Campbellsville University
Harrodsburg
CONOVER EDUCATION CENTER

Life Change Happens Here

STUDENT HANDBOOK
2020-2021
FAILURE TO READ THIS HANDBOOK DOES NOT EXCUSE A STUDENT FROM THE REQUIREMENTS, REGULATIONS AND CONSEQUENCES DESCRIBED HEREIN.

The Student Handbook is a site-specific version based on the publication of the Campbellsville University Office of Student Services. It is made available to all students at the beginning of the fall semester. The publication contains policies/procedures for academic/business/financial aid and student life on campus.

STUDENT SERVICES STAFF

Residence Life
Fontez Hill, Resident Director
(859) 605-9080
fjhill@campbellsville.edu

Residence Life
Lindsey Hill, Resident Director
(859) 605-9031
lshill@campbellsville.edu

Safety and Security
Jack Coleman, Director of Campus Safety
(859) 605-9009
jcoleman@campbellsville.edu

Student Services
Kaitlyn Overstreet, Coordinator
(859) 605-9051
koverstreet@campbellsville.edu

EMERGENCY PHONE NUMBERS

Campus Safety…………………………………………………………………………859-812-7111
Harrodsburg Fire Department……………………………………………………..859-734-2848
Harrodsburg Police Department………………………………………………….859-734-3311

UNIVERSITY HISTORY AND PURPOSE

In 1900, the members of the Russell Creek Baptist Association, realizing the need for Christian education, appointed a committee to raise funds for the building of such a school. It was not to be “just another school” but one with a specific program and definite ideas with Christian ethics as its theme. Work by the committee continued and Russell Creek Academy was founded in 1906. The Academy grew and, as a result, became a junior college in 1949 named for the lovely community in which it is located.

In October 1957, the Board of Trustees at Campbellsville was authorized to execute its proposal of expanding the College to a four-year institution. In 1959, the Kentucky Board of Education approved the College for a four-year teacher education program. Campbellsville University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award certificates, associate, baccalaureate, and masters. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the status of Campbellsville University.

On April 11, 1996, the Board of Trustees at Campbellsville approved an institutional name change from Campbellsville College to Campbellsville University. This change has and will continue to allow opportunities for the development of additional academic programs at both the undergraduate and graduate levels. It also enhances the institution’s ability to attract and retain high quality faculty, students and external support.

Campbellsville University is “not just another school.” It is distinctive because it specializes in character building. Campbellsville University strives for excellence in faith, in learning, in living, and in developing Christian leadership. Whatever you want to be, this is the place to “find your calling.”
MISSION STATEMENT
Campbellsville University is a comprehensive, Christian institution that offers non-credit technical programs, along with certificates, associates, undergraduate and graduate programs. The university is dedicated to academic excellence solidly grounded in the liberal arts that fosters personal growth, integrity and professional preparation within a caring environment. The university prepares students as Christian servant leaders for lifelong learning, continued scholarship by linking discovery research to knowledge at the doctoral level, and active participation in a diverse, global society.

Core Values
- To foster academic excellence through pre-professional certificates, associates, baccalaureate, and graduate programs through traditional, technical, and online systems
- To achieve academic excellence through rigor and relevancy in undergraduate, master’s and doctoral level programs
- To provide an environment conducive for student success
- To value diverse perspectives within a Christ-centered community
- To model servant leadership and effective stewardship

A STATEMENT OF BAPTIST HIGHER EDUCATION VALUES
Campbellsville University is committed to providing a quality educational experience within the Baptist tradition and in keeping with a strong Christian emphasis. Under the Lordship of Christ, the institution affirms historic Baptist principles including: the priesthood of the believer, the authority of Scripture, freedom of conscience, integration of faith and learning, pursuit of truth in an academically challenging environment, student involvement in servant ministry, and affirmation of others in a spirit of grace and love. While the University continues to maintain very close ties to Baptist Churches and bodies, the institution exists to provide Christ-centered higher educational opportunities to a diverse student population. Campbellsville University, while Baptist in affiliation and Christ-based in practice, is neither a church nor an ecclesiastical authority. Since 1906 the institution has existed to provide higher educational opportunities to men and women in a positive and academically challenging Christian environment. In that same spirit, we affirm the challenges and opportunities of Baptist higher education in the 21st Century.

In compliance with A Statement on Baptist Higher Education Values as noted above, Campbellsville University affirms the historical religious exemption granted under the Civil Rights Act of 1964, and other applicable federal and state statutes and regulations, as a Christian university in the Baptist tradition, and to develop and implement all policies and procedures relative to employment practices and student and employee behavior to conform with this historical relationship to the Baptist church and the larger Christian community. These policies and procedures will be the basis for the mission and activities of all campus organizations and use of all Campbellsville University facilities.

As God extended His love for all human beings through his Son Jesus Christ and as an institution that affirms the “whosoever will gospel of Jesus Christ” (John 3:16), Campbellsville University extends love for mankind through a commitment to the Great Commission (Matthew 28:16-20; Acts 1:8) and in the spirit of the Great Commandment (Matthew 22:36-40). Therefore, Campbellsville University will implement the development and administration of all policies and procedures in the recognition of the diversity of God’s creation and His infinite grace toward all people.

Adopted: 2001; Revised: 2015
Dear Campbellsville University Student,

Welcome to Campbellsville University! The year 2020 has certainly been one that we did not expect. As we look forward beyond COVID-19, we are so glad you have decided to invest your college years at CU!

I challenge you to take advantage of the many opportunities that lie ahead during your college experience. Explore the variety of options and programs that are made available to you as a CU student. We encourage you to explore and involve yourself with the many CU choices. Make these years “the best of your life” as you “find your calling” while at CU.

The Student Handbook is designed to inform you of university policies, providing you with answers to questions you may have about student life. You should also review the University Bulletin-Catalog (view the catalog at www.campbellsville.edu/academics/academic-affairs/catalogs/) as an additional source of information on policies and procedures that impact you as a CU student.

Please take time to review the Core Values that clarify the CU Mission Statement (see the CU Mission Statement at www.campbellsville.edu/about/president/mission-and-values). Our Core Values are:

- To foster academic excellence through pre-professional certificates, associates, baccalaureate, and graduate programs through traditional, technical, and online systems
- To achieve academic excellence through rigor and relevancy in undergraduate, master’s and doctoral level programs
- To provide an environment conducive for student success
- To value diverse perspectives within a Christ-centered community
- To model servant leadership and effective stewardship.

We are making continuing progress on numerous fronts to expand our curriculum and prepare students in this digital age. Several new programs are being implemented for undergraduate and graduate students to further this goal. Improvements to facilities are an ongoing process at CU.

Students will be greeted by faculty, coaches and staff in the fall. Work is almost finished on the new Finley Stadium and its Athletic Plaza, where sporting excitement will reign. The Betty Dobbins Heilman Wellness Center is a wonderful addition for students, faculty, staff, and coaches to work out and enjoy wellness.

We have other coaches, the academic kind, who are available to you in the Badgett Academic Support Center (BASC). They are there to help you succeed in your chosen field of study. So, remember to “Ask at the BASC.”

We are committed to providing you with a quality education in an atmosphere that is academically challenging and presents opportunities to enable you to become a servant leader. We encourage you to take advantage of Campus Ministry activities and Church Outreach – both are life-changing and faith-growing experiences to further the message of Christ, the heart of our mission at Campbellsville University. As our university community supports you, allow me to ask an important question. Are you are willing to give of yourself in service? Christ teaches us to give of ourselves in service to others. It is a truth that will benefit you throughout your life.

Thank you for choosing Campbellsville University, your place to study, learn and live. May God bless you as you grow in your scholarship and faith.

Most Cordially,

Michael V. Carter
President
HANDBOOK CONTENTS

Academics
Academic Policies p. 46-48
Career Services p. 49
Chapel/Convocation p. 48F
Montgomery Library p. 48-49
Student Records p. 52
Withdrawal Information p. 47

Business
Bookstore p. 54
Financial Aid p. 52-53
Student Accounts Office p. 50
University Vehicles p. 55

Campus Values & Behavior
Behavioral Assessment Team p. 29
Judicial Bodies p. 27-28
Judicial Process p. 26-27
Philosophy of Behavior p. 25
Sanction Definitions p. 39-41
Statement of Student Rights p. 26
Violations/Sanctions p. 30-39

Christian Activities
Church Life p. 7
Directory of Churches p. 8-9

Focus Statements
Alcohol/Drug Awareness p. 44-46
Campus Safety Report p. 64-66
Computer Resources Policies p. 59-64
Family Education Rights p. 56
Notice of Non-Discrimination p. 43&55
Policy on AIDS p. 42
Sexual Misconduct Policy p. 43
Weapons Policy p. 43-44

Guide to Sources/Time Frames
Academic Calendar p. 6-7
Building Names/Codes p. 5
Business Hours p. 6
Class Hours/Time Frames p. 5
Emergency Phone Numbers p. 1
Final Exam Schedule p. 6
Information Sources p. 5
Student Services Staff/Contact p. 1

Residence Hall Guidelines
Residence Hall Guidelines p. 10
Alcohol/Drug Free Campus p. 10
Babysitting p. 10
Bicycles p. 10
Care of Rooms p. 10
Check-In & Check-Out p. 11
Citations p. 11
Co-Ed Visitation p. 11-12
Fire Protection Equip. p. 12
Furniture in Rooms p. 12
Guests p. 12-13
Keys p. 13
Laundry p. 13
Lofting p. 13
Lost & Found p. 13
Music/Instruments p. 13
Personal Appearance/Dress p. 13
Pets p. 13
Quiet Hours p. 13-14
Requesting Room Change p. 14
Residence Hall Closure p. 14
Residence Hall Lounges p. 14
Residents with Hearing Imp. p. 14
Residence Telephone Service p. 14
Room Assignments p. 14
Room Damages p. 15
Search & Seizure p. 15
Security p. 15-16
Skateboards, Scooters, etc. p. 16
Smoking Policy p. 16
Trash Disposal p. 16
Unauthorized Solicitation p. 16
Windows p. 16

Student Organizations/Activities
Athletics p. 23
Events and Activities p. 23
Forming New Organizations p. 23
Scheduling Activities p. 23
Student Government Assoc. p. 23

Student Services
Activities p. 9
Campus Safety & Security p. 18
Counseling Services p. 17-18
Emergency Procedures p. 20
Emergency Situations p. 20-22
Enforcement of Univ. Polices p. 9
Health Services p. 18
Housing p. 9
Identification Card p. 9
Parking p. 19-20
Student Activities p. 23
Student Mail p. 17
Univ. Food Service p. 22
Disability Services p. 55-56
Student Services Philosophy p. 9

University History
Baptist Higher Education Values p. 2
History and Purpose p. 1
Mission Statement p. 2
President’s Letter p. 3
INFORMATION SOURCES
ACADEMIC PROBLEMS OR QUESTIONS……Dan Phillips, ext. 9011, dwphillips@campbellsville.edu
CAMPUS ACTIVITIES, CLUBS………Kaitlyn Overstreet, ext. 9051, knoverstreet@campbellsville.edu
DECLARE OR CHANGE MAJOR/MINOR……Jacob Johnson, ext. 9006, jjjohnson@campbellsville.edu
FINANCIAL PAYMENTS……………..Ann Robin Dunaway, ext. 9005, ardunaway@campbellsville.edu
FINANCIAL AID PLANS……..........…....Angie Humphrey, ext. 9032, adhumphrey@campbellsville.edu
HOUSING REQUESTS……………………………..………………………….…...Resident Hall Director
PERSONAL COUNSELING…………………….…………………………….…CAFCA, (859) 733-9241
RELIGIOUS ACTIVITIES………………...Tommy Valentine, ext. 9014, stvalentine@campbellsville.edu
TUTORING………………………………….…Stephen Wilson, ext. 9031, sdwilson@campbellsville.edu
VEHICLE REGISTRATION, PARKING FINES..Jack Coleman, ext. 9009, jcoleman@campbellsville.edu

BUILDING NAMES AND CODES
Academic and Faculty Facility AFC
Administration Building  AD
*Barbering BAR
*Harrodsburg Chamber of Commerce HCC
Athletic Complex Facility  ACF
*Whitaker Family Court  WFC
Carol Conover Center for Christian and Community Trust Bank Books and Apparel (Life Change Bookstore)  CTB
Entrepreneurial Studies  CES
Farmers National Bank Center for Fitness Edge  EDG
Health Science Commonwealth Credit Union HS
* Sandra DeFoor School of Nursing

TIME FRAMES

<table>
<thead>
<tr>
<th>Regular Class Schedule</th>
<th>Snow Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MON./WED./FRI.</strong></td>
<td></td>
</tr>
<tr>
<td>1st Period - 8 a.m. - 8:50 a.m.</td>
<td>10 a.m. - 10:30 a.m.</td>
</tr>
<tr>
<td>2nd Period - 9 a.m. - 9:50 a.m.</td>
<td>10:40 a.m. - 11:10 a.m.</td>
</tr>
<tr>
<td>3rd Period - 10 a.m. - 10:50 a.m.</td>
<td>No Classes At This Time</td>
</tr>
<tr>
<td>4th Period - 11 a.m. - 11:50 a.m.</td>
<td>11:20 a.m. - 11:50 a.m.</td>
</tr>
<tr>
<td>5th Period – 12 p.m. – 12:50 p.m.</td>
<td></td>
</tr>
<tr>
<td>6th Period – 1 p.m. – 1:50 p.m.</td>
<td></td>
</tr>
<tr>
<td>7th Period – 2 p.m. – 2:50 p.m.</td>
<td></td>
</tr>
<tr>
<td>8th Period – 3 p.m. – 3:50 p.m.</td>
<td></td>
</tr>
<tr>
<td>9th Period – 4 p.m. – 4:50 p.m.</td>
<td></td>
</tr>
<tr>
<td><strong>TUES./THURS.</strong></td>
<td></td>
</tr>
<tr>
<td>1st Period - 8 a.m. - 9:15 a.m.</td>
<td>10 a.m. - 10:45 a.m.</td>
</tr>
<tr>
<td>2nd Period - 9:30 a.m. - 10:45 a.m.</td>
<td>11 a.m. - 11:45 a.m.</td>
</tr>
<tr>
<td>3rd Period - 11 a.m. - 12:15 p.m.</td>
<td>12 p.m. - 12:45 p.m.</td>
</tr>
<tr>
<td>4th Period - 12:30 p.m. - 1:45 p.m.</td>
<td>1 p.m. - 1:45 p.m.</td>
</tr>
</tbody>
</table>
| 5th Period – 2 p.m. – 3:15 p.m. | **Classes 2 p.m. and Later**
| 6th Period – 3:30 p.m. – 4:45 p.m.| **Stay on Regular Schedule** |

<table>
<thead>
<tr>
<th>Evening Regular Class Schedule</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>16 weeks - one meeting per week</td>
<td>5:15 p.m. - 7:45 p.m.</td>
</tr>
<tr>
<td>16 weeks - two meetings per week</td>
<td>7:45 p.m. - 10:15 p.m.</td>
</tr>
<tr>
<td>8 weeks - two meetings per week</td>
<td>5:15 p.m. - 7:45 p.m.</td>
</tr>
</tbody>
</table>

Evening Regular Class Schedule

<table>
<thead>
<tr>
<th>Evening Regular Class Schedule</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>16 weeks - one meeting per week</td>
<td>5:15 p.m. - 7:45 p.m.</td>
</tr>
<tr>
<td>16 weeks - two meetings per week</td>
<td>7:45 p.m. - 10:15 p.m.</td>
</tr>
<tr>
<td>8 weeks - two meetings per week</td>
<td>5:15 p.m. - 7:45 p.m.</td>
</tr>
<tr>
<td></td>
<td>8 p.m. - 10:30 p.m.</td>
</tr>
</tbody>
</table>
## Final Exam Schedule

<table>
<thead>
<tr>
<th>If your course meets:</th>
<th>Your final exam will be:</th>
</tr>
</thead>
<tbody>
<tr>
<td>MWF 8 a.m.</td>
<td>Monday 8-9:30 a.m.</td>
</tr>
<tr>
<td>MWF 9 a.m.</td>
<td>Wednesday 8-9:30 a.m.</td>
</tr>
<tr>
<td>MWF 11 a.m.</td>
<td>Monday 11 a.m.-12:30 p.m.</td>
</tr>
<tr>
<td>MWF 12 p.m.</td>
<td>Wednesday 11 a.m.-12:30 p.m.</td>
</tr>
<tr>
<td>MWF 1 p.m.</td>
<td>Friday 8-9:30 a.m.</td>
</tr>
<tr>
<td>MWF 2 p.m.</td>
<td>Friday 11 a.m.-12:30 p.m.</td>
</tr>
<tr>
<td>MWF 3 p.m.</td>
<td>Monday 2-3:30 p.m.</td>
</tr>
<tr>
<td>MWF 4 p.m.</td>
<td>Wednesday 2-3:30 p.m.</td>
</tr>
<tr>
<td>TR 8 a.m.</td>
<td>Tuesday 8-9:30 a.m.</td>
</tr>
<tr>
<td>TR 9:30 a.m.</td>
<td>Thursday 8-9:30 a.m.</td>
</tr>
<tr>
<td>TR 11 a.m.</td>
<td>Tuesday 11 a.m.-12:30 p.m.</td>
</tr>
<tr>
<td>TR 12:30 p.m.</td>
<td>Thursday 11 a.m.-12:30 p.m.</td>
</tr>
<tr>
<td>TR 2 p.m.</td>
<td>Tuesday 2-3:30 p.m.</td>
</tr>
<tr>
<td>TR 3:30 p.m.</td>
<td>Thursday 2-3:30 p.m.</td>
</tr>
</tbody>
</table>

1) Exam periods are 90 minutes. Check with your instructor to confirm.
2) Exams for evening courses are typically scheduled for the regular class time on the first day of the week that the class meets.
3) Eight-week (Bi-term) class exams are given the second class meeting of the finals week.
4) The exam times above are the only class meetings for final exam week.

## BUSINESS HOURS

<table>
<thead>
<tr>
<th>Administrative Offices:</th>
<th>Monday – Friday 8 a.m. – 5 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dining Hall:</td>
<td>Monday – Friday 9 a.m. – 10 a.m.</td>
</tr>
<tr>
<td></td>
<td>Breakfast</td>
</tr>
<tr>
<td></td>
<td>Lunch 11:30 a.m. – 1:30 p.m.</td>
</tr>
<tr>
<td></td>
<td>Dinner 4:30 p.m. – 6:30 p.m.</td>
</tr>
<tr>
<td></td>
<td>Saturday &amp; Sunday Lunch 11 a.m. – 1 p.m.</td>
</tr>
<tr>
<td>Starbucks® Express:</td>
<td>Monday – Thursday 7 a.m. – 6 p.m.</td>
</tr>
<tr>
<td></td>
<td>Friday 7 a.m. – 2 p.m.</td>
</tr>
<tr>
<td>Steak N'Shake® Express:</td>
<td>Monday – Friday 11 a.m. – 8 p.m.</td>
</tr>
</tbody>
</table>

## FALL 2020 SEMESTER

### University Holidays
- Labor Day – September 7, 2020
- Thanksgiving – November 25-29, 2020 (In-person instruction stops)
- Semester Break Begins – December 11, 2020

### Exam Schedules
- Fall Semester Finals – December 7-11, 2020

## Campbellsville University - Undergraduate Calendar

### Fall 2020
- Fall Semester: September 3 - December 11
- 1st bi-term: September 3 - October 17
- 2nd bi-term: October 19 - December 11
- September 3: Classes begin (online only)
- September 7: Labor Day (No Classes)
### A DECISIVE ADVENTURE

This handbook, in conjunction with the Campbellsville University Bulletin/Catalog, sets before you the University’s plans and expectations for the year. This handbook is, in part, a tool for you in setting a conscious and deliberate path through this year. Our effort together here has much to do with those promises we make and keep with each other...a focused responsible action that increases life-long interest in learning and that increases confidence in approaching unfamiliar experiences.

Your success this year will depend not just on those things that you choose to do, but also will depend on those things you choose not to approach and include in your growth.

Learning takes place through many opportunities and in many settings at Campbellsville University. Students who are active both in their academic work and in a balance of extracurricular activities tend to be more satisfied with college life, tend to enjoy higher achievement and personal development, and are more likely to complete a degree. You will find a variety of activities to choose from in the following pages.

The Office of Student Services provides many recreational, learning, and service opportunities and is easily accessible to discuss choices, problems, and interests you may have.

Your college years should be remembered as exceptional, not just ordinary. Join in partnership with faculty, staff, students, and coaches in making a difference in our world.

### CHRISTIAN ACTIVITIES

#### Church Life

The Campbellsville community has many active churches readily available to students, faculty, staff, and coaches. The friendly and energetic atmosphere in the churches provides a rich opportunity for growth and ministry.

The University encourages students to make involvement in the larger community of faith a priority in the college experience. Students are also encouraged to prepare for future leadership in church life.

Churches in the area enthusiastically welcome student participation in their congregations, and Campbellsville University encourages all students to regularly attend the church of their choice.

