TABLE OF CONTENTS

CAMPUS AND COMMUNITY LIFE POLICIES .............................................. 5

- Academic Dishonesty ............................................................... 5
- Academic Center of Excellence .................................................. 5
- Access to Campus ..................................................................... 6
- Activities on Campus Property .................................................. 6
- Alcohol and Drug Policy ............................................................ 6
- Animals on Campus .................................................................. 9
- Annual Security Report ............................................................. 9
- Chapel, Convocation, and Service Policy ..................................... 9
- Civility ....................................................................................... 10
- Compliance with Requests from King University Officials ......... 11
- Communicable Diseases ............................................................ 11
- Commuter Policy ...................................................................... 12
- Crime Reporting ....................................................................... 13
- Disabilities ................................................................................ 13
- Dining Hall To Go Containers .................................................. 13
- Discrimination .......................................................................... 14
- Disruptive Behavior .................................................................. 14
- Dress ......................................................................................... 14
- Emergency Lockdown Procedures ............................................. 14
- Emergency Text Messaging ....................................................... 14
- Emotional and Mental Health Concerns ..................................... 15

- Financial Responsibility ............................................................ 15
- Fire Safety .................................................................................. 15
- Forgery ...................................................................................... 16
- Gang Policy ............................................................................... 16
- Grade Appeal ............................................................................ 16
- Grievance .................................................................................. 16
- Guest Rooms ............................................................................. 17
- Harassment ............................................................................... 17
- Hazing ....................................................................................... 17
- Honor Code ............................................................................... 17
- Immunizations .......................................................................... 18
- Inclement Weather Policy ........................................................ 18
- Information Technology ............................................................ 19
- Insurance ................................................................................... 21
- Lake Usage ............................................................................... 21
- Liability ..................................................................................... 21
- Litter ......................................................................................... 22
- Lost and Found ......................................................................... 22
- Lounges and common spaces ................................................... 22
- Lying ......................................................................................... 22
- Objectionable Materials ............................................................ 22
- Offensive Language ................................................................... 22
- On and Off Campus Conduct .................................................... 22
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking</td>
<td>22</td>
</tr>
<tr>
<td>Promotional Material</td>
<td>23</td>
</tr>
<tr>
<td>Records and Rights of Access</td>
<td>23</td>
</tr>
<tr>
<td>Disclosure Of Law Enforcement Unit Records</td>
<td>24</td>
</tr>
<tr>
<td>Rooftops</td>
<td>24</td>
</tr>
<tr>
<td>Searches On The University's Property</td>
<td>24</td>
</tr>
<tr>
<td>Sexual Assault</td>
<td>25</td>
</tr>
<tr>
<td>Sexual Harassment</td>
<td>25</td>
</tr>
<tr>
<td>Student ID Card</td>
<td>25</td>
</tr>
<tr>
<td>Study Abroad/Mission Trips</td>
<td>25</td>
</tr>
<tr>
<td>Theft</td>
<td>25</td>
</tr>
<tr>
<td>Title IX</td>
<td>26</td>
</tr>
<tr>
<td>Tobacco Use</td>
<td>26</td>
</tr>
<tr>
<td>Transportation of Students</td>
<td>26</td>
</tr>
<tr>
<td>Vandalism</td>
<td>26</td>
</tr>
<tr>
<td>Violation Of The Law</td>
<td>26</td>
</tr>
<tr>
<td>Weapons On Campus Property</td>
<td>26</td>
</tr>
<tr>
<td>Windows and Window Wells</td>
<td>27</td>
</tr>
<tr>
<td>Withdrawal From King</td>
<td>27</td>
</tr>
<tr>
<td><strong>RESIDENCE LIFE POLICIES</strong></td>
<td>28</td>
</tr>
<tr>
<td>Bicycles</td>
<td>28</td>
</tr>
<tr>
<td>Break Policies</td>
<td>28</td>
</tr>
<tr>
<td>Check-In and Check-Out</td>
<td>29</td>
</tr>
<tr>
<td>Communicable Diseases</td>
<td>29</td>
</tr>
<tr>
<td>Electrical Appliances</td>
<td>29</td>
</tr>
<tr>
<td>Extension Cords</td>
<td>30</td>
</tr>
<tr>
<td>Heaters</td>
<td>30</td>
</tr>
<tr>
<td>Fines</td>
<td>30</td>
</tr>
<tr>
<td>Fire Safety</td>
<td>30</td>
</tr>
<tr>
<td>Food Storage</td>
<td>31</td>
</tr>
<tr>
<td>Guests In Residence Halls</td>
<td>31</td>
</tr>
<tr>
<td>Housing Process</td>
<td>31</td>
</tr>
<tr>
<td>Illegal Items</td>
<td>33</td>
</tr>
<tr>
<td>Intimate Relations</td>
<td>33</td>
</tr>
<tr>
<td>Kitchens</td>
<td>33</td>
</tr>
<tr>
<td>Laundry Rooms</td>
<td>33</td>
</tr>
<tr>
<td>Liability</td>
<td>33</td>
</tr>
<tr>
<td>Lobbies and lounges</td>
<td>33</td>
</tr>
<tr>
<td>Lofts</td>
<td>34</td>
</tr>
<tr>
<td>Maintenance Concerns</td>
<td>34</td>
</tr>
<tr>
<td>Medical Conditions/Disabilities</td>
<td>34</td>
</tr>
<tr>
<td>Medical Need For Relocation</td>
<td>35</td>
</tr>
<tr>
<td>Medical Waste</td>
<td>35</td>
</tr>
<tr>
<td>Network Services</td>
<td>35</td>
</tr>
<tr>
<td>Objectionable Materials</td>
<td>35</td>
</tr>
<tr>
<td>Occult Practices</td>
<td>36</td>
</tr>
<tr>
<td>Overnight</td>
<td>36</td>
</tr>
<tr>
<td>Off-Campus</td>
<td>36</td>
</tr>
</tbody>
</table>
RELATIONSHIP CONDUCT POLICY ..40

General Statement on Non-Discrimination .... 40
Overview ........................................ 40
Purpose ........................................ 40
Definitions ..................................... 40
Reporting a Violation of This Policy ............ 40

Complaint Resolution Process .................. 44
Record-Keeping ................................ 49
Protection From Bad Faith Complaints .......... 49

Appeals ........................................ 58
Sanctions ...................................... 59
Academic Sanctions ............................ 61

STUDENT CONDUCT PROCESS .......55

King University Honor Code.....................55
Purpose ........................................ 55
Function and Authority ..........................55
Student Conduct Procedures .....................55
Hearing Guidelines .............................57
Confidentiality of Proceedings .................. 58
Recording of Proceedings ....................... 58
Failure to Appear ............................... 58

Accommodation For Well-Being .................58

Student Conduct Records ....................... 61
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 institution, with pre-professional and professional schools, that builds lives for achievement and cultural transformation in Christ.

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

Any student enrolled in or attending classes at King University is bound to follow all of the University policies and procedures, and is subject to the jurisdiction of the University with regard to violations of such policies and procedures. King University students who fail to read this Student Handbook will not be excused from compliance with the policies and requirements herein. Students accept the policies and procedures and agree to be bound thereby upon admission, readmission, or continued enrollment with King University.
Within the King University community, the learning that takes place, the socializing, the recreation, and the common experiences are fully appreciated when shared with others. A community must then agree upon common principles and help hold one another accountable to those principles. To that end, the University has established these Campus and Community Life Policies as guiding principles that allow for individuals to live, learn, work, worship, and fellowship together. The following policies apply to the King University main campus and off site locations leased by King University.

CAMPUS AND COMMUNITY LIFE POLICIES

ACADEMIC DISHONESTY

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

- **CHEATING**
  Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise; submitting the same work for a grade in more than one class without the permission of the instructor(s); copying from another student’s examination or other work; submitting work prepared in advance for an in-class examination; taking an examination for another person or conspiring to do so; violating other rules governing administration of examinations. Unauthorized materials may include textbooks specifically noted as instructor’s or teacher’s editions.

- **FABRICATION**
  Unauthorized use and/or intentional falsification or invention of research data, experimental results, citations or other information in a laboratory report, research paper, presentation, or other academic assignment or exercise. This also includes fabricating information/excuses to obtain extra time or remove responsibility for missed classroom obligations (i.e. attendance, assignments, deadlines, etc.)

- **FACILITATING ACADEMIC DISHONESTY**
  Intentionally, knowingly helping or attempting to help another to commit an act of academic dishonesty.

- **PLAGIARISM**
  Using the words or ideas of another as one’s own in any academic exercise, whether intentional or unintentional, without appropriate citation; failure to attribute direct quotation, paraphrase, or borrowed facts or information. For a more complete description on plagiarism refer to MLA Handbook, APA Handbook, or discipline specific standards. Copies of citation standards are available for review at the King Library.

- **UNAUTHORIZED COLLABORATION**
  Providing, either knowingly or through negligence, one’s own work to assist another student in satisfying a course requirement, or representing material prepared by or with another as one’s own independent work. In instances where students are permitted to work jointly to complete an assignment, instructors will offer clear guidelines about when and how students may collaborate; if a student is unsure, it is his or her responsibility to ask the instructor.

ADDRESSING ACADEMIC DISHONESTY

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 the case may be submitted to the Office of the Dean of Students for disposition through the Student Conduct Process. Instructors who choose to handle academic dishonesty issues themselves will first contact the Office of the Dean of Students to check for previous violations. Following an instructor’s handling of an academic dishonesty case, he or she will submit a thorough description of the case to the Office of the Dean of Students to be placed in the student’s conduct file. For information about possible sanctions for academic dishonesty incidents, see the Sanctions section.

ACADEMIC CENTER FOR EXCELLENCE

The academic Center for Excellence (ACE), is located on the first floor of Bristol Hall, provides academic support services to the King University community through the Writing Center, Speaking Center, and Math Center.
ACCESS TO CAMPUS

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

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

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

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

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

ACTIVITIES ON CAMPUS PROPERTY

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

King University prohibits the use of snowboards, skateboards and skis, and the building or reshaping of landscapes to create jumps or other such barriers. Any activity that, in the judgment of University officials, creates an unsafe environment or could potentially cause damage to property will be addressed on a case-by-case basis.

