



KENTUCKY STATE
UNIVERSITY

UNIVERSITY POLICY AND PROCEDURES FOR STUDENTS

Kentucky State University Student Handbook, known as the K-Book, lists information on policy and procedures related to student conduct and academic matters. This book is available at: <https://www.kysu.edu/student-engagement-and-campus-life/student-handbook.php>. The Graduate Student Catalogue lists some of these policies and procedures, but is not intended to be the full listing, please refer to the K-Book for complete and current details. **All students are responsible for knowing and following all University policies and procedures at all times.** Any academic appeal by graduate students goes through the Graduate Studies Office and you should contact the Office of Graduate Studies regarding academic appeals related to graduate students and graduate classes.

Key University Policies

University policies are located on the University's website. General campus policies and procedures may be located on the University's Policy and Procedure Library page while academic related policies and procedures may be found in the Undergraduate or Graduate catalogue on the webpage for the Office of the Registrar. For your convenience, we have summarized some of the key University policies below.

FERPA Policy Statement

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are set forth in the student catalogue and on the webpage for the Office of the Registrar. They are:

1. The right to inspect and review the student's education records within 60 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official shall notify the student of the time and place where the student may inspect the records. If the University official to whom the request is submitted does not have the record, the University official shall advise the student of the correct official to whom the student needs to make the request.
2. FERPA affords individuals the opportunity to amend their education record if inaccurate, misleading, or in violation of privacy or other rights of the student. The student may submit a written request for amendment to the Registrar's Office. The student should include the justification for the proposed amendment. The Registrar's Office is in the Julian M. Carroll Academic Services Building, Room 323. Within 60 days of receipt of the written request, the University shall provide the student with a decision as to whether Kentucky State is granting or denying the request. If the University denies the request, the student may submit a written request for a hearing in order to challenge the content of the record. The Admission and Recruitment

Committee will inform the student of the date, place, and time of the hearing. The student shall submit all requests for amendment and requests for hearing in writing to the Office of the Registrar.

3. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest
 - Other schools to which a student is transferring
 - Specified officials for audit or evaluation purposes
 - Appropriate parties in connection with financial aid to a student
 - Organizations conducting certain studies for or on behalf of the school
 - Accrediting organizations
 - To comply with a judicial order or lawfully issued subpoena
 - Appropriate officials in cases of health and safety emergencies
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
United States Department of Education
400 Maryland Avenue SW
Washington, DC, 20202-4605

In addition, the University has the right to disclose certain information about its students to third parties without the student's consent. This information includes:

- student's name, addresses, telephone numbers, campus e-mail address, major and minor fields of study, dates of attendance, classification, degrees, and awards received, previous educational institutions attended, student organization participation, participation in University-recognized organizations and activities, height and weight of athletic team members, pictures, and dean's and president's lists.

However, FERPA also grants you the right to refuse to permit the University to disclose this information to others without your consent. If you wish to instruct the University not to disclose directory information about you, please contact the Office of the Registrar at 502-597-6234.

Alcohol Policy Statement

The possession and/or consumption of alcoholic beverages on University property is subject to the laws of the Commonwealth of Kentucky and University policy developed in keeping with this policy. The University expects that all community members shall obey these laws and policy. The University promotes an environment where alcohol is unavailable to underage students and where alcohol education and counseling programs are available.

Drug-Free Policy Statement

The University is committed to providing a healthy and safe environment for its students, faculty, and staff through its compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989. In accordance with these laws, students are to take note of the standards of conduct that shall be applicable while on

University property, on University business or at University sponsored activities.

University policy, federal laws, state laws, and local ordinances prohibit students, faculty, and staff from unlawfully possessing, using, dispensing, distributing, or manufacturing of illicit drugs on University property, on University business and/or at University sponsored activities. Any student, faculty, or staff who violates the University's standards of conduct shall be subject to appropriate disciplinary action up to and including suspension and/or termination.

In addition to University sanctions, students or employees may be subject to prosecution and imprisonment under federal and/or state laws.

Tobacco-Free Policy Statement

The University prohibits the use of tobacco products on all property it owns, operates, leases, occupies, or controls. For the purpose of this policy, the University defines tobacco as any lighted or unlit cigarette, cigar, pipe, bidi, clove cigarette, or any other smoking product. Smokeless or spit tobacco, dip, chew, snuff, or snus, in any form, are also prohibited. Property for the purpose of this policy includes buildings and structures, grounds, enclosed bridges and walkways, parking structures, parking lots, and vehicles as well as personal vehicles in these areas.

Veterans Policy Statement

The University does not discriminate against any individual based on the individual's status as a disabled veteran, recently separated veteran (as defined by P.L. 107-288), veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized, or veteran who participated in a US military operation for which an Armed Force Services Medal was awarded pursuant to EO 12985 with respect to employment, including recruitment, hiring, promotion, compensation and any other condition, or privilege of employment for which a veteran may be otherwise qualified.

The University has adopted this policy to ensure compliance with its obligation as a federal contractor under the Vietnam Era Veteran's Readjustment Assistance Act, specifically 38 USC Sec. 4212, and its implementing policies, 41 CFR 60-250. The University shall direct anyone making a complaint arising reason of alleged discrimination to the

Office of Human Resources
Academic Services Building 241
Frankfort, KY 40601
(502) 597-6667

Americans with Disabilities Act Policy Statement

The University does not discriminate against any student, employee, or applicant for admission or employment based on disability status.

Any employee who has a bona fide disability and needs a reasonable accommodation should contact the Office of Human Resources at (502) 597-6667. Any student who has a bona fide disability and needs a reasonable accommodation should contact the Office of Disability Services at (502) 597-6041.