“Rejoice in the Lord always. I will say it again: Rejoice!” Philippians 4:4
## CHURCHES IN OUR COMMUNITY

### Danville

<table>
<thead>
<tr>
<th>Church</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calvary Baptist Church</td>
<td>401 Waveland Avenue</td>
</tr>
<tr>
<td>Centenary United Methodist Church</td>
<td>1441 Perryville Road</td>
</tr>
<tr>
<td>Christ the Head Missionary Church</td>
<td>845 E Main Street</td>
</tr>
<tr>
<td>Danville Seventh-day Adventist Church</td>
<td>2630 Perryville Road</td>
</tr>
<tr>
<td>Faith Church</td>
<td>4080 S Danville Bypass</td>
</tr>
<tr>
<td>First Apostolic Church</td>
<td>1116 Perryville Road</td>
</tr>
<tr>
<td>First Baptist Church</td>
<td>1570 N Danville Bypass</td>
</tr>
<tr>
<td>First Church of God</td>
<td>3220 Harrodsburg Road</td>
</tr>
<tr>
<td>Grace Baptist Church of Danville</td>
<td>2734 Old Stanford Road</td>
</tr>
<tr>
<td>Immanuel Baptist Church</td>
<td>1280 Faulkner Lane</td>
</tr>
<tr>
<td>Junction City First Baptist</td>
<td>3860 US-127 S</td>
</tr>
<tr>
<td>Our Savior Lutheran Church</td>
<td>285 N Hill-N-Dale Street</td>
</tr>
<tr>
<td>Salvation Army Church</td>
<td>519 S 4th Street</td>
</tr>
<tr>
<td>Southland Christian Church – Danville</td>
<td>1001 Ben Ali Drive #2</td>
</tr>
<tr>
<td>St Peter &amp; Paul Catholic Church</td>
<td>117 W Main Street</td>
</tr>
<tr>
<td>Unity Baptist Church</td>
<td>1300 Hustonville Road</td>
</tr>
</tbody>
</table>

### Harrodsburg

<table>
<thead>
<tr>
<th>Church</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abundant Life Baptist Worship Center</td>
<td>301 E Office Street</td>
</tr>
<tr>
<td>Bethel Baptist Church</td>
<td>5581 Bohon Road</td>
</tr>
<tr>
<td>Bethel Cumberland Presbyterian Church</td>
<td>2584 Perryville Road</td>
</tr>
<tr>
<td>Bohon Road Baptist Church</td>
<td>510 Bohon Road</td>
</tr>
<tr>
<td>Bruner’s Chapel Baptist Church</td>
<td>2672 Mackville Road</td>
</tr>
<tr>
<td>Calvary Church</td>
<td>4221 Cornishville Road</td>
</tr>
<tr>
<td>Carpenter’s Christian Church</td>
<td>1340 US-127 Bypass</td>
</tr>
<tr>
<td>Centennial Baptist Church</td>
<td>291 West Lane</td>
</tr>
<tr>
<td>Cornerstone Community Church</td>
<td>1028 N College Street #7</td>
</tr>
<tr>
<td>Dry Branch Baptist Church</td>
<td>1500 Dry Branch Road</td>
</tr>
<tr>
<td>Ellers Memorial Baptist Church</td>
<td>446 Cogar Avenue</td>
</tr>
<tr>
<td>Fellowship Baptist Church</td>
<td>481 Cornishville Street</td>
</tr>
<tr>
<td>First Baptist Church</td>
<td>349 W Broadway Street</td>
</tr>
<tr>
<td>Guiding Light Tabernacle</td>
<td>371 Mooreland Avenue</td>
</tr>
<tr>
<td>Grapevine Church</td>
<td>1705 Grapevine Road</td>
</tr>
<tr>
<td>Harrodsburg Baptist Church</td>
<td>312 S Main Street</td>
</tr>
<tr>
<td>Harrodsburg Christian Church</td>
<td>305 S Main Street</td>
</tr>
<tr>
<td>Harrodsburg Christian Union</td>
<td>Curdsville Road</td>
</tr>
<tr>
<td>Harrodsburg Church of God</td>
<td>987 S College Street</td>
</tr>
<tr>
<td>Harrodsburg Community Church</td>
<td>1501 Danville Road</td>
</tr>
<tr>
<td>Harrodsburg First</td>
<td>120 S Main Street</td>
</tr>
<tr>
<td>Harrodsburg United Methodist Church</td>
<td>128 S Chiles Street</td>
</tr>
<tr>
<td>Kingdom Hall of Jehovah’s Witnesses</td>
<td>404 Bohon Road</td>
</tr>
<tr>
<td>Lighthouse Assembly of God</td>
<td>500 Bohon Road</td>
</tr>
<tr>
<td>Little Zion Baptist Church</td>
<td>704 E Water Street</td>
</tr>
<tr>
<td>Magnolia Street Christian Church</td>
<td>332 S Magnolia Street</td>
</tr>
<tr>
<td>Mercer Association of Kentucky</td>
<td>315 N Main Street</td>
</tr>
<tr>
<td>Mercer Bible Fellowship</td>
<td>614 Cole Lane</td>
</tr>
<tr>
<td>Mount Freedom Church</td>
<td>422 Mt Freedom Lane</td>
</tr>
<tr>
<td>Mount Zion Church</td>
<td>4462 Lexington Road</td>
</tr>
<tr>
<td>Mt. Pleasant Church</td>
<td>446 Mt Pleasant Road</td>
</tr>
</tbody>
</table>
New Hope Baptist Church 195 Hagan Lane
New Life Ministries 205 Morris Drive
Pioneer Baptist Church 260 Sparrow Lane
Shakertown Baptist Church 2825 Lexington Road
Shawnee Run Baptist Church Shakertown Road
Southside Christian Church 1950 Danville Road
St Andrew’s Rectory 1125 Danville Road
St Peters AME Church 225 W Lexington Street
St Philips Episcopal Church 118 W Poplar Street
United Presbyterian Church 326 S Main Street

Salvisa
Bohon Church of Christ 2428 Oregon Road
Ebenezer Church of Christ 1325 Cummins Ferry Road
Kirkwood Baptist Church 1955 Kirkwood Road
New Providence Presbyterian 3301 Louisville Road
Salvisa Baptist Church 138 Kirkwood Road

STUDENT SERVICES

Student Services Philosophy
The Office of Student Services staff attempts to facilitate the student’s adjustment to the University environment. The responsibilities of developing the student begin once a student is admitted to Campbellsville University. The registration/orientation sessions held in spring and summer, as well as at the beginning of the semester, serve to acquaint new students with the campus and university life.

The Office of Student Services staff works together with the academic personnel to provide not only a strong knowledge base but opportunities for personal growth and development of our students. A major part of the educational process is learning about self and how to relate to others. With this philosophy, the Office of Student Services provides services to students to enhance the uniqueness of each individual in his/her developmental process.

Activities
The mission of the Office of Student Activities is to provide Christ-centered avenues for all students to connect, engage and grow in a manner that holistically develops students to participate in meaningful community, leadership growth, and opportunities to exercise gifts and talents beyond the classroom.

Housing
Residence halls for our single students are managed by the Resident Directors in the Office of Student Services. Please refer to the “Residence Hall Guidelines” section.

Enforcement of University Policies and Regulations
The Office of Student Services is responsible for enforcing the policies and regulations for students on campus. When these policies and regulations are broken, disciplinary action is taken. Details of this process can be found under Judicial Council Procedures.

Identification Card
All students must have an ID (identification card) to eat in the Dining Hall and to attend open dorms in the residence halls. ID pictures are made by the Life Change Bookstore. If a student loses his/her ID, another one can be purchased for $10.00. ID cards are not transferable and will be confiscated if presented by anyone other than the person to whom the card was issued. Resident student must always present their ID before eating in University dining facilities.
RESIDENCE HALL GUIDELINES

All Campbellsville University – Harrodsburg athletes must live in one of the University residence halls. A resident student is defined as a full-time student between the ages 17-26 who lives in University campus housing.

If a resident student discovers that she is pregnant, the University wants to provide her with support and resources to ensure the health of both the mother-to-be and the baby. Therefore, it is imperative that the mother-to-be inform the residence life staff as soon as the pregnancy is determined. The mother-to-be will be provided with the full support of the University’s resources to find suitable off-campus housing that both protects her and the baby and enables her to continue her education as long as possible. It is best that the transition to off-campus living is accomplished by the end of the second trimester of the pregnancy.

Alcohol/Drug Free Campus

As set forth in local, state and federal laws, and the rules/regulations of Campbellsville University, the unlawful possession, use or distribution of illicit drugs and/or alcohol by students and employees, in buildings, facilities, grounds or other properties owned or controlled by Campbellsville University or as part of Campbellsville University activities, is strictly forbidden. In addition, a student appearing on campus (including residence halls) whose use of alcoholic beverages or drugs is discernable by others shall be subject to disciplinary action. Possession and/or use of alcoholic beverages/drugs on University related off-campus trips or group activities is strictly forbidden.

Babysitting

Babysitting is not allowed in residence hall rooms or apartments due to liability of the University.

Bicycles

Students can have bicycles on campus. Students are responsible for locking/securing their bikes on campus bike racks ONLY. Bicycles parked in unauthorized areas will be removed by the Office of Campus Safety/Security. Bicycles NOT claimed by the end of the spring semester will be considered abandoned property.

Care of Rooms

Each student is responsible for the care and cleanliness of his/her room/bathroom. He/she is responsible for keeping wastebaskets emptied, beds made and floors clean. Occupants are responsible for keeping their bathrooms clean and providing their own cleaning supplies. There will be an announced weekly room check. Fines will be assessed if room/bathroom is not satisfactorily clean. At the end of the semester, students will be charged a minimum fine of $50.00 for cleaning if rooms are not left reasonably clean.

Each student is responsible for taking their own trash from their residence hall room to the closest dumpster.

The following electrical appliances are not allowed in residence hall rooms because of fire and safety hazards as determined by the Fire Marshal: electric skillets, grills (electric or non-electric), hot plates, toasters or broilers, space heaters and live or artificial Christmas trees with strands of electrical lights (only battery-operated Christmas lights are allowed). Anything with an open heat surface is prohibited. Hoverboards and chargers are strictly prohibited in the dorms. Neither candles nor incense are allowed in residence hall rooms.

Small refrigerators (approximately 1-3 cubic feet), microwaves, TVs, stereos, computers, etc. are permitted in individual rooms. Power strips and surge protectors for these additional appliances are recommended.

It is prohibited to use nails, colored plastic, screws, Magic Mounts®, tape or glue on walls, doors or furniture. Only poster putty is approved for use.

Keeping in mind CU is a Christian university, sexually provocative pictures (including calendars) are not to hang in the rooms or on the doors of the rooms. Decorative alcoholic beverage containers or posters/advertisements are not allowed. The appropriateness of these items will be determined by the Residence Hall Director or Residence Life Staff. Violation of this guideline will result in having items described above confiscated.

The blinds or drapes in individual rooms are to be closed at dark. Only fireproof curtains/drapes are to be used on the room windows according to fire marshal standards.
Additional Guidelines for Students Living in the Residential Village Apartments:

1. Residents are responsible for their own cleaning of their unit. Housekeeping duties will be assigned by the Residence Hall Director and Resident Assistant.

2. Activities outside the house, in the yard or on porches, are limited in respect to neighbors and within University policies.

Check-In Procedures
The Residence Life Staff will conduct check-in when the student first arrives. After receiving the room key, a Resident Assistant will show the student to his/her room and assist the student in filling out the Check-In Form. This form is to record any damages that exist before the student moves into the room (blinds, carpet, furniture, etc.). This same form will be used to check each student out of his/her room at the end of the semester or upon leaving school. The purpose of this form is to ensure a student is not charged for damage he/she did not cause throughout the year. After signing off on the Check-In Form and signing the Residence Hall Contract, the student is then allowed to begin to move his/her belongings into their room.

*Any student who does not have a schedule and is not attending class by the census date (typically one week after classes begin), will be asked to move out of the residence hall. A student’s meal card will not be activated until they have signed up for classes.

Check-Out Procedures
Students must get approval from the residence hall director before moving out of their room. After approval is given, the resident must have a Resident Assistant or Resident Director complete the Check-Out Form. This form is again signed by the student stating that the condition of the room is accurately stated on the Check-Out Form. If a student does not check out with a Resident Assistant or Resident Director, there is an automatic $100.00 charge applied to the student’s account along with any other damage charges found in the room that were not stated on the Check-In Form. It is imperative that the student checks out with a Resident Assistant or Resident Director to avoid any unnecessary charges. All personal property must be removed.

Citations
Citations are given for minor offenses that occur in the residence halls to discourage inappropriate behavior. The citations may be given by Resident Assistants and/or the Residence Hall Director. With the first offense, a verbal warning will be given; a second offense will result in a fine of $25; a third offense within the same semester will result in a $50 fine. With a fourth offense, the student will appear before the Residence Life Staff, and a possible $100 fine could be sanctioned.

Offenses for which citations may be given include:
- Failure to pass weekly room check by Resident Assistant.
- Missed floor or residence hall meeting.

Co-ed Visitation
Students may visit in the main lobbies of opposite-gender residence halls from 10 a.m. to midnight every day; Special co-ed visitation periods provide opportunities for students to visit in opposite-gender residence hall rooms as follows: In the traditional dorms and Residence Village Apartments, students may visit every day, from 8 a.m. until midnight. Students must be met in the lobby area and be escorted through the halls by the resident they are visiting in an opposite-gender residence hall.

A schedule for co-ed visitation for each residence hall will be posted at the beginning of each semester. These co-ed visitation privileges are for specific and limited hours; they do not apply during opening weeks of the semesters, during final exam weeks, holiday periods, or during January and May interim periods and summer sessions.

A Resident Assistant will be on duty in the residence hall office from 10 p.m. to midnight and on the floor, as well as periodically checking rooms, during all co-ed visitations. This special privilege may be suspended on nights of major all-college special events, such as athletic events, residence hall meetings, etc. Notice of cancellation of co-ed visitation will be posted throughout the residence hall 24 hours in advance of date canceled.
Co-ed Visitation Guidelines
1. A guest must be a minimum of 18 years of age unless he/she is a current full-time Campbellsville University student.
2. Guests enter the residence halls by main entrances.
3. Guests must be met in the lobby area and be escorted through the halls by the resident they are visiting. A resident may not check a guest for another resident.
4. Guests must conduct themselves according to the rules of the University and of the residence hall. This specifically includes quiet hour regulations.
5. Rooms must be well lit and doors must remain unlocked and open throughout the period of the visit.
6. At the conclusion of the visit, guests are to be escorted by their host back to the MAIN residence hall lobby to reclaim their ID and to check out.
7. Guests are required to leave the residence hall through the MAIN entrance by midnight.
8. A roommate’s privacy, plans, needs for rest and quiet must be considered anytime a resident makes plans to bring a guest to his/her room.
9. Guests must use designated opposite-gender bathrooms only.

The co-ed visitation concept requires mature decision making on the part of all involved; it is a set of privileges supervised by Residence Life Staff. Violation of co-ed visitation regulations will at a minimum result in loss of privilege for all persons involved. Flagrant and repeated violations may result in severe disciplinary action.

Fire Protection Equipment
Planned fire drills will be conducted periodically for the safety of the residents. Fire equipment is located in the residence halls or emergency use only. Any person who tampers with or handles any part of the fire alarm or firefighting equipment other than for legitimate fire protection will be fined $500.00. All members of a group will be charged for damages resulting from group action. Charges will be made to the occupants of that area if the responsible party is not identified.

When a fire alarm sounds in the residence halls, it automatically alerts the local fire department. Fire officials will come on campus, evacuate the building and search for a possible fire. Houses and other campus buildings must be called in by dialing 911 immediately at the sound of the fire alarm.

In addition to the University’s policy regarding false fire alarms, a full investigation may be performed by the Fire Department Officials as they deem necessary. This act (false fire alarm) is covered by the Kentucky Revised Statues 508.080, which is a Class D misdemeanor.

Furniture
All furniture must remain in your room/apartment. You are responsible for any damage done to the furniture in your room/apartment. During room inspections, the Resident Assistants will be checking to determine if all furniture is in your room. If any item is missing, you will be subject to disciplinary action and will be required to return the furniture to the room immediately. An inventory of the furnishings and the state of repair is taken at the beginning and end of each year and maintained by the Residence Hall Director. During the first week, residents are required to complete and sign the inventory and conditions of the room and furnishings form. No furniture may be removed from the room unless permission is granted by the Residence Hall Director. NO FURNITURE CAN BE BROUGHT INTO THE RESIDENCE HALL WITHOUT BEING INSPECTED AND APPROVED BY THE RESIDENCE HALL DIRECTOR. For the safety of the residents, beds are not permitted to be placed in front of windows. Residence Life Staff will monitor the placement of beds.

Guests
Overnight guests must be pre-approved and registered with the Residence Hall Director at least 24 hours before they arrive.
Failure to register visitors with the Residence Hall Director or having a visitor more than three consecutive nights will result in a $50.00 fine plus the $25.00 overnight charge. Guests are expected to observe residence hall regulations. The CU student guests will be responsible for their own behavior and any infractions of University regulations. The CU student is responsible for the behavior of the non-student guest, including the serving of penalties for any infractions committed by the non-student guest. Children under 16 years of age are not allowed to stay overnight. Parents must give written consent to assume all responsibility when children are visiting on campus. Residents’ parents and family members may visit in restricted areas of housing, after checking in with the residence hall director first. No guest may stay more than three nights consecutively in the residence halls.
Use of guest privileges must always consider the rights of your roommate and careful consideration must be shown for their property, privacy and convenience. **A host is always responsible for the behavior of a guest at all times and must inform guests of University policies. Should a problem occur, the visitation privilege of a guest may be terminated immediately.**

**Keys**
A residence hall room key is given to each resident student. That key is not to be duplicated and is to be turned in to the Residence Hall Director whenever the student moves out or leaves at the end of the semester. A lost key or failure to turn in key at the end of the semester will result in a $100.00 charge.

**Laundry Facilities**
Washers and dryers are located in each residence hall for residents’ use. THE FACILITIES ARE TO BE USED BY THE RESPECTIVE RESIDENCE HALL STUDENTS ONLY! **Washing clothes for people other than persons who live in the residence hall is not allowed.** Students using the laundry machines should be considerate of others and clean off the washer when finished and remove lint from lint filter of dryer. Abuse and/or breakdowns should be reported immediately to the residence hall director. Do not leave wash unattended. **Clothes found in or on top of washer/dryers over a 24-hour period will be discarded.**

**Lofting**
No cinder blocks are permitted in the residence halls. Raising beds must be approved by the Residence Hall Director. Resident Assistants will check for compliance to this policy at each room inspection.

**Lost and Found**
Any article found in the residence hall should be turned in to the Residence Hall Director. Found articles may be claimed upon presentation of proper identification of the article and evidence of ownership. Lost articles found on campus should be turned in to the Office of Student Services.

**Music/Instruments in Rooms**
Consideration of roommate and neighbors regarding your music must prevail. A student may not play a musical instrument in the residence hall without permission from the Residence Hall Director and/or neighbors. **Amplifiers are strictly prohibited.** Students with stereos must play them in a way so as not to invade other students’ privacy.

Use of headphones is suggested to listen to music. Students who continuously infringe on other students’ rights with music may be required to place their musical equipment in temporary custody with the Office of Student Services Staff.

**Personal Appearance/Dress on Campus**
As a private Christ-centered university, the students at Campbellsville University are expected to display maturity in selecting a style of dress consistent with the purpose and mission of the institution.
- In the Chapel, students are expected to dress in a manner reflecting the unique atmosphere of the chapel service they are attending. Hats are prohibited from being worn in Chapel services.
- In the classroom, students should dress in a manner that reflects an attitude toward learning and scholarly pursuit on a Christ-centered university campus.
- Students should wear the appropriate attire for athletic and recreational activities. Men are expected to wear shirts at all times.

**Pets**
**Pets are not allowed in the residence halls, even to visit.** Aquariums, with fish only, are allowed with the permission of the Residence Hall Director. Aquariums must contain fresh water, be a maximum of one 10-gallon tank, and be kept clean. Violators will have 24 hours to remove an animal from the premises.

**Quiet Hours**
In order for residence hall space to best meet the needs of all students, all residents must show strong consideration for their neighbors’ personal needs for quiet in order to study and rest.

**During Quiet Hours, the following Behavior is Prohibited:**
- Loud stereos and televisions in your room or lounge area.
- Speakers placed against walls that separate you from your neighbor’s room.
• Loud conversation or laughter in your room, lounge or hallways.
• Running in residence halls creating a safety hazard, disruption and a problem for others.
• Slamming doors in any area of the residence hall.
• Yelling down the hall or any noise/behavior that infringes on the rights of others.

Quiet hours are from 11 p.m. until 10 a.m. every day of the week. A 24-hour per day quiet period will be enforced during mid-term and final exam weeks. It is a vital courtesy to respect other students’ rights to peace and quiet at all hours of the day.

**Requesting Room Change**

No room changes will be made without approval from the Residence Hall Director. Students will have one week at the beginning of the semester to request roommate or room changes. After the first week, unless there are extenuating circumstances, students will be expected to remain in the room assigned until the end of the semester. To move after this date may result in a $50.00 charge. To make a room change, a Room Change Request Form must be obtained from the Residence Hall Director, completed and returned. The Resident Hall Director will bring the form to the Director of Residence Life. Upon approval, the Residence Hall Director will be notified and, in turn, will inform the residents of the decision.

**Residence Halls Closed Between Semesters**

Students will not be allowed to stay in the residence halls during Christmas break (between fall and spring semesters), spring break, or between summer school and the fall semester (end of July to the third week of August). Special permission must be obtained from the Resident Director two weeks prior to closing to remain in residence halls during these times. A fee of $100 per week will be charged to the student’s account. All belongings must be removed from residence hall rooms after the spring semester and summer sessions to allow for adequate cleaning and use by other groups. Storage facilities are not provided during the break periods. The Dining Hall will be closed and students will be responsible for their meals during these interims.

Student-athletes needing to stay additional days past the end of semesters or return early before residence halls officially open must have their coach submit a written request to the Office of Student Services ten days prior to the additional days needed to stay in the residence halls.

**Residence Hall Lounges or Common Areas**

Residence hall lounges or common areas are community areas. They are places for people to always feel comfortable. Public lounges are not intended for public display of affection. Couples are to use the lounges in upright seating positions; behavior should not be embarrassing to others in the lounge. Everyone must be fully dressed. Opposite gender visitors may share residence hall lounges from 8 a.m. to midnight every day of the week. Please keep the volume of the TV and conversation at reasonable levels. The last person to leave the lounge while the TV is in use is to turn off the set. Food may be eaten in restricted areas of the lounges. Residence hall staff reserves the right to modify lobby hours during special occasions such as mid-term and final exams week, spring formal, etc.