ALCOHOL AND DRUG POLICY

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

There are physical, mental, spiritual, and social risks involved with the use of drugs and alcohol. Some of the physical health risks are heart problems, infections, malnutrition, convulsions, respiratory paralysis, emphysema, high blood pressure, possible death, 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 intoxicated persons.

None of the beverages regulated by this article shall be sold or given away or otherwise dispensed or served to any person in a drunken
condition; nor shall any person in such condition be permitted or allowed to consume any such beverage upon or in the premises or place of business where such beverages are sold, dispensed, served or distributed. No person holding a permit under and dealing in or handling the beverages regulated by this article shall permit or allow upon his premises or in his place of business any person who is under the influence of any intoxicant whatsoever. It shall be the duty of any person holding a permit under and dealing in the handling of beverages regulated by this article to promptly notify the police officers when any person under the influence of any intoxicant whatsoever enters the premises or place of business of the person holding such permit. \  
Sec. 50-18. - Public intoxication.
No person shall appear in a public place under the influence of a controlled substance or any other intoxicating substance to the degree that:
1. The offender may be endangered.
2. There is endangerment to other persons or property.
3. The offender unreasonably annoys people in the vicinity.

(Code 1980, § 10-240)
State law reference— Similar provisions, T.C.A. § 39-17-310
Sec. 50-19. – Consumption of alcoholic beverages in public places.
It shall be unlawful for any person to consume, or to possess in an open container, any alcoholic beverage in a public place, except in an establishment licensed to serve alcoholic beverages or on premises for which a temporary on-premises beer permit is in effect. This provision shall not apply to events held on private property with the approval of persons in control of the premises.

(Code 1980, §§ 10-241, 10-242; Ord. No. 00-13, § II, 6-6-00)
B. STATE
Persuading, enticing, or sending a person under 21 to purchase alcoholic beverages or buying alcoholic beverages for one over the age of 21 is punishable by up to 11 months and 29 days in prison and a $2,500 fine.
To be intoxicated in public 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 a 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.
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 of 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 Student Affairs Office.
**ALCOHOL**

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

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

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

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

**DRUGS**

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

**SYNTHETIC DRUGS**

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

Synthetic drugs are defined as:

1. **Synthetic Cannabinoids.** Chemically engineered substances, similar to tetrahydrocannabinols (THC), which when smoked or ingested, can produce pharmacological effects similar to marijuana. These products are often sold under the brand names K2 or Spice.

2. **Synthetic Stimulants/Synthetic Cathinones.** Chemically engineered substances, such as mephedrone, methylenedioxypyrovalerone (MDPV) and methylone, which when smoked, ingested, or injected, can produce pharmacological effects similar to illegal forms of opiates or amphetamines/stimulants such as cocaine, LSD, MDMA, PCP, and/or methamphetamines. These products are often sold as “bath salts,” “incense,” “plant food,” or “insect repellent.”

3. **Any other substance, however denominated, designed, manufactured, and/or consumed to mimic the molecular structure or effects of legal or illegal drugs, which when smoked, ingested, or injected, can produce an altered physical or mental state.**

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

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

In compliance with Tennessee Code Annotated (T.C.A.) §10-7-504, Confidential Records, the University will notify the parent or legal guardian of any student under the age of 21 if it has
determined that the student has committed a disciplinary violation with respect to the use or possession of a controlled substance.

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

ANIMALS ON CAMPUS
In consideration of personal safety, as well as sanitation, privately owned animals are not permitted in any buildings on campus. Only in the following cases are animals allowed: service animals such as leader dogs for the visually impaired or animals that are brought into a campus building for a specifically authorized and approved animal show, contest, or other event involving the display or demonstration of skills of trained animals.

Any animals on campus that do not meet either of the above provisions must be leashed and attended to at all times. Persons violating this policy will be requested to leave campus with their animal immediately. Animals found unattended may be turned over to animal control officers. Owners are responsible for cleanup of pet waste.

To report the presence of an animal in a campus building or the occurrence of an animal bite, call Security at 423-652-4333.

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

CHAPEL, CONVOCATION, AND SERVICE POLICY
RATIONALE
- Chapel, Convocation, and Service (CCS) are important, essential ways of partially fulfilling the core values of the University, educating persons to be intellectually proficient and disciplined, spiritually astute and mature, vocationally focused and adaptive, socially confident and compassionate, lifelong 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.

King University’s Chaplain plans chapel worship with the assistance of both student ministry teams and the Performing & Visual Arts Department.
- Convocation is an intellectual forum for the presentation of ideas that should challenge our way of thinking about and perceiving the major issues of our culture and world. Although often framed in Christian context, convocation presents diverse points of view on a variety of issues.
- Service and mission projects are a means of reaching beyond ourselves to the greater community (locally, nationally, and internationally) with the love and compassion of God. A list of approved projects is posted on the University’s website.

All students sign the King University Honor Code when they enroll at the University and will be on their honor regarding the recording of their attendance. It is a part of each student’s covenant agreement when they enter the King community to participate in their choice of chapel, convocation, and service projects. It is an integral part of a King University education. Violation of chapel attendance policies will be addressed through the Academic Dishonesty and Student Conduct sections of this handbook.
POLICY
In order to encourage the University community to engage Christian faith meaningfully and holistically into their lives of "transformation of culture in Christ," the following Chapel, Convocation, and Service (CCS) Policy is in effect:

- All campus students (commuter, residential, and transfer) will be automatically enrolled in a ½ semester hour CCS course each semester.
- The CCS course will be counted as a Pass / Fail evaluation.
- The number of CCS hours required for a “P” will be 10 each semester.
- Students not completing the minimum of 10 CCS hours will receive a “F.”
- After the tenth day of the semester, students are considered either FT or part-time (PT) for the entire semester. A full-time student may withdraw from a class making the student part-time; however, the student is still considered a full time student under the federal law and policy of the college and is still responsible for fulfilling the CCS requirements.
- Students can repeat the failed semester by either doing 10 additional hours of CCS or completing a make-up plan to be approved by the Chaplain, in the semester immediately after the student has received an “F”.
- King University’s Mission Trip participation will count as CCS credits.
- Each Chapel attendance (Wednesdays, 9:15 - 10:00 AM) counts as one hour credit.
- Each Convocation attendance (select Mondays, 9:15-10 AM, and others as announced) counts as one hour credit.
- Each hour of Service in an approved/verified activity counts as one hour credit.
- Service activities will be approved by the Office of Student Affairs and the Office of the Chaplain.
- Service hour forms are available on the student portal. These forms must be submitted to the portal on or before the last day of classes. Service hours will not be considered for credit after the deadline.

- Senior level Teacher Education and some Nursing Clinicals may be eligible for consideration as service hours.
- Certain, specifically noted PVA and other opportunities will be allowed to count toward fulfillment as determined by the Office of the Chaplain. These events will be announced by email announcement.
- Scanners will be used at all approved events to record student attendance. Students must have their King University ID scanned to be counted present.
- Non-traditional students do not have a CCS requirement but are encouraged to listen to web-based podcasts of Chapel and Convocation events, as well as engage in service through their course work and community involvement.

Service opportunities include Appalachian Service Project, Boys and Girls Club, Healing Hands and other nonprofit service organizations in Bristol. For questions about service opportunities, contact the Office of Student Engagement.

CIVILITY

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

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

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

- **Attend class and pay attention.** Do not ask the instructor to go over material you missed by skipping class or not paying attention. If you have difficulty understanding the presented material, ask the instructor to assist you.
Online Etiquette

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

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

**RIGHTS AS A STUDENT**

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

**CONSEQUENCES OF UNCIVIL OR INAPPROPRIATE BEHAVIOR**

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

**COMPLIANCE WITH REQUESTS FROM KING UNIVERSITY OFFICIALS**

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

**COMMUNICABLE DISEASES**

A student who has a communicable disease has an ethical responsibility to other members of the University’s community to report that information to Student Affairs. Residential students must report any illnesses to their Resident Assistant or Area Coordinator immediately. Commuter students must report any illnesses to the Student Affairs Office immediately. Students are expected to follow the treatment protocol as directed by physician, athletic trainer, health care provider, and/or Center for Disease Control. Students will be allowed access to campus facilities unless such access presents a health hazard to others. If a health hazard does arise, decisions about use of facilities will be based
on the nature of the illness, severity of the illness, persistence of the illness, and the potential to infect others. Each situation will be evaluated through Student Affairs on a case-by-case basis. A list of communicable diseases is available from the Center for Disease Control at http://www.cdc.gov.

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

COMMUTER POLICY

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

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

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

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

Circumstances for Automatic Approval of Commuter Status:

- 21 Years old and in good academic and student conduct standing PRIOR to the first day of classes for the Semester
- Live at home with mother or father, a Legal Guardian (documentation from Court required), live with a married sibling over the age of 22, or live with grandparents – these family members must live in the residence with the student full time. Parent or Guardians must have lived in the Tri-Cities area (physical address within Sullivan County, TN or Washington County VA, which includes the Cities of Kingsport, TN; Johnson City, TN; Bristol, VA; Bristol, TN; Gray, TN; and Piney Flats, TN) for at least six months preceding the date of first enrollment and continue to reside with their parent(s)/guardian(s).
- Documented Disability - In order for a disability to be considered an exemption for living on campus, the request for accommodation must be approved through the King University Disability Services Office.
- Significant Life Experiences/Responsibilities Such As:
  - Full Time Military Service (Veterans with more than 120 consecutive days of military duty) / Honorably Discharged
  - Lived Independently of Parent/Guardians for 12 months or more with documented proof provided
  - Legally Married/Previously Married (Documentation Required)
  - Have Legal Dependents (defined as living with the student, having custody and responsible for support) and has documentation demonstrating this responsibility.

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

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

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

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

**CRIME REPORTING**

King University encourages anyone who witnesses or is a victim of crime to report the incident immediately to the appropriate law enforcement agency. All crimes or suspected crimes are to be reported to the Office of Safety and Security by calling 423.652.4333 (off-campus), 423.340.4333 (cell), extension 4333 (on campus). For emergencies call 911.

**DISABILITIES**

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

Students with disabilities who need academic accommodations or other disability-related support services must submit written documentation to the Office of Learning and Disability Services at least two weeks in advance of needing accommodations, or as soon as the documentation is complete. The University cannot make retroactive accommodations.

