal prosecution.

- **EMBEZZLEMENT**

Obtaining property or money by a false pretense, lying, misleading, or trickery.

- **FRAUD**

A representation of a fact, whether by words or by conduct, that is false or misleading, or by concealment of information that should have been disclosed that deceives another. Violations include, but are not limited to, the act of deception, trickery, or misrepresentation with the intent of defrauding another individual. Examples include, but are not limited to, misuse of an ID card in the dining hall or library.

- **STEALING**

Stealing is defined as taking the property of another. Violations include taking or attempting to take property of the University, property of members of the University's community, property of visitors of the University, or other persons.

- **TELEPHONE FRAUD**

Telephone fraud is the use of tele-communication products or services without intention to pay. Violations include, but are not limited to, using a telephone to make long distance calls and charging them to another person or organization's phone without authorization. Further definition includes using a personal telephone access code of another without permission.

- **PAWNED OR CONVEYED RENTAL PROPERTY**

Any leased or rented property that has been sold, pawned, or otherwise disposed of by the person renting or leasing the property. Examples include but are not limited to pawning or selling equipment issued by the Athletic department and residence hall furniture.

- **RECEIVING OR CONCEALING STOLEN GOODS**

The buying, receiving, possessing, or concealing money, goods, or property known to be illegally obtained is prohibited.

- **IDENTITY THEFT**

Obtaining or possessing personal identifying information of another is prohibited. Use or intent to use includes, but is not limited to: obtaining or attempting to obtain credit, goods, services, educational information, or medical information in the name of another person.

## **TITLE IX**

Title IX of the education amendments of 1972 prohibits discrimination on the basis of sex in education programs or activities and extends to employment and admission to institutions that receive federal financial assistance. Inquiries concerning the application of Title IX should be directed to the Title IX Compliance officer, James Donahue, Vice President Administration & Finance, 423-968-1187, and/or to the Assistant Title IX Compliance officer, Benny Berry, Director of Safety and Security, 423-652- 4705. Mailing address for both: King University, 1350 King College Road, Bristol, TN 37620.

## **TOBACCO USE**

Smoking, smokeless tobacco, e-cigarettes, and liquid vapors are products that are prohibited inside all campus buildings and within 50 feet of any campus building. Cigarette butts and other tobacco materials must be disposed of using proper receptacles. Smokeless tobacco products are not to be disposed of in water fountains, urinals, sinks, dining hall dishes/areas, or on any University property (sidewalks, furniture, walls, etc.).

## **TRANSPORTATION OF STUDENTS**

Transportation of students is only permissible within University approved policy.

## **VANDALISM**

Willfully defacing, damaging, or destroying University or private property is prohibited.

## **VETERANS**

All questions regarding services for veterans should be directed to Martha Liendo, Instructor of Mathematics and Faculty Advisor at [mliendo@king.edu](mailto:mliendo@king.edu). Questions regarding veteran benefits should be directed to Jessica Swiney in the Registrar's Office, [jswiney@king.edu](mailto:jswiney@king.edu). More information can be found at <http://military.king.edu>.

## **VIOLATION OF DISCIPLINARY PROBATION**

Students on disciplinary probation are in jeopardy of more severe disciplinary sanctions, up to and including expulsion from the University, upon any other violation or the conditions of the probation. A student on disciplinary probation who is charged with an honor code or University policy violation will also be charged with "violation of disciplinary probation."

## **VIOLATION OF THE LAW**

A King University student who violates local, state, or federal law on or off campus may also be subject to the Student Conduct Process. Students are expected to report criminal charges and/or being arrested to the Director of Safety and Security or the Dean of Students within 72 hours of being arrested and/or criminally charged or convicted. The University's proceedings are separate from civil litigation or criminal arrest and prosecution and may be carried out prior to, simultaneously with, or following civil or criminal proceedings. Rulings associated with the honor code and other campus policies are not linked to decisions related to legal matters and may differ in outcome.

In compliance with Tennessee Code Annotated (T.C.A.) 49-7-2207, Reporting of Students, the University will report to the appropriate law enforcement agency any student that it has probable cause to believe is committing or has committed any offense, a violation of which is a Class A misdemeanor or any of the five (5) categories of felonies as classified under T.C.A. 40-35-110, upon the University's grounds or within any building or structure under its supervision.

In compliance with Federal law the University is obligated to notify the Student and Exchange Visitor Information System (SEVIS) of any disciplinary action taken by the school against an international student

as a result of the student being convicted of a crime. The commission or conviction of a crime may have an impact on the student's immigration status.

### **Mandatory Disclosure of Sex Offense Arrests, Charges, Convictions, and Adjudications.**

**Students enrolled in King University who are arrested, charged, convicted, or undergo some other type of adjudication for a crime classified as a sex offense by local, state, or federal law must disclose this information to the Office of Safety and Security within 72 hours of such arrest, charge, conviction or adjudication.**

## **WEAPONS ON CAMPUS PROPERTY**

*Felony: State Law prescribes a maximum penalty of six (6) years imprisonment and a fine not to exceed three thousand dollars (\$3,000) for carrying weapons on school property.*

Unless otherwise permitted under applicable local, state, or federal law, the possession and/or use of weapons is strictly prohibited:

- On University property, unless otherwise permitted under Tennessee Code Annotated 39-17-1313.
- In any University building unless otherwise permitted by this policy.
- In a University owned, rented, or leased vehicle.
- While participating in any King University sponsored activities.

A weapon is defined as, but not limited to: firearms, ammunition, knives with a blade length exceeding four inches (4"), air rifles, BB guns, or any weapon which is a reproduction of a firearm; box cutters, razors and razor blades, except those used solely for personal shaving; and any sharp pointed instrument, except unaltered nail files, clips, and tools used solely for preparation of food, instruction, and maintenance.

It is an offense for any person to possess or carry, whether openly or concealed, with the intent to go armed, any firearm, explosive, explosive weapon, bowie knife, hawk bill knife, ice pick, dagger, slingshot, switchblade knife, blackjack, knuckles, or any other weapon of like kind not included, but are not limited to, martial arts equipment, stun guns, paintball guns, slingshots, crossbows, bow and arrows, and items manufactured, altered, or used to cause another item to become a projectile or item used in a manner that caused the threat of or actual bodily harm. (i.e. potato gun, etc.).

Note: Under Tennessee Code Annotated 39-17-1309(c) (1)

Students who are members of the reserve officers training corps or students enrolled in a course of instruction of members of a club or team who are required to carry arms or weapons in the discharge of their official class or team duties or exempted from this rule.

Note: Under Tennessee Code Annotated 39-17-1313, the holder of a valid handgun permit recognized in Tennessee may transport and store a firearm or firearm ammunition in the permit holder's privately owned motor vehicle while on or utilizing any public or private parking area if: (1) The permit holder's vehicle is parked in a location where it is permitted to be, and (2) The firearm or ammunition being transported or stored in the vehicle, (A) Is kept from ordinary observation if the permit holder is in the motor vehicle: or (B) Is kept from ordinary observation and locked within the trunk, glove box, or interior of the person's privately owned motor vehicle or a container securely affixed to such vehicle if the permit holder is not in the vehicle. **This only applies to the permitted carrying of a handgun; it does not permit the carrying of a rifle or shotgun on University property.**

The carrying of a weapon on the institution's property is a violation of King's policy and state and federal law. Carrying a weapon on campus will result in campus discipline, and the offender may be referred to local law enforcement for criminal charges.

For the purpose of personal self-defense, the carrying of one pocket-sized chemical device containing less than one ounce of chemical that is not ordinarily capable of lethal use or causing serious bodily injury but is intended to produce temporary physical discomfort through being vaporized or otherwise dispensed in the air is not prohibited. However, a chemical device that is carried or used in any manner other than personal self-defense is considered a violation of the institution's weapon policy. All members of the campus community should immediately report any weapons violation to Campus Security.

"Chemical Device" means any aerosol container or other device that is capable of emitting.

Chloroacetophenone(CN), orthochlorobenzalmalonitrile(CS), or oleo resin capsicum(OC), or any combination or derivative thereof, in a vapor or liquid form. Common names for such devices include, but are not limited to: pepper spray, mace, tear gas, OC, CS and CN.

weapons used for educational purposes must be approved by the Director of Safety and Security, Vice President for Academics and Vice President for Business Operations. King students are responsible for guests who accompany them to campus. Nothing in this section shall apply to law enforcement officers and/or security officers approved by the institution in compliance with state and federal law. Any weapon used for instruction purposes must be checked in the Office of Safety and Security before use in the classroom.

### **WINDOWS AND WINDOW WELLS**

Nothing shall be thrown, dropped, poured, or otherwise released out of or into windows and window wells of campus buildings. It is also prohibited for individuals to hang out of windows. It is prohibited for students to hang items out of windows or place items of an objectionable nature facing out of windows.

### **WITHDRAWAL FROM KING**

Refer to King University catalog.



# RESIDENCE LIFE POLICIES

## BICYCLES

Bicycles are not to be kept in the hallways or other interior public areas including laundry areas and stairwells. Consult with your Area Coordinator for proper bicycle parking. Bikes should be carried to and from rooms. The Residence Life Staff or Security Officers may confiscate bicycles left in unauthorized places. The University is not responsible for any damage or theft.

## BREAK POLICIES

All residence halls will be closed during Christmas and Spring Breaks. Students are expected to vacate their rooms according to the dates and times listed in the campus calendar. Students are responsible for arranging their own off-campus housing when the residence halls are closed. Students who fail to vacate their rooms on the designated date will be asked to leave by campus Security and be assessed a late fee of \$250.00. When leaving for breaks, all residents should be sure to take all necessary belongings with them from their rooms. The residence halls will be locked over these breaks.

Only students who are part of an approved King University athletic team or organization may remain in residence halls past the cutoff date or come back early before residence halls officially open. This approval must be given by the Assistant Dean for Residence Life to the supervisor or leader of the particular group. Students may be asked to move to another residence hall, depending on the Area Coordinator on duty. These decisions are left to the discretion of the Assistant Dean for Residence Life. **There is no visitation during any break (Thanksgiving, Christmas, spring and Easter). Students are required to comply with all campus and residence life policies during the break.**

Students must be checked out of their residence hall for Christmas break or at the end of the school year, 24 hours after their last exam. Permission to remain in the residence hall for a longer period of time must be given by the Assistant Dean for Residence Life.

- All electrical appliances must be unplugged.
- Refrigerators must be cleaned out and defrosted before leaving.
- Rooms are to be cleaned thoroughly and all perishable food removed or placed in airtight containers.
- Lock all windows and doors.
- Turn thermostats on low where applicable.
- Talk with the RA on duty to check your room to make sure that you have completed all of the proper procedures for checkout.
- Sign out with an RA.

**Failure to follow any of these procedures will result in a \$50.00 fine per item.**

The Dining Hall is closed during Thanksgiving, Christmas, and Spring breaks. All meals during these periods are the responsibility of any student with permission to stay in the residence halls during breaks.

The Dining Hall may be open with a scaled back menu during certain breaks. The Dining Hall will send out an email to students prior to each break identifying the hours of operation. (Note: Some meals during breaks may be offered as boxed meals.) These meals will require students to sign up in advance.

Students staying for summer term will be consolidated to one residence hall. However, the students may remain in their spring semester residence hall room until Noon on the Sunday following commencement.

## CHECK-IN AND CHECK-OUT

### • ROOM CHECK-IN

Residents may not move into residential housing before the posted date unless they are part of a team or school related group given permission to do so from the Assistant Dean for Residence Life. A \$150 per day penalty for returning early will be charged to all students who do not have prior approval from the Assistant Dean for Residence Life.

Residents who are checking into the residence halls must follow proper check-in procedures.

1. Verify all previous damages on the room condition form with an RA. Sign and date Room Condition Form.

2. Obtain a room key from an RA or the Area Coordinator.
3. Move into your room. Be advised that no furniture may be removed from any room or swapped with another room.
4. Students will be assessed a \$50.00 fine for swapping furniture with other rooms or any furniture left in the hallways.

- **ROOM CHECK-OUT (DURING THE ACADEMIC YEAR)**

It is important to check-out of your room properly. There are certain guidelines that must be followed when checking out of a residence hall room. Students not leaving on time will be assessed a fine of \$250.00 per day.

1. Clean room thoroughly and remove all personal items.
2. Contact the RA on duty or the Area Coordinator and let him or her know that you are ready to check out.
3. Check out with an RA or an Area Coordinator.
4. Sign the room condition form and turn in the room key to the RA.

Student must have their withdrawal form signed by the Assistant Dean for Residence Life. Students withdrawing from the University should consult the Withdrawal section under Campus and Community Life Policies.

Failure to check-out properly either by the end of the semester or within three days after withdrawing from the residence hall or from the University will result in a \$75.00 fine that may be taken out of the room deposit.

- **END OF THE YEAR CHECK-OUT PROCEDURES**

All residents must check-out with an RA within 24 hours after their last exam. Permission to remain after their last exam must be given by the Assistant Dean for Residence Life. Only graduating seniors and students directly participating in graduation ceremonies (e.g. SGA president, ushers, etc.) may remain on campus through graduation. Failure to follow check-out procedures will result in a \$75.00 fine and/or the loss of all or part of the room damage deposit. These rules apply to graduating seniors as well. Students that do not have permission to stay will be assessed a \$150.00 per day fee until they move out.

- **Check out with a RA between 8 a.m. and 10 p.m.**
- Signs will be posted beside each RA room to note which RA is on duty for each building.
- Sign up for a time with your RA.
- Clean room (i.e. dusted, swept, or vacuumed) and remove all personal items and trash. Items left in the room will be discarded unless the student makes prior arrangements with the Assistant Dean for Residence Life.
- Return the room to its original state before checking out.
- Report any damages you are responsible for to your RA or Area Coordinator.
- Remove tape residue from doors and walls.
- Contact RA to let them know that you are ready to check-out.
- Check out with an RA or Area Coordinator.
- Sign the room condition form and turn in the key to the RA.

Further check-out information will be posted in the residence halls as needed.

## **COMMUNICABLE DISEASES**

Students living in the residence halls who are diagnosed with a communicable disease that proves a health threat to other residents may be relocated to an alternate room on campus until such time that it is determined that the student is no longer contagious. The residence hall staff will maintain the privacy of any student that has knowledge of testing positive for any communicable diseases. To make arrangements to temporarily relocate due to having a communicable disease, contact your residence hall staff.

For more information on communicable diseases, refer to the Campus and Community Life Policies section

of this handbook.

## **EARLY ARRIVALS/LATE STAY RESIDENCE HALL POLICY**

Only students who are part of an approved King University athletic team or organization may remain in residence halls past the cutoff date or come back early before residence halls officially open. This approval must be given by the Assistant Dean for Residence Life to the supervisor or leader of the particular group.

Students may be asked to move to another residence hall, depending on the Area Coordinator on duty. These decisions are left to the discretion of the Assistant Dean for Residence Life.

There is no visitation during this period. Students are not permitted to have visitors in their residence hall room at any time during this period. Students found in violation of the visitation policy will have their permission to stay revoked, and will have 48 hours to leave their residence hall. Students are required to comply with all campus and residence life policies during this time. Students will sign an agreement agreeing to the following conditions:

- The student will be charged a ***\$250.00 fine*** for moving in early/staying late without approval. This will be billed to the student's account.
- Students understand that their meal plan is not active until the official opening day of the residence halls and are responsible for their own meals during this period.
- Students understand that it is their responsibility to report any damages through the Facilities work order system at <http://helpdesk.king.edu> within 48 hours of discovering the issue.
- Students understand that housing any unauthorized guests and/or roommates not approved for early arrival/extended stay is in violation of this agreement and could result in disciplinary action.
- Students understand that they are sharing a traditional space or suite-style space, and may only move belongings to one half of the room.
- Students understand that while living in university housing during early arrival and extended stay periods, if they violate the King University Honor Code or any of the policies described in the Student Handbook, they may be asked to vacate university housing until the regular housing contract start date.
- Students understand that any damage to/or loss of personal property during this early arrival or extended stay period is the student's sole responsibility.

## **ELECTRICAL APPLIANCES**

Small appliances with completely enclosed coils (e.g. corn popper, small coffee pots, and hot pots) are permitted in the residence halls. Small microwaves are also allowed (1100 watts maximum). Refrigerators less than 5 cubic feet are allowed in rooms. Only one microwave and one refrigerator are allowed per residence hall room. Toaster ovens, toasters, frying/boiling units, or any appliance with an open heating coil are prohibited. George Foreman type grills are not permitted. Air conditioners, including those that are purely electric and space heaters (anything with a compressor) are prohibited.

Appliances, such as refrigerators and microwaves must be plugged into the wall and not power strips.