**Residents with Hearing Impairment**

Students who have a hearing problem are required by state law to have a notice on the outside of their room stating “Hearing Impaired Student.”

**Residence Hall Telephone Service**

The University does not provide telephone service in Residence Hall rooms and/or common areas any longer. A landline phone is provided in each Resident Hall Director’s office. These phones are utilized for emergency calls by dialing 911. All students, faculty, staff, and coaches are encouraged to call 911 if they are in imminent danger or have a life-threatening emergency; otherwise, they are to call Campus Safety/Security office.

**Room Assignments**

Room assignments are made by the residence hall staff with some priority given to previous occupants and in order of receipt of room requests. The contractual statement of the application must be signed and constitutes a binding agreement between the student and the University. Written request for specific room and roommates are honored whenever possible. THE UNIVERSITY RESERVES THE RIGHT TO ASSIGN ROOMS ACCORDING TO THE BEST INTEREST OF THE STUDENT AND THE UNIVERSITY. Requests for private rooms are honored only if space is available. In most cases, the student who has lived in the room for the longest period will have priority in assignment of that room.
**Room Damages**
Each room is inspected before, during and after occupancy and charges for damage (other than normal wear) are
assigned to the student. Failure to pay will result in a student’s being UNABLE TO MAKE A ROOM
RESERVATION FOR THE NEXT SEMESTER OR TO SECURE A TRANSCRIPT. Damage caused by
accidents should be reported immediately to the Residence Hall Director.

Damages in the residence halls will be charged to the person or persons responsible. A floor will be charged for
damages resulting from group action or unidentified source. Each resident will be responsible for damages in
his/her room unless another responsible party is identified. A cost sheet will be provided to each student upon
checking into his/her room.

**Search and Seizure**
The University recognizes that a search is an intrusive action. However, the University reserves the right to
conduct a search on campus at any time. This search includes the right to search vehicles on campus. The Office
of Safety/Security or Residence Life Staff seeks not to be arbitrary in performing a search; it is typically triggered
out of concern about the behavioral choices of an individual or group. The University recognizes that a search
risks creating a sense of disruption and distrust. A search may be conducted to dispel suspicion.

University staff members, particularly Residence Life Staff, in due course of carrying out their duties, are
authorized to respond to any illicit item which may be in plain view anywhere on campus including student
rooms and vehicles.

**EXAMPLES INCLUDE:** WEAPONS, EXPLOSIVES, AMMUNITION, FIREWORKS, ALCOHOLIC
BEVERAGES, STOLEN PROPERTY AND CONTROLLED SUBSTANCES. PRESENCE OF ILLICIT
ITEMS/CONTRABAND IN PLAIN VIEW MAY BE USED AS PROBABLE CAUSE AND IS A GOOD
AND SUFFICIENT REASON TO PERFORM A THOROUGH AND IMMEDIATE SEARCH TO SEIZE
CONTRABAND. For example, the presence of alcoholic beverage containers, empty or full, in an open
wastebasket may lead to a full room and/or vehicle search. Under stated guidelines for such search regular
guidelines for search and seizure apply; the principles of courtesy and privacy are to be observed in managing a
search and removal of evidence in so far as this is possible.

A search typically is performed by two staff members. Although it is not a requirement for conducting a search,
it is generally preferred that the resident(s) of a room be present during the search. All others will be excused.
The room door is to remain closed during the search. Any search must be reported by the Residence Life Staff
to the Office of Student Services. If residents are not present at the time of the search, they are to receive written
notice within 24 hours after the search is completed, listing item or items seized or removed from the room, and
that a search was conducted. Residents are responsible for items found in their room.

At random times throughout the semester, the University reserves the right to have search dogs walk through the
residence halls.

**A search and seizure is to be conducted with strong regard for the privacy of the student(s) involved.**
Alcoholic beverages/controlled substances are to be placed in unmarked, closed containers before removal
from the room. Any controlled substance may be turned over to local authorities.

Firearms, weapons, bows/arrows, hunting knives, or other deadly weapons are not allowed ANYWHERE
on campus as described within the University’s weapons policy. The University hereby reaffirms its ban
on the possession of all such weapons and devices on University property subject only to the narrow
exceptions under Kentucky law relating to concealed firearms.

**Security of Personal Property**
To assure the safekeeping of personal property, student rooms must be locked always. The University
cannot be responsible for loss of money or personal belongings within residence hall rooms or for automobile
or personal property on parking lots. Efforts will be made to find items and/or investigate possible break-ins and
thefts. Any missing personal items should be reported immediately to the Residence Hall Director, the Office
of Safety/Security, or the Office of Student Services. A report will be made for Student Services’ file and a police
report will be taken if necessary. It is suggested that students bring a locked security box to store small valuables
and write initials on labels of clothing. Students are encouraged to purchase their own personal insurance
coverage.
Security for Residence Halls
Back doors of all residence halls are locked for security reasons at all times. Front doors of The Harrod are locked for security purposes from 8 p.m. until 8 a.m. daily. Residence hall personnel will be on duty in the main lobby of all residence halls from 1 p.m. until midnight. The safety officer must open the door for late returnees after midnight. Residence halls are locked in an effort to protect students and to keep unauthorized persons out of the residence halls.

DOORS ARE NOT TO BE PROPPED OPEN FOR REENTRY. A resident who wishes to enter the building during safety hours may do so by presenting his/her ID to the Campus Security/Safety Officer at the front door or by using his/her key. Students caught propping any door will be issued a citation and a fine of $50.00.

Safety Tips
1. Report immediately all suspicious activity or materials to the Office of Campus Safety and Security.
2. Always lock your residence hall room door (including deadbolt) when you leave, no matter how long you will be gone.
3. Always keep your vehicle doors locked and do not leave valuables visible.
4. Never walk alone at night; always have a partner; call the Office of Campus Safety and Security for an escort.
5. Never leave valuables (wallets, purses, phones, books, computers, iPods, etc.) unattended.
6. Record serial numbers and model numbers of all your personal items, such as TVs, stereos, computers, etc.
7. Remember, most crimes committed on most campuses are crimes of opportunity. Do not give crime the opportunity.

Skateboards, Scooters, and Rollerblades
For the safety of all students, the use of skateboards, scooters, and rollerblades is strictly prohibited on any surfaces other than public streets and sidewalks. Any surfaces owned by Campbellsville University are restricted from use of these modes of transportation. This includes all sidewalks and paved areas within the Campbellsville University campus.

Smoke-Free/Tobacco-Free Campus
Campbellsville University realizes the health risks involved in smoking and use of tobacco products. Therefore, in compliance with federal guidelines for a smoke-free environment, smoking and use of tobacco products are strictly prohibited in all residence halls and campus buildings and grounds. Violators will be subject to residence hall/judicial sanctions.

Tobacco use includes the possession of any lighted tobacco products, or the use of any type of smokeless tobacco, including but not limited to chew, snuff, dip, electronic cigarettes, and all other nicotine delivery devices that are non-FDA approved as cessation products.

Trash Disposal
Each resident student is responsible for taking their own trash to the dumpster on a weekly basis. All trash should be contained in bags and placed in these receptacles. All trash cans must have liners. This applies to end-of-semester periods as well. Place trash and unwanted items in trash cans, not in hallways or large trash cans located in all of the community bathrooms. Do not use trash cans as doorstops or to hold outside doors or fire doors open. The Residence Hall Cleaning Staff will provide extra trash bags at the end of the semesters if needed.

Unauthorized Solicitation and Selling
Any form of unauthorized selling or solicitation or door-to-door distribution of materials, including surveys, questionnaires, etc., is not allowed. Student organizations must obtain permission from the Office of Student Services to sponsor a fundraiser. No student can use University property/facilities to conduct private business enterprises.

Windows
Talking to individuals outside through residence hall windows can be disturbing to other residents. Students are not permitted to sit on ledges or windowsills; students may not throw objects out of windows or at a building; and students may not use windows as a means of entry or as a place to gain someone’s attention. Talking to anyone from your window is not permitted from dark until noon each day. For cosmetic purposes, nothing is permitted to be hung in the windows.
STUDENT MAIL

University mailboxes are free for students. However, if the mailbox holder loses the key there is a $50.00 lock replacement fee charged to their student account. Students will use the same mailbox each year and should not turn in their keys unless they will not be returning the following semester. If graduating or transferring, please turn in mailbox keys to avoid unnecessary lock replacement fees.

Mail Delivery

Incoming mail is placed in student mailboxes Monday through Friday. On-campus mail is distributed to mailboxes throughout the day as time permits. Packages and or mail are not delivered to the University on Saturdays and Sundays. **Any mail left in a University mailbox over 30 days during Fall or Spring semesters IS SUBJECT TO BEING RETURNED TO SENDER OR DISPOSED OF.** Students are required to clean out their mailboxes once a month during the Fall or Spring semesters. This is not required during winter or summer break.

**Students are responsible for bringing their key to retrieve mail and package notifications from their mailbox. Employees will not hand mail over the counter, except in emergencies.**

Mail Forwarding

Mail forwarding service is available for students during Summer and Christmas break. The University can also forward mail for up to a year after a student graduates.

Misconduct

Tampering with a mailbox or mail other than one’s own is a criminal offense. Offenders will be subject to disciplinary action by the Judicial Council and/or local authorities and face possible fines and restitution costs.

“Then I saw heaven opened, and there was a white horse. Its rider called Faithful and True, and He judges and makes war in righteousness. His eyes were like fiery flame, and many crowns were on His head. He had a name written that no one knows except Himself. He wore a robe stained with blood, and His name is the Word of God.” Revelation 19:11-13

COUNSELING SERVICES

The mission of our partnership with CAFCA is to provide confidential, professional, short-term counseling services to assist students dealing with emotional, psychological, social and/or spiritual needs.

What kinds of services are offered?
- Confidential and professional counseling for current students
- Help with adjusting to college life
- General Anxiety/Depression
- Grief/Loss
- Mental health screenings and assessments
- Substance abuse screenings and assessment
- Seminars for mental health and substance abuse awareness and coping skills
- Educational information and resources regarding mental health and substance abuse disorders
- Referral services

Counseling Appointments

Current students can submit an online referral form at [https://www.cafcainc.com/](https://www.cafcainc.com/). Learn more about the center at [https://www.cafcainc.com/contact-us-1.html](https://www.cafcainc.com/contact-us-1.html)

Crisis Management Protocol

Campbellsville University is committed to the health and safety of her students. Therefore, the university abides by a crisis management protocol to insure the safety of the campus community. If a student becomes a threat to self or others, the following procedures will be followed:
- Campus Safety and/or Resident Director will be notified.
- In the event a student presents an imminent threat to self or other people, emergency personnel may be notified and the student may be removed from campus.
- A CAFCA mental health professional will be contacted by Campus Security to assess the individual.
  - Given the severity of the threat, an assessment by a mental health facility may be warranted which could result in the student being removed from campus.
  - If student is assessed by mental health facility and they deem student needs hospitalization, then staff of CU shall transport to facility.
  - If student is assessed by mental health facility and it is deemed that student needs hospitalization and student refuses to go, then mental health professional shall contact authorities to begin process to have student hospitalized.
  - Prior to the student’s return to campus, the student must provide evidence of a psychiatric evaluation that states they are cleared to return to campus. The student must comply with agreed upon discharge recommendations.
- The university reserves the right to notify the parents or emergency contact person of the student.
- If a student returns to campus without medical authorization stating they are cleared to return then they could face insubordination charges.

**HEALTH SERVICES**

**Immunization Record**
All incoming students born in/or after 1957 need to provide a certificate showing current immunization record, especially MMR status, for the campus nurse. Students not having proof of immunization will be required to do so by Sept. 1. The University recommends but does not require that students get the meningitis and hepatitis B vaccines from their local doctor or health department. They also need Tetanus Booster or TDap must be updated every 10 years. International students are required to have an up-to-date TB Test.

**Special Condition Requirements**
Any student with a special health problem requiring special care and/or that may in any way be a risk to others must provide information about his/her medical circumstances to the Office of Student Services or campus nurse. Physical handicaps, HIV and special psychiatric history are examples of medical conditions that may involve special management considerations. Confidentiality will be strictly observed. This requirement is made in the interest of the assurance of clear access, safety and enjoyment of the campus for all students.

**Student Health Insurance Coverage**
All full-time (enrolled in 12 hours or more) student-athletes must provide proof of health insurance coverage by Sept. 1 to the athletic trainer each fall semester they are enrolled in classes. Those students enrolling for the first time in the spring semester must show this proof by February 1. If a student-athlete is covered by parents'/spouse’s insurance, a copy of the insurance card, giving company name, address and policy number is required in the Athletic Trainer’s office. Health insurance is also mandatory for all students enrolled in the Nursing Program as this is a requirement for the University’s clinical sites. International students (residents of other countries whose primary reason for being in the USA is to enroll at Campbellsville University as a student – F-1 visa holder) are required to purchase the health insurance policy arranged through the University.

All other students are encouraged but not required to have health insurance.

**OFFICE OF CAMPUS SAFETY & SECURITY**
The Office of Safety and Security consists of the director and full-time officers. This office aids in the enforcement of federal, state, local statutes and University regulations. While Campus Security Officers do not make arrests, they maintain a close working relationship with city, state and county law enforcement. This office strives to provide a safe and secure environment for students, faculty, staff, and visitors. In addition, this office oversees the protection of property, enforcing University policies and maintaining order. Officers lock and unlock buildings, patrol campus grounds, investigate suspicious acts, monitor parking lots, and jump-start vehicles.
Parking Pass
The Office of Student Services issues a parking pass to all administrative personnel, faculty, staff, coaches, and students, free of charge, at the beginning of each fall semester or when they become a member of the University family. To park on University property, this parking pass must hang on your rear-view mirror. This is vehicle registration for cars, trucks and motorcycles.

Campers and camping trailers are not permitted on campus. Students are permitted to park on campus during semesters. Abandoned vehicles, including those inoperable, may be towed at owner’s expense.

Enforcement
Campus parking is monitored by University Office of Safety/Security Officers and student staff. Parking areas adjacent to city streets are monitored and enforced by University Safety/Security, as well as local law enforcement. All parking lots on campus are considered open parking for all decal categories. However, resident students are requested to park in those lots adjacent to/or nearest their residence hall.

Parking Lot Safety
The main goal of the Campbellsville University Office of Safety/Security is to ensure the safety of everyone while on the University’s campus. In order to help provide for your safety, we ask that everyone follow precautions while on campus:
1. Keep Campus Security’s cellphone number (859) 812-7111 with you always.
2. If you are out late and do not feel comfortable walking to your residence hall or class alone, you should call the on-duty Security Officer to escort you.
3. If you notice suspicious looking strangers on campus, notify the Security Office immediately.
4. When walking to your car, have your keys in your hand ready to unlock your car door.
5. Check both the front and back seats of your vehicle and underneath your car before getting into your car. Lock your doors and roll up your windows as soon as you get in the car.

Designated Parking
Designated parking will be limited to marked spaces reserved for the handicapped, campus visitors, unloading zones, and Residence Hall Directors.

Parking Citation Fines
Parking citations are issued for violations of campus parking regulations. In general, fines are to be paid in the Office of Business Services within one week of issue. After receiving any three parking citations during an academic year (fall-spring semester), any further parking violation could result in the violator’s vehicle being towed, without notification, at owner’s expense.

Parking Citation Appeals
Questions regarding parking citations are to be directed to the Director of Campus Safety and Security. A written notice must be presented to the Office of Campus Safety and Security within 10 days, before an appeal can be heard by the Director. In the event the Director overrules the decision, a refund is issued. Written notice is sent to the student regarding the decision of the Director.

Parking Violations and Fines
Parking spaces are clearly marked by white lines; therefore, any area not marked by white lines is not considered proper parking. Below are some specific violations that carry a fine:

1. Parking in handicapped spaces without proper, displayed handicap license or decal;
2. Parking in visitor spaces, University president’s space, residence hall director’s spaces, and properly marked “No Parking Zones,” including fire lanes, loading zones and areas marked with yellow lines;
3. Parking on crosswalks/sidewalks and double parking;
4. Parking on grass;
5. Exceeding the campus speed limit of 15 mph;
6. Running a stop sign or failure to give right of way to pedestrians;
7. Driving the wrong way on one-way streets (e.g. the drive in front of Stapp Hall is one way);
8. Driving on sidewalks;
9. Not properly displaying University decal on vehicle;
10. Parking in roadways/around medians;
11. Failure to promptly move vehicle when requested, for maintenance work, emergencies, etc. will result in the towing of that vehicle at the owner’s expense;
12. Any other violations defined in Kentucky State Law will carry a fine.

Parking Violations/Fines:  
- NO Decal / CU Parking Permit Displayed $20.00  
- Parking on Grass or Sidewalk $50.00  
- Parking in Unauthorized Area / White Zone $50.00  
- Parking over the 10 Minute Limit $25.00  
- Parking in Fire Lanes (includes in front of SAC) $50.00  
- Parking in a Reserved Parking Area $50.00  
- Parking in a Restricted Area $50.00  
- Parking in Roadways or around Medians $50.00  
- Parking in Unauthorized Handicapped Parking $75.00

**EMERGENCY PROCEDURES**

To help insure the safety of everyone, it is imperative that students follow instructions from University personnel (faculty, staff, and administration) regarding emergency instructions.

**“CU ALERTS” Emergency Mass Notification System**

CU Alerts is the campus emergency alert system that sends out important information that could be vital in keeping you safe. Messages include severe weather information such as a tornado warning, campus lock-down procedures, and snow schedules.

The University offers this FREE service to all faculty, staff, coaches, and students. Please understand that the cell phone number you provide the University through the Office of Student Records (students) or the Personnel Office (faculty, staff, and coaches) will be the cell phone number the alert system will call. At the beginning of each semester, the University uploads, or “opts-in”, all current faculty, staff, coaches, and students into the system to maintain an accurate and updated list of users and numbers. You do not have to sign up for this free service because we automatically provide it for you.

**Student Evacuation Instructions**

In the event of fire, severe weather, threats or other emergency situations, please follow the following procedure:

**Fire**

Evacuation procedures are posted on the back of residence hall doors. If posted information is damaged or missing, you should request a fresh copy from your Residence Hall Director. **When the fire alarm sounds, immediately grab a coat or covering, leave the room, dropping a towel at the closed door to indicate the room is empty.** Exit outside doors according to fire exit plan on the back of door and go to designated area outside. The Resident Assistant on the floor will notify the Residence Hall Director.

**Severe Weather**

In the event of threatening weather, students will be notified by University officials where to evacuate. **DO NOT LEAVE THE BUILDING.** Move immediately into the designated areas of your residence hall indicated below. During severe weather, you should not be near any outside windows or doors if possible. The locations listed for these facilities are considered to be the safest location for that building. Please remain in these locations until you are given the ALL CLEAR signal; the Residence Hall Director or University official will notify the students of the ALL CLEAR signal. An all clear signal will be given by the campus notification system as well.

- The Harrod - 1st Floor Bathrooms
- Village Apartments - 1st Floor Bathrooms

We recommend students take a pillow or blanket with them to be used to cover their heads from potential flying debris.

**CAMPUS EMERGENCY SITUATIONS**

Campbellsville University’s complete Emergency Action Plan can be found at [www.campbellsville.edu](http://www.campbellsville.edu). Click on Campus Life / click Campus Safety / click Campus Emergency Action Plan.
Active Shooter on Campus
If you find yourself in the middle of an active shooter event, your survival may depend on whether you have a plan. The plan doesn't have to be complicated and there are three things you could do that make a difference: Run. Hide. Fight.

- First and foremost, if you can get out, do.
- Always try and escape or evacuate, even when others insist on staying.
- Encourage others to leave with you, but don't let them slow you down with indecision.
- Remember what’s important: you, not your stuff. Leave your belongings behind, and try to find a way to get out safely.
- Trying to get yourself out of harm’s way needs to be your number one priority.
- Once you are out of the line of fire, try to prevent others from walking into the danger zone and call 911.

RUN when an active shooter is in your vicinity:
- If there is an escape path, attempt to evacuate.
- Evacuate whether others agree to or not.
- Leave your belongings behind.
- Help others escape if possible.
- Prevent others from entering the area.
- Call 9-1-1 when you are safe.
- If you can't get out safely, you need to find a place to hide.
- Act quickly and quietly. Try to secure your hiding place the best you can.
- Turn out lights, and if possible, remember to lock doors. Silence your ringer and vibration mode on your cell phone.
- And if you can't find a safe room or closet, try to conceal yourself behind large objects that may protect you.

HIDE - if an evacuation is not possible, find a place to hide:
- Lock and/or blockade the door.
- Silence your cell phone.
- Hide behind large objects.
- Remain very quiet.
- Your hiding place should:
- Be out of the shooter’s view.
- Provide protection if shots are fired in your direction.
- Not trap or restrict your options for movement.
- As a last resort, if your life is at risk, whether you're alone or working together as a group, fight! Act with aggression. Improvise weapons. Disarm the shooter ... and commit to taking the shooter down, no matter what.

FIGHT as a last resort, and only if your life is in danger:
- Attempt to incapacitate the shooter.
- Act with physical aggression.
- Improvise weapons.
- Commit to your actions.
- Try to be aware of your environment. Always have an exit plan.
- Know that in an incident like this, victims are generally chosen randomly. The event is unpredictable and may evolve quickly.
- The first responders on the scene are not there to evacuate or tend to the injured. They are well-trained, and are there to stop the shooter.

When law enforcement arrives:
- Remain calm and follow instructions.
- Keep your hands visible always.
- Avoid pointing or yelling.
- Know that help for the injured is on its way.
- Your actions can make a difference for your safety and survival. Be aware and be prepared.
**Hostage situation**
- Immediately evacuate the building, and always stay out of sight of the perpetrator.
- Take no action to intervene with the hostage taker(s).
- Dial 911 and, if able, campus security.