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

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

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

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

The University is not required to and will not:

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

The student, not the University, is responsible for providing personal care assistance, personal purchases, personal adaptive equipment, formal educational assessment or clinical disability evaluation, and services or educational supplies used by all students (pens, paper, personal computers, software, or computer supplies, etc.). Students are expected to participate responsibly in using accommodations they have requested and which have been approved by the University. Students with disabilities are bound, like all students, to the King University Honor Code.

**DINING HALL TO GO CONTAINERS**

In order to preserve the King community environment and keep costs of dining services operations at a minimum, students are not permitted
Students may be required to follow a more stringent worship, at convocations, and in the classroom students to remove the modestly leave these buildings. It is appropriate for including the dining hall.

Students are expected to use discretion in choice of DRESS in residence life program, student activities and teaching and classroom activities, the housing and the environment, operation order, academic atmosphere, education.

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

DRESS

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

EMERGENCY LOCKDOWN PROCEDURES

In the event of a security announcement, the following may apply:

- 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 firsthand 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

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

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

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

To enroll your phone, visit http://security.king.edu and click on “emergency notification” on the left side of your screen.
To enroll, you must have a King University student email account and identification number. Employees may request access by emailing portalinfo@king.edu.

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

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

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

FINANCIAL RESPONSIBILITY
Students are expected to be financially responsible. When a student registers, the University 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 University reserves the right to refer uncollected account balances to a collection agency. The student will be responsible for any attorney fees and/or costs associated with the collection of the unpaid balance.

DEBTS
Debts to the Business Office, Library, Student Affairs Office, or any other agency of the University must be paid in full in order to:
1. Enroll or attend class for the following semester
2. Receive a diploma
3. Receive grades
4. Have an official transcript or placement papers sent to another educational University or to a prospective employer.
5. Have access to all services on campus, including the Dining Hall.

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

FIRE SAFETY
• FIRE ALARMS
All fire alarms will be treated as a real fire. Fire drills may be conducted each semester in all academic buildings. State law requires all individuals to leave the building when the fire alarm is sounded. Failure to do so may result in a fine of $100 and/or referral to the campus conduct process and/or the appropriate law enforcement agency.

At the sound of the alarm, all residents should follow these steps:
1. Exit building through the nearest safe or usable exit.
2. Call 911.
3. Meet outside at your designated area and remain there until advised by security personnel it is safe to reenter the building.

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

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

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

- **TAMPERING WITH FIRE EQUIPMENT**
  Tampering with or removing emergency instruction sheets, tampering with fire alarms, fire extinguishers, exit signs, or other safety equipment puts others at risk of injury and is a violation of local, state, and federal law. Tampering with such equipment will be dealt with through institutional disciplinary action, and violators will face a $500 fine and replacement cost of life safety equipment. King will report the tampering with such equipment to the appropriate law enforcement agency.

- **FORGERY**
  Forgery is prohibited and is defined as creating, altering, or possessing a document in such a way to:
  - Act as another who did not authorize that act;
  - Provide a copy of an original when no such original existed or the original is unauthorized;
  - Make it appear to have been executed at a time or place or in a numbered sequence other than was in fact the case;
  - Make false entries in books or records.

- **GANG POLICY**
  King University prohibits gang activity, defined hereinafter. Anyone who engages in gang activity may be referred to the appropriate discipline and the appropriate law enforcement. A “gang” is defined as a group that initiates, advocates, or promotes illegal activities, activities that threaten the safety or well-being of persons or property or activities that are harmful to the education process. Prohibited “gang activity” includes, but is not limited to:
  - Soliciting gang membership
  - Participating in gang initiation or other gang ceremonies
  - Deliberately wearing, displaying or possessing symbol connected to/with gang activity.

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

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

- **GRADE APPEAL**
  Refer to the King University Academic Catalogue Academic Appeals Policy.

- **GRIEVANCE**
  King University seeks to maintain effective and supportive relationships between students and faculty/staff members within the University. However, when a student believes he or she has been treated unjustly by the University or any employee of the University, in a way that violates his/her personal rights or is in opposition to King University policies, the student may file the grievance with the University and expect appropriate resolution.

  Students are encouraged to make efforts to resolve misunderstandings and conflicts with King University staff or faculty members before serious problems develop. Students are encouraged where possible to seek resolution through informal means as a first approach to resolving the issue at hand. If normal channels of communication breakdown and/or a situation does not permit or lend itself to informal resolution or does not seem to be resolving itself, students may seek recourse through the formal grievance process.

  A grievance is defined as a formal written document submitted by a student against the University alleging possible non-compliance with the University’s policy and/or procedure. A grievance may be filed when a student believes a process was not followed correctly. For example, if a student feels he or she was denied the opportunity to have a concern addressed through an established policy and/or procedure.

  A grievance is not in response to a decision by the Honor Council or Student Conduct Administrator; this is known as an appeal, which is outlined in the Student Conduct Process in the student handbook. A grievance is not in response to an appealed decision from the Honor Council that was upheld through the appeal process. And, a grievance is not the avenue for a student to complain about the actions of another student; this type of complaint is handled through the Student Conduct Process as outlined in the student handbook. A grievance is not the proper avenue for filing a complaint regarding violations of the Relationship Conduct Policy, sexual harassment, or discrimination on the basis of
During the entire grievance process every effort will be made to respect confidentiality.
The appropriate University official will be assigned to investigate the grievance, and communicate with the appropriate students, staff, or faculty to address the problem, as is warranted. Resolution of the grievance will occur once the final response or outcome is determined. The student filing the grievance will be notified of the action or non-action that will be taken in response to the grievance.
The above-mentioned procedures are for the allowance of student grievances when a student feels he or she is personally afflicted by significant and/or pervasive treatment and seeks fair resolution. Complaints about University policies, simply in their nature, definition, or enforcement, are not to be addressed through this process. Rather, students should initiate contact with the Dean of Students.

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. All guests must be approved by the Student Affairs Office. Campus and Community Life Policies apply to all guests. This includes parking regulations. The charge is $20 per night and includes all linens and towels. Upon arriving on campus, guests must check in with the Security Office to register their vehicle and receive a visitor’s pass.

HAZING
Refer to the Relationship Conduct Policy in this handbook.

HARASSMENT
Refer to the Relationship Conduct Policy in this handbook.

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

On my honor, I pledge to abide by King Policies described in the Student Handbook. I understand that students of King are to be honest in words and actions, in particular, not to lie, cheat, plagiarize, or steal. I pledge to conduct myself in a manner based on Christian values and to require the same of fellow students. I understand that a violation of this Honor Code may result in my appearance
All students are expected to abide by the King University Honor Code. For more information regarding violations of the Honor Code, please consult the Student Conduct Process section.

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

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

All are required by the State of Tennessee

**MEASLES, MUMPS & RUBELLA**
- Tennessee State Law Chapter 1200-14-1-29 says that “All students born after January 1, 1957, must be vaccinated with two doses of MMR (Measles, Mumps, and Rubella) vaccine.”
  - **The two doses of this vaccine cannot be waived.**

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

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

**RELIGIOUS OBJECTIONS**
- A student has the right to refuse immunizations due to religious objections. If you select this option, we do ask that you provide an official clergy statement and affirm your reason under the penalties of perjury.

INCLEMENT WEATHER POLICY
King University is concerned about the safety of students, staff, and faculty. Inclement weather can come at various times of the day and any day of the week with unpredictable intensity and geographic impact. Cancellation and delay decisions are based on available information concerning the conditions of roads near a given instructional location.

The University recognizes that students often drive from locations where conditions may be quite different. If any student determines that road conditions are unsafe for their travel to class, they should contact their instructor by phone and/or email in advance of the class.

There are five primary factors behind a decision to cancel classes and/or close a campus or other University facility:

1. The time of day; the amount, rate, and type of precipitation; and the best weather forecast information available at the time of the decision.
2. The condition of major roadways in the region.
3. The condition of primary roads around University buildings.
4. Lots around University buildings.
5. The operational status of other entities such as public schools, public transportation, etc.

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

When inclement weather occurs or is predicted, the Director of Security or designee will:
- Monitor weather conditions
- Contact the local police, city public works, and/or state departments of transportation to ascertain road conditions in all areas where King University offers classes.
- Consultation may also be made with the University’s Facilities Services Department and other offices/departments as appropriate and necessary.

If conditions warrant a change of schedule, announcements may be made in the following ways:
a. Local media
b. King University email
c. King University Web site
d. The Emergency Text Messaging System
e. The Emergency Notification Telephone Line 423.652.6446

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 classes taking place on other King University campuses, schedule changes and/or cancellation of classes due to inclement weather will follow that University’s policy. All Kingsport classes will follow the Northeast State Community College inclement weather policy. All Knoxville classes will follow the Pellissippi State Community College inclement weather policy. All Nashville classes will follow the Columbia State Community College, Franklin Campus inclement weather policy.

Members of the campus community should always exercise personal safety when driving to and from campus.

INFORMATION TECHNOLOGY

CAMPUS COMPUTER NETWORK

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

1. Theft of Network User-IDs/Password/Software
   Illegally obtaining user IDs/password/software by any method will be treated as theft, and appropriate disciplinary actions will apply.

2. Tampering with Computer Lab Equipment/Vandalism
   Tampering with Computer Lab Equipment, such as modifying setup files, deleting system files, or damaging hardware is prohibited.

3. Illegally Accessing or Attempting to Access Network Server
   Tampering with files on the network through any means such as hacking is prohibited.

4. Illegal Downloading and/or Sharing of Copyrighted Materials
   King University’s network connections may not be used to violate copyright laws. The unauthorized reproduction of copyrighted materials, including illegal downloading or sharing of copyrighted music, movies, books, etc., is prohibited.

5. Improper use of the Internet and Compliance to Honor Code
   Individuals may not use or attempt to use the University’s computer resources for purposes clearly outside the scope of the King University mission, including but not limited to accessing inappropriate Internet sites that are pornographic in nature. Furthermore, any public online material that could be considered a violation of the Honor Code or University policies may be subject to review through the Student Conduct Process. Any file put on the Internet or public site or posted to a social medial site may be routinely scanned for compliance to the Honor Code. Storage of obscene material of any kind is prohibited.

