

Western Kentucky University
Student Handbook

The WKU Mission and Creed

Western Kentucky University (WKU) prepares students of all backgrounds to be productive, engaged, and socially responsible citizen-leaders of a global society. The University provides research, service and lifelong learning opportunities for its students, faculty, and other constituents. WKU enriches the quality of life for those within its reach.

In pursuit of its mission, the University expects students to uphold high standards of integrity and conduct whether inside or outside the classroom, to take responsibility for their behaviors, and to demonstrate behaviors reflected in the University's core values expressed in the **WKU Creed**:

Western Kentucky University is a community dedicated to learning where ideas are offered, examined, and discussed. As a member of this community, [students] have both a personal and shared responsibility to participate actively in university life by:

- Practicing personal and academic integrity;
- Seeking unity by respecting the dignity of all persons;
- Celebrating and embracing diversity;
- Encouraging freedom of expression
- Acting in accordance with basic principles of citizenship;
- Preserving and appreciating the natural beauty of the campus
- Enriching all aspects of life through the educational process and by;

Embracing the ideals expressed on the university seal: "Life More Life" and "The Spirit Makes the Master", by pursuing personal growth and a life of excellence.

Values expressed in the WKU Creed influence University policy and inform the WKU Code of Conduct.

Code of Student Conduct Purpose and Scope

The Student Code of Conduct provides the standards of behavior developed by the Western Kentucky University (WKU, or the University) Community for individual students and for student organizations during their enrollment and recognized status respectively. WKU adopts reasonable rules and regulations applicable to students and student organizations which are necessary for the orderly, harmonious, and beneficial learning environment of the whole WKU Community. The Student Code of Conduct is intended to ensure that conduct of an individual student or organization aligns with WKU's educational mission, its goals to prepare productive, engaged, and socially responsible citizen-leaders, and institutional core values.

The Student Code of Conduct summarizes fair and impartial procedures that are used to determine the responsible person or persons in the event it is determined that student

misconduct has occurred. The Student Code of Conduct outlines the procedure for redress of misconduct and appropriate sanctions, if any, for a student or student organizations deemed in violation of the University standards of behavior. Throughout the entirety of this process, individual rights and due process are sustained and respected.

Student Conduct Authority

Ultimate authority to govern student conduct rests within the Western Kentucky University Board of Regents. The Board of Regents delegates this authority to the President of the University. Subsequently, the President delegates this authority to the Division of Enrollment & Student Experience through the Assistant Vice President & Dean of Students, to the Office of Student Conduct and the Office of Institutional Equity (Title IX).

The Office of Student Conduct assumes the responsibility to oversee the administration of the Student Code of Conduct. When appropriate, the Office of Student Conduct may delegate conduct authority to additional University officials (e.g., Housing and Residence Life staff) and committees (e.g., University Disciplinary Committee) in keeping with University policies, rules, and regulations.

Student Conduct Jurisdiction

The Student Code of Conduct applies to individual students, both undergraduate and graduate, and all student organizations of WKU. For the purposes of student conduct, the University considers an individual to be a student from the point at which a student is enrolled with the institution and thereafter throughout the student's enrollment. At all times, students have access to the Student Code of Conduct. In addition, material copies of the Student Code of Conduct are contained in the Student Handbook and are available in the Office of Student Conduct and upon request.

The Student Code of Conduct and disciplinary authority of the University applies to behaviors of students and/or student organizations that occur on WKU premises, at University-sponsored activities and events, or in connection with a credit-bearing experience. Additionally, the Student Code of Conduct may, in the University's discretion, apply to off-campus conduct that causes a significant disruption to the educational mission of the University or presents a significant danger or threat of safety to themselves or others, such that if the conduct occurred on WKU premises, a possible outcome would be suspension or expulsion. For instance, conduct arising to this level, might include, but is not limited to, instances of drug trafficking or crimes of violence.

The conduct process outlined in this policy may proceed prior to, independent of, or concurrent with any civil or criminal proceedings. The administration of this policy is independent from any legal process and is not governed by the rules of evidence or civil or criminal procedure.

Student Rights and Responsibilities

Student Rights

1. A student has the right to freedoms guaranteed by the Constitution of the United States and the Commonwealth of Kentucky.
2. A student has the right to freedom of inquiry, freedom of speech, freedom of press, and freedom to peaceably assemble.
3. A student has the right of freedom to hear and participate in dialogue and to examine diverse views and ideas.
4. A student has the right to engage, either individually or in association with others, in on-campus or off-campus organizations or activities.
5. A student has the freedom to engage in an environment dedicated to learning that is free from discrimination, harassment, or violence.
6. A student has the right to fair and impartial academic evaluation.
7. A student has the right to unbiased, impartial procedural due process for both academic and nonacademic misconduct.
8. A student has the right to petition for redress of grievances.
9. A student has freedom from unreasonable searches and seizures from University personnel.
10. A student has the right to be informed in writing of University regulations governing academic and nonacademic conduct.
11. A student has a right to be informed in writing of alleged academic and nonacademic misconduct.
12. A student has the right to personal privacy and confidentiality of student records in accordance with applicable laws.

Rights of Student Organizations

1. Students associating into organizations may secure registration of the organization provided they comply with the regulations for registration as stipulated in the Student Handbook.
2. Registered student organizations may use campus facilities, provided the facilities are used for the purposes contracted, subject to regulations of the University.
3. Registered student organizations may invite and hear speakers of their choice subject to the University's [Guidelines for Non-University Speakers & Solicitation](#).

Student Responsibilities

1. A student has responsibility for acquiring knowledge of established University policies and behavioral expectations for both academic and nonacademic conduct. Ignorance of the Student Code of Conduct is not a justification for violation of University policies or procedures.
2. A student has responsibility for adhering to University policies presented in official University publications.
3. A student has responsibility for participating in behaviors that align with the University's mission to assist students in being productive, engaged, and socially responsible citizen-leaders of a global society.
4. A student has responsibility to accept the consequences of one's actions.

5. A student has responsibility to respect the rights and inherent humanity and dignity of others.
6. A student has responsibility to respect the property of others.
7. A student has responsibility to recognize that actions reflect upon the individuals involved, and upon the entire university community.
8. A student has a responsibility to practice civility in accordance with principles of being a good citizen/good neighbor.
9. A student has responsibility to ensure that no student organization, constitution, or other organizational materials, including postings on the Internet or social networking sites, contains discriminatory language or language that advocates discriminatory action.

The Student Code of Conduct

Students who violate federal, state, or local laws may incur penalties prescribed by civil and criminal authorities. Nevertheless, the University reserves the right to review student incidents independent of action by civil and criminal authorities and to apply the University student conduct process as it serves the educational mission of WKU, a function separate and distinct from civil and criminal proceedings.

Academic freedom, constructive criticism, and due process of law depend upon civility of behavior by all members of the University community towards all other persons in all circumstances. The University will not tolerate the use or threat of force, violence, coercion, intimidation, obstruction, duress or disruption by any individual or group. Members of the University community found to be participants in such activities will be subject to immediate disciplinary action. Likewise appropriate measures will be taken to stop and correct such activities by any non-member of the University community.

Following procedures of due process, allegations of misconduct will be subject to the conduct process which is designed to be an inherently fair, impartial educational experience. If the actions and behavior of a student are duly found to be the responsibility of the student and detrimental to the University mission, function, property, or well-being, the University will apply an appropriate disciplinary sanction.

Any WKU student may be given a reprimand, placed on probation, suspended from the institution, or expelled from the institution because of student misconduct. Additional conditions and/or restrictions may also be invoked as an outcome of misconduct. The following are examples of conduct that is in violation of this Student Code of Conduct:

Definitions

1. The term University refers to Western Kentucky University (WKU).
2. Student includes all persons enrolled in taking courses at the University and persons who are or were enrolled in the current semester and registered for the next semester.
3. Behavior refers to both conduct and expression
4. University official includes any administrator, faculty, staff, or any authorized individual acting on behalf the University.
5. University premises include all land, buildings, and other property owned, leased, or supervised by the University, including adjacent streets and sidewalks.