## **EXTENSION CORDS**

Only UL approved 3 prong grounded extension cords that are 14 gauge or heavier and are 10 feet or less in length are permitted. The cord cannot exceed 10 ft. in length. Only one appliance/item may be plugged into an extension cord; only one extension cord may be used per double outlet. Only UL approved multi-plug

strips with circuit breakers are permitted. Up to three appliances/items may be plugged into any one multi-plug strip per double outlet. Extension cord and multi-plug strips may not be connected in any combination. Over Christmas break, Thanksgiving break, and Spring break, all appliances must be unplugged prior to departure.

## HEATERS

Each residence hall room has a heating unit. There should be a twelve-inch clearance surrounding the heater at all times. Nothing should be sitting on top of or under the heater. Violations are subject to fines through Health and Safety checks. Nothing can be underneath the heater, including cord/wires. Nothing is to be affixed to the heater.

## FINES

Using an open flame.....	\$10
Throwing an object out of a window.....	\$25
Staying inside during a fire drill or building evacuation.....	\$250
Missing a mandatory meeting.....	\$50
Removing a screen from a window.....	\$25
Propping open locked door.....	\$250
Breaking quiet hours.....	\$50
Failing to check out properly.....	\$75
Failing to return key.....	\$25
Health and Safety Items.....	Varies
Tampering with fire equipment.....	\$600
Returning early without prior authorization.....	\$150
Staying in room during a fire drill .....	\$250
Trash in the hallway.....	\$25 and up
Tampering with heater/air conditioner .....	\$100

## FIRE SAFETY

Because fire safety in residence halls and campus buildings is extremely serious, fire drills (three are required by state law) are conducted each semester. State law requires all individuals to leave the building when the fire alarm is sounded. Failure to do so may result in a fine of \$250 and/or referral to the Student Conduct Process and/or the appropriate law enforcement agency.

### • RESPONDING TO A FIRE ALARM

At the sound of the alarm, all residents should follow these steps:

1. Exit residence hall through the closest exit.
2. Call 911.
3. Meet outside at your designated area and remain there until a safety signal is given by the Area Coordinator or RA.
4. Carry a wet towel for face protection. The biggest danger in a fire is smoke inhalation. Remember to stay low if you find yourself in a smoke-filled area.

An orderly and quick exit is the goal of a fire drill and essential to avoiding injury in an actual fire. In case of a blocked exit, proceed to the nearest open exit. If you are unable to find an open exit, return to your room, close the door, open the window, and signal from the window for help.

### • FIREWORKS AND EXPLOSIVES

It is prohibited to possess, sell, offer for sale, store, and transport or use any fireworks or explosive on the University's property. Fireworks are defined as including, but not limited to, any incendiary or explosive device that is sold or manufactured for use as a firework. Explosives are defined as, but not limited to, any

incendiary or poisonous gas or any container which contains a flammable liquid and/or has a wick or similar device capable of being ignited, other than a device which is commercially manufactured primarily for purposes of illumination, or any sealed device containing chemically reactive substances for the purpose of causing an explosion by a chemical reaction. This includes any "hoax device" that reasonably appears to be or is purported to be an explosive or incendiary device and may cause alarm or reaction of any type by a University official or a public safety agency or a volunteer agency organized to deal with emergencies. Possession of fireworks and explosives will be dealt with through the Student Conduct Process and may be a violation of local, state, and federal law.

- **FLAMMABLE MATERIALS/OPEN FLAMES**

Open flames are prohibited in the residence halls. Anything that requires an open flame for operation is prohibited. Therefore, such items as candles with wicks, incense, fireworks, and smoke bombs are prohibited. Lighted candles on birthday cakes are allowed in designated areas if prior permission is granted by the Area Coordinator. **Flammable materials, such as gasoline, kerosene, Coleman fuel products, and halogen lamps may not be kept in residence halls.**

- **CANDLES AND CANDLE WARMERS**

Candle/oil warmers, wax sculptures, potpourri pots, scent type heaters, scented plug-ins, paraffin baths, incense, birthday candles, or anything that melts wax, and any open flame are a fire hazard and are prohibited in residence halls for fire safety reasons. Disposal of these items in the residence hall, including bathroom sinks is prohibited. The practice of melting wax for any purposes, including for art projects, is not permitted in the residence halls. Any and all damage to the residence hall due to melted wax or fire related damage will be directly billed to the responsible student.

- **DECORATIVE MATERIALS**

In compliance with local and state Life Safety Codes, curtains or draperies, valances, or other fabric decorations covering or draping the windows are not allowed in residence hall rooms unless they are made with documented fire retardant material. Students must provide documentation of this fire retardant material before items may be hung. The National Fire Protection Association (NFPA) Life Safety Code 10.3.1 (2018 Edition) states, "Where required by the applicable provisions of this Code, draperies, curtains, and other similar loosely hanging furnishings and decorations shall meet the flame propagation performance criteria contained in Test Method 1 or Test Method 2, as appropriate, of NFPA 701". All decorative material, including holiday decorations, must be flameproof, fireproof, or flame retardant. Live trees are not permitted in residence hall rooms or hallways. Any candles, gas/oil-fired lanterns, or other items with an open flame are not allowed. Decorations must be removed before the Christmas break.

Federal Fire Code states tapestries, posters, pictures, and other combustible wall hangings must be limited in an area to 10 percent of the total wall space, and none of these may be hung in such a manner as to block exits from the room. Furthermore, no decorations may be placed or hung from the ceiling or balcony regardless of material.

Furthermore, no decorations may be placed or hung from the ceiling or balcony regardless of material.

- **GRILLS**

Students may use grills outside the residence hall, 20 feet from any portion of the building. The sidewalks are not appropriate places for grilling. Grills, lighter fluid, gas, etc., are not permitted to be stored anywhere within the residence halls.

- **TAMPERING WITH FIRE EQUIPMENT**

Tampering with or removing emergency instruction sheets, tampering with fire alarms, fire extinguishers, smoke detectors, exit signs, or other safety equipment puts others at risk of injury and is a violation of local, state, and federal law. Tampering with such equipment will be dealt with through institutional disciplinary action and violators will face a \$650 fine and replacement cost of life safety equipment. King will report the tampering with such equipment to the appropriate law enforcement authority. Law enforcement authorities may assess further fines/penalties.

## **FOOD STORAGE**

All food kept in the residence hall room must be stored in plastic boxes or plastic storage bags. All items not labeled or dated will be removed. This will be monitored during Health and Safety checks.

## **GUESTS IN RESIDENCE HALLS**

Residence Life recognizes that students are often visited by family members and may be accompanied by minor children and others during visits to the Residence Halls. The residence halls are not designed to accommodate small children and, in order to ensure the security of the residence hall, to protect personal belongings, and to provide a courtesy to roommates and other residents, students are not permitted to baby-sit minor children in the Residence Halls. Children under the age of 16 are only permitted in the residence halls under specific guidelines set forth in the "Guests' in Residence Halls" policy. No employee, student, or visitor may leave a child unattended anywhere on campus grounds, including buildings, and vehicles in campus parking lots.

All guests must abide by University and residence hall regulations. Host students are accountable for the behavior of their guests and may be held responsible for rule infractions occurring in the residence hall, regardless of whether they were present at the time of the incident. Residents who wish to have overnight guests (of the same sex, who are not King University students) must sign them in with the Residence Life staff, indicating the room in which they are staying and the name of the host/hostess. Guests less than eighteen (18) years of age are not permitted to stay overnight. For guests of the opposite sex, arrangements may be made with friends in another living area.

Guests are not permitted to stay more than three nights except with special permission of the Area Coordinator. The University reserves the right to deny any guest, whether or not guests are King University students (including students living in another residence hall), if such actions are determined to be in the best interest of the residents or the University. Cohabitation or the excessive presence of any guest in your room is not permitted.

Family members are always welcome to briefly visit with their student in their room after an Area Coordinator or RA on the hall has been notified. Family members may stay overnight with a student in the residence halls as long as the guest is of the same gender or sex as the resident.

Residence Life Staff Members may use their sole discretion in allowing or not allowing guests in the hall. For more information on Guest Rooms, please refer to the Campus and Community Life Policies section

## **HOUSING PROCESS**

All students are required to live on campus unless they have applied and are approved for commuter status. Please see the Commuter Policy in the Campus and Community Life Policies section.

### **• PRIVATE ROOMS AND CONSOLIDATION**

There are times when students are allowed, based on hall occupancy, to keep a double room private by paying \$350 extra per semester. Students may not request to buy out rooms until after the 10<sup>th</sup> day of classes. In order to reserve this privilege, the student must put their name on a list in the Residence Life Office for a particular hall. Priority for a double private is given by academic classification, with 5<sup>th</sup> year seniors having top priority. Maintaining a private room is strictly contingent upon enrollment needs. If a situation arises where space is needed in the residence halls, anyone in a double single may be required to take a roommate. In the event this would happen, the double single payment would be refunded for that semester at a pro-rated amount.

Most residence hall rooms are double occupancy. In the event a resident is left without a roommate for whatever reason, a policy called "consolidation" applies. During the semester, students who find themselves without a roommate have the following options with regard to consolidation.

- There will be a consolidation meeting on or before the 10th day of classes each semester. Each resident in a double room without a roommate must attend this meeting. At the meeting, students will find a roommate and consolidate with someone else who is also without a roommate. This may mean moving to another room. He or she may be assigned a roommate at the discretion of the Assistant Dean for Residence Life. Failure to attend this meeting or make arrangements with the Area Coordinator for this meeting may result in an automatic assessment of a \$350 as a private room charge.
- If a roommate moves out after the consolidation meeting, the remaining resident may choose a new roommate or one may be assigned at the discretion of the Assistant Dean for Residence Life. A resident left in a double room without a roommate will be given a letter explaining his or her room

choices for the rest of the semester.

- If space allows, the Assistant Dean for Residence Life may determine that a resident whose roommate has moved out, has the option of paying \$350 per semester to keep the room as a double private room. Determination of who will be allowed to “buy out” the double room will be based on a waiting list by the Residence Life Office. Priority is given by academic class ranking.

- **ROOM CONFLICTS/CHANGING ROOMS**

Living with a roommate is most often a rewarding experience that results in a lasting friendship. However, most roommates will experience conflict. Working through these differences takes a mature listener, the ability to verbalize feelings and work toward problem solving, and occasionally some outside help. When roommates experience conflict that cannot be resolved between them, it is recommended that they contact their RA for the purpose of mediation. The RA may refer students to the Area Coordinator. Students are encouraged to speak to their RA first, but they may opt to go directly to the Area Coordinator. If a change is requested because of a roommate conflict, the roommates will be expected to have exhausted all means of solving the problem prior to contacting the Area Coordinator. The Area Coordinator will seek to resolve any conflicts between roommates before permission is granted to move. Requests must be made to the Area Coordinator. A room change form will be issued and will require the signature of the Area Coordinator from each building as well as the Assistant Dean for Residence Life. If a change is approved, the resident must make an appointment with his or her RA at least a day ahead of time in order to check out. It is also important to do the same thing with the student’s new RA before moving into a new room. Failure to check out of your old room and into your new room properly will result in a \$75.00 fine.

- **ROOM RESERVATIONS**

Each year students are able to choose their housing for the following fall semester. Students have the following options:

- Students may reserve their current room with the same roommate.
- Students may reserve their current room with a new roommate.
- Female residents may apply to live in Hyde Hall, an honors residence hall.
- Male residents may apply to live in Liston Suites, an honors section of Liston Hall.
- Students may enter the single room lottery.
- Students may enter the lottery for all other available rooms.
- Students who meet all the qualifications listed in the commuter policy may elect to become a commuter.

During the early part of spring semester, the Area Coordinators will conduct a Room Reservation Hall Meeting. All returning students who will be residing on campus for the next year must pay a \$50.00 Room Deposit Fee to the Business Office. Students, in turn, receive a room deposit receipt. This money serves to reserve a space in the residence hall and then is later credited toward the housing bill for the next calendar year. At the room reservation hall meeting students will present their room deposit receipt from the Business Office. Students will receive a form, which lists their options for Room Reservation.

- To reserve a room a student must have a receipt of payment.
- To reserve a room a student must sign up with a roommate.

- **ROOM SELECTION LOTTERY**

If a student would like to be housed in a different room for the fall semester, they may enter the Room Lottery, which takes place approximately a week after the Room Reservations process. Students must have a roommate and a copy of their Room Deposit Receipt to enter the Room Lottery. Students are given priority for room selection based on class standing. Students who do not reserve a room at this time may still reserve a room after the lottery. Students who do not have a roommate will be assigned one by the Residence Life Office.

- **SINGLE ROOM**

There are residence halls which have rooms designed for single occupancy. These rooms are placed in a special lottery for single rooms. This lottery for single rooms takes place before the room reservation process begins. To enter this early lottery, the student must pay a \$50 room deposit to the Business office. The student will receive a receipt stating the deposit has been paid. This \$50 is credited toward the housing bill in the fall. Students desiring a single room will enter the lottery based on their class standing. Students who are

able to reserve these single occupancy rooms will be assessed an additional charge of \$200 per semester. Availability of the single occupancy rooms is at the discretion of the Residence Life Office. Students may not sign up for a single room without entering the lottery.

- **SUMMER TERM HOUSING**

Housing for the summer term classes will be decided based on need and the availability of residence halls. Check-in time will be at noon on the Sunday following commencement. Arrangements for housing are to be made with the Assistant Dean for Residence Life. Summer term students will most likely have a roommate. Students may make a request for a particular roommate; otherwise students will be assigned a roommate to be determined at check-in. Students taking classes and living on campus during the summer term are subject to the same policies and standards as during the academic year. Students found in violation of housing policies during summer term may be asked to vacate within 24 hours. There are no visitation hours during the summer term.

Students are responsible for their own meals during this time, as the Dining Hall is closed.

- **WITHDRAWAL OR SEPARATION**

Residents who have stopped attending classes may be administratively withdrawn from the University and therefore asked to vacate their residence hall room, unless given special permission to remain by the Assistant Dean for Residence Life or the Dean of Students. Students are expected to check out of their residence hall room with their RA or Area Coordinator. The RA or Area Coordinator will complete the Room Condition Form and collect the room key. Additional information on the withdrawal process can be found in the Campus and Community Life Policies section.

## **ILLEGAL ITEMS**

No student shall possess or display in their room any illegal items, including items obtained illegally. Removing or destroying state and local highway signs, commercial signs, traffic cones, or King University signs is illegal. Therefore, the display or possession of such items in one's room or hall is not allowed.

If any illegal item is found in a room, it may be confiscated and the responsible student(s) referred to the appropriate law enforcement agency.

## **INTIMATE RELATIONS**

University residence halls are not an appropriate place to engage in sexual activity. Violation of this policy will be addressed through the Student Conduct Process.

## **KITCHENS**

Most residence halls have kitchens for their residents to use. Those using these facilities are expected to be aware of safety procedures. It is imperative that the kitchen is cleaned up after each use. Dishes left in the kitchen area will be discarded. If the kitchen is not kept orderly, the Residence Life staff or the housekeeping staff may lock kitchens, and students will lose cooking privileges.

## **LAUNDRY ROOMS**

The laundry facilities are equipped with washers and dryers in all residence halls. Use of these machines is free to residential students. Residents are advised to keep track of their clothes to avoid theft. Remove clothes in a timely manner. Do not take or remove clothes that do not belong to you. Washers and/or dryers that are not functioning should be reported to the Student Affairs Office as soon as possible. Please attach a note to machines that are out of order to notify other students in the hall and inform Residence Life staff.

## **LIABILITY**

For information regarding liability, please refer to the Campus and Community Life Policies section.

## **LOBBIES AND LOUNGES**

Residence Halls have lobby and lounge spaces equipped with televisions, study areas, and sitting areas.



These areas are for leisure, and they should be treated with respect. Remember that public spaces like lobbies and lounges are used by a great number of students and therefore must be kept clean and orderly. Students are responsible for picking up after themselves before leaving a lounge area.

While lobbies and lounges should not be monopolized by small groups, they may occasionally be reserved for group use. Reservations should be made with the Assistant Dean for Residence Life with signs posted on the day of the event. Lobbies and lounges should be cleaned and returned to their original condition after the event.

Public displays of affection are unacceptable. When couples are seated together in public areas, at least one person should be sitting upright at all times. Sleeping is not allowed in the lobbies or lounges.

## **LOFTS**

Lofts of any type are not permitted in any of the residence halls. Residence Life staff reserve the right to request that a student remove any structure deemed to be a loft.

## **MAINTENANCE CONCERNS**

Any student may submit a maintenance request to the Facilities Services Department by going online at <http://helpdesk.king.edu>, using the password “tornado” and following directions. Residents will receive an email confirmation that the request has been submitted. Contacting a Residence Life Staff member is also a way to report a maintenance concern in the residence halls. The Residence Life Staff is then able to follow-up with the Facilities Services Department.