6. Improper use of Email and Compliance to Honor Code
   Any e-mail sent using King’s computer resources may be routinely scanned for compliance to the Honor Code. Any e-mail that could be considered a violation of the Honor Code or King’s policies may be subject to review through the Student Conduct Process. Using the campus network to harass or annoy others or to prevent others from legitimately using the system is not permitted. Sending individual or mass messages with obscene, offensive, harassing, threatening, or menacing content are examples of e-mail conduct which is in violation of the Honor Code, and possibly local, state, and federal law. The electronic messages sent, whether within or outside the campus community, reflect on the University and its reputation. Storage of obscene material of any kind is prohibited.

ONLINE STUDENTS TECHNICAL SPECIFICATIONS

Students in online courses must have access to a broadband internet connection. Students should have regular access to a working computer that meets or exceeds the following specifications
WINDOWS:
Recommended System Requirements
Operating System: Windows 7 or Windows 8
Processor: 2 GHz or higher
RAM: 2 GB or higher
Monitor Resolution: 1024x768 or higher
Hard Drive: 40 GB or larger
Available Hard Disk Space: 20 GB
Internet: Broadband (Wired/Wi-Fi)
Other: Audio speakers, headphone compatibility, DVD/CD-ROM Drive, Webcam/Microphone

MACINTOSH:
Recommended System Requirements
Operating System: OSX 10.6 (or later)
Processor: 2 GHz or higher
RAM: 2 GB or higher
Monitor Resolution: 1024x768 or higher
Hard Drive: 40 GB or larger
Available Hard Disk Space: 20 GB
Internet: Broadband (Wired/Wi-Fi)
Other: Audio speakers, headphone compatibility, DVD/CD-ROM Drive, Webcam/Microphone

BROWSER SUPPORT
Often Blackboard issues occur because of browser compatibility issues. If you have problems with Blackboard, this may be the problem. For help, please see the following link on Blackboard’s support site, which lists compatible browsers:
http://goo.gl/g0Htw

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

TECHNOLOGY NOT SUPPORTED
• Internet Explorer 6, 7
• Firefox 1.x,2.0, 3.0, 3.5, and 3.6
• Safari 2.0, 3.0 and any version on Windows
• Windows XP 64-bit
• Mac OS X 10.3, 10.4, 10.5
• Java 5, although it may continue to work

Additional requirements may be specified for particular courses.

MINIMUM COMPUTER SKILLS
Students in online courses must begin those courses with computer proficiency sufficient to successfully access and use online tools and materials. Students must be able to:
• Operate a computer including CPU, keyboard, CD/DVD drive, printer, and mouse.
• Perform common operations such as creating folders, managing files, creating back-up files, and working in multiple programs.
• Effectively use Microsoft Work or compatible word processor for tasks such as creating, editing, saving, and retrieving documents, copying and pasting between documents, saving documents in various formats.
• Effectively use an email application to accomplish tasks such as sending, receiving, storing, and retrieving messages, utilizing attachments, and managing mailbox size.
• Configure and use a web browser to accomplish tasks such as accessing the Internet, opening web pages, managing PDF files, managing media files, and using a search engine or directory.

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

POLICY ON THE RESPONSIBLE AND ETHICAL USE OF COMPUTING & INFORMATION TECHNOLOGY RESOURCES
This policy is available in its entirety on the King University website under Information Technology. Copies are also available in the Student Affairs Office.

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

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

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

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

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

**INSURANCE**

All full-time traditional undergraduate students attending King University are automatically enrolled in the Student Injury Plan. The fee for this coverage will be charged to the student’s account and may NOT be waived. For additional information regarding the Student Injury Plan, please go to http://studentinsurance.com.

**LAKE USAGE**

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

**LIABILITY**

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

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

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

**LITTER**

Trash such as paper, cans, and bottles that are left lying in open or public places is prohibited on King University’s property.
LOST AND FOUND
The Office of Safety & Security maintains the campus lost and found service. Found items should be taken to the Security Office where they will be logged into lost and found. Items not claimed may be discarded at the University’s discretion.

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

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

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

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

Students are expected to follow the University’s policy on “Dress” in public areas in this handbook.

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

OBJECTIONABLE MATERIALS
The possession or display of posters, pictures, magazines, digital files, video recordings, or other items that promote illegal activities is prohibited. Students found to be in possession of child pornography, obscene, or illegal materials will be reported to law enforcement.

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

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

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

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 University as well as local, state, and federal laws. The University’s policies apply to non-residential commuter students as well as residential students. Students at off campus instructional sites and those participating in nursing clinicals, student teacher assignments, internships, and community service experiences are subject to King University’s Honor Code, as well as, the host site’s organizational policies and procedures. Students visiting a foreign country must abide by the laws of that country. Students who violate campus policies may be subject to disciplinary action through the Student Conduct Process.

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

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

No student residing on or off campus may have more than one vehicle on campus at any time. King is private property and reserves the right to have unauthorized vehicles, abandoned vehicles, or vehicles parked or operated in violation of King’s rules and regulations towed at the owner’s expense. Situations which may warrant towing of vehicles include, but are not limited to, the following: vehicle causing a safety hazard, obstructing traffic, blocking a fire hydrant, parking in a fire lane, parking in handicapped spaces without a State permit, parking on yellow curbs, parking in loading zones, or failing to relocate a vehicle as directed by Security.

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

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

King is not responsible and assumes no liability for any loss or damage to/from any vehicle parked on campus or any instructional location.

PROMOTIONAL MATERIAL

Bulletin boards are available across the campus for the purpose of displaying announcements and posters. All announcements or posters for non-King University sponsored events must be approved by the Student Affairs Office before being posted. Materials that have not been approved may be removed at the discretion of the Student Affairs Office. Anyone who posts materials of any nature is responsible for removal of the materials at the proper time. In addition to posters and materials, all solicitation requests must receive approval from the Vice President for Student Affairs or Dean of Students in advance of the solicitation activity. Solicitation in the residence halls is prohibited unless approved by the Assistant Dean for Residence Life.

RECORDS AND RIGHTS OF ACCESS

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

Annual Notification of Rights under FERPA

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

1. The right to inspect and review their education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic departments, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes is inaccurate or misleading.

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official that is responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with requirements of FERPA. The name and address of the Office that administers FERPA is:

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

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

DISCLOSURE OF LAW ENFORCEMENT UNIT RECORDS

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

FERPA defines "Law enforcement unit" as “any individual, office, department, division, or other component of an educational agency or institution, such as a unit of commissioned police officers or non-commissioned security guards, that are officials authorized or designated by that agency or institution to: enforce any local, state, or federal law, or refer to appropriate authorities a matter for enforcement of any local, state, or federal law against any individual or organization other than the agency or institution itself; and maintain the physical security and safety of the agency or institution.” For this purpose, the King University Security Department is designated the law enforcement unit for the University.

ROOFTOPS

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

SEARCHES ON THE UNIVERSITY’S PROPERTY

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

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

SEXUAL ASSAULT
Refer to the Relationship Conduct Policy in this handbook.

SEXUAL HARASSMENT
Refer to the Relationship Conduct Policy in this handbook.

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 required 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 University Official, security personnel, or law enforcement officer.
- Identification needed for any activity such as attending athletic events, social events, picking up packages in the Bookstore, picking up checks and other important documents in the Business Office.
- Use of King University Library resources
- Entrance into the Dining Hall.
- Accessing the outside doors of residence halls. For further information regarding this use of the card, refer to the Room Security section of the handbook.

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

Replacement cards may be obtained in the Student Affairs office at a cost of $5.00.

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

THEFT
Conduct including embezzlement, fraud, larceny, receiving or concealing stolen property, stealing, and other similar offenses is considered theft.
- EMBEZLEMENT
Obtaining property or money by a false pretense, lying, misleading, or trickery.
- FRAUD
A representation of a fact, whether by words or by conduct, that is false or misleading, or by concealment of information that should have been disclosed that deceives another. Violations include, but are not limited to, the act of deception, trickery, or misrepresentation with the intent of defrauding another individual. Examples include, but are not limited to, misuse of an ID card in the dining hall or library.
- STEALING
Violations include taking or attempting to take property of the University, property of members of the University’s community, property of visitors of the University, or other persons.
- TELEPHONE FRAUD
Violations include, but are not limited to, using a telephone to make long distance calls and charging them to another person or organization’s phone without authorization. Further definition includes using a personal telephone access code of another without permission.
- PAWNED OR CONVEYED RENTAL PROPERTY
Any leased or rented property that has been sold, pawned, or otherwise disposed of by the person renting or leasing the property. Examples include but are not limited to, equipment issued by the Athletic department and residence hall furniture.
- **RECEIVING OR CONCEALING STOLEN PROPERTY**
  Buying, receiving, possessing or concealing money, goods, or property if the person or persons knowing the property was illegally obtained

- **IDENTITY THEFT**
  Obtaining with the intent to use, possess the personal identifying information of another, without the consent of such other person. Use or intent to use includes, but is not limited to; obtaining or attempting to obtain credit, goods, services, educational information or medical information in the name of another person.

**TITLE IX**

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

**TOBACCO USE**

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

**TRANSPORTATION OF STUDENTS**

Transportation of students is only permissible within University approved policy.

**VANDALISM**

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

**VIOLATION OF THE LAW**

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

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

In compliance with Federal law the University is obligated to notify the Student and Exchange Visitor Information System (SEVIS) of any disciplinary action taken by the school against an international student as a result of the student being convicted of a crime. The commission or conviction of a crime may have an impact on the student’s immigration status.

**WEAPONS ON CAMPUS PROPERTY**

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

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

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

A weapon is defined as, but not limited to: firearms, ammunition, knives with a blade length exceeding four inches (4”), air rifles, BB guns, or any weapon which is a reproduction of a firearm; box cutters, razors and razor blades, except those used solely for personal shaving; and any sharp pointed instrument, except unaltered nail files, clips and tools used solely for preparation of food, instruction and maintenance.
It is an offense for any person to possess or carry, whether openly or concealed, with the intent to go armed, any firearm, explosive, explosive weapon, bowie knife, hawkbill knife, ice pick, dagger, slingshot, switchblade knife, blackjack, knuckles or any other weapon of like kind not included, but are not limited to, martial arts equipment; stun guns, paintball guns, slingshots, crossbows, bow and arrows; and items manufactured, altered, or used to cause another item to become a projectile or item used in a manner that caused the threat of or actual bodily harm. (i.e.) potato gun, etc.

