

OUR MISSION

To educate students in an academically rigorous and collegiate setting that integrates Christian faith, scholarship, service, and career, leading to meaningful lives of achievement and cultural transformation in Christ.

OUR VISION

To grow continually as a Christian comprehensive college, with pre-professional and professional schools, that builds lives for achievement and cultural transformation in Christ.

OUR IDENTITY

King College is a comprehensive Christian college in the Presbyterian and Reformed traditions with the core belief that because God is the Creator, Sustainer, and Redeemer of all life, our knowledge of self, the world, and God are interrelated. As the reformer John Calvin affirms in the opening words of the Institutes of the Christian Religion, "Nearly all the wisdom we possess, that is to say, try and sound wisdom consists of two parts: the knowledge of God and of ourselves." A Christian liberal arts education, thus, is one that integrates faith, learning, and life. The purpose of the vigorous and broad education at King College is to educate students so that they may live meaningful lives of achievement and cultural transformation in Christ. By excelling in our chosen fields of study and later in vocations and careers, we respond to the divine calling of using God-given talents and abilities to their full potential. By seeking to transform our culture in Christ, we respond to the cultural mandate of the Creator who calls us to be stewards of God's creation, agents of peace and justice, lovers of truth and justice, creators of beauty, and servants of reconciliation. Transformation of culture in Christ requires the community of learners-students, faculty, and staff-to think critically about western and non-western cultures, to examine their own cultural captivities, to interact with diverse peoples, to be challenged by suffering civil society and injustice, to understand belief systems hostile or indifferent to a Christian world view, and to participate in a civil society. King College positions itself as a missional college that prepares students to engage the world and nurtures students in vital Christian faith, rather than as a college with an inward focus that attempts to protect and separate students from the larger culture and world. King College seeks to foster a campus ethos that stresses the importance of exploration, personal initiative, character and integrity, collegiality, humane instincts, aesthetic sensitivities, and leadership. When students leave King they will be intellectually proficient and disciplined, spiritually astute and mature, technologically competent and innovative, vocationally focused and adaptive, socially confident and compassionate, and will possess a life-long love of learning and service.

HONOR CODE

On my honor, I pledge to abide by the King College policies described in the Student Handbook. I understand that students of King College 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.

The Honor Code describes each individual's responsibility to uphold the community life standards and campus policies as a member of the King College community. For more information on the Honor Code and the standards it upholds, see the Community Life Standards, Residence Hall Policies, Campus Policies and Relationship Misconduct Policies sections of this handbook. For information regarding violations of the Honor Code, please consult the Student Judicial Process section.

STUDENT HANDBOOK UPDATE

Changes to the Student Handbook will be made each academic year and occasionally while school is in session. It is the responsibility of each student to be aware of new policies and procedures in each new Student Handbook. The Student Affairs Office will make students aware of any changes made to the handbook during the academic year.

STUDENT SERVICES

ACADEMIC CENTER FOR EXCELLENCE

The Academic Center for Excellence, located on the first floor of Bristol Hall in room 112, provides academic support services to the King College community through the Learning Specialist, Writing Center, Speaking Center, and Math Center. Phone: 423-652-4303

Learning Specialist

The full-time learning specialist works with students to enhance learning and performance through individual student analysis, skill and strategy enhancement, and provision of accommodations for disabilities where necessary.

Math Center

The Math Center is available to assist students with supplemental instruction and tutoring in mathematics and quantitative assignments. The Math Center is a peer tutoring organization. The primary aim of the Math Center is to help students improve their quantitative thinking skills. Tutors work with students in individual conferences in which areas of improvement are identified and discussed. Hours vary by semester and usually are announced via email.

Speaking Center

The Speaking Center provides student support and assistance to students in the area of oral communications. The Speaking Center is a peer tutoring organization that provides students with assistance in developing oral presentations, speeches, and other skills related to oral communications. Tutors work with students in 30 and 60 minute conferences and emphasize techniques that students can use in improving their communication skills. Follow-up sessions and additional help reinforce the learning in each session. Hours vary by semester and usually are announced via email.

Writing Center

The Writing Center is committed to facilitating learning and scholarship by providing King Students with information, resources and instruction in producing quality academic writing. The Writing Center is a peer tutoring organization that provides students with assistance in writing papers and developing oral presentations. The primary aim of the Writing Center is to help student writers improve their written communication skills. Tutors work with students in 30 and 60 minute conferences in which areas of improvement are identified and discussed. Tutors emphasize techniques that students can use in improving their writing and communication skills. Follow-up sessions and additional help reinforce the learning in each session. Hours vary by semester and usually are announced via email.

BUSINESS OFFICE

The Business Office is located on the bottom floor of the E.W. King Library Building, across the hall from the Registrar's Office. The office hours are Monday-Thursday, 8 a.m. – 6 p.m., and Friday 8 a.m. - 5 p.m. The Business Office offers a wide array of services to all students, parents, faculty and staff, including check cashing privileges up to \$100. Identification is required when cashing checks. Student payroll is on the last business day of the month. Choices of payment are direct deposit into a checking or savings account, or deposit into a Visa Payroll Card account.

Student insurance information can be found within the Campus Policies section.

Fees: All fees quoted throughout the Student Handbook are subject to change at the discretion of King College.

| | | |
|-------------------------------|--|----------------|
| Controller | Lettie Jackson businessoffice@king.edu | (423)-652-4719 |
| Assistant Controller | Martha Shaffer businessoffice@king.edu | (423) 652-4776 |
| Payroll | Betsy Rogers businessoffice@king.edu | (423)-652-4721 |
| Accounts Payable | Carol Cosner businessoffice@king.edu | (423)-652-4722 |
| Accounts Receivable | Kathy Ballou businessoffice@king.edu | (423)-652-4720 |
| Assistant Accounts Receivable | Melissa D. Tolbert businessoffice@king.edu | (423) 652-4718 |

For information regarding student insurance, please consult the Campus Policies section.

Fees: All fees quoted throughout the Student Handbook are subject to change at the discretion of King College.

CAREER DEVELOPMENT

The Career Development Office is located in the LINKing Center on the lower level of Maclellan Hall, and is open year-round Monday through Friday from 8 a.m. until 5 p.m. Students may schedule an appointment but are also welcome to come by without an appointment.

The Career Development Office educates King students about the career planning process and assists them in all phases of this development during their time at the college. Services include career planning, career counseling, internship placement and job search preparation. For additional information on the programs and services provided through Career Development, please visit the Student Services section of the King College website.

<http://www.king.edu/currentStudents/StudentServices/CareerDevelopment/index.asp>

If you have any questions or concerns about your career needs, please feel free to contact us or stop by.

Director of Career Development: Donna Felty dhfelty@king.edu

Phone: (423)-652-4752 Fax: (423)-652-6307

CHAPLAIN'S OFFICE

The Chaplain's office is located in Tadlock Hall. Dr. Fred Foy Strang, an ordained Presbyterian minister (PCUSA) is the current Chaplain of King College. The Chaplain is available for formal counseling as well as drop-in conversation and prayer. Dr. Strang invites help in preparing for all the worship and convocation occasions during the semester. For a greater description of the spiritual life on campus please refer to the Student Life section of this handbook under Spiritual Formation at King College and under the Discipleship and Ministry section listed below.

Office hours: Monday – Friday, 8:30am – 4:30pm

Chaplain: Dr. Fred Foy Strang, ffstrang@king.edu. Office hours are M-F, 8:30-4:30

Phone: Office: (423)-652-4708

Cell: (423)-341-1467

Home: (423)-968-2442

Fax: (423)-652-4788

Appointments may be made with the Chaplain through Michelle Fagan, Executive Administrative Assistant to Dr. Strang, by calling 652-4157 or emailing her at mcfagan@king.edu.

In emergency please call (423) 341-1467(cell phone) or (423)-968-2442(home).

For information regarding the Chapel, Convocation and Service Policy, please consult the Campus Policies section.

Discipleship and Ministry

- Ministry

There are many opportunities for discipleship and ministry at the college. Bible studies in the Residence Halls, fellowship groups on campus such as Fellowship of Christian Athletes (FCA) and Nurses Christian Fellowship (NCF), Liston "Devos", and regularly scheduled chapels and convocations all provide opportunities for growth in discipleship. In addition, there are auditioned ministry teams that are available for worship and service programs in schools, churches, service organizations, and youth rallies. The ministry teams include Dawntreaders (Drama), Refreshment Co. (Music) and the Corps for Christ (Dance).

- Mission Outreach Programs

Many opportunities for mission outreach and service exist through the Chaplain's Office and Student Affairs. Students are encouraged to become involved in programs such as Habitat for Humanity, Boys and Girls Club, Salvation Army, Not by Bread Alone, and tutoring. In addition, there are national and international mission trips during spring break and May Term. Students have served in such places as India, Brazil, Mexico, Singapore, Papua New Guinea, China, Africa, Honduras, Belize as well as Florida, Pennsylvania, Mississippi and Appalachia.

COUNSELING CENTER

The King College Counseling Center is first and foremost a service for King College students. Although services are free, students are treated with the same degree of professionalism and confidentiality that they would expect from a private practice. Christian counseling is available for requests that range from severe depression and eating disorders to personal growth and relationship concerns. Services are open to individuals, couples, families, and groups. The King College Counseling Center is a brick building located behind the Women's Auxiliary Building and just east of White Hall. The office is isolated such that students can come and go without an audience but the signs in the hall make it easy to find. Appointments can be made by calling (423)-652-4742 if off campus or just 4742 if on campus.

The King College Counseling Center does not offer a 24 - hour crisis line. These services are available within the local community, and assistance in locating one will be provided upon request. On campus students are encouraged to access the Residence Life staff in times of need, if the therapists are not readily available.

Director of Counseling Chuck Thompson (csthomps@king.edu)

Phone: (423)-652-4742

DINING HALL (ARAMARK)

The King College Dining Hall is located on the top floor of Maclellan Hall with dining services provided by ARAMARK. The Dining Hall is a 7-day per week operation with continuous service Monday through Friday. The Dining Service takes pride in offering high quality and diverse menu options in an all-you-can-eat and made-to-order fashion.

Dining Hall Hours:

Monday – Friday

Hot Breakfast: 7:15 a.m. – 9:15 a.m.

Continental Breakfast 9:30 a.m. – 11a.m.

Lunch 11 a.m. – 1:15 p.m.

Soup bar, grill, salad bar 11a.m. – 6:30 p.m.

Dinner 4:00 p.m. – 6:30 p.m.

Saturday – Sunday

Continental Breakfast 9a.m. – 10 a.m.

Lunch Noon – 1 p.m.

Dinner 5 p.m. – 6 p.m.

Note: Please refer to the "Break Policies for Residence Halls" section of this handbook for information regarding meals during breaks.

King's Den

The King's Den offers menu items that are sure to satisfy a variety of appetites, all in a 'coffee shop' style atmosphere. The convenience corner offers a large selection of canned and bottled beverages and snacks as well as a place to microwave items. King's Den Hours are as follows:

Monday – Friday Breakfast and Lunch 8 a.m. – 2 p.m.

Monday – Thursday 8 p.m. – Midnight

Meal Plans

Meal plans available for purchase, include:

- The Unlimited Access Plan: This plan costs \$3,254 per year and includes UNLIMITED access to the Dining Hall while school is in session. Students may choose to open a flex dollar account with as little as \$50 and money may be added in \$25 increments anytime throughout the semester. Flex Dollars may be purchased in the Dining Hall or Business Office.
- Block Meal Plans: Purchase 25 to 100 meals or more to use in the Dining Hall, and if you run out more can be purchased.
- Flex Dollars is a prepaid expense account for use in the King's Den or the Dining Hall. Unused Flex Dollars carry over from fall semester to spring semester but not from spring semester to fall semester. Food items can be purchased at the door for a flat rate using cash. Block Meal Plans and Flex Dollars are non refundable.

Food Service Staff

Director: David Grine; grine-david@aramark.com

Assistant Director: Barbara Newton; newton-barbara@aramark.com

Phone: (423)-652-4732 or (423)-652-4337

Fax: (423)-652-4337

Web address: <http://www.king.edu/CurrentStudents/StudentServices/Dining.asp>

FINANCIAL AID

The Financial Aid Office is located on the bottom floor of the E. W. King Library building and is available to assist students in securing financial aid to help with the cost of their education. In order to do this effectively, students should consider the following suggestions:

- Complete the FAFSA (federal application for student aid) at fafsa.ed.gov by the priority filing date of March 1st (February 15th for Tennessee residents)
- Submit additional information requested from the financial aid office promptly
- Apply for outside scholarships; web searches can assist you with locating this process
- Make satisfactory progress toward your degree

King College does not discriminate against academically qualified students of any race, color, religion, national or ethnic origin, sex, age, or with regard to disability. For more information regarding financial aid at King College, please stop by our office between 8 a.m. – 5 p.m. Monday through Friday.

Director of Financial Aid Brenda Clark blclark@king.edu

Administrative Assistant Cheryl Gorley clgorley@king.edu

Financial Aid Administrator Nancy Hope nahope@king.edu

Financial Aid Administrator Joyce Underwood jpwunderw@king.edu

Phone: (423)-652-4725

Fax: (423)-652-6039

INFORMATION TECHNOLOGY OFFICE

The Information Technology Office is located on the bottom floor of Sells Hall. The goal of the Information Technology Office at King College is to support the educational needs and provide computing solutions for students, faculty or educational staff. Because a college's computing needs do not end in the classroom, the Information Technology Office offers PC and server solutions that are ideal for computer labs, administrative offices, residence halls and libraries, developing a comprehensive technology strategy. There are three general-use computer labs on campus and one lab designed for library usage.

Computer Labs: Computer Labs are located in Maclellan Hall, Sells Hall, White Hall, and the Library. All computers have Windows XP and the entire Microsoft Office productivity suite (Word, Excel, Access, and PowerPoint) installed, as well as specific instructor based software. Located in each lab is a LaserJet printer that is networked to each computer in the lab. All labs are equipped with a separate computer designed for use by the instructor or speaker that allows access to a state-of-the-art projection system. The projection equipment allows students to take part in a multimedia event, instead of just going to class. Video, audio, animation, and interaction are just a few of the activities that are available by using the computer labs at the college.

The hours are as follows:

| <i>Monday</i> | <i>Tuesday</i> | <i>Wednesday</i> | <i>Thursday</i> | <i>Friday</i> | <i>Saturday</i> | <i>Sunday</i> |
|-----------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Maclellan Hall | | | | | | |
| 8 a.m. to Midnight | 8 a.m. to Midnight | 8 a.m. to Midnight | 8 a.m. to Midnight | 8 a.m. to Midnight | 8 a.m. to Midnight | 8 a.m. to Midnight |
| Sells Hall | | | | | | |
| 8 a.m. to Midnight | 8 a.m. to Midnight | 8 am to Midnight | 8 a.m. to Midnight | 8 a.m. to Midnight | Closed | Closed |
| White Hall | | | | | | |
| 8 a.m. to 5 p.m. | 8 a.m. to 5 p.m. | 8 a.m. to 5 p.m. | 8 a.m. to 5 p.m. | 8 a.m. to 5 p.m. | Closed | Closed |
| Library | | | | | | |
| 8 a.m. to 5 p.m. | 8 a.m. to 5 p.m. | 8 a.m. to 5 p.m. | 8 a.m. to 5 p.m. | 8 a.m. to 5 p.m. | Closed | Closed |

Please note: Hours may vary from this schedule during the summer months.

For information regarding the Laptop Program, please consult the Information Technology section under Campus Policies.

IT Help Center: Phone No: (423) 652-6019

Maintenance of the laptop computers will be handled through the IT Help Center located in Sells Hall, Room 24. The hours of operation will vary from semester to semester but a schedule of hours will be posted on the door to the Help Center and will be sent out via e-mail to all faculty and students.

Associate Director of IT Don Walters dpwalters@king.edu

Phone: (423)-652-6000

Policies: For information on King College policies regarding computing and Information Technology resources, refer to the Information Technology section of the Campus Policies in this handbook.

E.W. KING LIBRARY

What's happening @ your library? It just might surprise you...

Read the writings of a 4th Century (B.C.) philosopher, check the trading price of a stock, listen to a Beethoven symphony, find books located in libraries around the world, check out the latest Academy Award winning movie, and more. The library is a place to explore and access all kinds of ideas and information.

The Library's collection contains over 140,000 items including book volumes, periodical subscriptions, bound periodical volumes, microforms, audio recordings, video recordings, government documents and equipment.

The Library also provides students and faculty access to more than 50 electronic databases that cover a wide variety of academic disciplines and provides full-text access to approximately 9,500 additional periodical titles. Most of the electronic resources provided by the library are available to you 24/7/365 via the campus network if you're on campus, or via the Library's proxy server if you're off campus.

