

CAMPUS AND COMMUNITY LIFE POLICIES

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

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:

- **BRIBERY**

The offering of money or any item or service to another student, a member of the faculty or staff, or any other person in order to influence them to commit academic dishonesty.

- **CHEATING**

Intentionally using or attempting to use unauthorized materials, information technology (AI – Artificial Intelligence) tools 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.

- **COMMERCIAL USE**

The selling of course material to another student and/or uploading course material to a third-party vendor without authorization or without the express written permission of the University and the instructor. Course materials include but are not limited to class notes, instructor's presentation e.g. PowerPoint slides), audio or video recordings of lectures, tests, quizzes, labs, instruction sheets, homework, study guides, and other handouts.

- **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**
Planning or acting with one or more fellow students, or a member of the faculty or staff, or any other person to commit any form of academic misconduct together.
- **PLAGIARISM**
Using the words or ideas of another or generated by artificial intelligence (AI) 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 assistance or, either knowingly or through negligence, using one's own work to assist another student in satisfying a course requirement; representing material prepared by or with another as one's own independent work. In instances where students are permitted to work jointly to complete an assignment, instructors will offer clear guidelines about when and how students may collaborate; if a student is unsure, it is his or her responsibility to ask the instructor.

ADDRESSING ACADEMIC DISHONESTY

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

Instructors who choose to handle academic dishonesty issues themselves will first contact the Office of the Dean of Students to discuss the incident, check to see if the student has had previous academic dishonesty violations, and review the available options.

If, after an initial consultation with the Dean of Students, the faculty members choose to address the alleged academic dishonesty themselves, the next steps are:

1. The faculty member notifies the student of the need to meet to discuss the alleged violation.
2. The faculty member meets with the student. While a face-to-face meeting is encouraged, whenever possible, this academic dishonesty meeting may also take place via videoconference, phone, or email. The faculty member will share with the student what led to the allegation of academic dishonesty as well as evidence supporting the charge of academic dishonesty. The student is given the opportunity to respond and to share any additional information.

3. The faculty member will make a decision regarding the student's responsibility for the alleged violation and communicate that decision, along with whatever sanction(s) will be imposed, to the student. Academic Sanctions are referenced at the end of the “Student Conduct Process” section of the King University Student Handbook.
4. The faculty member will advise the student that he or she has the right to appeal the decision, following the Appeals procedures outlined in the Student Conduct Process in the King University Student Handbook.
5. The faculty member shall submit the online Academic Dishonesty Reporting Form to the Dean of Students Office. Supporting evidence or documentation can be uploaded when the form is submitted. Details of the violation and sanctions will be recorded in the student's official conduct file. The student will receive a letter from the Dean of Students by email regarding the outcome of the incident.
6. The case is closed, unless appealed, and the sanctions will be implemented.

Students accused of academic dishonesty have the right to be accompanied and assisted by an advisor they choose at their own expense during the academic dishonesty meeting with the faculty member. The advisor must be a member of the University community. The accused student is responsible for presenting his or her own information; therefore, advisors are not permitted to speak or to participate directly in the academic dishonesty meeting with the faculty member. 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 to the alleged academic dishonesty shall not be allowed to serve as advisors during the academic dishonesty meeting with the faculty member. Accusations of academic dishonesty do not constitute a crime or impose civil liability outside of the University community; therefore, an attorney may not accompany a student as part of the hearing process.

In Academic Dishonesty cases where the faculty member chooses to address the alleged academic dishonesty themselves, if an accused student fails to respond to a faculty member’s request for the meeting to discuss the alleged violation, or if the student fails to appear for the scheduled meeting, the faculty member will review the evidence supporting the charge of Academic Dishonesty, make a determination regarding the student’s responsibility, and determine the appropriate sanction with the accused student in absentia.

Academic dishonesty cases referred to the Office of the Dean of Students for adjudication will follow the Student Conduct Process and will generally be adjudicated by a hearing. More information regarding the “Student Conduct Process” is available in the King University Student Handbook.

Students who have been accused of Academic Dishonesty in a course will not be permitted to drop or withdraw from that course while a case of Academic Dishonesty is still open (i.e., the student may not withdraw in an attempt to stop the process).

ACADEMIC CENTER FOR EXCELLENCE

The Academic Center for Excellence (ACE), located on the first floor of Bristol Hall, houses the tutoring opportunities for students needing additional assistance in subjects such as writing, speaking, math, physics, Spanish, economics, etc. Students needing additional guidance in specific subject matters can view the tutoring schedule posted each semester in the ACE.

Students also have access to the online, 24-7 academic coaching partner, Upswing. Students may access this free tutoring service through the Student Portal and choosing the Upswing link provided in Canvas under the “Help” button.

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. the gates are closed and 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 by students who need access. Public computers are provided for limited use in the main campus library.

Failure to follow this policy may result in restricted use of campus facilities and/or referral to the Student Conduct Process. This policy applies to all classes taught on the King University main campus or at off-site instructional locations owned, leased, or used by the University.

ACTIVITIES ON CAMPUS PROPERTY

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

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

ALCOHOL AND DRUG POLICY

King University has purposefully chosen to be an alcohol-free campus. We discourage the abuse and prohibit the illegal use of alcohol. As a university community we believe that students have the right to an environment that is conducive to learning and favorable to the pursuit of higher education. We believe that being an alcohol-free campus helps us provide such an environment: focused on student success, dedicated to academic excellence, and successful in producing graduates who excel wherever they live, work, and serve. We also believe this policy promotes the development of healthy relationships and reduces the individual consequences of substance use and abuse.

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

ALCOHOL

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 alcohol 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.

Local, state, and federal law prohibits persons under 21 years old from drinking or possessing alcoholic beverages. Any student of King University under the age of 21 who is found on or off campus using or possessing alcohol or intoxicated by it is subject to local, state, and federal law enforcement. A violation of alcohol laws while enrolled at King University will also subject the student to disciplinary action by the University.

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

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

In compliance with Tennessee Code Annotated (T.C.A.) § 10-7-504(A) (F) (4), Confidentiality of Certain Records, the University will notify the parent or legal guardian of any student under the age of twenty-one (21) if it has determined that the student has committed a disciplinary violation with respect to the use or possession of alcohol.

DRUGS

King University prohibits the use, attempted use, possession, sale, delivery, distribution, transport, transfer, trade, barter, exchange, manufacture, or purchase any illegal drug, including synthetic drugs, on University's property (whether owned, rented, leased, or temporarily occupied) or at any sponsored activity or event, on or off campus.

All students taking prescription drugs must have a valid prescription from a licensed provider. The sharing of any prescription drug for any reason is dangerous and prohibited.

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 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(A) (F) (4), Confidentiality of Certain Records, the University will notify the parent or legal guardian of any student under the age of twenty-one (21) if it has determined that the student has committed a disciplinary violation with respect to the use or possession of a controlled substance or a controlled substance analogue. In the instance of an arrest or issuance of a citation related to the use or possession of a controlled substance or a controlled substance analogue, the University may attempt to notify the student's parent or legal guardian.

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, but not limited to:

1. Synthetic Cannabinoids. Chemically engineered substances, similar to tetrahydrocannabinol (THC), which when smoked or ingested can produce pharmacological effects similar marijuana. These products are often sold under the brand names K2 or Spice.
2. Synthetic Stimulants/Synthetic Cathinones. Chemically engineered substances, such as mephedrone, methylenedioxypropylamphetamine (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. Including, but not limited to 8-Tetrahydrocannabinol (delta-8-THC) and 9-Tetrahydrocannabinol (delta-9THC).

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, or controlled substance analogues, 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 drugs to local law enforcement.

In compliance with Tennessee Code Annotated (T.C.A.) § 10-7-504(A) (F) (4), Confidentiality of Certain Records, the University will notify the parent or legal guardian of any student under the age of twenty-one (21) if it has determined that the student has committed a disciplinary violation with respect to the use or possession of a controlled substance or a controlled substance analogue. In the instance of an arrest or issuance of a citation related to the use or possession of a controlled substance or a controlled substance analogue, the University may attempt to notify the student's parent or legal guardian.

ANIMALS ON CAMPUS

King is committed to creating and maintaining a safe community for all students. This includes making provisions for those individuals with disabilities by allowing the appropriate use of Service and/or Emotional Support Animals (ESA). It also includes insuring that the animals on campus are promoting an environment that is safe, hygienic, and consistent with the mission and values of the University as a whole. With the exception of service animals or other exceptions discussed below, animals are generally permitted only outdoors on King University's campus grounds.

Animal owners assume all responsibility for their animal actions regardless of circumstances. Animal owners must exercise direct control over their animal at all times and will not expect or require any other student or employee to take control of or supervise the animal. Owners are liable for any harm or damage their pet causes to another person, animal, or property. The university is not responsible for injury or damage to pets resulting from any cause including, but not limited to, wildlife encounters, vehicles, fire or burns, inclement weather, and evacuation plans. Owners must respect requests by any member of the campus community who do not wish to interact directly with their pet by appropriately restraining their pet and keeping their pet at a safe distance.

SERVICE ANIMALS

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

In situations where it is not obvious that the animal is a service animal, in accordance with the provisions of the Americans with Disabilities Act (the “ADA”), University employees may ask two specific questions: (1) Is the animal a service animal required because of a disability? (2) What work or task has the animal been trained to perform? University employees are not allowed to request any documentation for the animal, require that the animal demonstrate its task, or inquire about the nature of the person's disability. **Misrepresenting an animal, including an Emotional Support Animal, as a Service Animal may result in student or employee discipline.**

Students with service animals are requested to register the animal with the Office of Learning and Disability Services.

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

SERVICE ANIMAL HANDLER'S RESPONSIBILITIES

- Animal is at least a year old.
- The handler (the person with a disability who is the owner and user of a service animal) must retain full control of the service animal at all times. The animal may not be left unattended at any time.
- The service animal will not be allowed to disrupt or interfere with University activities, including, but not limited to, teaching, research, service or administrative activities. If the animal is unruly or disruptive, or if the handler fails to maintain control of the animal, the handler must regain control immediately or remove the animal from University property. If the improper behavior is not corrected, the handler may be prohibited from bringing the animal onto University property by the Office of Residential Life after consultation with the Office of

Safety and Security and the Office of Learning and Disability Services.

