

2026-2027

Union Commonwealth University

Student Handbook

Office of Student Support and Development

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Union Commonwealth University

Union Commonwealth University was incorporated in 1879 and is located in Knox County and the City of Barbourville, Kentucky. **Union Commonwealth University** is accredited by the Southern Association of Universities and Schools Commission on University and by the Kentucky State Department of Education to award Associate, Bachelor, and Master level degrees, and is approved by the University Senate of the United Methodist Church. Union's Department of Business has been accredited for all its degree programs by the International Assembly for Collegiate Business Education. The Edna Jenkins Mann School of Nursing is accredited by the Kentucky Board of Nursing and the Education Department is accredited by the Council for the Accreditation of Educator Preparation and the Education Professional Standards Board.

Mission Statement

To serve the academic needs of a diverse student body in a dynamic, personal environment that promotes intellectual, spiritual, and physical enrichment of our campus community; and the economic growth and health of our Appalachian region; and a just society.

2025-2026 Union Commonwealth University Student Handbook

This handbook is provided to inform students on the university's vision, core values, operating principles, opportunities, and expectations. Contents of this handbook are placed here to direct each student in their pursuit of an orderly and informed campus lifestyle; to guide individual choice of action; to promote personal responsibility; to guide orderly resolution of disagreement or conflict; and, to define student conduct regulations and fair judicial process.

This Student Handbook has been updated as of November 17, 2025. Questions, issues, or concerns that may arise regarding the handbook should be brought to the Dean of Students. The handbook is an official publication of the University, and all students are expected to abide by its contents. All information including procedures, policies, statements, dates, and events may be subject to change; and, the University reserves the right, at any time, to make and to apply changes and addendums. Failure to read this handbook does not excuse students from its requirements and regulations.

The Union Commonwealth University Core Values

Celebration

We celebrate the unique gift each brings to our community and the successes of each person.
We look for and recognize promise in others, in ourselves, in our region, and in the world.

Integrity

We strive to do what is right. We promote integrity and collaboration by actively listening, sharing information, and being honest.

Responsibility

We take responsibility for our own success and failure and for our role as global citizens.

Civility

We advocate civility in all our interactions. We show respect for each other and hold ourselves and others accountable.

Life-Long Learning

We embrace the love of discovery and foster collaborative, connected, and active lifelong learning.

Engagement

We promote leadership and service as civic responsibility. We strive to become servant-leaders.
We honor and are active participants in the life of our home region and beyond.

Spirituality

We encourage the spiritual quest. We challenge each other to discover, intellectually articulate, and embrace a life-affirming spiritual faith and/or philosophy of life.

Student Rights and Responsibilities

I. Student Rights and Responsibilities

A key to success in life as a Union Commonwealth University student is coming to terms with your responsibilities and with the thoughtful, considerate exercise of rights. The University has the responsibility of providing relevant educational opportunities and activities in the classroom, co-curricular activities, and residential programming. You have the responsibility to learn and to practice strong citizenship, which includes the development and practice of a high standard of personal responsibility. Learning the practice of solid academic skills and of strong citizenship on the Union campus should extend to success in career and other life applications.

II. Definitions

For the purpose of the university policies outlined in this handbook a “student” is defined as any person who is admitted, enrolled, or registered for study at Union Commonwealth University or for programs administered by Union Commonwealth University. Persons who are not officially enrolled for a term but who have a continuing student relationship with Union Commonwealth University are considered “students.” A person shall be considered a student during any period while the student is under suspension from the institution or when the person is attending or participating in any activity preparatory to the beginning of classes including, but not limited to, welcome weekend, pre-season athletics, and student staff trainings. The term “University official” is defined as any person employed by the institution.

III. Rights and Responsibilities

- a) Students are to be free to develop and pursue their educational goals. Students are to be free to explore ideas and to learn. Students are to be free to express and to hear wide and well-developed opinions and to explore diversity of thought and diversity of experience.
- b) Students are to enjoy freedom from discrimination based on race, creed, color, religion, sex, gender, sexuality, nationality, or disability/exceptional challenge.
- c) Students have the right to be provided with clear, specific, accurate information about course requirements/objectives, about baseline academic standing requirements, about graduation requirements, and about fair and impartial judicial processes.
- d) Students shall enjoy the freedom to produce student-directed publications under the supervision and direction of Union Commonwealth University. Students shall have the privilege of setting editorial policy within the parameters of prevailing legal, journalistic, and departmental standards. Union Commonwealth University reserves the right to censor and prevent distribution of any material which may prove a danger to property, to individuals, or which is defamatory or that does not support the University’s Core Values.
- e) Students have the right to associate freely with others and with interest groups; to form organizations and to use campus facilities for planned activities as specified by University policy.
- f) Students are entitled to form a democratic, representative, elective student government, and to propose a constitution for this organization.
- g) Students have the right to be heard as part of the process of institutional decision-making.
- h) Students are to enjoy reasonable notice of changes to policy, which may include publishing the handbook to the University’s website and be given fair notice of possible violations and sanctions.
- i) Students shall enjoy rights of basic fairness in all judicial disciplinary proceedings and decisions.
- j) Students have responsibility to maintain ethical academic conduct. They are to ensure that their work is original and to clearly provide proper acknowledgments; to avoid plagiarism, cheating, or any other form of academic dishonesty; to refrain from obtaining, accessing, or altering intellectual properties not their own.
- k) Students are to enjoy reasonable rights of privacy. Students are to enjoy freedom from unwarranted search and seizure. Students shall enjoy the right to be secure as persons while in

residence in campus housing, secure regarding personal property issues, and secure regarding academic materials created in pursuit of their education.

- l)** Students are to enjoy freedom from violence, threat of violence, coercion, intimidation, sexual harassment, and entrapment.
- m)** Students have responsibility to know, understand, practice, and live by the University's Core Values.

IV. Student Protest Policy

As an educational institution, the University recognizes and supports the free and open expression of opinions by students. To ensure the safety of the community and the effective operation of the University, students who are planning or conducting a protest must abide by the following guidelines for the time, place, and manner of the protest:

- 1.** Protests may only take place between 8 AM and 10 PM.
- 2.** Protests must be peaceful, and protesters must have a civil manner.
- 3.** No protest may cause damage to the property of the University or the property of any member of the University community.
- 4.** Protesters may not block access to the University, to any building, or any room in a building.

Family Educational Rights and Privacy Act (FERPA)

Per the US Department of Education, the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. Any academic institution that receives government funds of any kind must abide by this law. Union Commonwealth University is compliant with following the laws found within the Family Educational Rights and Privacy Act.

- I. Parents have access to student records until the student reaches the age of 18. At age 18, the student has the choice to share some or all their student records with their parents and/or other designated individuals. Students over the age of 18 may choose to allow or deny specific documents to be shared with designated individuals, and students over the age of 18 may choose to change access rights of designated individuals at any time.
 - a. In some cases, even if a student is under age 18, once a student attends schooling beyond high school, that student may choose to control the sharing of their student records.
 - b. As mentioned above, other designated individuals refer to any individual that a student has approved. This does not necessarily include family members but may include but not be limited to alternative caregivers, occupational supervisors, spouses, children, coaches, and/or friends.
- II. In order for information to be shared for a student over the age of 18, the academic institution must require written permission from the student over age of 18 in which it designates specific individual(s) to have the right to view that student's records, either in specific part or regarding the entirety of records.
 - At Union Commonwealth University, this consent must be given by the student that is over the age 18 in written and the request must be submitted to the Office of the Registrar.
 - At Union Commonwealth University, permissions for sharing of information is designated as:
 1. Business Office
 2. Student Conduct
 3. Financial Aid
 4. Health Services
 5. Registrar and Advising
- III. Students over the age of 18 and/or designated individuals have the right to review their student records on file at their academic institution at any time at no cost to the student. Academic institutions are not required to provide copies but may charge a fee to provide copies.
- IV. Students over the age of 18 and/or designated individuals have the right to challenge records that are believed to be false, inaccurate, incomplete, and/or misleading. Documentation may be required in order to correct the records. Academic institutions have the right to review all related documents and can determine correcting the record or not. If an academic institution chooses not to amend records after documentation review, a formal hearing can take place. If after a formal hearing, records have not been corrected, the student over the age of 18 and/or designated individuals has the right to submit a statement to their records regarding the information that has not been corrected.
- V. FERPA allows academic institutions to disclose student records, without consent, under a number of circumstances, including (34 CFR § 99.31):
 - To school officials with legitimate educational interest.
 - To other academic institutions to which a student is transferring.
 - To specified officials for audit or evaluation purposes.
 - To appropriate parties in connection with financial aid to a student.
 - To organizations conducting certain studies for or on behalf of the school.
 - To accrediting organizations.
 - To comply with a judicial order or lawfully issued subpoena.

- To appropriate officials in cases of health and safety emergencies; and
 - To state and local authorities, within a juvenile justice system, pursuant to specific State law.
- VI.** As designated above, a school official is a person employed by the university as an administrator, supervisor, instructor, or support staff person (including health or medical staff and law enforcement personnel); a person serving on the school board; a person or company with whom the university has contracted to perform a specific task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility.
- VII.** Directory information may be disclosed by an academic institution without consent. However, the academic institution must disclose to students over age of 18 and/or designated individuals regarding the sharing of directory information and allow reasonable time for a student over the age of 18 and/or designated individuals to choose not to disclose directory information. Students who choose not to allow Union Commonwealth University to disclose directory information must advise the Registrar in writing within five days following each registration period that the student does not wish part or all of the directory information to be subject to disclosure. Once filed, this instruction becomes a permanent part of the student's record until the student instructs the University, in writing, to have the request removed. The primary purpose of directory information is to allow the University to include this type of information in University publications, the media, and outside organizations. The University has designated the following as examples of directory information: the student's name, addresses including electronic mail address, telephone numbers, date and place of birth, major field of study, degree sought, attained class level, expected date of completion of degree requirements and graduation, degrees and awards received, picture, dates of attendance, full or part-time enrollment status, the previous educational agency or institution attended, class rosters, participation in officially recognized activities and sports, and weight and height of athletic team members.
- VIII.** Union Commonwealth University will release records and accounts pertaining to veterans, as well as to other students, to appropriate U.S. Government representatives as required by law.
- IX.** Academic institutions are required to notify students over the age of 18 and/or designated individuals of their rights under FERPA on an annual basis. Method of notification is determined by the individual academic institution.
- X.** Although the Family Educational Rights and Privacy Act (FERPA) does not prohibit the university from releasing personally identifiable information to the parents of dependent students (as defined by the Internal Revenue Code), it is the policy of the university to require all students to sign a waiver for the release of such information.
- XI.** Students over the age of 18 and/or designated individuals have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Union Commonwealth University to comply with the requirements of FERPA. Complaints must be filed to Family Policy Compliance Office in the U.S. Department of Education.
- XII.** For additional information regarding FERPA, call 1-800-USA-LEARN (1-800-872-5327).
- XIII.** Specifically, regarding this section for FERPA, this information has been updated as of September 1, 2020.

Health Services

TimelyCare – Virtual Health & Wellness Support

At Union Commonwealth University, your health and well-being matter. That's why we partner with TimelyCare—a 24/7 virtual health and wellness platform designed specifically for college students.

I. Confidentiality

- a. All visits with TimelyCare are confidential. The only information shared about student visits are reporting the number of visits by all students. (names are not given)

Key Services Offered:

- On-demand access to mental-health support (TalkNow) whenever you need it.
- Scheduled virtual counseling, psychiatry, and health-coaching appointments.
- Medical consultations for common conditions (cold/flu, allergies, dermatology), self-care tools, and peer-community support.
- Access from anywhere in the U.S., any time (even evenings/weekends).

II. Cost for Visits

- a. Union Commonwealth University encourages students to live in a healthy manner and urges students not to postpone health care due to financial reasons. Therefore, students are not charged if they schedule a visit with Timely Care.
- b. Students are not required to provide insurance information when visiting TimelyCare.

III. How to Access:

- Visit: timelycare.com/unionky
- Register using your UCU student email and input your details.
- Download the TimelyCare mobile app (available in Apple App Store & Google Play) or use a web browser to log in.
- Select "Get Care" to explore your options—talk to a provider, schedule an appointment, or access self-care content.

IV. Information

- a. Specific information on local physicians, pharmacies, dental services, etc. may be obtained from the Dean of Students. Some community health services extend special rates to Union students and may require that appointments be made through the University's Campus Nurse.
- b. The Barbourville ARH Hospital is within two miles of the campus. Baptist Regional Medical Center is located on 25W in Corbin. Both have emergency room service 24 hours each day. Treatment is normally on a cash or insurance basis, only. However, the hospitals will not turn anyone away with an emergency for insufficient means of payment.
- c. Please remember that it is much less costly to arrange for care from doctors and health agencies during regular working hours. Going to an emergency room is one of the costlier ways of obtaining service.
- d. The University requires all full-time students to have basic health insurance coverage. Information on an affordable student health and accident insurance program for part-time students and their families is available from the Business Office. Before visiting a doctor's office, see the nurse at the health center for a referral.

V. Special Condition Requirements

- a. If you have a health problem requiring special care and/or have special circumstances that may, in any way, be a risk to others, you must provide information about the medical circumstances to the Dean of Students. Physical handicaps, AIDS, tuberculosis, hepatitis, and special psychiatric history are examples of medical events that may involve special management considerations. Confidentiality will be strictly observed.

Immunization Policy

I. Purpose

Union Commonwealth University is committed to maintaining a safe and healthy learning environment for students, employees, and visitors. Because students participate in classes, laboratories, athletics, student organizations, dining services, campus employment, clinical experiences, internships, residence hall living, and other activities involving close personal contact, immunizations are an important component of preventing the spread of vaccine-preventable diseases.