And, the Library Staff is here to serve as your guide. Ask us questions- our primary reason for being here is to serve you! You can reach the Library at 423-652-4716, via email at library@king.edu or send an instant message to ewkinglibrary. Visit our website at www.king.edu/library.

Blackboard

King College has adopted Blackboard as its online learning courseware. Professors may use Blackboard to post grades, have online discussions, share course documents and other items. For help with Blackboard questions, call the library (652-4716-Bristol; 224-3385-Kingsport), stop by the library, or send an email to blackboard@king.edu.

To enroll yourself in the Blackboard course site for courses you are taking, complete the following steps:

- Go to the King College Blackboard Site: <http://www.king.edu/blackboard>
- Click on the LOGIN button on the left of the screen.
- Enter your username – the same as your King College Campus Network username
- Enter your password—It is the same as your email password and can be found at www.king.edu/password

- You should then be at the KING COLLEGE institution screen. Click on the Courses tab at the top of the screen. (see below)
- On the right there will be a listing of all departments. Click on the appropriate department.
- Now, a list of all Blackboard course sites in that department will appear, along with the catalog description and instructor.
- Click on the enroll button to the right of the course name and description to enroll in the course. (see below)
- You will need to click on the Submit and OK. You should then be enrolled in the Blackboard site for your course.
- Thereafter, when you go to the King College Blackboard Site (<http://www.king.edu/blackboard>) and log in, all the courses in which you are enrolled should show up in your MY COURSES box.

To change your Blackboard password, choose the PERSONAL INFORMATION link on the King College institution screen. Then select the CHANGE PASSWORD option and enter your new password. The change is effective immediately. THIS WILL NOT CHANGE YOUR EMAIL PASSWORD.

Services for Students at Off-Campus Sites

Students at either the Wellmont or downtown Kingsport campus locations have additional access to library resources via the Kingsport Campus Library located at the Wellmont location on the 6th floor of the Holston Valley Physicians Building. The satellite library is an extension of the services offered at the main campus. The following services are available:

- Access to nursing and business reference collection and periodicals
- Computer lab for access to the library's website including electronic resources
- Request interlibrary and intra-campus loans
- Check-out course reserves

Additionally, the library has entered into agreements with the following libraries to provide additional access to resources:

- Basler Library at Northeast State Technical Community College (Northeast students)
- Southwest Virginia Community College Library (SVCC students)
- Kingsport Public Library (Kingsport Campus students)
- Health Sciences Library at Holston Valley (Kingsport Campus students)

Students may check-out resources at these locations by showing their King College student ID card. You may be required to have an additional card from the respective library at no cost.

Main Campus Library Hours

Regular Academic Term Hours – Main Campus

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| Sunday: | 2 PM – Midnight |
| Monday-Thursday: | 7:30 AM – Midnight |
| Friday: | 7:30 AM – 5 PM |
| Saturday: | 11 AM – 6 PM |

Kingsport Campus Library Hours

Regular Academic Term Hours – Kingsport Campus

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|-----------------------|---|
| Saturday & Sunday: | Closed – contact the main campus library for help |
| Monday & Tuesday: | 12:30 PM – 9 PM |
| Wednesday & Thursday: | 10 AM – 7 PM |
| Fridays: | By appointment only |

These hours are subject to change during breaks and summer months. Hours are also extended during exam periods. Please call the library for the latest hours.

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|----------------------------------|------------------|----------------------------|--------------------|----------------------------|
| Director of Library Services | Julie Roberson | (423)-652-6301 | jarobers@king.edu | |
| Office Manager | Anna Slagle | (423)-652-4791 | apslagle@king.edu | |
| Technical Services Manager | Betty Curtis | (423)-652-4792 | becurtis@king.edu | |
| Daytime Access Services Manager | Crystal Davidson | (423)-652-4795 | cldavids@king.edu | |
| Evening Access Services Manager | Alyson Beckner | (423) 652-4790 | albeckner@king.edu | |
| Electronic Resource Librarian | Andrea Coles | (423) 652-4897 (Bristol) | aacoles@king.edu | (423) 224-3379 (Kingsport) |
| Information Services Specialist | James Wilcox | (423) 224-3385 (Kingsport) | jawilcox@king.edu | |
| Instructional Services Librarian | Jenny Horton | (423) 652-6325 | jhorton@king.edu | |

LINKING CENTER

The LINKing Center is located on the bottom floor of Maclellan Hall. The LINKing Center is the student's connection into the community. The Center seeks to help implement the mission of King College by providing the support students need to pursue excellence in service and career opportunities while achieving their academic goals. By providing services, initiatives, and career networking in the community, the LINKing Center attempts to enhance each student's success. In short, the LINKing Center hopes to connect King students with resources in the community to lead lives of achievement here at King as well as in the culture they are transforming. The LINKing Center consists of the following service areas, to learn more about each one of them refer to their descriptions in the Student Services section of this handbook.

| | | | |
|---|------------------|---------------------|----------------|
| Director of Career Development | Donna Felty | dhfelty@king.edu | (423) 652-4752 |
| Director of Community Outreach & New Student Orientation | Heather Levesque | halevesque@king.edu | (423) 652-6310 |

MAIL ROOM

The college Mail Room is located on the bottom floor of Maclellan Hall across from the Wager Faculty Lounge. Every traditional student is issued a mailbox with a

combination where U.S. mail and campus mail is distributed. U.S. mail is put in boxes daily by 10:30 a.m. Every attempt is made to maintain mailbox assignments throughout a student's career at King College. All outgoing mail may be placed in the U.S. Mail slot marked "OUTGOING" or it can be placed in the mailbox in front of the King Administration/Library Building. All U.S. Mail should have correct postage or the item will be returned by the U.S. Postal Service. The "CAMPUS MAIL" slot is for all on campus mail deliveries at no cost to anyone. All campus mail must have the recipient's box number written clearly on it or the delivery will be delayed. Often communications from college offices are sent to students through campus mail, thus it is important for students to check their boxes at least twice a week. The correct U.S. Mail address for the college is:

(Your name)

King College Box XXX (Box number allows prompt delivery of mail)

King College

1350 King College Road

Bristol, TN 37620

Note: Placing a residence hall room number in the body of the address only creates confusion and slows down the mail delivery.

Packages: UPS, DHL, Federal Express Ground and any other carrier delivery service and Express Mail from the U. S. packages are delivered to the Bookstore. Notices will come to students via e-mail and/or a notice in their mailbox and can be picked up during the Bookstore's regular business hours, which have been expanded to 8:30 a.m. to 4:30 p.m., Monday through Friday.

REGISTRATION AND RECORDS

The Office of Registration and Records, located in the King Building, coordinates the registration process as well as maintains student academic records, courses, grades, GPA, transcripts, etc.. Additionally, the office offers a variety of student services, including: registration assistance, verification of enrollment, transcript services, address and official name changes, course transfer equivalency, and assessment and institutional data.

For information on withdrawing from King College, please consult the "Withdrawal from College" section under the Campus Policies section.

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|---|-----------------|--------------------|
| Director of Registration and Records, Registrar | Sarah L. Dillow | sldillow@king.edu |
| Records Specialist | Jessica Wilson | jcwilson@king.edu |
| Records Specialist | Gina Peery | gepeery@king.edu |
| Registration Specialist | Candice Caudill | chcaudill@king.edu |

Phone: (423)-652-4349

Fax: (423)-652-6309

RESIDENCE LIFE OFFICE

The Residence Life Office serves to meet many of the needs of residential students and is located in Maclellan Hall. The Director of Residence Life is located in this office and handles all aspects of the housing process and provides leadership to the Residence Life staff. Special roommate requests may be made to the Residence Life Office. Also, qualified students seeking to live off campus must obtain commuter status through the Residence Life Office – the housing/commuter policy can be found in the Residence Life Policies section of this handbook. Students may come to the Residence Life Office with questions or concerns about the residence halls or any of the Residence Hall Policies.

Director of Residence Life (Residence Life Office), Janet Johnson, jjohnso@king.edu

Phone: (423)-652-4743 – Cell (423) 646-5126

Fax: (423)-652-4891

Resident Directors

| | | |
|--------------------------------------|----------------|--|
| Liston Hall, Eli Suddarth | (423) 383-4784 | ejsuddarth@king.edu |
| Lower Liston/Hyde Hall, Mandi Bender | (423) 383-4781 | mjlbender@king.edu |
| Mitchell Hall, Sommer McMinn | (423) 383-4783 | skmcminn@king.edu |
| Parks Hall, Janet Johnson | (423) 383-5126 | jjohnso@king.edu |

SECURITY

King College is committed to the safety and security of students, faculty, and staff as part of a successful learning environment. Security is provided 24 hours a day and can be contacted by dialing 4333 from any campus telephone or dialing (423) 652-4333 or (423) 340-4333 or in person in the Security Office located in the basement of Parks Hall. King College Security provides assistance with disabled vehicles, student escorts (as requested) and is responsible for responding to all emergencies and reporting of criminal activity on campus. Faculty, staff, students and visitors are encouraged to be aware of their surroundings and to take precautionary measures to ensure their personal safety including reporting safety and security concerns and criminal activity to Security. Security officers work closely with the Bristol Tennessee Police Department in all matters of safety and security on campus as well as the greater Bristol community. Security officers enforce and record all violations of campus policy and work closely with the Bristol Tennessee Police Department in all matters of criminal conduct as well as safety and security on campus and the greater Bristol community. For more information regarding safety and security policies, procedures, and protocol; including but not limited to parking, general safety, and the campus wide key policy and crime statistics refer to the Campus Policies section of this handbook, the King College website www.king.edu/CurrentStudents/StudentServices/Security, or read the section below titled "Where To Go For Help".

Director of Safety and Security, Benny Berry (423)-652-4705 blberry@king.edu

24 hour Security line from on campus: ext. 4333 or security@king.edu

From off campus: (423)-652-4333

Security Cell phone: (423)-340-4333

Fax: (423) 652-6338

Where to go for help

Important Numbers and Information

Campus Security 4333 (from a campus telephone) or
(423) 652-4333 or (423) 340-4333

| | |
|---------------------------------|--|
| Student Affairs Office | 4740 (from a campus telephone) or (423) 652-4740 |
| Police Non-emergency | (423) 989-5600/ Emergency 911 |
| Campus Counselor | (423) 652-4742 |
| Chaplain | 4157 (campus phone) or (423) 383-4755 |
| Crisis Center | (276) 466-2312 |
| Bristol Regional Medical Center | (423) 844-1121 |

For information regarding stalking, harassment, assault, dating violence, and rape, please consult the Relationship Misconduct Policy in this handbook.

For immediate assistance in an emergency, dial 911.

- Dialing 911 reaches police, the fire department and an ambulance
- Tell operator the problem and give your full name and address where the emergency is taking place.
- Do not hang up the phone until the operator tells you to do so.

To Reduce Risk:

- AVOID walking alone, especially at night.
 - At night use the King College Escort Service: 4333 (Campus phone) or (423) 340-4333.
 - Be aware of your surroundings. Don't go into places that aren't well lit and aren't well populated. Be aware of potential "hiding spots."
 - Walk with confidence, briskly. LOOK alert. BE alert.
 - If you feel you are being followed, change direction. Go immediately to a populated area.
 - If confronted, make noise. YELL! Don't panic. Use your adrenaline to your advantage. Use your plan of action.
 - Lock your residence hall doors at night.
 - When you are using the card access system, do not let others come through the door with you.
- Report all suspicious persons to Campus Security: 4333 (campus phone) or (423) 340-4333.

STUDENT AFFAIRS OFFICE

The Office of Student Affairs is located on the bottom floor of Maclellan Hall in Room 12. The Student Affairs office is home to the Vice President for Student Affairs, the Executive Secretary to the Vice President for Student Affairs, and the Associate Dean of Students. The Vice President for Student Affairs is the chief administrator for all of the areas within Student Affairs including: Judicial Affairs, Residence Life, Security, Dining Services, Counseling, Career Development, Service Learning, Student Activities, Intramurals, and New Student Orientation.

Along with housing the Vice President for Student Affairs, the Student Affairs Office is the place students go if they need to:

- Turn in immunization records
- Purchase Fall Ball, Dogwood, or concert tickets
- Set up appointments with the Vice President for Student Affairs or The Associate Dean of Students
- Pick up the Student Handbook
- Reserve guest rooms in residence halls
- Reserve the Widner TV Lounge or the Wager Faculty Lounge
- Replacement of student IDs

Personnel:

| | | |
|---|----------------------|---------------------|
| Vice President for Student Affairs | Dr. Robert Littleton | ralittle@king.edu |
| Phone: | (423)-652-4740 | |
| Fax: | (423)-652-4891 | |
| Executive Secretary to the Vice President for Student Affairs | Leona Jennings | lwjennin@king.edu |
| Phone: | (423)-652-4740 | |
| Fax: | (423)-652-4891 | |
| Associate Dean of Students | Bronson Pasko | bdpasko@king.edu |
| Phone: | (423)-652-4750 | |
| Fax: | (423)-652-4891 | |
| Director of Community Outreach & New Student Orientation | Heather Levesque | halevesque@king.edu |
| Phone: | (423) 652-6310 | |
| Fax: | (423)-652-6307 | |
| Student Affairs Administrative Assistant | Jobieann Greenwell | jbgreenw@king.edu |
| Phone: | (423) 652-4711 | |
| Fax: | (423) 652-6307 | |

TORNADO ALLEY SHOPPE

King College operates the Tornado Alley Shoppe as a service and convenience to students, administration, faculty, staff, and guests. Tornado Alley Shoppe carries a wide variety of school and office supplies, (competitively priced) collegiate wear, and imprints gift items and only carries a small number of specific texts for two or three classes. Tornado Alley Shoppe is located on the ground floor of Maclellan Hall.

Students may purchase textbooks online from any site they prefer: online stores, local area bookstores, or from Ecampus.com, our preferred vendor. It is critical to know exactly which edition of the text the professor is requiring, which can be traced by obtaining the correct ISBN number. All course listings are posted on the web

site and all text information is forwarded as soon as it is provided. To access the Online Bookstore, visit www.king.edu, select "Bookstore" at the bottom of the home-page. At the conclusion of each semester, the bookstore will sponsor a textbook buyback or you may sell your books back directly to Ecampus.com.

Please note that if a problem arises with orders made through Ecampus.com, the student should first contact the Virtual Bookstore Manager named on the [Ecampus](http://Ecampus.com) website Front Page. Our bookstore manager does not have information regarding specific orders and where they are and why they haven't arrived. If the issue is not resolved in a timely manner or as expected then bring the problem to the attention of the campus bookstore manager.

Hours: Tornado Alley Shoppe is open 8:30 a.m. – 6:00 p.m. Monday – Thursday and 8:30 a.m. to 4:30 p.m. on Friday during the school year. Tornado Alley Shoppe also maintains some Saturday hours on special events such as New Student Orientation, Family Weekend, Dogwood and Commencement.

Manager - Susan Marshall

Phone: (423) 652-6015

Fax: (423) 652-6033 E-mail: bookstore@king.edu

STUDENT LIFE

INTERCOLLEGIATE ATHLETICS

King College fields men's varsity athletic teams in baseball, basketball, cross country, golf, soccer, swimming/diving, tennis, track & field, wrestling and men's volleyball. Women's varsity athletics include: basketball, cheerleading, cross country, golf, softball, swimming/diving, tennis, track & field, and volleyball. The athletic offices are located in the Student Center Complex and Kline Hall.

King College is a member of Appalachian Athletic Conference (AAC) and competes under the auspices of the National Association of Intercollegiate Athletics (NAIA). All eligibility questions should be directed to the King College Compliance Officer. Season schedules for any King College athletic team can be found on line at www.king.edu/Athletics/index.htm.

Athletic Director – Dale Burns

Phone: (423)-652-4779

Fax: (423)-652-6041

INTRAMURALS

Intramurals offers King College students the opportunity to participate in competitive and non-competitive sports and games. Students who choose to participate in Intramurals benefit from the physical exercise, social interaction, and team building emphasis that is placed on the program. Although Intramurals is primarily for King College students, King College faculty and staff are invited to participate as long as they are approved by the Coordinator of Intramurals. All participants in King College Intramurals are bound to the King College Liability Policy found in the King College Student Handbook.

The Intramural calendar divides each semester into two seasons with at least one sport or game being offered in each season. In addition to the season offerings, a wide variety of mini-competitions or tournaments are also provided throughout the school year. Program offerings, schedules, standings, rosters, and other general information are posted on the intramural bulletin board, located across from the student mailboxes on the lower level of Maclellan Hall. Inquiries about intramurals should be directed to the Coordinator of Intramurals, within the division of Student Affairs.