6. Student organization means any group that has complied with the formal requirements and registration process of the University.
7. Vice President for Enrollment and Student Experience or designee means a University official or committee approved to oversee the student conduct process.
8. Preponderance is the standard of proof used in the student conduct process to determine whether a student is in violation of the Student Code of Conduct. For a student to be found responsible for a violation, the evidence must indicate that it is more likely than not that the violation occurred.

Academic Misconduct

The University expects students to operate with the highest standards of integrity in all facets of the collegiate experience. Broadly defined, academic misconduct is any unethical self-serving action in the performance of academic work, deliberate or unintentional, that affords a student an unfair, unearned, or undeserved advantage.

The maintenance of academic integrity is of fundamental importance to the University. Thus it should be clearly understood that acts of plagiarism or any other form of cheating will not be tolerated and that anyone committing such acts will be held accountable for violation of the student code of conduct.

Students who commit any act of academic dishonesty may receive from the instructor a failing grade in that portion of the course work in which the act is detected or a failing grade in a course without possibility of withdrawal. The faculty member may also present the case to the Office of Student Conduct.

1. Aiding and Abetting in an Academic Offense: Intentionally assisting another person to participate in any act of academic misconduct including cyber-academic misconduct.
2. Cheating: Knowingly engaging in acts involving dishonesty, deceit, deception, fraud, fabrication, or falsification in any academic work. Copying the work of others. Permitting others to complete assignments including the use of commercially produced research papers.
3. Course Materials: Removing or defacing materials from the University library system that have been placed on reserve.
4. Dishonesty: Knowingly furnishing false information to defraud or gain a benefit.
5. Disturbances in the Classroom: Participating in behaviors in the classroom that prevent others from realizing the full benefit of the learning environment. Engaging in behaviors in the classroom in an attempt to stifle academic freedom of speech.
6. Plagiarism: Engaging in an act or acts of thievery/stealing by using someone else's work and presenting this work as one's own.

7. Self-plagiarism: Recycling work submitted for one particular assignment for another assignment without the faculty member's permission.

Examples of academic misconduct may include, but are not limited to:

1. In an exam setting
 - a. Presenting as your work, test answers that are not your work, including, but not limited to, the following:
 - i. Using resources other than those specifically allowed by the instructor (e.g., notes or another person)
 - ii. Copying from another student's test
 - iii. Using notes from any source during a test when notes are not allowed
 - iv. Using materials that the instructor is not making available to the whole class (Exception: students with disabilities needing accommodations)
 - v. Recycling [or self-plagiarism] an assignment that has been used in another course (unless approved by the instructor)
 - vi. Acquiring a copy of the exam without permission
 - vii. Providing answers for or soliciting answers from another student with or without permission of the other student (Note: This may either be an attempt to help or harm the targeted student)
2. On a written assignment
 - a. Presenting as your own work duplicated work that you did not create including, but not limited to, the following:
 - i. Purchasing written work from an external source
 - ii. Copying work from a free external source (online or otherwise)
 - iii. Presenting as your work something another person has created
 - iv. Altering text from another source
 - v. Altering select words of some original text in order to conceal plagiarism
3. Academic dishonesty that is possible in various settings including, but not limited to, the following:
 - a. Providing money or favors in order to gain academic advantage
 - b. Falsely stating that work was given to the instructor at a certain time when it was not
 - c. Correcting the responses of a graded assignment and presenting them to the instructor as incorrectly graded material
 - d. Pretending to be someone you are not; taking the place of another
 - e. Or, any other behavior that violates the basic principles of integrity and honesty

(*Adapted from the Academic Integrity Statement developed by the AD Hoc Subcommittee on Academic Integrity, College of Education and Behavioral Sciences, Fall, 2012)

Nonacademic Misconduct/Prohibited Conduct

1. Aiding and Abetting Misconduct: Intentionally enticing, inciting others, conspiring, or assisting another person or persons to participate in any act of misconduct, being an accessory, or passively witnessing others participating in any act of misconduct, is a violation of the code of student conduct.
2. Alcohol: Violation of any federal, state and/or local law governing the use and possession of alcoholic beverages. Additionally, the University prohibits the possession, furnishing, or use of alcoholic beverages by student residents of campus housing and/or guests of students in campus housing.
 - a. The University prohibits the use of rapid consumption devices or drinking games including, but not limited to, keg stand, beer pong, funnels, or similar games and devices.
 - b. Any student found in violation of the alcohol policy three times in one calendar year, from the date of the first infraction, may be suspended from the University for a minimum of one semester.
3. Contumacy/Refusal to Comply: Actions involving insubordination, refusal to comply with directions, requests, or orders of a University official, failure to comply with sanctions imposed if found in violation of the Code of Student Conduct.
4. Destruction of Property: Any act of vandalism, malicious, or unwarranted damage or destruction to any institutionally owned or controlled property.
5. Dishonesty: Behaviors such as cheating, plagiarism, misrepresenting of oneself or an organization, knowingly furnishing false information to the University, or omitting relevant or necessary information to gain a benefit, to injure, or to defraud is prohibited.
6. Disrupting the Academic Process or Student Conduct Process: Interference or disruptive activity or behavior that impedes, impairs or obstructs teaching, research, administration, or disciplinary procedures, or other University missions, processes, functions, or other authorized activities including its public service function of other authorized activities on University premises or which inhibits full exercise of rights by others.
7. Drones/Unmanned Aircraft System: Operation of an Unmanned Aircraft System (UAS), including Model Aircraft (e.g. hobby or recreational use), is strictly prohibited over Western Kentucky University (WKU) property without prior written approval from the WKU UAS Usage Review committee.
8. Drugs: Use, possession, production, manufacture, sale, possession with intent to sell, trafficking or distribution of narcotics, dangerous drugs or controlled substances, as defined in KRS Chapter 218A. Specific violations related to this

- code include, but are not limited to marijuana, drug paraphernalia, anabolic steroids, dispensing prescription or prescription drug not prescribed to the student; driving while impaired by any drug, whether it be legal or illegal; and drug related activities used to induce an altered state are strictly prohibited. The manufacture or distribution or attempted manufacture or distribution of narcotics, dangerous drugs, or controlled substances on or off University property is prohibited.
- a. Any student with a violation of the Drug Policy while enrolled at the institution may be removed from student housing and/or suspended from the University. Any student who is found to be manufacturing or distributing drugs on or off campus may be suspended or expelled from the University.
9. Firearms/Weapons: Possession, concealed or otherwise, use or storage of firearms, explosives, dangerous chemicals or other dangerous weapons is strictly prohibited on any property owned, leased, operated, or controlled by Western Kentucky University, including University housing.

The owner of a private vehicle is prohibited from possession or storing a weapon in the vehicle while it is operated or parked on University property, including University parking areas, either on campus or at any off-campus facility owned, leased, or operated by the University, subject to the exceptions noted in University Policy #0.2021:Deadly Weapons/Destructive Devices.
https://www.wku.edu/emergency/documents/weapons_policy_7-27-12.pdf
 10. Forgery: Forgery, alteration, or misuse of University documents, records including, but not limited to, electronic records, vehicular parking permits, transactions and /or communications, or identification, including student identification cards.
 11. Fraud: Knowingly passing a worthless check, money order, or fraudulent use of credit cards including attempts to obtain any item of value under false pretenses or falsification of official university documents is prohibited.
 12. Gambling: Participation in any form of illegal gambling is prohibited.
 13. Harassment: Any physical abuse, mental abuse, verbal abuse, threatening or intimidating behaviors of any person on University owned or controlled property or: (1) tolerance of or participation in the offensive conduct explicitly or implicitly becomes a condition of employment or participation in a university course, program or activity; or (2) the conduct is sufficiently severe, pervasive or persistent to interfere with an individual's work, academic, or program participation; or (3) the conduct creates an environment that a reasonable person would consider intimidating, hostile, or offensive. Such conduct includes, but is not limited to stalking, cyber stalking, cyber bullying/harassment, and retaliation as a result of complaints or alleged misconduct.