Note: Under Tennessee Code Annotated 39-17-1309(c)(1), students who are members of the reserve officers training corps or students enrolled in a course of instruction of members of a club or team who are required to carry arms of weapons in the discharge of their official class or team duties or exempted from this rule.

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

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

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

“Chemical Device” means any aerosol container or other device that is capable of emitting Chloroacetophenone(CN), orthochlorobenzalmononitrile(CS), or oleo resin capsicum(OC), or any combination or derivative thereof, in a vapor or liquid form. Common names for such devices include, but are not limited to: pepper spray, mace, tear gas, OC, CS and CN.

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

WINDOWS AND WINDOW WELLS

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

WITHDRAWAL FROM KING

To officially withdraw from King University, a student must complete a withdrawal form, available in the Office of Student Affairs or Office of Registration and Records. 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 area coordinator. The student will submit the completed withdrawal form to the Office of Registration and Records for placement in the academic record. A student withdrawing from the University will receive a grade of W in all courses for the term unless there is a course that has not begun in which case the course would be dropped from the student’s record. No student will be allowed to withdraw from the University later than the last day to withdraw from a course as published in the academic calendar.

The Vice President for Student Affairs, the Dean of Students, or the Chief Academic Officer may, at his or her discretion, facilitate an administrative withdrawal process due to special or extenuating circumstances.
Upon withdrawal, it is the responsibility of the student to resolve all outstanding obligations to the University (pay outstanding fees, return library resources, return athletic equipment) and to turn in their student ID card and any keys issued to them by the University. 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, which for this process is determined by the first notification by the student to a University employee, will be considered the date of official withdrawal. The Office of Registration and Records will notify other campus offices (Financial Aid, Business Office, Library, Information Technology, etc.) of the withdrawal.

Students may be unofficially withdrawn if the student has not officially withdrawn and they 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 Fs are earned or due to non-attendance. If the Fs are due to non-attendance, defined as failure to attend any classes after the mid-point of the semester, the mid-point 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 residence hall will have his or her refund calculated based on the mid-point 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 “Refunds upon Withdrawal as a degree seeking student” in the King University Academic Catalogue.

RESIDENCE LIFE POLICIES

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

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

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

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

- All electrical appliances must be unplugged.
- Refrigerators must be cleaned out and defrosted before 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 $50.00 fine.

The Dining Hall is closed during Thanksgiving, Christmas and Spring breaks. All meals are the responsibility of any student with permission to stay in the residence halls during breaks. The Dining Hall may be open with a scaled back menu during certain breaks. The Dining Hall will send out an email to students prior to each break identifying the hours of operation. (Note: Some meals during breaks may be offered as boxed meals.) These meals will require students to sign up
in advance.

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

CHECK-IN AND CHECK-OUT

• ROOM CHECK-IN

Residents may not move into residential housing before the posted date unless they are part of a team or school related group given permission to do so from the Assistant Dean for Residence Life. An $100 per day penalty for returning early will be charged to all students who do not have prior approval from the Assistant Dean for Residence Life.

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

1. Verify all previous damages on the room condition form with an RA. Sign and date Room Condition Form.
2. Obtain a room key from an RA or the Area Coordinator.
3. Move into your room. Be advised that no furniture may be removed from any room.

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

All residents must check-out with an RA within 24 hours after their last exam. Permission to remain after 24 hours after their last exam must be given by the Assistant Dean for Residence Life. Only graduating seniors and students directly participating in graduation ceremonies (e.g. SGA president, ushers, etc.) may remain on campus through graduation. Failure to follow check-out procedures will result in a $50.00 fine and/or the loss of all or part of the room damage deposit.

These rules apply to graduating seniors as well.

- Check out with a RA between 8 a.m. and 10 p.m.
- Signs will be posted beside each RA room to note which RA is on duty for each building.
- Clean room (i.e. dusted, swept or vacuumed) and remove all personal items and trash. Items left in the room will be discarded unless the student makes prior arrangements with the Assistant Dean for Residence Life.
- Remove tape residue 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.
- Return the room to its original state before checking out.

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

COMMUNICABLE DISEASES

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

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

ELECTRICAL APPLIANCES

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

EXTENSION CORDS
Only UL approved 3 prong grounded extension cords that are 14 gauge or heavier and are 10 feet or less in length are permitted. The cord cannot exceed 10 ft. in length. Only one appliance/item may be plugged into an extension cord; only one extension cord may be used per double outlet. Only UL approved multi-plug strips with circuit breakers are permitted. Up to three appliances/items may be plugged into any one multi-plug strip per double outlet. Extension cord and multi-plug strips may not be connected in any combination.

Over Christmas Break, Thanksgiving Break and Spring Break, all appliances must be unplugged prior to departure.

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

FINES
Using an open flame........................................... $10
Throwing an object out of a window.........$25
Staying inside during a fire drill or building evacuation........................................... $100
Missing a mandatory meeting..................$10
Missing a mandatory individual hall meeting…$10
Removing a screen from a window............$25
Propping open locked door......................$250
Breaking quiet hours.....................................$50
Failing to check out properly....................$50
Failing to return key......................................$25
Health and Safety Items...............................$10
Tampering with fire equipment...............$50
Returning early without prior authorization...$100

FIRE SAFETY
Because fire safety in residence halls and campus buildings is extremely serious, fire drills (three are required by state law) are conducted each semester. State law requires all individuals to leave the building when the fire alarm is sounded. Failure to do so may result in a fine of $100 and/or referral to the Student Conduct Process and/or the appropriate law enforcement agency.

• RESPONDING TO A FIRE ALARM
At the sound of the alarm, all residents should follow these steps:
1. Exit residence hall through the closest exit.
2. Call 911.
3. Meet outside at your designated area and remain there until a safety signal is given by the Area Coordinator or RA.
4. Carry a wet towel for face protection. The biggest danger in a fire is smoke inhalation. Remember to stay low if you find yourself in a smoke-filled area.

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

• FIREWORKS AND EXPLOSIVES
It is prohibited to possess, sell, offer for sale, store, and transport or use any fireworks or explosive on the University’s property. Fireworks are defined as including, but not limited to, any incendiary or explosive device that is sold or manufactured for use as a firework. Explosives are defined as, but not limited to, any incendiary or poisonous gas or any container which contains a flammable liquid and/or has a wick or similar device capable of being ignited, other than a device which is commercially manufactured primarily for purposes of illumination, or any sealed device containing chemically reactive substances for the purpose of causing an explosion by a chemical reaction. This includes any “hoax device” that reasonably appears to be or is purported to be an explosive or incendiary device and may cause alarm or reaction of any type by a University official or a public safety agency or a volunteer agency organized to deal with emergencies. Possession of fireworks and explosives will be dealt with through the Student Conduct Process and may be a violation of local, state and federal law.

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

- **DECORATIVE MATERIALS**

In compliance with local and state Life Safety Codes, curtains or draperies, valances or other fabric decorations covering or draping the windows are not allowed in residence hall rooms unless they are made with documented fire retardant material. Students must provide documentation of this fire retardant material before items may be hung. 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.”

All decorative material, including holiday decorations, must be flameproof, fireproof, or flame retardant. Live trees are not permitted in residence hall rooms or hallways. Any candles, gas/oil-fired lanterns, or other items with an open flame are not allowed. Decorations must be removed before the Christmas break.

Federal Fire Code states tapestries, posters, pictures, and other combustible wall hangings must be limited in an area to 10 percent of the total wall space, and none of these may be hung in such a manner as to block exits from the room.

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

- **GRILLS**

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

- **TAMPERING WITH FIRE EQUIPMENT**

Tampering with or removing emergency instruction sheets, tampering with fire alarms, fire extinguishers, exit signs or other safety equipment puts others at risk of injury and is a violation of local, state, and federal law. Tampering with such equipment will be dealt with through institutional disciplinary action and violators will face a $500 fine and replacement cost of life safety equipment. King 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 Area Coordinator 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 Campus and Community Life Policies of the University.

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 with special permission of the Area Coordinator. The University 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 University. Family members are always welcome to briefly visit with their student in their room after an Area Coordinator or RA on the hall has been notified.

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

**HOUSING PROCESS**

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

- **PRIVATE ROOMS AND CONSOLIDATION**

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

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

- There will be a consolidation meeting on or before the 10th day of classes each semester. Each resident in a double room without a roommate must attend this meeting. At the meeting, students will find a roommate and consolidate with someone else who is also without a roommate. This may mean moving to another room. He or she may be assigned a roommate at the discretion of the Assistant Dean for Residence Life. Failure to attend this meeting or make arrangements with the Area Coordinator for this meeting may result in an automatic assessment of a $350 as a private room charge.
- If a roommate moves out after the consolidation meeting the remaining resident may choose a new roommate or one may be assigned at the discretion of the Assistant Dean for Residence Life. A resident left in a double room without a roommate will be given a letter explaining his or her room choices for the rest of the semester.
- If space allows, the Assistant Dean for Residence Life may determine that a resident whose roommate has moved out, has the option of paying $350 per semester to keep the room as a double private room. Determination of who will be allowed to “buy out” the double room will be based on a waiting list by the Residence Life Office. Priority is given by academic class ranking.

- **ROOM CONFLICTS/CHANGING ROOMS**

Living with a roommate is most often a rewarding experience that results in a lasting friendship. However, most roommates will experience conflict. Working through these differences takes a mature listener, the ability to verbalize feelings and work toward problem solving, and occasionally some outside help. When roommates experience conflict that cannot be resolved between them, it is recommended that they contact their RA for the purpose of mediation. The RA may refer students to the Area Coordinator. Students are encouraged to speak to their RA first, but they may opt to go directly to the Area Coordinator. If a change is requested because of a roommate conflict, the roommates will be expected to have exhausted all means of solving the problem prior to contacting the Area Coordinator. The Area Coordinator will seek to resolve any conflicts between roommates before permission is granted to move. Requests must be made to the Area Coordinator. A room change form will be issued and will require the signature of the Area Coordinator from each building as well as the Assistant Dean for Residence Life. If a change is approved, the resident must make an appointment with his or her RA at least a day ahead of time in order to check out. It is also important to do the same thing with the student’s new RA before moving into a new room. Failure to check out of your old room and into your new room properly will result in a $50.00 fine.