Intramural Office – See Resident Director of Liston Hall, Eli Suddarth – (423) 652-4784

Fall Semester Intramural Offerings 2008

| <u>Fall 1</u> | <u>Fall 2</u> |
|---------------|---------------|
| Indoor Soccer | Wiffleball |
| Flag Football | Wallyball |

Spring Semester Intramural Offerings 2009

| <u>Spring 1</u> | <u>Spring 2</u> |
|-----------------|------------------|
| Dodgeball | Volleyball |
| Racquetball | Ultimate Frisbee |

Also included are additional tournaments, competitions and sponsored events.

3 on 3 men's and women's basketball; Chess; Spades; Ping Pong; 9-ball; Foosball; Disc Golf

RESIDENCE LIFE

The mission of the Residence Life program is to provide opportunities through a residential environment where students are able to excel academically, grow spiritually, and develop personal identity within a community setting. This is accomplished through engaging students with diverse backgrounds, developing various social activities, offering opportunities for service within the community, and by developing programs that impact each aspect of the student's life to help them develop meaningful lives of achievement and cultural transformation in Christ.

Director of Residence Life

The director has primary responsibility for supervising and coordinating all aspects of the Residence Life program. This responsibility includes selecting, training and supervising professional staff, coordinating the selection process and training of student Resident Assistants, facilitating all aspects of the housing process, monitoring resident student behavior, collaborating with Facility Services, and coordinating and implementing an annual plan for Residence Life. Any questions concerning residence halls or residence life issues may be brought to the Director of Residence Life.

Resident Directors

Resident Directors (RDs) are professional staffs with both management and relational skills who are responsible for the coordination, development, and maintenance of the residence program in a particular residence hall. Resident Directors serve in roles of administration, leadership, facilitation, discipline, counseling, and guidance within residence halls. One of the primary roles of the Resident Director is the advising and equipping of a staff of Resident Assistants.

Resident Assistants

Resident Assistants (RAs) are trained student para-professional staff chosen by the Resident Directors through an application and interview process in the spring semester for the following academic year. Resident Assistants are chosen based on such qualities as integrity, discernment, commitment, and their ability to interact and relate with a wide variety of students. They assist the Resident Directors in the implementation of the residence hall program for their residence hall as well as the Residence Life program as a whole. RAs are trained in emergency response protocol, campus resource referral, community life standards, and conflict mediation. The main responsibility of the Resident Assistants is to help ensure that residents have a safe, comfortable, and stimulating living and learning environment.

RESIDENCE HALLS

Hyde Hall

Hyde Hall, the most recent residence hall addition to King College, is a residence hall for females. Hyde residents are selected based on GPA, class standing, and personal character. Hyde houses 34 women and offers semi-private bathrooms shared by four suitemates. It contains laundry facilities, a television lounge, a fully equipped kitchen and a formal lobby. Hyde is located behind Liston Hall with a great view of the lake below. For women interested in living in Hyde, applications must be picked up, completed and returned to the Residence Life Office prior to the designated deadline announced each spring.

Resident Director Lower Liston / Hyde Hall, Mandi Bender, mjbender@king.edu

Phone: (423)-652-4744 Cell (423) 383-4781

Resident Assistant for Hyde Hall

Jennifer Justus (Head RA) Room 209 ext. 4319

Lindsey Wilkinson Room 103 ext. 4315

Liston Hall

Liston Hall is the men's residence hall, housing approximately 200 students. It is comprised of three main upper floors and a basement level called the Suites. Liston contains laundry facilities and a central lobby with TV/DVD/VCR on the main floor. Liston is located directly beside Kline Gymnasium.

Resident Director Liston Hall, Eli Suddarth, ejsuddarth@king.edu

Phone: (423)-652-4942 Cell (423) 383-4784

Resident Assistants for Liston Hall

Thomas Simerly – 1st South Room 106, ext. 4933

Will Brimer – 1st North Room 137, ext 4954

Bradley Boreing (Head RA) – 2nd South Room 206, ext 4967

Drew Alexander – 2nd Central Room 222, ext 4983

Nick Smith – 2nd North Room 237, ext. 4001

Roscoe Phillips – 3rd South Room 307, ext. 4012

David Bevins – 3rd Central Room 322, ext. 4024

Corey Henson – 3rd North Room 336, ext. 4037

Lower Liston

Lower Liston Hall houses approximately 50 women. It is located inside Liston Hall directly below the upper three men's floors. Lower Liston is separated from the men's halls by a series of alarm doors, which are opened during weekly visitation times. This close-knit hall features laundry facilities, a fully-equipped kitchen, a few single rooms, and a comfortable television lounge. The entrance to Lower Liston opens to Kline Gymnasium.

Resident Director Lower Liston / Hyde Hall, Mandi Bender, mjbender@king.edu

Phone: (423)-652-4744 Cell (423) 383-4781

Resident Assistants for Lower Liston

Ashley Norton Room 17, ext. 4907

Kate Bailey Room 32, ext 4922

Mitchell Hall

Mitchell Hall is a townhouse-style residence hall for approximately 91 students located on the West Campus. With tennis courts, soccer fields, the baseball field directly behind, and the new Student Center Complex directly in front, Mitchell is located right in the heart of the most recent additions to our campus. Each Mitchell unit has laundry facilities, and a television lounge. Those units without a kitchen are allowed to share the kitchen in Unit C. Since housekeeping services are limited, residents of Mitchell Hall work together as a team to clean the suites and bathrooms. Housekeeping responsibilities are explained to all residents at the beginning of each academic year.

Resident Director Mitchell Hall – Sommer McMinn, skmcminn@king.edu

Phone: (423)-652-4745 Cell (423) 383-4783

Resident Assistants for Mitchell Hall

Shawna Ball Unit A204, ext. 4881

Ali Gomola Unit B204, ext. 4073

Mandy Howard Unit C303, ext. 4169

Katie Nelson Unit D204, ext. 4177

Abby Allen Unit E204, ext. 4188

Parks Hall

Parks Hall, located on the oval across from the E.W. King Library, houses approximately 100 women. It features both a formal parlor and a comfortable casual lobby with a big screen television, kitchenette and laundry facilities. The Security Office is housed on the ground level in the rear of the building.

Resident Director Parks Hall, Janet Johnson, jjohnso@king.edu

Phone: (423)-652-4747 Cell (423) 646-5126

Resident Assistants for Parks Hall

Katherine Kendall Room 107, ext. 4042

Rebecca Webb Room 119, ext. 4045

Rhonda Haupt Room 209, ext. 4057

Sarah Bird Room 219, ext. 4065

Jen Whitesides Room 309, ext. 4084

Shanna Kellum Room 319, ext. 4092

Duty Schedule for Resident Assistants

Every weekday evening (Monday-Friday) from 6 p.m. – 7 a.m., and Saturday and Sunday from 2 p.m. – 7 a.m. the next morning, RAs are available to interact with students, help students with any needs or concerns, and handle any community life standard violations or emergencies that might arise in the residence hall. Duty schedules are posted in each residence hall to display who is on duty for a particular evening. In addition, each RA will have his or her daily schedule posted for the benefit of his or her residents concerning other hours of availability.

Duty Schedule for Resident Directors

Every day (Monday- Friday) the Resident Directors are available on campus. Each Resident Director will have hours posted in his or her building for the benefit of the residents. Each resident Director will also be in the Residence Life office for 5 hours a week should a student need to meet with his or her Resident Director. Each evening, Monday – Thursday, a Resident Director is on duty for the campus from 5 p.m. until 8 a.m. Each weekend a resident Director is available for the campus from Friday at 5 p.m. until Monday at 8 a.m. This schedule will be posted in each residence hall and outside the Residence Life office. In addition a student can obtain information about which Residence Director is on duty through the Security office.

SPIRITUAL FORMATION AT KING COLLEGE (CHAPLAIN'S OFFICE)

"Let the same mind be in you that was in Christ Jesus." (Philippians 2:5) "Let this, then, be the first step, to abandon ourselves, and devote the whole energy of our minds to the service of God." John Calvin

The philosophy of education at King College states that as a community of learners we seek "to embrace the values of Christian community through lives of scholarship, service, and spiritual formation." As a result, a King College education seeks to integrate faith, learning and life in keeping with the mission and core values of the College.

In general, spiritual formation is the process of the human spirit taking on a definite form or character. Regardless of a secular or religious orientation, all persons ultimately are engaged in a process of spiritual formation that shapes their character in the depths of their being. Such a process can be negative or positive, destructive or beneficial. In the context of a college, however, the process of spiritual formation should be one that helps shape the human spirit toward the truly good, wise, just and beneficent.

For a college whose core values are Christian, the process of spiritual formation should shape the character of each student toward the truly good, wise, just and beneficent, and be reflective of the person and work of Jesus Christ. This will be done best as the college draws on its vast resources of curricula, extra-curricula programs, service and mission projects, administrative policies, and community life in such a way that they promote the process of character formation in the direction of faithful, prudential, paradigms and domains. Because true education is about the whole person - body, mind and spirit - the college facilitates not only study and scholarship, but also reflection and prayer, service and worship, virtue and ethics, honor and integrity, justice and peace, vocation and calling, and an integrated world and life view.

The goal of spiritual formation at the college is to develop each student's character toward meaningful lives of achievement and cultural transformation in Christ, and toward responsible service and stewardship in the world. The college stresses praxis as well as intellectual achievement for it is understood that the "mind of Christ" was about both the love of God and the love of neighbor. If we do not love our neighbor, whom we can see, in just and beneficent ways, we cannot honestly say that we love God whom we cannot see.

Although the college has core values that are distinctly Christian, we have historically been open to all students of quality regardless of religious persuasion. We serve students from the various segments of the Christian family, both Protestant and Catholic, but also students from other religions and from totally secular perspectives. Our mission and vision is to serve all students regardless of religious orientation and assist them in their spiritual formation, encouraging their spiritual growth and character development toward the truly good, wise, just, and beneficent.

Spiritual formation will be reviewed in a variety of ways, including the requirement of accumulating chapel/convocation/service credits (CCS). In addition, spiritual formation will be reviewed by the student's participation in and evaluation of the following activities:

- regular academic offerings
- service and mission projects
- the traditional spiritual disciplines such as worship, service, prayer, and study
- cross-cultural and study abroad programs

STUDENT ACTIVITIES

STUDENT LIFE ACTIVITIES COMMITTEE @ KING (SLACK)

The Student Life Activities Committee at King (SLACK) is the official student programming board within the division of Student Affairs. During the academic year, SLACK sponsors events throughout the week and on weekends. SLACK's programs are intended to develop a fun and entertaining campus environment for both residential and commuter students. In addition to providing entertainment, SLACK also seeks to develop events that engage culture, develop recreational and social skills, support education through partnerships with faculty and staff, and promote spiritual growth through collaboration with the Chaplain.

SLACK's student structure consists of a Student Director, four Area Coordinators to oversee MTV (Movies, Theatre and Variety), Java Jams (Concerts and Coffee-houses), Special Events (Novelties, Speakers, etc.), Outdoor Recreation (Hiking, Biking, etc.), a Technical Coordinator and multiple student volunteers called SLACK-lings. SLACK is advised by the Coordinator of Student Activities and is funded through the Student Activity Fee.

Coordinator of Student Activities, Mandi Bender, mjbender@king.edu

Phone: (423) 652-4341

STUDENT GOVERNMENT ASSOCIATION (S.G.A.)

The Student Government of King College stands for both the responsible and responsive exercise of student power through an organizational framework, which provides an orderly and desirable way for students to deal with their own needs, goals, and problems. SGA receives an annual budget from the Student Activity Fee through which it allots monies to officially chartered student organizations and conducts its own programming.

The executive officers of the Student Government Association are excited about this school year and the opportunity to represent the student body. Become involved in the S.G.A. by communicating with representatives, attending weekly meetings, running for office, and most importantly, vote. For more information please contact the S.G.A. office or visit our website at www.king.edu/sga/index.htm

President: Whitney Morris

Email: wsmorris@king.edu

Vice President: Shanna Kellum

Email: skellum@king.edu

Secretary: Christina Tidman

Email: crtidman@king.edu

Treasurer: Nathan King

Email: nsking@king.edu

Senators:

Sophomore Representatives:

Magan Brown

Westley Ketron

Ben Peay

Class Minister: Daniel Kidd

Junior Representatives:

Alex Carmack

Thomas Simerly

Kathryn Wilcox

Class Minister: Maggie Bridges

Senior Representatives:

Billy Edwards

Kerstin Smith

Amanda Walls

Class Minister: Helenia Masters

Cabinet Members:

Secretary of Female Housing: Rebecca Webb

Secretary of Male Housing: Cameron Sittler

Secretary of Athletics: Susan Sutton

Secretary of International Affairs: Juan Avila

Secretary of Commuters: Jordan Smith

Secretary of Media: Jake Canter

Phone: (423) 652 - 4753

Fax: (423) 652 - 6307

STUDENT ORGANIZATIONS AND INVOLVEMENT OPPORTUNITIES

Academic Clubs

Debate and Speech

FrenchClub

History Political Science Society

Kappa Epsilon (Education)

SIFE/Rotaract (Students In Free Enterprise)

Sigma Tau Delta (English Honors Society)

Society for Human Resource Management

Spanish Club

Student Nurses Association

Athletic

Badminton

Intramurals

Ultimate Frisbee

Student Ministries

Corps for Christ (Dance Ministry)

Dawn Treaders (Drama Ministry)

FCA (Fellowship of Christian Athletes)
Refreshment Company (Music Ministry)
Young Life

Performing Arts

Chapel Band
Guild Players (Theatre Troupe)
King College Student Chapter of the American Choir Directors Association
Pep Band/Wind Ensemble
Symphonic Band
Symphonic Choir

Political Organizations

TISL (Tennessee Intercollegiate State Legislature)
Young Democrats
Young Republicans

Publications

Descant (Student Literary Journal)
Kayseean (Student Newspaper)
Tornado (Yearbook)

Special Interest Clubs

International Student Organization (ISO)
KWAAC (King World Awareness & Activation Club)
King College Gamers Association
Recycling Club
SGA (Student Government Association)
SLACK (Student Life Activities Committee @ King)

Student Committees

Dogwood Committee
Fall Ball Committee
NSOC (New Student Orientation Committee)

COMMUNITY LIFE STANDARDS

Within the King College 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. To that end, King College has established the Community Life Standards as guiding principles that allow for individuals to live, learn, work, worship and play together.

The entire King College community must serve to help facilitate the development of personal standards, community responsibility, and individual maturity among students.

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 College community:

On my honor, I pledge to abide by the King College policies described in the Student Handbook. I understand that students of King College 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 sign a card pledging to abide by the King College Honor Code. For more information regarding violations of the Honor Code, please consult the Student Judicial Process section.

ON AND 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 College as well as local, state, and federal laws. King College campus policies also apply to non-residential commuter students. Students at off campus King College instructional sites and those participating in nursing clinicals, student teacher assignments, internships, and community service experiences are subject to the college'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 campus policies may be subject to disciplinary action through the Honor Council.

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 such as restrictions on noise, trash disposal, maintaining yard and premises, underage drinking, distribution/sale of alcohol, and any other offense that impact or may impact negatively on the community may be subject to disciplinary action.

COMMUTER STUDENTS

Commuting is a privilege at King, and all commuters are expected to live according to the college policies. Commuters are responsible for what happens at their residence and must ensure that college policies are upheld. Students are expected to abide by local, state and federal laws. The college reserves the right to revoke commuter privilege if students fail to abide by college policy off campus.

RESIDENCE HALL POLICIES

Students are responsible for what happens in their residence hall rooms. If a violation of a college policy is taking place in a room, it is the responsibility of all King College Students to first confront the behavior and 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 college 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 admission.

BICYCLES

Bicycles are not to be kept in the hallways or other public areas. Consult with your RD for proper bicycle parking. Bikes should be carried to and from storage areas and rooms. The Residence Life Staff or security officers may confiscate bicycles left in unauthorized places. King College is not responsible for any damage or theft.

BREAK POLICIES FOR RESIDENCE HALLS

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 charged \$25 each day they remain on campus. If students arrive on campus before the residence halls are opened, they will be charged \$25 each day.

Only students who are part of an approved college 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 Director of Residence Life to the supervisor or leader of the particular group. Students may be asked to move to another residence hall, depending on the RD on duty. These decisions are left to the discretion of the Director of Residence Life. There is no visitation during any break (Fall, Thanksgiving, Christmas, Spring and Easter). Students are required to comply with all campus and residence policies during the break.

The dining hall is closed during Christmas and Spring break. All meals are the responsibility of any student with permission to stay in the residence halls during Christmas or Spring break.