- The service animal must be housebroken and the handler is responsible for cleaning up any waste created by the animal, and for all costs related to any damages created by the animal to include repair or replacement of University property or property belonging to other individuals. Individuals not physically able to pick up waste and dispose of it are responsible for making all necessary arrangements for assistance. The University is not responsible for these services.
- The service animal may not pose a direct threat to the health or safety of others that cannot be reduced or eliminated by reasonable modifications.
- The handler is responsible for regular bathing and grooming of the animal to prevent significant odor and shedding.
- The animal should have tags or some other method of indicating ownership and rabies clearances. It is also suggested, but not required, that service animals be fitted with identifying equipment such as a harness, cape or backpack as appropriate.
- The University and its employees assume no responsibility for controlling, keeping, feeding or otherwise caring for any service animal. The University and its employees assume no legal responsibilities for any injury or damage caused by a service animal.
- Additional responsibilities and rules applicable to animals in residence halls are set forth below.

AREAS OFF-LIMITS TO SERVICE ANIMALS

In general, the following areas are off-limits to service animals:

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

Exceptions:

1. The laboratory director of a research laboratory may grant permission to an individual service animal/handler team to enter the laboratory. Teaching laboratories or laboratories with moving equipment may pose a danger to the service animal. The laboratory director or teacher should work with each student, in consultation with the Office of Learning and Disability Services, to provide the fullest access that is safely possible. Admission for each team will be granted or denied on a case-by-case basis in consultation with the Office of Learning and Disability Services.
2. If it is necessary to allow a service animal in one of the other off-limit areas in order for a student to participate in the University's programs, the student handler may make a request to the Office of Learning and Disability Services, which shall deny or grant the request on a case-by-case basis.

SUPPORT ANIMALS

While "service animals" are those animals (e.g. dogs) that are specifically trained to perform a task or function for an individual with a documented disability, or those that are in training to become a service animal, there are also other animals that provide emotional support or

assistance to an individual with a documented disability, but are not trained to perform a specific task or function for the individual. These animals are called “support animals” or “Emotional Support Animals (ESA)”.

Support animals are generally not allowed on campus. The primary exception to this rule is for on-campus residential housing. A student may be granted an accommodation to have an ESA in on-campus residential housing if: (1) the student has a disability, (2) the animal is necessary to afford the student with a disability an equal opportunity to use and enjoy on-campus residential housing, and (3) there is an identifiable relationship or nexus between the disability and the assistance the animal provides to accommodate the student in on-campus residential housing. Being granted an accommodation to have a support animal reside in on-campus housing does not mean that the support animal is permitted to be anywhere other than the individual’s private living quarters or outdoors under the supervision of the owner.

STUDENTS SHOULD CONSIDER THE FOLLOWING BEFORE BRINGING AN ESA INTO STUDENT HOUSING

- Time obligations related to caring for specific species
- Time away from the animal, student schedules, lifestyle, other responsibilities
- Financial cost of food, supplies, veterinarian visits
- Previous ownership of species or anxiety an animal may experience in a new environment
- Caring for the animal during school breaks
- Travel
- Training of animal (housebroken or litter trained)
- Ideal time to bring it to campus
- Financial obligation for damages of property and possessions.

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

A student (including an applicant) who wishes to have a service animal or support animal reside with him or her in on-campus residential housing should contact the Office of Learning and Disability Services, who will review each request on a case-by-case basis. The student/applicant must make a separate request for each academic year in which he/she wishes to have a service animal or support animal reside with him or her in on-campus housing. The approval from the Office of Learning and Disability Services is only good for the academic year in which it is granted. Generally, service and support animals will be permitted to reside with the student when there is an established need for the animal that is connected to the individual’s disability, in order to permit the student to have an equal opportunity to use and enjoy on-campus residential housing. However, if the animal is not of the type commonly kept in the household for pleasure, rather than for commercial purposes, the animal will generally not be permitted, unless the student demonstrates, via reliable documentation, a disability-related therapeutic need for the specific animal or the specific type of animal. The University will evaluate whether to permit any specific animal on a case-by-case basis. The University may deny a student’s request to live with and use the animal if: (1) the specific assistance animal in question poses a direct threat to the health or safety of others that cannot be reduced

or eliminated by another reasonable accommodation, or (2) the specific assistance animal in question would cause substantial physical damage to the property of the University or others that cannot be reduced or eliminated by another reasonable accommodation.

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

1. The student will be asked to identify whether the animal is a service animal that is required because of a disability of the student, and if so, what tasks or functions the animal has been trained to provide.
 - a. A “disability” is a physical or mental impairment that substantially limits one or more major life activities.
 - b. Tasks or functions that a service animal is trained to perform may include obvious tasks such as guiding an individual who is blind or pulling an individual’s wheelchair. When the tasks performed are readily apparent, the Office of Learning and Disability Services will not inquire further into the task the animal is trained to perform. When the tasks are not readily apparent, the Office of Learning and Disability Services may ask the student what tasks or work the animal has been trained to perform.
2. If the animal meets the test of a bona fide “service animal,” then the animal will be permitted to reside with the student and to accompany the student with a disability to all areas on campus where the student is normally permitted to go.
3. If the animal does not meet the test of a bona fide “service animal,” the Office of Learning and Disability Services will evaluate the student’s need for a “support animal” and the support that the animal will provide the student.
 - a. If the student’s disability is not readily apparent or known to the Office of Learning and Disability Services, the Office of Learning and Disability Services may ask the student to submit reliable documentation (as defined below) of a disability and the disability-related need for the support animal. If the disability is readily apparent or known but the disability-related need for the support animal is not, then the Office of Learning and Disability Services may ask the student to submit reliable documentation (as defined above) of the disability- related need for the support animal. A disability-related need for a support animal exists if the animal does work, provides assistance, or provides emotional support that alleviates one or more of the identified symptoms of effects of the student’s disability.
 - b. Reliable documentation” means written documentation provided by:
 - (i) A healthcare provider with actual knowledge of an individual’s disability; or
 - (ii) An individual or entity with a valid, unrestricted license, certification, or registration to serve persons with disabilities with actual knowledge of an individual’s disability.
 - c. Students caring for a stray animal does not qualify as an Emotional Support Animal.
4. If the animal is a bona fide “support animal,” a reasonable accommodation will be

granted to permit the animal to reside with the student, but only within the student's privately assigned living space. The granting of a reasonable accommodation for a support animal does not mean that the animal is permitted to access other areas of campus in which animals other than service animals are prohibited.

- a. A reasonable accommodation might also include approval to live off campus, if the student does not already meet the qualifications to live off campus. For reference, the Commuter Policy can be found under the Campus and Community Life Policies in this handbook.
5. When students are granted a reasonable accommodation to have a service or support animal live on-campus with them the Office of Residence Life will notify assigned roommates/suitemates of the animal, in advance of the expected move-in date. In the event that an assigned roommate/suitemate, or a nearby resident, or an employee whose job requires him or her to be in close proximity to the animal, has a conflicting issue (such as allergies, asthma, etc.), the Office of Learning and Disability Services will work with the Office of Residence Life and Housing to accommodate all conflicting issues by considering the verifiable needs of all persons.

Furthermore, the Safety and Security Office and the Facility Services Office will also be made aware of the animal's presence in a residence hall room.

- a. In addition to the general rules applicable to service animals allowed on campus (see above), the student/handler with an on-campus resident service/support animal is responsible for assuring that the animal does not unreasonably interfere with the routine activities of the residential hall, the students who reside there, or the employees who work there.
- b. Animal must be at least 1 year old and have lived with the students for at least 3 months prior to being on campus.
- c. Animal must be housebroken, and crate trained. Animals must be able to remain in their crate when owner is out of room without becoming distressed – (barking, meowing, or incessant noises).
- d. ESA must be spayed or neutered.
- e. Animal's presence may not force another individual from housing (e.g., serious allergies, fears).
- f. Animal's presence otherwise violates individuals' right to peace and quiet enjoyment. Animals are included in the Quiet Hours policy as noted in the Residence Life section of the Student Handbook.
- g. The student/handler is responsible for any damages caused by the animal and must take appropriate steps to prevent damage or injury.
- h. The animal must be kept well-groomed and free of fleas, ticks, and strong odors. An odor of an animal emanating from the residence is not acceptable.
- i. Service/support animals may not be left alone overnight in on-campus residential

housing. If the student handler leaves campus for any night, the animal must be taken with the student handler, or left with a caretaker approved in advance by the Office of Residence Life. It will be the student/handler's responsibility to arrange for the approval of the caretaker by the Office of Residence Life and for the animal to be picked up by the approved caretaker.

- j. It is the student/handler's sole responsibility to maintain control of the animal at all times, and to be clean up after the animal and properly dispose of waste. The support animal must be placed in a pet crate appropriate for the animal's size when the student/handler is away from their residence hall room.
 - k. If the service/support animal is determined by Residence Life personnel or other University personnel to be out of control or creating an unreasonable interference with the usual activities of the residence hall, is not housebroken, or creates noise or odor that exceeds reasonable standards for a well behaved animal that creates disruption for others, the Office of Residence Life will coordinate with the Office of Learning and Disability Services, Safety and Security, and Student Affairs regarding appropriate action to be taken, which may include removal of the animal when the animal poses a threat to the health or safety of others or otherwise proves unmanageable.
 - l. Only one support animal is permitted for a student.
6. The following is intended to provide further guidance regarding the care for a support animal on the King University campus:
- a. Documentation for required vaccinations must be submitted to the Office of Learning and Disability Services and the Office of Residence Life.
 - b. The support animal must be fed and watered inside the residence hall room. Pet water and food is not to be left outside the residence hall room at any time.
 - c. Support Animals must be taken out of the building by way of the shortest and most direct path and must be maintained under standard restraints such as a carrier and/or collar when outdoors, in public areas, or in transit and must be confined to the residence hall room when not in transit.
 - d. The student's/handler's residence will be inspected for regular health and safety inspections, which is normal procedure for all residential students. In addition, the student's/handler's residence may be inspected for fleas, ticks, pests, and/or damage to the residential facilities once per month or as needed. The Residence Life Office will schedule the inspection and notify the resident in advance of the scheduled inspection. If fleas, ticks, or other pests are detected through inspection, the residence hall will be treated using approved fumigation methods by a university-approved pest control service. The student/handler will be billed for the expense of any pest control treatment. The owner must be present when Residence Life or Physical Plant staff needs to enter the residence.
 - e. Support Animals that are tethered, unattended, or abandoned may be impounded in accordance with local laws and regulations.