14. Hazing: Practices or actions that are part of initiation into/or affiliation with any organization involving mental abuse, physical abuse, or creation of a situation that recklessly or intentionally endangers the mental or physical health of a participant by any person is prohibited. A participant is defined as a University student, pledge, or individual participating in an intake process. A person is defined as a university student, member, alumnus, affiliate alumnus, guest of any campus organization, or other individuals.
15. Identification Refusal: Refusal to provide proper identification upon request is prohibited. Students are expected to carry their valid student identification at all times and to present it upon request by University officials including, but not limited to University Police, administrators, faculty, housing and residence life staff, and other staff of the institution. The University may confiscate any identification card that has been misused, duplicated, or altered. Cards may be retained temporarily while their validity is checked. A student may possess only one identification card. Use of an identification card by any person other than the person to whom it was issued or use of the card under false pretenses is a violation of the Code of Student Conduct.
16. Misuse of Property: Unauthorized entry or use of institutional facilities and property; unauthorized possession or duplication of university keys, parking decals or access cards; tampering with fire equipment; or propping open of exterior residence halls doors or any door to any institutionally owned or controlled property. Students may not use University property for any activity prohibited by Federal, State or local law.
17. Class Nonattendance: Registration in a course obligates the student to be regular and punctual in class attendance. Faculty may establish specific requirement for attendance, and those requirements are usually specified on the course syllabus. Students who cease attending classes are expected to report to the Office of the Registrar to initiate withdrawal procedures. Withdrawal deadlines are published each semester in the Registration Guide.
18. Obstruction of Access: Obstruction or disruption, which interferes with the freedom of movement, either pedestrian or vehicular on institutionally owned or controlled property.
19. Recreational Mobility: Skateboards, motorized boards, skates, and bicycles may be used on sidewalks for safe transportation purposes only. When using sidewalks, pedestrians have the right of way. Recreational mobility items are not to be used inside buildings or within 50 feet of building entrances. Motorized scooters, mopeds, motorcycles, and similarly motorized vehicles are not to be used on sidewalks or in pedestrian traffic areas. Motorcycles, scooters, mopeds, and other motorized vehicles must park in parking lots in designated cycle parking areas. Registration with WKU Parking and Transportation Services department is required for all motorized vehicles. On campus housing residents

may only bring one motorized vehicle to campus. Motorized boards or motorized skateboards are not permitted within residence halls.

- a. Excessive speed, stunt riding, or any other use of skateboards, skates, bicycles, or motorized vehicles, motorized skateboards, or boards that may cause property damage and/or endanger self or others is prohibited.
- b. Bicycles are only to be parked at any of the bicycle racks established throughout campus. Bicycles chained to trees, fences, handrails, etc., may be impounded. Users may not ride on stairways, patios, dock areas, benches, picnic tables, or irregular surfaces. Any person causing damage to University property through use or misuse of recreational equipment may face adjudication through the University student conduct process and/or the legal process to recover damages.

20. Relationship Violence: Abuse or violence between partners or former partners involving one or more of the following elements: (1) battering that causes bodily injury; (2) purposely or knowingly causing reasonable apprehension of bodily injury; (3) emotional abuse creating apprehension of bodily injury or property damage; (4) repeated telephonic, electronic, or other forms of communication -- anonymously or directly -- made with the intent to intimidate, terrify, harass, or threaten.
21. Retaliation: Actions taken by an accused individual or third party against any person because that person opposed any practices forbidden under this policy, or because that person filed a complaint, testified, assisted, or participated in any manner in an investigation or proceeding under this policy. Retaliation includes intimidating, threatening, coercing, or in any way discriminating against an individual because of the individual's complaint or participation in an investigation. Action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this policy.
22. Stalking: Repeatedly following, harassing, threatening, or intimidating another by telephone, mail, electronic communication, social media, or any other action, device, or method that purposely or knowingly causes substantial emotional distress or reasonable fear of bodily injury or death.
23. Sexual Assault/Sexual Misconduct: Defined as actual or attempted sexual contact with another person without that person's consent. Sexual assault includes, but is not limited to, the following: (1) intentional and unwelcome touching, coercing, or an attempt to coerce and force; (2) involvement in any sexual contact when the victim is unable to consent; (3) forcing another individual to touch a person's intimate parts (defined as genital area, groin, inner thigh, buttocks, or breasts); (4) sexual intercourse without consent, including acts commonly referred to as 'rape'.
University Policy #0.2070: Sex and Gender-Based Discrimination, Harassment and Retaliation

(Refer to the Sexual Misconduct Policy) –
<https://www.wku.edu/policies/docs/index.php?policy=182>

24. Theft: Stealing, theft, and/or possession of stolen property are prohibited. Such property may include, but is not limited to, parking decals, personal property belonging to others, or university property.
25. Technology Use: Any violation of the Technology Ethics Policy created by the Department of Information and Technology is considered a violation of the Code of Student Conduct.
26. Tobacco: Due to fire regulations and in recognition of the substantial health risks posed by tobacco use and passive smoke, University regulations prohibit the use of tobacco products, including vapor producing devices, in all classroom and laboratory facilities, on all floors of University buildings, and in all residence hall rooms.
27. Traffic and Parking Regulations: Students are required to adhere to regulations established by Parking and Transportation Services. Failure to do so is a violation of the Code of Student Conduct. (Please see <https://www.wku.edu/transportation/> for more information.)
 - a. [Scofflaw Policy](#)
 - b. [Boot and Tow Policy](#)
28. Unruly Conduct: Disorderly, abusive, inappropriate, physical altercation, fighting, lewd, indecent, obscene conduct or expression on University owned or controlled property or at University supervised functions. This provision also applies to events sponsored and supervised by recognized student organizations, on or off campus.
29. Violation of Laws: The commission of acts, which constitute a violation of local, state and federal laws. The University will review any conduct reported by members of the University community, law enforcement personnel, or citizens as being in violation of the law. Any student convicted of a criminal offense is subject to university action.
30. Violation of General Rules and Regulations: The commission of acts, which constitute a violation of any University policy, guideline, campus rule or regulation of conduct, which adversely affects the student's suitability as a member of the University community.

Student Conduct Actions

Following procedures of due process, when a student is accused of academic or nonacademic misconduct, the alleged policy violator will be required to go through the University's disciplinary process.

The following list describes University sanctions that may be administered as a result of violating the WKU Student Code of Conduct. A student accused of an alleged violation of the Code will have the opportunity to review accusations, review any evidence, and will be able to provide a response.

Sanctions may be used independently or in combination depending on the particular circumstance of the violation. Chronic and/or multiple violations during the course of an individual student's college career may increase the severity of sanctions applied.

The Office of the Vice President of Student Affairs or designee will make the determination whether allegations are sufficiently egregious to warrant consideration of suspension, dismissal, or expulsion. The following shall be factored into the decision-making process:

- a. The degree of willfulness or inadvertence;
- b. The degree of injury or risk of injury to the accused or to another person, if any;
- c. The extent of damage to property, if any;
- d. The danger or risk of danger to the University community, if any; and,
- e. Any other factor or circumstance bearing reasonably upon mitigation or aggravation or the seriousness of the alleged offense should it be established as a violation.