## **MEDICAL CONDITIONS/DISABILITIES**

Residence Life works with the Office of Learning and Disability Services to ensure that students with medical conditions or disabilities receive equal access to education and opportunities within the academic community. The Office of Learning and Disability Services has primary responsibility in reviewing accommodation requests and determining reasonable and appropriate accommodations. Disability accommodations relating to on-campus housing and dining follow mandates required by the Americans with Disabilities Act (ADA) and other applicable federal and state laws.

The learning environment and residential living are central to the King University experience. The Residence Life Office at King University forwards all medical, psychological, or disability related requests to the Office of Learning and Disability Services where the information is kept confidential. We seek to ensure consistency in evaluating requests while at the same time carefully exploring each individual situation. To aid this process, requests should include:

1. Documentation of the condition or need that is the basis of the request;
2. A clear description of the desired housing accommodation;
3. An explanation of how the request relates to the impact of the condition;
4. Possible alternatives if the recommended accommodation is not possible.

To evaluate requests based on medical, psychological, or disability related conditions accurately and equitably, the Office of Learning and Disability Services will need documentation. Documentation consists of an evaluation by an appropriate professional that relates the current impact of the condition to the request. Documentation should be typed on official letterhead.

As appropriate to the condition, documentation should include:

1. The current impact of (or limitations imposed by) the conditions;
2. Treatments, medications, devices or services currently prescribed, or used to minimize the impact of the condition;
3. The expected duration, stability, or progression of the condition;
4. The credentials, signature, and date of the diagnosing professional.

In addition to the basic documentation for a condition listed above, recommendation from the treating professional is welcome and will be given consideration in evaluating a request. Recommendations should:

1. Provide clear description of the recommended housing accommodation;

2. Connect the recommended accommodation to the impact of the condition (clearly stated diagnosis);
3. Possible alternatives to the recommended accommodation;
4. A statement of the level of need for (or the consequences of not receiving) the recommended accommodation.

**Documentation must be updated annually from the appropriate licensed professional.**

Students requesting housing accommodations through the Office of Learning and Disability Services must do so in addition to following all regular housing procedures.

**REQUESTS FOR COMMUTER STATUS DUE TO MEDICAL, PSYCHOLOGICAL, OR DISABILITY RELATED NEEDS:**

Students wanting to break their housing contract due to a medical, psychological, or disability condition need to provide the following:

1. Documentation and supporting materials (as mentioned above).
2. A written statement from a physician, psychologist, or psychiatrist on appropriate letterhead stating the severity of the condition and how it is directly related to living in a campus residence hall.
3. The statement must also include reasoning why moving the student to a different location on campus is not feasible and the only accommodation is to move off campus.

**FACTORS CONSIDERED WHEN EVALUATING HOUSING REQUESTS:**

**SEVERITY OF THE CONDITION**

1. Is the impact of the condition life threatening if the request is not met?
1. Is the request an integral component of a treatment plan prescribed by a medical professional for the condition in question?

**FEASIBILITY & AVAILABILITY**

1. Is space available that meets the student's needs?
2. Can space be adapted to provide the requested accommodation without creating a safety hazard? (electrical load, etc.)
3. Are there other effective methods or housing accommodations that would achieve similar benefits as the requested accommodation?
4. How does meeting this request impact housing commitments to other students?

The Office of Learning and Disability Services will carefully consider each request when reviewing documentation and recommendations. Residence Life will honor requests based on Learning & Disability Services recommendation and availability of accommodations.

Documentation supporting a request should be mailed, faxed, or brought to the Office of Learning and Disability Services. Students should call or email to make an appointment to discuss documentation and requests and to complete the Consent to Release Information form.

Students or families with questions about this policy should contact the Assistant Dean for Residence Life at (423) 652-4743 or the Director of Learning and Disability Services, by calling (423) 652-4303 or emailing at [ljoyoksha@king.edu](mailto:ljoyoksha@king.edu).

**MEDICAL NEED FOR RELOCATION**

There are times when it is necessary to relocate a resident due to an unexpected injury or illness. Residence Life Staff will make every effort to reserve a room in each hall for the occasion that this may occur. If assignment space requires that all rooms be filled, including the rooms designated for medical use, the residents assigned to those rooms will be informed upon check –in that they are occupying a medical or ADA room. Students will be made aware that by occupying a designated medical or ADA room, they understand that they will be relocated within 48 hours, without question, if the need arises to relocate a handicapped or injured student to their room. This includes Resident Assistant or other Housing or Residence Life staff members.

## **MEDICAL WASTE**

Any sharp objects (e.g. hypodermic needles, syringes, etc.) are to be discarded properly. Sharps disposal containers will be provided by the Facilities Services department at no charge upon request. Students who require other special needs should ask Residence Life Staff for further assistance. Sharps of any kind should never be placed in a plastic trash bag, which would permit the sharps to penetrate, resulting in the possibility of a puncture wound to the person carrying the bag. All medical waste must be disposed in accordance to proper bio medical procedures.

## **NETWORK SERVICES**

- **NETWORK CONCERNS (CABLE, INTERNET, AND TELEPHONE)**

Any student may submit a technology work order request to the Information Technology (IT) department by going online at <http://helpdesk.king.edu> using the password "tornado" and following directions. Residents will receive an email confirmation that the request has been submitted.

- **TELEPHONES**

- Campus telephones are available at various locations. Campus phones may be used to call anywhere on campus by dialing the four-digit on-campus number. Local calls may be placed from a residence hall room phone by dialing 9 plus the seven or ten digit number. In the residence halls, the phone jack in each room is not active. Students must request to Residence Life to have the port activated at no cost. Residents supply their own touch-tone phone. All computer jacks are active.

## **OBJECTIONABLE MATERIALS**

The possession or display of posters, pictures, magazines, digital files, video recordings, or other items that contain non-artistic nudity or partial nudity, representations of sexual activity, child pornography, or that are otherwise obscene or illegal is prohibited. Students found to be in possession of child pornography, obscene, or illegal other materials will be reported to law enforcement.

The possession or display of alcoholic beverage containers is prohibited. The presence of any alcoholic beverage container may be interpreted as the same as actual possession of alcohol by those in the area where the container is found. For more information, please refer to the Alcohol Policy.

The University reserves the right to remove and confiscate materials that are judged to be in violation of this policy.

## **OCCULT PRACTICES**

The occult refers to the use, practice, or belief in hidden, malevolent, or mysterious powers and the possibility of human control of them. Engaging in occult practice is prohibited and is unacceptable in any form. Students engaging in occult practice will be asked to remove all occult paraphernalia and to refrain from further practice. Repeated and continued activity will be grounds for dismissal.

## **OVERNIGHT OFF CAMPUS**

When students are going to be away from the residence hall, they are encouraged to leave contact information in their residence hall room in the event of an emergency.

## **PETS**

Aquarium fish are the only pets permitted in the residence halls. The maximum aquarium size allowed in the residence halls is ten gallons. Dumping aquarium water must be done outside and not down the drains in the bathrooms. No other kinds of pets will be allowed. This includes feeding and temporarily keeping animals on campus.

## **QUIET HOURS**

### **Our standard visitation/quiet hours will be:**

- Visitation Hours: 2pm – Midnight every day.
- All public lobbies will be open from 10am to midnight: Mitchell, Lower Liston, Parks, Hyde 1<sup>st</sup> floor.
- Liston Hall will remain the only 24 hour lobby in the residence halls.
- Quiet Hours are Midnight to 2pm every day. Courtesy Quiet Hours are always in effect. Courtesy Quiet Hours means the avoidance of excessive noise that is disturbing to others during normal building hours.
- First time offenders will be documented. There will be no more warnings, regardless of circumstances. Second offenses will be referred to the student conduct process.

## **REGISTERED SEX OFFENDER**

Registered sex offenders are not eligible to reside in any King University residence hall.

## **REPEATED VIOLATION OF VISITATION POLICY/VIOLATION OF VISITATION SUSPENSION**

Students who are found responsible for repeated violations of the visitation policy and/or who violate a visitation suspension will, in addition to other possible disciplinary sanctions, be assessed a fine, beginning with \$100 for the first offense, \$200 for the second offense, \$400 for the third offense, etc.

## **RESIDENCE HALL MEETINGS**

Attendance at all Residence All-Hall Meetings and individual floor meetings are required for resident students because of the important information that is communicated. Every effort will be made to announce these special meetings as far in advance as possible. Periodically, there will be floor meetings of an educational nature, which will require your attendance. **If you are unable to attend a floor meeting or a Residence All-Hall Meeting, permission should be obtained ahead of time from your Area Coordinator.** It will still be your responsibility to obtain the information from the missed meeting. There will be a standard \$50 fine issued for any hall meeting missed without a valid excuse.

## **ROOM CARE**

Living in a residence hall implies joint maintenance of a clean, safe, and sanitary living area, both inside the room and in surrounding areas with roommates and neighbors. Residents can be asked to clean their rooms for reasons of improving sanitary condition. Rooms and surrounding public areas are expected to be clean at the end of the year when students vacate the residence halls. Extra cleaning fees and additional checkout fines will be assessed for failure to comply with proper cleaning procedures. Residence Hall staff may ask residents to clean their room if they fail Health and Safety inspection and will also ask them to clean the room at the end of the semester when they officially check out.

**Furniture is absolutely not to be removed from the residence hall rooms.** There will be a \$100.00 fine for removing furniture from a student's room without approval from the Residence Life Office plus the cost of the furniture. This also includes exchanging furniture with another room. Residents are allowed to bring personal furniture into their rooms as long as everything is able to fit without removing anything. Any unwanted residence hall furniture must be stored in the resident's room. No furniture will be removed from a room unless it is deemed medically necessary or a matter of safety.

### **• COMMON AREA DAMAGE**

When intentional and deliberate damage occurs in a common area (hallway, communal bathroom, social room, etc.) and no one claims responsibility for such damage, the RAs of the building will notify the residents of an impending Common Area Damage charge. If the individual(s) responsible cannot be identified, then the charge is equally distributed among the community members.

Each resident should feel as though he/she has an intrinsic investment in the residential community. As such, residents should feel motivated to hold each other accountable for their actions, and to report these actions to

their RA. Damage to public areas often goes unreported. Failure to take responsibility for our actions and allowing members of the hall to pay for damage is a serious breach of our honor system. If damage occurs accidentally, the student still holds the responsibility to report the incident to their RA honestly and promptly. If damage occurs to an area outside of the residence hall, but can be connected back to a particular residence hall, the damage charge may be assessed to the residents of that residence hall.

Charges will often be assessed based on a standardized fine. Situations that require additional work from sources outside the University will result in the fine plus the cost of the outside contractor. Damage fines can be incurred for the following but are not limited to: any bodily fluids, excessive trash, cracked or broken window panes, or damage to University property. Additional fines may be assessed for deliberate contamination of recycling bins.

• **DAMAGE TO RESIDENCE HALLS**

A damage deposit of \$100\* is paid by each resident student upon initial enrollment. This amount will be refunded from the Business Office at the time the student withdraws from the University, graduates, or moves off-campus if no deductions are necessary. Damage exceeding \$100 for the year will be charged to the student's account.

Residents are expected to maintain both the personal and public areas of their hall. Residents/halls will be held accountable for unusual wear and tear and damages to the facilities. Unusual wear and tear and damages to public areas will be deducted from all residents' damage deposits unless the individual(s) responsible is (are) identified.

Note: Damage fees may be assessed at any time, including after a student departs the residence halls for breaks or summer.

\* **Subject to change**

Fees for damages are:

Window Screen.....	\$80
Towel Racks.....	\$10
Window Sliding Screen.....	\$100-\$150
Hole in Wall/Ceiling.....	\$25-\$200
Mattress.....	\$200
Ceiling Tile.....	\$25
Bed Frame.....	Assessed
Blinds.....	\$60
Wardrobe.....	\$700
Window Pane.....	\$25-\$250
Dresser.....	\$500
Carpet Damage.....	Assessed
Desk.....	\$500
Carpet Cleaning.....	Assessed
Mirror.....	\$100
Room Painting.....	\$200-\$300
Chair.....	\$200
Room Cleaning.....	Assessed
Bookcase.....	\$300
Bathroom Cleaning.....	Assessed
Computer Jack/Ethernet Port.....	\$50
Cable box.....	\$50
Cable remote.....	\$10
Door.....	Assessed
Room Key Replacement.....	\$25

- **ELECTRICAL SYSTEM**

Tampering with the electrical system is prohibited. Therefore, dimmer switches, ceiling fans, and other such items are prohibited.

- **HEALTH AND SAFETY CHECKS**

Health and Safety Room Checks, within the residence halls, will be done at random intervals throughout each semester. These checks will be completed by the Residence Life Staff. Items checked may include: inspection of smoke detectors, door locks, electrical outlets for overload, heater violations, improper storage of food items, and anything else that could potentially jeopardize the health and safety of residents.

- **SCREENS**

Screens may not be removed from any windows. Throwing items out of a window is prohibited. The removal of a screen from a window will result in a \$25 fine and any additional costs required repairing the screen. If a screen must be replaced, the students responsible for the damage will be charged the cost of a screen as stated in the list of room item costs. Otherwise, the occupant of the room will be charged.

- **WALLS**

Please be aware of the approved materials used to attach anything to walls: 3M strips, poster putty or painters tape. Nails and screws are prohibited. Note that if any kind of tape that leaves a residue or a stain on the wall, such as duct tape, is used, students will be required to pay for removing those marks. Duct tape and double sided tape is prohibited in the residence halls.

Personalized rooms are encouraged. However, writing and painting on the walls is prohibited, and if the room is not returned to its original condition upon checking out, a \$200 -\$300 painting fee will be charged to the resident(s) responsible for the damage.

## **ROOM ENTRY BY KING UNIVERSITY OFFICIALS**

King University residential facilities are exclusively the property of the University and not the resident. University staff may enter and investigate a student's room without permission or presence of a resident under the following circumstances:

1. For purpose of safety, sanitation, and general upkeep, the University reserves the right to maintain and make repairs in residence hall rooms any time during the school year. In cases of emergency and for the above purpose, staff may enter a room in the presence or absence of the room's occupants at times other than regular working hours.
2. A staff person has reason to believe that some condition exists that constitutes threat to the safety or well-being of the occupants of the building, other individuals, or campus property.
3. A staff person needs to turn off loud stereos, televisions, alarm clocks, or other items that are being bothersome to others.
4. A staff person, upon reasonable cause to believe a probable violation of the University's policy or a violation of local, state, or federal law exists within a room, may enter an individual room or rooms.
5. Random room searches or campus-wide searches may be conducted by University staff at any time in the event a search is deemed advisable in the interest of public safety.
6. A staff person may permit law enforcement or emergency personnel to enter and investigate a student's room as reasonably believed necessary or prudent by the staff.
7. For information concerning other searches, see "Searches on King University Property" located in the Campus Polices section of this handbook.

**If a staff member enters a room and views an item(s) that is in violation of the University's policy and/or the law (i.e. firearms, drugs, alcohol, animals, obscene materials, etc.) he/she may remove or contact the appropriate authority to assist in removal of such articles without permission of the owner, even if a staff person entered the room for different reasons. After the removal of such item(s), he/she will contact the individual and notify the appropriate office and appropriate law enforcement agency. Illegal items will be turned over to the appropriate law enforcement agency.**

## **ROOM RESPONSIBILITY**

Responsibility rests with the resident for being aware of and upholding regulations established to promote and protect the general welfare of all. Students are responsible for what takes place in their residence hall room, whether they are engaging in a particular activity or not.

If a violation of a University policy is taking place in a room, it is the responsibility of all King University students to first confront the behavior, then encourage the offending student(s) to confess and then to report the infraction to a member of the residence life staff. If the student fails to report the violation, he or she may be subject to disciplinary action for violation of University policy. The violator of the policy is also responsible for their actions. If there is damage to any furniture or school property, both roommates will be held responsible for these items unless the responsible party makes an admission.

## **ROOM SECURITY**

### **• KEY SECURITY**

Each resident is issued a room key at the beginning of the year and is expected to return it at the end of the year upon checking out. A fee of \$25 will be charged to a student that loses their room key. Residents will be able to access the outside door of their residence hall with their student ID. For further information concerning student ID cards, please refer to the Student ID Card Policy in the Campus and Community Life Policies Section. If a room key is lost, an RA or Area Coordinator should be notified and upon payment of the current replacement fee, a replacement will be made immediately. There will also be a \$5 replacement fee for any lost Student ID card as they serve as outside door keys for the residence halls. For security reasons, irresponsible use of keys may result in Student Conduct action. Duplication of any campus key is prohibited.