- f. Pet gates across room doors, front doors, hallways, and stairwells, or anywhere that could impede fire egress from the building are prohibited.
- g. The student/handler will hold the University blameless in the event the Support Animal goes missing. University staff is not responsible for retrieval of the Support Animal in the event the animal escapes.
- h. Residence Life has the ability to relocate the student/handler and the Support Animal as necessary.
- i. The student/handler must notify Office of Learning and Disabilities Services in writing if the Support Animal is no longer needed as a Support Animal or is no longer in the residential facilities. To replace a Support Animal, the student/handler must file a new Request for Accommodation through the Office of Learning and Disabilities Services.
- j. The support animal should have tags or some other method of indicating ownership and rabies clearances.
- k. King University and its employees assume no responsibility for controlling, keeping, feeding or otherwise caring for any support animal. The University and its employees assume no legal responsibility for, and the student/handler shall indemnify and hold the University and its employees harmless from any injury or damage caused by the support animal. The University and its employees assume no legal responsibility for, and the student/handler shall indemnify and hold the University and its employees harmless from any injury to the support animal.
- l. The student/handler shall warrant that the support animal is housebroken. The student/handler shall warrant that the support animal has no vicious history or tendencies.
- m. Pursuant to this policy and the “Room Care” policy in the Student Handbook, the student/handler shall be responsible to cover the cost to repair any and all damage the animal causes to the residence or to common areas, reasonable wear and tear excepted. Those costs the student/handler shall cover may include, but are not limited to, the cost of painting, carpet cleaning, carpet replacement, and/or floor cleaning.
- n. The residence hall room door must be locked by the resident at all times when the resident is away from the room while the support animal is in the room.
- o. The student/handler must be familiar with fire alarm and fire drill policies and ensure that the support animal is removed from the residence hall during an emergency or drill, but only if it is safe to do so. The Residence Life Office conducts at least one fire drill each semester, possibly more depending on successful outcomes of tests. Owners with a support animal are responsible for the support animal at all times, including during times of fire drills, fire alarms, or other campus emergencies. The University’s priority is the safety of its student residents. Residence Life Office staff will attempt to

alert owners with a support animal 1-2 days in advance of a drill, however, that isn't guaranteed. Building alarms are a routine occurrence for other non-drill situations and the University and its staff will not be responsible for ensuring that a support animal is safe and removed from the building, regardless of the type of emergency. Owners will not be allowed to re-enter buildings during an emergency or drill situation. Jurisdiction of the alarm or emergency is transferred to emergency responders upon arrival. Emergency personnel will determine whether to remove the animal and may not be held responsible for the care, damage to, or loss of the animal. Owners may never, under any circumstances, ask roommates or other campus community members to retrieve or rescue their support animal at any time, especially during times of an emergency.

- p. The student/handler must provide the Coordinator for Residence Life the name and contact information for two off-campus contacts to take and to care for the animal in the absence of the student/handler.
- q. The student/handler will be provided with a support animal door sign that *must* be adhered to the *inside* of their residential hall room door via wall safe adhesive. The door sign will contain the owner and animal's emergency contact information.
- r. The student/handler will also be provided with a support animal door sign that *may* be adhered to the *outside* of their residence hall room door via wall safe adhesive to alert others to the presence of an animal in the room.
- s. The student/handler must remove their animal from campus during any campus break (Fall Break, Thanksgiving Break, Christmas Break, Spring Break, and Easter Break) in which the owner will be away from campus.
- t. During the evacuation of campus, all animals are to be removed from campus for their safety.

The student/handler is expected to comply with all parts of the above policy. Failure to comply with the above policy will be handled through the student conduct process with the following possible sanctions:

- 1st Violation - In most cases, a warning will be issued unless the action is so egregious (e.g., support animal bites someone, etc.).
- 2nd Violation – The student/handler may be asked to remove the support animal for at least the remainder of the semester, possibly the entire academic year.

In cases where the animal bites someone, attacks someone, harms someone, or is otherwise aggressive towards someone, the student/handler will remove the animal from campus immediately.

Furthermore, owner abandonment, negligence, or mistreatment of an animal will not be tolerated. In the case of abuse, the animal will be removed from the situation.

This policy has been developed to comply with all requirements of the Americans with

Disabilities Act, the Fair Housing Act and Section 504 of the Rehabilitation Act that apply to King University. The University does not discriminate on the basis of disabilities and will follow all applicable laws and regulations regarding the provision of reasonable accommodations to disabled individuals. No disabled person shall be prevented from entering, remaining, or using facilities of this University because of the use of a service animal, unless such use is not in conformance with applicable law.

Grievances of discrimination may be filed with the Vice President Administration & Finance or the Assistant Title IX Coordinator.

ANNUAL SECURITY REPORT

The Annual Security and Crime Statistics Reports are released pursuant to the: (a) Department of Education, Federal Student Aid Handbook, Chapter 6, Providing Consumer Information, (b) Campus Security section of the Jeanne Clery Disclosure of Campus Security Policy, and (c) Campus Crime Statistics Act and Tennessee Code Annotated 49-7-2203. The Annual Security and Crime Statistics Reports are available under the “Right to Know Section” on the King University website at <https://www.king.edu/about/consumer-information>. A paper copy is also available at the Security Office located in the basement of Parks Hall or upon request or by calling (423) 652-4705, Written requests can be made to the following address: King University, Security Department, and 1350 King College Road, Bristol, TN 3762.

ASSAULT

Assault is prohibited. 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.

BICYCLES

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

BULLYING

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

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

CHAPEL, CONVOCATION, AND SERVICE POLICY

RATIONALE

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

PHILOSOPHY

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

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

POLICY

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

- All full-time undergraduate students (commuter, residential, and transfer) will be automatically enrolled in a ½ semester hour CCS course each semester.
- The CCS course will be counted as a Pass / Fail evaluation.
- The number of CCS hours required for a "P" will be 12 each semester. Students may receive up to 7 required hours from service. No less than 5 hours must come from convocation, chapel, or a combination of the two.
- Students not completing the minimum of 12 CCS hours will receive a "F."

- After the tenth day of the semester, students are considered either full-time or part-time (PT) for the entire semester. A full-time student may withdraw from a class making the student part-time; however, the student is still responsible for fulfilling the CCS requirements.
- Students can repeat the failed semester by either doing 12 additional hours of CCS (at least 5 of which must come from convocation, chapel, or a combination of the two) or completing a make-up plan to be approved by the Chaplain, in the semester immediately after the student has received an “F.”
- CCS credits are not transferable to subsequent semesters.
- King University’s Mission Trip participation, when approved by the Chaplain, will count as 7 CCS credits.
- Each Chapel attendance (Wednesdays, 9:15-10:00 A.M.) counts as one hour credit.
- Each Convocation attendance (select Mondays, 9:15-10 AM, and others as announced) counts as one hour credit.
- During chapel and convocation events, students are expected to refrain from using electronic devices, including ear buds, studying, and engaging in conversations with others.
- Students arriving late or leaving chapel or convocation events early will not receive CCS credit.
- Each hour of Service in an approved/verified activity counts as one hour credit. Students are responsible for reporting their own hours on time and with proper documentation.
- Service activities must be performed at a site pre-approved by the Coordinator of Career Services & Community Engagement.
 - Service that is performed outside of King University.
 - Service that is performed for a community group or organization (not an individual, private club, or a for-profit organization).
 - Service that is not mandated because of conduct violation or arrest.
 - Service that is unpaid.
 - The benefit received from the service shall go to the community at large and not to King University, an athletic team, campus organizations, or family and friends.
 - With limited exceptions approved in advance by the Chaplain, service hours cannot be witnessed or affirmed by the signature of King faculty, staff, coaches, volunteers, or other King Employees.
 - Clinicals, teaching observations, and field studies may not count as service.

- Fraudulent activity will result in failure for the semester and will be referred to the student conduct process.
- Service hour forms are available on the student portal. These forms must be submitted to the portal with all required documentation on or before 5:00 p.m. on the last day of classes. Service hours will not be considered.
- If you have questions about whether an activity will be approved, please email studentaffairs@king.edu. You are encouraged to submit service hours early in the semester. Service forms are always due by 5:00 p.m. the last day of classes for which you are submitting hours. Late submissions cannot be guaranteed to be accepted or approved.
- Senior level Teacher Education students engaged in student teaching are exempt from CCS during the semester in which they student teach.
- Certain other opportunities will be allowed to count toward fulfillment as determined by the Office of the Chaplain. These events will be announced by email.
- Scanners will be used at all approved events to record student attendance. Students must have their King University ID to be counted present.
- Non-traditional students do not have a CCS requirement but are encouraged to listen to web-based podcasts of Chapel and Convocation events, as well as engage in service through their course work and community involvement.

Service opportunities must include pre-approved nonprofit service organizations in Bristol. Check the Canvas page for CCS 1000 for a list of possible opportunities.

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 regardless of campus location (Bristol, Knoxville, etc.) or modality (face- to-face or online). 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, staff and other students, for creating a productive learning environment. This responsibility includes behaving courteously and respectfully toward your professors, staff and your classmates and becoming self- disciplined in your learning and interactions with others.