Outcomes for Violations of the Student Code of Conduct:

1. Conduct Holds: A student's ability to access, change, or alter course registration and/or admission status may be restricted for a specified period of time.
2. Creative Discipline: A sanction that may be used in lieu of, or in combination with, other sanctions. Creative discipline will be consistent with the offense committed. In some cases, at the discretion of the hearing officer, a student found in violation may attend special educational seminars, classes, or workshops offered in the subject area of the violation or are sanctioned in another way which is directly related to the violation. In these cases, the student must submit written proof of completion of the sanction to the hearing officer. The University may also contact parents or legal guardians of students found in violation of policy concerning the possession of alcohol or controlled substances if the student is less than 21 years of age. Examples of Creative Discipline sanctions may include, but are not limited to, the following:
 - a. Alcohol Education Program
 - i. Provides information regarding alcohol consumption of college students

- ii. Educates students on alcohol statutes in the Commonwealth of Kentucky
 - iii. Educates students on policies/sanctions related to alcohol at WKU
 - iv. Offers suggestions and guidelines in practicing in low-risk drinking behaviors
 - v. Appropriate referrals include students found responsible of being intoxicated in the residence halls, any student with a first time violation of the Code of Student Conduct involving alcohol, or a minor violation of the alcohol policy.
 - b. Appropriate referrals include students found responsible of an alcohol-related offense who have a previous misconduct record for an alcohol violation, regardless of when that violation occurred.
 - c. Appropriate referrals include students found responsible of violation of the Code of Student Conduct relative to drug use.
3. Disciplinary Agreement: Behavioral contract between the University and the student whereby the student agrees, in writing, to correct inappropriate behaviors.
 4. Disciplinary Probation: A period of monitoring and review of conduct in which the student demonstrates compliance with the provisions of University regulations. Any student found in violation of the Code of Student Conduct while on Disciplinary Probation in the same semester of academic probation may be subject to suspension or dismissal from the university immediately.
 - a. A student placed on academic probation and Disciplinary Probation concurrently may be subject to immediate suspension or dismissal. A student choosing to violate the Code of Student Conduct during the Disciplinary Probation period may be subject to immediate suspension or dismissal.
 5. Deferred Suspension: In some cases, a sanction of suspension may be held in abeyance for a specified period. This means that, if the student is found responsible of any violation during that period, the student will be subject to deferred sanction without further review, in addition to the disciplinary action appropriate to the new violation.
 6. Emergency Measures: The Vice President for Student Affairs or designee is authorized to take appropriate immediate action against a student posing a significant danger of imminent or serious physical harm to self or others at the University, or where the Vice President for Student Affairs determines that an emergency exists which affects the health, safety or welfare of a student or the University community or in compliance with University policies and procedures related to sexual misconduct or sexual violence. Emergency measures may include, but are not limited to:
 - a. Restricted or barred attendance from any or all classes;
 - b. Restricted or barred access or contact with select individuals;

- c. Restricted or barred access to University property, places, facilities, or equipment;
 - d. Restricted or barred participation in University activities or organizations, or;
 - e. Restricted or barred access to University resources.
- 7. Expulsion: Dismissal from the University for an indefinite period of time. Any student expelled may not, thereafter, be readmitted to the WKU except upon application to the Board of Regents through the University President.
- 8. Housing Probation: A period to monitor and review a student's conduct as it directly relates to their ability to continue to reside in on-campus living. During housing probation, the student must demonstrate compliance with Hilltopics: Residence Hall Handbook and the WKU Student Code of Conduct. Continued disruptive behavior while on housing probation may result in removal from and/or inability to reside in on-campus housing. This may be imposed for a specified period of time. Housing Probation may be used as an educational outcome where the student's behavior has been determined detrimental to the core mission of the university to continue in the on-campus residential community.
- 9. Interim Suspension: Barred for a specified period of time, prior to a disciplinary conference, from the residence halls or campus (including classes) and all other University activities or privileges of a University student. Interim suspension may be imposed:
 - a. To ensure the safety and well being of members of the University community or preservation of University property;
 - b. To ensure the student's own physical or emotional safety and well-being; or,
 - c. If the student poses a definite threat of disruption of or interference with the normal operations of the University.
- 10. Interim Suspension from University Housing: Barred for a specified period of time from University Housing. Barred from access to any University residence hall or University controlled housing facility.
- 11. Restitution: Reimbursement by transfer of property or service to the University or a member of the University community in an amount not in excess of the damage or loss incurred. Reimbursement may be accompanied by other sanctions.
- 12. Restricted University Participation: Restricted or barred from participating in extra-curricular activities including recognized student organizations and/or representing the University in any manner. Classroom attendance will be unaffected. The following sanction may be imposed upon groups or organizations:

- a. Deactivation: Loss of all privileges, including University recognition, for a specified period of time.
13. Restricted Use of Facilities: Denial of on-campus use of an automobile for a specified period of time, removal from a living group, or other privilege including the use of specific University facilities, consistent with the offense committed. Restricted use of facilities may be accompanied by other sanctions.
 14. Separation: Dismissal from the University for at least one semester. Students separated from the University are eligible to apply for reinstatement to the University. Readmission is not guaranteed.
 15. Suspension: Exclusion for a period of time, generally from one term to one year. A separation from the university is time away for a period of time and until certain conditions are met.
 - a. In certain circumstances, the Vice President for Student Affairs may impose a University or residence hall suspension. All students who reach a level of sanction that includes any suspension may not be eligible to reside within the University Housing System.
 16. Warning and/or Reprimand: Official notice to a student that conduct or actions are in violation. The continuation of such conduct or actions may result in further disciplinary action.

Parental/Guardian Notification Procedure

At Western Kentucky University, we are dedicated to providing a learning environment conducive to personal and professional growth. We strive to treat each student in a way that will promote personal responsibility and allow them to learn from their mistakes. Those objectives must be balanced against the desire of parents need to know early on when their student(s) have been involved with inappropriate use of alcohol. We want to involve parents early in the process, when their student's behavior begins to impact their daily routine and before the behavior leads to a crisis or severe university action.

The Family Education Rights and Privacy Act ("FERPA") allows the disclosure of specific information concerning the use or possession of alcohol or a controlled substance by students under the age of 21. The goal of parental notification is to enlist parental support for fostering more appropriate student behavior to create a safer community environment and reduce the many negative impacts of substance abuse.

The Office of Student Conduct has the liberty to inform the parent or legal guardian of a student under the age of 21 who has been found in violation of the University's drug and alcohol policy. The University recognizes that the majority of our students are adults and wishes to respect the rights and privileges of that status. We also recognize that the input and involvement of parents can have a dramatic affect on the success and decision

making of college students. Parents will receive notification of the following violations of University Policy.

Western Kentucky University is committed to the education and development of students. The University is concerned about the use and abuse of alcohol and other drugs in the collegiate setting. As an institution of higher learning, we are concerned about the negative affect the misuse of alcohol and other drugs has on the educational process. University policy related to alcohol and other drugs include the following statements from Western Kentucky University Student Handbook: The approach to violations of policy related to alcohol and other drugs is designed to be pro-active and educational. Students are provided with information about the effects of alcohol and other drugs during M.A.S.T.E.R. Plan, University Experience, during opening programs in the residence halls and across campus provided by Health Services and Student Activities. Students found in violation of policy are also referred to educational and self-assessment programs.

Parents will receive notification of the following behaviors associated with The Code of Conduct.

1. Any violation of the University Alcohol Policy, or
2. Any violation of the University Drug Policy, or
3. The student (under 21) was arrested by University Police in connection with a violation of the Alcohol or Drug Policy or for DUI, Public intoxication, Minor in Possession or any other drug or alcohol-related incident resulting in citation or arrest, or
4. The student received medical assistance due to incapacitation, suspected incapacitation, and self injury.

In addition to the educational interventions, any student found in violation of the Alcohol Policy three times in any one-year period may be suspended from the University. Similarly, any student with one or more violations of the Drug Policy while enrolled at the institution may be suspended or separated from the University. Also, any student who is found to be manufacturing or distributing drugs or attempting to manufacture or distribute drugs on or off campus may be separated, suspended or expelled from the University.

Residence Hall Living

The Hilltopics Residence Hall Handbook provides the general guidelines for students living within WKU residence hall facilities. The Hilltopics Residence Hall Handbook is available at <https://www.wku.edu/housing/policies/hilltopics.php>.

ADDITIONAL UNIVERSITY POLICIES & PROCEDURES

Academic & Grade Complaint Procedure

The Guide to Student Complaints at WKU and the Student Academic and Grade Complaint Procedure can be found on the Student Ombuds Officer webpage, https://www.wku.edu/academicaffairs/student_ombuds.php.