It is prohibited to allow any other person to use your student ID card. This is a violation of the University's fraud policy. The King Student ID Card must be turned in to the Office of Registration & Records or Student Affairs Office if a student withdraws or is removed from the University.

It is important that residents lock their doors when leaving their room. Take your keys with you everywhere. Security of personal property is each student's own responsibility. The University is not liable for personal property.

### **• UNAUTHORIZED OR FORCED ENTRY**

Copying keys, unauthorized possession or use of keys, breaking and entering, propping open doors, or unauthorized entry to any building or room is prohibited. These actions are viewed as a security risk and endangering the safety of other students on campus. Student's breaking and entering or using/copying or possessing unauthorized keys will be responsible for the cost of re-securing the property and be subject to the Student Conduct Process and appropriate local, state, and federal laws. Entering a residence hall room by force, breaking the door, or compromising a locking mechanism will not be tolerated and may be considered vandalism and may result in restitution for repair or replacement cost.

### **• EXTERIOR DOORS**

When room or building hall doors are locked, they should not be propped open (exceptions may be made with the approval of the Residence Life Staff). Anyone found propping open a locked outside door without such approval is subject to disciplinary action up to a maximum of a \$250.00 fine.

## **STORAGE AREAS**

The university does not provide a storage area for its residents. All personal belongings must be removed from the residence halls when students check out for the year. For information on local storage options, contact the Residence Life Office.

## **TRASH REMOVAL**

There are trash cans in all public spaces within the Residence Halls. There are trash receptacles and dumpsters outside of each residence hall building. Students are responsible for carrying their trash to the designated trash areas outside of their residence hall. Trash should not be allowed to build up in rooms, as it represents a health and pest risk. To meet health requirements and to control unwanted pests, all trash must be bagged and discarded in the trash receptacles that are located outside of the residence hall buildings. Residents who leave their trash on balconies, stairwells, hallways, lobbies, lounges, kitchens, bathrooms, or walkways will be asked to place their trash in the receptacles outside. Residents who fail to bring their trash to the designated areas will be charged a \$50 trash-removal fee for each bag or item of trash. If no one claims the trash in these areas, the entire hall or building will be fined. Consecutive fines for trash will be doubled for each offence.

## **TRESPASSING**

Within residence halls, all guests (including non-residential students) must carry a King University identification card, driver's license, or other satisfactory identification. Guests must be escorted by the residential student from the lobby to the room to be visited and back to the lobby by the residential student. Non-residential students are prohibited from being in a residential facility unescorted by their host or hostess. Non-residents found in violation of University policies within the residence hall are subject to referral to the Student conduct process and/or the appropriate law enforcement agency. Visitors and guests are expected to conduct themselves in a proper and lawful manner while on University property, and failure to do so may result in imposition of personal restrictions relating to their presence on University property.

## **VISITATION POLICY**

Being in a University residence hall of the opposite sex at any time, other than during the open hours for that hall, is not allowed without permission from the Area Coordinator or the Assistant Dean for Residence Life. This includes individual rooms, bathrooms, hallways, and/or stairways.

Open hours are posted outside of each residence hall and may vary from hall to hall. It is the student's responsibility to make sure they are visiting only during open hours. During non-open hours, students of the opposite sex are only permitted to be in designated lobbies or lounges of the residence halls.

Visitors of the opposite sex are not to use bathroom facilities located on the residential floors unless officially designated for that sex. Restroom facilities for guests, located near the main lobby areas, are to be used by opposite sex visitors.

All guests must abide by University and residence hall regulations. Host students are accountable for the behavior of their guests and may be held responsible for rule infractions occurring in the residence hall, regardless of whether they were present at the time of the incident.

Guests must be accompanied by their host at all times; exceptions are made for bathroom usage where the host is expected to escort their guest to the bathroom, wait for them to exit the bathroom, and escort them back into the living quarters.

Residents entertaining a guest are expected to abide by the following guidelines: (a) the resident's room door must remain open at least six inches; (b) a room light must be on; (c) residence hall visitation hours must be adhered to; (d) all guests must be accompanied/escorted by the resident at all times; and (e) appropriate dress is required.

Students in violation of this policy will have their visitation privileges suspended immediately, pending the outcome of the Student Conduct Process.



- **Moving Assistance**

Opposite sex guests must have permission from the Assistant Director of Residence Life/Area Coordinator to assist with moving large items at any time.

- **Visitation during Breaks**

During Thanksgiving break, Christmas break, and Spring break there are no visitation hours. Students are required to comply with all other campus and residence hall policies during the break. This policy also applies to the time period in between semesters when the residence halls have not officially been opened for the semester, such as the week before school starts. Students found in violation of this policy may be sent to the Honor Council.

- **Exam and Graduation Period**

There is no visitation during Reading Day, exam week, and the days preceding graduation.

- **Post Season Athletic Competition Period/Late Stay Period**

There is no visitation allowed when the residence halls officially close for the academic year (typically the day after Graduation). Students approved to stay beyond that date are not permitted to have visitors in their residence hall room at any time. Students found in violation of the visitation policy will have their permission to stay revoked, and will have 48 hours to leave their residence hall.

**Standard visitation/quiet hours will be**

- Visitation Hours: 2pm – Midnight every day
- All public lobbies will be open from 10am to midnight: Mitchell, Lower Liston, Parks, Hyde 1st floor.
- Liston Hall will remain the only 24hour lobby in the residence halls.
- Quiet Hours are: Midnight to 2pm every day. Courtesy Quiet Hours are always in effect. Courtesy Quiet Hours means the avoidance of excessive noise that is disturbing to others during normal building hours.
- First time offenders will be documented. There be no more warnings, regardless of circumstances. Second offenders will be referred to the student conduct process.

**WEAPONS**

Please refer to the Weapons on Campus policy under the Campus and Community Life Policies section of this handbook

# RELATIONSHIP CONDUCT POLICY

## GENERAL STATEMENT ON NON-DISCRIMINATION

King University does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities.

## OVERVIEW

King University expects that all members of the university community will conduct themselves in a responsible manner that shows respect for others and for the community at large. Students, faculty, staff and all other employees are subject to King University policies (including this Relationship Conduct policy) and to various local, state, and federal laws that regulate civil conduct. King University is also bound by, and supports, all applicable laws. King University's proceedings are separate from civil litigation or criminal arrest and prosecution, and may be carried out prior to, simultaneously with, or following civil or criminal proceedings.

King University intends to provide a safe and welcoming campus environment. In order to attain this goal, King University seeks to provide safety, privacy to the fullest extent possible, and support to victims of any crime or violation of this policy. King University will offer educational programs to promote the awareness and prevention of assault, violence, harassment, and any other type of relationship misconduct. Reports of relationship misconduct will be taken seriously and incidents will be responded to appropriately and in a timely manner.

King University is bound by federal and state laws, including but not limited to Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, and Title VII, which prohibits discrimination on the basis of multiple categories such as race, color, national origin, ethnicity, creed, sex, or religion. Sexual harassment, including acts of sexual violence, is a form of sex discrimination. King University is committed to complying with all such laws, but moreover, to providing a safe campus environment for all.

Students may report any behavior believed to be a violation of the Relationship Conduct Policy to the Associate Vice President for Student Affairs/Dean of Students (Matthew S. Peltier, Maclellan Hall Room #11, [mspeltier@king.edu](mailto:mspeltier@king.edu), 423-652-4740), the Title IX Coordinator (James P. Donahue, E.W. King Building, Room #16F, [jpd@king.edu](mailto:jpd@king.edu), 423-968-1187) or the Assistant Title IX Coordinator (Benny L. Berry, Parks Hall Room #32, [blberry@king.edu](mailto:blberry@king.edu), 423-652-4705). All employees are expected to be knowledgeable about where and how to report a student complaint, and referral sources for students such as Counseling Services and the Chaplain.

This Relationship Conduct Policy and federal and state laws are applicable on-campus and off-campus, and affect all relationships within the King University community, including conduct by or affecting students, faculty and staff. Conduct toward persons outside the King University community may be considered a violation of this policy if King University concludes there is a sufficient connection between the conduct and King University to warrant King University taking action.

## PURPOSE

The purpose of this Relationship Conduct Policy is to provide a single reference document for students, faculty, staff, and others affected by relationship misconduct to find information regarding King University's rules, policies, and procedures. "Relationship misconduct" can encompass many kinds of conduct, including but not limited to harassment, discrimination, assault, coercion, rape, or dating violence. By whatever name it is known, King University strives to provide an environment free from any sort of relationship misconduct.

## What about Confidentiality?

King University encourages those who have suffered a violation of this policy, especially victims of sexual violence, to talk to someone about what happened—so victims can get the support they need and so the University can respond appropriately. Different employees on campus have different abilities to maintain a victim’s confidentiality. Counselors within the King University Counseling Center (423-652-4742), and King University’s Chaplain (423-652-4708), are on-campus resources for confidential discussions about these matters. Counselors and the Chaplain are able to maintain absolute confidentiality in all but the rarest circumstances (such as sexual abuse of a minor). Discussing a violation of this policy with a Counselor or Chaplain does not constitute “reporting” the violation and will not result in an investigation into the allegation without the victim’s consent. On the other hand, to make a “report” of a violation of this policy that will result in King University’s investigation into the incident, students should contact the Associate Vice President for Student Affairs/Dean of Students, the Title IX Coordinator, or the Assistant Title IX Coordinator. Employees wishing to make a report should contact any of the following: his/her supervisor, Title IX Coordinator, or Assistant Title IX Coordinator. There are also off-campus resources, such as The Crisis Center (276-466-2312) or Abuse Alternatives (423-764-2287), that are available for confidential discussions and which do not trigger a “report” to the University.

## DEFINITIONS

See Appendix A at the end of this policy.

## REPORTING A VIOLATION OF THIS POLICY

If you feel you have been the victim of any violation of any section of this policy, you have several options available to you regarding reporting this violation.

### Report the Behavior.

Students may report any behavior believed to be a violation of the Relationship Conduct Policy to the Associate Vice President for Student Affairs/Dean of Students (Matthew S. Peltier, Maclellan Hall Room #11, [mspeltier@king.edu](mailto:mspeltier@king.edu), 423-652-4740), the Title IX Coordinator (James P. Donahue, E.W. King Building, Room #16F, [jpd@king.edu](mailto:jpd@king.edu), 423-968-1187), or the Assistant Title IX Coordinator (Benny L. Berry, Parks Hall Room #32, [blberry@king.edu](mailto:blberry@king.edu), 423-652-4705). All employees are expected to be knowledgeable about where and how to report a student complaint, and referral sources for students such as Counseling Services and the Chaplain.

Employees may report any behavior believed to be a violation of the Relationship Conduct Policy to his/her supervisor, the Title IX Coordinator, or the Assistant Title IX Coordinator. All supervisors are expected to be knowledgeable about where and how to report an employee complaint. This policy does not require an employee to report an incident to their supervisor before reporting an incident to the Title IX Coordinator, or the Assistant Title IX Coordinator.

King University has developed a Relationship Conduct Policy Complaint Form for use in reporting alleged violations of this Policy. Use of the Complaint Form is encouraged, but not required. The complaint process may begin with a verbal statement, but at some point, it may become necessary to commit the complaint to writing. All complaints will be investigated.

**All King University employees who receive reports or notices of allegations of a violation of the Relationship Conduct Policy, whether or not reported on the King University’s Complaint Form, must forward the complaint to the Title IX Coordinator and/or Assistant Title IX Coordinator for appropriate handling. Employees other than the Title IX Coordinator or Assistant Title IX Coordinator may not, under any circumstances, conduct their own investigation into the reported violation. In instances in which the Title IX Coordinator and/or Assistant Title IX Coordinator may be implicated in the alleged**

**violation, the employee should forward the complaint to the remaining person not implicated in the alleged violation or to the King University President.**

Requests for confidentiality during the complaint process will be honored to the fullest extent possible, however, complete confidentiality may not be guaranteed, especially if maintaining the confidentiality would impede the investigation or correction of the behavior. The Assistant Title IX Coordinator in conjunction with the Title IX Coordinator will be responsible for evaluating and responding to requests for confidentiality, and will consider a wide range of factors such as the risk that the alleged perpetrator will commit additional acts, whether the victim is a minor, whether a weapon was utilized, and whether a pattern of perpetration is suspected (such as illicit use of drugs or alcohol by a particular group or at a particular location). Generally, reported information will only be shared with those persons necessary to handle King University's response to the report.

State and federal laws may require an employee to report certain behaviors, especially those constituting a crime, to a higher authority within King University, who may be required to report to off-campus officials and/or investigate the matter as warranted. King University employees should refer to the Mandatory Reporting Policy for further information. In no case should a King University employee undertake his/her own investigation into a complaint unless that employee has been designated by the Title IX Coordinator or the President to investigate the matter.

Pursuant to Tennessee State Law, faculty and staff (other than individuals whose job description includes the role of counselor or chaplain unless there is an immediate threat to any member of the campus community or a report of sexual abuse of a minor) must refer the victim of any type of rape/non-consensual sexual intercourse occurring on campus to the appropriate victim services and report the incident internally within King University. Security officers receiving a report from the victim of any type of rape/non-consensual sexual intercourse occurring on campus must report to the Director of Security who must report the incident to the law enforcement agency having jurisdiction over the campus location.

#### **A. Confidential and Anonymous Reporting**

The Campus Conduct Hotline system is available for use 24 hours a day, seven days a week. Because the Hotline is operated by an independent organization, any calls made through this Hotline are completely confidential and anonymous.

Possible violations of this Policy can be reported anonymously by calling **(866) 943-5787**, the call is toll-free.

The complete policy for the **Campus Conduct Hotline, The Campus Conduct Introductory Letter and the Campus Conduct Hotline FAQ's (Frequently Asked Questions)** all may be found on the Portal:

My Documents  
Policies Procedures and Forms for All Employees

#### **Reporting and follow-up processes:**

1. Once a call is received an explanation of the Campus Conduct Hotline program and how it functions will be provided. The option to file a report in another language other than English is available.
2. At the beginning of the interview, a five digit pin will be provided as a randomly generated case number for use to check back for updates and requests for additional information. This number should be kept because it is the only way to obtain updates.

3. An interview will be conducted about the question or concern.
4. Interviews are not recorded. Instead, the interviewer will maintain notes from the conversation. Because of the built-in confidentiality, it is important that specific information be provided.
5. Providing personally-identifiable information is not required. However, in some cases the absence of personally-identifiable information may inhibit King University's ability to respond effectively to the reported concern.
6. Within one business-day of receiving the call, a summary of the interview will be forwarded to King University. Typically, a basic response to the complainant is provided in five business days. Another call is required in order to receive that response. At that time, additional information may be required. Alternatively, if you would like someone to contact you directly, you can leave your name along with a phone number where and when you would prefer to be called.
7. Updates may be obtained at any time until the case is closed.

**B. For criminal behavior, file a complaint with a law enforcement agency.**

If the behavior is criminal in nature, the student or employee complaining may wish to contact the appropriate law enforcement agency. For crimes that occur on the Bristol campus, or elsewhere in Bristol, Tennessee, you may contact the Bristol Tennessee Police Department at (423) 989-5600 or by dialing 911. The person with the complaint may request that a King University representative assist them in reporting to the Police Department, and thereafter during the process. Law enforcement may always be contacted, regardless of any other actions the person chooses to take under this policy. It is important to preserve evidence as may be necessary to the proof of a crime.

**Reporting an incident of criminal behavior to an off-campus law enforcement agency does not constitute filing a report that triggers a King University investigation into the incident and does not fulfill an employee's mandatory reporting duties, unless the report is also made to King University personnel (other than a Counselor or Chaplain).**

**C. Seek Support**

King University maintains several individuals available for consultation and/or counseling. Any of these people may be contacted confidentially and off the record. They will listen and explain available options. **Seeking support from the individuals and services listed below does not constitute reporting the incident to King University, and will not fulfill an employee's mandatory reporting duties.**

1. Counseling Center (423) 652-4742
2. Chaplain (423) 652-4702
3. Abuse Alternatives (423) 764-2287
4. Crisis Center (276) 466-2312

## **PROTECTION OF RIGHTS**

The procedures listed in this policy are intended to protect the rights of the aggrieved party (the Complainant) as well as the party against whom the complaint is lodged (the Respondent), as required by state and federal laws. Each complaint must be properly and promptly investigated and, when warranted, appropriate disciplinary action taken against the Respondent. Both Complainant and Respondent can expect:

- Notice of the nature of the Complaint;
- The opportunity to provide information, offer evidence, and suggest witnesses relevant to the Complaint;
- Notice regarding meetings or interviews where the party's presence is requested;
- The opportunity to have an advisor of their choice during the investigative and review process. Such advisors may provide support and advice to the parties at any meeting and/or proceeding of the investigative process, but may not speak on behalf of the parties or otherwise participate in, or in any manner disrupt, such meetings and/or proceedings. Any person not involved in the Complaint as a party or a witness may be an advisor. Advisors may be, but are not required to be, attorneys;
- Reasonable time to prepare any necessary responses;
- Privacy in accordance with this Policy and with any legal requirements;
- The opportunity to raise concerns regarding bias or conflict of interest on the part of any person representing King University in the investigative or review process;
- Written notice of the outcome of the investigation and of all decisions during the review process;
- Reasonable interim remedial measures; and
- Freedom from retaliation or intimidation.