**Explosion/Bomb**
- Immediately evacuate the building, using the evacuation guidelines
- Dial 911 and inform them of the situation. If it is safe, stay on the phone with the proper authorities.

**Bomb Threats**

**Bomb threats by telephone:**
- Keep person on the phone as long as you can.
- If you have caller ID, make note of the number shown.
- Get as much information as possible and write down important information ex. Tone of voice, background noises, etc.
- Notify Campus Security at (859) 812-7111.

**Suspicious letter, package, abandoned backpack, briefcase etc.:**
- Do NOT touch the item. If you have already handled the item do not handle further.
- Isolate the item. Leave the immediate area and alert others to do the same.
- Make a note of any identifiers on the item in question (name, return address, postmark etc.)
- Call Campus Security.

---

**UNIVERSITY FOOD SERVICE**

**Food Service Policies**
The University contracts food service through Pioneer College Caterers Inc. Employees prepare three meals each weekday, and two on Saturday and Sunday in the Dining Hall during regular semesters. The Director of Food Services for Pioneer College Caterers works in cooperation with the Office of Student Services in providing food service requests to the campus.

1. All students living in University housing are **required** to have the University meal plans. In rare exceptions, cases of medically documented physical problems requiring a restricted diet that the dining services cannot provide, or employment that prohibits participation in meals, exemptions may be given for the **semester requested**. Students must contact the Office of Student Services to request meal plan exemption. The request will go before a committee for final approval.

2. It is the responsibility of the student to schedule classes and work around dining hall hours.

If a student is granted permission to live off campus and moves out of the residence hall before the semester ends, please note there is **no refund on meal plan charges** after the last day to register for classes.

2. Each resident student must present his/her ID card for every meal and **will not** be permitted to eat without a card.
3. **GLASSWARE, TABLEWARE, FOOD, CONDIMENTS, ETC., ARE NOT TO BE REMOVED FROM THE DINING HALL.**
4. Proper clothing and footwear should always be worn in the Dining Hall and other campus restaurants.
5. $200.00 per semester automatically comes with the meal plan and may be used at the Steak N’Shake® Express or Starbucks®.
6. The payment for food services for a semester covers meals only during regular Dining Hall hours. When the Dining Hall is closed for breaks or special holidays, the cost of meals off campus will be paid by the student.
STUDENT ACTIVITIES
The mission of the Office of Student Activities is to provide Christ-centered avenues for all students to connect, engage and grow in a manner that holistically develops students to participate in meaningful community, leadership growth, and opportunities to exercise gifts and talents beyond the classroom.

Events and Activities: Student events and activities on campus are designed to meet the variety of needs and interests of the University’s diverse student body. There are numerous events taking place each week in which students can participate. Up-to-date information concerning current and upcoming events can be found on our Instagram (@cuhburg.campusactivities) and Facebook (Campbellsville University Harrodsburg Student Activities) pages.

SCHEDULING ACTIVITIES
All student activities must be coordinated and planned through the Student Services Coordinator. These should be scheduled as far in advance as possible. When the cancellation of an event becomes necessary, a notice must be submitted to the Office of Student Services. The faculty/staff advisor must attend all club activities of his/her respective club. Socials and extracurricular activities are discouraged during weeks of mid-terms and final exams.

To prevent misunderstandings, embarrassment or expense, any on-or-off-campus fundraising project must be cleared by the sponsoring faculty member through the Office of Student Services.

CAMPUS ORGANIZATION POLICIES AND PROCEDURES
New Campus Organization Approval Process:
Application forms for new campus organization proposals are located with the Student Services Coordinator.

The form will request that the following be completed.

Checklist
1. Statement of Purpose
2. Copy of Proposed Constitution
3. List of Officers
4. Proposed times and dates of scheduled meetings
5. Letter from a member of the faculty or staff stating his/her intention to be the group's sponsor.

Student Government Association
Mission Statement: The Student Government Association (SGA) of Campbellsville University exists to promote the welfare of all CU students and the institution, to encourage justice and Christian principle and to prime ourselves for participation in a democratic government. The SGA strives to serve students by listening to their concerns, comments and suggestions.

What is SGA?
SGA is new to CU Harrodsburg and will work hard to listen to the student body’s concerns and serve as a liaison to administration.

ATHLETICS
Intercollegiate Athletics
The University is a member of National Christian College Athletic Association (NCCAA) and the United States Collegiate Athletic Association (USCAA). The men’s teams include basketball, bowling, cross country, golf, and soccer; women’s sports include: basketball, bowling, cross country, golf, and soccer. Club sports include cheerleading and esports.

Appeal Procedure for CU Student Athletes:
All Campbellsville University student-athletes have the right to appeal: (1) Sanctions regarding the Substance Abuse Policy and (2) Loss or Reduction of Athletic Performance Grant. It is the sole responsibility of the student-athlete to be familiar with these policies and ask for his/her appeal.
I. Sanctions Regarding the Substance Abuse Policy

Campbellsville University athletic performance grants are awarded for one full academic year. At the end of each year, the performance grant may be renewed, increased, decreased or eliminated. Every student-athlete has the right to appeal a performance grant decision by following these steps:

- The student-athlete must submit a written request to the Director of Athletics or Assistant Director of Athletics for a hearing within five days after suspension or dismissal. Failure to request the hearing in writing will result in a waiver of the right to a hearing. The penalties will be imposed after the five-day period has elapsed.
- The faculty athletic representative or the representative’s designee will act as the hearing officer.
- The student-athlete will be provided written notice of the test results, the penalties to be imposed and notification of time, place and date of hearing.
- Only the student-athlete, a representative from the Department of Athletics, a representative of the University Administration and the hearing officer may be present for the hearing.
- The student-athlete will be provided an opportunity to present his/her position regarding the test results and penalties, as well as, any related documentation that will assist the hearing officer in determining whether the student-athlete should be suspended and be subject to cancellation of athletic financial aid.
- The hearing officer shall record the hearing by audiotape, videotape or a combination of both. Following the hearing, the hearing officer will prepare a brief summary of the hearing including:
  - The names of everyone present at the hearing.
  - The date, time and place of the hearing.
  - The test results.
  - The position of the student-athlete.
  - The position of the university representative.
  - A recommendation that the penalties should or should not be imposed and the reasons therefore. In the event the hearing officer recommends the penalties should not be imposed, the officer may recommend other sanctions or alternatives. The report of the hearing officer should be completed and forwarded to the Director of Athletics within 10 days after the conclusion of the hearing. The Director of Athletics, after reviewing the report and recommendation of the hearing officer, will decide on one of the following:
    - The penalties outlined in the Substance Abuse Policy will be imposed.
    - That other sanctions, penalties or alternatives will be imposed.
    - That no penalties, sanctions or alternatives will be imposed.
- The Director of Athletics will notify the student-athlete in writing of the recommendation of the hearing officer and the Department of Athletics’ decision, which is final.

II. The Loss or Reduction of Athletic Performance Grant. Performance Grants are awarded on a yearly basis and are subject to change for subsequent years at the coach’s discretion.

- The student-athlete must submit in writing to the Director of Athletics within five days, after notification of loss or reduction of athletic performance grant, his/her intent to appeal.
- Failure to request the appeal in writing within five days will result in a waiver of the right to an appeal.
- The Director of Athletics and faculty athletic representative will give the student-athlete an opportunity to present his/her position regarding the loss or reduction of athletic performance grant. Others may be present at this time, but only the student-athlete will be given an opportunity to speak.
- The Director of Athletics and faculty athletic representative will give the Head Coach an opportunity to present his/her position regarding the loss or reduction of athletic performance grant for this student-athlete.
- The Director of Athletics will notify the student-athlete in writing the decision of his/her appeal, which is final.
PHILOSOPHY OF BEHAVIOR
Campbellsville University was founded with the goal of providing a quality education along with Christian values. Learning, we believe, best takes place where student, faculty and staff are guided by Christ-like concern and behavior. Moral and ethical integrity are essential to the environment the University seeks to uphold. All who work, study and learn at Campbellsville University have the responsibility to affirm the value of and work toward the maintenance of a peaceful and purposeful community.

The University is committed to remaining Christ centered, church connected, Baptist related and committed to changing lives, yet it is a non-sectarian institution that is committed to integrating Christian faith and learning. Many religious denominations and faiths are represented on campus. However, it is the responsibility of the entire community to be sympathetic to the stated mission, goals and behavior expectations of the University.

Student Behavioral Expectations
A student attends Campbellsville University voluntarily and is expected for the sake of the community to conduct himself or herself with a high standard of personal behavior on and off campus. A student whose conduct violates stated behavior expectations faces specific disciplinary sanctions. Behavior expectations are clustered around the following individual and community values: worth of the individual, self-discipline, academic integrity and respect for property, the environment and community authority.

Worth of the Individual
Each person in our community intrinsically is a person of worth. The University values behavior that appreciates the cultural backgrounds of fellow students and respects the right of persons to hold differing attitudes and opinions. The value of the worth of individuals can be violated by behaviors such as harassment and indecent and lewd conduct.

Self-Discipline
Each person has the God-given capacity for developing one’s self fully as an individual. The University values behavior that leads to the physical, intellectual, spiritual, social and emotional well-being of the individual. Indecent and lewd conduct, gambling, disorderly conduct, manufacturing, possessing, consuming or distributing alcohol or other controlled substance, and intoxication are examples of behaviors which violate the value of self-discipline.

Academic Integrity
Each person has the privilege and responsibility to develop one’s learning abilities, knowledge base and practical skills. The University values behavior that leads a student to take credit for one’s own academic accomplishments and to give credit to other’s contributions to one’s course work. These values can be violated by academic dishonesty and fraud.

Respect for University Property and the Environment
Each person has the duty to treat with care and respect one’s own property, the property of others and University property. The University values behavior that recognizes the rights and privileges of owning and using personal and institutional property. Stealing and being in possession of stolen or lost property, vandalism, setting a fire and arson, tampering with fire and safety equipment, possessing firearms or weapons on campus, possessing and using fireworks on campus and unauthorized entry are examples of behaviors which violate the value of property and the environment.

Respect for Campus Community Authority
Each person recognizes that codes of conduct are necessary for prosperous and peaceful community life. The University values behavior that abides by and shows respect for the authorities that administer the rules, regulations and laws of the campus, city, state and community and as citizens of the community beyond our campus. The value of respect for community authority is violated by possessing, consuming, and/or distributing alcoholic beverages; intoxication; possessing, using and/or distributing illegal drugs; sexual misconduct; aiding, abetting or conspiring to engage in value violations; violating residence hall visitation guidelines; reckless behavior; fighting; lewd and indecent conduct; insubordination; unauthorized and/or unruly demonstrations; driving while impaired; habitually offending motor vehicle rules and regulations; creating a nuisance by talking, yelling, singing, playing a musical instrument, electronic device, etc. loudly enough to disturb members of the University community and committing a city, state or federal offense.
STATEMENT OF STUDENT RIGHTS

Any student who has been charged with a value violation and thus alleged to be involved in an inappropriate behavior is guaranteed the following rights in order to insure fundamental fairness:

Each student has the right to:

1. Be informed in writing of the specific value violation and inappropriate behavior in which the student is suspected of involvement, and informed that the judicial process is stated in the Campbellsville University Student Handbook;
2. Know the nature of the evidence against the accused.
3. Remain silent when being questioned by the individual or individuals investigating the case;
4. Offer a defense by presenting material and/or witnesses on behalf of the accused student;
5. Be afforded with the opportunity to be heard in the presence of an impartial body before a decision is made regarding the case;
6. Be present at all dispositive proceedings or proceedings that could otherwise result in the adjudication of the student’s suspected violation.
7. Be informed both orally and in writing of the results of the hearing;
8. Appeal any decision made during the Preliminary Conduct Hearing.

A. Minor Offenses:
   a. Complete Steps a, b and c of the Judicial Process below;
   b. Either:
      a. Conduct a Preliminary Conduct Hearing with the conduct officers; OR
      b. The student can waive the Preliminary Conduct Hearing
   c. Appeal the determination of the Preliminary Conduct Hearing:
      a. Written request for Appeal to the Regional Center Director
      b. Evaluation, Hearing, and Decision by the Regional Center Director

B. Major Offenses:
   a. Complete Steps a, b and c of the Judicial Process below EXCEPT NO Preliminary Conduct Hearing;
   b. Either:
      a. Conduct a hearing with the Judicial Council; OR
      b. Student waives the Judicial Council Hearing
      c. No Appeal for Judicial Council Hearing decisions, only for decisions made at a Preliminary Conduct Hearing

THE JUDICIAL PROCESS

The sole purpose of the judicial process is to continue to ensure that each student is guaranteed the fundamental fairness he or she deserves. All phases of the judicial process must be conducted in a timely manner. The rights of the individual are paramount to the judicial system. At no time, therefore, shall the judicial policies and procedures of Campbellsville University violate the rights of the student guaranteed by the Student Rights Statement of the Judicial Policies and Procedures.

Steps in the Judicial Process

1. The judicial process begins with any member of the administration, faculty, staff or student body of Campbellsville University filing a complaint with the Office of Student Services.
2. The complaint is then investigated fully by the Office of Student Services. The investigation process must be conducted in a discreet and professional manner, guided always by the principle that the student is innocent until proven guilty.
3. If the investigating party believes that there is substantial evidence to support the accusation, the student accused will be given a Disciplinary Action Form. It is the responsibility of the accused student to contact the Office of Student Services within 24 hours, or one business day, to schedule a Preliminary Conduct Hearing with the Student Services Coordinator and preferably at least one neutral (uninvolved in the documentation or incident) faculty or staff member(s) (hereafter referred to as conduct officers). The student will be given a chance to defend his/her actions in the Preliminary Conduct Hearing.
4. It is, therefore, the student’s responsibility to prepare his/her defense. The student can/should exercise those rights guaranteed by the Judicial Policies and Procedures concerning the judicial process.
5. Based upon the adjudication of the evidence presented in the Preliminary Conduct Hearing, a decision regarding responsibility will be made. Sanctions will be imposed according to the student handbook.

6. Based upon the seriousness of the violation, major offenses that would call for an appearance before the Judicial Council, the accused student may waive this appearance by signing a waiver and admission of guilt before the Regional Center Director or designated Student Services staff, thereby agreeing to accept the sanctions for the violation as issued by the Office of Student Services. This waiver is subject to the approval of the Regional Center Director.

7. Once the case is heard, the appeal will be determined to be either substantiated or unsubstantiated (see The Appeals Process).

8. The ruling of the Judicial Council will be made in private with council members only. The accused student will have the opportunity to have the decision after deliberation be given in the accused presence and a designated Student Services staff member.

THE JUDICIAL BODIES

The Judicial Council
The Judicial Council shall be a five-member impartial body consisting of one Chief Justice and four Associate Justices. The five-member committee shall be comprised of faculty and staff of Campbellsville University. The Judicial Council committee will be appointed by the Regional Center Director.

The ruling of the Judicial Council will be determined by a simple majority of the five justices. The Council may meet and hear a case with at least a quorum (three members) present. A judgment requires a majority vote. If a clear majority is unreachable, then the case must be dismissed and all charges against the student must be dropped.

The University President
The University President, or in the absence of the University President, the Regional Center Director has the power to impose an immediate suspension when evidence exists that the student’s behavior, on or off campus, may be a threat to the health, safety and/or welfare of the students, faculty, staff or guests of the university. Immediate suspension will include restriction from campus, denial to attend classes, and participation in other academic or extracurricular activities. An immediate suspension by the University President, or in the absence of the University President, Regional Center Director is non-appealable until such time that the University President deems that the threat imposed by the student is eliminated and the student’s immediate suspension is adjudicated.

The Appeals Process
The student may appeal the decision of the Preliminary Conduct Hearing for any of the following reasons: (1) determination of guilt or innocence for offenses carrying a sanction of possible suspension; (2) judicial process was not followed; (3) the student’s rights were violated.

The following steps are to be followed in an appeal of a decision in the Preliminary Conduct Hearing for: Major Offenses

1. Written Request for Appeal
   a. The student has a maximum of five business days to file and submit to the Regional Center Director a written request for an appeal.
   b. The written request must outline the student’s reason for requesting an appeal, based on the aforementioned reasons.

2. Evaluation of Written Request for Appeal
   a. Upon receiving the written request for an appeal, the Regional Center Director will determine whether the student’s case will be heard by the Judicial Council or uphold the decision of the Preliminary Conduct Hearing.

3. Appeal Hearing
   a. The student will have the opportunity to present their case before the Judicial Council.
   b. The student will be contacted and notified orally and/or in writing of the date, time and location of the Judicial hearing.

4. Appeal Decision
   a. The ruling of the Judicial Council will be considered final.
   b. The Judicial Council will rule on one or more of the following grounds for appeal:
i. **Determination of Responsible or Not-Responsible for Offenses Carrying Possible Suspension:**
   1. If the student is found innocent, then all charges are dropped and the student will be vindicated.
   2. If the student is found guilty, the Judicial Council upholds the sanctions for violation(s) and the student is notified both orally and in writing of these sanctions.

ii. **Judicial Process Was Not Followed:**
   1. If it is determined that judicial process was not followed, the student will complete a second Preliminary Conduct Hearing with a different hearing panel.
   2. If it is determined that judicial process was followed, the case will be considered closed and the ruling final.

iii. **The Student’s Rights Were Violated:**
   1. If it is determined that the student’s rights were violated, the student will complete a second Preliminary Conduct Hearing with a different hearing panel.
   2. If it is determined that the student’s rights were not violated, the case will be considered closed and the ruling final.

**Minor Offenses**

1. **Written Request for Appeal**
   a. The student has a maximum of five business days to file and submit to the Regional Center Director a written request for an appeal.
   b. The written request must outline the student’s reason for requesting an appeal, based on the aforementioned reasons.

2. **Evaluation of Written Request for Appeal**
   a. Upon receiving the written request for an appeal, the Regional Center Director will determine whether the student’s case will be heard or uphold the decision of the preliminary conduct hearing.

3. **Appeal Hearing**
   a. The student will have the opportunity to present their case before Regional Center Director.
   b. The student will be contacted and notified orally and/or in writing of the date, time and location of the hearing.

4. **Appeal Decision**
   a. The ruling of the Regional Center Director will be considered final.
   b. The Regional Center Director will rule on one or more of the following grounds for appeal:
      i. **Determination of Responsible or Not-Responsible for Offenses Carrying Possible Suspension:**
         1. If the student is found not responsible, then all charges are dropped and the student will be vindicated.
         2. If the student is found responsible, the Regional Center Director upholds the sanctions for violation(s) and the student is notified both orally and in writing of these sanctions.
      ii. **Judicial Process Was Not Followed:**
         1. If it is determined that judicial process was not followed, the student will complete a second preliminary conduct hearing with a different hearing panel.
         2. If it is determined that judicial process was followed, the case will be considered closed and the ruling final.
      iii. **The Student’s Rights Were Violated:**
         1. If it is determined that the student’s rights were violated, the student will complete a second Preliminary Conduct Hearing with a different hearing panel.
         2. If it is determined that the student’s rights were not violated, the case will be considered closed and the ruling final.
Mission
The Behavioral Assessment Team assists in managing situations that pose, or may reasonably pose, a threat to the health, safety, and well-being of the campus community.

Purpose
The purpose of the Behavioral Assessment Team is to recommend early intervention so that individuals receive the assistance they need without disruption to the campus community. There are many behaviors and circumstances that may indicate an increasing risk for violence, criminal behavior, significant disruption to others, or that a person is in need of assistance. The significance of any one behavior or circumstance is often difficult to determine. Therefore, the threat assessment process is designed to review the situation in the context of all of the facts that can be known.

The team will consist of representatives from the offices of Student Services, Campus Safety and Security, Residence Life, Academic Support, Counseling Services, as well as medical and mental health professionals, and legal counsel. In addition, representatives from other departments and organizations may need to be called in to assist the team due to extenuating circumstances such as athletics, the Center for International Education and/or regional centers to develop an appropriate response.

For the safety of the campus community, any threat, explicit or implied, will be considered a statement of intent. The Behavioral Assessment Team will recommend actions to the appropriate vice president(s) or senior administrators to protect the students, employees, and the community.

This team has been established to:

- Coordinate and assess information from faculty, administrators, students, local authorities, and others.
- Identify resources for troubled students and personnel and make referrals to appropriate campus and off-campus agencies; help secure therapeutic actions that are appropriate, such as treatment or counseling, and that may include internal or external psychological evaluations.
- Investigate the incident(s) and recommend appropriate actions, which may include suspension, expulsion, involuntary leave of absence, filing of criminal charges, or ongoing monitoring for follow-up and observation of behavior patterns; recommendations are made to the appropriate senior administrator who shall sign off on action to be taken.
- Respond to incidents of violence, threatening behavior, gross insubordination, intimidation, unwanted pursuit, harassment, and behavior indicating a student poses a risk to self or others; when necessary, initiate contacts with appropriate authorities to place a student in the custody of the appropriate law enforcement agency or a mental health facility capable of supporting specific behaviors.
- Organize a collaborated response to individual(s) that pose a threat to the campus community whose actions of criminal behavior on and off campus result in an immediate disciplinary review to protect the campus community for which an immediate removal from campus may be warranted.
- Authorize notification, within FERPA guidelines, of parents, guardians and/or next-of-kin.
- Assess outcomes of actions taken periodically.

Information Maintenance and Confidentiality
All information received by, or related to the activities of this group, will be maintained in the Office of Student Services. This information will be treated as confidential among the members of the Behavioral Assessment Team in accordance with FERPA and other applicable laws and administrative policies. Confidential information will be released only as required by law, or permitted by law under exigent circumstances.