This policy establishes immunization requirements and exemption procedures in accordance with recommendations from the Centers for Disease Control and Prevention (CDC), the Advisory Committee on Immunization Practices (ACIP), applicable public health guidance, and the University's commitment to protecting the health and safety of the campus community.

II. Applicability

This policy applies to all students enrolled in courses or programs requiring physical presence on campus, including undergraduate, graduate, residential, commuter, dual-credit, and non-degree seeking students. Students enrolled exclusively in fully online programs with no on-campus participation are exempt from the requirements of this policy unless otherwise required by their academic program, clinical placement, internship, athletic participation, or other University-sponsored activity.

III. Required Immunizations

All students participating in in-person classes or other on-campus academic activities must provide documentation of the following immunizations or acceptable evidence of immunity:

- A. **Measles, Mumps, and Rubella (MMR)** Documentation of two (2) doses of MMR vaccine or acceptable evidence of immunity.
- B. **Tetanus, Diphtheria, and Pertussis (Tdap)** Documentation of one (1) Tdap vaccination with a booster received within the previous ten (10) years.
- C. **Meningococcal Conjugate Vaccine (MenACWY)** Documentation of vaccination in accordance with current CDC recommendations.
- D. **Hepatitis B** Documentation of completion of the Hepatitis B vaccine series or acceptable evidence of immunity.

The University reserves the right to modify immunization requirements based upon recommendations from public health authorities, changes in law, accreditation requirements, clinical placement requirements, or risk management considerations.

IV. Recommended Immunizations

The University strongly recommends that students receive immunizations consistent with current CDC recommendations, including:

- Varicella (Chickenpox)
- Human Papillomavirus (HPV)
- Influenza
- COVID-19
- Meningococcal B (MenB)

V. Documentation Required

Students must submit required immunization documentation to the Office of Student Support and Development or another designated University office before attending in-person classes or participating in other on-campus activities.

Acceptable documentation may include:

- Official immunization records;
- Documentation from a licensed healthcare provider;
- State immunization registry records;
- Military immunization records; or
- Other documentation approved by the University.

The University reserves the right to verify submitted records and request additional documentation when necessary.

Students who fail to submit required documentation by the established deadline may be prevented from registering for classes, attending in-person classes, residing in university housing, participating in athletics, participating in clinical experiences, or engaging in other University-sponsored activities until compliance is achieved.

VI. Medical Exemptions

Students seeking a medical exemption must submit documentation from a licensed healthcare provider indicating that the required immunization is medically contraindicated because it would endanger the student's health, such as due to a reaction to a past vaccination or chronic illness.

The documentation must include:

- The specific immunization for which the exemption is requested;
- The medical basis for the exemption; and
- Whether the exemption is temporary or permanent.

The University may require updated documentation for temporary exemptions.

VII. Religious Exemptions

Students seeking a religious exemption must submit a signed statement affirming that receiving the required immunization conflicts with their sincerely held religious beliefs.

The University reserves the right to request additional information reasonably necessary to evaluate the exemption request.

VIII. Review and Approval of Exemptions

- Exemption requests shall be reviewed by the Office of Student Support and Development or another designated University office.
- All exemption requests must be submitted and approved before a student attends in-person classes or participates in other applicable University activities.
- Approval of an exemption does not exempt a student from compliance with public health requirements or University directives issued in response to health and safety concerns.
- The University also cannot control applicable requirements for any students traveling to foreign countries, foreign countries or the CDC may require certain immunizations for entry into or return from a particular country, and different health risks may exist when traveling or living abroad.

IX. Public Health Response

In the event of an outbreak, epidemic, pandemic, exposure to a vaccine-preventable disease, or other public health concern, the University may take reasonable measures necessary to protect the health and safety of the campus community.

Such measures may include restricting an exempted student's participation in:

- Classes;
- Residence halls;
- Athletics;
- Campus employment;
- Student organizations;
- University-sponsored travel;
- Clinical placements;
- Internships;
- Campus events; and
- Other University facilities, programs, or activities.

Restrictions may remain in effect until the University determines that the risk to the campus community has sufficiently subsided.

X. Student Acknowledgement

Students granted an exemption acknowledge that they may face increased health risks associated with declining recommended immunizations and agree to comply with University directives and public health measures implemented in response to communicable disease concerns and that they understand that the CDC, the ACIP, and the American College Health Association recommend that students, particularly those residing in Residence Halls, receive the vaccines described in this policy.

XI. Failure to Comply

Students who fail to comply with this policy, including documentation requirements or public health directives issued under this policy, may be:

- Prevented from registering for classes;
- Prevented from attending in-person classes;
- Denied residence hall occupancy;
- Restricted from participation in athletics, clinical placements, internships, student organizations, or other University-sponsored activities;
- Subject to temporary exclusion from campus facilities during an outbreak or public health emergency; and/or
- Subject to appropriate administrative action under applicable University policies.

XII. Confidentiality and Record Retention

- Immunization records and exemption documentation shall be maintained in accordance with applicable federal and state privacy laws, record retention requirements, and University policies.
- Student immunization records shall be treated as educational records and protected in accordance with the Family Educational Rights and Privacy Act (FERPA).

XIII. Policy Review

This policy shall be reviewed periodically by the Office of Student Support and Development in consultation with the Office of the Executive Vice President and other appropriate University officials.

Counseling Center

Union Commonwealth University provides counseling services to all students free of charge. Our professional staff, which includes graduate practicum and/or internship students, conducts all services with the utmost confidentiality and professionalism under the direct supervision of clinical faculty members who are licensed psychologists.

I. Confidentiality

- a. All visits to the Counseling Center are confidential. The only information shared about student visits is the number of visits by all students (names are not given).

II. Included Services

- a. The Counseling Center can provide the following services:
 - 1. Individual psychotherapy
 - 2. Group therapy
 - 3. Couples or family counseling
 - 4. Assessments
- b. While the Counseling Center is limited in types of services, Union Commonwealth University is in partnership with, and can refer students to, Baptist Health Primary Care in Barbourville, Kentucky. If a student does not want a referral, a student can still request information through the Counseling Center regarding their specific need.

III. Cost for Visits

- a. Union Commonwealth University encourages students to live in a healthy manner, both physical and mentally. Students should not be postponed due to financial reasons. Therefore, students are not charged when visiting the Counseling Center.

IV. Counseling Sessions

- a. Individual counseling is at the heart of the services offered by the Counseling Center. Most students come in for fewer than six sessions and return if their difficulties persist. There are some students who request longer treatment while others come in for a single session and may be referred out for additional services.
- b. People see counselors when they find they need a little extra emotional support for a variety of reasons, including anxiety, depression, loneliness, stress management, and loss of a loved one. People also see counselors because they “just don’t feel right” or because they are ready for personal growth and insight.

V. Social and Residential Support Services

- a. The Student Support and Development Staff is ready to assist personally or to find a resource person within the university community to assist with questions, problems, or conflicts that may arise.
- b. Student Support and Development Staff members, including residence hall assistants, activities and intramural staff members, and campus health services staff members provide a wide range of support services and programs on important lifestyle topics throughout the school year.
- c. Student Support and Development Offices are located on the upper level of the Student Center where students can easily and conveniently drop in during daily activities.

Alcohol & Drug Dependency

Union Commonwealth University is committed to providing a safe and healthy environment for its community members, students, faculty, and staff. In support of local, state, and federal laws, Union Commonwealth University has specific definitions of conduct in relation to the unlawful possession, use, distribution, or manufacture of alcohol or illicit drugs. The University's position is that violation of these policies results in unacceptable risk and disregard for the health, safety, and welfare of members of the University community, and will result in sanctions.

As a recipient of federal grants and contracts, Union Commonwealth University gives this notice to students, faculty and staff that it is in compliance with, and shall continue to be in compliance with, the Drug-Free Workplace Act of 1988 and the Drug-Free Communities Act Amendment of 1989. Due notice is hereby given of standards of conduct which shall be applicable while one is on Union Commonwealth University property, while one is conducting business for the University, and/or while one attends any University- sponsored activity at any location.

Violations of local, state, and/or federal laws may result in separation sanctions of suspension, dismissal, or expulsion. Any violation of local, state, and/or federal laws may result in penalties as defined by those laws as administered by law enforcement. Penalties can include but not be limited to monetary fines, jail time, and/or suspension/loss of rights.

I. Kentucky Law Regarding Alcohol and Illegal Drugs or Substances

- a. It is unlawful for any individual to operate a motor vehicle while under the influence of any substance that may impair one's driving ability. This can include alcohol, illegal drugs, inhalants, and prescription drugs.
- b. It is unlawful for any individual under 21 years of age to possess or consume alcoholic beverages.
- c. It is unlawful for any individual to misrepresent one's age for the purpose of purchasing alcoholic beverages, including through use of a fake ID.
- d. It is unlawful for any individual to provide any alcoholic beverages for anyone under 21 years of age.
- e. It is unlawful for any individual to drink alcohol in public and/or be drunk in public.
- f. It is unlawful for any individual to be engaged in any type of activity (such as possession, trafficking, manufacture, sale, possession with intent to sell) regarding substances that are illegal, including illegal drugs and illegal activity involving controlled substances.

II. Health Risks

- a. The use and/or abuse of alcohol and/or drugs can pose serious health risks to any individual. Documentation has proven that alcohol and/or drugs can cause symptoms ranging from mood-altering to life-threatening. Both physical and mental health can deteriorate from alcohol and/or drug use. Repeated use of alcohol and/or drugs can lead to dependency, resulting in normal life functions requiring its use.
- b. Union Commonwealth University therefore offers information regarding the health risks associated with alcohol and drugs. Counseling services are available as well.
- c. Union Commonwealth University encourages individuals to seek professional medical advice regarding all health risks associated with alcohol and drug use, especially when involving dependency.

III. Training & Counseling Resources

- a. Union Commonwealth University recognizes drug dependency as an illness and major health problem. Union Commonwealth University also recognizes drug abuse as a potential health, safety, and security problem. Any student needing counseling or other professional support is urged to seek help through confidential campus or community health services as soon as possible.

- b. Union Commonwealth University and the Student Government Association take a serious and deliberate view of the need for lifestyle education regarding use/abuse of alcohol and controlled substances. Literature is readily available and educational events are held throughout the year to help educate students.
- c. The Student Support and Development Staff, in partnership with Baptist Health Primary Care in Barbourville, Kentucky, head up this effort. Students seeking counseling and/or assistance and information should contact the Student Support and Development Offices/ Residence Life Staff. Union Commonwealth University will arrange for psychological services through CRBH when needed.
- d. **For more information:**
 - 1. The Dean of Students should be contacted for additional information and resources.
Baptist Health and Primary Care
602 Knox Street, Barbourville, 40906
Phone: 606-546-6027
 - 2. Local directories may have additional information under "Social Services," "Alcoholism," or "Community Service Guide" sections.

IV. Policy Review

- a. This policy is to be revised annually. Review of law changes and amendments related to this policy will be communicated within this policy and then to students, faculty, and staff. The Student Support and Development Office is responsible for reviewing policy updates. Recommendations for policy change will be reviewed by the Union Commonwealth University senior administration.

Inclement Weather Policy

All students, faculty, and staff are encouraged to familiarize themselves with this Inclement Weather Policy. Union Commonwealth University has a responsibility to all parties concerned to schedule classes on a regular basis as listed in the academic schedule. However, inclement weather may create risks that are not conducive to safe travel, causing classes to be cancelled or adjusted. Students, faculty, and staff are cautioned to use good judgment regarding their own safe travel.