Both Complainant and Respondent are expected to:

- Refrain from retaliation or intimidation of any person involved in the process; and
- Provide truthful and complete information during the investigative and review processes.

## **RETALIATION**

Retaliation occurs when an individual or group suffers a negative action after filing a report, providing a witness statement, assisting someone else with a complaint, or participating in any prevention activities related to an alleged violation of the Relationship Conduct Policy.

Retaliation is a violation of policy even if the original alleged violation of the Relationship Conduct Policy was not proven. Negative actions can include, but are not limited to:

- A. Lowering a grade or evaluation;
- B. Singling out an individual in class or meetings;
- C. Providing negative information about the person in order to interfere with his or her prospects for employment or admission to an academic program;
- D. Any adverse decision or treatment that would be likely to dissuade a "reasonable student or employee" from making or supporting a charge of Relationship Misconduct, including the actions of a third party; and
- E. Even where well intentioned, attempts to insulate or protect a Complainant by changing his or her educational environment, schedule or duties, or by transferring the Complainant to another office or class may be considered retaliatory. Before taking any such action employees must consult with the Title IX Coordinator or Assistant Coordinator.

Retaliation is strictly prohibited against any Complainant, Respondent, witness, or any other person cooperating with an investigation. Any act of retaliation will be treated as a separate and distinct incident, regardless of the outcome of the complaint.

## **IMMEDIATE RESPONSE**

Once a report is made, the following immediate actions may be taken at the direction of the Title IX Coordinator or Assistant Title IX Coordinator:

- A. The issuance of a no contact order between the Complainant, the Respondent, and others involved.
- B. Change in academic, living, and/or workplace situations of the Complainant, the Respondent, and others involved.
- C. If the Respondent is a student, interim suspension of the alleged Respondent.
- D. Referral to law enforcement.
- E. If an employee is the Respondent, the employee may be placed on administrative leave.
- F. Other actions may be taken as necessary to prevent reoccurrence and address the effects of any misconduct.

## **COMPLAINT RESOLUTION PROCESS**

### **INFORMAL RESOLUTION PROCESS PRIOR TO AN INVESTIGATION**

After meeting with the Complainant, the Title IX Coordinator or Assistant Title IX Coordinator will engage in an initial threat assessment. In cases that do not involve violence, hazing, sexual assault, or behavior that the University believes will have a severe impact on other members of the campus community, the Coordinator or Assistant Coordinator may determine that the most prompt and effective way to address a concern under the Relationship Conduct policy, is via an informal resolution process. This process takes place before an investigation and does not involve an investigative report or a determination as to whether a policy has been violated. (An informal resolution taking place after an investigation has begun does require a written report and a determination as to whether a policy has been violated.) The purpose of the informal resolution process prior to an investigation is to ensure that the Respondent is aware of the specific concerns raised, that the inappropriate behavior, if any, stops, and/or any miscommunication between the parties can be resolved. In these cases, the Title IX Coordinator or Title IX Assistant Coordinator may handle the informal resolution process or delegate it to an appropriate person such as the Associate Vice President for Student Affairs/Dean of Students if both parties are students.

- Interview the Complainant and document the concerns
- Meet with the Respondent to make the Respondent aware of the concerns and hear the Respondent's perspective on the matter
- Ensure that the Complainant and Respondent are aware of the Policies and their rights
- Discuss with the Respondent appropriate conduct moving forward, including avoiding conduct that could be considered retaliatory
- Follow-up with the Complainant regarding the Respondent's responses
- Document the actions taken to complete the informal resolution process

**A. Appointment of Investigator**

Once a complaint of has been received by or forwarded to the Title IX Coordinator and/or the Assistant Title IX Coordinator, the Coordinator and Assistant Coordinator shall consult and the Title IX Coordinator shall immediately designate an Investigator for the complaint, which will ordinarily be the Assistant Title IX Coordinator. In appropriate instances, the Title IX Coordinator may designate the Associate Vice President for Student Affairs/Dean of Students as Investigator. This investigation process may not to apply to certain complaints, for example, if the Title IX Coordinator were the Respondent in a Complaint, the Assistant Title IX Coordinator would replace the Coordinator for purposes of that Complaint.

**B. Conducting the Investigation**

In consultation with King University’s legal counsel, as appropriate, the Investigator shall conduct an investigation of the complaint. In conducting the investigation, the Investigator shall interview, or attempt to interview, the Complainant, the Respondent, and other persons believed to have knowledge related to the investigation. It is the responsibility of the Investigator to weigh the credibility of all individuals interviewed, determine the weight to be given information received during the course of the investigation, provide an investigative determination (or “Recommended Finding”), and recommendations for the appropriate next steps, including but not limited to recommended disciplinary action or sanctions. All investigatory notes and documents shall be considered documents prepared in anticipation of litigation and/or law enforcement unit records.

**All of King University’s students and employees are required to cooperate fully with any investigation, except that a victim of a violation of this policy will not be forced or required to participate in any investigation or disciplinary proceeding in which he or she does not wish to participate.**

**C. Confidentiality (Once the Investigation Has Begun)**

To the maximum extent possible, the investigation will be conducted in such a manner to protect the confidentiality of all parties. In order to conduct an effective investigation, it may be necessary to reveal certain information, including the identity of the Complainant, to the Respondent. If the Complainant requests confidentiality or asks that the complaint not be pursued, King University will take all reasonable steps to investigate and respond to the complaint that are consistent with the request for confidentiality or request not to pursue an investigation. If the Complainant insists that his or her name or other identifiable information not be disclosed to the Respondent, the investigator will inform the Complainant that the request may limit King University’s ability to investigate and respond to the incident.

All requests for confidentiality will be evaluated by the Assistant Title IX Coordinator in conjunction with the Title IX Coordinator in the context of King University’s responsibility to provide a nondiscriminatory environment for the campus community. A range of factors may be considered when evaluating a request for confidentiality, including but not limited to whether there is a continuing threat to the campus community, the seriousness of the alleged violation, whether violence or a weapon was involved, other complaints about the same Respondent, the age of the victim, and the existence of other available evidence. If King University cannot ensure confidentiality, it will inform the Complainant.

**D. Notification of Complaint**

As soon as reasonably appropriate given the nature of the complaint, the timing of the complaint, and other factors, the Investigator shall notify the Respondent in writing that a complaint has been made alleging that he/she violated the Relationship Conduct Policy. At the time a Respondent is made aware of a complaint against him or she, notification of the Respondent’s rights and responsibilities under the policies must be provided to the Respondent. In most instances, the Respondent should be notified within five (5) business days of the filing of the complaint. The



Respondent shall respond in writing to the complaint within five (5) working days following the date of receipt of the Investigator's notification of a requested response to the allegations.

If either the Complainant or the Respondent is a student, the Investigator should communicate the prohibition against disclosure of personally identifiable information with regard to the student, based on FERPA.

**E. Protection from Retaliation for Complaint**

The Complainant, the Respondent, and all individuals interviewed shall be notified that any retaliation engaged in connection with the complaint or its investigation is strictly prohibited regardless of the outcome of the investigation, and may, in itself, be grounds for disciplinary action.

**F. Mediation**

In cases that do not involve violence, assault or any nonconsensual sexual contact, in cases that do not impact a broader population than those persons directly involved in the complaint, or in cases that do not involve a student complaint against an employee in a position of authority over the student, mediation may be an appropriate method of reaching an informal resolution to a complaint. At any time during the course of the investigation, the Investigator may suggest mediation to both the Complainant and the Respondent individually for the purpose of resolving the complaint informally. Mediation is not required, but is only appropriate when both parties agree to mediate the complaint.

Mediation is conducted by a neutral third party who assists both the Complainant and Respondent in negotiating a resolution to the alleged harassment or other discrimination. The Mediator will be a member of the pool of persons available to serve on the Hearing Panel. Mediation is intended to be a fair and efficient process where a neutral mediator can help the Complainant and Respondent reach a mutually agreeable resolution. Mediation gives the parties the opportunity to discuss the issues in dispute, to clear up misunderstandings, to determine underlying interests or concerns, to find areas of agreement, and then to transform the areas of agreement into a workable resolution. Once begun, Mediation may be ended at any time during the process by either party.

If the parties are in agreement on resolution of the complaint, the Deciding Executive (as defined below) will review the proposed resolution. If the informal resolution is accepted by the Reviewing Executive, the incident will be considered closed and monitored by the appropriate King University officials. If the informal resolution is rejected by the Reviewing Executive, needed changes will be made and resubmitted for approval by all parties involved.

If an agreed resolution cannot be reached, the Investigator will continue with the investigation process. If at any time the terms of the agreed resolution are broken, the Title IX Coordinator or Assistant Title IX Coordinator may direct the Investigator to reopen the investigation into the complaint and/or a new complaint may be filed.

**G. Investigation**

The Investigator meets with the parties individually, as well as all relevant witnesses. The Investigator collects available supporting evidence. Supporting evidence may include, but is not limited to, documents, emails, video or audio surveillance, or other physical evidence. The Investigator may re-interview any witnesses or parties as needed.

#### **H. Standard of Proof**

The standard of proof for adjudicating complaints regarding violations of the Relationship Conduct Policy is a “preponderance of the evidence.” A preponderance of the evidence means that it is more likely than not that a violation of the Policy occurred. The Investigator will make a Recommended Finding in the Investigative Report as to whether there is sufficient evidence to support a finding that a violation of the Relationship Conduct Policy occurred.

#### **I. Investigative Report and Recommended Findings**

In all investigations, the Investigator shall issue an Investigative Report. The Report shall outline the basis of the Complaint, including the dates of the alleged occurrences, the response of the Respondent(s), all evidence considered during the investigation, all attempts to resolve the Complaint informally, and the Investigator’s Recommended Finding(s) as to whether there is a “preponderance of the evidence” of a violation of the Relationship Conduct Policy. The Investigator may engage King University’s legal counsel in reviewing the Investigative Report and its Recommended Findings. If the Investigator’s Recommended Finding is that a policy violation occurred, the Investigator shall set forth any recommended disciplinary actions or other remedial or corrective actions.

#### **J. Confirmation/Rejection of Recommended Findings**

The Investigative Report is forwarded to the Deciding Executive for review and confirmation or rejection of the Recommended Findings (the “Findings”) and recommended disciplinary actions or other remedial or corrective actions. The following shall serve as Deciding Executives: for staff employees, the Vice President for a Respondent’s department shall be the Deciding Executive; for faculty members, the Vice President for Academic Affairs shall be the Deciding Executive; and for students, the Associate Vice President for Student Affairs/Dean of Students shall be the Deciding Executive.

For Respondents who are students, when the Recommended Findings are referred to the Associate Vice President for Student Affairs/Dean of Students as the Deciding Executive, this shall mark the beginning of the Student Conduct Process for student violations. The Student Conduct Process will then apply to all complaints involving allegations of violation of the Relationship Conduct Policy, EXCEPT THAT the Honor Council Hearing and Appeals processes shall be replaced by the Review Panel and Reviewing Executive processes described below. All other provisions of the Student Conduct Process up to the point of an Honor Council Hearing remain intact, including options for Administrative Agreement and Administrative Action.

If the Deciding Executive confirms the Recommended Finding of the Investigative Report, the Deciding Executive shall issue its Findings, implement the proper disciplinary actions, and shall forward the Findings to the Title IX Coordinator for consideration of whether any discriminatory or hostile environment has been eliminated and whether prevention of recurrence of any violation has been adequately addressed.

If the Deciding Executive rejects the Recommended Findings of the Investigative Report, the Complaint will be considered to be in dispute, and will be reviewed by the Review Panel automatically.

#### **K. Disputing a Finding**

Either party (Respondent or Complainant) has the right to dispute the Deciding Executive’s Findings. Findings may be disputed in two ways: (1) Submission of Additional Evidence to the Investigator, and/or (2) Request an Appeal before a Review Panel.

If either party believes that the Decision did not take into account all available evidence, documents, witnesses, or aggravating/mitigating factors, the party may provide such additional

information to the Investigator within ten (10) business days of issuance of the Investigative Report. If a party makes such an Additional Submission, the Investigator shall have five (5) business days to consider and act upon the Additional Submission. (If the Additional Submission results in significant investigative steps being undertaken or repeated, this time frame may be extended in the judgment of the Investigator.) After consideration of the Additional Submission, the Investigator shall issue a written Final Investigative Report confirming the original Recommended Finding(s) or revising the Recommended Finding(s) as appropriate. The Deciding Executive shall then reconsider the Findings in light of the Final Investigative Report, and shall issue a Reconsidered Finding. If the Reconsidered Finding is that a policy violation occurred, either party may request an appeal before a Review Panel within ten (10) business days of issuance of the Reconsidered Finding. If no appeal is requested, the Reconsidered Finding is final. Further, the Reconsidered Finding and Final Investigative Report will be forwarded to the Title IX Coordinator for consideration of whether any discriminatory or hostile environment has been eliminated and whether prevention of recurrence of any violation has been adequately addressed.

If either party believes that the Finding (either an original Finding or a Reconsidered Finding) is in error, that party may request an appeal before a Review Panel within ten (10) business days of issuance of the Finding by making a written request to the Title IX Coordinator. The request is not required to be in any particular form, other than to reference the Finding and to request an appeal before the Review Panel. It is not necessary to Submit Additional Evidence to the Investigator before requesting an appeal before the Review Panel; however, the Review Panel may decline to consider additional evidence during an appeal that was not submitted to the Investigator unless "good cause" exists for not making the Additional Submission. "Good cause" may include such factors as the evidence not being discoverable at the time through the exercise of due diligence, or evidence that was concealed by another person.

#### **L. Review Panel**

A Relationship Conduct Review Panel shall be constituted as a standing committee of King University. The Panel shall be appointed by the Title IX Coordinator from among a pool of senior King University administrators who are trained regarding Title IX and other relevant laws. The Panel may include external professionals with specific expertise in Title IX and other relevant laws, as determined in the discretion of the Title IX Coordinator. After a Final Determination has been issued, either party may request an appeal before the Relationship Conduct Review Panel. Such request shall be made in writing and submitted to the Title IX Coordinator no later than ten (10) business days after the Investigative Report is issued or after disciplinary action has been determined, whichever occurs later.

Upon receipt of a request for an appeal before the Review Panel, the Title IX Coordinator shall promptly appoint a Panel of three (3) voting members and one (1) non-voting Chair to conduct the Review. If the Respondent is a faculty member, the Vice President for Academic Affairs shall be a voting member of the Panel. If the Respondent is a student, in most cases the Associate Vice President for Student Affairs/Dean of Students shall be the non-voting Chair of the Panel and the Vice President for Student Affairs may not be a voting or non-voting member of the Panel. If the Respondent is a Student-Athlete or an employee member of the Athletic Department, the Athletic Director may not serve as a voting or non-voting member of the Panel.

At the time of appointment of the Review Panel, the Title IX Coordinator shall provide the Review Panel with the Investigative Report, the Investigator's file, including written statements and other evidence, any Additional Submissions, and the Investigator's Recommended Findings.

Within five (5) business days of appointment of the Panel, the Chair shall set a Meeting date and time and shall provide copies of all review materials to each voting member of the Panel. The Meeting shall be as soon as reasonably convenient, but within twenty (20) business days of the appointment of the Panel.

At the Review Meeting, the Chair shall preside. Each party will have an opportunity to make a statement, present witnesses and/or evidence, answer questions of the Panel, and to offer to the Panel relevant questions for the Panel to consider addressing to other parties or witnesses. Neither party will be permitted to directly address or examine any other party or witness. The Panel may ask the Investigator to present information or statements or otherwise explain any aspects of the Investigation or Report that the Panel wishes to consider. The Panel may also request the presence of any witnesses that the Panel deems relevant. The Panel has full discretion in determining which witnesses are relevant and may decline to hear from any witness that the Panel believes is unnecessary to their Review.