The Dining Hall is open with a scaled back menu for other college breaks including: Fall Break, Thanksgiving Break (except Thanksgiving Day), and Easter Break. 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 may require students to sign up in advance. Students staying over breaks must pay attention to all emails related to the dining hall.]

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.

- **Christmas Break and Spring Break.**

The residence halls are closed over Christmas Break and Spring Break. Students must be checked out of their residence hall for Christmas break 24 hours after their last exam. Permission to remain in the residence hall for a longer period of time must be given by the Director of Residence Life.

All electrical appliances must be unplugged. Refrigerators must be cleaned out and defrosted before Christmas Break. 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 \$35 fine.

CHECK-IN AND CHECK-OUT

- **Room Check-in**

Residents may not move into college housing before the posted date unless they are part of a team or school related group given permission to do so from the Residence Life Office.

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 RD.
3. Move into your room. Be advised that no furniture may be removed from any room.

- **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.

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

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 college will result in a substantial fine that may be taken out of your room deposit. Students withdrawing from King College should consult the Withdrawal from College section under Campus Policies.

- **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 24 hours after last exam must be given by the Director of Residence Life. Only graduating seniors and students directly participating in graduation ceremonies (e.g. SGA President, Ushers, etc.) may remain on campus through graduation. Permission to remain after 24 hours must be given by the Director of Residence Life. Failure to follow check-out procedures will also result in a \$35 fine and/or the loss of all or part of the room damage deposit. These rules apply to graduating seniors as well.

- Carpets must be removed from rooms before reading day of exam week.
- Check out with an RA between 8 AM and 10 PM. Signs will be posted beside each RA room to tell which RA is on duty for each building.
- Rooms must be cleaned (i.e. dusted, swept or vacuumed) and all personal items and trash removed.
- Tape residue must be removed from doors and walls.
- Contact RA to let them know that you are ready to check-out.
- Sign the room condition form and turn in the key to the RA.

- Items may be stored in storage areas after they have been appropriately labeled and self-contained. A member of the Residence Life staff must be contacted for proper procedures for storage. Graduating seniors may not store items in these areas; items will be discarded.
- Students are expected to return room to its original state before checking out.
- Further check-out information will be posted in the residence halls as needed.

ELECTRICAL APPLIANCES AND EXTENSION CORDS

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. Space heaters, toaster ovens and frying or boiling units are prohibited.

Only UL approved 3 prong grounded extension cords that are 14 gauge or heavier 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 cords and multi-plug strips may not be connected in any combination.

Over Christmas Break and spring break, all appliances must be unplugged prior to departure.

Air Conditioners and space heaters (anything with a compressor) are prohibited.

• Heaters

Each residence hall room has a heating unit. In the following residence halls there should be a twelve inch clearance surrounding the heater. Nothing should be sitting on top of the heater.

Hyde Hall
 Mitchell Hall
 Liston Hall
 Lower Liston Hall
 Parks Hall

Violations are subject to fines through Health and Safety checks.

FIRE SAFETY

Because fire safety in a residence hall and campus building is an extremely serious concern, fire drills (three are required by state law) are conducted each semester by the Resident Director in conjunction with Security. Tampering with fire alarm pull boxes (a federal offense) and fire extinguishers is dealt with sternly and appropriately through disciplinary action. The fire alarm system is to be used in cases of an actual fire or fire drill.

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

1. Call 911
2. Leave light on
3. Keep door unlocked and closed
4. Exit residence hall through assigned exits (posted on each hall)
5. Meet outside at your designated area and remain there until a safety signal is given by the RD or RA.

Here are a few suggested safety tips in case of a fire: wear a coat (preferably a raincoat) and 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.

A quiet and quick exit is the goal of a fire drill and essential to avoiding injury in an actual fire. In the case of a blocked exit, proceed to the nearest exit. If you are unable to find an open exit, return to your room, close the door 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 King College 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 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 college 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 disciplinary action 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, Christmas ornaments, fireworks, and smoke bombs are prohibited. Lighted candles on birthday cakes are allowed in designated areas if prior permission is granted by the Resident Director. **Flammable materials, such as gasoline, kerosene, Coleman fuel products, and halogen lamps may not be kept in residence halls.**

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 or treated with documented fire retardant material. Students must provide documentation of this fire retardant material before items may be hung. Life Safety Code 29.3.3.4.2 (2006 Edition) states, "New draperies, curtains, and other similar loosely hanging furnishings and decorations shall be flame resistant as demonstrated by testing in accordance with NFPA 701, Standard Methods of Fire Tests for Flame Propagation of Textiles and Films."

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

All decorative materials 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.

Violation of this policy may result in going before the Honor Council.

• Smoking

Smoking is prohibited in all residence halls. Violation of this policy may result in appropriate disciplinary action.

• Tampering with Fire Equipment

Tampering with or removing emergency instruction sheets, 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 college disciplinary action and will face a \$250.00 fine and replacement

cost of life safety equipment. King College will report the tampering with such equipment to the appropriate law enforcement authority.

FOOD STORAGE

All food kept in the residence hall room must be stored in plastic boxes or plastic storage bags. This will be monitored during Health and Safety checks.

GUESTS IN RESIDENCE HALLS

In order to ensure the security of the residence hall, to protect personal belongings, and to provide a courtesy to roommates and other residents, all overnight guests are to be checked in with the RD and RA on that hall by the host. Overnight guests are allowed, but they must be of the same gender as the residents, and they are expected to adhere to the Community Life Standards and Campus Policies of the college.

For guests of the opposite sex, arrangements may be made with friends in another living area. Students are responsible for the conduct of their guest(s). Normally no charge is made for guests who stay in student rooms. Guests are not permitted to stay more than three nights except by special permission of the RD. The college reserves the right to deny any guest, including students living in another residence hall, if such actions are determined to be in the best interest of the residents or the college. Family members are always welcome to briefly visit with their son, daughter, or sibling in their room after an RD or RA on the hall has been notified.

For more information on Guest Rooms, please refer to the Campus Policies section.

HOUSING/COMMUTER POLICY

All single, full-time students, under the age of 21 who do not reside locally, in the Tri-Cities, **with parents** are expected to live in a college residence hall as long as space is available. Students who live with their parents and are under 21 years of age must include a copy of the current driver's license of the parent with whom the student will reside. 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. It may be necessary to file this form each year that the student does not meet the other criteria.

Students who have their 21st birthday prior to the last day of classes in a given semester are eligible to reside off campus during that semester. Students who are classified by the Registrar's Office as a senior (88 credit hours) prior to the first day of classes for a given semester are eligible to reside off campus. Resident students must pay all boarding fees. Requests for residential exceptions must be submitted to the Director of 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.

Students are encouraged to consult the financial aid office prior to completing the Commuter Form and/or making arrangements for off campus lodging. 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.

The college provides beds, desks, chairs, bookcases, chest of drawers, and phone, cable and computer service. Lists of items that student residents should furnish are available from the Director of Residence Life. Normally there are no single rooms available for new students. Requests for specific roommates are honored as often as possible. Room assignments are made by the Residence Life staff based on personal information provided by the students.

For additional information regarding the room assignment process, please refer to the Housing Process/Room Assignments.

HOUSING PROCESS

All students are expected to live on campus unless they have applied and are approved for commuter status. Please see the Housing/Commuter policy in this section.

Private Rooms and Consolidation

When a resident becomes the sole occupant of a double room because a roommate has moved out, it is the remaining resident's responsibility to find and take a new roommate. If the remaining resident cannot find a roommate, the office of Residence Life may locate a roommate for the remaining resident. In some cases, students who remain alone in a room as the result of their roommate moving out may be required to move into another room with someone else.

If space allows, the Director of Residence Life may determine that a resident whose roommate has moved out, has the option of paying \$350.00 per semester to keep the room as a double private room. 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. If a student prefers to have a roommate and cannot find one or one is not available, the student may sign a No-charge private room form which states they could live in the room as a private room, but they could receive a roommate at any time. This form will be signed at the beginning of fall semester and before the spring semester begins.

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 Resident Director. Students are encouraged to speak to their RA first, but they may opt to go directly to the Resident Director. 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 Resident Director. The Resident Director will seek to resolve any conflicts between roommates before permission is granted to move. Requests must be made to the Resident Director. 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.

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.
- Students may enter the Single room lottery.
- Students may enter the Room Lottery.
- Students who meet all the qualifications listed in the prior article may elect to become a commuter.

During the early part of spring semester the Resident Directors in cooperation with the Residence Life office will conduct a Room Reservation Hall meeting. All students who will be residing on campus 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 calendar year. At the Room reservation Hall meeting students will present their room Deposit Receipt from the Business Office. Student will receive a form, which lists their options for Room Reservation.

- To reserve a room a student must have a copy of the room deposit receipt.

- 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 to 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 reservation 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 and additional charge of \$200 per semester. Availability of the single occupancy rooms is at the discretion of the Residence Life office.

- **Summer 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 Director of 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. There are no visitation hours during the summer term housing.

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 dismissed from the college and therefore asked to vacate their residence hall room unless given special permission to remain by the Director of Residence Life or the Associate Dean of Students. Students are expected to check out of their residence hall room with their RA or RD. The RA or RD will complete the Room Condition Form and collect the room key. Additional information on the withdrawal process can be found in the Campus Policies section.

KITCHENS

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

LAUNDRY ROOMS

The laundry facilities are equipped with coin operated washers and dryers in all residence halls. 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.

LIABILITY

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

LOFT REGULATIONS

Lofts of any type are not permitted for any King College students 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 at any point.

LOUNGES

Student lounges are located in the residence halls, Maclellan Hall and the Student Center Complex and may be equipped with televisions, study areas, and sitting lounges. They are for leisure, and they should be treated with respect. Remember that public spaces like lounges and lobbies 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. Public displays of affection are unacceptable. When couples are in public areas, at all times at least one person should be sitting upright on couches. Continued unacceptable behavior is a direct violation of the Community Life Standards and may be dealt with by the Honor Council.

Sleeping is not allowed in the lounges.

While lounges should not be monopolized by small groups, they may occasionally be reserved for group use. To reserve a lounge in Maclellan Hall, please contact Student Affairs. For lounges in the residence halls, reservations should be made with the RD with signs posted on the day of the event. To reserve a lounge in the Student Center Complex, please contact the Athletic Director. The lounges are expected to be cleaned and returned to their original condition after the event.

MAINTENANCE CONCERNS

Contacting a Residence Life staff member such as an RA or RD is the best way to report a maintenance concern in the residence halls. The Residence Life staff is then able to follow up with the Facilities department with a student's concern. However, a student may contact the Facilities department or the Information technology department by going on line and entering the following link in the address bar: [HTTP://helpdesk.king.edu](http://helpdesk.king.edu) and following the directions.

OBJECTIONABLE MATERIALS

There shall be no display in windows, residence hall rooms or hallways of materials which give offense. Therefore, nude, partially nude and/or offensive pictures/decorations may not be displayed within the rooms or windows. This also includes books, magazines, paraphernalia, videos, DVDs and computers (wallpapers, screensavers, etc.). 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. Continued use or possession of objectionable materials is a direct violation of the Community Life Standards and may be dealt with by the Honor Council. Materials, pictures, posters etc, promoting illegal activities is a direct violation and may be dealt with through the Honor Council.

A Residence Life staff member may, upon his or her own discernment, request that a student remove any questionable material. If the student does not comply with this policy, items may, when necessary, be removed without permission from the resident.

Removing or destroying state and local highway signs, commercial signs, or King College signs is illegal. Therefore, 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 referred to the appropriate law enforcement agency.

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

As a courtesy, whenever students leave for an overnight stay, notify the RA or RD with the date of departure, and the phone number to be reached in an emergency. Also, leave contact information in residence hall room.

PETS

Aquarium fish are the only pets permitted in the residence halls. 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

Quiet Hours in all residence halls are Sunday-Thursday from 10 p.m.-10 a.m. and Friday-Saturday 1 a.m. – 10 a.m. Strict additional quiet hours become effective during final exam weeks and will be set and posted for each residence hall. It is important for residents to understand the concept of community and be respectful of others on their hall or unit. Students are asked to show respect to other residents by keeping radios, televisions, and stereos at reasonable sound levels. Speakers may not be placed in windows. If students fail to comply with requests for noise levels to be lowered, an RA can intervene.

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 RD. It will still be your responsibility to obtain the information from the missed meeting. There will be a standard \$10 fine issued for any all-hall meeting missed without a valid excuse and a \$5 fine for any floor meeting missed without a valid excuse stated beforehand to the resident's RA or RD.

ROOFTOPS

The rooftop of any campus building is off limits. Being on building roofs is dangerous and can result in serious injury. Anyone discovered on the roof of any building or discovered to have been on a rooftop will be subject to the student judicial process.

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. Rooms and surrounding public areas are expected to be left clean at the end of the year when students vacate the residence halls. It is possible that extra cleaning fees and additional checkout fines may be assessed for failure to comply with proper cleaning procedures.

Furniture is absolutely not to be removed from the residence hall rooms. 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 furniture must be stored in the resident's room.

• Common Area Damage

Residents are encouraged to contact their Resident Director (RD) with information related to hall damage. Damages that cannot be attributed to an individual may be assessed to members of a specific hall/building during or at the end of the semester and/or academic year.

• 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 King, 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. A general assessment charge will be deducted.

* Subject to change

Fees for damages are:

| | | | |
|----------------------------|-----------|---------------------------|-----------|
| Window Screen..... | \$80 | Towel Racks..... | \$25 |
| Window Sliding Screen..... | \$100-150 | Hole in Wall/Ceiling..... | \$25-200 |
| Mattress | \$150 | Ceiling Tile | \$25 each |
| Bed Frame (Single)..... | \$200 | 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 | \$100 |
| Bookcase | \$300 | Bathroom Cleaning | \$125 |
| Computer Jack..... | \$50 | Door | Assessed |

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

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 to repair 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 materials used to attach anything to walls. Nails and screws are prohibited. Students also may not use any existing holes that may be present in the walls of your room. Note that if any kind of tape that leaves a residue or a stain on the wall is used, students may be required to pay for removing those marks.

Personalized rooms are encouraged. However, writing and painting on the walls are 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.

• 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 done 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...

ROOM ENTRY BY COLLEGE OFFICIALS

The following policy clarifies the college's position regarding its respect for the privacy of residents and its concern for their well-being.

King College residence facilities are exclusively the property of the college and not the residents. King College 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 college reserves the right to maintain and make repairs in residence hall rooms any time during the school year. Maintenance staff may enter the room for the above purpose whether the room's occupants are present or not. In cases of emergency, and for the above purpose, maintenance 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 college policy or a violation of local, state or federal law exists within a room, may enter an individual room or rooms. Random room searches or campus-wide searches may be conducted by King College staff at any time in the event a search is deemed advisable in the interest of public safety. If a staff member enters a room and views an item(s) that is in violation of a college policy and/or the law (i.e. fire arms, 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 the college staff person entered the room for different reasons. After the removal of such item(s), he/she will contact the individual, notify the appropriate office, and appropriate law enforcement agency. Illegal items will be turned over to the appropriate law enforcement agency.
5. 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 person.
6. For information concerning other searches see "Searches on College Property" located in the Campus Polices section of this handbook.

The entirety of King College's campus is the property of King College. In addition to the above provisions relating to student's rooms in campus residence halls, King College reserves the right to enter and search any area on campus.

ROOM RESPONSIBILITY

Students are responsible for what happens in their residence hall rooms. If a violation of a college policy is taking place in a room, it is the responsibility of all King College Students to first confront the behavior and 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 college 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 admission.

Responsibility continues to rest 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.

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. 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 section of the handbook. If a room key is lost, an RA or RD should be notified and upon payment of a \$25 replacement fee, a replacement will be made immediately. There will also be a \$25 replacement fee for any lost Student ID cards as they serve as outside door keys for the residence halls. For security reasons, irresponsible use of keys may result in disciplinary action. Duplication of any campus key is prohibited.

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 college is not liable for personal property.

• Unauthorized Entry

Copying keys, unauthorized possession or use of keys, breaking and entering, propping open doors, or unauthorized entry to any college facility or room is prohibited. These actions are viewed as a security risk and endangering the safety of other students on campus. Students breaking and entering or using/copying or possessing unauthorized keys will be responsible for the cost of re-securing the property, be subject to the student judicial process and appropriate local, state, and federal laws.

• Exterior Doors

When outside or inside hall doors are locked, they should not be propped open (exceptions are made with the approval of the Residence Life Staff). Anyone found propping open a locked outside door is subject to disciplinary action up to a maximum of \$250.00 fine.

STORAGE AREAS

King College does not provide a storage area for its residents. All personal belongings must be removed from the residence halls at the end of the spring semester. For information on local storage options, contact the Residence Life office.