- **ROOM RESERVATIONS**

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

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

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

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

- **ROOM SELECTION LOTTERY**

If a student would like to be housed in a different room for the fall semester they may enter the Room Lottery, which takes place approximately a week after the Room Reservations process. Students must
have a roommate and a copy of their Room Deposit Receipt to enter the Room Lottery. Students are given priority 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 deposit to the Business office. The student will receive a receipt stating the deposit has been paid. This $50 is credited toward the housing bill in the fall. Students desiring a single room will enter the lottery based on their class standing. Students who are able to reserve these single occupancy rooms will be assessed an additional charge of $200 per semester. Availability of the single occupancy rooms is at the discretion of the Residence Life Office.

- **SUMMER TERM HOUSING**
  Housing for the summer term classes will be decided based on need and the availability of residence halls. Check-in time will be at noon on the Sunday following commencement. Arrangements for housing are to be made with the Assistant Dean for Residence Life. Summer term students will most likely have a roommate. Students may make a request for a particular roommate, otherwise students will be assigned a roommate to be determined at check-in. Students taking classes and living on campus during the summer term are subject to the same policies and standards as during the academic year. There are no visitation hours during the summer term. Students are responsible for their own meals during this time, as the Dining Hall is closed.

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

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

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

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

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

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

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

### LOBBIES AND LOUNGES
Residence Halls have lobby and lounge spaces equipped with televisions, study areas, and sitting areas. These areas are for leisure, and they should be treated with respect. Remember that public spaces like lobbies and lounges are used by a great number of students and therefore must be kept clean and orderly. Students are responsible for picking up after themselves before leaving a lounge area.

While lobbies and lounges should not be
monopolized by small groups, they may occasionally be reserved for group use. Reservations should be made with the Area Coordinator with signs posted on the day of the event. Lobbies and lounges should be cleaned and returned to their original condition after the event. Public displays of affection are unacceptable. When couples are seated together in public areas, at least one person should be sitting upright at all times. Sleeping is not allowed in the lobbies or lounges.

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

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

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

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

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

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

As appropriate to the condition, documentation should include:

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

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

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

Documentation must be updated annually from the appropriate licensed professional.

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

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

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

FACTORS CONSIDERED WHEN EVALUATING HOUSING REQUESTS:

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

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

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

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

Students or families with questions about this policy should contact the Assistant Dean for Residence Life at 423.652.4743 or the Director of Learning and Disability Services, 423.652.4303.

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

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

NETWORK SERVICES

• NETWORK CONCERNS (CABLE, INTERNET, AND TELEPHONE)
Any student may submit a technology work order request to the Information Technology (IT) department by going online at http://helpdesk.king.edu using the password “tornado” and following directions. Residents will receive an email confirmation that the request has been submitted.

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

OBJECTIONABLE MATERIALS
The possession or display of posters, pictures, magazines, digital files, video recordings, or other items that contain non-artistic nudity or partial nudity, representations of sexual activity, child pornography, or that are otherwise obscene or illegal is prohibited. Students found to be in
possession of child pornography, obscene, or illegal materials will be reported to law enforcement.
The possession or display of alcoholic beverage containers is prohibited. The presence of any alcoholic beverage container may be interpreted as the same as actual possession of alcohol by those in the area where the container is found. For more information, please refer to the Alcohol Policy.
The University reserves the right to remove and confiscate materials that are judged to be in violation of this policy.

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

**OVERNIGHT OFF-CAMPUS**
Students are encouraged to notify the RA or Area Coordinator when leaving for an overnight stay. Please note the date of departure, the phone number to be reached in an emergency, and leave contact information in your residence hall room.

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

**QUIET HOURS**
*Our standard visitation/quiet hours will be:*
(Effective Fall 2014)

- Visitation Hours: 2pm – Midnight every day.
- All public lobbies will be open from 10am to midnight: Mitchell, Lower, Parks, Hyde 1st floor.
- Liston Hall will remain the only 24-hour lobby in the residence halls
- Quiet Hours are now: Midnight to 2pm every day. Courtesy Quiet Hours are always in effect (If someone reports that it’s too loud, we address it right away!)
- First time offenders will be documented/IR. There will be no more warnings, regardless of circumstances. That is for the ACs and the Assistant Dean for Residence Life to determine if it’s a warning.

**RESIDENCE HALL MEETINGS**
Attendance at all Residence All-Hall Meetings and individual floor meetings are required for resident students because of the important information that is communicated. Every effort will be made to announce these special meetings as far in advance as possible. Periodically there will be floor meetings of an educational nature, which will require your attendance. If you are unable to attend a floor meeting or a Residence All-Hall Meeting, permission should be obtained ahead of time from your Area Coordinator. It will still be your responsibility to obtain the information from the missed meeting. There will be a standard $10 fine issued for any hall meeting missed without a valid excuse.

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

Furniture is absolutely not to be removed from the residence hall rooms. There will be a $100.00 fine for removing furniture from a student’s room without approval from the Residence Life Office. This also includes exchanging furniture with another room. Residents are allowed to bring personal furniture into their rooms as long as everything is able to fit without removing anything. Any unwanted residence hall furniture must be stored in the resident’s room.

**COMMON AREA DAMAGE**
When intentional and deliberate damage occurs in a common area (hallway, communal bathroom, social room, etc.) and no one claims responsibility for such damage, the RAs of the building will notify the residents of an impending Common Area Damage charge. If the individual(s) responsible cannot be identified, then the charge is equally distributed among the community members.
Each resident should feel as though he/she has an intrinsic investment in the residential community. As such, residents should feel motivated to hold each other accountable for their report these actions to their RA. Damage to public areas often goes unreported. Failure to take responsibility for our actions and allowing members of the hall to pay for damage is a serious breach of our honor system. If damage occurs accidentally, the student still holds the responsibility to report the incident to their RA honestly and promptly.

If damage occurs to an area outside of the residence hall, but can be connected back to a particular residence hall, the damage charge may be assessed to the residents of that residence hall.

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

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

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

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

  * **Subject to change**

  Fees for damages are:

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

- **ELECTRICAL SYSTEM**

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

- **HEALTH AND SAFETY CHECKS**

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

- **SCREENS**

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

- **WALLS**

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

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

**ROOM ENTRY BY KING UNIVERSITY OFFICIALS**

King University residential facilities are exclusively the property of the University and not the residents. University staff may enter and investigate a student’s room without permission or presence of a University official. If a staff person has reason to believe that some condition exists that constitutes a threat to the safety or well-being of the occupants of the building, other individuals, or campus property, a staff person may enter a room in the presence or absence of the room’s occupants at times other than regular working hours.

1. A staff person has reason to believe that a student’s room as reasonably believed necessary or prudent by the staff.
2. A staff person needs to turn off loud stereos, televisions, alarm clocks, or other items that are being bothersome to others.
3. A staff person upon reasonable cause to believe a probable violation of the University’s policy or a violation of local, state, or federal law exists within a room may enter an individual room or rooms. Random room searches or campus-wide searches may be conducted by University staff at any time in the event a search is deemed advisable in the interest of public safety. If a staff member enters a room and views an item(s) that is in violation of the University’s policy and/or the law (i.e. 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 a staff person entered the room for different reasons. After the removal of such item(s), he/she will contact the individual and notify the appropriate office, and appropriate law enforcement agency. Illegal items will be turned over to the appropriate law enforcement agency.
4. 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.
5. For information concerning other searches, see “Searches on King University Property” located in the Campus Policies section of this handbook.

All property on campus belongs to King University. In addition to the above provisions relating to student’s rooms in campus residence halls, the University reserves the right to enter and search any area on campus.

**ROOM RESPONSIBILITY**

Responsibility rests with the resident for being aware of and upholding regulations established to promote and protect the general welfare of all. Students are responsible for what takes place in their residence hall room, whether they are engaging in a particular activity or not. If a violation of a University policy is taking place in a room, it is the responsibility of all King University students to first confront the behavior then encourage the offending student(s) to confess and then to report the infraction to a member of the residence life staff. If the student fails to report the violation, he or she may be subject to disciplinary action for violation of University policy. The violator of the policy is also responsible for their actions. If there is damage to any furniture or school property, both roommates will be held responsible for these items unless the responsible party makes an admission.

**ROOM SECURITY**

- **Key Security**

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

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

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

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

- **Exterior Doors**
  When room or building hall doors are locked, they should not be propped open (exceptions 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 a $250.00 fine.

**Storage Areas**

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

**Trespassing**

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

**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.

**Visitation Policy**

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

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

Opposite sex guests are expected to use the public restrooms in the lobby area of the residence hall.

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

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

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

- **Exam and Graduation Period**
  There is no visitation during Reading Day, exam week, and the days preceding graduation.

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

(Effective Fall 2014)
- Visitation Hours: 2pm – Midnight every day.
- All public lobbies will be open from 10am to midnight: Mitchell, Lower, Parks, Hyde1st floor.
- Liston Hall will remain the only 24-hour lobby in the residence halls
- Quiet Hours are now: Midnight to 2pm every day. Courtesy Quiet Hours are always in effect (If someone reports that it’s too loud, we address it right away!)
- First time offenders will be documented/IR. There will be no more warnings, regardless of circumstances. It is the responsibility of the ACs and the Assistant Director for Residence Life to determine if it’s a warning.

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

RELATIONSHIP CONDUCT POLICY

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

OVERVIEW
King University expects that all members of the university community will conduct themselves in a responsible manner that shows respect for others and for the community at large. Students, faculty, staff and all other employees are subject to King University policies (including this Relationship Conduct policy) and to various local, state, and federal laws that regulate civil conduct. King is also bound by, and supports, all applicable laws. King’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.

PURPOSE
The purpose of this Relationship Conduct Policy is to provide a single reference document for students, faculty, staff, and others affected by relationship misconduct to find information regarding King University’s rules, policies, and procedures.

DEFINITIONS
See Appendix A.

REPORTING A VIOLATION OF THIS POLICY
If you feel you have been the victim of any violation of any section of this policy, you have
several options available to you regarding reporting this violation.

**WHAT ABOUT CONFIDENTIALITY?**

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

**REPORT THE BEHAVIOR**

Students may report any behavior believed to be a violation of the Relationship Conduct Policy to the Associate Vice President for Student Affairs/Dean of Students (Matt S. Peltier, Ph.D., Maclellan Hall Room #11, mspeltier@king.edu, 423-652-4740), the Title IX Coordinator (James P. Donahue, E.W. King Building, Room #16F, jpd@king.edu, 423-968-1187), or the Assistant Title IX Coordinator (Benny L. Berry, Parks Hall Room #32, blberry@king.edu, 423-652-4705). All employees are expected to be knowledgeable about where and how to report an employee complaint. This policy does not require an employee to report an incident to their supervisor before reporting an incident to the Title IX Coordinator, or the Assistant Title IX Coordinator.