Both parties have a right to be present at the Meeting. Either party may request alternative methods for participating in the Meeting that do not require physical proximity to the other party. Such request must be submitted to the Chair at least two (2) business days prior to the Meeting. Neither party is required to attend the Meeting. Failure of either party to attend or participate in the Meeting shall not be cause for the Meeting to be cancelled or postponed.

Both parties have the right to be accompanied at the Meeting by an advisor of their choice. The advisor may be anyone, including legal counsel, who is not otherwise a party or a witness. The advisor may provide support, advice and counsel to the party, but may not directly participate in the Meeting. Any person whose actions are disruptive to the Meeting or the Review process may be removed from the proceedings in the discretion of the Panel.

The standard of review for the Review Panel shall be a determination of whether the preponderance of the evidence standard was appropriately applied by the Investigator and the Deciding Executive. The Review Panel shall consider whether the concerns noted by the party raise substantial doubt about the thoroughness, fairness, and/or impartiality of the investigation or the Finding, and if not, whether there is sufficient evidence to support the Finding by a preponderance of the evidence.

If the Review Panel determines that the party requesting the Review raised substantial doubt about the thoroughness, fairness, and/or impartiality of the investigation or Findings, the Review Panel will remand the matter to the Title IX Coordinator with instructions for further investigation or action.

If the Review Panel finds no cause for substantial doubt regarding the thoroughness, fairness, and/or impartiality of the investigation or Finding, but determines there is insufficient evidence to support the Finding, the Panel may: (1) remand the matter to the Title IX Coordinator for further investigation or action, or (2) issue a new Decision.

If the Review Panel finds no cause for substantial doubt regarding the thoroughness, fairness, and/or impartiality of the investigation and affirms that there is sufficient evidence to support the Finding, the Review Panel shall issue such a Decision. If the Decision is that a party is responsible for a violation of the Relationship Conduct Policy, the Review Panel will also reach a determination as to an appropriate sanction. The appropriate sanction shall be selected based on all relevant factors, including but not limited to the severity or pervasiveness of the misconduct; prior misconduct by the Respondent; the nature of the misconduct, including whether violence or use of weapons was a factor; the impact on the Complainant; any impact on the broader campus community; maintaining a safe and welcoming environment; and any mitigating, aggravating or other compelling circumstances. If the Decision is that a party is not responsible for a violation of the Relationship Conduct Policy, the matter shall be closed. Appropriate remedial measures may remain in effect to support a Complainant.

The Review Panel shall issue its Decision, in writing, to the Complainant, Respondent and Reviewing Executive (defined below), with a copy to the Title IX Coordinator. The Chair shall also forward to the Title IX Coordinator a confidential copy of the Investigative Report and any

Additional Submissions, as well as any additional materials considered by the Review Panel (the “Decision Packet”).

#### **M. Appeals**

If either party believes that the Review Panel’s Decision is in error, that party may request an appeal before a Reviewing Executive within ten (10) business days of issuance of the Decision by making a written request to the Title IX Coordinator. The request is not required to be in any particular form, other than to reference the Decision and to request an appeal before the Reviewing Executive. The Title IX Coordinator shall forward the Decision and Decision Packet to the Reviewing Executive within two (2) business days of receipt of the request for an appeal.

The Reviewing Executive is the senior level administrator for the Respondent’s chain of command. For students, the Reviewing Executive shall be the Vice President for Student Affairs. For staff employees, the Reviewing Executive shall be the Vice President for Business Operations. For faculty members, the Reviewing Executive shall be the President of King University.

Upon receipt of the Decision and the Decision Packet, the Reviewing Executive will have five (5) business days to review the information and affirm or reject the Review Panel’s Decision, and if applicable, determine appropriate sanctions in accordance with King University policies applicable to the Respondent’s position as employee or student. The Reviewing Executive may consult, as appropriate, King University’s human resources or legal counsel and the Title IX Coordinator, in determining the appropriate sanctions.

The Reviewing Executive shall issue a written Final Outcome, outlining the decision including any appropriate sanctions being imposed on the Respondent, and any other remedial actions to be implemented. The Reviewing Executive shall forward the decision to the Title IX Coordinator for distribution. The Title IX Coordinator shall forward the Final Outcome to the Complainant and Respondent and the Review Panel. The Final Outcome distributed to the Respondent may or may not include, as appropriate, any remedial measures being offered or continued for the Complainant. The Title IX Coordinator shall also consider whether any discriminatory or hostile environment has been eliminated and whether prevention of recurrence of any violation has been adequately addressed; if not, the Title IX Coordinator shall recommend to the President the implementation of additional remedial measures of general applicability.

The Final Outcome is final and is not subject to any further review or appeal. This Policy shall replace or supplant any other disciplinary, grievance, or conduct process of King University in all matters of Relationship Conduct, EXCEPT THAT: (1) nothing in this Relationship Conduct Policy shall be interpreted to interfere with a faculty member’s right to appeal a Final Outcome to the Executive Committee of the Board of Trustees pursuant to the Faculty Handbook procedure governing “Faculty Appeals of Other Matters of Significance” and (2) this Policy is designed to work within the existing Student Conduct Process, but to the extent that there is any conflict between the Student Conduct Process and this Policy, this Policy shall prevail.

#### **RECORD-KEEPING**

After completion of the investigation, the investigation report and all documentation reviewed in support of the investigation shall be maintained by the investigator. No other office will maintain a copy of the investigative file. Investigative reports will not be placed in an employee’s personnel file.

#### **PROTECTION FROM BAD FAITH COMPLAINTS**

A complaint found to have been intentionally dishonest or maliciously made will subject the Complainant to King University’s disciplinary process for students or employees.

**OTHER IMPORTANT ITEMS TO REMEMBER**

Use of alcohol or other drugs by the respondent will never function as a defense to a violation of this policy.

The sexual orientation and/or gender identity of individuals engaging in sexual activity is not relevant to allegations under this policy.

For reference to the pertinent state laws on sex offenses, please visit <http://www.michie.com>.

A formal complaint is not required to begin an investigation into behavior that may constitute a violation of this policy. Such behavior that may trigger an investigation includes, but is not limited to, a student's identifiable lack of motivation in the classroom or athletic environment, possible violations observed by a King University employee, or other reasonable suspicion of a violation of this policy.

**APPENDIX FOLLOWS ON THE NEXT PAGE**

## **APPENDIX A - DEFINITIONS**

### **A. ABUSE**

Abuse is the inflicting or attempting to inflict, physical injury on a person (adult or minor) by other than accidental means; placing a person in fear of physical harm or physical restraint; malicious damage to the personal property of the abused party, including inflicting, or attempting to inflict, physical injury on any animal owned, possessed, kept, or held by the person; or placing the person in fear of physical injury to the person's animal(s).

### **B. ASSAULT**

A person commits an offense of assault by intentionally, knowingly or recklessly causing bodily injury to another, or intentionally or knowingly causing another to reasonably fear imminent bodily injury.

### **C. BULLYING**

Any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts) that may be reasonably perceived as being harmful or embarrassing and motivated by any actual or perceived characteristic, including but not limited to race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, mental, physical or sensory disabilities or impairments, or by any other distinguishing characteristic.

Bullying is an act directed at one or more individual(s), which is intended to harm or embarrass, is repeated over time, and involves an imbalance of physical, emotional, or social power. Such behavior may be considered bullying whether it takes place on or off King University property, or through electronic media.

### **D. SEXUAL COERCION**

Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive. Examples include:

1. An attempt to coerce an unwilling person into a sexual relationship;
2. To repeatedly subject a person to egregious, unwelcome sexual attention;
3. To punish a refusal to comply with a sexual based request; to condition a benefit on submitting;
4. To sexual advances; sexual violence; intimate partner violence, stalking; gender-based bullying.

### **E. WORKPLACE OR EDUCATIONAL ENVIRONMENT COERCION**

Workplace or educational environment coercion involves using or threatening to use power or perceived power to force employees or students to behave in a certain way. For example, to threaten or imply threats in an attempt to coerce a subordinate to comply with non-sexual inappropriate demands or behavior is workplace or educational coercion. Not all threats or demands are workplace or educational environment coercion; for example explaining to an employee or student their failure to comply with assigned tasks will result in a bad evaluation or lower grade is not workplace or education environment coercion. Inappropriate demands or behavior are determined on a case by case basis.

**F. CONSENT**

1. Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.
2. Consent to any one form of sexual activity does not automatically imply consent to any other forms of sexual activity.
3. Previous relationships or prior consent does not imply consent to future sexual acts.
4. In order to give effective consent, one must be of legal age.

**NOTE:** There is no requirement that a party physically resists the sexual advance or request, but such resistance demonstrates non-consent. The presence of force is not proven by the absence of physical resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced. For example, sexual activity while a person is under the influence of drugs or alcohol may be non-consensual, but that does not mean it is necessarily “forced.”

**G. DATING RELATIONSHIP**

A dating relationship is the frequent, intimate association primarily characterized by the expectation of affection or romantic involvement. As used herein, “dating” does not include a merely social or business relationship between two individuals.

**H. DATING VIOLENCE**

Dating violence is physical, sexual, or psychological/emotional violence within a dating relationship, as well as stalking. It may occur in person, on or off King University property, or through electronic media. It may involve current or former dating partners.

**I. DOMESTIC ABUSE VICTIM**

A domestic abuse victim is a victim of abuse in a relationship that includes adults or minors who are current or former spouses, who live together or have lived together, who are dating or have dated, who have or have had a consensual sexual relationship, who are related by blood or adoption, who are related or were formerly related by marriage, or adult or minor children of a person in a relationship that is described within this definition.

**J. DOMESTIC VIOLENCE**

Domestic violence is committing abuse against a “domestic abuse victim.”

**K. DISCRIMINATION**

Discrimination against another person or group because of race, color, religion, national or ethnic origin, sex, sexual orientation, age or disability is not tolerated. Discrimination can include verbal or physical conduct that denigrates or shows hostility or aversion toward an individual or group and: (1) has the purpose or effect of creating an intimidating, hostile, or offensive environment; (2) has the purpose or effect of unreasonably interfering with an individual’s academic or job performance; or (3) otherwise adversely affects an individual’s educational or employment opportunities.

King University seeks to reasonably accommodate students with disabilities. Students who believe they have experienced discrimination related to a disability should contact the Director of Learning and Disability Services and/or the Associate Vice President for Student Affairs/Dean of Students and/or the Assistant Title IX Coordinator.



**L. FORCE**

Force is the use of physical violence, imposing on someone physically, and/or the use of a chemical substance (including alcohol) to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent (“Have sex with me or I’ll hit you.” “Okay, don’t hit me; I’ll do what you want.”).

**M. FRATERNIZATION**

Fraternization is any personal relationship between individuals outside the scope of their professional relationship, including but not limited to dating, romantic, or sexual relationships. In the King University setting, such relationships may undermine the atmosphere of trust on which the King University community is built and may disrupt the King University environment. The faculty and staff of King University should always endeavor to build relationships with students and with other faculty and staff based on the highest ethical standards of the profession and of King University’s Christian environment.

1. **It is unacceptable for any employee of King University, whether faculty or staff, to fraternize with a student in any manner, even when the relationship is a consensual one (except in cases where the relationship precedes the student’s matriculation or the employee’s employment, and such relationship is made known at the time of employment/matriculation to the Vice President responsible for the employee’s department.)**
  - a. Examples of acceptable conduct:
    - i. A professor invites all the students in his/her class to a dinner at the professor’s home.
    - ii. A staff member walks across campus with a student.
  - b. Examples of unacceptable fraternization:
    - i. A professor invites one student to his/her home for a private dinner.
    - ii. A staff member asks a student for a date.
2. **Violations of this policy will result in disciplinary action, up to and including termination of employment.**

Employees of King University are not prohibited from socializing or “fraternizing” with other King University employees. However, dating/romantic/sexual relationships between employees in which one employee has supervisory authority over the other are prohibited. In cases in which the relationship precedes the employment, the employee should make his/her supervisor aware of the pre-existing relationship at the time of employment. The employment may be permitted if the relationship will not adversely affect work performance or the work environment.

**N. HARASSMENT**

Acts of harassment include but are not limited to: threat, intimidation, coercion, assault, acts of violence, physical abuse, verbal abuse (e.g. written or graphic material, slurs, epithets, etc.), or conduct which threatens or endangers the health or safety of any person. Other acts of harassment also include:

- a. Actions which cause one to reasonably believe they are endangered;
- b. Reporting an offense or incident knowing the offense or incident did not occur or knowing that information relating to the matter is false;
- c. Intentionally initiating or circulating a report of a bombing, fire or other emergency knowing that the report is false;
- d. Acting to prevent or interrupt the use of any building or other facility or the activities of King University;

- e. Threats by telephone, text, in writing, social media, or by any electronic means which knowingly annoys or alarms the recipient;
- f. One or more telephone calls, or calls at an hour or hours known to be inconvenient to the victim, or calls in an offensively repetitious manner, or without a legitimate purpose of communication.

Students who have a complaint regarding harassment should contact the Associate Vice President for Student Affairs/Dean of Students, Title IX Coordinator, or Assistant Title IX Coordinator. All King University employees should be knowledgeable regarding where and how to report a student complaint.

King University employees who have a complaint regarding harassment should contact their supervisor, the Title IX Coordinator, or Assistant Title IX Coordinator. All supervisors should be knowledgeable regarding where and how to report an employee complaint.

**O. HARM TO PERSON**

Harm to person is the physical harm or threat to cause physical harm to a person and/or self. No student shall take any action, which creates a danger to any person's health, safety, or personal wellbeing (including one's self).

**P. HAZING**

Hazing is both illegal and a violation of King University policy. The Tennessee Hazing Law states:

“Hazing means any intentional or reckless act in Tennessee on or off the property of any higher education institution by one (1) student acting alone or with others which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger such student's mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization. Higher education institution means a public or private college, community college or university.” [Hazing Prohibited. Tennessee Code Annotated Section 49-7-123.

Thus, at King University, all members of the King University community are prohibited, in any context and anywhere, from engaging in any act, whether the act be physical, mental, emotional or psychological, which subjects another, voluntarily or involuntarily, to anything which may abuse, embarrass, mistreat, degrade, humiliate, discomfort, ridicule, harm, or intimidate.

Such activities may include, but are not limited to: forcing or encouraging the use of alcohol or drugs; paddling in any form; creation of excessive fatigue; physical and psychological shocks; unapproved quests, treasure hunts, scavenger hunts, road trips or any other such activities; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts; morally degrading or humiliating games; sleep deprivation; or other actions taken or situations created that produce or have the potential to produce mental or physical discomfort, harm, stress, embarrassment, or ridicule.

Presence: being present while others violate the hazing policy constitutes a violation of the hazing policy. Incidents involving hazing will be addressed through King University's conduct process. Individual faculty, staff, students and/or student organizations guilty of hazing may be disciplined individually and as an organization. Recognition or registration by King University of an organization which engages in, allows, or condones hazing may be withdrawn or denied. Furthermore, violations of local, state, and federal laws will be referred to the appropriate law enforcement agencies. All sanctions related to hazing will be in accordance with local, state, and federal law.

**Q. INCAPACITY**

Incapacity is a state where someone lacks capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction). Often, a person who is incapacitated cannot make rational, reasonable decisions. This policy also covers a person whose incapacity results from mental disability, sleep deprivation, involuntary physical restraint, alcohol consumption, or from the taking of drugs. For example: sexual activity with someone known to be -- or based on the circumstances should reasonably have been known to be -- mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout, etc.), constitutes a violation of this policy.

Additionally, possession, use and/or distribution of any “date rape” drug, including, but not limited to Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another person is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org>.

**R. NON-CONSENSUAL SEXUAL CONTACT**

Non-consensual sexual contact includes the unwelcome and without consent intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice. Such as, forcibly rubbing groin against another person’s leg.

**S. NON-CONSENSUAL SEXUAL INTERCOURSE (Rape)**

Non-consensual sexual intercourse is defined as the unwelcome and without consent vaginal and/or anal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital and/or anal contact or genital and/or anal to mouth contact), no matter how slight the penetration or contact, even if the person touched is fully clothed.

**T. NON-CONSENSUAL RECORDING OR DISTRIBUTION OF INTIMATE IMAGES OR VOICE CONVERSATIONS**

The non-consensual recording of intimate parts and/or intimate conversations is prohibited. The non-consensual distribution or exposure of intimate images, intimate voice recordings, or intimate video recordings is prohibited.

Non-consensual recording occurs when one person has not been granted permission, licensed, or privileged to photograph, film, videotape, record, reproduce or otherwise capture an image or record or in any manner, an image or recording of another person’s intimate conversation or parts.

Non-consensual distribution or exposure of intimate images or voice recordings occurs when one person has not been granted permission, licensed, or privileged to photograph, film, videotape, record, or otherwise exposes in any manner, the image of another person’s intimate conversation or parts.