Team members will consist of:
1. Student Services Coordinator
2. Director of Campus Safety and Security
3. Resident Director
4. Athletic Director or Assistant Athletic Director
5. Business Office Representative
6. Academic Support Representative
VIOLATIONS / SANCTIONS

Listed below is a guideline of the violations that will bring a student before the appropriate Student Services personnel. Included is a brief definition of the violations and minimum sanctions for the offense.

It is the goal of the Student Services staff to be fair and consistent at all times. Though many violations have disciplinary consequences, some sanctions will be determined at the discretion of the Preliminary Hearing Panel. When decisions such as that are rendered, the following criteria will be taken into consideration: attitude of student involved, previous discipline history, and specific circumstances which may apply to the situation. It is the Office of Student Services’ desire that a student will benefit from the disciplinary sanctions in a positive manner and it is not seen as strictly punishment.

Sanction Process

1. Following the Preliminary Conduct Hearing, the Preliminary Hearing Panel will use their best judgment to determine whether the individual in question is responsible or not responsible.
2. The student will receive their ruling followed by sanctions comparable to the offense.
3. If said student does not complete their sanctions by the specified deadline, that individual must meet with the Hearing Panel for a follow-up meeting. The follow-up meeting will issue one more grace period and give a second deadline. This will serve as a final warning before a fine is placed on the responsible individuals’ student account.
4. If the student does not complete the sanctions by the second deadline, a fine will be placed on the students account. Students may work the fine off at $10 per hour.

NOTE:

- This process is subject to timing within the semester. Some sanctions may carry over into future semesters/terms or be put on an accelerated timeline in order to accommodate the ending of a semester/term, in which step 3 could be by-passed.
- Because these alternative sanctions are offered, the responsible student may not waive the alternative sanction in favor of the fine. In an effort to educate students in a way that is fair, just, and redemptive, the alternatives will be upheld.

Minor Offenses

1. Attempting to Elude Security Officer
   Definition: Any student of the University who is advised by a University officer to remain in a place or told to stop but instead continues or leaves the scene will be charged by the University.

   Minimum Sanction:
   - Probation until a specified date
   - Written apology
   - Community service
   - Fine of $100

2. Gambling
   Definition: Playing at any game of chance for material gain or to wager for material gain on games played by others.

   Minimum Sanction:
   - Reprimanded/or Disciplinary Warning (or other sanctions will be applied as it relates to the severity of the violation).

3. Fraud
   Definition: To willfully or knowingly provide false information, either written or oral. This includes statements made to University officials, faculty and staff members, residence hall staffs, student government councils and any written University records. Situations involving academic dishonesty and fraud are covered in the undergraduate catalog under academic integrity, student behavioral expectations and complaint process.
Minimum Sanction:
First Offense:
• Probation until a specified date
• Restitution
• Written apology
• Reflection essay
• Fine of $100 or 25% restitution (whichever is greater)

Second Offense:
• Expanded probation until a specified date
• Restitution
• Written apology
• Fine of $200 or 50% of restitution (whichever is greater)

4. Possessing and/or Using Fireworks on Campus
Definition: Possession or use of fireworks on campus or University-owned property. Indoor use may be considered arson.

Minimum Sanction:
First Offense:
• Probation until a specified date
• Restitution
• Policy review
• Fine of $100

Second Offense:
• Probation until a specified date
• Restitution
• Reflection essay
• Fine of $200

5. Possession of or viewing pornographic materials
Definition: Possession or viewing pornographic materials, including posters

Minimum Sanction:
First Offense:
• Probation until a specified date
• Forfeiture of materials
• Policy review
• Fine of $100

Second Offense:
• Probation until a specified date
• Counseling Assessment (participate in services deemed necessary by counselor)
• Reflection essay
• Fine of $200

6. Unauthorized Entry and Exit
Definition: Entering, exiting, or allowing/enabling access to or from any University building or facility without proper authorization (including entering and exiting facilities through windows or designated emergency doors).

Minimum Sanction:
First Offense:
• Probation until a specified date
• Policy review
• Fine of $100

Second Offense:
• Expanded probation until a specified date
• Creative sanction
• Fine of $200

7. Violation of Visitation in Residence Halls
Definition: Presence of a member of opposite gender visiting a resident student in the residence hall lobby, common area and/or individual room, without permission.

Minimum Sanction:
First Offense:
• Probation until a specified date
• Policy review
• Fine of $50
• Further offense will result in the loss of privilege to live in one of our premium residence halls

Second Offense:
• Expanded probation until a specified date
• Reflection essay
• Fine of $100
• Will be moved from premium residence hall

Third Offense:
• Expanded probation until a specified date
• Creative sanction
• Loss of Privilege: Visitation privileges revoked until specified date
• Fine of $200

Fourth Offense:
• Expanded probation until a specified date
• Expanded Loss of Privilege: Visitation privileges revoked until specified date
• Fine of $400
• Possible suspension

Major Offenses
8. Assault
Definition: Any person who causes physical injury or physical abuse to another individual, on or off campus.

Minimum Sanction:
First Offense:
• Probation until a specified date
• Possible loss of privilege until a specified date
• Counseling costs for victim if requested
• Community service
• Fine of $200
• Possible suspension

Second Offense:
• Suspension
• Possible expulsion
9. Alcoholic Beverages – Possession, Use, or Distributing
Definition: Possession, consumption or distribution of alcoholic beverages is prohibited on campus, in ANY buildings, facilities, grounds (including parked vehicles on campus) and other properties owned/or controlled by Campbellsville University, as well as in your system. This policy also applies on University related off-campus trips and/or group activities. This includes students charged with alcohol related offenses by state or local authorities on or off campus, as well as empty containers.

Minimum Sanction:
First Offense:
- Probation until a specified date
- Alcohol EDU course
- Fine of $200

Second Offense:
- Extended probation until a specified date
- Counseling assessment (participate in services deemed necessary by counselor)
- Reflection essay
- Fine of $350
- Possible suspension

Third Offense:
- Creative sanction
- Community service
- Fine of $500
- Possible suspension

Consumption of Alcoholic Beverages
A student appearing on campus whose use of an alcoholic beverage is discernable will be subject to disciplinary action. Campus security may use a Breathalyzer to determine level of alcohol content consumed. A student has the right to request a Breathalyzer test when alcohol consumption is disputed.
- Refusal to be tested by a Breathalyzer by campus or other authorities will be considered admission of guilt and insubordination.

10. Committing a City, State or Federal Offense
Definition: All students are required to abide by the laws of the local, state, national and international governments and are subject to judicial action by the University for violation of any of the laws thereof.

11. Disorderly Conduct
Definition: Engaging in conduct, which is annoying or offensive to others, or disturbs the rights of others, or stops the flow of normal activity.

Minimum Sanction:
First Offense:
- Probation until a specified date
- Policy review
- Reflection essay
- Fine of $200
- Possible suspension

Second Offense:
- Expanded probation until a specified date
- Creative sanction
- Community service
- Fine of $350
- Possible suspension
Third Offense:
- Suspension

12. Fighting
**Definition:** Any student who initiates, engages in, or is actively involved in a fight on or off campus. There is a **zero-tolerance** policy for fighting at Campbellsville University.

**Minimum Sanction:**

First Offense:
- Probation until a specified date
- Possible loss of privilege until a specified date
- Counseling for all involved individuals
- Fine of $200
- Possible suspension

Second Offense:
- Immediate suspension

13. Fire and Arson
**Definition:**
- a. Fire Setting: Deliberately igniting a fire without authorization.
- b. Arson: The intentional setting of fires to destroy property.

**Minimum Sanction:**

Fire Setting First Offense:
- Probation until a specified date
- Possible loss of privilege until a specified date
- Reflection essay
- Counseling Assessment (participate in services deemed necessary by counselor)
- Restitution
- Fine of $200
- Possible suspension

Fire Setting Second Offense:
- Suspension
- Community Service
- Possible expulsion

Arson First Offense:
- Immediate Expulsion
- Restitution

14. Harassment
**Definition:** Verbal abuse directed toward students, faculty, staff or guests of the University. This includes threatening or **obscene phone calls, emails and social media**. Cases of hazing also fall into this category. The University will not condone actions or words which a reasonable person would regard as either threatening, sexual, discriminatory harassment or violation of an individual’s civil rights.

**Minimum Sanction:**

First Offense:
- Probation until a specified date
- Possible loss of privilege until a specified date
- Written apology
- Reflection essay
- Fine of $200
- Counseling costs for victim if requested
- Possible suspension
Second Offense:
- Suspension
- Possible expulsion

15. **Inappropriate Sexual Behavior**
   **Definition:** Any form of consensual sexual behavior or conduct outside the bonds of marriage. Refer to Title IX Section beginning on page 43.

   **Minimum Sanction:**
   First Offense:
   - Probation until a specified date
   - Policy review
   - Reflection essay
   - Fine of $200

   Second offense:
   - Creative sanction
   - Counseling Assessment (participate in services deemed necessary by counselor)
   - Fine of $350
   - Possible suspension

16. **Indecent and Lewd Conduct**
   **Definition:** Including, but not limited to, the use of obscene, profane or abusive language, personal appearance/dress on campus, excessive displays of affection, which may be offensive to others.
   - Reference Personal Appearance/Dress on Campus, on page 13.

   **Minimum Sanction:**
   First Offense:
   - Probation until a specified date
   - Written apology
   - Policy review
   - Fine of $200
   - Possible suspension

   Second Offense:
   - Expanded probation until a specified date
   - Written apology
   - Reflection essay
   - Fine of $350
   - Possible suspension

   Third Offense:
   - Suspension

17. **Insubordination/Failure to Comply**
   **Definition:** Aggressive or passive disobedience of an order of a University official, including disrespect to a Campus Security Officer or university representative, refusing to present an ID upon request, not evacuating a building during a fire alarm, not following emergency procedures, and failure to appear for an official meeting when requested. Failure to comply with judicial sanctions is also considered insubordination.

   **Minimum Sanction:**
   First Offense:
   - Probation until a specified date
   - Written apology
   - Policy review
• Fine of $200

Second Offense:
• Expanded probation
• Written apology
• Reflection essay
• Fine of $350
• Possible suspension

18. Manufacture and/or distribution of illegal drugs and other controlled substance
Definition: The manufacture, possession, distribution or use of illegal drugs or other controlled substances or drug paraphernalia is prohibited on campus buildings, facilities, grounds or other properties owned/or controlled by Campbellsville University. This also includes privately owned parked vehicles on-campus and off-campus activities sponsored by any University organization, area or group. Possession of illegal drugs will be turned over to the local police.

NOTE: Campbellsville University reserves the right to administer alcohol/drug testing. The findings can be used in a judicial hearing. Refusal to comply with an alcohol/drug test will be considered an admission of responsibility.

Minimum Sanction:
First Offense:
• Suspension
• Possible expulsion

19. Misuse of Electronic Resources
Definition: See section on Campbellsville University Computer Resources, Acceptable Use Policy. This also includes printing off entire textbooks, posting information, videos, pictures, etc. that infringe on copyright laws or is deemed inappropriate by the mission of Campbellsville University. Tampering with computers; deliberately destroying stored information or creating or knowingly propagating a computer virus or copying improper material from the Internet. The Office of Information Technology has the ability and authority to track, monitor and report violations of Internet usage to the Office of Student Services. All aspects of the above policy apply fully to computer access in individual student rooms connected to the University’s local area network.

Minimum Sanction: Corresponds to the degree of seriousness of the infraction.
First Offense:
• Probation until a specified date
• Possible loss of privilege until a specified date
• Restitution
• Policy review
• Reflection essay
• Fine of $200
• Possible suspension

Second Offense:
• Suspension

20. Possessing Firearms or Weapons on Campus
Definition: The possession of any weapon, openly or concealed, in University facilities, in residence halls, on campus parking areas, or on any University-owned property in violation of the Weapons Policy set forth on page 43. Examples of weapons include, but are not limited to, firearms, explosives, bows and arrows, BB guns, air soft guns, throwing stars, knives, other than average pocketknives, or any other weapon that could raise fear in an individual. This also includes items that look like an actual weapon.
Minimum Sanction:
First Offense:
- Probation until a specified date
- Policy review
- Reflection essay
- Fine of $200
- Possible suspension
- Forfeiture of materials

Second Offense:
- Suspension

21. Possession or use of illegal drugs and other controlled substances
Definition: The possession or use of illegal drugs or other controlled substances or drug paraphernalia is prohibited on campus buildings, facilities, grounds or other properties owned/or controlled by Campbellsville University. This also includes privately owned parked vehicles on-campus and off-campus activities sponsored by any University organization, area or group. Any possession of illegal drugs will be turned over to the local police.

NOTE: Campbellsville University reserves the right to administer alcohol/drug testing. The findings can be used in a judicial hearing. Refusal to comply with an alcohol/drug test will be considered an admission of responsibility.

Minimum Sanction:
First Offense:
- Probation until a specified date
- Counseling assessment (participate in services deemed necessary by counselor)
- Drug EDU course
- Fine of $200
- Possible Suspension

Second Offense:
- Suspension
- Possible expulsion

22. Reckless Behavior
Definition: Any behavior which creates a danger to others or the University community. Violating social distancing guidelines and creating an atmosphere where a virus may be transmitted.

Minimum Sanction:
First Offense:
- Probation until a specified date
- Possible loss of privilege until a specified date
- Written apology
- Reflection essay
- Fine of $200
- Possible suspension

Second Offense:
- Suspension

23. Sexual Harassment
Definition: Conduct on the basis of sex that satisfies one or more of the following:
1. An employee of the University conditioning the provision of an aid, benefit, or service of the University on an individual’s participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University’s education program or activity; or
3. “Sexual assault”, “dating violence”, “domestic violence”, or “stalking” as defined in Campbellsville University’s Sexual Misconduct Policy

*For more information regarding the University’s Sexual Misconduct Policy, refer to p.65 of the Student Handbook, or view the policy, including grievance procedures here: https://www.campbellsville.edu/policy/title-ix-policy-procedure/.

Possible Sanctions:
First Offense:
- Probation
- Loss of privilege
- Fine of $350
- Counseling costs for the victim
- Suspension
- Expulsion

24. Tobacco Products - Possession or Use
Definition: KY legislature passed a bill making it illegal for anyone under the age of 21 to purchase tobacco products, including electronic cigarettes. Possession, consumption or distribution of tobacco products is prohibited on campus, in ANY buildings, facilities, grounds (including parked vehicles on campus) and other properties owned/or controlled by Campbellsville University. This policy also applies on University related off-campus trips and/or group activities.

Minimum Sanction:
First Offense:
- Probation until a specified date
- Reflection essay
- Fine of $200

Second Offense:
- Extended probation until a specified date
- Counseling assessment (participate in services deemed necessary by counselor)
- Creative sanction
- Community service
- Fine of $350
- Possible suspension

Third Offense:
- Possible suspension

25. Tampering with Fire and Safety Equipment
Definition: Tampering with or removing fire extinguishers, fire alarms or other safety equipment and giving false alarms.

Minimum Sanction:
First Offense:
- Probation until a specified date
- Reflection essay
- Community service
- Fine of $350

Second Offense:
- Suspension

26. Terroristic Threatening
**Definition:** Any threat to commit a crime of violence or a threat to cause bodily injury to another person and terrorization as the result of the proscribed conduct. Generally, a terroristic threat "is sufficiently specific where it threatens death or great bodily injury, and a threat is not insufficient simply because it does not communicate a time or precise manner of execution.

**Minimum Sanction:**
First Offense:
- Immediate suspension
- Possible expulsion

**27. Theft**
**Definition:** The unauthorized taking and/or possessing property of another individual and/or entity, on or off campus.

a. **Stealing:** Taking property which belongs to another person, entity, or the University without authorization, payment, or express permission.
b. **Fraud:** Using deception, forgery, counterfeiting, or other means to defraud another person, entity, or the University, of property.
c. **Sale or Possession of Stolen Property:** Selling, attempting to sell, or having possession or control of any item that is known to be, or can reasonably be assumed to have been, stolen, or otherwise illegally obtained.

**Minimum Sanction:**
First Offense:
- Probation until a specified date
- Possible loss of privilege until a specified date
- Restitution
- Written apology
- Community service
- Fine of $200
- Possible suspension

Second Offense:
- Suspension

**28. Vandalism**
**Definition:** Misusing, defacing, destroying or damaging University, individual or community property.

**Minimum Sanction:**
First Offense:
- Probation until a specified date
- Restitution
- Community service
- Fine of $200
- Possible suspension

Second Offense:
- Suspension

**SANCTION DEFINITIONS**
Appropriate councils have the authority to impose any one or a combination of more than one of the following sanctions on a student who engages in inappropriate behavior:

**A. Community Service:** Assignment to perform tasks or services under the supervision of a University department or community service agency.
B. Counseling Assessment: Students may be referred for counseling, either on campus or to an appropriate professional agency. Compliance and recommendation reports are to be provided by the counselor to the Office of Student Services.

C. Creative Sanction: Given in addition to/or instead of required sanctions, to meet educational needs of the individual students. The sanctions include: reports by research of viewing TV/movies on related subject; interview professionals in the community: police officers, ER workers, judges; make posters; volunteer time to community needs, write respective papers; write letter to family, etc.

D. Curfew: Students may be placed on a curfew for a specific time. The curfew hour is usually 10 p.m. depending on the infraction and the time of the year.

E. Disciplinary Suspension: Termination of student status at the University for either an indefinite or specified time.

F. Disciplinary Warning: An official written statement of the regulation violated with a warning that continuation or repetition of inappropriate behavior may result in a more severe sanction.

G. Educational (EDU) Course: An assigned educational course in a specific category (typically Under the Influence – Alcohol or Marijuana 101) to encourage further knowledge on the part of the student.

H. Expulsion: Permanent termination of student status at the University. Removes the student from his or her academic program and permanently separates the student from the University without opportunity to graduate or re-enroll. Further, a hold will be permanently placed on the Student’s record to prevent future registration. An expelled student is not permitted on University premises. If an expelled Student is found on University Premises, Campus Safety will be notified.

I. Fines: The student will be required to pay a reasonable sum of money as a sanction. The fine must be paid in the Office of Business Services by the date specified by the Hearing Panel in the letter sent to the student. Mentoring or work options may be considered.

J. Immediate Suspension: Immediate termination of student status which supercedes judicial due process and is considered final and non-appealable. Immediate suspension will include restriction from campus, denial to attend and/or complete classes, and participation in other academic or extracurricular activities.

K. Loss of Privilege: This sanction prohibits the student from participation in extracurricular activities for a specified time, which includes campus social events such as athletic events, co-ed visitation in residence halls, dances, etc.

L. Policy Review: The student will be asked to refer to the Student Handbook and choose five (5) different policy violations and describe them in their own words.

M. Privilege of Withdrawal: The student is permitted to withdraw, with permission from the Office of Academic Affairs, from the University without evidence of judicial action. A student who has been suspended for disciplinary reasons may not remain on nor visit the campus to participate in any academic or other activity.

N. Probation: Formal written warning that the student’s behavior has placed his/her status as a student in jeopardy. This condition encumbers the student’s good standing in the University for a stated period of time. Any incident during the probation period will automatically move the student to a higher level of applicable sanctions.
O. **Expanded Probation**: Formal written warning that the student’s behavior has placed his or her status as a student in jeopardy. This condition encumbers the student’s good standing in the University for a stated time. Penalties include, but are not limited to: the loss of University-funded financial aid (i.e. scholarships, performance grants, etc.); restriction from participation in University sponsored performing groups (i.e. fine arts organizations and athletics); and restrictions from holding an office in a University sponsored club/organization. Another incident during the probation period will be considered as a second offense and will be dealt with more severely.

P. **Reflection Essay**: A prompt-based paper used to guide students through a written reflection on past actions and future growth.

Q. **Reprimand**: An informal verbal warning that continuation or repetition of inappropriate behavior may result in a more severe sanction.

R. **Residence Hall Suspension**: Prohibition from living in residence halls for a given time.

S. **Restitution**: Reimbursement or compensation for damage or abuse of property resulting from a student’s misconduct.

T. **Selective Readmission**: Campbellsville University reserves the right to operate under a policy of selective readmission. A student who fails to meet acceptable social standards can complete the current semester under social restrictions, but he or she will not be allowed to return the following semester without review and admission by the Admissions Committee.

U. **Written Apology**: A letter written by the student to the assigned individual/department to express repentance for actions.

**Notification of Parents**
Due to recent changes in the “Family Education Rights and Privacy Act (FERPA),” whenever a student under the age of 21 is guilty of a violation of alcohol and drugs, the parents may be notified. Parents may also be notified when students’ violations may result in suspension or dismissal.

**Disciplinary Records**
To minimize the risk of improper disclosure, disciplinary records are kept in the Office of Student Services separate from the student academic records in the Student Services Coordinators Office. Transcripts of academic records contain only information about a student’s academic performance and status. Personal advising files are also kept in a discreet and separate location.

Information from disciplinary or personal advising files is highly restricted and is not available to unauthorized persons on campus, or to any person off campus without the express written consent of the student involved except under legal compulsion or in cases where the safety of persons or property is involved. It is a professional expectation of all administrative staff and faculty members that they respect confidential information about students that they acquire during their work.

Disciplinary file information is normally purged within one year after the student graduates or leaves the campus. Campbellsville University reserves the right to hold disciplinary files up to five years after graduation or discontinued attendance if a student’s file shows excessive disciplinary history across several semesters of attendance.

Students who have been suspended or expelled will have a written statement from the Office of Student Services to the Office of Student Records of this disciplinary sanction. This will remain with the Student Records file to prevent the student from enrolling at Campbellsville University without proper appeals process.
**Interim Suspension**
A student may be placed on interim suspension until a campus hearing can be arranged when evidence exists that the student’s behavior on or off campus may be a threat to the health, safety and/or welfare of the faculty, staff, students or guests of the University. Interim suspension will involve loss of privilege, probation and/or restriction from the campus and denied right to attend classes or participate in academic activities.