Students may also seek assistance with this process through the Student Ombuds Officer. The purpose of an Ombuds Officer, is to serve as an information source and point of communication for students who believe they may have a personal grievance regarding an alleged violation, misinterpretation or improper application of University policies and procedures, or alleged improper treatment.

Serving as a designated neutral, the Ombuds Officer is neither an advocate for any individual nor for the University; rather, the Ombuds Officer is available to offer an objective perspective on the issues/matters of concern.

ADA Student Grievance Procedure (Section 504 & Title II)

WKU is committed to providing equal access for students with disabilities, and has a responsibility to monitor and manage ADA compliance. A student alleging noncompliance with the terms of Title II of the ADA may lodge a complaint alleging disability discrimination and seek a satisfactory resolution.

Western Kentucky University (WKU) has adopted an internal grievance procedure for prompt and equitable resolution of grievances of alleged conduct in violation of Section 504 of the Rehabilitation Act of 1973 (29 U.S.C., Section 701) and Title II of the ADA of 1990 (42 U.S.C., Section 12102 et. seq.).

Under this policy and procedure, a student alleging noncompliance with terms of Section 504 and Title II of the ADA may lodge a grievance against a student, employee, or third party alleging discrimination, harassment, and/or a failure to accommodate on the basis of a disability, and seek a prompt and equitable resolution of the grievance.

This policy can be viewed in its entirety at <https://www.wku.edu/policies/docs/71.pdf>.

Discrimination and Harassment Policy

Western Kentucky University is committed to providing a working and learning environment that is free from discrimination and harassment. Discrimination and harassment, and/or retaliation against anyone who makes a complaint or participates in the complaint process are prohibited and shall not be tolerated.

Conduct prohibited under this policy does not include verbal expressions or written material that is relevant and related to course subject matter or curriculum, and this policy shall not abridge academic freedom or the University's educational mission.

A person experiencing discrimination or harassment but *who does **not** desire to make a formal report* may consider the following alternatives:

- Contacting the WKU University Ombuds Officer for information and guidance; and/or,
- Clearly informing the alleged offender / harasser that the behavior is offensive, unwelcome and will not be tolerated.

An individual who believes they may have experienced or observed conduct which is in violation of this policy should report this information immediately to the Institutional Equity Executive Director.

Please see the [Discrimination and Harassment Policy No. 0.2040](#) or <https://www.wku.edu/institutionalequity/> for the full policy and related procedures.

Drug and Alcohol Abuse Prevention

As a recipient of federal funds, the following policy has been developed to ensure compliance with the Drug-Free Workplace Act of 1988, the Department of Defense Drug-Free Workforce Rule of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. Employees are herein notified of the standards of conduct which shall be applicable while on Western Kentucky University's property, and/or at University sponsored activities. Conduct which does not comply with this policy poses unacceptable risks and disregard for the health, safety and welfare of the University community. Disciplinary sanctions may be imposed on employees up to and including termination of employment and /or referral for prosecution for violation of this policy.

Western Kentucky University prohibits the unlawful (or more restricted as set forth in University Policy) use, possession, manufacture and distribution of illicit drugs and alcohol by its employees on its property or as part of any of its activities. Employees found to have committed a violation of this policy are subject to University sanctions that may include probation, suspension or termination. The level of sanction will be determined by assessing the seriousness of the breach of policy and effect of the conduct to the institution. The sanction for illegal sale or distribution of drugs includes separation from the University and referral for prosecution. Referral to drug/alcohol treatment programs will be mandated, when appropriate.

Under University regulations, students who violate the standards of conduct relating to alcohol and other drug use may be subject to student conduct action under the Code of Student Conduct. Sanctions include, but are not limited to, warnings, restricted University participation, [parental notification](#), suspension from the University or probation, suspension or termination of employment. Students who reside in Western Kentucky University housing are subject to additional disciplinary action which may vary

from a warning to termination of their housing contract. Specifically defined sanctions for conduct violations appear in the Student Handbook.

In addition to University sanctions, individuals may face prosecution and imprisonment under state and federal laws which make such acts felony and misdemeanor crimes. Under University regulations, and state and federal drug laws, the gravity of the sanction depends on the classification of the controlled substance, the particular activity (possession or trafficking, which includes manufacture, sale, and possession with intent to sell) and amounts involved, and whether it is a first or multiple offense or conviction.

Charts detailing Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance and Penalties of Kentucky Law for Driving under the Influence (KRS 189) appear on the [Student Conduct website](#).

Additional information pertaining to federal penalties for certain drug-related offenses by the federal government appears on the [U.S. Department of Justice, Drug Enforcement Administration web site](#).

For additional information visit <https://www.wku.edu/policies/docs/index.php?policy=152>

Information Technology Acceptable Use Policy

The general standards of conduct expected of a member of this educational institution also apply to the use of WKU information technology resources. These resources include networks, systems, services, applications and any respective hardware, software, and data associated with such. It is expected that users will cooperate with each other so as to promote the most effective use of resources and will respect each other's rights and property (tangible or intellectual). User(s) for purposes of this document refers to University employees, students, authorized affiliates, or any other valid constituency that utilizes WKU information technology resources.

WKU information technology resources are the property of Western Kentucky University and are made available to authorized individuals to assist in the pursuit of activities necessary to the University's mission and operation. Personal use of such resources should be incidental and infrequent. University officials, upper management, or appointed delegate under the direction of University General Counsel, can access, seize, and/or commandeer any and all physical or electronic WKU resources as deemed necessary to address a given situation, in accordance with all applicable state and federal laws, regulations, court decisions; and Attorney General's opinions. Personally owned digital resources (i.e. resources purchased by an employee or a student) may not be seized without a court order. Users shall have no expectations of privacy associated with email transmissions or of other data, content, and information stored, transmitted, or accessed on University systems and resources.

Please see [Information and Technology Acceptable Use Policy No. 5.5023](#) for for the full policy and related procedures.

Sex and Gender-Based Discrimination and Harassment Policy (Title IX)

Western Kentucky University (WKU) is committed to providing educational environments, workplaces, benefits, programs, and activities free from sexual harassment, sexual assault, dating violence, domestic violence, stalking, and retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting equity in all aspects, the University has developed this policy and procedures document to provide a prompt, effective, and equitable process for those involved in an allegation of sexual harassment, sexual assault, dating violence, domestic violence, stalking, and retaliation. The University values and upholds dignity of all members of its community and strives to balance rights of all grievance process participants during what is often a difficult time for those involved.

The core purpose of this policy is to prohibit sexual harassment, sexual assault, dating violence, domestic violence, stalking, and retaliation. When an alleged violation of this policy is reported, allegations are subject to resolution using the process detailed below. The University specifically reserves the right to modify and/or amend the policy and procedures outlined herein as circumstances may require; affected parties will be notified in the event circumstances arise that warrant amendments.

Conduct prohibited under this policy does not include verbal expressions or written materials relevant and related to course subject matter or curriculum. Furthermore, this policy shall not preclude academic freedom or WKU's educational mission.

An individual who believes they may have experienced or observed conduct which is in violation of this policy should report this information immediately to the Institutional Equity Executive Director.

Note: All WKU employees must report information they receive about alleged or possible sexual harassment, sexual assault, dating violence, domestic violence, stalking, and/or retaliation to the Title IX Coordinator (or a Title IX Investigator) within 24 hours of receiving such information.

Note: Western Kentucky University employees who are statutorily prohibited from reporting such information (e.g., licensed health-care professionals) are exempt from these reporting requirements.

Please see [The Sex and Gender-Based Discrimination, Harassment, and Retaliation Policy, No. 0.2070](#) or <https://www.wku.edu/titleix/> for the full policy and related procedures.

Tailgating Regulations

Western Kentucky University wants you to have an enjoyable experience during your visit to campus. During WKU events and activities, safety is our primary concern. This Tailgating Policy is designed to enhance your safety and comfort and should be an

environment free of the abuse or illegal use of alcohol. The university condemns any act related to the consumption of alcohol that impairs, interferes, or endangers the safety or enjoyment of others, including the individual who chooses to consume the alcohol. This policy looks to preserve the academic environment without necessarily restricting other freedoms.