“Intimate conversation” means the discussion of intimate parts or voice recordings, photographs, or videos of consensual or non-consensual sexual contact or intercourse.

"Intimate part" means any portion of the primary genital area, any portion of the buttock or butt crack, or any portion of the female breast either uncovered or visible through less than fully opaque clothing.

The exposure of another’s intimate part may also be a violation of state law and will be referred to the appropriate law enforcement agency. It is not a violation of policy when a law enforcement officer or security officer is acting in the course of their official duty for a lawful purpose.

**U. SEXUAL EXPLOITATION**

Sexual Exploitation is purposely or knowingly doing any of the following:

- a. Causing the incapacitation of another person (through alcohol, drugs, or any other means) for the purpose of compromising that person's ability to give or deny Consent to sexual activity;
- b. Allowing third parties to observe private sexual activity from a hidden location (e.g., closet) or through electronic means (e.g., Skype or live-streaming of images);
- c. Engaging in voyeurism (e.g., watching private sexual activity without the consent of the participants or viewing another person's intimate parts (including genitalia, groin, breasts or buttocks) in a place where that person would have a reasonable expectation of privacy);
- d. Recording or photographing private sexual activity and/or a person's intimate parts (including genitalia, groin, breasts or buttocks) without consent;
- e. Disseminating or posting images of private sexual activity and/or a person's intimate parts (including genitalia, groin, breasts or buttocks) without consent;
- f. Prostituting another person; or
- g. Exposing another person to a sexually transmitted infection or virus without the other's knowledge.

**V. SEXUAL HARASSMENT**

King University recognizes sexual harassment as inconsistent with Biblical teachings and as illegal sex discrimination under Title VII of the 1964 Civil Rights Act and Title IX of the 1972 Education Act. Sexual harassment will not be tolerated at King University.

Sexual Harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- a. Submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or educational services; or
- b. Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or educational services; or
- c. Such conduct or communication substantially or unreasonably interferes with an individual's employment, or creates an intimidating, hostile or offensive employment (i.e. the conduct is sufficiently serious to limit an employee's ability to participate in or benefit from the work environment); or
- d. Such conduct or communication substantially or unreasonably interferes with an individual's education, or creates an intimidating, hostile or offensive educational environment (i.e. the conduct is sufficiently serious to limit a student's ability to participate in or benefit from the educational environment).

Examples of conduct which may constitute sexual harassment if it meets the immediately preceding definition include, but are not limited to:

- a. A professor insists that a student have sex with him/her in exchange for a good grade. This is harassment regardless of whether the student accedes to the request.
- b. A student repeatedly sends sexually oriented jokes around on an email list s/he created, even when asked to stop, causing one recipient to avoid the sender on campus and in the residence hall in which they both live.
- c. Explicit sexual pictures are displayed in a professor's office, on the exterior of a residence hall door or on a computer monitor in a public space.
- d. Two supervisors frequently 'rate' several employees' bodies and sex appeal, commenting suggestively about their clothing and appearance.
- e. Two employees engage in flirting with each other
- f. A professor engages students in discussions in class about their past sexual experiences, yet the conversation is not in any way germane to the subject matter of the class. She probes for explicit details, and demands that students answer her, though they are clearly uncomfortable and hesitant.
- g. An ex-girlfriend widely spreads false stories about her sex life with her former boyfriend to the clear discomfort of the boyfriend, turning him into a campus outcast.
- h. A student grabbed another student by the hair, then grabbed her breast and put his mouth on it.
- i. Rape and sexual assault are extreme forms of sexual harassment.

*Note: Not all workplace or educational conduct that may be described as "harassment" affects the terms, conditions or privileges of employment or education. For example, a single utterance of a gender-based epithet which creates offensive feelings in an employee or student would not normally affect the terms and conditions of their employment or education.*

Any person enrolled or employed by King University who believes that he/she has been a victim of some form of sexual harassment has the right and the responsibility to report the incident. A student should report immediately to the Associate Vice President for Student Affairs/Dean of Students, Title IX Coordinator, or Assistant Title IX Coordinator. (All employees are expected to be knowledgeable regarding where and how to report a student complaint.) A faculty or staff member should report immediately to his/her supervisor, the Title IX Coordinator, or Assistant Title IX Coordinator. The employee is not required to initiate the report with his/her supervisor.

**a. STALKING**

Stalking occurs when another person repeatedly and purposefully engages in such a course of conduct directed at a specific person or group of people, which is unwelcome and has the reasonable effect of threatening a person's physical or mental well-being. Examples include but are not limited to: unwelcome communication (e.g. face-to face communicating through a third party, written letters, through electronic means such as email or social media, gifts, etc.), threatening or obscene gestures, and following the person.

**b. THREATS**

A threat is considered any communication which a reasonable person would regard as intimidating, coercive, extremely offensive, provocative, or intentionally or knowingly causes fear of imminent or potential bodily injury. Threats include, but are not limited to: (a) actions which cause one to reasonably believe they are endangered; (b) reporting an offense or incident knowing the offense or incident did not occur or knowing that information relating to the matter is false; (c) intentionally initiating or circulating a report of a bombing, fire or other emergency knowing that the report is

false. Threats can be communicated by, but not limited to, the following means: verbally, in writing, electronically, or by telephone. Threats include but are not limited to communicating the following actions: assault, death, kidnapping and false imprisonment, robbery, or rape. A threat may also be considered a violation of local, state, and federal laws. As an example, intentionally or knowingly causing another to reasonably fear imminent bodily injury would be considered assault under Tennessee State Law.

**c. VIOLENCE**

King University uses a broader definition of violence than might be the case under criminal or civil law. Repeated unwelcome touching whether or not sexually based, hair pulling, pinching, and hazing are examples of violence and harassment. The definition also includes violence toward a person's property.

# STUDENT CONDUCT PROCESS

## KING UNIVERSITY HONOR CODE

*On my honor, I pledge to abide by the King University Honor Code: I understand that students of King are to be honest in words and actions, in particular, not to lie, cheat, plagiarize, or steal. I pledge to conduct myself in a manner based on Christian values and to require the same of fellow students. I understand that a violation of this Honor Code may result in my appearance before the Honor Council.*

All members of the King University community are expected to uphold the provisions of the Honor Code, Campus and Community Life Policies, Residence Hall Policies, the Relationship Conduct Policy, and the Academic Dishonesty Policy. When a student chooses to act in a manner that violates the Honor Code or University Policies, the Student Conduct Process is in place to handle the infraction. While there is some punitive nature to all disciplinary processes, the primary purpose of disciplinary action within the community life at King University is restorative and redemptive.

## PURPOSE

The purpose of the Student Conduct Process at King University is to support the University mission with a discipline process that upholds established standards of honor in a community of learners by holding each other accountable through a restorative and redemptive rather than punitive approach to accountability.

## FUNCTION AND AUTHORITY

As a private university, King adheres to fair and reasonable procedures regarding student discipline. The function of the Student Conduct Process is to hear and determine outcomes for all reported violations of the Honor Code and University Policies. All questions regarding Campus and Community Life Policies, Residence Hall Policies, Academic Dishonesty, and the Student Conduct Process are to be answered in reference to the Student Handbook. Alleged violations of the Relationship Conduct Policy are addressed through the processes and procedures outlined within that policy.

## STUDENT CONDUCT PROCEDURES

All King University students agree to uphold the Honor Code and abide by University Policies. Thus, all students are obligated to follow the appropriate steps for addressing a violation of the Honor Code, Campus and Community Life Policies, Residence Hall Policies, the Relationship Conduct Policy, or Academic Dishonesty.

### REPORTING OF VIOLATIONS

Any member of the University community may report violations of the Honor Code or University Policies. A report of a violation shall be prepared in writing (e.g., an incident report) and directed to the Dean of Students. Any report of violations should be submitted as soon as possible after the event takes place, preferably within 48 hours. Violations of the Relationship Conduct Policy shall be reported as outlined in that policy.

### INVESTIGATION

Upon receipt of a report of a violation, the Office of the Dean of Students may enlist the University's Office of Safety and Security to assist in an investigation of the reported violation and/or to obtain facts, evidence, witness statements, and other information pertinent to the case.

### INTERIM ADMINISTRATIVE ACTIONS

In certain situations, the University may impose interim administrative actions prior to the conclusion of the student conduct process. The University shall determine the appropriate interim administrative actions based on the totality of the circumstances. Examples of interim administrative actions include, but are not limited to, a no contact order, a disciplinary hold, limited access to campus, and interim disciplinary suspension

### DISPOSITION OF REPORTED VIOLATIONS

If the Dean of Students determines that there was a reasonable, good-faith basis for reporting that a violation may have occurred, the case may be handled in one of four ways:

1. Administrative Action

2. Administrative Agreement
3. Administrative Hearing
4. Honor Council Hearing

The Dean of Students will assign the case to a Student Conduct Administrator. In cases of alleged academic dishonesty, the course instructor may serve as the Student Conduct Administrator and may impose Academic Sanctions as defined later in this policy.

#### **NOTIFICATION OF REPORTED VIOLATIONS**

Except in the case of serious violations that are judged to warrant immediate Administrative Action (see below) or when the respondent has been previously notified of a complaint of Relationship Misconduct, an accused student is generally notified of the alleged violation via a Charge Letter issued by the Student Conduct Administrator assigned to the case. The Charge Letter will include instructions to the student regarding setting up the Preliminary Meeting which may be conducted face-to-face or via conference call or videoconference.

#### **PRELIMINARY MEETING**

During the preliminary meeting, the Student Conduct Administrator will discuss with the accused student:

1. The specific policy/policies he or she is alleged to have violated
2. The type of hearing that will be used to handle his or her case
3. The date, time, and location of the hearing

In an Administrative Hearing, the accused student's case is heard by the Student Conduct Administrator or a panel consisting of the Student Conduct Administrator and faculty and/or staff members. In an Honor Council Hearing, the case is heard by a panel of students and faculty/staff. The outcome of the hearing does not vary according to the type of hearing selected. An accused student may request that his or her case be handled by either Administrative Hearing or Honor Council Hearing. However, the final determination as to the type of hearing that will be used will be made by the Student Conduct Administrator.

During the preliminary meeting, an accused student may opt to waive their right to a formal hearing, accept responsibility for the reported violation(s), and pursue resolution through Administrative Agreement.

Whether Administrative or Honor Council, generally the hearing will be held not less than five and not more than fifteen days from the date of the preliminary meeting, although the Student Conduct Administrator has discretion in setting the hearing date based on a variety of factors including the academic calendar, availability of witnesses, etc.

In certain cases, the Student Conduct Administrator may offer to move immediately from the preliminary meeting into an administrative hearing if this is mutually agreeable to both the accused student and the Student Conduct Administrator.

#### **ADMINISTRATIVE ACTION**

The University reserves the right to take direct and immediate administrative action—without a preliminary meeting, administrative hearing, and/or Honor Council hearing—against students who are in violation of King University's Honor Code or University Policies. Administrative action is most commonly used in the case of serious violations or behavior that causes a reasonable fear for the safety of the student or others and that warrant immediate sanctions on the part of the University.

Depending on the severity of the violation, a student may not be given warnings, probation, or other more minor sanctions before being suspended, dismissed, or expelled from the University via Administrative Action even though it may be the first time a student has violated the King University Honor Code or Policies.

#### **ADMINISTRATIVE AGREEMENT**

An administrative agreement may be used to resolve cases in which the accused student accepts responsibility for a reported violation(s). In such cases, the Student Conduct Officer may propose appropriate sanction(s) based on the specifics of the case, precedent, and University's interests.

If the accused student accepts responsibility and agrees to the proposed sanction(s), the student waives his or her right to a hearing and/or appeal, the resolution becomes final, and the outcome is recorded in the student's conduct file. If the accused student accepts responsibility, but is unable to agree to the proposed sanction(s), the case will be forwarded to a hearing to determine appropriate sanction(s).



If the accused student denies responsibility, the case will be forwarded to a hearing to determine responsibility and sanction(s), as appropriate.

#### **ADMINISTRATIVE HEARING**

An administrative hearing occurs when the student meets with the Student Conduct Administrator or a panel consisting of the Student Conduct Administrator and faculty and/or staff members to review and dispose of the reported violations.

#### **HONOR COUNCIL HEARING**

The Honor Council is a deliberative body that may be called upon to hear reported violations of the King University Honor Code. This body seeks to serve the interests of the community as a whole by upholding the provisions of the Honor Code and recommending fair and reasonable sanctions for violations. The Honor Council will consist of nine (9) student members, nominated and confirmed by the Student Government Association and three (3) faculty/staff members, nominated and confirmed by the Faculty. The student members will be selected so that there are three students each from the sophomore, junior, and senior classes.

A minimum of five members, including the Chair, and including at least one faculty/staff member are required to conduct a hearing. In addition, a Student Conduct Administrator must be present when the Honor Council meets to conduct a hearing.

. Students with prior violations may be nominated to the Council only with the permission of the Dean of Students.

Resident Assistants and members of the Student Government Association (executive officers, senators, ministers, or secretaries) may not simultaneously serve on the Honor Council.

Freshmen and transfer students in their first year at King University will not ordinarily serve as members of the Honor Council.

Members of the Honor Council are expected to conduct themselves in accord with the King University Honor Code. In the event that a member of the Honor Council is accused of a violation of the King University Honor Code, that student will follow the same Student Conduct Process as all other students. Should the student be found responsible for a violation he or she will immediately and permanently be dismissed from Honor Council membership.

### **HEARING GUIDELINES**

Administrative and Honor Council Hearings will be conducted according to the following guidelines:

- The complainant (if applicable) and his or her advisor (if applicable) and accused student and his or her advisor (if applicable) shall be allowed to attend the entire portion of the Hearing at which information is received (excluding deliberations). Admission of other persons to the Hearing shall be at the discretion of the Student Conduct Administrator.
- In Hearings involving more than one accused student, the Student Conduct Administrator, in his or her discretion, may permit the Hearings concerning each student to be conducted either separately or jointly.
- The complainant and the accused student have the right to be accompanied and assisted by an advisor they choose at their own expense. The advisor must be a member of the University community. The complainant and/or the accused student are responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly in any Hearing. The advisor may be present to provide “moral support” or to assist with organizing the student’s presentation. Persons who are identified as potential witnesses may not be allowed to serve as advisors.
- In the event that the complaint alleges conduct that may constitute a crime or impose civil liability outside of the University community, the advisor may be an attorney. The attorney will be subject to the same restrictions as other advisors (see above), except that the attorney may advise the student not to answer certain questions in order to protect the student’s rights or to protect against civil liability.
- The complainant, accused student, and/or the Student Conduct Administrator may arrange for witnesses to present pertinent information during the Hearing. The Student Conduct Administrator will try to arrange the attendance of possible witnesses who are members of the University

community, if reasonably possible, and who are identified by the complainant or accused student at least two business days prior to the Hearing. Witnesses will provide information to and answer questions from the Student Conduct Administrator or the members of the panel hearing the case. Questions may be suggested by the complainant and/or the accused student to be answered by each other or by other witnesses. This will be conducted with such questions directed to the chair rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid the creation of an adversarial environment.

- Pertinent records, exhibits, and written statements may be accepted as information for consideration at the discretion of the Student Conduct Administrator.
- The Student Conduct Administrator shall have the final decision on all procedural and substantive issues.
- After the portion of the Hearing in which all pertinent information has been received, all parties shall be excused for a time of deliberation, during which time it will be determined whether the accused student is or is not responsible for the violations of which he or she was accused and what sanction(s), if the accused student was found to be responsible, will be imposed.
- The determination of responsibility is made using the “preponderance of the evidence” (more likely than not) standard.
- Following the deliberations, the complainant (if applicable) and accused student will be advised of the outcome of the hearing. Generally, the accused student will be advised of the findings and sanctions (if applicable) of the hearing in writing within 24 hours of the conclusion of the hearing. . In certain cases, the accused student may be invited to return to the Hearing and the announcement of the findings and sanctions (if applicable) will be made orally.
- Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil courts, are not used in Hearings.

## **CONFIDENTIALITY OF PROCEEDINGS**

All Hearings normally shall be conducted in private. Breaking the confidentiality of Hearing related proceedings is considered a breach of the King Honor Code and will be addressed through the Student Conduct Process.

## **RECORDING OF PROCEEDINGS**

A written record that includes the date, time, location, findings, and sanctions (if applicable) of all meetings and Hearings will be maintained by the Student Conduct Administrator. No audio or video recordings of Hearings will be permitted. Following the disposition of a case through the Student Conduct Process, the student will be provided with a written summary of the outcome, including, if applicable, the policies for which the student was found responsible for violating and the sanctions imposed

## **FAILURE TO APPEAR**

If an accused student fails to respond to a Charge Letter issued by a Student Conduct Administrator, or does not appear for a scheduled meeting or hearing, the information in support of the reported violations may be presented, reviewed, and an outcome determined with the accused student in absentia.