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

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

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

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

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

A. Confidential and Anonymous Reporting

The Campus Conduct Hotline system is available for use 24 hours a day, seven days a week. Because the Hotline is operated by an independent organization, any calls made through this Hotline are completely confidential and anonymous. Possible violations of this Policy can be reported anonymously by calling 866.943.5787, the call is toll-free.

Reporting and follow-up processes:

a. Once a call is received an explanation of the Campus Conduct Hotline program and how it functions will be provided. The option to file a report in another language other than English is available.

b. At the beginning of the interview, a five digit pin will be provided as a randomly generated case number for use to check back for updates and requests for additional information. This number should be kept because it is the only way to obtain updates.

c. An interview will be conducted about the question or concern.

d. Interviews are not recorded. Instead, the interviewer will maintain notes from the conversation. Because of the built-in confidentiality, it is important that specific information be provided.

e. Providing personally-identifiable information is not required.

However, in some cases the absence of personally-identifiable information may inhibit the University’s ability to respond effectively to the reported concern.

f. Within one business-day of receiving the call, a summary of the interview will be forwarded to the University. Typically, a basic response to the complainant is provided in five business days. Another call is required in order to receive that response. At that time, additional information may be required. Alternatively, if you would like someone to contact you directly, you can leave your name along with a phone number where and when you would prefer to be called.

g. Updates may be obtained at any time until the case is closed.

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

If the behavior is criminal in nature, the student or employee complaining may wish to contact the appropriate law enforcement agency. For crimes that occur on the Bristol campus, or elsewhere in Bristol, Tennessee, you may contact the Bristol Tennessee Police Department at 423.989.5600 or by dialing 911. The person with the complaint may request that a King representative assist them in reporting to the Police Department, and thereafter during the process. Law enforcement may always be contacted, regardless of any other actions the person chooses to take under this policy. It is important to preserve evidence as may be necessary to the proof of a crime.

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

C. Seek Support

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

a. Counseling Center 423.652.4742
b. Chaplain 423.652.4708
c. Abuse Alternatives 423.764.2287
d. Crisis Center 276.466.2312

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

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

Both Complainant and Respondent are expected to:

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

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

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

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

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

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

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

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

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

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

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

C. Confidentiality (Once the Investigation Has Begun)

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

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

D. Notification of Complaint

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

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

E. Protection from Retaliation for Complaint

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

F. Mediation

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

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

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

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

G. Investigation

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

H. Standard of Proof

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

I. Investigative Report and Recommended Findings

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

J. Confirmation/Rejection of Recommended Findings

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

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

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

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

Alternatively, the Deciding Executive may elect to refer the Complaint to the Review Panel without confirming or rejecting the Recommended Findings of the Investigative
K. **Disputing a Finding**

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

If either party believes that the Decision did not take into account all available evidence, documents, witnesses, or aggravating/mitigating factors, the party may provide such additional information to the Investigator within ten (10) business days of issuance of the Investigative Report. If a party makes such an Additional Submission, the Investigator shall have five (5) business days to consider and act upon the Additional Submission. (If the Additional Submission results in significant investigative steps being undertaken or repeated, this time frame may be extended in the judgment of the Investigator.) After consideration of the Additional Submission, the Investigator shall issue a written Final Investigative Report confirming the original Recommended Finding(s) or revising the Recommended Finding(s) as appropriate. The Deciding Executive shall then reconsider the Findings in light of the Final Investigative Report, and shall issue a Reconsidered Finding. If the Reconsidered Finding is that a policy violation occurred, either party may request an appeal before a Review Panel within ten (10) business days of issuance of the Reconsidered Finding. If no appeal is requested, the Reconsidered Finding is final. Further, the Reconsidered Finding and Final Investigative Report will be forwarded to the Title IX Coordinator for consideration of whether any discriminatory or hostile environment has been eliminated and whether prevention of recurrence of any violation has been adequately addressed.

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

L. **Review Panel**

A Relationship Conduct Review Panel shall be constituted as a standing committee of the University. The Panel shall be appointed by the Title IX Coordinator from among a pool of senior University administrators who are trained regarding Title IX and other relevant laws. The Panel may include external professionals with specific expertise in Title IX and other relevant laws, as determined in the discretion of the Title IX Coordinator.

After a Final Determination has been issued, either party may request an appeal before the Relationship Conduct Review Panel. Such request shall be made in writing and submitted to the Title IX Coordinator no later than ten (10) business days after the Investigative Report is issued or after disciplinary action has been determined, whichever occurs later.

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

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

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

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

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

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

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

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

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

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

The Review Panel shall issue its Decision, in writing, to the Complainant, Respondent and Reviewing Executive (defined below), with a copy to the Title IX Coordinator. The Chair shall also forward to the Title IX Coordinator a confidential copy of the Investigative Report and any Additional Submissions, as well as any additional materials considered by the Review Panel (the “Decision Packet”).

M. Appeals

If either party believes that the Review Panel’s Decision is in error, that party may request an appeal before a Reviewing Executive within ten (10) business days of issuance of the
Decision by making a written request to the Title IX Coordinator. The request is not required to be in any particular form, other than to reference the Decision and to request an appeal before the Reviewing Executive. The Title IX Coordinator shall forward the Decision and Decision Packet to the Reviewing Executive within two (2) business days of receipt of the request for an appeal. The Reviewing Executive is the senior level administrator for the Respondent’s chain of command. For students, the Reviewing Executive shall be the Vice President for Student Affairs. For staff employees, the Reviewing Executive shall be the Vice President for Business Operations. For faculty members, the Reviewing Executive shall be the President of the University.

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

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

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

RECORD-KEEPING

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

PROTECTION FROM BAD FAITH COMPLAINTS

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

OTHER IMPORTANT ITEMS TO REMEMBER

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

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

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

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

DEFINITIONS

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

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

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

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

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

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

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

F. CONSENT
Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.

Consent to any one form of sexual activity does not automatically imply consent to any other forms of sexual activity. Previous relationships or prior consent does not imply consent to future sexual acts.

In order to give effective consent, one must be of legal age.

NOTE: There is no requirement that a party physically resist the sexual advance or request, but such resistance demonstrates non-consent. The presence of force is not proven by the absence of physical resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced. For example, sexual activity while a person is under the influence of drugs or alcohol may be non-consensual, but that does not mean it is necessarily “forced.”
G. DATING RELATIONSHIP
A dating relationship is the frequent, intimate association primarily characterized by the expectation of affection or romantic involvement. As used herein, “dating” does not include a merely social or business relationship between two individuals.

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

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

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

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

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

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

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

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

2. Violations of this policy will result in disciplinary action, up to and including termination of employment.

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

N. HARASSMENT

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

a. Actions which cause one to reasonably believe they are endangered;

b. Reporting an offense or incident knowing the offense or incident did not occur or knowing that information relating to the matter is false;

c. Intentionally initiating or circulating a report of a bombing, fire or other emergency knowing that the report is false;

d. Acting to prevent or interrupt the use of any building or other facility or the activities of King;

e. Threats by telephone, text, in writing, social media, or by any electronic means which knowingly annoys or alarms the recipient;

f. One or more telephone calls, or calls at an hour or hours known to be inconvenient to the victim, or calls in an offensively repetitious manner, or without a legitimate purpose of communication.

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

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

O. HARM TO PERSON

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

P. HAZING

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

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

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

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

Q. INCAPACITY

Incapacity is a state where someone lacks capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction). Often, a person who is incapacitated cannot make rational, reasonable decisions. This policy also covers a person whose incapacity results from mental disability, sleep deprivation, involuntary physical restraint, alcohol consumption, or from the taking of drugs. For example: sexual activity with someone known to be -- or based on the circumstances should reasonably have been known to be -- mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout, etc.), constitutes a violation of this policy. Additionally, possession, use and/or distribution of any “date rape” drug, including, but not limited to Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another person is a violation of this policy. More information on these drugs can be found at http://www.911rape.org.

R. NON-CONSENSUAL SEXUAL CONTACT

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

S. NON-CONSENSUAL SEXUAL INTERCOURSE (Rape)

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

T. SEXUAL HARASSMENT

King recognizes sexual harassment as inconsistent with Biblical teachings and as illegal sex discrimination under Title VII of the 1964 Civil Rights Act and Title IX of the 1972 Education Act. Sexual harassment will not be tolerated at King. Sexual Harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

A. Submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or educational services; or

B. Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or educational services; or

C. Such conduct or communication substantially or unreasonably interferes with an individual’s employment, or creates an intimidating, hostile or offensive employment (i.e. the conduct is sufficiently serious to limit an employee’s ability to participate in or benefit from the work environment); or

D. Such conduct or communication substantially or unreasonably interferes with an individual’s education, or creates an intimidating, hostile or offensive educational environment (i.e. the conduct is sufficiently serious to limit a student’s ability to participate in or benefit from the educational environment).

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

a. A professor insists that a student have sex with him/her in exchange for a good grade. This is harassment regardless of whether the student accedes to the request.
b. A student repeatedly sends sexually oriented jokes around on an email list s/he created, even when asked to stop, causing one recipient to avoid the sender on campus and in the residence hall in which they both live.

c. Explicit sexual pictures are displayed in a professor’s office, on the exterior of a residence hall door or on a computer monitor in a public space.

d. Two supervisors frequently ‘rate’ several employees’ bodies and sex appeal, commenting suggestively about their clothing and appearance.

e. Two employees engage in flirting with each other.

f. A professor engages students in discussions in class about their past sexual experiences, yet the conversation is not in any way germane to the subject matter of the class. She probes for explicit details, and demands that students answer her, though they are clearly uncomfortable and hesitant.

g. An ex-girlfriend widely spreads false stories about her sex life with her former boyfriend to the clear discomfort of the boyfriend, turning him into a campus outcast.

h. A student grabbed another student by the hair, then grabbed her breast and put his mouth on it.

i. Rape and sexual assault are extreme forms of sexual harassment.