Classes on Monday, Wednesday, & Friday	
Normal Class Time	Delayed Schedule
8:00 – 8:50 AM	10:00 – 10:40 AM
9:00 – 9:50 AM	10:50 – 11:30 AM
10:00 – 10:50 AM	11:40 – 12:20 PM
11:00 – 11:50 AM	12:30 – 1:10 PM
12:00 – 12:50 PM	1:20 – 2:00 PM
1:00 – 1:50 PM	2:10 – 2:50 PM
1:00 – 3:00 PM Labs	2:10 – 3:30 PM
2:00 – 2:50 PM	3:00 – 3:40 PM
2:00 Labs as needed	3:00 Labs as needed
3:00 – 3:50 PM	3:50 – 4:30 PM

Classes on Tuesday & Thursday	
Normal Class Time	Delayed Schedule
8:00 – 9:20 AM	10:00 – 11:00 AM
9:30 – 10:50 AM	11:10 – 12:10 PM
11:00 – 12:20 PM	12:20 – 1:20 PM
12:30 – 1:50 PM	1:30 – 2:30 PM
2:00 – 3:20 PM	2:40 – 3:40 PM
2:00 Labs as needed	3:00 Labs as needed
3:30 – 4:50 PM	3:50 – 4:50 PM

- In the event of classes being cancelled for the entire day, the notification will be made appropriately.
- In the event of inclement weather resulting in a delayed start for morning classes, university offices will open at 10:00 AM and staff is to report at that time. When classes are not in session, staff should refer to the avenues of communication below.
- Your personal judgment, depending on where you live, will determine issues of personal safety in traveling to the campus. No one should place themselves at undue risk. Please observe the courtesy of calling your supervisor if you will be late in arriving or unable to get in to work.
- When classes are not in session, a closure or delayed opening will be communicated to the campus community. Unless informed otherwise, essential personnel are required to report to work during closures/delays. Staffing of essential services will be at the discretion of the department supervisor. Other offices or services may require minimal staffing at the discretion of the department supervisor.
- Evening classes will be adjusted as needed and will be announced by 3:00PM.
- For information about weather delays or closures, please use one of the resources listed below. Each will be updated or notified by 6:30 a.m. for day classes or 3:00 p.m. for evening classes, per our inclement weather policy:**
 - Union Commonwealth University Social Media Pages:** Visit either the official Union Commonwealth University Facebook or Twitter page to read about any inclement weather notifications.
 - Union Commonwealth University Email/App:** Check your Union email for inclement weather notifications. Notifications are also pushed to the App.
 - Union Commonwealth University Text Messaging:** Union sends inclement weather notifications as text messages to all who have enrolled in the university's campus alert service. If you haven't enrolled, you may do so at E2Campus Weather Alert. You can also text UnionAlert to #79516 to automatically enroll.
 - Regional Television Stations:** Union provides information about closures and delays to the following television stations. In addition to their televised lists of closures and delays, each station maintains a website that includes the same information. On each homepage, the link to weather-related closures and delays is prominently displayed.
 - Stations are:** WKYT-TV, WYMT-TV, WDKY-TV, WLEX-TV, WTVQ-TV

Campus Security

Contact: 606-546-1390

I. Contact

a. Synergy Campus Security

Office Location: Student Center First Floor between the Campus Store and Campus Post Office

Phone: 606-546-1390 (**Extension:** 1390 from any campus phone)

Email: Mike Gray, mgray@unionky.edu

II. Safety on Campus

- a.** Union Commonwealth University, in partnership with National Management Resources, employs Synergy Campus Security Officers to be on duty every day, 24 hours a day. This includes during campus closures and campus breaks. Synergy Campus Security can be reached at any time at 606-546-1390.
- b.** In the event of a medical and/or life-threatening emergency, it is advised to contact 911 services prior to contacting Synergy Campus Security.
- c.** Synergy Campus Security works alongside the Union Commonwealth University Residence Life Staff in matters regarding safety, security, and incidents. Union Commonwealth University Residence Life can additionally communicate with Synergy Campus Security through secure channel two-way radio.
- d.** Union Commonwealth University strives to provide safety in all aspects of campus life. Students, faculty, and staff are encouraged to submit their suggestions for reducing risk and to call administration when a safety problem is observed.
- e.** Students, Faculty, and Staff are required to comply with important safety practices:
 - Burning incense, candles, and open flames in university buildings are prohibited.
 - Electrical cords must be used and placed safely within a room.
 - Fire doors and external residence hall doors must always be kept closed.
 - Possession of weapons, firearms, ammunition, and incendiary/flammable materials is prohibited.
 - Compliance with proper disposal of hazardous materials is required.
- f.** Students, faculty, and staff are encouraged to follow procedures to maintain their own security.
 - All individuals are responsible for their keys and keeping keys in a secure and safe place. Keys are not to be transferred to another person without authorization. If you lose a key, you must report the loss immediately to Synergy Campus Security. Students may also report the loss to Residence Life. Students are responsible for locking their assigned housing locations. Faculty and staff are responsible for locking their designated office(s).
 - All individuals are responsible for their ID card and keeping it in a secure and safe place. Keys are not to be transferred to another person for any reason. If you lose an ID, you must report the loss immediately to Synergy Campus Security and the Director of Housing.
 - Any vehicle brought to campus should always be locked and parked in locations appropriate to the decal.
 - Remove any obstacles in doorways or windows that prevent proper and secure closure. Keep doors and windows closed and locked.
 - Report any suspicious and/or malicious activity.
 - The University works steadily to improve campus lighting. If an area is not well lit, report it to Campus Security.
- g.** The university reserves the right to contact local law enforcement officials in cases that may threaten the safety of any member of the university community.

- h. It is important that university officials constantly be aware of who is on campus especially in late hours. If asked, you or any persons accompanying you must provide identification to university officials. Failure to identify yourself could result in contact with local authorities.
- i. For additional information about Synergy Campus Security, please visit the office located on the first floor of the Student Center between the Campus Store and Campus Post Office.

III. Reporting an Incident

- a. All incidents, including parking-related, can be reported to Synergy Campus Security. On-campus students may also report incidents (except for parking-related) to the Residence Life Staff.
- b. In the event of an emergency, it is advised to contact 911 services prior to contacting Synergy Campus Security.
- c. Incidents can be reported by contacting Synergy Campus Security and providing a written statement. In most cases, Synergy Campus Security will write a report to accompany a statement. In completing an incident report and/or statement, it is crucial to provide as much detail as possible, especially if Synergy Campus Security was not present for the occurrence.
- d. Examples of incident reporting to Synergy Campus Security can include losing a personal item (including keys and IDs), vehicle causing damage to Union Commonwealth University Property, vehicle causing damage to another vehicle, individual causing damage to property, theft, suspicious activity, policy violations, and general safety concerns.

IV. Lost and Found

- a. Regarding lost items on campus, students may be directed to Campus Security. Campus Security collects and logs in any items that have been turned in at the Campus Security Office on the first floor of the Student Center, between the Campus Store and Post Office. Items left unclaimed for more than 30 days will be discarded or donated to a non-profit organization.
- b. Students may also consult Campus Security on items they have lost. Contact Campus Security if the lost item is found.
- c. When ownership of a lost item can be identified (such as a wallet with ID inside) Campus Security may notify the individual that the item was found.

V. Vehicle Registration

- a. Parking permit decals may be obtained through Synergy Campus Security Offices, or during the Confirmation process at the beginning of each semester.
- b. When registering your vehicle, you must provide the following information:
 - Name, ID Number, Contact Phone Number
 - Vehicle License Plate (State & Number; ex: Kentucky ABC 123)
 - Vehicle Color, Make, Model, Year (ex: 2008 Black Honda Civic)
 - If applicable, Handicap Permit Information
- c. A change in any vehicle information must be immediately reported to the Campus Security Office. Parking privileges are limited to periods directly related to class attendance and campus activities.
- d. Parking decals for students are valid for the Fall and Spring Semester of the current academic year. Students who register their vehicles in the Fall Semester do not have to register again in the Spring Semester.
- e. Vehicles not registered may result in a citation and applicable fine.
- f. All vehicles must display a current academic year parking permit decal in the upper or lower corner of the driver side windshield. The decal should not be placed in such a way as to obscure safe viewing ability.
 - Decals should be placed on the rear windshield and must be positioned in an easily visible location. If the vehicle has a tint strip on top of the windshield the decal must not be placed directly behind it, as this hinders its visibility. Failure to display a valid parking permit decal properly may result in a citation and applicable fine.

- Usage or display of expired parking decals without the current academic year parking permit decal displayed is a violation of not registering your vehicle and may result in a citation and applicable fine. Expired parking decals refer to any previous academic year parking decal.
- g. Faculty and Staff are not required to register their vehicle yearly. Faculty and Staff are required to register at the beginning of their employment. Faculty and Staff are required to re-register their vehicle if there is a change in vehicle information.
 - Faculty and Staff Parking Decals must always be displayed and should not be removed for any reason. Faculty and Staff Parking Decals are valid through an employee's entire employment with Union Commonwealth University, no matter the type of employment. Changes in departments, titles, or office location do not affect a Faculty and Staff Parking Decal.

VI. Campus Parking

- a. All current students, faculty, and staff members have the privilege of bringing motorized vehicles on to campus. These vehicles must be parked within specifically designated parking areas. A map of our parking areas is available online at the Campus Security section of the Union Commonwealth University website, as well as at the Synergy Campus Security Office.
- b. All vehicles must display a current academic year parking permit decal in the upper or lower corner of the driver side windshield. The decal should not be placed in such a way as to obscure safe viewing ability while driving.
 - a. Decals should be placed on the rear-view mirror windshield and must be visible. If the vehicle has a tint strip on top of the windshield the decal must not be placed directly behind it, as this hinders its visibility. Failure to display a valid parking permit decal properly may result in a citation and applicable fine.
- c. Union Commonwealth University provides parking areas at the vehicle owner's risk. The university is not liable for any damage that may occur while the vehicle is on campus. If any individual finds damage to their vehicle while parked on campus, report it to Synergy Campus Security immediately so that a report can be written.
- d. Immobile vehicles (referring to vehicles that cannot be moved) must be reported to the Synergy Campus Security Office. Failure to do so may result in towing at the owner's expense. Students may park on campus only during the school session for which the student is registered.
- e. Union Commonwealth University provides designated parking for handicapped individuals. Parking in handicapped designated spaces requires the operator of the vehicle to display a state issued handicapped permit. Any individual who is temporarily disabled may apply for an interim handicapped permit by presenting a medical statement to the Campus Security Office. The use of handicap placard/decals and/or license plates must be used only by the individual for which the placard/decal and/or license plate is registered.
- f. The registered owner of the vehicle is ultimately responsible for all infractions or violations committed by another party borrowing the vehicle.
- g. Motorcycles, scooters, mopeds, or other vehicles containing gasoline, diesel, oil, or other flammable substances are not permitted inside residence halls or any other campus facility per protocols established by the Commonwealth of Kentucky Fire Codes.

VII. Violations

- a. Synergy Campus Security will assess citations and fines for all parking code violations to the registered owner of the vehicle. All fines will be processed and placed on the individual's account through the Business Office. Unpaid parking tickets are subject to accruing interest. The amounts of fines are as follows:

Vehicle Violation Type	Monetary Fine
Displaying Parking Decal Improperly	\$25.00
No Valid Parking Decal/Vehicle Not Registered	\$25.00
Expired Parking Decal Displayed (without current decal visible)	\$25.00
Parking in a Non-Parking Space or on Lawns	\$100.00
Parking in an Incorrect Parking Lot	\$50.00
Parking in a Fire Lane	\$100.00
Parking in a Handicapped Space (without applicable I.D.)	\$100.00
Parking in Visitor Space	\$50.00
Parking in Ramsey Circle (during Office Hours)	\$50.00
Blocking Driveway or Access	\$100.00
Speeding or Reckless Driving	\$100.00
Driving on Lawn or Sidewalks	\$100.00

VIII. Parking Appeals

- a. All citations and fines may be appealed by violators; however, appeals are not granted simply because an appeal is submitted. Any appeal request must be written and signed. Reasons for requesting the appeal are to be stated in the written appeal request. Facts supporting grounds for appeal are central to the granting of an appeal. An appeal will not be granted simply because an individual is unhappy with the sanction. To submit an appeal, the appeal form must be filled out and returned to the Synergy Campus Security Office within seven (7) days of the issuance of the citation. All appeals will be reviewed by the Office of Student Development under the direction of the Dean of Students. Decisions issued by the Office of Student Development are final and not subject to further appeal

IX. Loss of Parking Privileges & Additional Policies

- a. Individuals who receive two (2) handicapped and/or fire lane citations per academic year will have their car towed. Individuals who receive three (3) citations of any other type per academic year will have their car towed. After four tickets, parking privileges will be suspended for a period of 60 days by the Campus Security Office. Individuals found parking on campus while this suspension is in effect may have their parking privileges revoked permanently.
- b. Parking privileges will be withdrawn for any vehicle used to transport or distribute illicit substances or stolen property on/off campus.
- c. Parking privileges will be withdrawn, and other penalties may apply to anyone found to be driving recklessly on campus.
- d. Parking privileges will be withdrawn, and other penalties may apply to anyone driving under the influence while on campus property. Law enforcement may be notified if such action occurs.
- e. Driving over curbs, lawns, or sidewalks is strictly prohibited and will result in a citation and applicable fine.
- f. Blocking fire hydrants, access or driveways, facility entrances, refuse containers, loading docks, fire lanes, safety access areas, or blocking other vehicles is prohibited and violators will receive a citation and applicable fine.
- g. Union Commonwealth University reserves the right to have any vehicle towed while parked on campus. Any vehicle that is found to be interfering with university activities, safety access, or delivery of services is subject to immediate towing at the owner's expense. Any vehicle that is found to have participated in a crime or has excess violations may be subject to towing.

X. Possession of weapons, firearms, ammunition, and incendiary/flammable materials is prohibited

- a. Any firearm, deadly weapon (as defined in KRS 500.080), ammunition, explosive, or incendiary device found in violation of this policy may be immediately secured by Campus Security. The University will notify local law enforcement, who shall assume custody of the item(s) consistent

with KRS Chapter 527. The University will not release confiscated firearms or weapons directly to a student or third party. Any retrieval must occur through local law enforcement in accordance with Kentucky law. University disciplinary action may proceed independently of any criminal proceeding.

- b.** When a firearm or deadly weapon is discovered in violation of University policy, the University will notify appropriate local law enforcement authorities. The University may provide identifying and contact information of the student involved as permitted or required by law, including under the health and safety emergency provisions of FERPA.

Fire Safety Procedures

All students, faculty, and staff are encouraged to familiarize themselves with these Fire Safety Procedures.

Union Commonwealth University strives to be a safe environment for students. Union Commonwealth University conducts regular checks of fire safety equipment, including alarms, detectors, and fire extinguishers. Union Commonwealth University conducts fire drills at the beginning of each semester so that residential students are aware of the procedures in place. Union Commonwealth University does not expect students, faculty, and/or staff to extinguish fires on their own, or without proper training.

In the event of fire, in drill or emergency, the following procedures should be followed to ensure the safety of all individuals within the building.