## **ACCOMMODATION FOR WELL-BEING**

The University may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or other witnesses during the student conduct process, including hearings, by providing separate facilities, by using a visual screen, and/or by permitting participation in the process by telephone, video conferencing, audio recording, written statement, or other means, where and as determined in the sole judgment of the Dean of Students to be appropriate.

## **COURSEWORK**

Coursework performed during the student conduct process shall be considered conditional. Credit for such coursework may be affected, delayed, denied, and/or revoked based on a final finding of misconduct and/or a sanction imposed. In addition, a delay in the granting of a degree or diploma may be imposed and/or a degree that was awarded prior to a final decision under the Code may be revoked.

## **WITHDRAWALS**

If a Respondent voluntarily withdraws from the University before the conclusion of the student conduct process the student will not be granted readmission without the approval of a subcommittee of the Student Affairs Faculty Committee. The subcommittee may mandate that the unresolved allegations be investigated and resolved prior to rendering a decision. A disciplinary hold may remain in place or be implemented after the student withdraws.

## **AMNESTY**

King University takes the health, safety, security, and welfare of all students seriously. With this in mind, all King Students are expected to report any health, safety, security, or welfare emergency, regardless of type/cause, including those involving the misuse or abuse of alcohol or other drugs, to the proper officials.

### **EXPECTATIONS**

When a student knows or reasonably should have known that another student is in need of emergency medical attention, then he or she is expected to: (1) report the incident and request assistance from University staff members, emergency medical personnel, or other appropriate officials; and (2) demonstrate cooperation and care by remaining with the impaired student and providing reasonable assistance during and after the incident. A student who takes the steps described herein will be referred to as a "Good Samaritan." The student in need of emergency medical attention will be referred to as an "impaired student."

### **AMNESTY FOR GOOD SAMARITANS**

Unless a Good Samaritan has engaged in a repeated or serious violation of University policy (e.g., physical or sexual assault, property destruction, disorderly behavior, theft, second incident of misconduct involving alcohol or drugs), then Good Samaritans will not be subject to formal University disciplinary action for misconduct discovered by the University as a result of the Good Samaritan's report. While no formal University disciplinary action may be taken, the student who acted as a Good Samaritan may be required to meet with a Student Conduct Administrator to discuss the Good Samaritan's misconduct and adhere to appropriate remedial and/or educational recommendations.

### **AMNESTY FOR IMPAIRED STUDENTS**

Unless an impaired student has engaged in a repeated or serious violation of University policy (e.g., physical or sexual assault, property destruction, disorderly behavior, theft, second incident of misconduct involving alcohol or drugs), impaired student will not be subject to formal University disciplinary action for misconduct discovered by the University as a result of the Good Samaritan's report. While no formal University disciplinary action may be taken, the impaired student may be required to meet with a Student Conduct Administrator, participate in educational activities, and/or establish that he or she has addressed issues that contributed to the misconduct.

### **COMPLIANCE WITH APPLICABLE LAWS**

While empowered to offer amnesty from University disciplinary action, King University is still obligated to and will follow all applicable local, state, and federal laws pertaining to the reporting of crimes. This includes notifying local law enforcement of underage alcohol consumption.

## **APPEALS**

Students who are found responsible for a violation of King University policies are afforded the right to appeal the finding of responsibility or the sanction imposed. In cases involving violations of the Relationship Conduct Policy, complainants also have the right to request an appeal of a finding or sanction imposed on the respondent, as outlined in that policy.

Students must follow the information provided below to appeal. Appeals may only be filed in the event of:

- Failure on the part of the University to follow the process and procedures as outlined in the Student Handbook.
- Significant and relevant new evidence is information which was not available prior to or during the formal hearing. This does not include information that was available but that the student failed to share or obtain prior to the hearing.
- Unduly harsh or arbitrary sanctions are not consistent with the conduct that resulted in the finding/sanction or case precedent.

Please note:

- An appeal cannot be filed simply because the student is unhappy with the decision or sanction.
- An appeal is not a rehearing. It is a written review of the original outcome of a case.
- **Appellate decisions are the final decisions of the University.** The only exceptions are:
  - Relationship Conduct Policy cases, where the appeal process outlined within that policy shall be followed, and
  - Alleged Honor Code violations where a final *de novo* review by the President may be requested, as outlined below.

Since appeals are a written review, it is important that the appealing student spend significant time addressing his or her grounds for appeal, and refrain from addressing subject matter not relevant to the case or the decision rendered. The appellate officer will review the grounds for appeal, case information, any previous sanctions, and a written finding/sanctioning rationale from the Student Conduct Administrator who originally oversaw the case.

Except in unusual or exceptional circumstances, the written request for an appeal must be received by the end of the seventh business day following written notification of the outcome of the Student Conduct Process.

Students who wish to file an appeal may meet with the Dean of Students to review the appeal process. This appointment is not the appeal review and specific, case-related information will not be discussed; it is simply an information meeting about the process that is to be followed.

The Vice President for Student Affairs (or designee) shall serve as the appellate officer. Once an appeal is filed, the appellate officer may uphold or reverse the original finding and may reduce, alter, or dismiss sanctions issued by the Student Conduct Administrator or hearing panel. The appellate officer has the option, after reviewing the appeal request to

- make a final decision himself or herself;
- request that the original hearing body re-hear the case; or
- ask that a new hearing be scheduled with new panel members.

The outcome of the appeal will be communicated to the appealing student in writing and noted in the student's conduct record. There is no definitive timeline for receiving an appeal response. It depends on the complexity of the case and the information mentioned in the appeal, as well as the appellate officer's case load at that particular time.

**The appellate officer's decision is final.** However, in the case of alleged violations of the Honor Code (lying, cheating, stealing, academic dishonesty), the decision of the appellate officer may be appealed to the President of the University for a final review. The President may then determine, at his or her discretion, whether to review the case. If the President does review the case, such review will be a written review and will be *de novo*, meaning that the President will act as if he or she were considering the question for the first time, affording no deference to any preceding decisions. Upon review, the President may uphold, reverse, or modify the original finding and reduce, increase, or dismiss sanctions previously imposed.

## **SANCTIONS**

Sanctions are disciplinary actions which may be imposed as the result of an Honor Code or University Policy violation. Sanctions may include one of the following or a combination of multiple sanctions listed below:

### **ADMONITION**

An admonition is a formal warning indicating violation of the specified policy and cautioning against future violations. This sanction is generally issued in the form of a verbal warning.

### **DISCIPLINARY WARNING**

A disciplinary warning is a formal written reprimand issued after a violation.

### **DISCIPLINARY PROBATION**

Disciplinary probation is a status imposed for a specified period of time during which the student is in jeopardy of more severe disciplinary sanctions, up to and including expulsion from the University, upon any other violation or the conditions of the probation. Disciplinary probation may include a restriction of the student's privileges or eligibility for activities (e.g., participation in study abroad).

### **DISCIPLINARY SUSPENSION**

Disciplinary suspension is an involuntary separation of the student from the University and all University-related activities for a specific period of time. A suspended student is to leave campus immediately and not return until the specified period has ended. Class absences during a suspension are unexcused.

### **DISCRETIONARY ACTIONS**

The University reserves the right for discretionary disciplinary actions not listed among these sanctions if the Student Conduct Administrator deems alternate sanction(s) appropriate for the violation, and consistent with the purpose of the Student Conduct Process.

### **DISMISSAL**

Dismissal is the immediate removal of a student from enrollment at King University. Dismissals are not necessarily permanent, and timelines are given for when an individual will be allowed to apply for readmission to King. Students dismissed from King University for conduct reasons who apply for readmission will be reviewed by a subcommittee of the Student Affairs Faculty Committee. Careful analysis of the student's attitude, desire to return to the University, the committee's perception of the student's probable success, and review of the student's conduct records, will be weighed in making the decision of whether to allow the student to be readmitted.

Residential students dismissed from the King must move out of the residence hall and leave campus within a time frame designated by the Student Conduct Administrator, Dean of Students, Vice President for Student Affairs, or other appropriate administrator. Students appealing a dismissal may be allowed to remain in the residence halls if approved by the Student Conduct Administrator.

### **DISQUALIFICATION FOR HONORS**

The student will not be eligible to receive academic honors (with distinction, cum laude, magna cum laude, summa cum laude), regardless of his or her cumulative GPA, upon degree conferral.

### **EXPULSION**

Expulsion is the permanent separation of a student from King University.

Residential students expelled from the University must move out of the residence hall and leave campus within a time frame designated by the Student Conduct Administrator, Dean of Students, Vice President for Student Affairs, or other appropriate administrator. Students appealing an expulsion may be allowed to remain in the residence halls if approved by the Student Conduct Administrator.

**FINES**

Fines may be assessed for various violations. Fines are based on the severity of the violation and are determined by the Student Conduct Administrator or Honor Council. All fines must be paid by the end of each semester, or diplomas, grades, and transcripts will be withheld, and registration and room assignments will be dropped for the next semester.

**HOUSING REASSIGNMENT/REVOCATION**

A student may be assigned to a different residence hall or residence hall room. A student's privilege of living in a residence hall may be terminated, and the student may be prohibited from residing in University housing for a definite or indefinite period of time.

**INTERIM DISCIPLINARY SUSPENSION**

In certain circumstances, the Student Conduct Administrator, or other appropriate Student Affairs Administrator, may impose a University or residence hall interim disciplinary suspension on a student or students prior to investigation or disposition of a reported violation. Interim disciplinary suspensions function in the same way as a disciplinary suspension; however, they do not replace the Student Conduct Process. Interim suspensions may be imposed:

- To ensure the safety of members of the University community.
- For the prevention of possible property damage.
- To ensure a student or students' own safety.
- If it is believed that the student or students may disrupt or interfere with the normal operations of the University.

**LIMITED ACCESS TO CAMPUS**

Students may have their access to the campus limited to attending class sessions and will not be allowed in social spaces or to participate in King University-sponsored events, whether on or off campus. In certain instances, access to campus may be entirely prohibited.

**MANDATED COUNSELING**

Mandated counseling requires a student to seek a mental health assessment with a licensed counselor and provide subsequent verification that the assessment was completed.

**NO CONTACT ORDER**

A No Contact Order prohibits a student from having any contact with another person. A No Contact Order prohibits all contact between two or more people including, but not limited to, face-to-face conversations, phone calls (land line and cell phone), text messages, emails, letters or notes, posts to electronic message boards or social media (e.g., Twitter or Facebook), and attempts to relay messages through third parties.

In certain cases, the Director of Safety and Security may issue a temporary No Contact Order when an alleged violation is reported.

**NOTIFICATION OF PARENTS**

Students are encouraged at all levels of the disciplinary process to share the information with their parents. The University may notify the parent or legal guardian of a student who has violated any laws or University policy governing the use or possession of alcohol or controlled substance, or has been suspended, dismissed, or expelled from the University if the student is under the age of 21 at the time of disclosure. Furthermore, in cases involving serious injury and in situations deemed by the University to be an emergency, the University may notify the parent or legal guardian of a student.

**PROBATED DISMISSAL**

Probated dismissal is a form of disciplinary probation that stipulates that if a student is found responsible for any subsequent violation, he or she will be immediately dismissed from the University.

**RANDOM DRUG TESTING**

The student will be required to submit to random drug testing, as directed by the Office of the Dean of Students. Any failed, missed, late, or dilute test will constitute a failed test.

**RESTITUTION (FINANCIAL OR DISCRETIONARY)**

Restitution may include, but is not limited to: replacement of damaged or stolen property; work assignments, essays, letters of apology; or other related assignments as reconciliation for a violation. Damage requiring replacement or repair costs for University property may be charged to a student's bill in the King University Business Office.

**REVOCAION OF ADMISSION AND/OR DEGREE**

Admission to or a degree awarded from the University may be revoked for fraud, misrepresentation, or other violation of University policies or standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

**SUBSTANCE ABUSE EDUCATION**

Required participation in an approved educational program designed to educate students on the laws and health-related dangers of the use and/or abuse of controlled substances, including alcohol and drugs.

**SUPERVISED WORK/SERVICE**

A student may be assigned unpaid work or service that is both beneficial to the University community and/or likely to assist the student in understanding the effects of the student's conduct.

Failure to complete assigned work/service by the mandated deadline may result in additional hours being assigned; commutation of uncompleted hours into a fine at the rate of \$50/hour of Community Restitution not completed; or additional sanctions being imposed.

**TRANSCRIPT NOTATION**

King University reserves the right to note violations and/or imposed sanctions on a student's transcript. This includes, but is not limited to, failure of a course due to academic dishonesty, dismissal, and expulsion.

**VISITATION SUSPENSION/INTERIM VISITATION SUSPENSION**

A student's privilege of visiting a member of the opposite sex or having a visitor of the opposite sex in the residence halls is suspended for a specified period of time. An interim visitation suspension may be imposed immediately following a reported violation and will remain in place until the Student Conduct Process is concluded. A student on visitation suspension may not be in any residence hall with a member of the opposite sex except for in public lobbies.

**WITHDRAWAL OF PRIVILEGES**

Withdrawal of privileges may include, but is not limited to, a permanent or temporary revocation of the student's privilege of having or parking a car on campus, participating in or attending King University programs or activities (e.g., athletic competitions, intramurals, SLACK events, etc.), having access to campus computing resources (e.g., email, Internet, printing, etc.), or any other privilege that is deemed appropriate by the Honor Council or Student Conduct Administrator.

**WITHHOLDING A DEGREE**

King University may withhold awarding a degree otherwise earned until the completion of the process set forth in the Student Conduct Process, including the completion of all sanctions imposed, if any.

## **ACADEMIC SANCTIONS**

Sanctions for violations of Academic Dishonesty generally include the following, however any other sanction permitted under the Student Conduct Process may be imposed if deemed appropriate by the Student Conduct Administrator or hearing panel adjudicating the case.

### **ASSIGNMENT FAILURE**

A zero will be recorded and used in the overall course grade calculation for the assignment or examination involved in the violation.

### **ASSIGNMENT GRADE REDUCTION**

The grade for the assignment or examination involved in the violation will be lowered and the reduced grade used in the overall course grade calculation.

### **COURSE FAILURE**

A grade of F will be recorded for the course and the student will be removed from the class.

### **COURSE GRADE REDUCTION**

The final grade in the course will be reduced by one or more letter grades, or by a specified percentage.

### **EDUCATIONAL INITIATIVE**

The student will be required to complete a project or written assignment; complete an educational program, workshop, or activity; or seek assistance from the Academic Center for Excellence

### **REDO ASSIGNMENT**

The assignment or examination involved in the violation must be redone as directed by the instructor.

## **STUDENT CONDUCT RECORDS**

Students who have been found responsible for a violation of King University Policies or the Honor Code will have a student conduct record generated and maintained by the Office of the Dean of Students.

### **Maintenance of Student Conduct Records**

All student conduct records involving the imposition of sanctions, other than dismissal, expulsion, or revocation or withholding of a degree, may be destroyed five years after the student graduates or otherwise separates from the University. For allegations unresolved due to the withdrawal of a student, conduct records may be kept indefinitely and the student will be required to complete the Student Conduct Process as a condition of readmission.

### **Release of Student Conduct Records**

When a student or former student provides written consent for the University to disclose their student conduct record to a person or entity outside the University, (examples include an application for employment, graduate school, transfer to another University), King discloses information related to conduct that resulted in the following sanctions: Disciplinary Probation, Disciplinary Suspension, Probated Dismissal, Dismissal, or Expulsion. King may also release information related to alleged violations that were unresolved due to the withdrawal of the student. Unless a student or former student otherwise directs the University in writing, or an exception recognized under FERPA applies, King University does not disclose to persons or entities outside the University student conduct matters that did not result in such outcomes. When the University responds to external conduct record requests, the response includes information explaining the student conduct records release policy. Conduct outcomes other than Disciplinary Probation, Disciplinary Suspension, Probated Dismissal, Dismissal, or Expulsion are generally not applicable or appropriate for distribution beyond the University community; however, students are encouraged to be forthright if an employer, professional licensure request, etc. asks questions about the student's conduct at King University.



**FERPA**

Student conduct records are private and are protected by FERPA.

The University discloses records without a student's prior written consent under the FERPA exception for disclosure to university officials with legitimate educational interests. University officials have a legitimate educational interest to review a record if it is necessary in order to fulfill their professional responsibilities. Upon request, the University may disclose education records, without prior written consent, to officials of another school in which a student seeks or intends to enroll.

Under FERPA, a student may also inspect and review their conduct record by submitting a written request.