**Off-Campus Conduct**
A student who is charged with or convicted of a city or county offense while off campus will not automatically be charged with a violation at Campbellsville University unless the violation is such that the student’s behavior may be a threat to the health, safety and/or welfare of the faculty, staff, students or guests of the University. If this occurs, the student will be required to attend a hearing before the Judicial Council to provide an explanation as to why he or she is not a threat to the health, safety and/or welfare of the University community. If the explanation is deemed unsatisfactory, the student will be assessed a sanction ranging from a reprimand to expulsion. The sanction may be appealed through the appropriate appeals process.

**POLICY ON AIDS**

**AIDS (Acquired Immune Deficiency Syndrome)**
Campbellsville University is committed to providing students, faculty, staff, and coaches with a comprehensive educational program concerning AIDS, based upon currently available medical information.

Campbellsville University shall treat AIDS the same way as any other disease that may be contracted. Victims of AIDS or other diseases will be permitted to work and/or enroll in courses unless the student or staff member’s personal physician or state or federal public health officials declare that the disease represents a substantial risk to the health and safety of other members of the community. In such instances, appropriate measures will be taken to protect the institution and the individual.

Legal and ethical considerations oppose the adoption of any policies or courses of actions which would deny ordinary privileges and rights, including privacy, to students, faculty, coaches or staff members who are known or suspected to be infected with the AIDS virus.

Students, faculty, staff, and coaches identified as HIV infected or having AIDS or an AIDS-related complex or any other communicable disease will not be barred from working, teaching, attending classes or participating in University-sponsored activities unless the appropriate vice president, in consultation with the individual’s personal physician or state health department official, determines that he/she presents a clear and present danger to the public health. All such decisions will be made on a case-by-case basis, will remain open to re-examination considering new information, and will consider facts such as the individual’s state of health and occupation.

The identity of the individual having AIDS or an AIDS-related complex will remain confidential. No specific or detailed information concerning individual patient’s medical condition will be released to the public. If a personal physician or state health department official determines that an individual’s medical condition represents a public health hazard and warrants limitation of activities, only essential administrative personnel will be informed on a need-to-know basis.

Custodial staff and food service workers will follow the guidelines issued by the Centers for Disease Control for the prevention of transmission of AIDS and other communicable diseases.

**GRIEVANCE POLICY**
If an individual has a grievance, they should complete a written claim by logging into the TigerNet system and going to the Academic Affairs tab. The official university grievance form is on the bottom right side. Once the grievance is filed, the student will receive an initial written response or follow up questions through their Campbellsville University student email account. The Office of Student Services will review all student service related grievances and respond accordingly.
SEXUAL MISCONDUCT POLICY

Notice of Non-Discrimination
Campbellsville University does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities, including applicants for admission and employment. The following persons have been designated to handle inquiries regarding the University’s non-discrimination policies:

Title IX Coordinator
Administration Building, Office 7C
1 University Drive, UPO 944
Campbellsville, KY 42718

TitleIXCoordinator@campbellsville.edu
(270) 789-5092

OR

Director of Personnel Services
Administration Building, Office 7B
1 University Drive, UPO 944
Campbellsville, KY 42718

HRQuestions@campbellsville.edu
(270) 789-5016

For further information on notice of non-discrimination, visit http://wdcrobcollp01.ed.gov/CFAPPS/OCR/contactus.cfm for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Campbellsville University has developed grievance procedures for investigating complaints of sexual misconduct, including sexual harassment and sex discrimination. The Sexual Misconduct Policy can be found at: https://www.campbellsville.edu/policy/title-ix-policy-procedure/.

To file a report or complaint of sexual misconduct, contact the Title IX Coordinator, whose contact information is listed above, or use this QR code to complete an online reporting form:

Sexual Misconduct Reporting Form

CU’s Title IX website also contains a list of resources and events designed to enhance education around sexual violence prevention and awareness, risk reduction, and bystander intervention.

WEAPONS POLICY

(1) Policy: Campbellsville University is a faith-based institution dedicated to her mission of higher learning in an environment of welfare and safety for her students, faculty, staff, contractors, vendors and visitors. Accordingly, since the possession of weapons and destructive devices on University property is inconsistent with that mission, the University hereby reaffirms its ban on the possession of all such weapons and devices on University property subject only to the narrow exceptions under Kentucky law relating to concealed firearms.

(2) Definitions: When used in this section, the following terms shall have the indicated meanings:

(a) “possession or possessed” shall mean any manner or means of care, custody, or control including physical possession or the exercise of dominion or control over any weapon or device prohibited by this policy;

(b) “weapon” shall mean any handgun, firearm, device, deadly weapon or ammunition as defined in KRS 237.060 or 500.080(4) as well as any device designed to inflict harm including but not limited to slingshots, pellet or BB guns, and bows and arrows, together with ammunition or projectiles associated with such devices;

(c) “destructive device” shall mean any explosive substance or device as defined in KRS 237.030 together with commercially available or manufactured fireworks;

(d) “University property” shall mean any premises or property owned, leased, or managed by Campbellsville University including all vehicles, common spaces, and private spaces on University
property occupied, controlled by, or provided to students, employees and faculty, such as lockers, living spaces or offices;

(e) “law enforcement officer” shall mean any law enforcement officer as defined under KRS 15.310(8) or a peace officer as defined under KRS 446.101(31);

(f) “concealed firearm” or “legally concealed firearm” shall mean a firearm possessed by a person having a valid license to carry a concealed firearm;

(g) “visitor” shall mean any person not affiliated with the University who is temporarily on University property at the invitation of, or with the consent of the University.

(3) Possession of any weapon or any destructive device is prohibited in or on University property.

(4) This prohibition applies to any weapon or destructive device whether carried or possessed in a concealed or unconcealed manner.

(5) This prohibition applies to any deadly weapon or destructive device whether real or simulated, operable or inoperable or capable of functioning or not.

(6) This prohibition shall not apply to:

(a) a law enforcement officer in the performance of his/her official duties; or

(b) a concealed firearm as defined in section 2(f), above, provided that at all times while on University property such firearm is confined to an enclosed compartment in a locked vehicle, unless the owner of the concealed firearm is the holder of a concealed carry permit.

(c) a concealed firearm as defined by section 2(f) above which is owned by the holder of a concealed carry permit, provided that at all times while on University property such firearm is confined to the permit holder’s vehicle.

(7) Notwithstanding the provisions of Section 6(b), above, and in the interests of University policy and University security, all persons other than law enforcement officers are requested not to possess a legally concealed firearm on University property.

(8) Any violation of this policy by a University official, student, faculty, coach or staff member, or employee shall be considered a serious disciplinary offense subject to appropriate disciplinary action and, if a violation of the Kentucky penal code or any ordinance of a municipality within which the University property is involved, will be reported to the law enforcement agency having jurisdiction over that property.

(9) Any violation of this policy by a visitor or person not affiliated with the University, including contractors, vendors or other visitors, if a violation of the Kentucky penal code or any ordinance of a municipality within which the University property is involved, will be reported to the law enforcement agency having jurisdiction over that property. In addition, an unaffiliated person committing a violation may be suspended from access to University property or banned altogether.

(10) Any University official, student, faculty, coach, staff member or employee who has knowledge of any violation of this policy has the duty and obligation to report it immediately to the University Office of Safety and Security. Failure of any such person to do so shall constitute a disciplinary offense subject to appropriate disciplinary action.

(11) This policy supersedes and, where applicable, replaces any other policy or code of conduct relating to weapons or destructive devices on University property as defined in this policy.

ALCOHOL/DRUG AWARENESS INFORMATION

Substance Abuse: Prevention and Intervention

A. Policy Statement

As a Christian institution of higher education, Campbellsville University complies with the federal regulations regarding the Drug-Free Workplace Requirements and, therefore, prohibits the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance on its campus and with University-sponsored classes, events and activities. Therefore, the use of alcohol, narcotic drugs and other mind-altering drugs can be detrimental to the health of individual members of the University community,
such use is in direct violation of the standards of the University. This policy applies to students, faculty, staff, coaches, and administration.

B. Guidelines for Implementation/Administration

1. The University shall provide a program of education concerning the dangers of drug abuse in the learning and work environment on campus. Chapel/convocation programs, seminars, lectures, residence hall programs and printed materials provide opportunities for students and employees to learn of the requirement of maintaining a drug-free workplace.

2. The University requires each student and employee to abide by the terms of the policy statement. Each student and employee also must notify the appropriate University official of any criminal drug statute conviction for a violation occurring on the campus of Campbellsville University no later than five days after such conviction. Any University community member, sensing that a violation of University standards has occurred or is occurring, has the responsibility for reporting the alleged violation to the appropriate University official.

3. Persons violating this substance abuse policy are subject to disciplinary action ranging from a strong warning to dismissal/suspension from the University.

4. As a recipient of federal funds, the University must notify the appropriate federal agency within 10 days of any criminal drug conviction for an employee or student.

5. Any member of the University community who seeks counseling or medical assistance for any problems related to the use or abuse of alcohol and/or drugs will receive strict counseling and medical confidentiality.

C. Appeals Procedure for Sexual Harassment or Alcohol Violations

For any student violation, the Office of Student Services will investigate the report and collect information regarding the alleged incident of misconduct. If matters of fact and/or applicable policy remain in question, the Office of Student Services may make a direct decision or refer the case to a hearing committee.

Health Risks Caused by Alcohol

Campbellsville University promotes wellness and staying healthy. It is essential that members be aware of the health risk of substance abuse. In extreme cases, alcohol leads to physical damage that is serious, and sometimes irreversible, such as: comas, brain damage or even death.

Other toxic effects of alcohol that can be damaging to your body are:

- Brain - hangovers, memory lapses, blackouts.
- Digestive system - nausea, vomiting, ulcers, liver diseases, other organ corrosion.
- Cardiovascular system - high blood pressure, heart failure, respiratory distress or failure.
- Nerves and Muscles - loss of muscle coordination.
- Reproduction system - sexual impotence, irregular periods.
- Overall - malnutrition, increased cancer risk, weakened immune system, injuries due to falls, violent behavior.

Summary of State/City Laws

Under Kentucky State Law, it is illegal to purchase, to drink or to possess alcoholic beverages by persons under 21 years of age.

Kentucky also has and enforces laws for driving under the influence of alcohol.

Copies of Kentucky laws regarding alcohol/drugs are on file in the Office of Student Services for reference.

Under Kentucky State law, it is illegal:

- To purchase, possess, or consume alcoholic beverages by persons under 21 years of age.
- To operate a motor vehicle while under the influence of any alcohol or drugs, which may impair one’s driving ability. [Under influence of alcohol is determined if there is 0.08 percent (under 21, .02 percent) or more weight of alcohol in blood].
- To misrepresent one’s age to purchase alcoholic beverages.
- To purchase or distribute alcoholic beverages for/or to anyone under 21 years of age.
- To drink or be drunk in a public place.
Under state law, violations of alcohol laws range up to $2,000 in fines, 12 months in jail and/or suspension of driver’s license.

Under Kentucky State law, the most severe penalties apply to those involved in trafficking, manufacture, sale and possession of narcotic drugs. Fines/penalties range from one year in jail and/or $1,000.00 fines under federal law to $10,000 in fines and up to 10 years in prison.

**Alcohol/Drug Counseling Program**

Any member of the University community, who seeks counseling or medical assistance related to use or abuse of alcohol/drugs, will receive counseling and/or medical help confidentially.

Students with more severe alcohol abuse and/or other substance abuse problems are referred to inpatient and residential treatment facilities throughout the state, local intensive outpatient programs, independent clinicians, as well as, AA and AL-Anon meetings in the local area.

**Triage Assessment for Addictive Disorders**

The TAAD is a brief structured interview designed to identify current alcohol and drug problems. This 10-minute assessment tool covers all DSM 5 criteria for substance use disorder. It offers high internal reliability for dependence (over .90) and abuse (over .80). The TAAD produces alcohol and drug dependence profiles like those of more time intensive instruments.

- **Benefits:**
  - Offers a quick assessment of current substance abuse and dependence criteria.
  - Provides support for dependence diagnoses in minutes.
  - Documents negative findings for those individuals who deny problems.

---

**ACADEMIC POLICIES**

**Undergraduate Student Attendance Policy**

Students are required to attend all class meetings of courses for which they are registered. Students are responsible for meeting all the course requirements and properly addressing the content of courses for which they are registered.

If a student finds it necessary to miss a class, it is the student’s responsibility to:

1. Contact the course instructor before the absence, if possible.
2. Make arrangements with the course instructor for missed work.
3. Provide the course instructor with appropriate documentation and verification of the need or reason(s) for the absence.

The needs or reasons for absences may include ONLY the following:

1. **Illness** – a specific debilitating ailment that significantly impairs the student’s ability to carry on any activities other than those of recuperation.
2. **Unavoidable Personal Emergency** – a situation that presents an unresolvable conflict with class attendance due to severe and unusual demands placed upon the student by circumstances beyond his or her control.
3. **Participation in a University-Sponsored Event** – a situation that presents an unresolvable conflict with class attendance due to the student’s required participation in a University-sponsored event as approved by the Vice President for Academic Affairs (VPAA). Arrangements for missed work due to absences of this type must be made prior to the absence.

Should the student miss class FOR THE ABOVE STATED REASONS ONLY, and proper prior arrangements have been made, instructors will follow their policy for missed work, as stated in the course syllabus. HOWEVER, course instructors are not required to repeat lectures, lab experiments, music rehearsals or other class or components of classes for which making up missed work may be impractical or infeasible.

When a student is absent for any other reason, the student must refer to the course syllabus, where specific policies and grade penalties will be recorded.

If, for any reason, a student is absent from class the number of times that the class meets in two weeks during a semester, or an equivalent amount of time during term courses and other academic sessions, **the course instructor must notify the Director of Academic Support. The Director of Academic Support will send a written warning of attendance deficiency to the student**, the student’s advisor, coach,
director or other person(s) responsible for any school organization providing the student with a performance grant, or for which the student must maintain intercollegiate competitive eligibility.

**Absence Warnings**
If the class meets one time per week, a warning will be given after two absences per semester.
If the class meets two times per week, a warning will be given after four absences per semester.
If the class meets three times per week, a warning will be given after six absences per semester.

The above applies to 16-week terms.

For all other classes, a warning will be given after 12.5% of the total number of scheduled class meetings per semester (or equivalent) have been missed, during term courses or academic sessions.

If, for any reason, a student is absent from class the number of times that the class meets in four weeks during a semester, or an equivalent amount of time during term courses and other academic sessions, the course instructor must notify the Director of Academic Support who will initiate the withdrawal of the student from the class with a grade of WA (Withdrawn-Absenteeism). A grade of WA will earn zero quality points, as calculated for GPA purposes. Students for whom withdrawal from a course is initiated by the Director of Academic Support will be allowed to withdraw from said course with a grade of W if the action is taken by both parties within the normal withdrawal time period.

**Withdrawal from Class Due to Excessive Absence**
If the class meets one time per week, a student will be administratively withdrawn after four absences per semester.
If the class meets two times per week, a student will be administratively withdrawn after eight absences per semester.
If the class meets three times per week, a student will be administratively withdrawn after twelve absences per semester.

The above applies to 16-week terms.

For all other classes, a warning will be given after 25% of the total number of scheduled class meetings per semester (or equivalent) during term courses and other academic sessions.

The attendance policy for ENG 090, ENG 110, GS 101, GS 110, MTH 099 and MTH 100 is more rigorous than for other courses. See your course syllabus for details of the attendance policy. The Grade Appeal Process in the University Bulletin/Catalog addresses students’ rights relative to this policy.

**Withdrawal Procedure**
A student who leaves unofficially, that is without permission from the Vice President for Academic Affairs and the completion of the official withdrawal form, forfeits all rights to any reduction of his account, and receives “F” grades in all courses.

In order for a student to drop a class, she or he must initiate the process by obtaining a Schedule Change Form from the Office of the Registrar. The form must be submitted to the Vice President for Academic Affairs by the student withdrawing. After the second week through the 12th week of the semester, a “W” will be placed on his or her permanent record. After 75% of the term, the student may not withdraw from the class and must receive a grade.

Any claims for refunds and honorable dismissal will be based on the date the withdrawal form is presented to and approved by the Vice President for Academic Affairs.

**Campbellsville University’s Regional Centers Attendance Policy (8-week terms)**
A student is required to attend all class meetings for his/her scheduled courses. CU Regional Centers attendance policy regarding missed classes will be strictly followed. Thus, a student who misses 25% of classes (in an eight-week course), who has not officially withdrawn (according to the withdrawal policy), will receive a WA and will be financially responsible for the full course tuition. A student will receive a written absence warning after the first absence for a course.
**Snow Schedule**
In case of extreme snow or hazardous road conditions, classes may be canceled or delayed. (Note: Regional Centers may operate on a different schedule due to weather conditions).

In case of a delay due to weather conditions, students will refer to the Snow Schedule listed in the “Time Frames” section (page 8) of the Student Handbook.

In the event of cancelation or delay, Campbellsville University will alert local and area radio and television stations.

Cancellation and weather delays will be posted on Campbellsville University – Harrodsburg Facebook page.

Separate announcements will be made for evening classes.

Students are urged to exercise prudence and good judgment in travel when such hazards may exist.

**Extracurricular Activities When on Academic Probation**
No student on academic probation may participate in any on-campus activity or any off-campus trip involving a club or organization, whether with or without academic credit, nor represent the University in any activity that requires him/her to miss a meeting of/or interferes in any way with a class for a course in which he/she is enrolled. The sponsor of any activity shall have the responsibility of enforcing the rule.

**Chapel/Convocation Series**
The Chapel/Convocation Series is designed to provide opportunities for corporate worship and/or exposure to a variety of informative speakers and presentations. Chapel meets weekly in the Landry Chapel. Chapel speakers will typically be guests of the university but sometimes will come from within the university family itself. Emergencies or special circumstances might necessitate changes in the schedule, at the discretion of the chapel/convocation committee.

The convocation portion of this series is comprised of several events submitted by various academic and administrative areas, all of which are approved by the chapel/convocation committee. These events may occur at various days, times, and places on campus. At all Chapel/Convocation Series events it is expected that students will display courteous and respectful behavior. Any who show disrespectful behavior during a program will not receive credit for that event.

A published chapel/convocation program brochure is available, and a complete listing of chapel programs and semester chapel/convocation programs will be distributed to every student at the beginning of each semester. The full listing of Chapel/Convocation Series is also available on the university’s website. For those events utilizing tickets, they must be turned in to designated collectors immediately following the respective event.

**MONTGOMERY LIBRARY**
Located in the heart of the Campbellsville campus, Montgomery Library provides a wealth of resources for students, faculty, and staff, including access to books, e-books, and electronic journals. Information is posted on the library web page at [http://www.campbellsville.edu/academics/academic-affairs/montgomery-library/](http://www.campbellsville.edu/academics/academic-affairs/montgomery-library/).

**Library Collections**
Montgomery Library collections contain nearly 125,000 physical items and more than 350,000 electronic items. Upwards of 26,000 digital periodicals containing thousands of full-text articles are available via subscription databases. The Main Collection, also called Mainstacks, is the circulating collection located on the first floor of the library. TIGGER, our online catalog, is used for locating books and other physical library resources. Find the link to TIGGER on the Montgomery Library web page. Montgomery Library pays subscriptions to approximately 90 databases. Databases are accessible from links throughout the library web page. No login is needed for on-campus access. Off-campus login information is available through your TigerNet account by clicking on the Library tab after entering your personal information. Log into TigerNet at [https://tigernet.campbellsville.edu/](https://tigernet.campbellsville.edu/).

**Establishing Your Library Account**
A library account will be set up for you by library staff upon your initial visit.
Circulation Policies
For circulating books, undergraduates have a loan period of 14 days. Graduate students have a loan period of 28 days. There is an overdue fine of $.10 per day for each book. Special formats, such as videos, may have loan periods of seven days and higher fine rates of $1.00 per day. Unpaid library fines are transferred to the Office of Business Services and will appear on your student account.

Reserves
Reserves are items that instructors place at the library Circulation Desk for students to borrow, giving the class equal access to the materials. Reserve loan periods are set by the instructor. Reserve fines are generally $1.00 per hour, depending on the loan period. Only faculty members may initiate reserves.

Wireless Access
Montgomery Library provides wireless access to the internet on the main floor and in the basement.

Research Assistance
Students may walk in or make appointments for individual assistance from the library staff. The Montgomery Library webpage features a chat box for students who wish to chat online with the library staff during library hours of operation. Library assistance is also provided via telephone and email. Use the Faculty and Staff link on the library web page to obtain contact information. Library guides, online guides to research in many subject areas, are available on the library web page under the Library Guides link.

Disability Services -- Helping remove barriers is the goal of Disability Services. Students who have a documented physical, psychological, emotional, and/or learning disability can work with Disability Services to receive necessary accommodations. Students who want to inquire about required documentation and possible accommodations may contact the office of Disability Services on main campus.
Savanna Wells BASC 212 – (270) 789-5450 or sewells@campbellsville.edu

Advising -- All academic advising by faculty is coordinated through the Office of Academic Support. New students are assigned an academic advisor to assist them in selecting classes each semester that are appropriate for completing their selected degree program. A student’s academic advisor should be the student’s primary contact person for any academic related questions or issues.
Jacob Johnson – (859) 605-9006

OFFICE OF CAREER SERVICES AND PLACEMENT
The mission of the Office of Career Services is to assist, serve and support the students of Campbellsville University; to better teach them how to identify career opportunities that fit with their values, interests, personality and skills; and to empower students by providing resources assisting with the development of career management skills that allow them to connect with employers and other professionals through career fairs, networking opportunities and more. This allows them better chance to achieve their personal and professional career goals. Career Services offers workshops/events to enhance:

Career Exploration
• To help students discover their interests, skills and abilities through assessments
• To assist the student in exploring various majors and job opportunities in specific fields
• To provide resources for students involving including future career/employment trends/ in demand jobs/salaries
• To host majors’ fairs where students can meet faculty and ask questions

Career Connections/Networking (Juniors/Seniors)
• Career workshops (resume writing, job interview success, professionalism & more)
• Individual assistance/career counseling in upper levels of networking and job search
• Job, Career and Internship Fairs on campus and off allowing for connection with employers in all career fields
• Professional Dining Etiquette programs/ Employer assistance for job candidates
• Free job postings board- listing part time, full time and internship opportunities
• Advice/resources concerning job search, graduate school guides
• Graduate employment success tracking

Website: https://www.campbellsville.edu/campus-life/student-services/career-services/
STUDENT ACCOUNTS OFFICE
The Student Accounts Office is located on the second floor of the Administration Building. The goal of the Student Accounts Office is to assist, serve and support the students at Campbellsville University by offering a number of functions that will help aid students and their families in managing their student accounts.