Classroom Etiquette

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

- Attend class and pay attention. Do not ask the instructor to go over material you missed by skipping class or not paying attention. If you have difficulty understanding the presented material, ask the instructor to assist you.
- Not come to class late or leave early. If you must enter late, do so quietly and do not disrupt the class by walking between the class and the instructor. Do not leave class early unless it is an absolute necessity. If you know in advance, you will need to leave class early, sit near an exit and inform the instructor prior to class.
- Not talk with other classmates while the instructor or another student is speaking. If you have a question or comment, please raise your hand, rather than start a conversation with your neighbor. Others in the class may have the same question.
- Show respect and concern for others by not monopolizing class discussion. Allow others time to give their input and ask questions. Do not stray from the topic of class discussion.
- Turn off all electronic devices, including but not limited to cell phones, earbuds or other listening devices and smart watches. If, due to work or family obligations, you need to remain in contact, inform your instructor ahead of time and set these devices to be as minimally disruptive as possible.
- Avoid audible and visible signs of boredom and restlessness. These are both rude and disruptive to the rest of the class.
- Focus on class material during class time. Sleeping, talking to others, doing work for another class, reading, checking email, exploring the Internet, etc., are unacceptable and can be disruptive. If the professor allows food in class, unwrapping and eating should be in a non-disruptive manner.
- Do not pack book bags or backpacks to leave until the instructor has dismissed the class.

Online Etiquette

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

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

Student Employees

- Student employees are to respond to their supervisors, as well as other university employees, in a courteous, professional manner.
- Student Employees are accountable under the Civility Policy in their work-study positions on or off campus.
- Student Employees are accountable under the King University Student Employee Handbook.

General Etiquette

In addition to the expectations articulated above for classrooms and other learning environments, all members of the King University community are expected to be courteous and respectful in their interactions with one another at all times. This includes using appropriate language and tone that is appreciative of diversity and that refrains from being disrespectful, inappropriately informal, crude, vulgar, discriminatory, harassing, or intimidating in email correspondence, phone and/or video conference interactions, Face-to-face encounters in various service areas and offices, and all other interactions.

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 or appropriate university employee. 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 or other university employee 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. This may include, but is not limited to asking that the inappropriate behavior cease, asking a student behaving inappropriately to leave the classroom/learning environment/office on an interim basis, or arranging a meeting with the student to address the matter through an informal resolution.

If the civility matter cannot be addressed through any of the above means, the instructor or other university employee may refer a student who acts inappropriately to the Dean of Students for disciplinary action through the Student Conduct Process. Mediation through a third party (Dean of Students or other University employee), with the instructor or employee and the student, may be considered as a possible solution.

Classroom Setting: If the civility matter cannot be addressed through any of the above means, the instructor may request that a student who repeatedly engages in inappropriate behavior be removed from their class. The Dean of Students will consider such requests. The Dean of Students may initiate interim removal from the class with allowing the student keeping up with course requirements online. The Dean of Students has the option to deal with a civility violation through an Administrative Hearing or a Hearing Panel (see Student Conduct section of this handbook for definitions). Students who are removed from a course for violating the Civility Policy will have their grade for the course (W or F) and any other appropriate sanction

determined by the process for hearing their case (the Dean of Students or a Hearing Panel). **Office or other campus location:** If the civility matter cannot be addressed through any of the above means, the university employee may request that a student who repeatedly engages in inappropriate behavior be removed from their office or other campus location for an interim period. The Dean of Students will consider such requests. The Dean of Students has the option to deal with a civility violation through an Administrative Hearing or a Hearing Panel (see Student Conduct section of this handbook for definitions).

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 or virus, such as COVID-19, has an ethical responsibility to other members of the University's community to report that information to Student Affairs at studenthealth@king.edu. Residential students must report any contagious disease to their Resident Assistant or Area Coordinator immediately. Commuter students must report any contagious disease to the Student Affairs Office immediately. If the disease is contagious to the community, the Student Affairs Office must be notified. 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 <https://www.cdc.gov>.

Students living in the residence halls who are diagnosed with a communicable disease or virus, such as COVID-19, 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 the Residence Life staff person that is on duty.

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 Coordinator 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. All documentation must be submitted within 14 days of completing the commuter form. Please be aware that very few exemptions are granted.

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

Circumstances for Approval of Commuter Status:

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

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

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

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: This policy does not apply to students that are classified as AGS or **only** attending classes that are not on the Bristol Campus.

Please refer to the “Housing Accommodations” section, located in the Residence Life Policies of this handbook for further information.

CRIME REPORTING

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

King University’s Duty to Report

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

Tennessee Code Annotated 10-7-504. Confidentiality of certain records.

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

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

Tennessee Code Annotated 49-7-2207. Commission of felonies; reporting of students.

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

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

Tennessee Code Annotated 49-7-129. Campus crime scene investigations.

(9a) This section shall be known and may be cited as the "Robert 'Robbie' Nottingham Campus Scene Investigation Act of 2004.

(a) Regardless of whether a public or private institution of higher education has entered into a mutual assistance agreement with a law enforcement agency pursuant to § 49-7-118, the chief security officer or chief law enforcement officer of the institution shall immediately notify, unless otherwise provided by federal law, the local law enforcement agency with territorial jurisdiction over the institution, if the medically unattended death of a person occurs on the property of the institution, or if the officer is in receipt of a report from the victim alleging that any degree of rape has occurred on the property of the institution. The chief security officer or chief law enforcement officer shall designate one (1) or more persons who shall have the authority and duty to notify the appropriate law enforcement agency in the absence of the chief security officer or chief law enforcement officer.

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

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

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

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

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

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

MANDATORY REPORTING

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

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

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

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

DINING OPTIONS ON CAMPUS

All students living in University residence halls must have a meal plan. Refer to King University catalog (Policy-Financial Information) for more detail.

King’s dining hall offers a “Marketplace” all-you-can-eat style dining experience. Also, a coffee bar, located in the King’s Den, offers espresso-based beverages, both hot and iced, frozen coffee beverages, and fruit smoothies, and bottled soft drinks and juices.

A snack bar, also located in the King’s Den, is a great place to grab a quick bite between classes.

MEAL SERVICE PERIODS

The Dining Hall is an all-you-can-eat facility, open for continuous dining Monday through Friday, 7 a.m. – 7 p.m. and designated hours per meal on Saturday and Sunday.

During University holidays, the dining hall may be closed or operating on an abbreviated schedule. Hours will be posted.

DINING HALL TO-GO MEALS

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

DISABILITIES

King University is committed to enabling 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 reliable documentation that supports the accommodation request. King University will fully comply with all requirements of the Americans with Disabilities Act (ADA) of 1992, the Americans with

Disabilities Act as Amended (ADAAA) of 2008, Section 504 of the Rehabilitation Act of 1973, and corresponding federal regulations.

King University will not provide accommodations if doing so would create an undue burden for the University. Further, 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.).

It is the student's responsibility to disclose a disability to the university and to request accommodations in a timely manner. Requests for accommodations or services may be made at any time; however, keep in mind that some accommodations may take time to arrange. Be aware that accommodations are not retroactive and cannot be made for assignments or exams that have occurred prior to the request.

Each semester students receiving academic accommodations must provide the Office of Learning & Disability Services the names of the faculty members and/or other staff they would like to receive a copy of their Official Accommodation Notification. This notification is not automatic. The Office of Learning & Disability Services will notify the faculty and/or staff identified by the student of the approved accommodations electronically. Faculty must be in receipt of this notification before they are permitted and/or required to provide approved accommodations.

The implementation of academic accommodations is a shared responsibility. The student should meet with each instructor and discuss each requested accommodation and how it will be implemented so that it is appropriate to both their needs and the format of the course.

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.

Housing accommodation requests should be submitted as soon as possible after admission to the University for new students and prior to the room selection process for continuing students. All requests will be evaluated on an individual basis. Please note that housing requests are handled on a first come, first served basis, and are subject to availability at the time of accommodation approval. If a student has been approved for housing accommodations by the Office of Learning & Disability Services, the Office of Residence Life will contact the student and work with them to implement the approved 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.

Please refer to the “Housing Accommodations” section, located in the Residence Life Policies of this handbook for further information.

DISCRIMINATION

Refer to the Relationship Conduct Policy in this handbook.

<https://www.king.edu/wp-content/uploads/2023/01/Relationship-Conduct-Policy-2023.pdf>.

DISRUPTIVE BEHAVIOR

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

DRESS

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

DRIVING FOR UNIVERSITY BUSINESS

Students wishing to operate a vehicle owned, rented, leased, or borrowed by King University or their personal vehicle for University business must be approved through the King University Approved Driver policy. University business is any activity by a University employee, volunteer, or student employee that is determined to be within the scope of the employee’s or volunteer’s job duties. University Business includes University sponsored trips, field trips, or other approved University activities that may be undertaken by University employees, volunteers, or students. University Business excludes student travel to and from class, athletic practice, clinical/externship/internship sites, or other student travel for which transportation is not provided by the University. Applications to drive for University business may be obtained by emailing background@king.edu.

DRONES

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

EMERGENCY PROCEDURES

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

EMERGENCY RESPONSE/NOTIFICATION/EVACUATION PROCEDURES

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

Evacuation procedures can be found on the University’s website at:

<https://www.king.edu/about/offices/security-and-safety/emergency-notification/>

EMERGENCY NOTIFICATION

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

EMERGENCY TEXT MESSAGING

King University has contracted with a mobile group message provider to offer our community an instant alert service to deliver time-sensitive notifications to students and staff. Once an alert is entered, the message can rapidly be distributed to participants, allowing for timely communication. Because the system relies on text rather than voice messaging, it can function effectively even when there is increased cell traffic. 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 <https://www.king.edu/about/offices/security-and-safety/emergency-notification/> for instructions.