TELEPHONES

Campus telephones are available at various locations. Each residence hall is equipped with a campus phone. Campus phones may be used to call anywhere on campus by dialing the four-digit on-campus number. Local Bristol, TN calls may be placed from a residence hall room phone by dialing 9 plus the seven-digit number. Bristol, VA calls are also local but must be prefaced with the (9-276) area code. In the residence halls, the phone/computer jack in each room is active year-round. Residents supply their own true touch-tone phones, but installation fees are included in the tuition package. Obtain phone assistance and internet jack assistance and report phone trouble by contacting your RA.

****Note**** If you are calling an on campus number from off campus, dial 652 plus the four digit number.

VACUUMS

Vacuum cleaners are available in each residence hall and can be checked out from the Residence Life staff of the particular residence hall. Students are responsible for the vacuums while in their possession.

VANDALISM

Living in a community means sharing space with others. Respect for public spaces and college property is absolutely necessary. Willfully defacing, damaging, or de-

destroying college or private property is prohibited and the student will face appropriate disciplinary actions as well as be reported to the appropriate law enforcement agency.

VISITATION HOURS

Visitation hours refer to the times during the week when males may visit female residents in their rooms and vice versa. Residents are responsible for seeing that their visitors observe residence hall policy and campus rules, that their room doors remain open, and that a lamp or overhead light remains on. All visitors are expected to conduct themselves in a mature and inoffensive manner. Violations of visitation policies will result in disciplinary action through the student judicial process.

Family members are welcome to visit residence halls during closed visitation hours; however, it will be necessary to notify some member of the Residence Life staff beforehand of their presence in the residence hall.

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 and the week preceding exams and preceding graduation. Please note that there is no visitation during exam week

Visitation Hours

| | |
|-----------|------------------|
| Wednesday | 6 p.m. –Midnight |
| Thursday | 6 p.m.-Midnight |
| Friday | 6 p.m.–1 a.m. |
| Saturday | 2 p.m.–Midnight |
| Sunday | 2 p.m.–Midnight |

Each residence hall has a main lobby that is open to both male and female students even on days when there are no visitation hours. The main lobby in Liston Hall is open 24 hours a day. All other main lobbies in the other residence halls close to members of the opposite sex at midnight and do not open again until 9 a.m.

Open hours for Lobbies

| | |
|---------------|--|
| Liston Hall | 24 hours a day |
| Lower Liston | 9 AM. Until Midnight (1 AM on Friday) |
| Hyde Hall | 6 PM until Midnight Monday – Thursday 6 PM until 1 AM Friday 2 PM until Midnight Saturday - Sunday |
| Mitchell Hall | 6 PM until Midnight Monday – Thursday 6 PM until 1 AM Friday 2 PM until Midnight Saturday - Sunday |
| Parks Hall | 9 AM to Midnight (1 AM on Friday) |

Visitation Violation

Being in a King College residence hall of the opposite sex at a time when there are no visitation hours is not allowed on the campus without permission from the RD. During non-visitation hours (see assigned times) students of the opposite sex are not allowed in hallways, stairwells, etc. The only areas in which students are permitted to be during non-visitation times are the primary designated lobbies or lounges of the residence halls. Students in violation of this policy may go through the student judicial process, or may be subject to any other punishment imposed through the student judicial process and may lose visitation privileges for a designated period of time or may be suspended for one to three days. Loss of visitation privileges means that a student may not be anywhere in any residence hall with a member of the opposite sex, except for a public lobby or main lounge. Penalties for students with second offenses will be decided on an individual basis and can range from additional suspension, community restitution, social probation, or dismissal from the college.

Engaging in or the appearance of indiscreet or offensive behavior in relationships is unacceptable and prohibited. Members of the opposite sex discovered in a student's room, during non-visitation times may be charged with sexual impropriety. This also includes times when doors are closed, when lights are off, and students are not fully clothed. These incidents will be addressed through the student judicial process. Students may be suspended, given community restitution hours, dismissed, or other punishment as may be imposed through the student judicial process. This policy also applies to lounge areas (see section on Lounges).

WEAPONS

The possession of any gun, rifle, pistol, explosive, or other weapon is prohibited. This includes carrying or storing a weapon in a vehicle, in the residence hall, or anywhere on campus. Any toy that resembles a firearm or other weapon is also prohibited. For a more complete description, see the Weapons on Campus Property section under Campus Policies.

Residential students are responsible for their guests. This includes immediately reporting any weapons violation to Campus Security.

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

CAMPUS POLICIES

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 College 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** – Intentional and unauthorized 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.
- **Facilitating Academic Dishonesty** – Intentionally or 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 without intentional or unintentional appropriate citation; failure to attribute

direct quotation, paraphrase, or borrowed facts or information. *For a more complete description on plagiarism refer to MLA Handbook (2.1 – 2.8). A copy is available for review at the King College 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

Students who confess to, or are believed to have committed, any form of academic dishonesty may have their case handled directly by the instructor, or have the case submitted to the Student Judicial Administrator for review by the Honor Council. Instructors who choose to handle academic dishonesty issues themselves should first contact the Student Judicial Administrator to check for previous violations. Following an instructor's handling of an academic dishonesty case, he or she should submit a thorough description of the case to the Student Judicial Administrator to be placed in the student's judicial file. For information about possible sanctions for academic dishonesty incidents, see the Sanctions section under the Student Judicial Process section of this handbook. For information about appealing academic dishonesty sanctions, see Appeals Process under the Student Judicial Process section of this handbook.

ACTIVITIES ON CAMPUS PROPERTY

The college recognizes that certain activities voluntarily engaged in by students, such as informal athletic contests, jogging, running, sledding, tubing, bicycling, walking on the nature trail, and other activities, may have some measure of risk involved for the participants. The college 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 college. 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 the college 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 college is not responsible or liable for injuries or property damage incurred by students or their guests participating in these and similar activities. The college does prohibit the use of snowboards, skateboards, skis, the building or reshaping of landscapes to create jumps or other such barriers.

ALCOHOL AND DRUG POLICY

The United States Drug-Free Schools and Communities Act of 1989 (Public Law 101-226), requires King College 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, and possible death. Drug use can also lead to legal problems, financial hardships, and social difficulties.

Some of the physical risks of using alcohol are chronic addiction, cirrhosis, hepatitis, heart problems, brain damage, lung infection, stomach ulcers, and blood disorders. Mentally, there may be stress, depression, and contemplation of suicide, impaired thought process, memory loss, and increased psychosis.

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.

City, state, and federal law prohibit the following acts and prescribe the corresponding penalties:

A. City (Municipal Code)

Sec. 6-153. Restrictions pertaining to minors.

No sales, gifts or distribution of beverages regulated under this article shall be made or permitted to be made to persons under the age of 21; nor shall any such person be permitted or allowed to drink beer or other beverages of like alcoholic content in any establishment or place of business or premises where a permit issued pursuant to this article is exercised. No person under the age of 18 shall be employed or used or permitted to be employed or used for the sale or distribution or other handling of such beverage where on-premises consumption of such beverages is permitted. Every person to whom a permit is issued under this article shall require any and every employee as to whose age there is any possible question or doubt to present and leave with him a copy of such employee's birth certificate. The burden of ascertaining the age of customers shall be upon the holder of the permit.

(Code 1980, § 2-212; Ord. of 1-26-82, § 1; Ord. of 6-17-86, § XIII)

For Instructional Locations located in cities other than Bristol, Tennessee municipal code will vary based on the local government.

B. State

Persuading, enticing, or sending a person under 21 to purchase alcoholic beverages or buying alcoholic beverages for one under the age of 21 is punishable by up to 11 months and 29 days in prison and \$2,500 fine.

To be intoxicated in public. This can result in up to 30 days in jail and/or a \$50 fine.

Consuming or possessing alcohol on the premises of an elementary, junior or senior high school is punishable by up to 30 days in jail and/or a \$50 fine. The sale, delivery, or possession of seeds of jimsonweed on the premises of such schools is punishable by a similar term and fine up to \$2,500.

Driving under the influence of alcohol or drug is punishable, depending upon one's prior record, by a jail term of up to 11 months and 29 days, a \$1,500-\$10,000 fine and loss of driving privileges for one to ten years; and if one also recklessly causes serious bodily injury to another while operating a vehicle, punishment may range to twelve years in prison and/or a fine of up to \$5,000; if the injuries result in death, punishment may range to fifteen years in prison and a fine of up to \$10,000, and the loss of driving privileges for ten years.

Consuming or possessing an open container of an alcoholic beverage while operating a motor vehicle may result in up to 30 days in jail and/or a fine up to \$50.00.

It is illegal to possess with the intent to manufacture, deliver, or sell an illicit drug or metabolic steroid. Fines may range to \$250,000 and twelve years in prison, depending upon the specific crime and one's prior record.

The casual exchange of even small amounts of an illicit drug with a minor can result in a penalty of up to life in prison and a \$500,000 fine.

Inhaling, selling, giving or possessing glue, paint, gas aerosol or gas for an unlawful purpose is punishable by a jail term of 11 months and 29 days to six years and a fine of up to \$3,000.

For Instructional Locations located in states other than Tennessee state law will vary based on the state government.

C. Federal

Federal penalties and sanctions for illegal possession of a controlled substance may consist of one to multiple years of imprisonment and one thousand to multiple thousands of dollars in fines. Federal trafficking fines may consist of one to multiple years of imprisonment and thousands to millions of dollars in fines. For further information, please contact campus security to obtain a copy the *Federal Penalties and Sanctions for Illegal Trafficking and Possession of a Controlled Substance*

Alcohol and drug abuse counseling is available on campus through the Counseling Center. Resources for counseling off-campus are available in the Counseling Center.

For additional information about the risks of alcohol and drug use, contact the office of Student Affairs.

Alcohol

The college discourages the abuse and/or illegal use of alcohol. Possession of, use of, or intoxication by any alcoholic beverage anywhere on the King College campus or at any college 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 King College student 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 College will also subject the student to disciplinary action by the College. Complying with "Tennessee Code annotated 49-7-2207, Reporting of Students", residence life staff, security, or any King College employee 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.

Violation of the alcohol policy may include but is not limited to:

- 1) First offense may result in 1-3 day suspension (not including weekends), social probation, and alcohol assessment from the King College Counseling Center or outside agency.
- 2) Second offenses or any subsequent offense may be handled on an individual basis. A student's behavior will be assessed and consequences will vary from suspension to dismissal.

Drugs

King College prohibits the unlawful manufacture, use, distribution, dispensation or possession of illicit drugs on the King College campus, in the workplace (on or off campus), on property owned or controlled by King College or as any part of any activity of King College. The possession, use or distribution of illegal drugs and/or drug paraphernalia or use and/or possession of prescription drugs for non-medical purposes is strictly prohibited. The sharing of any prescription drug for any reason is considered dangerous and is also prohibited.

Persons on campus found to be in possession, participating in the distribution of illegal drugs and/or drug paraphernalia will be reported immediately to law enforcement. A violation of the drug policy while enrolled at King College will also subject the student to disciplinary action by the college.

King College Honor Code

According to the King College Honor Code, students are expected to report violations of campus policies by other students.

CHAPEL, CONVOCATION, AND SERVICE POLICY

Rationale

- Chapel, Convocation, and Service (CCS) are important, essential ways of partially fulfilling the core values of the college: educating persons to be intellectually proficient and disciplined, spiritually astute and mature, vocationally focused and adaptive, socially confident and compassionate, life long learners, and transformers of culture in Christ.
- CCS fit into certain Life-Span Development stages: Individual-reflective faith wherein persons are capable of taking full responsibility for their religious beliefs, and conjunctive faith, where individuals are more open to paradox and opposing viewpoints.

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. Diverse points of
- 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 college website.
- Cultural/Educational events provide ways to stimulate our intellectual and spiritual growth through the performing and visual arts and other venues of classical significance. A list of approved events is posted on the college website.
- Study abroad opportunities are numerous at King College and provide excellent ways to expand and enrich one's education at some of the best universities in the world. A list of approved study abroad opportunities is on the college website.

All students sign the college honor code when they enroll at King College 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 college community to participate in chapel, convocation, and service projects. It is an integral part of a King College education. Therefore, CCS is not a requirement imposed from the administration as much as it is an internal, personal audit. It reflects character and integrity.

Policy

To facilitate this rationale and philosophy the following policies will be applied:

- CCS participation is required of all traditional undergraduate students.
- Faculty and Staff are encouraged to set an example for students through their attendance and participation in CCS.
- Students will be expected to acquire 14 CCS credits per semester. The total CCS credits required for each academic year will be 28.
- Students will acquire CCS credits in any combination of the following:
 1. Attendance of any official college chapel or convocation: 1 credit per attendance.
 2. Participation in any official college service project: 1 credit per 1 hour.
 3. Participation in any official college extended mission project such as over Spring Break or May Term: 7 credits.
 4. Attendance of any cultural/educational event pre-approved by the chaplain's office: 1 credit per event.
 5. Participation in any official college study abroad program: 7 credits per May or Summer Term, 14 credits per semester, and 28 credits per year.
- Students, on their honor, will record their own attendance or service participation using a pre-arranged program on Blackboard.
- Each student's account will be monitored for credits as recorded on Blackboard. Students who do not accrue 28 credits for the academic year will be contacted and informed as to how to make up the credits. If the credits are not made up, the student will be allowed to register for classes for the next semester but will not be al-

lowed to begin classes until the credits are completed. Further, students may not graduate and receive their diploma until all credits are completed (normally 112 for four years or a portion thereof depending on when the student enrolled at the college).

- Credits missing may be made up through one day of college service or mission project for each missing credit. The service or mission project must be pre-approved by the chaplain's office.
- Cheating concerning credits for CCS will be considered violations of the Honor Code and dealt with by the Honor Council.
- Convocations will take place from 10:30- 11:10 a.m. on Mondays or at other announced times, in venues appropriate to the event and program. Some Convocation locations may include the Student Center Complex, First Presbyterian Church, Women's' Auxiliary Building and Memorial Chapel. Chapel will be held in Memorial Chapel on Wednesdays from 10:30 – 11:10 a.m.

CHILDREN OR VISITORS IN CLASSES

Children are not permitted to attend classes or lab sessions under any circumstances. Children should never be left unattended or without supervision in any area of the college. Visitors are not permitted in classes except with prior approval of the classroom instructor. This policy applies to all classes taught on the King College main campus or at off-site instructional locations owned, leased or used by the college.

COMMUNICABLE DISEASES

In an effort to promote public health as well as an understanding of communicable diseases, the college provides the following medical information. A student who has a communicable disease has an ethical responsibility to other members of the college community to report that fact to Student Affairs. Residential students must report any illnesses to their Resident Assistant or Resident Director immediately. 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. Communicable diseases listed as noted by the Tennessee Department of Health are the following:

Acquired Immunodeficiency Syndrome (AIDS)

Anthrax

Botulism- all types

Brucellosis

Campylobacteriosis

Canchroids

Cholera

Chlamydia trachomatis

Cryptosporidiosis

Cyclospora

Diphtheria

Disease Outbreaks:

Food borne

Waterborne

Related to industrial substances

All other outbreaks

Ehrlichiosis

Encephalitis, Arboviral

California/LaCrosse serogroup

Eastern Equine

St. Louis

Western Equine

Escherichia coli, O157:H7

Giardiasis (acute)

Gonorrhea

Group A Strep Invasive Disease

Group B Strep Invasive Disease

Guillain-Barre Syndrome

Haemophilus influenza Invasive Disease

Hantavirus Disease

Hemolytic Uremic Syndrome

Hepatitis, Viral

Type A (acute)

Type B (acute)

Type C (acute)

HBsAg positive pregnant female

Human Immunodeficiency Virus (HIV)

Influenza – weekly count

Legionellosis

Leprosy (Hansen Disease)
Listeriosis
Lyme disease
Malaria
Measles
Meningococcal Disease
Meningitis - Other Bacterial
Mumps
Pertussis
Plague
Poliomyelitis
Prion Disease
Creutzfeldt-Jakob disease
Variant Creutzfeldt-Jakob disease
Psittacosis
Q Fever
Rabies
 Human
 Animal
Ricin poisoning
Rocky Mountain Spotted Fever
Rubella & Congenital Rubella Syndrome
Salmonellosis-other than S. typhi
Severe Acute Respiratory Syndrome (SARS)
Shigellosis
Shiga-like Toxin positive stool
Smallpox
Staph aureus Methicillin Resistant – Invasive
Staph aureus Vancomycin nosen – All Forms
Staph enterotoxin B pulmonary poisoning
Strep pneumonia Invasive Disease
Penicillin resistant
Penicillin sensitive
Syphilis
Tetanus
Toxic Shock Syndrome
Staphylococcal
Streptococcal
Trichinosis
Tuberculosis-all forms
Tularemia
Typhoid Fever
Venezuelan Equine Encephalitis
Viral Hemorrhagic Fever
Vancomycin Resistant Enterococci
Varicella deaths
Vibrio infestation
West Nile Infections
West Nile Encephalitis
West Nile Fever
Yellow Fever
Yersiniosis

DISABILITIES

The full-time Learning Specialist works with students to enhance learning and performance through individual student analysis, skill and strategy enhancement, and provision of accommodations for disabilities where necessary. The Learning Specialist is located in the Academic Center for Excellence (First floor of Bristol Hall). (423) 652-4303

DISCRIMINATION

Refer to the Relationship Misconduct Policy in this handbook.