PAYMENT POLICY
Obligation
Registration constitutes a financial contract between students and the university. Students’ right to university services and benefits is contingent upon their making all payments as agreed upon. If students do not make payments of amounts owed to the University when they become due, the University has the right to cancel students’ registration; to withhold their grades, transcripts, diplomas, scholastic certificates, and degrees; to prohibit registration in future semesters or terms.

Time of Payment
In order for a student’s registration to be complete, students must either pay all tuition and fees in full or enroll in a monthly payment plan with Campbellsville University by the following dates:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td>August 1</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>December 15</td>
</tr>
<tr>
<td>All other Terms</td>
<td>First day of class of the term</td>
</tr>
</tbody>
</table>

Students whose financial aid is insufficient to pay all registration charges, or who applied too late to be approved prior to registration, must pay their balances in full or be enrolled in a monthly payment plan. All student account balances not paid or enrolled in a payment plan by the due date will be automatically enrolled in a four-month payment plan and a $50 enrollment fee will be charged to the student account.

Form of Payment
The university accepts payments in cash, personal check, money order, e-checks, credit cards (MasterCard, Visa, American Express, and Discover) and wire transfers.

A 2.75% convenience fee will be assessed on each student account transaction made with a debit or credit card. The convenience fee for international credit cards is 4.25%. All debit or credit card payments must be made through TigerNet and will not be accepted by phone or in person at any Campbellsville University location.

Cash payments must be made in person at the Cashier Office located on the main floor of the Administration Building Room 15. Checks may be mailed to: Campbellsville University, 1 University Drive, UPO 783, Campbellsville, KY 42718. University ID must be included on all checks and money orders to ensure they are credited to the appropriate account.

Returned Checks
If checks are returned by students’ banks for any reason, the payments are considered not made and a $30 fee will be charged to their student accounts.

Prior Balances
Students are required to pay any outstanding balance due from the previous term. Students must have a “zero balance” before they will be permitted to register for a new term, view current semester grades, or receive an official or unofficial transcript.

WITHDRAWAL AND REFUND POLICY
The completion of registration contractually obligates the student and his/her benefactor(s) to pay all his/her tuition and fees for the entire semester. However, the University has established a withdrawal and refund policy to accommodate the need for a student to withdraw.

The official withdrawal date is the last day of class attendance. When a student withdraws, he/she must complete an Official Withdrawal Form obtained from the Office of Academic Affairs. The withdrawal form should be completed and signed by each office indicated on the form, then signed by the student and returned to the Office of Academic Affairs.
INSTITUTIONAL REFUND POLICY

Tuition and room/board refunds are calculated on the basis of the student’s official withdrawal date. Fees are not refundable. Room & Board is refunded 100% the first week only; thereafter, refunds are prorated based on the number of days/weeks the dorm is occupied by the student. No refund will be given after the 5th week. Once the withdrawal period is over, any student who withdraws from the University will be held responsible for tuition, fees and room/board charges in full. Please investigate the financial effects of withdrawal before you make a decision.

Tuition charges are refundable according to the following schedule:

<table>
<thead>
<tr>
<th>Tuition Refund Table</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdrawing during this day/week of the term:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>3rd Day of Class</td>
</tr>
<tr>
<td>1st Week</td>
</tr>
<tr>
<td>2nd Week</td>
</tr>
<tr>
<td>3rd Week</td>
</tr>
<tr>
<td>4th Week</td>
</tr>
<tr>
<td>5th Week</td>
</tr>
<tr>
<td>Thereafter</td>
</tr>
</tbody>
</table>

A student’s withdrawal may require that part or all of his/her financial aid be repaid. All financial aid that is not federally funded Title IV aid will be refunded at the same percentage as tuition and room/board charges.

All federally funded Title IV financial aid programs are administered according to specific program guidelines and regulations. A student’s eligibility for future federal financial aid can be adversely affected by dropping classes and withdrawing from the University after financial aid funds have been disbursed based upon a particular enrollment status. This is particularly true for the grant programs which have limitations placed upon the number of semesters a student can receive aid. The federal refund policy guidelines can be found in the Federal Student Financial Aid Handbook located in the Office of Financial Aid.

Students should also be aware of the effect that altering their enrollment status may have on their measurable “satisfactory academic progress” status. All students receiving financial aid are advised to seek academic counseling and financial aid advisement before deciding to change their enrollment status. The satisfactory academic progress policy can be found on the Campbellsville University website under Financial Aid.

Dropped Class Policy
There will be no partial refunds for dropped classes. Students who drop individual classes before the published last day to register, “census date,” will receive no grade and a full refund. Classes dropped after this date will receive a grade and no refund. Adding a second eight-week course even after dropping a class may result in additional tuition charges. When a student drops all his/her classes, he/she has withdrawn and the withdrawal and refund policy is applied.

Add Class Policy
Courses added after the census date of each term will increase the current credit hour load and may result in additional charges. Students must have approval from their academic advisor to add a class, and a Student Schedule Change Form must be filed in the Office of Student Records for any class added after the census date.
Transcript Request
Federal law requires a written release for your transcript. The Family Education Rights and Privacy Act, 1974 (FERPA) is a federal law that requires written permission from the student to release a transcript. Transcript requests can be faxed, mailed or brought to the Office of Student Records. There is a transcript request form available on our website, www.campbellsville.edu. Transcripts can also be sent electronically through the National Student Clearinghouse. To access the NSC, visit www.campbellsville.edu and click on the transcript link located at the bottom of the page. The Office of Student Records is located in the Administration Building, Room 18. The phone number is 270-789-5233 and the fax number is 270-789-5362. Transcripts cannot be released if you have an outstanding obligation, whether it is monetary, property, academic or non-academic to the University. Transcripts cost $10.00 for each one requested. Transcripts requested through the National Student Clearinghouse cost $12.25 to be mailed and $10.00 to be sent electronically. Transcripts cannot be faxed or emailed from student records office.

Visiting Student Forms
A Visiting Student Authorization Form must be submitted to the Office of Student Records for each course you plan to take at another university and have transferred to Campbellsville University. The form is available in the office or on TigerNet. The visiting student form must be approved by the student’s advisor before submitting to the Office of Student Records. Once it has been approved, a letter of good standing will be mailed to the visiting university for you.

FINANCIAL AID INFORMATION
The Office of Financial Aid handles the awarding of all scholarships, grants, loans and student work. Office hours are Monday-Friday, 8 a.m. – 5 p.m., except for University approved holidays. The office is located in the Administration Building Room 17. You may contact the office by calling (270) 789-5013 or email finaid@campbellsville.edu.

Questions regarding Federal Work-Study, University Work-Ship and International Work-Ship should be directed to the Office of Financial Aid. Questions regarding student accounts and billing should be directed to the Office of Business Services.

At Campbellsville University, the actual amount of the financial aid award is determined by the student’s financial need. “Need” is defined as the “cost of attendance” minus the “expected family contribution.” Both need and qualification (i.e. academic achievement, character and future promise) determine the type of assistance a student receives.

Application for Financial Aid
1. Submit an Application for Admission (new students) and the Free Application for Federal Student Aid (FAFSA). The FAFSA must be completed and processed before your eligibility for financial aid can be determined. The priority date for filing FAFSA is as soon after October 1st as possible. Accepted applicants will be awarded financial aid based on the availability of funds.
2. Returning students are required to complete the FAFSA every year in which they wish to be considered. The Office of Financial Aid can assist in completing the FAFSA.
3. Students may be required to provide supporting documentation such as tax forms for their parents and/or student depending upon dependency status. Untaxed income may require verification by the federal government.
4. Students are required to maintain satisfactory academic progress to maintain financial aid eligibility.

Student Work Program
The Student Work Program at Campbellsville includes Federal Work-Study, University Work-Ship and International Work-Ship.

Federal work-study is a federally subsidized program in which wage costs are shared by the federal government and the University. Students may be employed by the University, government agencies or private, non-profit organizations working in community service jobs. Because it is federally funded,
Federal Work-Study must adhere to strict regulations enacted by Congress and enforced by the U.S. Department of Education.

University Work-Ship is funded entirely by the University. Work-ship is awarded to those students who can provide special skills and/or talents to the University. The Office of Financial Aid will provide a list of jobs available each year. Work-ship students must adhere to institutional policies and procedures.

International Work-Ship is a work program for international students to help defray the cost of their room and board. The Office of Financial Aid assigns international students to a position on campus.

For questions regarding your eligibility for work-study/work-ship or your current position in the Student Work Program, call (270) 789-5013.

Satisfactory Academic Progress to Maintain Financial Aid Eligibility
Satisfactory Academic Progress Policy (Undergraduate)

Federal regulations require that all students who receive any federal or state financial assistance make measurable academic progress toward a degree at Campbellsville University. Progress is determined quantitatively (hours attempted versus hours earned and time frame) and qualitatively (GPA). Progress is monitored after each term.

Most post-baccalaureate students and those seeking a second undergraduate degree or certificate should be aware that assessment of their satisfactory academic progress status will be based on criteria established for undergraduate students. Those students readmitted to Campbellsville will be evaluated for SAP upon registering for classes. Please refer to the information below for the correct calculation for your program.

**Enrollment**
A minimum standard for full-time enrollment at the undergraduate level is 12 credit hours per semester. A minimum standard for part-time enrollment (at least half time) at the undergraduate level is six credit hours per semester.

**Quantitative**
The maximum time frame in which a student must complete his or her degree cannot exceed more than 150% of the published length of the student’s major. All undergraduate majors at Campbellsville require a minimum of 120 hours to complete the degree. Campbellsville undergraduate students can therefore attempt up to 180 hours and still be eligible for aid. Once 180 hours are exceeded, eligibility for aid would be suspended. All semesters and credit hours attempted are used toward the maximum time frame allowance regardless of whether the student received financial aid. All repeated courses, failed courses, withdrawals, courses taken from a change of major and transferred hours will count as credit hours attempted toward the maximum time frame.

To complete the necessary number of credit hours to complete a degree at Campbellsville at an acceptable rate, students must complete two thirds (2/3) of all hours attempted. All attempted hours will be totaled and multiplied by 67% (.67) to determine the number of credit hours a student must have earned. Grades of W, I, and F and transfer hours are counted at attempted hours; however, grades of W, I, and F will NOT be counted as earned hours. Retaking courses will add to the attempted total but will count only once as an earned credit.

**Example:**

<table>
<thead>
<tr>
<th>Fall Hours Attempted</th>
<th>Spring Hours Attempted</th>
<th>Total Hours Attempted</th>
<th>Hours Student Must Earn</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>12</td>
<td>24 x .67 (2/3)</td>
<td>16</td>
</tr>
<tr>
<td>9</td>
<td>9</td>
<td>18 x .67 (2/3)</td>
<td>12</td>
</tr>
<tr>
<td>6</td>
<td>6</td>
<td>12 x .67 (2/3)</td>
<td>8</td>
</tr>
</tbody>
</table>

**Qualitative**
The minimum acceptable grade point average for undergraduate students is 2.00 after two years (four semesters).
Notification of Results
Students who do not meet the Satisfactory Academic Progress requirements will be notified via mail within two weeks of the conclusion of the semester.

HOW TO REGAIN ELIGIBILITY

Quantitative-Maximum Time Frame
To regain eligibility, you must graduate and advance to a new career level (UG to GR).

Quantitative-Hours Attempted vs. Hours Earned
To regain eligibility, take courses at your own expense in a subsequent term or terms and meet the standards according to the cumulative credit hours’ completion ratio outlined above under the heading Quantitative. Once you have taken the courses and earned passing grades, you will need to notify the Office of Financial Aid to complete a clearance form.

GPA
To regain eligibility, complete courses at your own expenses at Campbellsville and raise your cumulative GPA to the acceptable standard. Once you have completed the courses and raised your GPA, you will need to notify the Office of Financial Aid to complete clearance.

Right to Appeal
If there were extenuating circumstances (injury, illness, death of a relative) that prevented you from meeting the standards of our Satisfactory Academic Progress Policy, then you have a right to file an appeal with the Committee for Financial Aid Appeals. In this appeal you must explain the following items: 1.) The reason why you did not meet Satisfactory Academic Progress and 2.) What has changed now that will allow you to make satisfactory academic progress at the next evaluation?

If your appeal is approved, you will be placed on probation for one term, and after the probationary period, you must be making satisfactory academic progress or successfully following an academic plan that has been developed for you. You will be notified via mail or email the results of your appeal.

CAMPBELLSVILLE UNIVERSITY LIFE CHANGE BOOKSTORE
The bookstore provides a complete selection of new and used textbooks, e-books and rentals, as well as school supplies, residence hall items, spirit clothing, gifts and convenience items.

Textbook Information
Faculty are responsible for choosing textbooks and placing their order with the bookstore each semester. Every effort is made to have all books in the bookstore prior to the start of class. However, late orders and publisher back orders sometimes create unavoidable delays. Faculty orders determine the textbook edition.

Book Return Policy
Textbooks may be returned under the following conditions:
- Returns are allowed for a specified length of time at the beginning of each term. Dates are posted in the bookstore and are normally the first week of each semester. Books purchased for summer term may be returned on the same day purchased.
- Returns MUST BE accompanied by the cash register receipt. NO EXCEPTIONS! The cash register receipt is proof of date purchased.
- New textbooks must be free of all markings. Do not write in a book until you are sure it is the correct one, and you need it. New books that are written in become used books and are refunded at wholesale price, providing they are returnable.
- Textbooks that are wrapped are not refundable if package is opened.
- Textbooks containing software are not refundable if software is opened.
- Refunds on paperbacks and other non-course books are made only on the day they are purchased. A receipt is required.

Gift items and sportswear may be returned within one week from date of purchase. The item must be in “as purchased” condition and accompanied by the cash register receipt and have tags still attached.
No refunds or exchanges are made on sale items, special order merchandise or study aids. The store manager reserves the right to make the decision on the condition or sale ability of merchandise. A store receipt is required on any refund or exchange. A canceled check or store sticker on the product does not constitute a receipt.

**Book Buy Back**

As a service to students, the bookstore provides Book Buy Back where students can sell their used textbooks year round. The following may affect the purchase or price:

1. If the book has been ordered for the next term by the faculty at Campbellsville University and is needed for the Bookstore’s stock, the bookstore will purchase the book for half of what the student paid, providing the book is in saleable condition.
2. If the book has not been ordered by the faculty, students are offered the wholesale price which varies from book to book. When a book is updated and a new edition published, the old edition, regretfully, in most cases has no cash value.

The Bookstore promotes moral and just behavior. Theft is dealt with as a criminal offense. Personnel make every effort to assist students who have been victims of book theft. A student should write his/her name and an identification number (such as student ID) on a page in the book. The page that has the last two numbers of the year you were born is a good choice. A student selling a book bearing another student’s name will be asked for an explanation and may be asked to sign a waiver. A student guilty of theft will be subject to University disciplinary action, fines and restitution.

The bookstore exists to be a service to students, faculty, staff, and coaches. We welcome your suggestions and comments and will serve you to the best of our ability.

**UNIVERSITY VEHICLES**

Anyone (faculty, staff or student) who will be responsible for driving a University vehicle during the academic year must be certified prior to using a vehicle. Certification is valid for the period Aug. 1 through July 31, and must be completed each year.

To be certified one must: be 20 years old or older, complete an online application, provide a copy of his/her driver’s license and successfully pass a driver’s license check. Disqualifying factors are: 1.) conviction for driving under the influence in the last three years; 2.) conviction for reckless driving in the last three years; 3.) two or more moving violations in the last three years; and 4.) one 6-point violation in the last year.

All driver applicants applying to drive 15-passenger vehicles must also complete the driver safety training online. Applicants under the age of 24 will be required to participate in a driving certification assessment with an instructor.

When the University is officially closed and/or classes canceled because of inclement weather, University vehicles may not be used for any trips, except in case of an emergency. Permission to travel in emergency situations may be granted by the President or the Vice President for Finance and Administration.

**GUIDELINES FOR POSTING NOTICES**

Bulletin boards are provided at prominent locations in each building for the display of posters, notices, signs, and brochures. Signs, notices, posters, etc. taped or thumb tacked to walls, woodwork, doors or windows are not permitted and will be removed. Violation of this rule by students, faculty, staff, coaches, or organizations may result in a fine or other disciplinary action.

**NOTICE OF NON-DISCRIMINATION**

Campbellsville University does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. For further information on notice of non-discrimination visit http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm for the address and phone number of the office that serves our area, or call 1-800-421-3481.

Under Federal and Kentucky law, the University may make certain policy and employment decisions based in part on its religious beliefs in order to fulfill its purpose as a Christian institution.
COMPLIANCE WITH THE REHABILITATION ACT AND AMERICANS WITH DISABILITIES ACT

No qualified individual with a documented disability shall be excluded from participation in, denied benefits of, or otherwise subjected to discrimination in any of Campbellsville University’s programs, courses, services and/or activities in compliance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Requests for reasonable accommodations in programs, courses, services and/or activities requires current (i.e. within three years) documentation of the disability after acceptance to the University and before registration.

Campbellsville University is committed to reasonable accommodations for students who have documented physical and learning disabilities, as well as medical and emotional conditions. If a student has a documented disability or condition of this nature, he or she may be eligible for disability services. Documentation must be from a licensed professional and current in terms of assessment. Please contact the Coordinator of Disability Services at (270) 789-5450 to inquire about services or to schedule an appointment.

The Office of Disability Services provides reasonable accommodations to students with disabilities including, but not limited to Emotional Support Animals. For more information on the process and documentation requirements contact the Coordinator of Disability Services at 270-789-5450.

DISABILITIES

According to the Americans with Disabilities Act, a person with a disability is one who:

• has a physical or mental impairment, which substantially limits a major life activity
• has a record of history of such impairment, or
• is regarded as having such an impairment.

VERIFICATION OF DISABILITY

The Coordinator of Disability Services will ask for documentation to verify the disability, and if appropriate, will determine allowable accommodations on college level and will work with instructors and Academic Support services to facilitate and track accommodations and services.

No accommodation will be provided without documentation. In addition, Campbellsville University will be unable to provide accommodations in the classroom if the student does not give permission to notify faculty that accommodations are needed. Information regarding a student’s disability is confidential. Information will not be released to anyone without the express written permission of the student.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The following policy is in accord with Kentucky Revised Statute 164.283, the Family Education Rights and Privacy Act of 1974, also known as the Buckley Amendment, and the regulations formulated by the U.S. Department of Education.

Campbellsville University provides eligible students or their parents, when applicable, with the opportunity to review the student’s education records, to seek correction of information contained in these records and to limit disclosure from the records.

The University will release directory information to the public in response to a legitimate request unless the student files a written request with the Office of Student Records each year. This request must be on file within two weeks of the first day of classes and is valid for one year. Directory information is defined as student name, address, telephone number, date and place of birth, major fields of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, degrees and awards received and most recent educational institution attended.

The Privacy Act also prohibits the distribution of grades to parents or guardians without a student’s prior written consent, or a statement of dependency from parent or guardian when the student is a dependent as defined under the Internal Revenue Code.

Student consent is NOT required to release records to the following:

1. School officials who have legitimate education interest.
2. Transfer of materials under court order or lawful subpoena.
3. Parents of dependent students as defined by IRS.

Campbellsville University does not discriminate on the basis of gender, race, or nationality or ethnic origin in admission, financial aid, student activities, employment or other policies.

Model Notifications of Rights under FERPA for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

(1) The right to inspect and review the student's education records within 45 days after the day the [Name of postsecondary institution (“School”)] receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

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

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to provide written consent before the university discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the [School] in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the [School] who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the [School].

[Optional] Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. [NOTE TO POSTSECONDARY INSTITUTION: FERPA requires a school to make a reasonable attempt to notify each student of these disclosures unless the school states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
NOTE: In addition, a school may want to include its directory information public notice, as required by §99.37 of the regulations, with its annual notification of rights under FERPA.

Optional: See the list below of the disclosures that postsecondary institutions may make without consent.

FERPA permits the disclosure of PII from students’ education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –

- To other school officials, including teachers, within the [School] whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university’s State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled
substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a) (15))

VOTER REGISTRATION
Campbellsville University encourages students to inform themselves on the issues and candidates for public office and to register and vote in all elections. In an effort to reverse the national voter apathy, the National Voter Registration Act makes it possible for every member of the campus community to register to vote right on campus, where they work, or where they study. Students from Kentucky may secure voter registration and related election information from the office of the County Clerk in their home county, or from the website of the Kentucky State Board of Elections located at http://elect.ky.gov/registrationinfo/infoguide.htm. Students from other states, who choose to vote in their home state, may secure information on voter registration and elections by going to the website of the National Association of Secretaries of State at http://www.nass.org/.

CAMPBELLSVILLE UNIVERSITY COMPUTER RESOURCES
ACCEPTABLE USE POLICY
1.0 Overview
The purpose of this Policy is to ensure that information technology resources are used to promote the mission of the University. This policy aims to promote the use of information technology resources in an appropriate, ethical, and legal manner.