I. When leaving the building:

- a. Dress appropriately for the outdoor weather to include footwear, and a coat, if needed.
- b. Leave lights on where possible and close windows where possible.
- c. Be sure to take your ID Card and your room keys when leaving.
- d. If you have a guest with you, have the guest follow you out of the room.
- e. Proceed to the nearest exit. Be aware that the nearest exit may not be the one you usually frequent. Please refrain from running, as this could interfere with others attempting to exit the building. If possible, proceed through hallways and doorways in single file to avoid accidents.
- f. Report to the designated meeting area outside of the building. Please refer to the end of this policy for designated meeting locations.
- g. Once at the designated area, remain there until the building is given an ALL CLEAR signal. Do not re-enter the building until this signal is given, even in the event of a fire drill.

II. In the event of an actual fire:

- a. It is important to remember your own safety, as well as the safety of others. Vacate the building immediately and follow the instructions above.
- b. **If you can exit:**
 - Check to see if the door is cool or hot. If the door is cool, slightly open the door to look out. Be prepared to close the door if you encounter smoke and/or fire.
 - If you can exit, walk calmly to the nearest exit and leave the building.
 - If you can exit, but it is dark and/or smoky, crawl on the floor to the nearest exit.
 - If possible, contact **911 emergency services** immediately.
 - Contact **Campus Security** immediately at **606-546-1390**. If possible, locate or identify an area where smoke or fire were present.
 - If possible, sound the fire alarm by pulling the closest alarm box.
 - If possible, notify other individuals as you are exiting and help any individuals that may be disoriented, or unable to leave, or may be disabled and/or impaired.
 - If possible, close all doors behind you. Do not close doors where individuals are actively coming through.
 - In the event of an actual fire, do not use elevators. Use the stairs, and handrails if needed.
- c. **If you are unable to exit and/or may be trapped in a room:**
 - Check to see if the door is cool or hot. If the door is hot or if smoke is seeping in, do not open it. Stay in your room.
 - If possible, contact **911 emergency services** immediately.
 - Contact **Campus Security** immediately at **606-546-1390**. If possible, locate or identify an area where smoke or fire were present.

- Seal the crack around the door with tape, clothes, or sheets.
 - Open window if there is no smoke outside.
 - If possible, tie a wet cloth over nose and mouth to aid with breathing.
 - Smoke and fire gases rise. If possible, stay low where the air is fresher.
 - Signal rescuers by waving a sheet or clothing out the window for help.
 - Do not jump if you are higher than two stories.
- d. If a firefighter crew arrives on campus in response to an actual fire, do not re-enter the building until an ALL CLEAR signal is given. This may take some time to fully be dealt with.
- e. In the event of actual fire, emergency personnel may request statements from witnesses and/or those from the building in question.
- f. In the event of actual fire, medical emergency and law enforcement may be contacted as well.

III. If an individual catches fire:

- a. STOP, DROP, AND ROLL.
- b. Drop and roll another person to the ground if their clothing catches fire.
- c. Use a rug, blanket, or coat to smother flames.
- d. Individuals who have received training should use a fire extinguisher when possible.

IV. Fire Safety Codes

- a. Fire Safety Codes dictate certain parameters in order to keep individuals safe within a building and/or room. Below are a few basic Fire Safety Codes that should be adhered to:
 - Do not place any furniture directly across a window.
 - Do not block direct access from the bed(s) to the door and/or the window.
 - Do not tamper with or disconnect your smoke detector.
 - Do not stay in the building when the fire alarm sounds if it is safe to exit.
 - Do not have the following items in your room: incense, space heater, exposed heating elements, or burning or previously burned candles.
 - Do not cover more than 50% of your walls with posters or tapestries.
 - Do not put anything on or across the ceiling.
 - Do not have excessive garbage in your room.
- b. Failure to adhere to Fire Safety Codes can result in Union Commonwealth University issuing monetary fines, as well as Fire Authorities issuing a monetary fine.

V. Designated Meeting Locations

- a. The following buildings should meet in the **parking lot located by Sharp Academic Center** (alternatively known as the Sharp/Johnson Lane parking lot):
 - Stevenson Residence Hall
 - Sharp Academic Center
 - Miller Science Building
- b. The following buildings should meet in the near the **Legacy Arch located in Ramsey Circle**:
 - Speed Hall Administrative Center
 - Weeks-Townsend Memorial Library
 - Centennial Hall
- c. The following buildings should meet in the **parking lot located by the Lakeside Residence Hall** (alternatively known as the Lakeside parking lot):
 - Lakeside Residence Hall
 - Lakeside Athletics Complex
 - Stewart Residence Apartments

- d. The following buildings should meet in the **parking lot located by the Robsion Arena** (alternatively known as the Manchester/Pfeiffer/Chapel parking lot):
- Pfeiffer Residence Hall
 - Manchester Street Residential Properties
 - Spiritual Life House
 - Union Courts Residence
 - Conway Boatman Chapel & Fine Arts Building
 - Robsion Area
 - Black Technology Center
- e. The following buildings should meet in the **parking lot located by the Student Center** (alternatively known as the Football/Soccer Field parking lot):
- University Courts Residence Apartments
 - Patridge Student Center & Dining Hall
 - Baseball Indoor Facility
 - Soldiers & Sailors Gymnasium
 - Williamson & Field Stadium
 - All Other Athletic Fields
- f. Physical Plant Building should meet in the **parking lot located across the street** from the facility on North Allison Avenue.
- g. Ramsey Center for Health and Natural Sciences should meet in **the parking lot located on the North Broadway** side of the building.
- h. Union Commonwealth University Center for Health & Wellness should meet in the **grass area on the other side of the parking lot.**

Academic Judicial Handbook

The chief Academic Judicial Services Coordinator is the Associate Provost of Academic Affairs. All academic problems (including but not limited to, appeal of final grade, charge of plagiarism, or other forms of academic dishonesty) will be handled through the Academic Affairs Office. For further information, refer to Student Conduct Code section of this publication.

I. Academic Honesty

- a. Union Commonwealth University has both a responsibility and a right to expect a high standard of academic integrity. Academic dishonesty such as plagiarism, unauthorized collaboration, or cheating will not be tolerated. Examples of academic dishonesty may include:
 1. plagiarism: taking ideas/writings/intellectual properties, including generative material, from another and presenting them as one's own.
 2. writing papers for other students.
 3. cheating: using illegal notes/copying on examination.
 4. unauthorized collaboration: unauthorized assistance with oral and/or written material.
 5. accessing or altering intellectual properties without proper consent of owner/author.
- b. Incidents of academic dishonesty will be dealt with by the individual professor who may consult with the Dean of their school. Incidents of academic dishonesty, including any penalties imposed, will be reported in writing to the Office of Academic Affairs. The instructor may impose one of the following penalties:
 1. another examination or outside assignment.
 2. a grade of "F" for the examination or outside assignment.
 3. a grade of "F" for the course; expelling the student from the course.
- c. In addition to any penalties imposed by the individual professor, in severe or repeated incidents of academic dishonesty, the Provost may suspend or expel a student from the University.
- d. Following the imposition of any penalties for incidents of academic dishonesty, students have the right to request an appeal hearing.

II. Definitions

- a. **PLAGIARISM** shall be defined as the appropriation of previously authored material for presentation as one's own work without proper acknowledgment of the source of the appropriated material. The appropriated material may not be copyrighted and may include books, periodicals, newspapers, another student's paper, films, tapes, recordings, maps, charts, diagrams, graphs, disks, scientific experiments, and data.
 - To avoid plagiarism or the appearance of plagiarism, one must document the following items properly:
 1. directly quoted material.
 2. indirectly quoted material in the form of summaries, précis, and paraphrases.
 3. copied maps, charts, diagrams, graphs, or similar materials.
 4. the source of the information from which the student/writer has constructed a map, chart, diagram, graph, or similar device through which to present information.
 5. any idea or opinion which the student/writer has not reached independently.
 6. specific factual material which is not considered "common knowledge."
(Common knowledge is usually defined as factual material which is found in a minimum of three (3) reliable, reputable sources.)
- b. **COLLABORATION** shall be defined as two or more students working together explicitly or implicitly, when prohibited by the instructor. Therefore, it must be understood that a tutor has but one function - to supplement the teaching of the classroom instructor. Similarly, a typist does

nothing but type. Tutors and typists shall attend to their prescribed tasks and shall do no editing, revising, researching, rewriting, or ghostwriting.

- c. **CHEATING** shall be defined as any act(s) of deceiving, swindling, or fraud to include but not limited to copying of another student's work; use of unauthorized notes or materials in tests and examinations; use of stolen tests, examinations, or other materials; and the purchase or acquisition of papers or intellectual properties to present as one's own work.

III. The Academic Appeal Process

- a. A student who chooses to do so may request the resolution of an academic problem within five (5) days discovery of the problem or the imposition of a penalty for academic dishonesty to the instructor concerned, with the objective of resolving the problem informally at this level. Upon notification of a student appeal, the instructor will inform the Dean for that course (Union Commonwealth University has four schools: School of Nursing; School of Humanities and Social Sciences; School of Health and Natural Sciences and the School for Professional and Graduate Studies) of the facts of the matter. If the problem is not resolved successfully within five (5) class days following the initial request, the student may appeal to the Dean of the school involved. If there is no satisfactory resolution after contact with the Dean after five (5) class days, the student may appeal to the Associate Provost of Academic Affairs. All charges of academic dishonesty that are serious enough to affect the final grade(s) of a student are to be reported to the Associate Provost of Academic Affairs.

The process that a student should follow is outlined below:

- Within five (5) class days, the student contacts the instructor to discuss the grade or sanction in question.
 - If the student does not receive a satisfactory resolution with the instructor within five (5) class days, contact should be made in writing to the Dean that is responsible for the course (the contact information can be found on the syllabi for each course at Union Commonwealth University).
 - If after five (5) class days from the initial contact with the Dean there is no satisfactory resolution, the student may appeal in writing for further consideration to the Provost. The written appeal to the Associate Provost of Academic Affairs should set out the nature of the academic problem, the attempts to resolve the academic problem, and penalties have been imposed based on the problem, and the student's reasons for appealing.
- b. The Associate Provost of Academic Affairs will seek to mediate the dispute within thirty (30) calendar days.
- c. If mediation is unsuccessful, the Associate Provost of Academic Affairs will appoint an Ad Hoc Hearing Committee to arbitrate the issue. The committee will consist of three (3) faculty members chosen who were not involved in the original dispute. The Associate Provost of Academic Affairs will assign one of these committee members as chairperson of the committee.
- d. A hearing date will be determined within ten (10) class days following submission of the student's written appeal. At the hearing, both the student and the instructor shall have ample opportunity to explain and set forth the reasons for their actions.
- e. The student may present their appeal or designate a person of their choosing to appear with them at the hearing. The instructor shall have similar rights. All persons involved must be active members of the campus community.
- f. Other persons with relevant information may be requested to testify as witnesses at the hearing by the student, by the instructor, or by the Ad Hoc Hearing Committee, including the Dean of the school, and the chairperson involved in the issue.

- g.** All appeal hearings shall be conducted in private and shall include only such parties directly affected by the outcome, parties designated by the University to be present, or an allowed party's designated representative.
- h.** Within five (5) class days from the close of the hearing, the Ad Hoc Hearing Committee shall advise the student and the instructor of its decision in writing and shall make its decision known to the Associate Provost of Academic Affairs.
- i.** The decision of the committee shall be considered final and will represent the terminal act in the appeal procedure.
- j.** The timelines set forth represent fair process limits to be followed in normal situations and in no way are meant to impair a speedy resolution when required. However, the avenue of appeal must be followed.

NOTE: The appeal process described above is intended to serve as a guideline for the Union Commonwealth University administration.

IV. Academic Decision Process

- a.** The Associate Provost of Academic Affairs shall administer the decision of the Ad Hoc Hearing Committee.
- b.** In cases involving academic dishonesty, a copy of the letter and decisions of the committees shall be kept in confidential files by the Associate Provost of Academic Affairs. When the student graduates, the file will be destroyed.
- c.** The Ad Hoc Hearing Committee may determine a penalty up to and including suspension or – if the student is found responsible for a second offense of academic dishonesty – expulsion.
- d.** Any student found responsible of academic dishonesty in any form will be subject to forfeiture of his/ her right to graduate with honors from Union Commonwealth University, as determined by the Ad Hoc Hearing Committee.

Student Conduct Code Policies

Students are held to a high level of responsibility at Union Commonwealth University and are expected to hold true to the Conduct Code put in place. Students are the central focus of Union Commonwealth University and Conduct Codes may require student involvement in forming and/or modifying.

At its core, the Student Conduct Code is not to infringe on the responsible exercise of rights and freedoms that are given to students. Students are encouraged to understand that all actions taken have consequences and that if a student engages in an activity, the student is accepting full responsibility for their actions.

The Student Conduct Code is always applicable, is applicable to all students, and is applicable both on and off campus. The Student Conduct Code is in place for the safety and full enjoyment of campus property and services of any member of the campus and/or community. Any action that goes against this principle will not be tolerated. (University property is defined as all property owned, leased to, contracted for, or operated exclusively by Union Commonwealth University as mandated under the control and regulation of the Board of Trustees of Union Commonwealth University.)

Please note: The Student Conduct Code is also applicable to Union Commonwealth University groups and/or organizations, guests/visitors, and those renting facilities and/or services from Union Commonwealth University.