EVACUATION AND LOCKDOWN PROCEDURE

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

- **Other Evacuations**
 - **Follow the instructions of emergency personnel**
 - All evacuations **are to be treated as** actual emergencies.
 - **EVACUATE** – Per Tennessee State Law – Use evacuation signs as required. Advise everyone you pass on the way out to exit the building proceed to the assembly point designated by security or other emergency responder or 2 times the buildings height away from the building. Be familiar with the evacuation plans of the building where you work. Department Heads will be in charge until someone from the emergency operations team arrives.
- **CALL**
 - 911
 - Security
 - **WAIT** – At evacuation point or building.
 - **DO NOT RE-ENTER THE BUILDING** – At no time will anyone other than emergency personnel enter the building.
- **LOCKDOWN PROCEDURES**
 - Announce the lockdown to others.
 - Encourage others to exit hallways or common areas and enter a room or office.
 - Go to an office, classroom or residence hall room, and lock the door. Place something in front of the door to hold it shut.
 - Close all blinds or cover windows.
 - Turn off lights.
 - Move to an area away from doors and windows.
 - Remain in place until an “all clear” text message, loud speaker, or email announcement is made. In person “all clear” announcements will only be done by uniformed security or police officers.
- According to the Federal Emergency Management Agency’s

“HOW TO PREPARE FOR AND RESPOND DURING AND AFTER AN ACTIVE SHOOTER INCIDENT” guide, you should:

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

EMOTIONAL AND MENTAL HEALTH CONCERNS

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

Pursuant to the University's Mandatory Leave of Absence Policy, the Director of the Counseling Center may recommend to the Vice President for Student Affairs and 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 addition to following appropriate protocol, in cases involving serious injury and in emergency situations the University may notify the parents or legal guardian of the student.

FACULTY ACCESSIBILITY AND OFFICE HOURS

Faculty make themselves available to students by posting and observing office hours each week. Office hours may be face-to-face, virtual, or a combination thereof, depending on the instructional modality of the teaching load of the faculty member. Faculty contact information, established office hours and instructions on how to schedule an appointment should be included in the syllabus for each course.

FAILURE TO COMPLETE SANCTION(S)

Students are required to complete all sanctions assigned by a Student Conduct Administrator or hearing panel by the specified due date. Failure to do so may result in the commutation of the sanction(s) into a fine of up to \$250 and/or the imposition of other disciplinary sanctions, up to and including expulsion.

FINANCIAL RESPONSIBILITY

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

DEBTS

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

1. Enroll 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.

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

FIRE PIT GUIDELINES

Recreational fires on campus for social gatherings are only allowed with King University equipment at approved locations as noted on the campus map below: (1) Right Side of Oval & (2) Behind Liston Hall.

Check Out

Students can reserve & check out one of the two fire pits through their RA on a first come first served basis. Waivers and sign out sheets are located in the Parks and Liston RA offices. When checking out make sure that each bag has (1) rubber mat, (2) fire pit, (3) firewood (enough for 2-3 hours), (4) fire starter, and (5) lighter.

Fire Pit Guidelines

- Inspect fire pit area – Prior to igniting please remove any leaves, trash or other debris from the area and place the rubber mat down beneath the fire pit to avoid scorching grass.
- To light fire pit – remove excess wood and start with two large logs, some kindling pieces and one fire starter. Arrange & light Fire starter. Press power button on fan blower on side to increase air circulation to help wood catch. Press again to change speed or hold to turn off (Increased speeds will burn through wood quicker).
- Outside of provided wood, no items are not to be placed in the fire at any time.
- Sit a safe distance away from the flames, flames will blow from side to side on a windy day.
- No cooking with the fire tables.

Return

Fire pits must be returned to the RA office within 24 hours of check out (if possible that same night to avoid misplacing). Fire pit should be clean (all ashes discarded properly) & cool before repacking and any unused wood place inside. Lighter and fire mat should also be returned with bag.

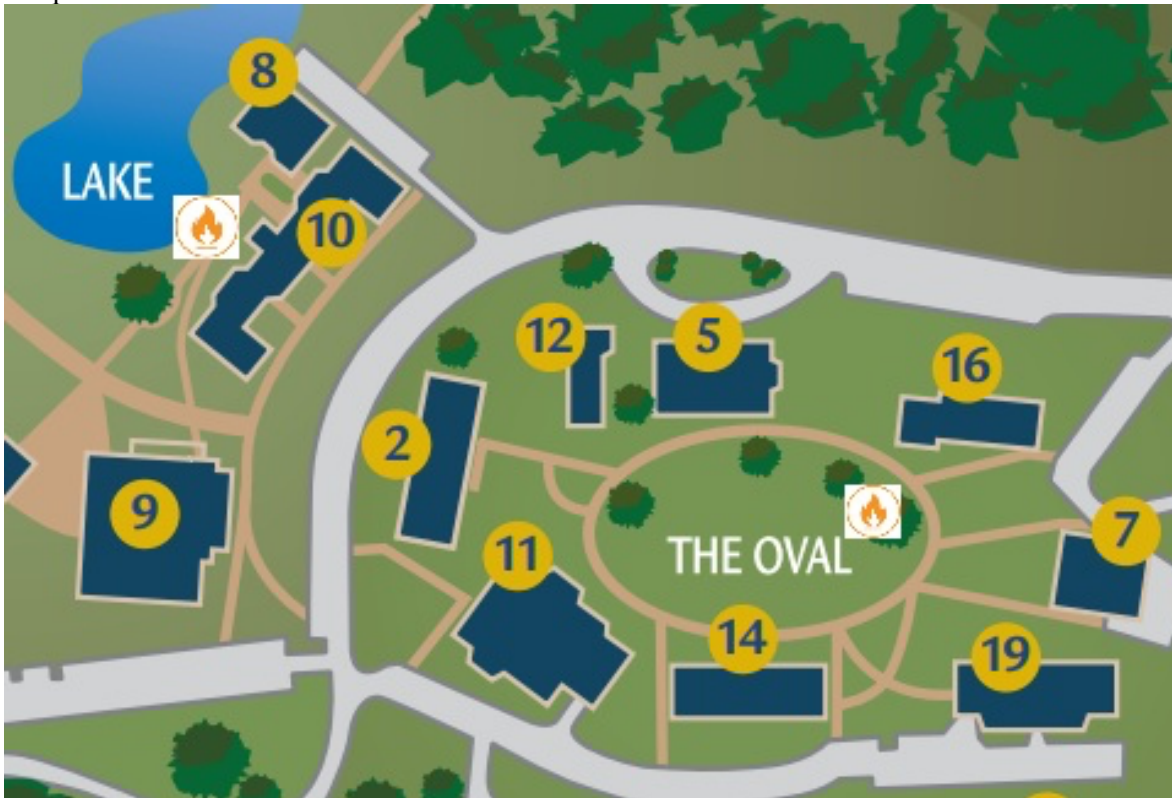
Fire Pit Guidelines

All approved fire pit use must adhere to the following guidelines (failure to abide by these guidelines will result in a fine and/or forfeiting future permission to use a fire pit):

- The fire must be fully contained in a King University owned fire pit. No fire may be built directly on the ground, or on any other surface. Personally owned fire pits may not be used by students on the college campus.
- King University fire pits may only be used in prescribed locations (no closer than 50' from any campus building) and are not to be taken off campus.
- The fire pit must remain attended at all times while the fire is burning, and throughout this time the water must remain within reach in case of an emergency.
- When the event is over the group using the fire pit is responsible for extinguishing the fire and discarding all (thoroughly drenched) remnants and coals into one of the steel cans located at (1) Beside Parks (2) Behind Liston
- Never break or destroy trees, bushes, or landscaping on campus to use for firewood or fuel.

Exercise extreme care and proper judgment at all times. Recreational fires are a wonderful privilege, but also pose a risk to campus property and personal safety when not properly maintained.

campus.



FIRE SAFETY

- **FIRE ALARMS**

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

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

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

- **FIREWORKS AND EXPLOSIVES**

It is prohibited to possess, sell, offer for sale, store, and transport or use any fireworks or explosives on the University's property. Fireworks are defined as, but not limited to, any incendiary or explosive device that is sold or manufactured for use as a firework. Explosives are defined as, but not limited to, any incendiary or poisonous gas or any container which contains a flammable liquid and/or has a wick or similar device capable of being ignited, other than a device which is commercially manufactured primarily for purposes of illumination or

any sealed device with chemically reactive substances for the purposes of causing an explosion by a chemical reaction. This includes any “hoax device” that reasonably appears to be or is purported to be an explosive or incendiary device and may cause alarm or reaction of any type by a student, King Official, a public safety agency, or a volunteer agency organized to deal with emergencies. Possession of fireworks and explosives will be dealt with through disciplinary action and may be a violation of local, state and federal law. The University will report the possession of fireworks or explosives to the appropriate law enforcement agency.

- **FLAMMABLE MATERIALS/OPEN FLAMES**

Open flames are prohibited on campus. Anything that requires an open flame for operation is prohibited unless utilized during a King University sponsored event or during controlled classroom settings. Therefore, such things as burning candles, incense. Flammable Christmas ornaments, fireworks, bonfires, and smoke bombs are prohibited. Flammable materials, such as gasoline, kerosene, Coleman fuel products and halogen lamps are 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 \$600 fine and replacement cost of life safety equipment. King will report the tampering with such equipment to the appropriate law enforcement agency.

FORGERY

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

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

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

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. Employees of King University are prohibited from “fraternizing” with King University students.

GANG POLICY

King University prohibits gang activity. A “gang” is defined as a group that initiates, advocates, or promotes illegal activities, activities that threaten the safety or well-being of persons or property or activities that are harmful to the education process. Anyone who engages in gang activity may be referred to the appropriate discipline process and the

appropriate law enforcement. Prohibited “gang activity” includes, but is not limited to:

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

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

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

GRADE APPEAL

Refer to the King University Academic Catalogue, Academic Appeals Policy.

GRIEVANCE POLICY

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

A grievance:

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

A grievance is not:

- In response to a decision by the Honor Council or Student Conduct Administrator; this is known as an appeal which is outlined in the Student Conduct Process in the Student Handbook.
- In response to an appealed decision from the Honor Council that was upheld through the appeal process.
- The avenue for a student to complain about the actions of another student; this type of complaint is handled through the Student Conduct Process as outlined in the Student Handbook.
- The proper avenue for filing a complaint regarding violations of the Relationship Conduct Policy, sexual harassment, or discrimination on the basis of gender, race, color, religion, national origin, ethnicity, sexual orientation, age or disability; this type of complaint is addressed through the Relationship Conduct Policy as noted in the Student Handbook.