1. **Time Limits/Operating Hours:** Tailgating areas open at 8 a.m.
2. **General Conduct & Expectations**
 - a. The University's Policies and procedures, inclusive of the [Code of Student Conduct](#), remain in full effect at all times. Violations will be managed by the University Police, the Office of Student Conduct and/or Dean of Students or their designee.
 - b. University officials, WKU Police and other local law enforcement reserve the right to deny access to individuals or remove individuals from the University campus when they are in violation of such University policies or federal, state, or local law.
 - c. In combination with this section for general conduct, the sections in this policy outlining alcohol usage, prohibited or restricted items and behaviors, and stadium conduct should also be regarded as general conduct guidelines. The student code of conduct, along with federal, state, and local law, should also guide conduct.
 - d. Individuals exhibiting unruly conduct will be asked to leave for disorderly conduct (i.e. abusive language, fighting, public intoxication, impeding someone's passage).
 - e. No solicitation is permitted, including, but not limited to, fundraising, commercial promotions, or political advertising.
 - f. For the respect to all tailgating, amplified sound at an audible impeding on others' experiences is prohibited (i.e. excessively loud music or generators). University officials and police reserve the right to use their discretion in controlling such disturbances.
 - g. Tailgating should not impede vehicular and/or pedestrian traffic, nor should tailgating obstruct or disturb any other parts of campus life. Those obstructing a clear passage for rescue vehicles or personnel, or otherwise obstructing in a way that encumbers safety, will be asked to cease and desist such obstruction. If the obstruction willfully persists, you will be asked to leave.
 - h. You are responsible for maintaining your trash and belongings. Place trash in the appropriate receptacles. Recycling is available in the tailgating area. There will be designated areas to dispose of your charcoal.
3. **Prohibited Items & Behaviors** - In addition to those items and behaviors outlined elsewhere, including the [Code of Student Conduct](#), here is a nonexclusive compilation of additional items or behaviors that may be prohibited or restricted.
 - a. Deadly weapons or destructive devices as defined in [University Policy # 0.2021: Deadly Weapons/ Destructive Devices](#).

- b. Fireworks
- c. Household or residential furniture, including, but not limited to, sofas, recliners, etc. Lawn furniture would be appropriate
- d. Kegs, Party Balls, or other communal sources of alcohol.
- e. Open flames, including, but not limited to, open pit fires, portable fireplace, tiki torches, etc.

4. Alcohol

- a. Alcohol & the Code of Student Conduct
 - i. If you are under the age of 21, it is against the law and the [Code of Student Conduct](#), for you to drink.
 - ii. It is against the law and the [Code of Student Conduct](#), for anyone to buy alcohol for someone under 21 years old.
 - iii. It is against the law and the [Code of Student Conduct](#), for anyone to be drunk in public or to drive while drunk.
 - iv. It is a violation of the [Code of Student Conduct](#), for your drunken behavior to disturb someone else's ability to sleep, study, or live peacefully.
 - v. It is a violation of the [Code of Student Conduct](#), for you to hurt or endanger yourself or someone else due to drinking.
 - vi. Student Conduct violations are separate from criminal, civil, or legal consequences for violations of Federal, State, or Local law. However, the aforementioned guidelines are parallel with local, state, and federal law. Therefore, you are subject to discipline from the University as well as punishable by law.
- b. Responsible Hilltopper - Western Kentucky University students are expected to be aware of their health and safety and to be active bystanders who help fellow Hilltoppers when their health and safety is in danger.
 - i. When a person's health or safety is threatened due to consumption of alcohol, drugs and/or activities related to inducing an altered state, immediate actions should be taken. This should include alerting medical personnel, the police, or appropriate university official.
 - ii. Students who seek medical attention for themselves or for who medical assistance was sought related to consumption of alcohol, drugs and/or activities related to inducing an altered state may not be charged with violations of the WKU Student Code of Conduct related to alcohol or drugs provided they comply with specific conditions.
 - iii. The health and safety of the members of the WKU community is of paramount concern. Therefore, students need to seek immediate medical attention for themselves or others when someone's health and or safety are at risk.
 - iv. For more on medical amnesty and Responsible Hilltopper, go to https://wku.edu/studentconduct/res_hilltopper.php.
- c. Alcohol Consumption

- i. Individuals who choose to consume alcohol are responsible for their behavior.
 - ii. Alcohol consumption is illegal for anyone under the age of 21. Be prepared to present your ID at all times while tailgating. You will be asked to leave if you cannot or do not present identification.
 - iii. It is against the student code of conduct and federal, state, and local laws to operate a vehicle while under the influence or in an altered state.
 - iv. Distribution of alcohol without a license is illegal.
 - v. Communal sources are prohibited, including, but not limited to, kegs, party balls, or party bowls.
 - vi. Drinking games are prohibited, including, but not limited to, beer pong, flip cup, and dice.
 - vii. The use of devices intended to accelerate the consumption of alcohol are prohibited, including, but not limited to, beer bongs or funnels.
- d. Public Intoxication
- i. Public and/or alcohol intoxication will not be tolerated, and violators are subject to citation or arrest.
 - ii. If a person becomes noticeably intoxicated while Tailgating, a University official may require them to leave the Tailgating area and/or campus.
 - iii. University officials and police reserve the right to deny access to or remove from athletic events individuals and members of the public who exhibit behaviors consistent with alcohol intoxication, or who behave in any manner inconsistent with this policy or any other university regulation or policy.
 - iv. No noticeably intoxicated person will be allowed to attend the event or will be served an Alcoholic Beverage. Noticeably intoxicated persons may be asked to leave the event/facility.

Time, Place, and Manner Regulations

All members of the University community, students, faculty and staff, share a mutual interest in two objectives:

- Maintaining an academic environment free from disruptive interference with the educational missions, processes and functions; and
- Retaining an academic environment for free expression and debate consonant with the maintenance of order and discipline. Each student's freedom to speak, assemble peaceably, and to petition for redress of grievances must be harmonized with the rights of others to the orderly, effective use and enjoyment of all facilities. The right of a student to engage in such activities carries with it a responsibility to do so at a time, in a place, and in a manner that does not disrupt the regular and orderly working operation of the University or interfere with the rights of others.

The following regulations are adopted to govern the time, place, and manner of student meetings, demonstrations, and other assemblies:

1. Planned or spontaneous meetings, assemblies or demonstrations may be conducted by members of the University community in those appropriate areas of the campus which are regularly available to the University community provided such meetings, assemblies or demonstrations:
 - a. Are conducted in a lawful and orderly manner and in compliance with this and other rules and regulations of the University;
 - b. Do not impede vehicular or pedestrian traffic;
 - c. Do not interfere with classes, other scheduled meetings, events and ceremonies, or with other educational processes of the University; and
 - d. Are conducted only with specific authorization when held in (1) University buildings, or (2) University stadium or outdoor theaters, or (3) residential areas of the campus.
2. Reservation of appropriate university grounds, areas, facilities or other university property for the purpose of conducting a meeting, assembly or demonstration will be granted, subject to the restrictions contained in Section 1 above, to the following described organizations, groups and individuals:
 - a. Student organizations registered in accordance with the University policy on registration of student organizations;
 - b. Members of the University faculty and staff, for recreational and social events and extracurricular events related to their university duties;
 - c. Official alumni groups and similar university-related organizations, colleges, departments, and other units of the University and individual members of the University community for events directly related to their purposes, and others for purposes in keeping with the University's role as an educational institution.
 - d. The individual responsible for reserving a particular facility or area, or another member of the University community designated by him/her, must be present and shall take reasonable precautions to ensure compliance with university rules and regulations when the facility or area is being utilized pursuant to the reservation.
3. The following designations and accompanying regulations pertain to the use of specific categories of University facilities and areas for the purpose of conducting any meeting, assembly or demonstration. All areas must be utilized in a lawful and orderly manner in compliance with all University rules and regulations and are subject to those restrictions contained in Section 1.
 - a. No demonstration, meeting or other assembly shall take place without specific authorization within or upon the following areas:
 - i. Classrooms, libraries, workrooms, hallways, lobbies, administrative and faculty offices, lounges, entrances and exits of all University buildings;
 - ii. All streets and driveways utilized for vehicular traffic;
 - iii. All sidewalks utilized for pedestrian traffic; and/or
 - iv. Residential buildings.
 - b. The following areas may be utilized on a reservation only basis:

- i. Indoor facilities;
 - ii. Intramural fields and other recreational areas;
 - iii. Stadium and outdoor theatre; and/or
 - iv. Parking lots.
- c. The following are available University facilities and the offices responsible for reserving them:
- i. [WKU Main Campus Venue Guide](#)
 - ii. [The Centennial Mall at Downing Student Union](#)
 - iii. [Other University Facilities](#)

Necessary forms for completion and specific procedures and regulations regarding the use of such facilities may differ from building to building or area to area, and they may be obtained from the office designated as responsible for reserving the specific facility.