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

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

U. STALKING

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

V. THREATS

A threat is considered any communication which a reasonable person would regard as intimidating, coercive, extremely offensive, provocative, or intentionally or knowingly causes fear of imminent or potential bodily injury. Threats include, but are not limited to: (a) actions which cause one to reasonably believe they are endangered; (b) reporting an offense or incident knowing the offense or incident did not occur or knowing that information relating to the matter is false; (c) intentionally initiating or circulating a report of a bombing, fire or other emergency knowing that the report is false. Threats can be communicated by, but not limited to, the following means: verbally, in writing, electronically, or by telephone. Threats include but are not limited to communicating the following actions: assault, death, kidnapping and false imprisonment, robbery, or rape. A threat may also be considered a violation of local, state, and federal laws. As an example, intentionally or knowingly causing another to reasonably fear imminent bodily injury would be considered assault under Tennessee State Law.

W. VIOLENCE

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

KING UNIVERSITY HONOR CODE

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

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

PURPOSE

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

FUNCTION AND AUTHORITY

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

STUDENT CONDUCT PROCEDURES

According to the Honor Code, all King University 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 Campus and Community Life Policies, Residence Hall Policies, the Relationship Conduct Policy, or Academic Dishonesty.

REPORTING OF VIOLATIONS

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

INVESTIGATION

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

DISPOSITION OF REPORTED VIOLATIONS

If the Dean of Students determines that there was a reasonable, good-faith basis for reporting that a violation may have occurred, or if an investigation into a complaint of Relationship Misconduct resulted in a “cause” finding, the case may be handled in one of four ways:

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

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

NOTIFICATION OF REPORTED VIOLATIONS

Except in the case of serious violations that are judged to warrant immediate Administrative Action (see below) or when the respondent has been previously notified of a complaint of Relationship Misconduct, an accused student is generally notified of the alleged violation via a Charge Letter issued by the Student Conduct Administrator assigned to the case. The Charge Letter will include instructions to the student regarding setting up the Preliminary Meeting which may be conducted face-to-face or via conference call or videoconference.
PRELIMINARY MEETING
During the preliminary meeting, the Student Conduct Administrator will discuss with the accused student:
1. The specific policy/policies he or she is alleged to have violated
2. The type of hearing that will be used to handle his or her case
3. The date, time, and location of the hearing

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

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

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

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

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

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

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

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

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

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

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

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

Student members of the Honor Council may not have had any prior violations of the King University Honor Code. Students with prior violations may be nominated to the Council only with the permission of the Dean of Students.
Resident Assistants and members of the Student Government Association (executive officers, senators, ministers, or secretaries) may not simultaneously serve on the Honor Council. Freshmen and transfer students in their first year at King University will not ordinarily serve as members of the Honor Council. Members of the Honor Council are expected to conduct themselves in accord with the King University Honor Code. In the event that a member of the Honor Council is accused of a violation of the King University Honor Code, that student will follow the same Student Conduct Process as all other students. Should the student be found responsible for a violation he or she will immediately and permanently be dismissed from Honor Council membership.

HEARING GUIDELINES

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

- The complainant (if applicable) and his or her advisor (if applicable) and accused student and his or her advisor (if applicable) shall be allowed to attend the entire portion of the Hearing at which information is received (excluding deliberations). Admission of other persons to the Hearing shall be at the discretion of the Student Conduct Administrator.

- In Hearings involving more than one accused student, the Student Conduct Administrator, in his or her discretion, may permit the Hearings concerning each student to be conducted either separately or jointly.

- The complainant and the accused student have the right to be accompanied and assisted by an advisor they choose at their own expense. The advisor must be a member of the University community. The complainant and/or the accused student are responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly in any Hearing. The advisor may be present to provide “moral support” or to assist with organizing the student’s presentation. Persons who are identified as potential witnesses may not be allowed to serve as advisors.

- In the event that the complaint alleges conduct that may constitute a crime or impose civil liability outside of the University community, the advisor may be an attorney. The attorney will be subject to the same restrictions as other advisors (see above), except that the attorney may advise the student not to answer certain questions in order to protect the student’s rights.

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

- Pertinent records, exhibits, and written statements may be accepted as information for consideration at the discretion of the chair.

- All procedural questions are subject to the final decision of the Student Conduct Administrator.

- After the portion of the Hearing in which all pertinent information has been received, all parties shall be excused for a time of deliberation, during which time it will be determined whether the accused student is or is not responsible for the violations of the King University Honor Code of which he or she was accused and what sanction(s), if the accused student was found to be responsible for violating the Honor Code, will be imposed.

- The determination of responsibility is made on the basis of whether it is more likely than not that the accused student violated the King University Honor Code.

- Following the deliberations, the complainant (if applicable) and his or her...
advisor (if applicable) and accused student and his or her advisor (if applicable) will return to the Hearing and the findings and sanctions (if applicable) will be announced.

- Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil course, are not used in Hearings.

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

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

FAILURE TO APPEAR
If an accused student fails to respond to a Charge Letter issued by a Student Conduct Administrator, or without notice, does not appear for a scheduled Administrative or Honor Council Hearing, the information in support of the reported violations may be presented, may be reviewed, and an outcome determined with the accused student in absentia.

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

APPEALS
Accused students have the right to request an appeal of a decision or sanction imposed by the Honor Council or Student Conduct Administrator. In addition, in cases involving violations of the Relationship Conduct Policy, complainants also have the right to request an appeal of a decision or sanction imposed by the Honor Council or Student Conduct Administrator.

Appeals are not automatic; an appeal is not a second hearing of a case, but if deemed appropriate, an opportunity to review a case in light of grounds for appeal.

Appeals shall be made to and considered by the Vice President for Student Affairs or his or her 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 Administrative Action, Administrative Hearing, or Honor Council Hearing but now is available and is directly related to the case.
- The University did not follow proper procedure.
- The sanction is extreme in relation to the violation.

Appeals are granted solely at the discretion of the Vice President for Student Affairs. The Vice President for Student Affairs may:

- Uphold the findings and sanctions imposed by the Honor Council or Student Conduct Administrator.
- Take jurisdiction of the matter and conduct further investigation and/or hold an additional hearing or hearings, reach a decision, and declare sanctions (if applicable).
- Refer the appeal to Academic Affairs for consideration in the case of Academic Dishonesty. In certain situations, the faculty Academic Standards Committee may be called upon by the Chief Academic Officer to review a decision that is being appealed.
SANCTIONS
Sanctions are disciplinary actions which may be imposed as the result of an Honor Code violation. Sanctions may include one of the following or a combination of multiple sanctions listed below:

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

COMMUNITY RESTITUTION
Community restitution is 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 Conduct Administrator.

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

DISCIPLINARY WARNING
A disciplinary warning is a formal written reprimand issued after a violation of the King University Honor Code.

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

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

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

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

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

DISQUALIFICATION FOR HONORS
A finding of responsibility for a violation of the King University Honor Code may result in the student being disqualified from being awarded academic honors upon degree conferral.

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

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

FINES
Fines may be assessed for various violations. Fines may range from $5 to $500 based on the severity of the violation and are determined by the Student Conduct Administrator or Honor Council. All fines must be paid by the end of each semester, or diplomas, grades and transcripts will be withheld and registration and room assignments will be dropped for the next semester.

HOUSING RESTRICTION/REVOCATION
A student’s privilege of living in King University’s residence halls may be restricted or revoked. This may include mandatory relocation to a different
room or hall, revocation for a period of time, or permanent removal from the residential community. **INTERIM DISCIPLINARY SUSPENSION** In certain circumstances, the Student Conduct Administrator, or other appropriate Student Affairs Administrator, may impose a University or residence hall interim disciplinary suspension on a student or students prior to investigation or disposition of a reported violation. Interim disciplinary suspensions function in the same way as a disciplinary suspension however they do not replace the Student Conduct Process. Interim suspensions may be imposed:

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

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

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

**NO CONTACT ORDER**
A no contact order prohibits a student from having any contact with another student. A no contact order prohibits all contact between two students including, but are not limited to, face-to-face conversations, phone calls (land line and cell phone), text messages, emails, letters or notes, posts to electronic message boards or social media (e.g., Twitter or Facebook), and attempts to relay messages through third parties. In certain cases the Director of Safety and Security may issue a temporary No Contact Order once the alleged violation is reported.

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

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

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

**REVOCATION OF ADMISSION AND/OR DEGREE**
Admission to or a degree awarded from the University may be revoked for fraud, misrepresentation, or other violation of University policies or standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

**STUDENT CONDUCT HOLD**
At any time after receiving a report of a violation of the King University Honor Code, the Student Conduct Administrator may place a hold on the student’s account pending the outcome of the Student Conduct Process or to enforce sanctions. A student conduct hold may prevent registration, enrollment, access to transcripts, and access to grade information, and/or the awarding of a degree.

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

**TRANSCRIPT NOTATION**
King University reserves the right to note on a student’s transcript certain violations of the King University Honor Code. This includes, but is not
limited to, failure of the course due to academic dishonesty. **Visitation Suspension**

A student’s privilege of visiting a member of the opposite sex or having a visitor of the opposite sex in the residence halls is suspended for a specified period of time. A student on visitation suspension may not be in any residence hall with a member of the opposite sex except for in public lobbies.

**Withdrawal of Privileges**

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

**Withholding a Degree**

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

**Academic Sanctions**

Sanctions for violations of Academic Dishonesty include, but are not limited to:

**Educational Initiative**

A student may be required to complete a project or written assignment, attend an educational program, or seek assistance from the Academic Center for Excellence.

**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, or by a specified percentage.

**Failure of the Course**

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

**Student Conduct Records**

All records related to the Student Conduct Process become part of the student’s conduct file, maintained by the Office of the Dean of Students.

These records are private and are protected by FERPA.

Upon graduation, a student may request that his or her student conduct file be expunged of disciplinary actions other than dismissal, expulsion, or revocation or withholding of a degree. This request should be made in writing and addressed to the Office of the Dean of Students. Factors to be considered in review of such requests shall include:

- The present demeanor of the student;
- The conduct of the student subsequent to the violation; and
- The nature of the violation and the severity of any damage, injury or harm resulting from it.

All student conduct records involving the imposition of sanctions other than dismissal, expulsion, or revocation or withholding of a degree shall be destroyed five years after the student graduates or otherwise separates from the University.