A student's appeal of a course grade. This action is handled through the grade appeal process described in the King University Academic Catalogue (<http://registrar.king.edu>) and does not fall under the University-wide Grievance. If a student is uncertain as to whether or not he should file a formal grievance, he/she is encouraged to meet with the Director of Safety and Security, the Vice President for Student Affairs and Dean of Students, or the Provost to consult, ask questions, and seek advice. Meetings of this nature do not initiate the formal grievance process.

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

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

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

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

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

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

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

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).

HARASSMENT

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

- a. Actions which cause one to reasonably believe they are endangered;
- b. Reporting an offense or incident knowing the offense or incident did not occur or knowing that information relating to the matter is false;
- c. Intentionally initiating or circulating a report of a bombing, fire or other emergency knowing that the report is false;
- d. Acting to prevent or interrupt the use of any building or other facility or the activities of King University;
- e. Threats by telephone, text, in writing, social media, or by any electronic means which knowingly annoys or alarms the recipient;
- f. One or more telephone calls, or calls at an hour or hours known to be inconvenient to the victim, or calls in an offensively repetitious manner, or without a legitimate purpose of communication.

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

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

HAZING

Tennessee statute 49-7-123 states that Hazing is prohibited.

- (a) As used in this section, unless the context otherwise requires:
 - (1) "Hazing" means any intentional or reckless act in this state on or off the property of any higher education institution by one (1) student acting alone or with others that is directed against any other student, that endangers the mental or physical health or safety of that student or that induces or coerces a student to endanger the 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; and (2)
 - (2) "Higher education institution" means a public or private college,
- (b) Each higher education institution shall adopt a written policy prohibiting hazing by any student or organization operating under the sanction of the institution. The policy shall be distributed or made available to each student at the beginning of each school year. Time shall be set aside during orientation to specifically discuss the policy and its ramifications as a

criminal offense and the institutional penalties that may be imposed by the higher education institution.

All members of the King University community are prohibited, in any context and anywhere, from engaging in any act of hazing, whether the act be physical, mental, emotional or psychological.

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

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

HONOR CODE

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

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

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

HOVERBOARDS

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

IMMUNIZATIONS

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

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

All are required by the State of Tennessee

Required immunizations (measles, mumps, rubella, and varicella)

Pursuant to Tennessee Rules & Regulations (TN ADC 1200-14-01-.29), King University requires that that any new full-time enrollee shall present proof of adequate immunization against the following diseases:

- (a) **Measles**, provided that this requirement shall only apply to those students born on or after January 1, 1957; for purposes of this subparagraph, adequate immunization is defined as:
 - 1. Two doses of measles-containing vaccine, administered at least 28 days apart and no earlier than 4 days before the first birthday; or
 - 2. Laboratory evidence of immunity.
- (b) **Mumps**, provided that this requirement shall only apply to those students born on or after January 1, 1957; for purposes of this subparagraph, adequate immunization is defined as:
 - 1. Two doses of mumps-containing vaccine, administered at least 28 days apart and no earlier than 4 days before the first birthday; or
 - 2. Laboratory evidence of immunity.
- (c) **Rubella**, provided that this requirement shall only apply to those students born on or after January 1, 1957; for purposes of this subparagraph, adequate immunization is defined as:
 - 1. Two doses of rubella-containing vaccine, administered at least 28 days apart and no earlier than 4 days before the first birthday; or
 - 2. Laboratory evidence of immunity.
- (d) **Varicella**, provided that this requirement shall only apply to those students born on or after January 1, 1980. For purposes of this subparagraph, adequate immunization is defined as follows:
 - 1. Two doses of varicella-containing vaccine, administered at least 28 days apart; or
 - 2. Laboratory evidence of immunity; or
 - 3. A history verified by a physician, advanced practice nurse, physician's assistant or public health nurse employed by a local health department, of varicella disease. Documentation of the past illness is not required to confirm a history of disease.

Exemptions for MMR (Measles, Mumps, and Rubella) and Varicella:

Students who are exempt from requirements are as follows:

- (a) **MMR:**
 - 1. Students whose medical provider submits signed documentation that the MMR vaccine carries an unsuitable risk of harm to the student due to allergy, medical condition, etc.
 - 2. Students whose religious tents and practices conflict with vaccination/immunization and those students submit an Affidavit, testifying under oath, as to this religious conflict
- (b) **Varicella:**
 - 1. Students whose medical provider submits signed documentation that the Varicella vaccine carries an unsuitable risk of harm to the student

(due to allergy, medical condition, etc.)

2. Students whose religious tenets and practices conflict with vaccination/immunization and those students submit an Affidavit, testifying under oath, as to this religious conflict.

Meningococcal Meningitis & Hepatitis B

King University requires all new incoming students provide proof of vaccination against meningococcal meningitis and hepatitis B, or submit a signed waiver form indicating that the University has provided detailed information to the student concerning the risk factors for meningococcal meningitis and hepatitis B infection and the availability and effectiveness of vaccines for persons who are at-risk of those diseases; and that the student, parent or guardian has received and reviewed the information and has chosen to have the student vaccinated or not to have the student vaccinated. To complete a waiver form, a student who is eighteen (18) years of age or older may sign a waiver or, for minors, the student's parent or guardian may sign the waiver.

COVID-19

The COVID-19 vaccine is NOT required for enrollment at King University. However, we strongly encourage students to receive it.

INCLEMENT WEATHER AND EMERGENCY CLOSURE POLICY

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

Faculty and staff, while recognizing that we must maintain the effective operation of the University during inclement weather and other emergencies when possible. The complete policy and more information are available at <https://www.king.edu/about/offices/security-and-safety/inclement-weather-policy/>

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. 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 with the Honor Code**
Any e-mail sent using King's computer resources may be routinely scanned for compliance with the Honor Code. Any e-mail that could be considered a violation of the Honor Code or King's policies may be subject to review through the Student Conduct Process. Using the campus network to harass or annoy others or to prevent others from legitimately using the system is not permitted. Sending individual or mass messages with obscene, offensive, harassing, threatening, or menacing content are examples of e-mail conduct which is in violation of the Honor Code, and possibly local, state, and federal law. The electronic messages sent, whether within or outside the campus community, reflects on the University and its reputation. Storage of obscene material of any kind is prohibited.
7. **Improper Authorization of Access to Accounts**
Individuals may not authorize any other person to access to their King University accounts for any reason. This includes, but is not limited to, allowing access to King email, Canvas and Portal. You are responsible for taking reasonable precautions such as protecting your passwords and logging out of public computers properly.
8. **University Email**
Upon matriculation, students are provided a King University email address; this is the only email address that should be used for University communications.

ONLINE STUDENTS TECHNICAL SPECIFICATIONS

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

WINDOWS:

Recommended System Requirements

Operating System: Windows 10 or higher

Processor: 2 GHz or higher

RAM: 4 GB or higher

Monitor Resolution: 1024x768 or higher

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

Internet: Broadband (Wired/Wi-Fi)

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

BROWSER SUPPORT

To find browser information related to Canvas, visit:

<https://king.instructure.com/login/canvas>. Students will then log in with their student email

SUGGESTED/REQUIRED SOFTWARE

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

TECHNOLOGY NOT SUPPORTED

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

Additional requirements may be specified for particular courses.

MINIMUM COMPUTER SKILLS

Students in online courses must begin those courses with computer proficiency sufficient to successfully access and use online tools and materials. Students must be able to:

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

Additional requirements may be specified for particular courses.

CONTACTING THE IT DEPARTMENT

The IT department keeps office hours Monday-Friday, 8:00 a.m. until 5:00 p.m. For email and network access questions or concerns, the department may be contacted at helpdesk@king.edu or by calling 423-652-6019. For issues related to Canvas, students should use the Help button in their Canvas account to contact 24/7 support.

SAFETY TIPS FOR ONLINE INFORMATION

Revealing too much information online, 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 online 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 online terms to understand what you're getting into when you log on.

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

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

INSURANCE

All full-time traditional undergraduate students attending King University are automatically enrolled in the Student Accident Insurance Plan. The fee for this coverage will be charged to the student's account and may NOT be waived. Additional information regarding the plan can be found on the student portal under My Finances.

Note: This fee is not covered by VA Benefits.

INTELLECTUAL PROPERTY RIGHTS POLICY

I. INTRODUCTION

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

II. APPLICABILITY

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

III. DEFINITIONS

- A. For purposes of this policy only, "Intellectual Property" shall mean and consist of the following:
1. Copyrightable material, whether or not a copyright registration has been obtained, that is produced from creative and scholarly activity, such as text (manuscripts, manuals, books, and articles); videos and motion pictures; music (sound recordings, lyrics, and scores); images (print, photographs, electronic, and art); and computer software (programs, databases, web pages, and courseware); and
 2. Patentable works, whether or not a patent has been obtained, such as inventions (including processes, machines, articles of manufacture, compositions of matter, methods, innovations, improvements, discoveries, developments, new uses, designs, devices, compositions of matter, formulations, compounds, synthesis) software excluded from copyrighted materials; and other useful, novel, nonobvious ideas that exist in enough enabling detail that someone of ordinary skill in the field could use the idea for its stated purpose and which reasonably could be used for a commercial purpose and
 3. Trademarked materials, such as words, names, symbols or logos, domain names, trade dress, and slogans or any combination of words which has been adopted by the University to identify itself and to distinguish itself and its sponsorship from others; whether or not a trademark registration has been obtained.
- B. "Creator" shall mean the person(s) who has/have made substantial creative or authorship contributions to a work giving rise to intellectual property rights.
- C. "Directed or Commissioned Work" shall mean copyrightable works, and work that is created or developed by one or more employees in response to a specific job requirement (also known as a "work made for hire") and that is not directly related to a teaching activity. Examples of Directed or Commissioned Works shall include development of University websites or web pages by a member of the University's Information Technology or Marketing Departments who is tasked with such creation, or alumni magazines or other University publications by an employee tasked with such publication as a job duty.
- D. "Work" shall mean, without regard to form, including, but not limited to, any invention, discovery, know-how, show-how, process, material, manuscript, original data, academic course or portion thereof, learning tool or aid, or other creative or artistic work and any expression or physical embodiment thereof, including, without limitation, any sound or visual recording, multimedia presentation, model, machine, device, prototype, design, drawing, apparatus, instrumentation, circuit, computer program, database, biological material or specimen, chemical compound, other

composition of matter, plan, record or laboratory notebook, whether now known or developed in the future.