- d. Reservations are not required for utilization of the following areas:
- i. WKU is an open campus providing spontaneous speech, protests and distribution of literature in lawns, quads, grassy, park areas, and similar spaces that are suitable for the purpose of public forums for WKU Students irrespective of whether the University has designated or not.
 - ii. Persons failing to comply with the directions of the Vice President for Enrollment and Student Experience or his/her designated representative will be dealt with as trespassers and/or as insubordinate under KRS 511.090. Those failing to comply are also reminded that they may be found in violation of other laws to be dealt with by law enforcement officials.
4. Registered organizations or groups of individuals who desire to conduct a parade or march upon University property shall designate a representative of the sponsoring organization or group to meet with the Vice President for Enrollment and Student Experience within a reasonable time prior to the proposed commencement of the parade or march.

The Vice President for Student Affairs shall assign marshals, define an appropriate route, and take other measures which will ensure that the activities will not interfere with the rights of others in their effective use of University facilities and property.

5. **Any individuals or groups use of the University's facilities does not mean that the person represents the institution or its ideals and principles. Members of the University are free to walk away and not listen to any person speaking on campus.**
6. On-Campus Solicitation - No Private businesses or third party individuals are permitted to solicit in any manner, form or for any purpose on University property without the prior written permission of Western Kentucky University. This includes solicitations for profit and for non-profit/charitable purposes.

The University reserves the right to review all aspects of a proposed solicitation and to determine if said solicitation is in the best interest of the University and the campus community. The decision whether to allow a solicitation activity is in the sole discretion of the University. The University's decision shall be final.

Responsibility for administration of this policy is delegated to the [Vice President for Student Experience](#). Request for permissible solicitations(s) and or inquiries regarding the University's policy should be directed to that office.

[Vice President for Student Experience](#)
Room 442, Potter Hall
(270) 745-2791

Approved non-profit/charitable solicitations will require sponsorship by a University department or qualified, recognized campus organization. For-profit solicitations which relate to, involve, or include services or products in direct competition with the services or products being provided by the University, or provided an agency/entity which currently contracts to provide such services to the University are prohibited.

Supporting Students in Distress

The intent of the following policies, procedures, and definitions is to support an appropriate living and learning environment at Western Kentucky University for faculty, staff, and students. Incidents of disruptive behavior, brought on by student distress, will be assessed and a standard of care exercised to both assist the student in distress and to mitigate the ramifications of the distressing behavior on the University community.

Campus Partners Team

The Campus Partners Team, is a multi-disciplinary team which is focused on maintaining a safe community at WKU. The team manages cases with an mild to elevated risk of harm compared to the lower level cases managed by the HRL CARE Team. The Campus Partners team meets regularly to detect “red flags” in student or group behavior over time. The team collaborates, collects information, identifies risks, and intervenes when appropriate to protect people from harming themselves or others.

Our Campus Partners Team members are dedicated university professionals from offices across campus, including, Dean of Student Office, Office of Student Conduct, Housing and Residence Life, Student Accessibility Resource Center, Student Ombuds, Counseling Center, Associate Provost for Faculty & Academic Excellence, Advising and Career Development, International Students Office and the WKU Police Department. In addition to specialized training related to their roles, each team member brings unique perspectives, expertise and resources to our process.

The Campus Partners Team (CPT) consists of University personnel with expertise in law

enforcement/threat assessment/tactical applications, The Dean of Students Office, Student Conduct, Housing & Residence Life, Counseling Center, Student Accessibility Resource Center and Advising & Career Development Center. We will use a collaborative effort to assess disruptive behaviors and depending on the situation, team members with specific areas of specialization/responsibility may be called upon to lead the Team.

The team will also work to help create a campus culture of caring for students of concern and a crisis education program for the campus as a whole. The Vice President for Enrollment and Student Experience or his/her designee will keep senior officials advised of situations and specifically will communicate with the President and the Vice President for Public Relations on matters. Other individuals may also be consulted as needed. All faculty and staff are reminded to contact the University Police as a first step if the student of concern is in immediate danger of hurting themselves or others. Faculty and staff should contact Counseling Center at 270-745-3159 if they wish to consult with a Counseling Center staff member if the situation involves clinical urgency. The Team will meet as needed to review reports brought forward by faculty, staff, and students concerning disruptive, inappropriate, and/or harmful behavior.

The Campus Partners team works to advocate, support, and develop students as they navigate their time at WKU. We actively engage in conversations that promote compassionate, welcoming, and safe campus communities. In working with students, we are responsive to their needs and assist them in their academic and personal endeavors. In addition to these core principles of our purpose, the Campus Partners Team serves as an advocate for students facing challenges to their success. We work to empower students to know and understand their rights and responsibilities as members of our community.

According to the [National Behavioral Intervention Team Association](#), most teams meet once a week or twice a month and have a set meeting time (e.g., Tuesdays at 1 p.m.). These meetings are generally 60–90 minutes in length. Emergency meetings may be scheduled as necessary.

Reporting & Documentation:

The Campus Partners Team approach seeks to connect students to the proper department(s) that will provide the best resource(s). Reports are reviewed during normal business hours by people who are trained to assess and act. The Campus Partners Team conducts an initial assessment on every report. In many cases, the outcome of the initial assessment is simply to offer support and resources to either the individual who reports the concern, the person of concern, or both.

We will collaborate with the person making the report and with other campus and community resources, as needed and if appropriate. In some cases, a more in-depth analysis may occur before the Campus Partners Team can determine next steps of intervention. The reporting party will be kept informed, as appropriate, of the situation while mindful of the student's right to privacy and of all parties involved. If there is a concern for safety, the Campus Partners Team can help those who report to

contact the appropriate on- and off-campus support and resources. While maintaining privacy is the Campus Partners Team's goal, please be aware that reports and other communication may be subject to review as outlined in federal and state laws. We will consult our General Counsel for all requests.

If there is a potential threat, the Campus Partners Team provides guidance and recommendations to the appropriate individuals to mitigate or manage the threat. The Campus Partners Team retains all reported information to assist in identifying potential behavioral patterns.

Records are securely kept and managed for longitudinal tracking of student conduct over time to assess trends and patterns.

The campus does not tolerate retaliation.

Response Protocol

When a community member files a [report](#), the leadership team will receive a notification. A case manager then reviews the report and gathers further information. A case manager may modify or update the case file as needed to record the most accurate depiction of the student's concerns. After a review of the report, the case manager assigned will determine appropriate outreach and next steps.

Reported behavior may have several ways we may respond based on the level of threat and protocols.

The Campus Partners Team uses a [risk rubric](#) that measures generalized risk, mental and behavioral health, and aggression to determine the need for intervention. Generalized risk includes the university community, facilities, reputation, academics, finances, etc. Mental and behavioral health-related risks include harm to self.