Union Commonwealth University will seek to pursue and resolve all matters resulting in misconduct. Any individual that violates any part of the Conduct Code, as stated within this handbook, will be subject to review for disciplinary action. **Failure to adhere to the criteria outlined below can result in the loss of institutional aid and/or financial charges being placed on student accounts.**

I. Conduct Code: Behavior

- a. The Code of Behavior is based on the principles of any strong society of reasonable people, including fairness, consideration, the right of all members to enjoy full opportunity to pursue academic goals, to enjoy leisure and quiet as needed, and to experience security and safety of person and property. It is always to be understood that being part of Union Commonwealth University for any reason is a privilege.
- b. Students are expected to exhibit a high standard of personal responsibility. Students are expected to know, understand, practice, and live by the University's Core Values. Students are expected to observe a strong and practical sense of stewardship and respect for the physical and human resources of the University and of other students. Students are obligated to comply with all federal, state, and local laws and are obliged to adhere to stated University regulations. Students are free to petition peacefully and lawfully for amendment or modification of various laws as well as University regulations. However, the rights of the student body as a whole and the authority of the University as an institution of higher education exceed the rights of any individual student or group of students.
- c. The University environment seeks to provide students with a strong opportunity to find their individual voices and to refine skills of dialogue; the University does not attempt to stifle/infringe upon opinions that disagree or oppose.
- d. The University seeks to provide a constant and predictable environment wherein students may peacefully pursue their studies; individuals' choices that result in disruption of normal functions and operations of the University cannot be tolerated. Students who choose to be disorderly or who choose to act in contempt of the rights of others may be required to separate from the University community.
- e. By the Charter of the University, the Board of Trustees is ultimately responsible for the school and for its operation, and therefore, the University is not legally a political democracy operated with

the consent of the governed. Union Commonwealth University is a limited democracy. In general, judicial requirements, except for separation sanctions, are secondary to academic program requirements. Judicial requirements take precedence over athletic or co-curricular requirements.

II. Conduct Code: Procedures

- a. Students are held to a high standard of personal responsibility, especially when providing information and/or statements during investigations, hearings, and appeals. Providing false, misleading, and/or incomplete information is seen as both dishonesty and a direct violation of this Code. Violations of this will be treated as a separate offense.
- b. Students are expected to attend classes, as academics are the primary focus of this institution. Students are also expected to attend any summons regarding violations against the Student Conduct Codes.
 1. The University reserves the right to make disciplinary decisions if a student fails to be present. Failure to comply may result in a student losing the right to appeal.
 2. The University also reserves the right to make disciplinary decisions if a student chooses not to respond, chooses not to acknowledge, or chooses not to adhere to charges/sanctions put forth during a summons. Failure to comply may result in a student losing the right to appeal.
- c. Disciplinary and judicial requirements (except for separation sanctions) are secondary to academic program requirements. Judicial requirements take precedence over all other student commitments, including athletics and co-curricular activities.
- d. Students that have judicial sanctions and/or judicial requirements are expected to abide by them. Failure to complete and/or comply may result in review for additional appropriate action, which may include additional sanctions or requirements.
- e. Violations of local, state, or federal laws may require the University to take additional actions and may include notifying law enforcement.
 1. Individuals that may be victims to others violating local, state, or federal laws may choose to pursue action beyond the University's processes and may be referred accordingly.

III. Conduct Code: Academic Integrity

- a. The central purpose of a university is the pursuit of knowledge and truth. The university environment must be free of dishonesty, deceit, plagiarism, and misrepresentation in its academic life. Any student that chooses to be dishonest in his/her academic work commits an act of contempt towards the purpose of Union Commonwealth University. A student that chooses to be dishonest in his/her academic life seriously interferes with the fairness in academic competition. All incidents of academic dishonesty are to be reported to the Provost. Any academic material (tests, information, research papers, notes, books, periodicals, intellectual properties) that are taken, acquired, or possessed without permission/consent from a member of the University community is considered an act of theft.
- b. Falsifying, altering, or forging any official Union Commonwealth University records and/or documents for purposes of misrepresentation and/or falsification of evidence is considered a serious offense. Violation of this can result in judicial review and can negatively affect a student at Union Commonwealth University. This regulation also applies to alteration of officially issued Union Commonwealth University Identification (ID) Cards.
- c. Union Commonwealth University is committed to the principles of nondiscrimination of sex, gender, race, religion, national origin, or special challenges/disabilities. Discrimination is defined as denying or attempting to deny a person(s) the full rights and privileges of membership in the University community based on any of the characteristics listed.
- d. The University is determined that the daily academic and work experience of its community members are in no way to be contaminated by events of sexual harassment between members of the community. Those behaviors are considered to create a hostile environment for other members of the community.

- e. Common ethical standards anchored in the University's Core Values apply to all members of the University community, students, and employees alike. It is important to avoid instances that create a breach of trust in agreements and in relationships.
- f. No student shall engage in interference, coercion, or disruption which impedes, impairs, or disrupts the University's processes, and/or functions. No student shall interfere with the rights of others on university property or while they are representing Union Commonwealth University.

IV. Conduct Code: Individual Conduct

- a. It is imperative that all individuals are aware of their surroundings when engaging in any action, activity, or gathering. All persons present in an area and/or room during any incident may be charged and found responsible for their participation or contribution.
- b. Conduct that threatens the safety or property of campus community members and/or behavior that deviates from the principles (Core Values) of the University are strictly prohibited. The threat or commission of physical violence, whether on campus or off campus, against any person enrolled in and/or employed by Union Commonwealth University is subject to university and/or civil penalties. The University has special concern about stalking and predatory behavior.
- c. No student, acting alone or with others, shall interfere with university personnel in the performance of their official duties and responsibilities. Residential students must cooperate with the reasonable requirements from service personnel, including that of Physical Plant and Housekeeping workers, exterminators, and utility personnel.
- d. Union Commonwealth University's values hold that relationships between students must express strong character, good will, thought, and responsibility.
- e. Non-consensual sexual acts, such as rape and sexual assault, that occur on campus and/or involve Union Commonwealth University students or employees are of the most serious concern. The University will provide appropriate assistance to victims of non-consensual sexual acts in a **confidential manner**.
- f. Overnight visitation by members of the opposite sex is strictly forbidden in all residence halls and apartments on campus of Union Commonwealth University. Violation of this policy may result in judicial sanctions. Repeated overnight visitation to a specific area can result in loss of all visitation for all members of that area until the visitation violations cease.
- g. Presence of minors in residential buildings is prohibited unless authorized in writing by approved Student Support and Development staff. Inappropriate sexual involvement, or strong suspicion of involvement, in any way with a minor will lead to review for immediate expulsion and will, by law, be reported to local authorities.
- h. Vulgar, indecent, obscene language and/or behavior on university property or at University-sponsored functions off-campus are unacceptable. Displays of pornographic materials are prohibited, especially in public places. This includes electronic images, for example that may be displayed on a computer screen.
- i. Abusive, disruptive, or threatening language towards any member of the Union Commonwealth University community, whether on or off campus, and towards individuals and university personnel is prohibited and will result in judicial sanctions.
- j. Hazing in any form is not allowed at Union Commonwealth University or in any group, or perceived group, that is part of the University. Hazing is defined as any behavior in which a person is required to participate in an activity in order to join an organization, group or team, and/or in which the activity does not have a direct and reasonable relationship to the goals and purpose of the organization, group, or team. Greek Life hazing is strictly prohibited.
- k. Harassment of any member of the community is a direct violation of the spirit of civility and equality that the University seeks to create. Harassment is defined as repeated, uninvited behavior, in any way, including via forms of communication, which threatens a person's well-being or interferes with the person's ability to enjoy the benefits of being a member of the community. This includes harassment through social media and text messaging.

- l. Gambling in any form is strictly forbidden. Student-led raffles are prohibited. Gambling is defined as gaining or attempting to gain the property of another person by risking one's own property in a game of chance and/or skill.
- m. Students are encouraged to express their opinions openly to each other and to the faculty and staff of the University in a safe a respectful manner. Opinions that involve harassment, violence, vulgarity, or violation of campus policy is prohibited.

V. Conduct Code: Alcohol and Illegal/Illicit Substances

- a. Alcohol of any kind for any reason is not permitted on campus. Violations of this policy will result in a judicial review and appropriate sanctions. Repeat offenses may result in suspension or separation from campus and/or loss of privileges.
- b. University-hosted special events such as award ceremonies, banquets, Homecoming, and Commencement must still follow the University's Alcohol and Illegal Substances policy. Students, faculty, and staff are representatives of Union Commonwealth University at off-campus gatherings/events; all individuals are expected to abide by state and federal regulations, and exercise reasonable responsibility when regarding alcohol at off- campus gatherings/events.
- c. Any state and federal regulations regarding alcohol, such as operating vehicles under the influence, will be enforced by law enforcement agencies primarily, and through Campus Security as needed.
- d. No student shall possess empty alcohol or illegal substance containers on or in university property for decoration or any other purpose.
- e. No student or student organization on campus shall host an event, party, or gathering in which alcohol is present. A party is defined as five (5) or more persons gathered in a living area other than their own, where alcohol, illegal substances, and/or noise are present. In the event of a party, all individuals present will be held responsible and a fine of \$500.00 will be placed on the student's account.
- f. Illegal/illicit drugs and/or substances of any kind are not permitted on campus for any reason. Possession, trafficking, distribution, sale, or use of illegal/illicit drugs and/or substances is a direct violation of state, federal, and local law, as well as Union Commonwealth University policy. The university reserves the right to contact law enforcement regarding violations of this policy.
- g. Possession of paraphernalia such as rolling papers, bongs, pipes, vapor (vape) devices, and other smoking devices designated for consumption of illegal/illicit drugs and/or substances are violations of this policy.
- h. If a student is in possession of illegal/illicit drugs and/or substances, appropriate law enforcement agencies will be contacted for confiscation and prosecution. Any involvement from law enforcement agencies will be separate from judicial reviews and sanctions administered by Union Commonwealth University. Offenses may result in suspension or separation from campus and/or loss of privileges.
- i. Violations involving alcohol and/or illegal/illicit drugs and/or substances will result in that individual being issued sanctions. Additional requirements may include completing educational sessions, attending counseling, and/or community service (through restitution). **Note:** If a student is under legal drinking age, parents and/or legal guardians may be contacted. **Note:** If a student is found responsible for an offense involving illegal/illicit drugs or substances, parents and/or legal guardians may be contacted.

VI. Conduct Code: Weapons

- a. Weapons such as firearms, air/gas guns, archery equipment (unless a member of the Archery Team), and flammables are forbidden on university property. Even if the owner has a legal permit (concealed or open carry), weapons of any kind are not to be on campus. All weapons and ammunition including arrows, discovered must be surrendered to Campus Security without question. The University reserves the right to confiscate and/or destroy firearms and fireworks.
- b. Possession of a firearm storage container including a belt holster, gun case, or gun storage cabinet/safe will be considered a violation of the weapons policy. Paraphernalia related to weapons is not permitted and will be confiscated.

- c. Switchblades, machetes, and knives (not for kitchen-use) are prohibited on campus. Utensil knives are permitted.
- d. Fireworks of any kind are prohibited on campus, unless approved as part of a planned, university-sponsored event and/or approved by Campus Security.
- e. Students cannot possess items that replicate firearms or toy guns, such as props or non-firing replicas. In addition, students cannot possess items that have projectile capabilities similar to firearms. This includes foam -based projectile items (such as Nerf toy guns) and similar products.

VII. Conduct Code: Fire Safety

- a. No student will tamper with or interfere with the fire safety system of any building. This includes placing objects around or on smoke detectors to prevent operation. Further defined, tampering and/or interfering also includes causing a false alarm, falsely reporting an alarm, causing a system to be inoperative in any way, removing a smoke detector, removing batteries of a smoke detector, and/or removing/emptying an extinguisher.
- b. Every member of the University community must cooperate with the execution of fire drills and is expected to vacate the building in a reasonable time and in an orderly fashion.
- c. Every member of the University community must cooperate with all fire department officials and requirements, including allowing access to fire lanes and fire hydrants as needed.
- d. Fire drills are required by law, take place at least once each semester, and are conducted by Campus Security and the Residence Life Staff. Students must leave the building whenever the fire alarm sounds.
- e. Open flames are not permitted on campus. This is because items such as candles produce a higher risk of fire hazards, especially if left unattended. Flammable containers/burning materials such as candles, incense, oil lamps, and votive potpourri pots are not permitted. As an alternative, students are permitted to have electric incense burners.
- f. Setting fires outside of designated grill or bonfire areas of campus is not permitted. Unauthorized use of grill or bonfire areas may result in fines. Authorization for use of grill or bonfire areas can be sought through the Student Support and Development Offices, and Campus Security will be notified of the authorization.

VIII. Conduct Code: Community Damage

- a. Damage that occurs in shared residential areas (such as lounges, kitchens, bathrooms, and hallways) in which the actual perpetrators are not identified, may result in community damage restitution or fines for all residence in the area, section or building. Community damage restitution is determined by the total cost of repair, parts, and labor, divided by the number of individuals within a residential area or residential section.
- b. Students living on campus can be found financially responsible for damages if it is determined that vandalism was intended, which will result in an additional charge of vandalism to be added to the community damage restitution.
- c. If an individual is identified that individual will be responsible for all the repair costs and the community damage restitution will not be applied.
- d. Individual rooms are not covered in community damage and fall responsible to the individual(s) assigned to that specific room.
- e. Examples of community damage can include but not be limited to:
 - 1. Failure to report damages can also result in community damage restitution for all residents of an area.
 - 2. Doors broken off hinges, common areas being left untidy or messy, markings/writing on walls or furniture, tampering with fire safety equipment, tampering with thermostats, damages to ceilings, damages to air conditioning units, replacing/adding to/altering locks or hinges to doors, repainting, cleaning, destroying university property, destroying signs.
 - 3. In the event of excessive visitor violations, noise violations, and/or improper cleanliness, a hall meeting must be conducted to address the issues. If the issues persist after a

meeting has occurred, community damage restitution can result in revoking privileges and including a monetary fine for all residents of an area.