All brochures, letters, and other invitations to campus events should contain the following: If you require special assistance relating to a disability, please contact the Coordinator of the Disability Resource Center, at (502) 597-6041, or in Hathaway Hall, Office 107.

Campus Security Policy Statement

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (referred to as the Clery Act) is part of the Higher Education Opportunity Act. It requires institutions of higher education that receive federal financial aid to report specified crime statistics on college campuses and to provide other safety and crime information to members of the campus community. The purpose of the report is to give individuals in the University community the information they need for their personal safety and security while on campus. The Annual Security Information Report containing campus crime reporting procedures, policies, sexual harassment and sexual offense policies, crime statistics and a list of victim advocates is available for viewing on the campus security webpage.

A hard copy version is available through the Office of Campus Security upon request.

The Michael Minger Life Safety Act (referred to as the Minger Act) requires institutions of higher education in Kentucky to report crime statistics to current and prospective students and employees, to maintain a daily crime log, to report a fire or threat of fire to the State Fire Marshal immediately, and to issue special reports when there is an ongoing threat to the safety of students and employees. The University provides an annual report of campus safety policies, programs, and statistics to the Kentucky Council on Postsecondary Education.

Hazing Policy Statement

The University is concerned about the emotional, psychological, and physical health and well-being of its students. Any form of hazing by individuals or groups is unacceptable and is in direct conflict with institutional values related to the rights and dignity of students, all of whom have the right to belong to groups without risk of danger or humiliation. Consent to hazing is never a defense to a violation of this policy.

The laws of the Commonwealth require that all Kentucky colleges and universities adopt policy statements regarding hazing activities. This policy applies to the conduct of students, organizations, faculty, and staff, as well as visitors and other licensees and guests on campus in accordance with KRS 164.375.

The intent of this statement is to set forth the University's position regarding hazing and to fulfill this statutory mandate. The University believes that new and existing members of groups and teams can expect to participate in educational and enjoyable activities that build teamwork and camaraderie among all members of the group. The University intends for these activities to create a sense of identity and commitment within a group and are generally acceptable and encouraged. However, students should never be subject to any form of hazing by either an individual or a group.

The University considers this policy incorporated by reference in the bylaws of all organizations operating on campus.

A person commits the offense of hazing if that person engages in hazing or solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing. A person also commits the offense if that person intentionally, knowingly, or recklessly permits hazing to occur, or has firsthand knowledge of the planning of a specific hazing incident or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge to the appropriate University officials.

An organization commits an offense of hazing if the organization condones or encourages hazing, or if the organization's officer, member, pledge, or alumni commits, condones, encourages, or assists in the commission of hazing.

The University adjudicates hazing allegations against students alleged to have committed conduct violations through the student conduct system as detailed in this K-Book. The University reserves the right to refer students for criminal prosecution. Students found in violation of this policy may face sanctions detailed in this handbook up to and including suspension, expulsion, or other appropriate disciplinary action.

The University adjudicates hazing allegations against organizations alleged to have committed conduct violations based upon their form. The University will refer all Registered Student Organizations (RSO) (including but not limited to Greek Organizations, Club Teams, etc.) to the Dean of Student Leadership, Conduct, and Health.

The University adjudicates hazing allegations against staff and faculty in accordance with the University's Policy Manual and/or Faculty Handbook. Violations of this policy can result in disciplinary action up to, and including, termination. The University also reserves the right to refer staff and faculty for criminal prosecution.

As for visitors, other licensees and guests on campus found in violation of this policy, the University may take action including, but not limited to, the rescission of permission to operate or be present on campus property. The University also reserves the right to refer visitors, other licensees, and guests for criminal prosecution.

Title IX Policy Statement

The University prohibits all forms of sexual discrimination, including Sexual Misconduct. The University is committed to providing a safe learning, living, and working environment for all members of the University community. Consistent with this commitment, the University prohibits sexual assault, stalking, domestic violence, dating violence, and sexual exploitation. Complicity in the commission of any act prohibited by this Policy or retaliating against someone for the good faith reporting or other participation in this Policy is strictly prohibited. Additionally, the University is committed to raising awareness of issues relating to Sexual Misconduct and its prevention, providing training and continuing education for students, faculty, and staff.

Employees or students who violate this regulation may face disciplinary action up to and including termination or expulsion. The University will take prompt and equitable action to prevent prohibited conduct, discipline anyone who violates this policy, stop further prohibited behavior, and remedy the effect of any such conduct. The University conducts ongoing prevention, awareness, and training programs for employees and students to achieve the goals of this regulation.

Every member of the University community is responsible for fostering an environment free from prohibited conduct. All members of the campus community are encouraged to take reasonable and prudent actions to prevent or stop any acts of prohibited conduct. The University will support and assist community members who take such actions. For more information, contact the Title IX Coordinator at 502-597-6152, or in the Carl M. Hill Student Center, Suite 320.

Pet Policy Statement

The only pets permitted in University Housing are fish. Aquariums for the fish are limited to a ten-gallon capacity. Those violating this policy will be charged \$50, required to immediately remove the pet, and may face

judicial action. Additional charges for any required cleaning and/or pest extermination related to a pet violation will be charged to the student(s).

For assistance with emotional support or service animals, please contact the Disability Resource Center.

Again, this list is not exhaustive, and the university retains the right to add elements to it based on emerging issues and trends. Additional detailed behavior misconduct examples are housed in the Office of the Dean of Student Leadership, Conduct, and Health.