Actions may include but are not limited to:

- Establishing baseline behavior assessment
- Reaching out to the student to express concern and ask about their well-being
- Meeting with the student(s) involved to discuss:
 - Student needs
 - Campus and community services/resources
 - University behavior expectations/ Student Code of Conduct
- Referring the student to campus programs and services (counseling, student financial assistance, student accessibility resources, academic advising etc.)
- Referring the student to community resources
- Referring the student to the Office of Student Conduct
- Facilitating a meeting of concerned parties
- Recommending counseling or other outside interventions
- University-initiated leave of absence

- Notifying outside partners in high priority cases, when the student is considered an imminent threat to self or others

Follow-up plan of actions may include but are not limited to:

- Establishing return criteria with the Dean of Students
- Coordinating record of attendance with support services
- Establishing behavioral expectations
- Verifying continuity of care and resources
- Disseminates relevant information to Campus Police

The University acknowledges that concerns arise when a student appears to be exhibiting distressing behavior perceived as disruptive to the learning process or the well being of the campus community. When these behaviors occur, the individual is reported to the Office of the Dean of Students. The purpose of the referral is to assist the student, in partnership with other members of the campus community, in developing an individualized plan for treatment and support. The additional goal of the individualized plan is to encourage help-seeking behaviors and promote adoption of effective mental health habits. The Office of the Dean of Students will assist in coordinating an individualized plan that may include the following:

1. If it is determined to be in the best interest of the student and the University, the student may be admitted to one of the local hospitals or treatment facilities.
2. The student will undergo a risk assessment by a mental health practitioner.
 - a. The WKU Counseling Center is available to assist in this health evaluation. The phone number during regular business hours and after hours is 270.745.3159. Regular office hours are Monday through Friday, 8:00am to 4:30pm. However, after hours care is available. The Center is located in Potter Hall, Room 409.
3. Following the risk assessment, the student will meet with the The Office of the Dean of Students or designee to develop an individualized plan to:
 - a. Coordinate a plan to provide support and referral services to the student through assessment, monitoring, education and programmatic initiatives, and clinical interventions.
 - i. Failure to meet with the The Office of the Dean of Students or designee will result in an Involuntary Hold being placed on the student account.
 - b. Solely at the discretion of the University, for a period of time a student may be monitored and behavior reviewed.
 - c. The student may be required to complete and execute a Behavioral Agreement outlining the behavior(s) to be corrected, strategies to comply with a medical treatment plan, consultations with medical professionals, meetings with the The Office of the Dean of Students or designee, restricted participation in campus activities, or removal from residential living.
 - d. In the event the student continues to engage in behaviors that are disruptive to the University's safety and well-being, the Office of the Dean

of Students will work with the student to secure a leave of absence, voluntary withdrawal from the University, or an involuntary withdrawal from the University.

4. The individualized plan will also include provisions to provide support for students, staff, and faculty adversely affected by the student’s behavior.
 - a. Procedural due process will be afforded in the event of any step that may result in a violation of the Student Code of Conduct.

Consultations or referrals to the CPT can be made through contacting:

<p>The Campus Partners Team Email: deanofstudents@wku.edu Phone: 270.745.5485 or 270.745.2683 https://www.wku.edu/studentconduct/campus-partner-ferpa.php</p>	<p>The Dean of Students Office Downing Student Union – 2nd floor Email: deanofstudents@wku.edu Phone: 270.745.2683 (On-call after hours contact WKU UPD at 270.745.2548) add the hyperlink</p>
<p>The Office of Student Conduct 425 Potter Hall Email: student.conduct@wku.edu Phone: 270.745.5485 https://www.wku.edu/studentconduct/index.php</p>	<p>The Counseling Center 409 Potter Hall Email: ctc@wku.edu Phone: 270.745.3159 (On-call after hours contact WKU UPD at 270.745.2548) https://www.wku.edu/heretohelp/index.php</p>

Confidentiality and the Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords privacy protections for educational records without students’ express written consent. However, specific exceptions can be made between faculty and staff when necessary to protect the health or safety of the student and others. Therefore, faculty, staff, and students may report concerns about students’ behaviors to the CPT without violating FERPA provisions.

Withdrawal from the University/Leave of Absence

A student may decide that is in her or his best interest to stop out of a school for a period of time. The Dean of Students Office and the CPT are available to serve as a resource to facilitate this process. Specific information can be found on the Registrar’s website, as well: <https://www.wku.edu/registrar/withdrawal.php>

For various reasons, it is occasionally necessary for a student to withdraw from the university.

- Prior to the midpoint of the semester, students may use TopNet to withdraw.
- After the midpoint of the semester, the student should report to the Office of the Registrar to initiate withdrawal procedures.

- Students leaving the institution without an official withdrawal will receive failing grades in all courses in which enrolled and endanger their future status in the institution.
- Students withdrawing after the midpoint of the semester, a bi-term or comparable period during the summer session must consult with their instructors as to the withdrawal grade.
- The official date of the withdrawal is the date the withdrawal is processed on TopNet or the written notice is received in the Office of the Registrar.
- Students wishing to return to WKU at a later date must submit an application for readmission prior to the deadline for submitting applications. In special circumstances, as described below, a complete withdrawal from the university after the midpoint of a term will be considered.

Administrative Withdrawal

Administrative withdrawals are implemented on case-by-case basis and are only enacted when there is serious question as to whether the student can benefit from the educational programs at the University. Additionally, in determining whether an administrative withdrawal is a fitting course of action, the factors below will be taken into consideration:

1. Whether a student's behavior demonstrates that they are unable to function in the University setting independently by appropriately practicing requisite life skills with minimal supervision
2. Whether a student's behavior is sufficiently disruptive as to interfere with the pursuit of learning or other activities for the individual student or for others in the academic or living community
3. Whether a student requires services beyond what is readily available at the University

Protocol for Administrative Withdrawal from the University

1. The University may initiate an administrative withdrawal for (1) disciplinary situation or, (2) when, in the professional judgment of a health care provider, psychologist and/or university administrator, there is reason to believe a student's behavior interferes with the welfare of other members of the university, the education process, or the orderly operation of the university.
2. The Vice President for Enrollment and Student Experience or the Associate Vice President for Academic Affairs, or their respective designees, will notify the student of the involuntary withdrawal, and the Registrar will be directed to withdraw the student from all classes in which the student is currently enrolled and cancel registration that has occurred for any future terms.
3. The Office of the Registrar will notify the student's instructors of the withdrawal, and **W** grades will be recorded for the term in progress.
4. A student who is administratively withdrawn will have a registration hold placed by the Vice President for Student Affairs or the Associate Vice President for Academic Affairs to prevent the student from being readmitted

or re-enrolled unless cleared by the appropriate administrator or the respective designee.

5. A student may file a written appeal of an involuntary withdrawal through the office that administered the withdrawal. Tuition refund appeals for administrative withdrawals are handled in a separate procedure, and instructions may be obtained from the Bursar's Office.

Reentry Following Leave of Absence or Administrative Withdrawal

A student who is administratively withdrawn will have a registration hold placed by the Vice President for Enrollment and Student Student Experience or the Associate Vice President for Academic Affairs to prevent the student from being readmitted or re-enrolled unless cleared by the appropriate administrator or the respective designee.

Upon returning to the University, the student is required to participate in a risk assessment by a member of the CPT.

Following the risk assessment, the student will meet with the Vice President for Enrollment and Student Student Experience or designee to develop an individualized plan. The individualized plan may contain the following components: coordination of support and referral services to the student through assessment, monitoring, education and programmatic initiatives, and clinical interventions.

Failure to meet with the Vice President for Enrollment and Student Student Experience or designee will result in a continued hold being placed on the student account. A student's ability to access, change, or alter course registration and/or admission status will be restricted until this condition has been met.

Solely at the discretion of the University, for a period of time a student may be monitored and behavior reviewed.

The student may be required to complete and execute a Behavioral Agreement outlining the behavior(s) to be corrected, strategies to comply with a medical treatment plan, consultations with medical professionals, meetings with the Vice President for Enrollment and Student Student Experience or designee, restricted participation in campus activities, or removal from residential living.

Failure to adhere to the provisions of the Behavioral Agreement may constitute grounds for dismissal from the University.

The individualized plan will also include provisions to provide support for students, staff, and faculty adversely affected by the student's behavior.