4. Community damage restitution also includes improper use of university owned equipment. It is prohibited to use any University owned or operated equipment for the purpose of viewing X-rated, pornographic, discriminatory, degrading and/or inflammatory materials.

IX. Conduct Code: Residential Living

- a. Student Wellness Checks occur periodically and at random intervals in order to check on the standards in which a student is living. The University does recognize that all individuals vary on different expectations of cleanliness and order, however individuals deemed to have excessive trash, uncleaned rooms, and/or excessive untidiness may be fined a minimal amount. Good personal hygienic practices are encouraged to be a basic and necessary aspect of community life. For the evaluation, mobility throughout the room is expected, especially in case of an emergency.
- b. Trash cans are provided in most residential areas, as well as dumpsters throughout campus. If a student cannot supply the adequate tools necessary for keeping a clean and tidy room, the student will need to contact the Director of Housing. **Note:** Housekeeping is not responsible for cleaning individual rooms when they are occupied.
- c. Students are not expected to make repairs to their residential living location. All repair requests must be reported to either Residential Life Staff or Physical Plant (Maintenance). Students will also be provided means in which to directly request repairs (via OperationsHero Work Order System).
- d. Residential buildings will be inspected by Residence Life Staff, the Director of Housing, and Physical Plant (Maintenance) at regular intervals in order to determine areas of improvement, safety concerns, and any repair maintenance needed.
- e. Residential locations have a minimum fire code requirement that there must be direct access from between the door, bed, and window with little to no obstructions. The window should not be blocked at any time for any reasons.
- f. No items can be left in the hallway of residential locations. Items left in the hallway will be considered abandoned and may be discarded without warning.
- g. Students are not allowed to play sports inside of residential buildings. Bicycles must be kept in a room or on a bike rack outside of the building and are not to be ridden in any building on campus.
- h. Public lounge furniture is common property of the University and may not be taken into student rooms for any duration. The possession of lounge furniture by a student is considered theft. Students are permitted to purchase additional furniture as desired.
- i. All furniture owned by the University and issued within a residential room, apartment, house, and/or residential hall is always expected to remain in that area. If furniture is no longer present within an area, the individual assigned to that room may be charged the full cost of the missing furniture until that item is returned. Unreturned furniture may result in a monetary fine being added to a student's account.
- j. Students are expected to not cause damage to furniture owned by the university. If a student is found to have damaged any furniture, that student will be held responsible for the financial cost associated with repairing or replacing the damaged furniture. Damage to public lounge furniture will be charged to all individuals within that area as part of community hall damage.
- k. Pets and animals are not permitted on campus. Service animals and emotional support animals must be verified and approved by the Disability Services Offices of Union Commonwealth University. (Proper documentation is required.) Students are permitted to have fish in containers/tanks that do not exceed 10 gallons. Violations of this policy can result in loss of housing privilege, payment of specialized room cleaning services, payment of exterminator services, and/or loss of other privileges related to on-campus housing. Public health regulations require sanitation, disease control procedures, and deodorization, for which the violator will be charged.
- l. The University believes that each resident should have a reasonable opportunity to rest and to study without intrusion while in his/her room at any time. As a matter of consideration for other residents and the community in residential locations, the university enforces a Quiet Hours Policy.

From Sunday to Thursday, Quiet Hours are in effect from 10:00pm until 12:00pm (noon) and are extended from 12am (midnight) to 12pm (noon) on Fridays and Saturdays. Excessive violations of noise policy may result in being on 24-Hour Quiet Hours for an extended period. Each semester will begin with a clean slate.

1. 24-Hour Quiet Hours are enforced during Final Exams and are in effect beginning the day before these periods and ending the day after these periods.
 2. Residential locations may be placed on 24-Hour Quiet Hours in the event of excessive noise violations or for any other violations occurring in excess.
- m. The University believes that each resident should have a reasonable opportunity to grow within the community and to invite guests/visitors to his or her residential location. Guests and/or visitors are defined by Union Commonwealth University as individuals who are not assigned to that residential location (specifically by building or room). As a matter of consideration for the community in residential locations, the university enforces a Visitor Hours Policy. From Sunday to Thursday, Visitor Hours are in effect from 12:00pm (noon) to 12:00am (midnight) and are extended from 12:00pm (noon) to 2:00am on Fridays and Saturdays. Some residential locations require students to sign guests/ visitors in and out. If a guest is not signed in, the guest is in violation of the visitation policy and will be asked to leave. Excessive violations of the visitor policy may result in that residential location not being permitted visitation for an extended period. Each semester will begin with a clean slate.
1. Guests and visitors are permitted during Midterm Exams and Final Exams periods; however, the 24-Hour Quiet Hours requirement is still applied.
 2. Guests and visitors are expected to abide by the policies in place at Union Commonwealth University. Students are held responsible for the behavior and actions of their guests or visitors, especially in the event of a guest violating any policy.
 3. Residential locations may lose visitation privileges in the event of excessive visitor violations, or for any other violations occurring in excess.
- n. The University prohibits the presence of members of the opposite sex in residence hallways, rooms, and common areas outside of designated Visitor Hours. Overnight visitation is not permitted. Except in the case of married individuals, cohabitation is not permitted. Cohabitation is defined as individuals living, or the appearance of individuals living, in an area of campus for which he or she is not assigned.
- o. Some residential areas provide approved access to terraces, patios, and balconies for use. Some locations prohibit access to specific roofs, terraces, and ledges in order to provide a safe and secure environment for community members.
- p. Outdoor campus locations, such as the outdoor basketball court, are subject to operating hours. Out of respect for all students and community members, outdoor areas will open at 8:00am in the morning and will close at 11:00pm every night. Special events occurring in outdoor locations after closure times must receive approval from the Office of Student Support and Development. This rule is applicable to all faculty, staff, students, alumni, and community members.
- q. Students are not allowed to discard any items out of their residential windows or use windows as entry or exit points of the residential area except in the case of emergency. Students are not permitted to harass, slurs, threats, disruptive, or rude language from the residential windows.
- r. Smoking or use of tobacco (including dip, e-cigarettes, and vapor devices) is not permitted on campus or in any building on campus or on campus property. All individuals must leave campus to use tobacco products. Individuals are expected to abide by local, state, and federal regulations regarding tobacco products.

VI. Mobility Devices and Drones on Campus

Union Commonwealth University permits students to possess and operate electric/battery-powered bicycles and electric/battery-powered scooters on campus, subject to the regulations outlined below.

- Electric/battery-powered bicycles and scooters are prohibited from being brought into, stored within, charged within, or otherwise kept inside any University-owned or leased building, including residence halls, apartments, academic buildings, and common areas, at any time. Due to the risk of battery malfunction, overheating, and fire, charging of these devices inside University buildings is strictly prohibited.
 - Students who bring electric/battery-powered bicycles or scooters to campus are responsible for properly securing their devices. Devices must be stored and locked to designated bicycle racks when not in use. Devices may not be stored in hallways, stairwells, entryways, breezeways, sidewalks, porches, or any location that obstructs pedestrian traffic, emergency access, or building exits.
 - Mobility devices such as bicycles, skateboards and scooters (electric & non-electric) may only be operated on university roadways, parking lots, and side streets. Operation on sidewalks, pedestrian pathways, athletic facilities, grassy areas, or inside any University building is prohibited. Operators must yield the right-of-way to pedestrians at all times and operate devices in a safe and responsible manner.
 - Devices may not be left unattended unless properly secured with an appropriate locking mechanism. Union Commonwealth University assumes no responsibility for lost, stolen, or damaged devices.
1. For reasons of safety, security and privacy, drones, quadcopters, and other remote-controlled devices are not permitted to be used on the campus of Union Commonwealth University without prior, written authorization from the Dean of Students. Students violating this policy may be subject to a referral to the Dean of Students as a potential violation of the Student Code of Conduct.
 2. Drones are not permitted to be used by employees on the campus of Union Commonwealth University without prior, written authorization from the Vice President for Business and Financial Services. Employees violating this policy may be subject to disciplinary action and/or dismissal.
 3. Union Commonwealth University is committed to the safety of its students, faculty, staff, and visitors. Students found in violation of this policy may be referred to the Dean of Students for disciplinary action, may be required to remove the device from campus, and may be assessed fines or damages associated with improper storage, charging, operation, or damage to University property.

X. Conduct Code: Vehicle

- a. Rules and regulations regarding the operation and parking of motorized vehicles will be implemented, reviewed, and enforced by the Campus Security Officers. Repeated, unacceptable, and/or abusive behavior related to the enforcement of these rules and regulations may be met with a judicial review and additional fines. Parking privileges may be revoked if repeated, unacceptable, and/or abusive behavior occurs.

XI. Conduct Code: Property

- a. Good self-care involves good housekeeping while residing in housing provided by the University. The University reserves the right to enter, inspect, and sanction for unhygienic or unsafe conditions.
- b. Union Commonwealth University seeks to protect the properties placed on campus by vendors and contractors. These include vending machines, telephones, telephone lines, cable TV lines, ATMs, video games, etc. Tampering with equipment and service lines is strictly prohibited. Phone/TV utility lines may not be extended beyond the room to which those utilities are assigned.
- c. Stealing, moving, or using the property or services of an individual, group or the University without the authorization of the owner is strictly prohibited.
- d. Defacing, disfiguring, damaging, or destroying public, private or University property is subject to cost of restitution and disciplinary action.

- e. Unauthorized entry or use of University facilities, such as offices is prohibited. Requests for entry, use, or occupation of a facility must be authorized by the appropriate University staff or faculty member. If entry or occupation of a facility was initially authorized, individuals must comply with the order to leave when given.
- f. The University allows for multiple means of payments for products and/or services. It is considered a breach of trust and integrity to provide a counterfeit money, checks, or orders that is worthless or does not hold true value.
- g. Solicitation requests must be approved by the Office of Communications, and/or the Office of Advancement.
- h. Students are responsible for maintaining the belongings that they bring to campus. It is encouraged that students protect their belongings by purchasing renter's insurance, which can cover for theft, damage, or loss.

XII. Conduct Code: Off Campus Student Conduct

- a. At all times whether on-campus or off-campus, students are representatives of the University and in all aspects of life are expected to follow local, state, and federal regulations, as well as exercise reasonable judgement and reasonable responsibility.
- b. Any student who is involved in any activity under the name of Union Commonwealth University while off campus is expected to obey all local, state and federal laws and is still governed in his/her behavior by the Student Conduct Code as stated in the Student Handbook. This special condition includes a student traveling as an individual, or participating as part of a group, or as part of an athletic team. A student is expected to uphold the name of Union Commonwealth University in all behavior choices and is to make every effort to enlarge and enrich the perception of Union Commonwealth University in the eyes and minds of others. The character of Union Commonwealth University is one of its most important assets; all students are expected to work purposely to preserve and strengthen this resource.
- c. Although a student's off-campus conduct ordinarily will not affect his/her university status, there may be occasions in which off-campus conduct is so destructive to the University or of such a nature as to indicate to the community that University disciplinary action must be taken. Even if civil/criminal action is pending, the University may act if this appears to best serve the interests and safety of the University and/or the members of its community.
- d. Special consideration is involved when trusted with a University vehicle. Drivers must observe state and civil laws in the use of a vehicle. A University vehicle, or a rented vehicle, may not be used to transport unauthorized persons or materials. Kentucky state law requires the use of seat belts by all passengers. Anyone driving a University vehicle must comply with safety requirements and civil laws. A driver must have a current valid driver's license and good driving history and must be approved by the university to operate the vehicle.
- e. The above expressly applies for behavior among members of any Union Commonwealth University group. Student Conduct Code sanctions will be used in determining disciplinary action for violations. Off-campus behavior should always express the core values of the university.
- f. The University reserves the right to review any complaint about behavior among/between students, particularly if that behavior involves predatory act, or acts which interfere with any student's sense of safe and unimpeded access to all campus locations and services. The University reserves the right to suspend or prohibit access to the campus to any student or person posing a threat to member(s) of the University community.

Non-Academic Judicial Process

The purpose and usage of the judicial process is to enforce, uphold, and maintain the policies, rules, and regulations as defined and explained by the Student Handbook.

The judicial process at Union Commonwealth University is designed to uphold the Student Code of Conduct and to support the overall mission of the University. A Judicial Committee will be convened when necessary to adjudicate an appeal. The Judicial Committee shall consist of at least one faculty member, one member of the Residence Life staff, and one staff member. The Dean of Students shall be responsible for assembling the Judicial Committee and for appointing a member to serve as the Chair of the committee. Every effort will be made to assemble the entire committee for hearings. Hearings are closed to everyone except committee members, the parties involved and their representatives, and authorized Union employees. Minutes will be recorded and kept in the file concerning the incident.

NOTE: Sanctions and Disciplinary Actions other than those outlined in the Student Handbook may be administered at the discretion of the Director of Housing & Residence Life, Judicial Committee, or Dean of Students. The failure of Union Commonwealth University to follow the procedures outlined herein shall not affect the validity or enforceability of any judicial sanction, Union Commonwealth University reserves the right to modify these procedures or deny a disciplinary appeal at any time and for any reason.