- E. "Sponsor" shall mean any external party, entity or agency with which the University has an agreement for services or other compensation.
- F. "Sponsored Research Agreement" shall mean grants, contracts, subcontracts, and other agreements between a Sponsor and the University for the purpose of conducting research, instruction, training, and other activities at the University, or using University staff for compensation.
- G. "Trade Secret" shall mean information, without regard to form, including, but not limited to, technical, nontechnical or financial data, a formula, pattern, compilation, program, device method, technique, process, or plan that:
 - 1. Derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by other persons who can obtain economic value from its disclosure or use; and
 - 2. Is the subject of efforts that are reasonable under the circumstances to maintain its secrecy.

IV. OWNERSHIP AND USE

A. General Rule

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

B. Determination of Rights to Intellectual Property:

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

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

- c. The University does not construe the use of office space, library facilities, personal desktop/laptop work stations, or communication and storage servers as constituting significant use of University resources, unless the use compromises the security or integrity of the University resources, the use is unreasonable in duration or frequency, the use results in significant additional costs to the University, or the use interferes with or disrupts the performance of the official duties of the creator or other University employees or students.
- C. Disclosure of Intellectual Property creation or development.
- a. Faculty, staff and students are not obligated to disclose the creation of copyrightable Intellectual Property, unless the University may have an interest therein pursuant to this Policy (i.e., the works were created with significant use of other University resources, or more than incidental use of other University personnel, as set forth in Section B (5) above), in which case the creator is responsible for timely disclosure to the University.
 - b. Faculty, staff and students are obligated to timely disclose the creation of Intellectual Property that is externally funded or sponsored, as set forth in Section B (4) above.
 - c. Faculty, staff and students are obligated to timely disclose the creation of patentable Intellectual Property.
2. Although not required, faculty, staff and students are encouraged to disclose to the University any other protectable material that has commercial value to the extent that they may wish assistance in copyright protection and marketing in exchange for profit sharing with the University.
 3. All disclosures should be made to the Vice President for Business Operations
 4. Disclosures will be considered timely when the disclosure is made sufficiently in advance of any publication, presentation, or other public disclosure to allow time for possible action to protect rights to the Intellectual Property. For patentable Intellectual Property, this is generally when it can be reasonably concluded that a patentable work has been, will likely be, or is intended to be created or developed.
 5. Creators are encouraged to seek advice and counsel from the Vice President for Business Operations early in the process to determine whether a potential work may be patentable, and whether the University is interested in pursuing a patent application. The University shall have no obligation to pursue any patent applications.

D. Special Agreement

The overriding principle underlying this Intellectual Property Policy is to encourage creativity and inventiveness, so King University reserves the right to allow some flexibility in applying this policy on a case-by-case basis. In such cases, ownership and use of materials developed pursuant to a special agreement

between the University and the creator/author will be governed by the principles of that agreement. Such an agreement must be approved by the Vice President for Business Operations.

V. ADMINISTRATION

A. Office of the Vice President for Business Operations.

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

B. Dispute Resolution/Review

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

C. Changes to Policy

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

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

D. Ownership Rights of King University

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

Vi. ROYALTIES AND OTHER REVENUE

A. All revenues derived from Intellectual Property in which the University has an interest will be received and administered by the Office of the Vice President for

Business Operations.

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

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

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

LAKE USAGE

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

LIABILITY

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

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

- Any injuries, death, or damage, suffered from participation in any King-sponsored event, activity, or trip (such as Launch or SLACK events) whether held on or off-campus. This also includes transportation to or from an event.

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

LITTER

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

LOST AND FOUND

The Office of Safety & Security maintains the campus lost and found service. Found items should be taken to the Security Office where they will be logged into lost and found. Items not claimed after 21 days 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.

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

Lounges and common spaces must be reserved for group use. To reserve a lounge or common space, please contact the Student Affairs Office at 423-652-4740. Lounges and common spaces should be cleaned and returned to their original condition after the event. Removing furniture is prohibited. Students found removing furniture or in possession of removed furniture will be charged with theft and may be referred to Student Conduct or law enforcement.

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

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

LYING

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

MANDATORY LEAVE OF ABSENCE

The University provides a range of support services to address the medical needs of students, including mental health needs, within the context of the campus community. On occasion, students may experience health needs requiring a level of care that exceeds what the University can appropriately provide. In such circumstances, students may take a voluntary leave of absence.

In situations when it is determined that a student poses an actual risk to their own safety, poses a significant risk to the health or safety of others, or is unable or unwilling to carry out substantial self-care obligations, and refuses to take a leave voluntarily, the Vice President for Student Affairs and Dean of Students may place the student on a mandatory leave of absence.

The determination of the need for a mandatory leave of absence will be based on an individualized assessment, conducted in consultation with the Director of the University Counseling Center, of the currently available medical information, including medical documents and other best available objective evidence, and shall not be based on speculation, stereotypes, or generalizations about individuals with disabilities.

Before placing a student on a mandatory leave of absence, the Vice President for Student Affairs and Dean of Students, in consultation with the Director of University Counseling Center and the Director of Learning & Disability Services (as appropriate), will first determine if other support measures and/or reasonable accommodations would be adequate to respond to the circumstances.

NON-CONSENSUAL CREATION OF CONTENT

Non-consensual creation and distribution of content is prohibited. This includes the fraudulent development and/or distribution of images, video, voice recordings, texts, emails, social media posts, or any other similar materials through the aid of artificial intelligence or any other method. Non-consensual fraudulent development or distribution occurs when one person or group has not been granted permission, license, or privilege to develop, reproduce, or distribute content that includes the likeness of another person. Creation and distribution of non-consensual images, video, or voice recordings of another person may also be a violation of state or federal law and will be referred to the appropriate law enforcement agency.

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 items that are otherwise obscene or illegal, is prohibited.

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

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

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

OCCULT PRACTICES

The occult refers to the use, practice, or belief in hidden, malevolent, or mysterious powers and the possibility of human control of them. Engaging in occult practice is prohibited and is unacceptable in any form. Students engaging in occult practice will be asked to remove all occult paraphernalia and to refrain from further practice. Repeated and continued activity may be subject to disciplinary action through the Student Conduct process.

OFF CAMPUS CONDUCT

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

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

OFFENSIVE LANGUAGE

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

PARKING

The privilege of operating a motor vehicle on the campus streets and parking lots is granted to every student, faculty member, staff member and visitor who agrees to abide by the college regulations governing the operation of such vehicles. Failure to obey these regulations may result in loss of the privilege. All students and employees must register their vehicle with the Security Office. To register your vehicle and download a copy of the current parking rules and regulations, visit https://www.king.edu/about/offices/security_and_safety/parking/. King University is not responsible and assumes no liability for any loss to/from any vehicle parked on campus.

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 and Dean of Students in advance. Solicitation in the residence halls is prohibited. Materials must be hung with masking tape, or thumb tacks on bulletin boards. Other forms of tape (e.g. scotch tape, packing tape, duct tape, etc.) are not permitted.

RECORDS AND RIGHTS OF ACCESS

The Office of Registration and Records is the overseeing office of the rights under FERPA for Postsecondary Institutions. A student may authorize the release of confidential information from their educational record to a third party by completing a “Student Release of Confidential Information” form (available under “My Student Forms” on student portal). 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 King University receives a request for access. Students should submit to the registrar, dean, head of the academic departments, or another appropriate official, written requests that identify the record(s) they wish to inspect. The King 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 King 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.
 - a. Students may ask King University to amend a record that they believe is inaccurate or misleading. They should write the King University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
 - b. If King University decides not to amend the record as requested by the student, King University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - a. One exception that permits the disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by King University in an administrative, supervisory, academic or

research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom King University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- b. University may disclose any of these “directory information” items without prior written consent unless the student has submitted a written request to the Registrar’s office not to release directory information about them. When accessing a student’s record in CAMS or Portal, if the student has requested non-disclosure, you will see a warning “Information about this person is confidential” before you enter the student’s record. Directory Information includes: A student's name, King University mailing address, telephone number, place of birth, major field of study, participation in officially recognized activities and sports, weight and height of member of athletic teams, photographs, full or part-time status, dates of attendance, degrees and awards received, academic honors, and the most recent previous educational agency or university attended by the student. All inquiries for directory information must be approved by the Registrar’s Office.
 - c. Students may block disclosure of directory information by filing an objection with the Office of Registration and Records within two weeks of the beginning of a semester. Even if a student blocks directory information, it may still be inspected by those persons authorized by law to inspect education without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by King University to comply with requirements of FERPA. The name and address of the Office that administers FERPA is:
- Family Policy Compliance Office
 - Education 400
 - Maryland Avenue, SW
 - Washington, DC 20202-5920

DISCLOSURE PURSUANT TO A SUBPOENA JUDICIAL ORDER OR OTHER DOCUMENT REQUESTING STUDENT RECORDS

The institution must disclose confidential student records pursuant to a lawfully issued subpoena or judicial order.

Upon receipt of such a subpoena, judicial order or other document requesting student records, the employee receiving the subpoena, judicial order or other document requesting student records shall forward the documents to the Registrar. The Registrar or designee shall examine the subpoena or order to verify that it has been executed by an officer of the court or other authorized official. (The Director of Safety and Security will be notified when requests for records involve a criminal case and may be contacted for assistance in verification in other cases.)