2.0 Policy Statement
The University provides students, faculty, staff, and coaches access to on-campus (including Main Campus, Louisville, Hodgenville, Harrodsburg, and Somerset Locations) wired or wireless networks. Information Technology equipment and networks are to be used to promote the mission of the University. It is the University’s intent to maintain the integrity of its Computer Network and Equipment by encouraging and enforcing high standards.

Student, faculty, staff, and coaches use of the University computer network, including internet service, is a privilege granted by the University, and is conditioned on the individual's compliance with all University policies and rules concerning use of its network. Use of the University network for email, internet, messaging, or any other purpose is not subject to expectation of privacy on the part of any user. All users of the network, as a condition of their use of the network, consent to the University monitoring their usage for misuse or for any other reason at the sole discretion of the University.

3.0 Scope
3.1 Individuals: This Policy applies to all individuals (students, faculty, staff, University volunteers, contractors, consultants and other members of the public) who use the University’s Network, Equipment, and/or Information Technology Resources (“Users”).

3.2 Resources: This Policy also applies to the University’s Network and all other University Information Technology Resources; any other information technology resource made available to the University community through a University vendor-sourced network; and other electronic devices regardless of ownership when such device is actively using the University Network or is otherwise interfacing with a University Information Technology Resource. The physical location of any computer or other device is irrelevant to whether a violation of this Policy exists.

The use of information technology resources and/or network on privately owned computers that is not maintained by Campbellsville University is subject to this policy.

4.0 Use of Resources that is Not Acceptable
The following are specific prohibitions on the network and/or equipment use at Campbellsville University. This list is NOT exhaustive, but, is only offered as a reminder.

(a) COMMERCIAL USE: Email and website use is only for personal or educational purposes. You may not use your account at Campbellsville University to sell or advertise commercial services or products. You may not use your email to send out mass mailings, initiate chain letters or propagate scams or hoaxes.
(b) **COPYRIGHTED MATERIALS:** You may not place copyrighted material (e.g., text, images, programs, etc.) on your website or send such materials via email. Breaking this rule is a federal offense that could result in imprisonment. The only exception to this rule is if you have written permission from the copyright holder to disseminate the information via your website. For more detail please see the University’s Peer-to-Peer File Sharing Policy.

(c) **UNKIND COMMUNICATIONS:** You may not use your email or website to harass, attack, threaten or liable another person or organization. You can be sued for placing misleading or untrue information on a website. Also, due to the impersonal nature and speed of email, it is easier to get into verbal arguments, sometimes known as "flame mail." Please communicate with kindness and respect.

(d) **INDECENCY:** Indecent materials are prohibited. Definition of indecent: obscene or not appropriate. This includes anything depicting sexually explicit behavior, including, but not limited to, nudity. Anything depicting violence, the use of drugs or alcohol. You should also avoid language or images that could be construed as racist, sexist or otherwise discriminatory.

(e) **OVERUSE OF RESOURCES:** Websites that are getting an abnormally large number of hits or email accounts with an abnormal amount of traffic may be suspended temporarily in order to preserve system resources.

(f) **IDENTITY:** You may not misrepresent your identity on either websites or email. Specifically, your website MUST clearly identify your true identity. You may NOT represent your views as being the official position of Campbellsville University.

(g) **VIRUSES:** You may not purposefully distribute a computer virus via email or a website, even if that virus does not do any malicious damage (e.g., practical jokes). If you believe that you have accidentally sent a computer virus via email or a website, contact the Office of Information Technology immediately.

(h) **INVASION OF PRIVACY:** You may not attempt to break into another account, even if you only intend to play a joke. Attempts to access resources belonging to other users can result in a suspension of network privileges as well as other consequences, as decided by the Office of Student Services.

(i) **ILLEGAL ACTIVITY:** You may not use the network for any illegal activity on your part or to assist others who are engaging in illegal activity. The network will be monitored and the University reserves the right to report the use of the network for illegal activity to the appropriate authorities.

### 5.0 Violations

The violation of any of these rules regarding the use of the University computer network will subject the violator to disciplinary action according to University procedures. In addition to barring access to network resources, a student, faculty, coach, or staff member who violates this Policy may also be subject to other appropriate discipline, including loss of privileges, disciplinary action, possible legal action or dismissal.

#### 5.1 Students:

Disciplinary proceedings involving students alleged to have violated this Policy shall be conducted in accordance with those procedures specified in the *Student Handbook*.

#### 5.2 Faculty, Staff, and any Employee of Campbellsville University:

In the case of suspected faculty, staff, or any employee of the University who are identified as violating this Policy, the information shall be referred to the employee's supervisor and/or human resources.

#### 5.3 Contractors, Vendors, Consultants, Volunteers and Others:

Any party external to the University, including but not limited to, University contractors, consultants, vendors, or guests found to have violated this Policy, may be barred from any subsequent use of a University Information Technology resource.

### PEER-TO-PEER FILE SHARING POLICY

#### 1.0 Overview

The purpose of this Policy is to detail the University’s plans to effectively combat the unauthorized distribution of copyrighted material by users of the Information Technology Resources, without unduly interfering with the legitimate educational and research use of the Network; and to provide for annual disclosures to students on the University’s policies and sanctions related to unauthorized peer-to-peer file sharing, as required by the Higher Education Opportunity Act of 2008 (the “HEOA”).
Additionally, this Policy is intended to mitigate the University’s potential exposure to security risks and liabilities associated with the exploitation of peer-to-peer (P2P) applications to illegally use, distribute and/or store copyrighted materials on the University’s Network.

2.0 Policy Statement
The University is committed to preventing, in so far as practicable, the misuse of the University’s Computer Network and other Information Technology Resources, including but not limited to the unauthorized distribution of copyrighted material by users of its Computer Network. It is the University’s intent to maintain the integrity of its Computer Network, without unduly interfering with educational and research use, by utilizing the methods described in Section 6.0 of this Policy. This Policy does not ban legal P2P file sharing through use of the University Network, and the University will continue to support technologies that facilitate legitimate information dissemination and academic collaboration.

3.0 Scope

3.1 Individuals: This Policy applies to all individuals (students, faculty, staff, coaches, University volunteers, contractors, consultants and other members of the public) who use the University’s Network and/or Information Technology Resources (“Users”).

3.2 Resources. This Policy also applies to the University’s Network and all other University Information Technology Resources; any other information technology resource made available to the University community through a University vendor-sourced network; and other electronic devices regardless of ownership when such device is actively using the University Network or is otherwise interfacing with a University Information Technology Resource. The physical location of any computer or other device is irrelevant to whether a violation of this Policy exists.

4.0 Definitions
The terms below shall have the meaning ascribed next to each:
(a) University Computer - Any computer that is owned, leased or rented by Campbellsville University whether such computer is located on or off University premises.
(b) University Network - Any part of the University's data, voice or video network physically located on any University owned, leased, or rented property or located on the property of any third party with the permission of that party. This includes devices on such network assigned any routable and non-routable IP addresses and applies to the University's wireless network and the network serving the University's student residence halls and houses, and any other vendor supplied network made available to the University community.
(c) Digital Millennium Copyright Act (DMCA) - A federal law passed in 1998 that revised copyright law for the digital environment to, among other things, define how alleged copyright infringements are to be handled and establish liability limitations for “online service providers.”
(d) DMCA Notice - DMCA or copyright infringement notices are warnings issued from the copyright holder or a representative of the copyright holder. These copyright holders have identified computers on the University’s Network as having potentially violated the DMCA and issue warnings regarding the infringement to the University.
(e) IT- The University’s Division of Information Technology.
(f) Information Technology Resources - The University Network and all University computers and computer components, electronic storage devices, wiring, and electronic transmission devices owned, leased, rented or operated by the University or and all University owned or licensed software.
(g) Peer-to-Peer (P2P) - A network environment where participants share their resources (such as files, disk storage, or processing power) directly with their peers without having to go through an intermediary network host or server.
(h) Peer-to-Peer File Sharing Applications - Programs or services that use P2P technology to share music, movies, software, or other digitally stored files.
(i) Illegal File Sharing - File sharing, or peer-to-peer software programs (such as Limewire, BitTorrent, and others) can allow sharing of copyrighted music, movies, games, software, and other files often without the knowledge or consent of the user. Sharing this copyrighted material is illegal. For example, (but not limited to): any of the following activities, if done without permission of the copyright owner: 1) Copying and sharing images, music, movies, television shows, and/or other copyrighted material by using P2P technology. 2) Purchasing a CD or DVD and then making copies for others. 3) Posting or plagiarizing copyrighted material on your personal Web space. Or 4) Downloading anything of which you don't already own a copy (software, MP3s, movies, television shows, etc.).

61
5.0 Prohibited Activity

5.1 Violations
It is a violation of this Policy to use the University’s Network or any Information Technology Resource of the University to distribute, download, upload, stream, scan, store or share any material including software, data, document, sound, music, video, picture, design, graphic, game, or any other electronic file when:
(a) the file is copyrighted but distribution to the User has not been authorized by the copyright owner;
(b) the intended use under the relevant circumstances is specified as illegal by any federal or state law, statute, regulation, proclamation, order, or decree;
(c) when the material is considered by the University to be Protected Information under the University’s Privacy Policy and the User is not authorized to access that information or to access that information for the purpose intended; or
(d) when the User’s intent is deployment or introduction of any virus or malware on any Information Technology Resource.

5.2 Circumvention Prohibited
Users of the University’s Information Technology Resources shall not attempt to circumvent, bypass, defeat, or disrupt any device, method, or technology implemented by the University for implementing this Policy.

6.0 Procedures for Combating Unauthorized P2P File Sharing

6.1 Technology-Based Deterrents
(a) Use of Deterrents. The Director of Information Technology will utilize technology-based deterrents to combat the unauthorized distribution, downloading, uploading, streaming, scanning, storage or sharing of copyrighted material by users of the University’s Network, and will periodically confer with the Technology Advisory Council to ensure that all such technology-based deterrents then employed by the University do not unduly interfere with legitimate educational and research uses of the University’s Network.
(b) Types of Deterrents. At least one technology-based deterrent must always be in use at all times with respect to the University’s Network. As determined appropriate from time to time by the Director of Information Technology, technology-based deterrents may include, but not be limited to, one or more of the following:
- Bandwidth shaping;
- Traffic monitoring;
- Accepting, aggressively pursuing and responding to DMCA notices; and/or
- By using commercial product to reduce or block illegal file sharing.

7.0 Educate and Inform the University Community

7.1 Mechanisms
The University shall employ, at a minimum, the mechanisms described in this document for educating and informing the University community about the appropriate and inappropriate uses of copyrighted material.

7.2 Institutional Information for Students
The University will make readily available to enrolled and prospective students the University’s policies and sanctions related to copyright infringement including: (i) a statement that explicitly informs its students that the unauthorized distribution of copyrighted material, including peer-to-peer file sharing, may subject the student to civil and criminal liabilities; (ii) a summary of the penalties for violation of Federal copyright laws; and (iii) this Policy. The disclosure required by this Section 7.2 shall be made in the following manner: (a) Enrolled Students -- The Director of Information Technology shall be responsible for disseminating annually a notice to enrolled students regarding the University’s stance on illegal file sharing. The methods of dissemination of the Notice may include the University’s web pages, email, orientation presentations, student publications, and publication in the Student Handbook and the TigerNet portal. (b) Prospective Students -- The Office of Enrollment Services will post or link a copy of the institutional information on the Enrollment Services’ web portal for review by prospective students.
7.3 Educating the Campus Community. Other members of the campus community shall be provided institutional information as follows:
(a) The Information technology website will be kept up to date with the most current IT policies and procedures. The website is open to the public to view.
(c). The Director of Information Technology shall be responsible for annually disseminating an email notice to all faculty, staff, and coaches regarding the University’s stance on illegal file sharing.

8.0 Enforcement

8.1 Generally
The University’s Network, computers and other Information Technology Resources are not to be used for any illegal purpose including, but not limited to, illegal file sharing. Accordingly, to preserve network security and reliability, the University reserves the right in all instances, and upon its reasonable suspicion, to block access from and to its network of any IP address associated with illegal activity and/or to disconnect any user from the network who can be traced to illegal activities, including illegal P2P file sharing. An infringing user shall bear legal and financial responsibility for events or activities resulting from or associated with his/her own misuse of P2P applications and any other illegal activity conducted by or through the University's network.

8.2 Students; Faculty; and Staff
In addition to barring access to network resources, a student, faculty, coach or staff member who violates this Policy may also be subject to other appropriate discipline, up to and including termination of employment and/or expulsion. No final adverse action may be taken pursuant to this section, however, with respect to any employee or student of the University unless such employee or student is afforded a meaningful opportunity to contest the adverse action, as further described in Section 9.0.

8.3 Contractors, Vendors, Consultants, Volunteers and Others
Any party external to the University, including but not limited to, University contractors, consultants, or vendors found to have violated this Policy may be held in breach of contract and, in such event, may be subject to such sanctions and damages as may be allowed under the contract and/or applicable law including, but not limited to, ineligibility to be considered a responsible source for subsequent contracting with the University. Other parties who violate this Policy but who do not have a contractual relationship with the University (including volunteers) may be barred from any subsequent use of a University Information Technology Resource.

8.4 Criminal and Civil Liability; Reporting to Government Authorities
In addition to the actions described in Sections 8.1, 8.2, and 8.3, the unauthorized acquisition or distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject culpable individuals to civil and criminal liabilities. To the extent required by federal or state law, or when the University otherwise deems it to be in its best interest, the University will report certain illegal activities to designated law enforcement agencies without warning or notice to the infringing User.

9.0 Enforcement Procedures for Handling Unauthorized P2P File Sharing

9.1 Alleged Violations
Alleged violations of the Digital Millennium Copyright Act (DMCA) shall be received by the IT's Designated Agent for the Receipt of a Claimed Infringement (“Designated Agent”). IT shall respond to all DMCA notices. The receipts of such notices are to be logged and tracked by the Director of Information Technology. Attempts to identify the suspect computer(s) and User(s) will be made by IT staff. In the case of suspected offenders who are students, if successful identification is made, a copy of the notice and name of student(s) identified shall be referred to the Office of the Dean of Students in accordance with Section 9.2(b). In the case of suspected faculty or staff who are successfully identified, the notice and name of the staff or faculty member(s) and relevant identifying information shall be referred to the employee's supervisor. In circumstances when criminal activity is suspected, the Director of Information Technology shall consult with the University’s legal counsel and the University’s Department of Safety and Security before notifying any party.

Any alleged violations that are discovered internally, through one of the deterrents mentioned in section 6, will follow the same procedures mentioned in the above paragraph.
9.2 Students
(a) Generally – Except for violations of DMCA, as set forth in the following paragraph, disciplinary proceedings involving students alleged to have violated this Policy shall be conducted in accordance with those procedures specified in the Student Handbook.
(b) DMCA - Violations of the DMCA by students shall be resolved as follows:

(1) Upon receipt of an alleged violation of the DMCA, the Designated Agent shall identify the person associated with the IP address cited in the Claim. If the identified person is a college student, IT shall notify the Office of the Dean of Students and the University’s legal counsel. The Office of the Dean of Students will notify the student of the claim. Students who receive such notices must respond to the Dean’s notice within the period specified by the Dean of Students, but in no event later than 3 school days after the notice of claim is received by the student. Such students shall be requested to acknowledge the notice and state whether they have received their own copy of the DMCA claim. If this is a first offense and the student acknowledges a violation of this Policy by admitting to the claim, he/she will be asked to stipulate in writing that he/she will comply with this Policy in the future. If the Dean of Students does not receive such an acknowledgement and stipulation within the prescribed period, or if the student challenges the validity of the claim, the Dean will initiate disciplinary proceedings.

(2) A second offense of this Policy will become a part of the student’s disciplinary record.

(3) A third or fourth violation of this Policy may include fines and/or a disciplinary probation period or expulsion.

In any situation listed in (1) through (3) of this subsection, the University may suspend the rights of access to the University’s network pending the final disposition of the disciplinary matter.

9.3 Faculty/Staff
Disciplinary proceedings involving faculty alleged to have violated this Policy shall be conducted as provided for in relevant provisions of the Faculty/Administration Manual. Disciplinary proceedings alleging violations of this Policy by staff shall be conducted in accordance with relevant provisions of controlling law and, to the extent applicable, the University’s Policies and Procedures Handbook. The University may suspend the rights of access to the University’s network pending the final disposition of any employee disciplinary action.

9.4 Subpoena
The University will timely comply with all valid subpoenas seeking the identity of a person alleged to have misused the University’s Information Technology Resources for illegal purposes.

Reporting Crimes
Any member of the administration, faculty, staff, coaches, or student body of Campbellsville University may report a criminal action. The enforcement authority for violations of local and state laws is the primary responsibility of governmental agencies having power of arrest. They can be reached by dialing 911.

Violations of campus policies and/or criminal acts should be directed to the Office of Campus Safety and Security. After officials have been contacted, the Office of Student Services or other appropriate college official should be notified. Campbellsville University safety officers work closely with the local police and in most cases, resolve conflicts or problems quickly. All pertinent emergency numbers are published in the Student Handbook and are prominently displayed in faculty/staff publications.

In case of a medical or weather emergency, call 911 for local rescue and emergency services. Accidents or incidents that require immediate attention by a physician should be reported within 24 hours to either the Office of Student Services or the Office of the Vice President for Finance and Administration.

Building Security
Safety and security officers on campus attempt to provide a safe/secure environment for CU students. Whether it be locking/unlocking campus buildings, patrolling the campus during evening hours, investigating suspicious acts, or monitoring parking lots/issuing parking tickets, etc., the emphasis is to keep students and campus community more safe and secure.

All campus buildings are secured and patrolled by CU safety officers. Unauthorized entering (“entering a campus building or facility without proper authorization”) is considered a violation of campus values,
which will result in disciplinary action with minimum sanction of loss of privilege or may be turned over to local police for investigation.

Access to residence halls is limited to residents, authorized personnel and invited guests of residents. Back doors of all residence halls are locked for security reasons from 10 p.m. until 7 a.m. daily.

Residence hall personnel are on duty at the front door of the residence hall to admit late returnees upon presentation of a student ID or guest pass. Doors are not to be propped open for re-entry after hours. Persons caught propping doors will be disciplined.

**Student Responsibility**

Student cooperation and involvement are vital to a campus safety program. Students should assume responsibility for their safety and personal belongings by taking simple, common sense precautions.

Students should lock their rooms when their rooms are unoccupied, if only for a few minutes. Valuables such as stereos, cameras, televisions, and computers should be marked with an engraving tool and serial numbers should be recorded and kept in a secure location. Cars should be parked in well-lit areas and always locked, with valuables in the trunk.

Students who see suspicious looking individuals or unusual incidents in or around the residence halls are encouraged to contact the Office of Safety and Security or the Residence Hall Director.

**Current Policies Concerning Campus Law Enforcement**

All students are required to abide by the laws of the local, state, national and international governments and are subject to judicial action by the University for violation of any of the laws thereof. Sanctions correspond to the degree of seriousness of the law violated.

In reporting a fire or personal injury, call 911 and give exact directions to the site of the fire or injury. Have someone stand nearby the incident to give emergency officials a complete description of the emergency.

The fire department requires that all fire alarms be turned into the local fire station. When an alarm is called in, fire officials will come on campus, evacuate the building and search for possible fire.

**Crime Prevention Programs and Security Procedures**

Crime prevention programs are held each semester at orientation, and residence hall meetings to instruct students on how to avoid situations that would place them in danger. RAs receive special training to educate and deal with campus security procedures. Personal security issues are brought to the students in a variety of ways during these sessions. Detailed safety/security information is published in the Student Handbook, which is distributed at the beginning of the fall semester to faculty, staff, coaches, and students.

Specific notices are distributed and posted when events and circumstances need to be explained to the campus community.

Education programs to promote the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses are presented each semester. Self-defense seminars are also offered.

Booklets, brochures, and other handouts regarding safety procedures to protect from sexual crimes are made available through residence halls and the campus nurse’s office.

Should a sex offense occur on campus, residence hall staff or campus security should be notified immediately! They will in turn notify the appropriate authorities. The importance of preserving evidence for proof of a criminal offense is stressed to the students.

Information regarding on/off campus counseling, mental health, and other student services for victims of sex offenses is posted and made available through the Office of Student Services.
Substance Abuse: Prevention and Intervention

Campbellsville University complies with the federal regulations regarding the Drug-Free Workplace Requirements and, therefore, prohibits the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance on its campus and with University-sponsored classes, events and activities. Because the use of alcohol, narcotic drugs, and other mind-altering drugs can be detrimental to the health of the individual members of the campus community, such use is in direct violation of the standards of the University. This policy applies to students, faculty, staff, coaches, and administration.

Education and prevention programs on alcohol/drugs are presented each semester to students at residence hall meetings, orientations, and chapel/convocations.

Disclaimer

This publication is for informational purposes and does not constitute a contract between Campbellsville University and any member of the student body, faculty, or the public. Campbellsville University reserves the right to modify, revoke, add programs, requirements or costs at any time. Students who have been out of school for at least a year will usually be subject to the requirements in effect.

“Since by the one man’s trespass, death reigned through that one man, how much more will those who receive the overflow of grace and the gift of righteousness reign in life through the one man, Jesus Christ.” Romans 5:17

“But God proves His own love for us in that while we were still sinners, Christ died for us! Much more then, since we have now been declared righteous by His blood, we will be saved through Him from wrath.”

“I can do all things through Christ who gives me strength.” Philippians 4:13

“I assure you, He said, ‘unless you are converted and become like children, you will never enter the kingdom of heaven. Therefore, whoever humbles himself like this child – this one is the greatest in the kingdom of heaven. And whoever welcomes one child like this in My name welcomes Me.’” Matthew 18:3-4

Revised 8/13/20