I. Definitions of Roles

a. Role of Residence Life Staff

1. Gather all information concerning an alleged violation and report that information on an "Incident Report" within 24 hours of the incident/violation.
2. Verbally inform each student that their behavior has been reported.
3. Submit the Incident Report to the following: Community Coordinator for Residential Communities & Housing, Director of Housing & Residence Life, and Dean of Students.
4. May serve as a member of a Judicial Committee.

b. Role of Campus Security

1. If present for an incident, gather all information concerning an alleged violation and report that information on an "Incident Report" within 24 hours of the incident/violation.
 - In some cases, this may include gathering security camera footage.
2. If needed, Campus Security is to contact emergency service (police, fire, and/or EMT).
3. Submit the Incident Report to the following: Community Coordinator for Residential Communities & Housing, Director of Housing & Residence Life, and Dean of Students.

c. Role of the Student Support and Development Staff

1. Members of the Student Support Development staff may serve in capacity of a judicial officer, to provide reports, administer sanctions, oversee appeals, and/or work with a Judicial Committee.
2. If present for an incident, gather all information concerning an alleged violation and report that information on an "Incident Report" within 24 hours of the incident/violation.
3. Submit the Incident Report to the following:
 - Dean of Students
 - Director of Housing & Residence Life
 - Campus Security
 - Resident Director Staff (if applicable and/or if in housing)
4. May apply any fines/charges listed as automatic, or fines directly associated with damages where the monetary value is already determined.

- Inform each student in writing of charges made against that student. This information comes in the form of a “Notice of Judicial Hearing” which details the charges, as well as the time and location of the Judicial Hearing.
- Conduct Judicial Hearings for offenses within the Student Handbook, regardless of number of offenses. Judicial Hearings may be conducted by the Director of Housing and Residence Life and/or his or her designee and the Dean of Students and/or his or her designee.
- May apply appropriate sanctions as defined by the Student Handbook. Alteration of sanctions can occur during the appeals process.
- Advise the student of their right to appeal.
- Enforcement of sanctions, if not appealed.
- If an appeal is submitted, the Director of Housing & Residence Life and/or Dean of Students is responsible for gathering the information regarding the report, violation, and sanctions. If an appeal is submitted, enforcement of sanctions—except for separation sanctions—are halted until a final decision is made.

d. Specific Student Support and Development Staff Roles:

1. Role of the Director of Housing and Residence Life

- May hear all first offense cases.
- May hear second and third offense cases.
- May hear cases involving separation sanctions.
- Shall hear requests for appeals of judicial sanctions imposed by his or her designee.

2. Role of the Dean of Students

- May hear cases involving separation sanctions.
- Is responsible for applying separation sanctions including suspension, dismissal, and expulsion.
- If a separation sanction is applied, the Dean of Students is responsible for notification of the separation sanction to the appropriate offices and individuals.
- Shall hear requests for appeals of judicial sanctions imposed by his or her designee.
- Determine whether a request for appeal from the decision of the Director of Housing and Residence Life or the Dean of Students states an adequate basis for appeal, and if so, convene a Judicial Committee to hear the appeal.
- Automatic fines and damages are not sanctions that can be appealed to a Judicial Committee, therefore the committee does not address these appeal requests and the determination of the Director of Housing and Residence Life, or the Dean of Students is final.
- A request for appeal shall be granted when, in the opinion of the Dean of Students, the request for appeal establishes that:
 - There were procedural defects or irregularities that affected the outcome. This may include circumstances where a lack or insufficiency of notice caused the student to be unable to adequately represent their interests or other situations that prevented the student from adequately participating in the judicial process. This could also include instances in which a decision-maker had a conflict of interest or bias towards the student.
 - The sanctions applied do not bear a substantial relationship to the determined violation. This could include situations in which the sanctions are disproportionate to the nature of the infraction or where the type of discipline imposed is wholly unrelated to the infraction.

e. Role of Judicial Committee

1. May hear any case from which an appeal from the decision of the Director of Housing and Residence Life or Dean of Students is made.

2. When an appeal to the Judicial Committee is provided, the Judicial Committee shall deliver the final decision regarding the outcome of a judicial process. Committee decisions are final.
 - A Judicial Committee may uphold, overrule, or alter the decision or sanctions as determined by the Dean of Students and/or Director of Housing & Residence Life.
3. Must inform both the involved student and the Dean of Students and/or Director of Housing & Residence Life of the final decision, at which point enforcement of sanctions begins immediately.

f. Rights of the Accused

- Students have the right to be notified in advance of any judicial hearings. 24-hour notice is preferred, though situations involving the health and safety of the University community may necessitate more expedited judicial hearings. Students can waive their 24-hour notice if the student chooses.
- Students are required to attend judicial hearing. Failure to attend a judicial hearing may result in judicial process occurring in absence of the student. Failure to attend a judicial hearing will result in the student being unable to appeal the sanctions applied during the judicial hearing. Failure to attend a judicial hearing may also result in additional fines being placed on the student.
- During a judicial hearing, students have the right to be presented with full knowledge of the charges and the evidence against them.
- During a judicial hearing, the student is given an opportunity to plead their case and may present new information, documentation, witnesses, and/or reasoning to defeat or rebut the charges or evidence against them.
- Students have the right to have one (1) representative from the University community to serve as advisor in preparation for and during a judicial hearing. The accused must speak for themselves; advisors shall not be vocal during hearings. Only current active full-time members of the Union Commonwealth University community are permitted to participate in the judicial process. The special advisor may be a student or faculty/staff/administrative member. Attorneys, outside counsel, and parents or legal guardians are not permitted.
- Following the initial judicial decision, the student has the right to submit an appeal regarding any sanctions administered or whether proper process was followed during the judicial process. Appeals of the decision of the Student Support and Development staff may be submitted to the Dean of Students.
- Students have 24 hours to submit an appeal to the Dean of Students. Failure to submit an appeal during this timeframe will result in no appeal request being granted. All appeals must be submitted in written form (handwritten, typed, or emailed) within the allotted timeframe and should include supporting facts, documentation, witnesses, and/or reasoning regarding why an appeal should be granted.
- If a student is granted an appeal request, the student will be able to meet with either the Dean of Students/Director of Housing and Residence Life or a Judicial Committee to plead their case.
- At the conclusion of a judicial hearing, a student will be provided a copy of the documentation regarding his/her sanctions that is signed by the Dean of Students, Director of Housing and Residence Life, and/or the Judicial Committee. Students will not receive a copy of the incident report, photos, or any other documents pertaining to the judicial case.
- **Right to a separate hearing.** A student may request a separate hearing if the student is charged for the same violation as another student (stemming from the same incident). This means that if two or more students were involved within an incident, each student can decide to have a joint or separate judicial hearing.

II. Definitions of Sanction Terms

a. Probation

- Students may be placed on probation. Probation refers to a period of time following a sanction to a specific violation. If another violation of the same kind occurs within the probation period, the student may be held responsible for additional fines and/or fines may increase for the offense occurring during the probation. This sanction may be given to students who have violated any Union Commonwealth University Student Code of Conduct or Housing Policy, or students whose behavior does not meet the expectations of a Union Commonwealth University student, or who have a history of repetitive offenses. Types of probation:
 1. General: Given to students who have repetitive offenses or a series of non-related violations.
 2. Facility: Given to students who have offenses which occur in a specific facility or building on campus prohibiting them from entering the designated building other than to attend classes.
 3. Specific: A student may temporarily lose such privileges as housing and other co-curricular activities.

b. Verbal Warning

- Students receive verbal warning outlining the consequences of further violations of campus and housing policies.
- Verbal warnings are used to inform students of policies, violations, and future consequences of further negative behavior.
- Verbal warnings can be given by any faculty and staff member of Union Commonwealth University.

c. Campus Work/Community Restitution

- Students may be given campus work/community restitution at any level in the disciplinary process. The student must complete these hours and provide proof of this completion.
- If the student fails to complete the campus work/community restitution hours by the given deadline, the student will be charged with Failure to Comply and will receive a charge of \$10.00 per hour of work/restitution not completed added to their student account.
- Community restitution is to be completed within one month of the date the sanctions were given.

d. Monetary Fines/Charges

- Monetary fine/charge amounts are associated with specific policies and are specified in most cases. Violations of these policies will result in the monetary fine/charge being applied to a student's account (through the Business Office).

e. Counseling

- Students may be given counseling at any level in the disciplinary process. Students are responsible for initiating and attending a meeting with counselors at the Counseling Center by a given deadline. The Director of the Counseling Center will decide the number of counseling sessions a student must attend to complete this requirement.

f. Drug Screening

- A student who is found in violation of a drug or substance violation will be subject to drug testing. The student will assume responsibility for the cost of this drug screening.

g. Parental/Guardian Notification

- Parents/Guardians may be notified of their student's disciplinary violations at any level in the conduct review process. Parents/Guardians will be notified for violations in which a student's safety is at risk including alcohol and drug violations. They will also be notified any time a student is suspended (including interim suspension).

h. Sanction Letter

- Sanction Letters may be issued to students as a form of assigning sanctions for some violations. Sanction Letters will be issued in both physical letters and through email. Sanction Letters will address the report in which the violation occurred, as well as the sanction as defined by the Student Handbook and the appeal process. In some cases, a Sanction Letter may be issued in place of a judicial hearing.

i. Separation Sanction: Social Suspension

- Social Suspension states that students may face social suspension at any point during the disciplinary process, based on the nature and seriousness of the violation. Social suspension entails the loss of the privilege to participate in extracurricular activities associated with the suspension.
- If a student continues to cause disturbances in a particular extracurricular activity, they may be subject to social suspension from all activities where such disruptions take place.
- The duration of social suspensions may vary from one week to one semester or may even be permanent, depending on the severity and frequency of the disruptions.

j. Separation Sanction: Suspension

- Students may be suspended at any time during the disciplinary process depending on the nature and severity of the violation. A suspended student must leave the University premises within 24 hours of the time in which the sanction is given unless other provisions are made by the Student Support and Development Office. The student may not return to campus except with permission from the Dean of Students. Law enforcement agencies may be contacted and become involved with violations per the discretion of the Campus Safety, Director of Housing & Residence Life, or Dean of Students. The nature and severity of the violation determine the length of the suspension.

k. Separation Sanction: Dismissal

- Students may be dismissed from the University. A dismissed student must leave the University for a minimum of one full semester. Students can reapply for readmission only after a full semester of absence. Re-admission to school is conditional on approval of the Dean of Students. Sanctions may be attached at time of re-entry. If re-admitted, a student resumes student status under “conduct probation.” A dismissed Student can visit campus during dismissal period only with the written consent of the Dean of Students. Other restrictions may apply. The University reserves the right to note “dismissal through judicial action” on the student’s academic transcript.

l. Separation Sanction: Expulsion

- Students may be expelled at any time during the disciplinary process depending on the nature and severity of the violation. When a student in housing has been expelled, they must leave the University premises within 24 hours of the time in which the sanction is given unless other provisions are made by the Student Support and Development Office. A non-resident student must leave the University premises immediately. The student may not return to campus for any reason and may be charged with trespassing if found on the University premises. Law enforcement agencies may be contacted and become involved with violations per the discretion of the Campus, Security Office, Director of Housing and Residence Life, or Dean of Students.
- Expulsion is the permanent severing of relationship between the University and a student. Expulsion is the permanent loss of privilege to be part of the University community and to be on university property. Students may not apply for review until five (5) years after the expulsion action. The university reserves the right to note “expulsion through judicial action” on the student’s academic transcript.

n. Emergency Removal

- Union Commonwealth University retains the authority to remove a student from Union Commonwealth University’s program, activity, or from campus on an emergency basis,

where Union Commonwealth University (1) undertakes an individualized safety and risk analysis and (2) determines that an immediate threat to the physical health and safety of any student, campus community member, or any other individual is occurring.

o. Separation Sanction: Appeals

- Appeals of separation sanctions must be initiated in writing within 24 hours of the separation sanction decision to the Dean of Students. Separation sanctions include social suspensions, suspensions, dismissals, and expulsions.
- Students are directed to the section of the Student Handbook titled “Definition of the Judicial Appeal Process” for further information on appeals.

p. Other Possible Sanctions

- Depending on the nature or severity of the violation, other sanctions may be given to students who have violated any Campus Policy. Other possible and appropriate sanctions, which may be given at any time during the disciplinary process, include:
 1. Written apologies
 2. Contact with law enforcement agencies
 3. Other acts of restorative justice as needed.

III. Definition of the Judicial Appeal Process

a. The Judicial Appeal Process is separate from the Conflict Resolution & Student Concern Procedure.

b. Guidelines for Appeals:

- For all appeals, students must provide a written request for an appeal, adhering to the following guidelines:
 1. If applicable, the student must provide reasons, supporting documentation, and/or new evidence to support the appeal.
 2. If applicable, the student must provide evidence to support a claim that the judicial process was improper and/or procedure was not followed correctly.
 3. If applicable, the student can request a reduced sanction.
- Students may appeal the decision of the designee of the Dean of Students or Director of Housing & Residence Life to the Dean of Students or Director of Housing & Residence Life, respectively. The Dean of Students or Director of Housing & Residence Life may hold an additional judicial hearing or issue a decision based upon the information available.
- Students may appeal the decision of the Dean of Students or Director of Housing and Residence to The Dean of Students who will determine whether to grant the appeal request and convene a Judicial Committee to hear the appeal.

c. Separation Sanction Appeals

- Requests for disciplinary appeals must be initiated in writing to the Dean of Students within 24 hours of the separation sanction decision.
- Between the disciplinary separation sanction decision and the appeal hearing, if the student behaves in an unacceptable manner, the appeal may be denied, or the local law enforcement agents may be contacted.
- The University may contact the student’s parents immediately upon initial decision of a separation sanction. The sanctioned student is urged to contact his/her parents as well. The University may mail a notice of disciplinary separation sanction within 24 hours to the recorded home address.

d. All Other Appeals

- All other appeals, excluding separation sanctions, must be initiated in writing to the Dean of Students within 24 hours of the sanction decision.