Prior to disclosure, the Registrar or designee must use reasonable efforts in accordance with 20 U.S.C. 1232g(b)(2)(B) and 34 CFR section 99.31(a)(9)(ii) to notify the student of the receipt of

the subpoena or order and of the institution's intent to comply. Oral notification should be followed by a written confirmation, a copy of which shall be maintained along with a copy of the subpoena and record of the disclosure with the student's record.

The Registrar or designee shall affix to the sealed envelope containing student records a notice from the Registrar or designee, stating that each eligible student whose records are within the sealed envelope was notified of the subpoena prior to the compliance and the date on which such eligible student was notified, unless the subpoena was issued by a federal grand jury or for a law enforcement purpose and the court of other issuing agency ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed.

The sealed envelope shall then be enclosed in an outer envelope, sealed, and directed to the appropriate entity.

DISCLOSURE OF LAW ENFORCEMENT UNIT RECORDS

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

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

DISCLOSURE OF EDUCATION RECORDS IN HEALTH/SAFETY EMERGENCIES

If the University determines that there is an articulable (*) and significant threat to the health or safety of a student or other individuals, FERPA allows disclosure of information from education records to appropriate parties (**) whose knowledge of the information is necessary to protect the health and safety of the student or other individuals. For the purpose of this policy the King University President, Vice President for Student Affairs, the Director of Safety and Security, Chief Financial Officer, or the Provost and Vice President for Academic Affairs, are the King University employees authorized to make the determination of a health and safety emergency related to releasing student information.

*Articulable and significant threat" means that if a school official can explain why, based on all the information then available, he or she reasonably believes that a student poses a significant threat, such as a threat of substantial bodily harm, to any person, including the student, the University may disclose education records to any person whose knowledge of information from those records will assist in protecting a person from that threat.

**Appropriate parties" include parents of the student; parents may be notified when there is a health or safety emergency involving their son or daughter.

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

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

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

RELEASE OF INFORMATION TO MILITARY RECRUITERS

The Solomon Amendment (10 U.S.C. § 983) allows military recruiters to access some address, biographical, and academic program information on students age 17 and older. This includes:

- Name
- Address
- Electronic mail address provided by the institution, if available
- Telephone
- Date and place of birth
- Levels of education
- Academic majors
- Degrees received
- The most recent educational institution enrolled in by the student

If a student has submitted a request through the Office of Registration and Records to restrict the release of Directory Information, then no information from the student's education record will be released under the Solomon Amendment.

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. **All searches on campus property must be in consultation with the Director of Safety and Security or designee.**

SEXUAL ASSAULT

Refer to the Relationship Conduct Policy.

<https://www.king.edu/wp-content/uploads/2023/01/Relationship-conduct-policy-2023.pdf>.

SEXUAL HARASSMENT

Refer to the Relationship Conduct Policy

<https://www.king.edu/wp-content/uploads/2023/01/Relationship-conduct-policy-2023.pdf>

SPIRIT ROCK GUIDELINES

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

- Once painted, the rock cannot be repainted for at least 72 hours.
- There is no process for "reserving" the rock for specific times, days, or events.
- King is not responsible for any injury or damage (including to clothing) that occurs while participating in painting the rock.
- Only water-based aerosol (spray) paint may be used. The individual or group painting the rock must furnish their own paint and properly dispose of all waste.
- Only the rock may be painted; painting sidewalks, lamp posts, buildings, or grassy areas is not permitted.
- The rock and the painting thereof, may not be in any way be associated with hazing. Painting the rock must be a fun, voluntary activity.

- Whatever is painted on the rock must be in accord with the mission and policies of King University. As such, no profane, obscene, inflammatory, discriminatory, or unsportsmanlike content is allowed. King University administration reserves the right to remove and/or require the removal of any inappropriate content. Further, anyone found to have painted inappropriate content on the rock may be referred to the student conduct process for disciplinary action by the University.

STUDENT ID CARD

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

Uses for the Student ID card include the following:

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

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. Students may obtain a student ID at the Bristol campus in the Student Affairs or Security Offices. Other students may request a student ID be mailed to them. Replacement cards may be obtained in the Student Affairs Office at a cost of \$10.00.

STUDY ABROAD/MISSION TRIPS

Students who participate in study abroad or mission trips represent the University as ambassadors and are bound by the University's Honor Code and its policies.

Faculty/Staff leaders of such programs have discretion in applying the policies of the University in the context of the culture of the country being visited. Students visiting a foreign country must abide by the laws of that country. Students who violate campus policies may be subject to disciplinary action through the Student Conduct Process.

THEFT

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

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

- **EMBEZZLEMENT**
Obtaining property or money by a false pretense, lying, misleading, or trickery.
- **FRAUD**
A representation of a fact, whether by words or by conduct, that is false or misleading, or by concealment of information that should have been disclosed that deceives another. Violations include, but are not limited to, the act of deception, trickery, or misrepresentation with the intent of defrauding another individual. Examples include, but are not limited to, misuse of an ID card in the dining hall or library.
- **STEALING**
Stealing is defined as taking the property of another. Violations include taking or attempting to take property of the University, property of members of the University's community, property of visitors of the University, or other persons.
- **TELEPHONE FRAUD**
Telephone fraud is the use of tele-communication products or services without intention to pay. Violations include, but are not limited to, using a telephone to make long distance calls and charging them to another person or organization's phone without authorization. Further definition includes using a personal telephone access code of another without permission.
- **PAWNED OR CONVEYED RENTAL PROPERTY**
Any leased or rented property that has been sold, pawned, or otherwise disposed of by the person renting or leasing the property. Examples include but are not limited to pawning or selling equipment issued by the Athletic department and residence hall furniture.
- **RECEIVING OR CONCEALING STOLEN GOODS**
The buying, receiving, possessing, or concealing money, goods, or property known to be illegally obtained is prohibited.
- **IDENTITY THEFT**
Obtaining or possessing personal identifying information of another is prohibited. Use or intent to use includes, but is not limited to: obtaining or attempting to obtain credit, goods, services, educational information, or medical information in the name of another person.

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.

Reporting Threatening Behavior:

If you believe the person may pose a threat of imminent danger to him/herself or to others, call 911 and then contact campus security 423.652.4333.

To make a referral for threatening behavior, email security@king.edu, deanofstudents@king.edu, contact campus security by telephone at 423.652.4333 or in person on the street side of Parks Hall.

You will be asked for basic information about the person of concern, a description of the incident or behaviors that prompted you to make a referral, and your contact information. Anonymous referrals are accepted but discouraged. By identifying yourself, the University will be able to more fully investigate and respond to your concerns. Without your identifying information, we may not have enough information to address the situation you have described. Anonymous reports will be addressed, but the ability of the University to respond may be limited. Anonymous referrals can be made by contacting the Campus Conduct Hotline at 1.866.943.5787 or by filling out a report at the following link.

<https://king.omnigo.one/cesireportexec/olr>,

TITLE IX

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

TOBACCO USE

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

TRANSPORTATION OF STUDENTS

Transportation of students is only permissible within University approved policy.

VANDALISM

Willful conduct or as the result of a prohibited or illegal act that defaces, damages, or destroys University or private property, including but not limited to braking of kicking one's own residence hall room door.

VETERANS

All questions regarding services for veterans should be directed to Martha Liendo, Instructor of Mathematics and Faculty Advisor at mliendo@king.edu. Questions regarding veteran benefits should be directed to veteranbenefits@king.edu. More information can be found @<http://www.king.edu/about/offices/registrar/military/>

VIOLATION OF DISCIPLINARY PROBATION

Students on disciplinary probation are in jeopardy of more severe disciplinary sanctions, up to and including expulsion from the University, upon any other violation or not fulfilling the conditions of the probation. A student on disciplinary probation who is charged with an honor code or University policy violation will also be charged with “violation of disciplinary probation.”

VIOLATION OF THE LAW

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

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

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

Students may be required to provide information related to their behavior and their criminal charges or arrest.

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

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

VIOLENCE

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

WEAPONS ON CAMPUS PROPERTY

Felony: State Law prescribes a maximum penalty of six (6) years imprisonment and a fine not to exceed three thousand dollars (\$3,000) for carrying weapons on school property. Unless otherwise permitted under applicable local, state, or federal law, the possession and/or use of weapons is strictly prohibited on University property, unless otherwise permitted under Tennessee Code Annotated 39-17-1313. In any University building unless otherwise permitted by this policy. In a University owned, rented, or leased vehicle. While participating in any King University sponsored activities.

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

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

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

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

Note: Under Tennessee Code Annotated 39-17-1313, the holder of a valid handgun permit recognized in Tennessee may transport and store a firearm or firearm ammunition in the permit holder’s privately owned motor vehicle while on or utilizing any public or private parking area if:

- (1) The permit holder’s vehicle is parked in a location where it is permitted to be, and
- (2) The firearm or ammunition being transported or stored in the vehicle,
 - (a) Is kept from ordinary observation if the permit holder is in the motor vehicle: or
 - (b) Is kept from ordinary observation and locked within the trunk, glove box, or interior of the person’s privately owned motor vehicle or a container securely affixed to such vehicle if the permit holder is not in the vehicle.

This only applies to the permitted carrying of a handgun; it does not permit the carrying of a rifle or shotgun on University property.

The carrying of a weapon on the institution’s property is a violation of King’s policy and state and federal law. Carrying a weapon on campus will result in to Student Conduct Process, 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), orthochlorobenzalmalononitrile (CS), or oleon resin capsicum (OC), or any combination or derivative thereof, in a vapor or liquid form. Common names for such devices include, but are not limited to: pepper spray, mace, tear gas, OC, CS and CN.

Weapons used for educational purposes must be approved by the Director of Safety and Security, Vice President for Academics and Vice President for Business Operations.

WINDOWS AND WINDOW WELLS

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

WITHDRAWAL FROM KING

Refer to King University Academic Catalog

WORKPLACE OR EDUCATIONAL ENVIRONMENT COERCION

Workplace or educational environment coercion is prohibited. 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. Whether particular actions constitute prohibited workplace or educational environment coercion will be determined on a case-by-case basis.