DRESS

Students are expected to use discretion in choice of clothing. Respect for instructors' preferences and for fellow students is essential. Modest dress including shoes is required in all non-residential buildings. Any employee of the college may require that a student failing to dress modestly leave these buildings. Conventional respect suggests that men remove their hats or caps at meals, at worship, at convocations, and in the classroom.

EMERGENCY 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.
- A lockdown supersedes a fire alarm. If the fire alarm sounds, DO NOT evacuate the building unless you have first hand knowledge that there is a fire in the building, or you have been advised via the text message, email, or loud speaker to evacuate the building.

EMERGENCY TEXT MESSAGING

In the event of a campus emergency one of the most efficient ways to rapidly notify our campus community of an event is through the use of text messaging.

Once an alert is entered, the message can rapidly be distributed to participants, allowing for timely communication.

This will be one primary route of communication in the event of an emergency, and all members are encouraged to enroll with this service. There is no cost to participants, other than any fees charged by your own personal phone provider for receiving a text message.

The College will only use this service in the event of an emergency and will include critical details and instructions, where applicable, in the message.

Enroll Your Phone

You will need your phone, as well as an internet connection, to complete this process.

1. Once you are online, go to www.king.edu/eNotify. This link will redirect you to the Jyngle "Join a Group" page. You will see the heading "King College Emergency Notification" above the form.
2. Enter your full name in the Name box. (Please do not use any nicknames or screen names for this purpose.)
3. Enter your phone number, including area code, in both the Phone Number and the Confirm Number boxes.
4. From the drop-down menu, select the Phone Type (whether the phone you are registering is home, cell, work or other).
5. For the password, enter **tornado** (make sure it is all lower case).
6. Click the Join Group button.
7. Click Yes to acknowledge that Jyngle will call you to confirm.
8. When you receive the call from Jyngle, follow the automated prompt and press 1 to join the group.

Once you have received confirmation, you may want to designate a special ring tone for this purpose.

EMOTIONAL AND MENTAL ISSUES

In a college community, there may be times when the emotional and/or mental problems of a student require special attention. King College provides resources and aid for students through the King College Counseling Center, and will also work with various outside agencies. The Director of Counseling and/or the Associate Dean of Students or Vice President for Student Affairs will determine through evaluation of the student and/or situation, the ability of the student to continue residing and/or taking classes at King.

Occasionally, a student may require a short or prolonged leave of absence for therapy. The Director of Counseling may recommend to the Associate Dean of Students or Vice President for Student Affairs that the student leave campus when it is determined there is a dangerous potential of harm to the student or others, or when behavior is not healthy for the student or the community. In cases involving serious injury and in emergency situations, the college may notify the parents of the student.

FINANCIAL RESPONSIBILITY

Debts

Students are expected to be financially responsible. When a student registers, the College assumes full-year enrollment, provides facilities, and executes contracts to provide for the student for the entire year. Students are responsible for all charges on the student account, including all fees and fines. The College reserves the right to refer uncollected account balances to a collection agency.

Debts to the Business Office, Library, Student Affairs office or any other agency of the College 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 institution or to a prospective employer.
5. Have access to all services on campus, including the Dining Hall.

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

FIRE SAFETY

- Fireworks and Explosives

It is prohibited to possess, sell, offer for sale, store, and transport or use any fireworks or explosive on King College 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, college 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 disciplinary action and may be a violation of local, state and federal law. King College will report the possession of fireworks and explosives to the appropriate law enforcement authority.

- **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 College sponsored event. 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.

Violation of this policy may be dealt with through the college judicial process.

- **Tampering with Fire Equipment**

Tampering with or removing emergency instruction sheets, 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 college disciplinary action and violators will face a \$250.00 fine and replacement cost of life safety equipment. King College will report the tampering with such equipment to the appropriate law enforcement authority.

- **Smoking is prohibited in all campus buildings**

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 Office. Guest rooms are for short term rental to alumni, departmental guests, and parents of students living on campus. Other guests must be approved on a case-by-case basis by the Student Affairs Office. Community Life Standards and Campus Policies apply to all guests. The charge is \$20.00 per night. Additional information is available in the Student Affairs Office.

HARASSMENT

Refer to the Relationship Misconduct Policy in this handbook.

HAZING

Refer to the Relationship Misconduct Policy in this handbook.

IMMUNIZATIONS

The State of Tennessee requires: (1) that all full-time college students born after 1957 provide proof of immunity to measles, mumps, and rubella or proof that the vaccination would be harmful to the student's health or conflict with the student's religious beliefs; (2) that all students provide proof of immunity to hepatitis B or a signed waiver; (3) that all students must provide proof of immunity to bacterial meningitis or a signed waiver. A *King College Immunization* form is provided in the application packet. The completed form should be returned to the Student Affairs Office prior to final registration.

The college is required to provide information about **Hepatitis B Disease**. It is a serious disease of the liver and one of the most dangerous forms of hepatitis. The hepatitis b virus (HBV) can permanently damage the liver and prevent it from carrying out many of the functions necessary for life. More than 50% of all adolescents and adults with hepatitis b have no symptoms and more than 30% have no idea how they contracted the disease and have no known risk factors. It is contracted through infected blood and body fluids but is largely preventable through vaccination. Information about the disease can be obtained at the local health department. Immunization is not available on campus but can be obtained through your local health department or personal physician.

The college is required to provide information about **Bacterial Meningitis**. It is a serious disease, which can lead to death within only a few hours of onset. One in 10 cases is fatal and one in 7 survivors of the disease are left with severe disability (loss of limb, mental retardation, paralysis, deafness, seizure). Meningococcal disease is an infection of the spinal cord fluid and the fluid that surrounds the brain, is contagious, but is largely preventable. Scientific evidence suggests that college students living in dormitory facilities are at moderately increased risk of contracting the disease. Immunization against the disease can decrease the risk of contracting it. The vaccine is very effective, but does not protect against "type b" bacterial meningitis, which accounts for approximately one-third of all meningitis cases. Information about the disease can be obtained at the local health department. Immunization is not available on campus but can be obtained through your local health department or personal physician.

INCLEMENT WEATHER POLICY

King College is concerned about the safety of students, staff, and faculty. Inclement weather can come at various times of the day and any given day of the week with unpredictable intensity and geographic impact. 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 College facilities.
- The condition of sidewalks and parking lots around College buildings.
- The operational status of other entities such as public schools, public transportation, etc.

The final decision about closing or canceling any King College 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 College offers classes. Consultation may also be made with the King College 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 College 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:

- WCYB-TV 5, WJHL-TV 11, and WKPT-TV 19 will be notified
- an email will be sent to all those included on the *King Students*, *GPSStudents*, *Staff List*, *Faculty List*, and *PT Faculty List* email distribution lists
- an announcement will be posted on the College Web site.

The announcement will specify which campuses will be affected. Please be advised that no announcement means the schedule will remain as usual and that 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.

Students should always exercise personal safety when driving to and from campus.

Severe Storm or Tornado Warning

For information for these and other emergencies, go to www.fema.gov (Federal Emergency Management Agency).

Tornado

If you are in:

A structure (e.g. residence, small building, school, nursing home, hospital, factory, shopping center, high-rise building) - Go to a pre-designated shelter area such as a safe room, basement, storm cellar, or the lowest building level. If there is no basement, go to the center of an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and outside walls. Put as many walls as possible between you and the outside. Get under a sturdy table and use your arms to protect your head and neck. Do not open windows.

A vehicle, trailer, or mobile home - Get out immediately and go to the lowest floor of a sturdy, nearby building or a storm shelter. Mobile homes, even if tied down, offer little protection from tornadoes.

The outside with no shelter - Lie flat in a nearby ditch or depression and cover your head with your hands. Be aware of the potential for flooding. Do not get under an overpass or bridge. You are safer in a low, flat location. Never try to outrun a tornado in urban or congested areas in a car or truck. Instead, leave the vehicle immediately for safe shelter. Watch out for flying debris.

Thunderstorm

If you are in:

A forest – Seek shelter in a low area under a thick growth of small trees.

An open area – Go to a low place such as a ravine or valley. Be alert for flash floods.

On open water – Get to land and find shelter immediately.

Anywhere you feel your hair stand on end (which indicates that lightning is about to strike) – Squat low to the ground on the balls of your feet. Place your hands over your ears and your head between your knees. Make yourself the smallest target possible and minimize your contact to the ground. DO NOT lie flat on the ground.

INFORMATION TECHNOLOGY

Campus Computer Network

All campus computer equipment is owned by King College 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. Users should understand:

1. Theft of Network User-IDs/Passwords/Software

Illegally obtaining user IDs/passwords/software by any methods 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. Students tampering with software settings will face a fine, plus the cost of repair and may be referred to the student judicial process.

3. Illegally Accessing or Attempting to Access Network Server

Tampering with files on the network through any means such as hacking is prohibited. Students are allowed read-only access to most drive and write access to their personal v drive. Any attempts to write on another drive are prohibited and will be considered hacking. A student found to be hacking into the server may be dismissed or may suffer any other punishment imposed through the student judicial process as well as be subject to local, state, and federal laws.

4. Illegal Downloading and/or Sharing of Copyrighted Materials

King College 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 a serious violation of King college's Network Usage Policy, the King College Honor Code, as well the U.S. Copyright Laws. Violators may have their network privileges suspended, and will be subject to the Student Judicial Process. In addition, violators may be referred to an appropriate law enforcement agency.

5. Improper use of the Internet and Compliance to Honor Code

Any file put on the internet or public on-line site may be routinely scanned for compliance to the Honor Code. Furthermore, any public online material that could be considered a violation of the Honor Code or college policies may be subject to review through the college's judicial process. Individuals may not use or attempt to use King College computer resources for purposes clearly outside the scope of the college's mission, including but not limited to, accessing inappropriate Internet sites which are pornographic in nature. Storage of offensive material of any kind is prohibited.

6. Improper use of Campus Network (E-mail) and Compliance to Honor Code

Any e-mail sent on the campus may be routinely scanned for compliance to the Honor Code. Any e-mail that could be considered a violation of the Honor Code or college policies may be subject to review through the college's judicial 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 college and its reputation. Storage of offensive material of any kind is prohibited.

Policy on the Responsible and Ethical use of Computing & Information Technology Resources

This policy is available in its entirety on the King College website under Information Technology. Copies are also available in the Student Affairs Office, from the SGA representative to the Information Technology Faculty Committee, the Computer Help Desk, and to new students during New Student Orientation.

King College Laptop Program: Fulltime, traditional, King students are furnished with a laptop computer. As long as the student maintains continuous enrollment at King College, they will retain possession of their assigned laptop (including during breaks and over the summer). The laptop, however, remains the property of King College. If a student ceases to be continuously enrolled at King College for any reason, he/she must return the laptop to the College in reasonable condition or purchase it through the buy-out option. Upon graduation, the laptop becomes the property of graduating students who have participated in the program for at least eight semesters. Graduating students who have participated in the program for less than eight semesters may purchase their laptop through the buy-out option or must return the laptop to the Information Technology Department at King College.

Due to software licensing agreements, students may be required to purchase individual licenses for certain software applications or remove them from the laptop when the laptop ceases to be the property of King College by any of the means described above. The Information Technology Department will advise students regarding this issue.

Safety Tips for On-Line 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. Use common sense; personal safety should be your first priority. Don't list personal phone numbers and addresses if you don't want strangers to know them and you should disregard emails sent to you by people you don't know. What you write on your profile and how you write it can project an unintended negative image about you, your family, King College and present a bad first impression to future employers.

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 passwords that others can't easily figure out.** Use complex alphanumeric passwords, 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 King College, 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.

INSURANCE

All full-time traditional undergraduate students attending King College are automatically enrolled in the Student Injury Plan. The fee for this coverage will be charged to the student's account and may NOT be waived.

In addition to the Student Injury Plan, all full-time traditional undergraduate students are required to purchase the Student Sickness Plan. The fee for this coverage will be charged to the student's account. The Sickness Plan may be waived by completing the online Insurance Waiver form by the first day of class, verifying proof of comparable coverage. This form must be completed annually in order to waive coverage and charge. After the first day of class the coverage and premium cannot be waived. If insurance status changes, it is the student's responsibility to contact the Business Office.

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 floatation devices or watercraft are allowed.

LIABILITY

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

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

LOST AND FOUND

Articles found anywhere on the campus should be brought to the Student Affairs Office or the Security Office for safekeeping until claimed by the owner. Articles not claimed will be discarded.

LYING

Lying is defined as intentionally giving false information. Examples include: written or oral communication given to college officials, faculty members or honor council.

MAILBOXES (CAMPUS)

Tampering with the campus mailboxes such as lifting the spring or taping the latch is not permitted. Students who tamper with the boxes will be fined \$15 plus the cost to repair the box. Students may have to share mailboxes.

Forwarding Mail

Please email mailroom@king.edu with the address you would like your mail forwarded to and the beginning and end dates of the forward request. Please note, only first class mail can be forwarded.

Sharing a Mailbox

At times, there is occasion where students will share a mailbox. Please make sure you only take the mail that belongs to you. Taking mail that does not belong to you mail result in disciplinary action.

Graduation / Transferring from King

Please email mailroom@king.edu with your forwarding address. If a forwarding address is not received, all mail will be returned to sender. The mailboxes of graduates/transfers will be closed one week after departure from the school.

OFFENSIVE LANGUAGE

Violations include, but are not limited to, lewd, obscene, or vulgar language or expression that is contrary to the mission and vision of the college.

PARKING

All vehicles must be registered with the Security Office and must display a parking permit which must be obtained within one week of arriving on campus. No student residing on or off campus may have more than one vehicle on campus at any time. Security officers enforce traffic and parking regulations. King College is private property and reserves the right to have unauthorized vehicles, abandoned vehicles or vehicles operated in violation of King college rules and regulations towed from the campus property 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, parking on yellow curbs, parking in loading zones.

A "Parking Rules and Regulations" brochure including the citation appeals process is available in the Campus Security Office located in the basement of Parks Hall, the Student Affairs Office, or online in the Security section of the Current Students page.

RECORDS AND RIGHTS OF ACCESS

Model Notification of Rights under FERPA for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The College 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 College 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 are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's 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 provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to college officials with legitimate educational interests. A college official is a person employed by the College 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 College has contracted as its agent to provide a service instead of using College employees or officials (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 college official in performing his or her tasks.

A college official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.

Upon request, the College also discloses education records without consent to officials of another college in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the 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 20202-5901

Directory Information

The College may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, the College must tell eligible students about directory information and allow eligible students a reasonable amount of time to request that the College not disclose directory information about them.

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 College Security Department 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 is 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 College Security Department is designated the law enforcement unit for King College.

NOTE: For further information regarding FERPA, please consult the King College website at <http://www.king.edu/aboutus/RightToKnow/FERPA.asp>.

SEARCHES ON COLLEGE PROPERTY

King College will make reasonable efforts to respect the privacy of individuals within the campus community. However, King College campuses are private property and in the interest of safety and security, the college maintains the right to search any part of King College 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 King College property. The college 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, possession of stolen property, is 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 college retains the right to seize and retain any items that violate local, state or federal laws or any King College regulation. Any illegal items seized will be immediately turned over to the appropriate law enforcement agency.

SEXUAL ASSAULT

Refer to the Relationship Misconduct Policy in this handbook.

SEXUAL HARASSMENT

Refer to the Relationship Misconduct Policy in this handbook.

SOLICITATION

Bulletin boards are available across the campus for the purpose of displaying announcements and posters. All announcements or posters for non-college 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 Associate Dean of Students in advance of the solicitation activity. Solicitation in the Residence Halls is restricted unless approved by the Vice President for Student Affairs.

STUDENT ID CARD

Student Identification Cards are issued to all full-time and part-time students at registration, or at any later time necessary by the Student Affairs Office. This card has various purposes and it is vital that students keep up with this card at all times.

Uses for the Student ID card include the following:

- General security identification purposes which include complying with requests to identify oneself to a college official, security personnel, or law enforcement officer acting in performance of their duties.
- Identification needed for any activity such as attending athletic events, social events, picking up packages in the Bookstore, picking up checks and other important documents in the Business Office.
- Use of King Library resources
- Entrance into the Dining Hall and use of the King's Den facilities
- 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.

It is against college policy to allow any other person to use your student ID card. Students who violate this policy may be referred to the student judicial process. King College Student ID Card must be turned in to the Registrar Office or Student Affairs Office if a student must withdraw or is removed from the college for any reason.

Replacement cards may be obtained in the Student Affairs Office at a cost of \$25.00

STUDENT INQUIRY PROCESS

If students feel they have been treated unfairly or have questions or concerns regarding any aspect of the College, they should follow the Student Inquiry Process for that particular service area. Student Inquiry Processes are available from the Student Affairs Office or can be picked up from a Student Government representative. If the Inquiry Process does not bring about a resolution to the grievance, an appointment should be made with the Associate Dean of Students or Vice President for Student Affairs.

STUDY ABROAD

Students are encouraged to take advantage of the many study abroad programs offered by the college. King College students are eligible to participate in programs with a number of universities, institutes, and consortia around the world. For a complete list of opportunities contact the Dean of the Faculty and the Study Abroad Office. The college also sponsors regular study trips, usually during May Term, led by faculty and staff. These include study programs to Italy, France, England, the Middle East, Greece and Turkey, generally lasting three to six weeks. Students who participate in these programs represent the college as ambassadors and are bound by the college's code of honor and its policies. Faculty/Staff leaders of such programs have discretion in applying the policies of the college in the context of the culture of the country being visited.

TOBACCO PRODUCTS

Smoking is prohibited in all campus buildings.

VIOLATION OF THE LAW

A King College student who violates local, state, or federal law on or off campus may be subject to judicial action by the college. Students are expected to report criminal charges and/or being arrested to the Director of Security within 72 hours of being arrested and/or criminally charged or convicted. The college'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.

WEAPONS ON CAMPUS PROPERTY

The possession and/or use of weapons on school property is strictly prohibited. In addition to firearms, ammunition and knives, weapons include but are not limited to: air rifles, BB guns, or any weapon which is a reproduction of a firearm; 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 solely for instructional or school-sanctioned ceremonial purposes. Weapons used for educational purposes must be approved by the Director of Security, Dean of the Faculty or Vice President for Business Operations.

The carrying of a weapon on college property is a violation of King College 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.

Nothing in this section shall apply to law enforcement officers and/or security officers approved by the college in compliance with state and federal law.

King College students are responsible for guests who accompany them to campus. This includes immediately reporting any weapons violation to Campus Security.

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.

WITHDRAWAL FROM THE COLLEGE

To officially withdraw from King College, a student must complete a Withdrawal Form, available in the Office of Student Affairs. In addition, resident students must check out of their residence hall by completing the Room Condition Form and turning in their key(s) to their Resident Director. The student will submit the completed Withdrawal Form to the Office of Registration and Records for placement in the academic record.

The Vice President for Student Affairs may, at his or her discretion, facilitate an expedited withdrawal process due to special or extenuating circumstances.

Upon withdrawal, it is the responsibility of the student to resolve all outstanding obligations to the college (pay outstanding fees, return laptop, return library resources, return athletic equipment) and to turn in their student ID card and any keys issued to them by the College. Failure to do so will result in the addition of fees to the student's account in the Business Office and a hold on the student's academic records.

The date the student initiates the withdrawal process will be considered the date of official withdrawal. The Office of Registration and Records will notify other campus offices (Financial Aid, Business Office, Library & Learning Services, Information Technology, etc.) of the withdrawal. Please consult the King College Catalogue, Financial Information section, for further information.

Students not officially withdrawn could receive a grade of F in all courses at the end of the semester. If a student has all Fs at the end of the semester, the Office of Registration and Records will determine if the F's are earned or due to non-attendance. If the F's are due to non-attendance, the mid-term of the semester will be used as the official withdrawal date for the student. Refunds, if due, will be calculated based on this date. A student who fails to attend class during the semester but who remains in the dorm will have his or her refund calculated based on the midterm date, and he or she will be charged for room and board for the period that he or she lived in the dorm after ceasing to be enrolled. For more information please refer to the section on refunds in the King College Catalogue. When financial aid is involved, refunds must be made to all financial aid funds before the refund is made to the student. The actual cash refund to the student may be very low. Frequently, student loans are reduced or cancelled, thus reducing indebtedness.

Residential students should also refer to the Check-In and Check-Out section under Residence Hall Policies in this handbook.

Residents who have stopped attending classes may be administratively dismissed from the college and therefore asked to vacate their residence hall room unless given special permission to remain by the Director of Residence Life or the Associate Dean of Students. Students are expected to check out of their residence hall room with their RA or RD. The RA or RD will complete the Room Condition Form and turn in their room key.

RELATIONSHIP MISCONDUCT POLICY

OVERVIEW

King College expects that all members of the college 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 College policy, various local, state, and federal laws which regulate civil conduct, including this relationship misconduct policy. The college is also bound by, and supports, all applicable laws.

King College intends to provide a safe and welcoming campus environment. In order to attain this goal, the college seeks to provide safety, privacy where possible, and support to victims of any crime or violation of this policy. King College will offer educational programs to promote the awareness and prevention of rape, acquaintance rape, 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.

Laws and this Relationship Misconduct Policy affect all relationships within the college community, including but limited to:

- Student relationships with other students;
- Faculty and staff conduct toward students;
- Student conduct toward faculty and staff;
- Conduct between members of different sexes;
- Conduct between members of the same sex; and
- Conduct toward persons outside the King community may be considered a violation of this policy if the college concludes there is a sufficient connection between the conduct and the college to warrant the college taking action.

DEFINITIONS

Relationship Misconduct is unwelcome treatment of any person by an individual or group that includes, but is not limited to: Sexual Assault, Rape, Assault, Stalking, Hazing, and Harassment of any type.

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.

Discrimination

Discrimination against another person because of his or her race, color, religion, national or ethnic origin, sex, age or disability is not tolerated. Discrimination can include verbal or physical conduct that denigrates or shows hostility or aversion toward an individual 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 College seeks to reasonably accommodate students with disabilities. Students who believe they have experienced discrimination related to a disability should contact the Learning Specialist and/or the Associate Dean of Students.

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 the college.

Examples of harassment include but are not limited to: (a) threats by telephone, in writing, or by any electronic means which knowingly annoys or alarms the recipient; (b) one or more telephone calls or at an hour or hours known to be inconvenient to the victim, or in an offensively repetitious manner, or without a legitimate purpose of communication.

Those who have a complaint regarding harassment should contact the Director of Safety and Security and /or the Associate Dean of Students, who will conduct an investigation in accordance with the complaint.

Hazing

Hazing is both illegal and a violation of college 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]

The college prohibits illegal hazing. Further, the college's prohibition of hazing is broader than the law's prohibition. The college's policy grows out of the college's belief in the dignity and worth of every individual. Thus, at King College, students 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 the college's judicial process. Individual students and student organizations guilty of hazing may be disciplined individually and as an organization. Recognition or registration by the college 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.

Rape

A person commits the offense of rape when sexual penetration is accomplished without the consent of the victim and the perpetrator knows or has reason to know that the victim did not consent, or where the victim is presumed to be incapable of giving consent, such as by reason of intoxication by drugs or alcohol, or by age.

Sexual Assault

Sexual assault is defined very broadly by criminal law. It includes a wide variety of conduct from sexual intercourse to sexual contact, without the consent of the other person. Unwanted sexual contact can be as limited as a single instance of touching a woman's breast, buttocks, or genital area, or touching a man's buttocks or genital area, without that person's consent, even if the person touched is fully clothed.

In some instances a person can be convicted of the crime of sexual assault because the person with whom there was sexual contact is presumed by the law to be incapable of giving consent. This includes situations where the person is intoxicated because of drug or alcohol use, and also includes some forms of sexual contact with a minor. Every student and employee of King College should know the laws of sexual assault. A copy of the current version of the State of Tennessee Law can be obtained from the Security Department or by visiting www.michie.com.

Pursuant to Tennessee Sate Law, faculty and staff (*other than counselor or chaplain unless there is immediate threat to any member of the campus community*) must refer the victim of any type of rape occurring on campus to the appropriate victim services. Security officers receiving a report from the victim of any type of rape occurring on campus must report to the Director of Security who must report the incident to the Bristol Tennessee Police Department.

Sexual Harassment

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

For general policy purposes, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other physical and expressive behavior of a sexual nature where: (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment or education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or demeaning employment or educational environment.

Any person enrolled or employed by the College who believes that he/she has been a victim of some form of sexual harassment must report the incident. A student should report immediately to the Director of Security or Associate Dean of Students. A faculty or staff member should consult the employee handbook.

Sexual harassment and harassment can include, but are not limited to: using the telephone, e-mail, or other electronic media to transmit sexually inappropriate material or unwanted communication.

Stalking

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

Threats

A threat is considered communication which a reasonable person would regard as intimidating, coercive, extremely offensive, provocative, or intentionally or knowingly causes fear of imminent bodily injury. 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.

Violence

King College reserves the right to apply a broader definition of violence than might be the case under criminal or civil law. Repeated unwelcome touching whether or not sex based, hair pulling, pinching, and hazing are examples of violence. Violence includes violence toward a person's property.

DISCIPLINARY ACTION

Where an investigation confirms an allegation of violation of the Relationship Misconduct Policy, prompt disciplinary action will be taken. Disciplinary action may include but is not limited to: suspension, expulsion, dismissal or termination of employment. Students and employees will not suffer adverse consequences as a result of reporting a violation of this policy.

AVAILABLE OPTIONS

File a complaint with the Bristol Tennessee Police Department or other law enforcement agency.

The person with the complaint may request that a King College 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.

Bristol Tennessee Police Department 911 or 423-989-5600

Seek Support

Individuals are available for consultation. 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 the College.*

| | |
|--------------------|--------------|
| Chaplain | 423-652-4708 |
| Campus Counselor | 423-652-4742 |
| Abuse Alternatives | 423-764-2287 |
| Crisis Center | 276-466-2312 |

File a complaint with the College by making a written report.

For students who are filing a complaint, the report must be to the Director of Safety and Security or the Associate Dean of Students. For faculty and staff who are filing a complaint, the report must be handled through normal employee channels. Once a report is made, the college will conduct an investigation and issue sanctions, if appropriate. If a complaint is filed with the college, and the college concludes there was a violation of this policy, the following remedies may be considered:

- No contact agreement between yourself and the other person.
- Change in academic and living situations, if requested by you and reasonably available, for yourself or the other person.
- Suspension, dismissal or expulsion of a person found to have violated these policies.
- Public Service for a person found to have violated these policies.
- Referral to law enforcement.
- In the case of employees, the remedy may be discipline of the employee found to have violated this policy, ranging from counseling or a warning, through termination of employment.
- Referral to counseling, mental health, and student services both on campus and in the community.

RIGHTS

A victim of rape, sexual assault, sexual harassment and other crimes is entitled to privacy under State and Federal Law.

The accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding. If representatives are permitted at any stage of the investigation, they must be members of the college community.

Both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging relationship misconduct.

Student complaints will be investigated by the Director of Safety and Security or the Associate Dean of Students.

Both the accuser and the accused are encouraged to cooperate in the investigation.

STUDENT JUDICIAL PROCESS

KING COLLEGE HONOR CODE

On my honor, I pledge to abide by the King College policies described in the Student Handbook. I understand that students of King College 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 College community are expected to uphold the provisions of the Honor Code. However, when a student chooses to act in a manner which violates the Honor Code, a student judicial system 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 College is redemptive.

PURPOSE

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

FUNCTION

As a private institution, King College adheres to fair and reasonable procedures regarding student discipline. The function of the Student Judicial Process is to hear and determine outcomes for all reported violations of the Honor Code. The King College Student Handbook and the Academic Catalogue are the official documents that guide the Student Judicial Process.

HONOR COUNCIL

The Honor Council is the body within the Student Judicial Process that hears reported violations of the Honor Code of King College. 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 to the Student Judicial Administrator. The Honor Council consists of students as well as faculty members, and operates under the guidance of the Student Judicial Administrator.

- **Student Judicial Administrator**

At King College, the Associate Dean of Students functions as the Student Judicial Administrator. The Student Judicial Administrator serves as the procedural advisor for the Student Judicial Process (excluding student and faculty nominating processes). The Student Judicial Administrator considers recommended sanctions presented to him/her by the Honor Council to ensure that fair and reasonable sanctions are administered for Honor Code violations. The Student Judicial Administrator also works closely with the King College Student Government Association, Faculty, and Vice President for Student Affairs to ensure that concerns regarding the Student Judicial Process are heard and addressed appropriately.

- **Student Government Association**

The King College Student Government Association is responsible for processes related to nomination and confirmation of all student representatives on the Honor Council. SGA is also responsible for processes related to student removal from the Honor Council. SGA functions as the voice of the student body to the Student Judicial Administrator and Faculty related to concerns or proposed changes to the Student Judicial Process.

- **Faculty**

The Faculty of King College is responsible for processes related to nomination and confirmation of all faculty representatives to the Honor Council. The Dean of Faculty serves as the voice of the faculty to the Student Judicial Administrator and SGA related to concerns or proposed changes to the Student Judicial Process.

STUDENT JUDICIAL PROCEEDINGS

According to the Honor Code, all King College students agree to uphold the principles and policies for which it stands. Thus, all students are obligated to follow the appropriate steps for addressing a violation of the Honor Code whether it is specifically related to Community Life Standards, Campus Policies, Residence Hall Policies, Relationship Misconduct Policy, or Academic Dishonesty. Some violations of the Relationship Misconduct Policy may be deemed inappropriate to be heard by student peers or reported in the usual manner due to their sensitive nature. Therefore, in these instances, the Honor Council may not have jurisdiction to hear these cases. Instead, the violation may be heard through Direct Action (described in this section) or through an Honor Council consisting of King College Faculty and Staff.

- **Step One**

Student, faculty, or staff member addresses the student(s) believed to be in violation of the Honor Code and encourages them to confess.

- **Step Two**

The perceived Honor Code Violation is reported to the Student Judicial Administrator by the confessing student(s), or by a fellow student, faculty member, or staff member.

- **Step Three**

The Student Judicial Administrator reviews the reported Honor Code Violation to determine the appropriate process; Honor Council or Direct Action.

- **Step Four**

The student(s) meets with the Student Judicial Administrator and is informed of the reported violation(s) for which they have been named.

The Student Judicial Administrator informs the student(s) of the process through which their reported violation(s) will be addressed; Honor Council or Direct Action.

The student(s) is informed of the date, time, and location in which the reported violation will be addressed.

- **Step Five**

(A) An Honor Council Hearing is conducted for students who are referred to the Honor Council for reported Honor Code Violations.

(B) There may be instances when judicial action is handled through Direct Action rather than the Honor Council. Refer to the Direct Action section of this handbook.

- **Step Six**

The student(s) again meets with the Student Judicial Administrator to go over the outcome(s) of the Honor Council Hearing or Direct Action Hearing.

- **Step Seven**

The Student(s) is asked to sign a letter drafted by the Student Judicial Administrator listing the policy or policies they were found to have violated and the resulting sanctions.

The student is given a notice of the letter.

Student(s) is given notice of the appeal process.

- **Step Eight**

Students may make a request for an appeal to the Vice President for Student Affairs. See Appeal Process

APPEAL PROCESS

It is understood that an appeal is not considered to be a second hearing of a case but, if deemed appropriate, an opportunity to review a case in light of grounds for appeal. Students have the right to request an appeal of a decision or sanction that is imposed by the Honor Council or Student Judicial Administrator.

Appeals shall be made to and are considered by the Vice President for Student Affairs or her/his designee. Appeals shall be typed and submitted by the student within 48 hours of notification to the student of the application of sanctions. The appeal must state whether the student is appealing the decision, the sanction, or both. The correspondence must also state the grounds for which the appeal would be heard, which are limited to the following:

- Evidence was not available at the time of the Honor Council or Direct Action decision, but now is available and is directly related to the case,
- The college did not follow proper procedure,
- The sanction is extreme in relation to the violation.

Appeals are not automatic. The Vice President for Student Affairs may:

- Uphold the findings and sanctions levied through the Honor Council or Student Judicial Administrator,
- Request a new hearing enacting the Honor Council appeals committee,
- Take jurisdiction of the matter and conduct further investigation and/or hold additional hearing or hearings and reach a decision and declare sanctions.

- In cases of academic dishonesty, the Vice President for Student Affairs may refer the appeal to Academic Affairs for consideration.

Students who wish to appeal academic matters related to the Honor Code must follow the appeal process described above. In certain situations the Academic Standards Committee may be called upon by the Dean of Faculty to review a decision that is being appealed.

DIRECT ACTION

The college reserves the right to pursue disciplinary action directly, without use of the Honor Council for Student Judicial Process, for students who are in violation of the King College Honor Code, as expressed in Community Life Standards and College Policies, and/or violations of federal, state, or local laws committed on or off campus. 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 college. Certain violations of college standards or behavior that cause a reasonable fear for the safety of the student or others may call for serious immediate disciplinary sanctions, even though it may be the first time a student has violated college standards. The Vice President for Student Affairs (or other designee) may elect not to accept for consideration a student's appeal in the event of disciplinary action taken by Direct Action.

The Student Handbook is the official document regarding Community Life Standards and Campus Policies, and the Student Judicial Process for King College. All questions regarding Community Life Standards, Campus Policies, and the Student Judicial Process are to be answered in reference to the Student Handbook.

SANCTIONS

Sanctions are disciplinary actions which may be imposed as the result of an Honor Code Violation. Disciplinary actions may include one of the following, or a combination of multiple sanctions listed below. The college also reserves the right for additional or discretionary disciplinary actions not listed among the following sections if, (A) the Student Judicial Administrator deems alternate sanction(s) appropriate for the violation, and (B) the Student Judicial Administrator deems the alternate sanction(s) consistent with the purpose of the Student Judicial Process. Students not completing disciplinary sanctions by the end of the year will have grades and transcripts held until all sanctions are completed.

Alcohol Assessment

A required session or sessions with a professional counselor to discuss a student's decisions regarding the use of alcohol.

Community Restitution

A requirement to provide a service in restitution for a violation of the Honor Code. This can be completed on campus or off campus at the discretion of the Honor Council or Student Judicial Administrator.

Disciplinary Warning

A Disciplinary Warning is typically issued after a first time violation of the King College Honor Code, and is intended as a caution concerning future behavior. Students who violate the Honor Code while having a Disciplinary Warning on their record may have the new violation treated as a second offense, regardless of the nature of the offense.

Dismissal

The immediate removal of a student from enrollment at King College. Dismissals are not permanent and timelines are given for when an individual will be allowed to reapply to be a student at King College. The date of the dismissal will be used in conjunction with the academic calendar to ascertain what type of withdrawal will be recorded on the student's transcript. Instructors may be asked whether the student was passing or failing a course if the dismissal date falls within the structure of the withdrawal process. Residential students dismissed from the college must move out of the residence hall and leave campus within a time frame designated by the Student Judicial Administrator, 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 appropriate Student Affairs Administrator. Students who have been dismissed must reapply in order to return to King College. Refer to the "Applying for Readmissions" section in the King College catalogue.

Students dismissed from the campus for disciplinary reasons and desiring readmission will be reviewed by a subcommittee of the Student Affairs Faculty Committee. Careful analysis of the student's attitude, desire to return to King, the committee's perception of the student's probable success, and review of the student's judicial records, will be weighed in making the decision.

Expulsion

The permanent separation of a student from King College. The procedures for a student's departure from the residence halls when expelled may be the same as for a dismissal, however with expulsions students are not allowed to return to the college.

Fines

When appropriate, fines may be assessed for various violations (e.g. improper room check-out, throwing objects out of windows, excessive trash, discharging a fire extinguisher, etc). Fines may range from \$5 to \$250 based on the severity of the violation and are determined by the Student Judicial Administrator or Honor Council. Resident directors may also issue fines for residence hall violations. Residence Hall fines issued by Resident Directors may be appealed in writing to the Director of Residence Life within 48 hours of the write-up. All fines must be paid by the end of each semester, or grades and transcripts will be withheld and registration and room assignments will be dropped for the next semester.

Damage requiring replacement or repair costs may be charged to a student's bill in the King College Business Office. Please refer to the Restitution section regarding replacement for damaged or stolen property.

Interim Social Suspension

In certain circumstances, the Student Judicial Administrator, or other appropriate Student Affairs Administrator, may impose a College or residence hall interim social suspension on a student or students prior to their Student Judicial Hearing. Interim social suspensions may function in the same way as a social suspension; however they do not replace the Student Judicial Process. Interim suspensions may be imposed:

- to ensure the safety of members of the King College 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 King College.

Judicial Affairs Hold

All sanctions/obligations issued to students through the Student Judicial Process are required to be completed, along with any required supporting documentation, by the dates stated on the Student Judicial Outcome Letter. Failure to meet this requirement may result in further disciplinary action by the college, and will result in a Student Affairs Hold being placed on the student's account. Holds prevent a student from requesting an official copy of college transcripts, receiving their diploma, and, if applicable, attending class at the start of a new semester. For questions regarding a Judicial Affairs Hold, please contact the Associate Dean of Students.

Outcome Letter

After a decision has been rendered regarding an Honor Code Violation, a student will receive a letter documenting the violations and determined sanctions. Students will be asked to read and sign two copies of the letter; one for their personal records, and one for their Student Judicial File.

Notification of Parents

The students will be encouraged at all levels of the disciplinary process to share the information with their parents. The college may notify parents of a student who has violated any laws or college policy governing the use or possession of alcohol or controlled substance, has been suspended, dismissed, or expelled from the college 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 college to be an emergency, the college may notify the parents or guardian of a student.

Restitution (Financial or Discretionary)

Restitution may include, but is not limited to: replacement of damaged or stolen property; or work assignments, essays, letters of apology; or other related discretionary assignments as reconciliation for a violation.

Social Probation

A warning status is issued for a specified period of time in which the student is in jeopardy of more severe disciplinary sanctions, including dismissal from the college, upon any other violation of the Honor Code.

Social Suspension

A student is suspended from the college, and all college related activities, for a specific period of time. The student is to leave campus immediately and not return until the specified period has ended. Class absences are unexcused, and class work can be made up only at the discretion of the individual professor.

Visitation Suspension

A student is suspended from visitation privileges for a specified period of time. This means that a student may not be anywhere in any residence halls with a member of the opposite sex, except for a public lobby or main lounge. See Visitation Violation in the Residence Hall Policy section.

ACADEMIC SANCTIONS

Academic sanctions include, but are not limited to:

Repeat or Redo Individual Assignment

Student will be required to repeat or redo the assignment or examination involved in the honor code violation as directed by the instructor.

Failure of Individual Assignment

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

Course Grade Reduction

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

Failure of the Course

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

For further information on Academic Dishonesty, please see the Academic Policies section under Campus Policies in this handbook.

ACADEMIC CALENDAR FOR THE 2008-2009 ACADEMIC YEAR

FALL 2008

| | |
|----------------------------------|---|
| August 1, Friday | Tuition & Fees due for Fall 2009 |
| August 2, Saturday | GPS Early Orientation |
| August 8, Friday | Advising Workshop |
| August 11-12, Mon. /Tues. | Faculty/Staff Workshop |
| August 13, Wednesday | New Faculty/Staff Orientation |
| August 16, Saturday | Residence Halls Open at 8 a.m. for new students; |
| August 18, Monday | Verification of enrollment for new traditional students; Residence Halls open at 6 p.m. for returning students. |
| August 18, Monday | Classes begin for students in the Graduate and Professional Studies Program |
| August 19, Tuesday | Verification of enrollment for returning students |
| August 20, Wednesday | Traditional undergraduate classes begin |
| September 2, Tuesday | Last day to change a class without a fee |
| September 11-14, Thursday-Sunday | Experience D.C. |
| September 15, Monday | Constitution Day and Citizenship Day |
| September 26-28, Friday-Sunday | Family Weekend |
| October 7, Tuesday | Mid-point of the semester |
| October 11, Saturday | Fall Recess begins at 8 a.m. |
| October 13, Monday | Spring Class Offering available on the website |
| October 15, Wednesday | Classes Resume at 8 a.m.; Mid-semester Grades Due |

| | |
|--------------------------------|---|
| October 16-17, Thursday-Friday | Registration packets mailed to advisors |
| October 24, Friday | Last day to withdraw from a course with a grade of W; WP/F recorded thereafter; last day to change a course to Pass/Fail status |
| October 27, Monday | Registration for Spring Semester |
| Week of November 17 | Bills sent to student for Spring 2009 |
| November 18, Tuesday | Last day to withdraw from a course |
| November 26, Wednesday | Thanksgiving Recess Begins at 8 a.m. |
| December 1, Monday | Classes Resume at 8 a.m. |
| December 3, Wednesday | Last day of classes for traditional undergraduates |
| December 4, Thursday | Reading Day |
| December 5, Friday | Exams Begin |
| December 6, Saturday | GPS Early Orientation |
| December 15, Monday | Tuition and Fees due for Spring 2009 |
| December 10, Wednesday | Exams End |
| December 11, Thursday | Classes End for GPS Program |
| December 11, Thursday | Senior Grades due by Noon |
| December 11, Thursday | Residence Halls close at 9 AM |
| December 13, Saturday | Fall Commencement – 10 AM |
| December 13, Saturday | Residence Halls Close at 9 a.m. for Graduating Seniors |
| December 15, Monday | Grades Due at 5 p.m. |
| December 25, Thursday | Christmas Day |

SPRING 2009

| | |
|------------------------------|--|
| January 10, Saturday | New Student Orientation |
| January 11, Sunday | Residence Halls Open at 12 p.m. |
| January 12, Monday | Verification of enrollment for all traditional students; |
| January 12, Monday | Classes begin for students in the GPS Program |
| January 13, Tuesday | Traditional undergraduate classes begin |
| January 26, Monday | Last day to change a class without payment of a fee |
| March 3, Tuesday | Mid-point of Semester |
| March 7, Saturday | Spring recess begins at 8 a.m. |
| March 9, Monday | Fall Course Offering available on the website |
| March 16, Monday | Mid-Semester grades due at Noon |
| March 16, Monday | Classes Resume at 8 a.m. |
| March 16-17, Monday, Tuesday | Registration packets mailed to faculty advisors |
| March 17-20, Monday-Thursday | Registration for fall 2009; room deposits due |
| March 24, Tuesday | Last day to withdraw from a course; with a grade of W; after this day WP/F will be recorded; |
| March 24, Tuesday | last day to change a course to Pass/Fail Status |
| March 30 – April 2 | Registration for fall; room deposits due |
| March 30- April 2 | Registration for summer term |
| March 25, Wednesday | King College Colloquium, no regularly scheduled Classes will meet |
| April 1, Wednesday | Campus Testing Day, classes will be on a snow schedule |
| April 8, Wednesday | Last day to withdraw from a class |
| April 10, Friday | Easter Recess begins at 8 a.m. |
| April 12, Sunday | Easter Sunday |
| April 13, Monday | Classes Resume at 8 a.m. |
| April 18, Saturday | ACCESS KING DAY |
| April 22, Wednesday | Classes end for Traditional Undergraduates |
| April 23, Thursday | Reading Day |
| April 24, Friday | Exams Begin |
| April 29, Wednesday | Exams End |

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| April 30, Thursday | Classes end for GPS Program |
| April 30, Thursday | Residence Halls close at 9 AM |
| April 30, Thursday | Senior Grades due at Noon |
| May 2, Saturday | Residence Halls close for graduating seniors |
| May 2, Saturday | Commencement |
| May 5, Tuesday | Grades due at 5 PM |
| June 20, Saturday | ACCESS KING DAY |
| May 4 – August 14 | Summer Term |
| May 4, Monday | Summer Term A Begins |
| May 4, Monday | Classes begin for GPS Program |
| May 4, Monday | Last day to Add/Drop Term A- No refund after this date |
| May 8, Friday | Last day to withdraw from a course with a grade W; WP/F recorded thereafter-Term A |
| May 22, Friday | Last day to withdraw from a class-Term A |
| May 29, Friday | Summer Term A ends |
| June 1, Monday | Summer Session Term B & C begins |
| June 1, Friday | Last day to Add/Drop Term B & C – No refund after this date |
| June 2, Tuesday | Grades due Summer Session A by 5 PM |
| June 5, Friday | Last day to withdraw from a course with a grade of W; WP/F recorded thereafter-Term B & C |
| June 19, Friday | Last day to withdraw from a class-Term B & C |
| June 23, Tuesday | Mid-point of semester for GPS Program |
| June 26, Friday | Summer Term B ends |
| June 30, Tuesday | Grades due Summer Session B by 5 PM |
| July 24, Friday | Summer Term C ends |
| July 28, Tuesday | Grades due Summer Session C by 5 PM |
| August 14, Friday | Classes end for GSP Program |

Fall 2008 Exam Schedule

| Class Time | Exam Date | Exam Day | Exam Time |
|------------------------|-------------------|-----------|----------------|
| 8-9:05 MWF | December 5, 2008 | Friday | 3 – 5:30 PM |
| 9:15-10:20 MWF | December 9, 2008 | Tuesday | 12 – 2:30 p.m. |
| 11:45-12:50 MWF | December 5, 2008 | Friday | 12 – 2:30 p.m. |
| 1-2:05 MWF | December 8, 2008 | Monday | 8:30 – 11 a.m. |
| 2:15-3:20 MWF | December 6, 2008 | Saturday | 8:30 – 11 a.m. |
| 3:30-5:15 (4:35) MW(F) | December 6, 2008 | Saturday | 12 – 2:30 p.m. |
| 8-9:50 (8-8:50) TR | December 8, 2008 | Monday | 3 – 5:30 p.m. |
| 10-11:50 (10-10:50) TR | December 10, 2008 | Wednesday | 8:30 – 11 a.m. |
| 9-9:50 TR | December 9, 2008 | Tuesday | 8:30 – 11 a.m. |
| 11-11:50 TR | December 8, 2008 | Monday | 12 – 2:30 p.m. |

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|----------------------------|-------------------|-----------|----------------|
| | | | |
| 12:15-2:05 (12:15-1:05) TR | December 9, 2008 | Tuesday | 3 – 5:30 p.m. |
| 1:15-2:05 TR | December 5, 2008 | Friday | 8:30 – 11 a.m. |
| 2:15-4:05 TR | December 6, 2008 | Saturday | 3 – 5:30 p.m. |
| 4:15-6:05 TR | December 10, 2008 | Wednesday | 12 – 2:30 p.m. |
| 6:15-9:45 (6:15-8) R | December 10, 2008 | Wednesday | 3 – 5:30 p.m. |
| 6-9:30 (6-7:45) W | December 10, 2008 | Wednesday | 6:30 – 9 p.m. |
| 6-9:30 (6-7:45) M | December 10, 2008 | Wednesday | 6:30 – 9 p.m. |

Spring 2009 Exam Schedule

| Class Time | Exam Date | Exam Day | Exam Time |
|----------------------------|-----------------|-----------|----------------|
| 8-9:05 MWF | April 29, 2009 | Wednesday | 12 – 2:30 p.m. |
| 9:15-10:20 MWF | April 24, 2009 | Friday | 3 – 5:30 p.m. |
| 11:45-12:50 MWF | April 28, 2009 | Tuesday | 12 – 2:30 p.m. |
| 1-2:05 MWF | April 24, 2009 | Friday | 12 – 2:30 p.m. |
| 2:15-3:20 MWF | April 27, 2009 | Monday | 8:30 – 11 a.m. |
| 3:30-5:15 (4:35) MW(F) | April 25, 2009 | Saturday | 8:30 – 11 a.m. |
| 8-9:50 (8-8:50) TR | April 25, 2009 | Saturday | 12 – 2:30 p.m. |
| 10-11:50 (10-10:50) TR | April 27, 2009 | Monday | 3 – 5:30 p.m. |
| 9-9:50 TR | April 29, 2009 | Wednesday | 8:30 – 11 a.m. |
| 11-11:50 TR | April 28, 2009 | Tuesday | 8:30 – 11 a.m. |
| 12:15-2:05 (12:15-1:05) TR | April 27, 2009 | Monday | 12 – 2:30 p.m. |
| 1:15-2:05 TR | April 28, 2009 | Tuesday | 3 – 5:30 p.m. |
| 2:15-4:05 TR | April, 24, 2009 | Friday | 8:30 – 11 a.m. |

| | | | |
|----------------------|----------------|-----------|---------------|
| 4:15-6:05 TR | April 25, 2009 | Saturday | 3 – 5:30 p.m. |
| 6:15-9:45 (6:15-8) R | April 29, 2009 | Wednesday | 3 – 5:30 p.m. |
| 6-9:30 (6-7:45) W | April 29, 2009 | Wednesday | 6:30 – 9 p.m. |
| 6-9:30 (6-7:45) M | April 29, 2009 | Wednesday | 6:30 – 9 p.m. |

King College does not discriminate on the basis of race, color, national origin, sex, age, or disability.