Types of Violations

I. Failure to Comply

- a. Interference with the execution of university business is prohibited. All students are expected to cooperate fully with the request of university officials (residence life staff, campus security, and other University officials). Failure to Comply includes missing mandatory hall meetings and judicial hearings/meetings.

Violation	Possible Sanctions
Missing a Hall Meeting or a Judicial Meeting	• \$10.00 fine
Hindering or Interfering with an Investigation or Process	• 1-6 Month Probation • Up to \$50.00 fine • Letter to Parents/ Guardians
False Testimony	
Failure to Comply with Sanctions Given	

II. Theft of Private or University Property

- a. Theft is the possession or concealment of property without permission from the owner. Theft includes, but is not limited to, possession of university or private property, illegal use of computer network, taking items from the dining hall, or selling property belonging to other individuals.

Violation	Possible Sanctions
Theft	• Verbal & Written Warning & Probation • Up to \$200 Fine • Monetary Fine (based on value of item stolen) • Notification of Civil Authorities • Community Restitution • Letter to Parents/Guardians

III. Weapons

- a. Possession, storage, display, or use of firearms or deadly weapons (as defined in KRS 500.080 and KRS Chapter 527) on University property is prohibited. Campus Security may secure such items and local law enforcement will take possession in accordance with Kentucky law. Disciplinary action may include interim suspension, removal from housing, suspension, or expulsion
- b. Students cannot possess items that replicate firearms or toy guns, such as props or non-firing replicas. In addition, student cannot possess items that have projectile capabilities similar to firearms. This includes foam -based projectile items (such as Nerf toy guns) and similar products including arrows.
- c. The only exception is students who are active members of the Union Commonwealth University Archery Team that have received approval from their head coach and the Director of Housing & Residence Life.
- d. The University reserves the right to impose immediate interim suspension or removal from campus housing when a firearm or weapon is discovered, if deemed necessary to protect the safety and welfare of the campus community.

Violation	Possible Sanctions
Weapons	• Notification of Civil Authorities • Community Restitution • Up to \$500.00 fine • Loss of Housing Privileges • Suspension/ Dismissal/ Expulsion/ Emergency Removal

V. Illegal Drugs and Substances

- a. The sale, use, possession, or being under the influence of illegal controlled substances including stimulants or depressants (marijuana seeds included) is prohibited. Any student who uses illegal substances or who shows signs of use may be suspended, as well as referred to the appropriate civil authorities for further action. Positive drug tests may result in immediate suspension.
- b. All paraphernalia that is associated with, and related to, the use of marijuana (bongs, pipes, hookahs, and other smoking or usage devices that are designed for the consumption of illegal substances) and other illegal stimulants and depressants is prohibited. Any student who possesses such paraphernalia will be entered into the judicial process for disciplinary action, as well as being referred to the appropriate civil authorities for further action.
- c. Repeated or multiple illegal substance offenses may result in a separation sanction.

Violation	Offense	Possible Sanctions
*Illegal Drugs and Substances	First Offense	• \$200 fine • 6 Month Probation, Room Checks, Drug Testing • Counseling • Letter to Parents/Guardians • Community Restitution • Separation Sanction
	Second Offense	• \$400 fine • 12 Month Probation • Required Counseling • Letter to Parents/Guardians • Community Restitution • Loss of Housing Privileges • Separation Sanction
	Third Offense	• \$600 fine • 12 Month Probation • Required Counseling • Letter to Parents/Guardians • Community Restitution • Loss of Housing Privileges • Separation Sanction
*Sanctions are cumulative over a student's tenure and does not restart each academic year.		

Trafficking of Illegal Drugs and Substances	Any Offense	• Contact & Notification of Civil Authorities • Up to \$1,000.00 fine • Immediate Expulsion • Letter to Parents/Guardian
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VII. Gambling

- a. Gambling on campus is prohibited, especially when involving currency or items of value.

Violation	Possible Sanctions
Gambling	• Verbal & Written Warning & Probation • Up to \$100.00 Fine • Community Restitution • Counseling • Letter to Parents/Guardians

VIII. Tobacco Use/ Paraphernalia

- a. **Effective January 15, 2021: Kentucky Legislation approved amendments to KRS 438.310 & KRS 438.311, which prohibits sale and possession/receipt of tobacco & related products to individuals under the age of 21 years.**
- b. The University's tobacco free policy applies to all Union Commonwealth University campus locations including buildings, grounds, athletic venues, parking areas, sidewalks, and university owned/leased vehicles. This policy extends to any property operated by Union Commonwealth University.
- c. Tobacco use is prohibited for students, staff, faculty, and visitors, and includes but is not limited to cigarettes, electronic cigarette, vapor (vape) devices, cigar, cigarillos, pipes, bidis, hookahs, and smokeless tobacco.

Violation	Offense	Possible Sanctions
Tobacco Use/ Paraphernalia* / Use of Vapor (Vape) Devices	First Offense	• Verbal & Written Warning • \$50.00 Fine • 3-12 Month Probation • Confiscation of Items
	Second Offense	• \$75.00 fine • 3-12 Month Probation • Community Restitution • Confiscation of Items
	Third Offense	• \$100.00 fine • 3-12 Month Probation • Community Restitution • Letter to Parents/Guardians • Confiscation of Items
*Sanctions are cumulative over a student's tenure and do not restart each academic year.		

IX. Alcohol

- a. Union Commonwealth University is an alcohol-free campus. Possession of alcohol, empty or full, is prohibited. Alcohol paraphernalia such as empty decorative bottle is prohibited. In the event of an alcohol violation, immediate confiscation of alcohol is to take place.
- b. In accordance with federal and state law, no students under the age of 21 years are permitted to consume and/or possess alcohol.
- c. Students under the legal drinking age who commit alcohol violations may have a parent/legal guardian notified of the offense, depending on FERPA approved permissions.
- d. Repeated or multiple alcohol offenses may result in a separation sanction.

Violation	Offense	Possible Sanctions
Alcohol*	First Offense	• \$100 fine • 6 Month Probation • Alcohol Seminar • Letter to Parents/Guardians • Community Restitution
	Second Offense	• \$300 fine • 12 Month Probation • Required Counseling • Letter to Parents/Guardians • Community Restitution • Loss of Housing Privileges
	Third Offense	• \$500 fine • 12 Month Probation • Required Counseling • Letter to Parents/Guardians • Community Restitution • Loss of Housing Privileges • Separation Sanction
*Sanctions are cumulative over a student's tenure and do not restart each academic year.		

X. Disorderly, Disruptive or Dangerous Behavior and/or Reckless Endangerment

- a. Whether on or off campus, students are not permitted to behave in a way that represents a potential or present danger to the University community and/or surrounding community.
- b. All students have responsibility for self-welfare, self-guardianship, and self-care.
- c. Students must refrain from violent or disruptive behavior. Students should report disruptive/disorderly conduct to the Director of Housing & Residence Life.
- d. Students are to report evidence of a crime or suspected instances of non-compliance with laws/regulations/policy to Campus Security. In the case of an assault, theft, or other serious crime, Campus Security will notify the Police Department.
- e. Behavior determined to be threatening, bullying, and/or cyber-bullying is not tolerated by Union Commonwealth University and will be addressed as Disorderly, Disruptive, or Dangerous Behavior.
- f. The Dean of Students or Director of Housing & Residence Life may consult with the Director of The Counseling Center.
 - If either the Dean of Students or Director of Housing & Residence Life determines that the student's behavior is a danger or disruption to self or others, they may require the student to undergo evaluation by an outside mental health or medical professional. Students referred for outside assessments will be required to sign a release of information authorizing the Director of the Counseling Center to access the results and to discuss the results with the professional conducting the assessment, the Dean of Students or Director of Housing & Residence Life. The Director of the Counseling Center will review the assessment results and provide a recommendation to the Dean of Students.
 - If on review of these recommendations, the Dean of Students believes that the student may pose an ongoing danger or disruption to themselves or the campus community, the student may be allowed, or required, to withdraw from classes, leave campus and focus on the recommendations from his/her assessment. If the Dean of Students determines, in light of assessment results, that the student can reasonably be permitted to continue at the University, the student will be required to sign a statement authorizing the Dean of Students and the Director of the Counseling Center to monitor compliance with any and all treatment recommendations and the conditions of the student's continued participation in educational programs and activities of the University, including living in the residence halls.
- g. The Dean of Students or Director of Housing & Residence Life reserves the right to contact the student's parents/guardians as needed.
- h. Students dismissed from classes or the University for these reasons must receive approval from the Dean of Students before returning to the university for any reason.
- i. Repeated or multiple behavior offenses may result in a separation sanction.

Violation	Possible Sanctions
Disorderly, Disruptive or Dangerous Behavior and/or Reckless Endangerment	• Disciplinary action determined by Dean of Students or by Judicial Committee • Ordered evaluation by mental health/medical professional • Up to \$500.00 fine • Community Restitution • Loss of Housing Privileges • Contact Parent/Guardian • Dismissal or Expulsion

XI. Hazing

- a. Hazing is defined as any action or situation created by a member of the University Community, directed toward another member, for the purpose of group or organizational affiliation, that:
- Is negligent or reckless in nature.
 - Humiliates, endangers, or causes physical or psychological harm to an individual; or
 - Unreasonably interferes with scholastic or employment activities.

Violation	Possible Sanctions
Hazing (SCHA requires IHE's to report incidents to the local police.)	• Disciplinary action determined by Dean of Students • Ordered evaluation by mental health/medical professional • Up to \$200.00 fine • Community Restitution • Loss of Housing Privileges • Contact Parent/Guardian • Dismissal or Expulsion

XII. Fire Safety

- a. All buildings on campus are equipped with Fire Safety equipment to aid in the event of an emergency. Usage of Fire Safety equipment in absence of an emergency is strictly prohibited. Fire Safety equipment includes but is not limited to fire extinguishers, fire alarms, smoke detectors, and fire doors. In addition, items that are deemed a fire hazard are prohibited. This includes but is not limited to candles, fire starter material, open heat source appliances, and flammable liquids. Other factors within a Fire Safety Violation include non-compliance with fire regulations, including parking in fire lanes, not evacuating building during an alarm, and equipment tampering.
- b. **Note:** Violations listed are subject to disciplinary action taken by Union Commonwealth University, however any employee of law enforcement or fire department may issue additional disciplinary action and/or a monetary fine if the violation requires it.
- c. Repeated or multiple fire safety offenses may result in a separation sanction.

Violation	Offense	Possible Sanctions
Malicious, Mischievous, or False Release of Fire Alarm	Any Offense	• \$200.00 fine • Replacement Cost • Separation Sanction • Community Restitution • Sanctions determined by Fire Department
Tampering with Fire Doors/Card Swipe Door Screamer		
Removing, Discharging, or Tampering with Fire Extinguishers		
Tampering with Fire/Life Safety Equipment (including alarms or detectors for smoke/fire)	First, Second, Third offence	• Replacement Cost • \$300, \$600, \$900 fine per offense • Separation Sanction • Community Restitution • Sanctions determined by Fire Department
Failure to Exit Building During Fire Alarm or Fire Drill	Any Offense	• \$100.00 fine
Flame required materials such as Candles and Incense	Any Offense	• \$50.00 fine
Blocking of Fire Lane or Fire Hydrant	Any Offense	• \$100.00 fine from University • Sanctions determined by Fire Department

XIII. Animal/Pet Policy

- a. Animals and pets, except for fish in water tanks, are not permitted inside any buildings on campus, including any academic, administrative, residence, and maintenance buildings. Additionally, animals are not permitted on athletic fields.
- b. Fish are restricted to a single water tank that is no larger than 1.3 cubic feet, or alternatively is not larger than 10 gallons. If a student is found to have a tank larger than specified, the student may be subjected to a disciplinary fine. No other animal(s) may be kept in this tank.
- c. A student with a documented condition and/or disability requiring a service animal to live with him/her will need to contact the Student Support and Development Office and apply for this accommodation. Proper documentation and approval from Student Support and Development will be required before the service animal is permitted. Emotional support animals must go through an application process through the office of Disabilities. For more information, contact the Student Support and Development Office.
- d. When a violation of this policy occurs, public health regulations require sanitation, disease control procedures, and deodorization, for which the violator will be charged.
- e. Repeated or multiple animal/pet offenses may result in a separation sanction.

Violation	Offense	Possible Sanctions
Animal is Unrestrained (Not on Leash or In Carrier Crate)	Any Offense	• 3-12 Month Probation • \$100.00 Fine
Animal Waste Not Cleaned Up		
Animal is in an Unauthorized Area*	First Offense	• 3-12 Month Probation, Room Checks • \$150.00 fine, Plus Extermination Fees • Immediate Removal of Animal from Campus
	Second Offense	• 3-12 Month Probation, Room Checks • \$300.00 fine, Plus Extermination Fees • Immediate Removal of Animal from Campus
	Third Offense	• 3-12 Month Probation, Room Checks • \$500.00 fine • Loss of housing privilege • Extermination Fees • Immediate Removal of Animal from Campus
	Fourth Offense or More	• Separation Sanction • Loss of housing privilege • Extermination Fees • Immediate Removal of Animal from Campus
Failure to Remove Animal from Campus	Any Offense	• 3-12 Month Probation • \$200 Fine
*Sanctions are cumulative over a student's tenure and do not restart each academic year.		

XIV. Noise Policy

- a. Due to the proximity in which students live together in on-campus residential locations, students must be aware of the noise they create. Noise violations occur when a student is using equipment that creates excessive noise and/or the student is creating excessive noise. Noise violations include but are not limited to when a sound system, television, or personal voice can be heard either through doors, through walls, from down the hall, from outside, or from a distance. This can occur before, during, and/or after quiet hours. Consideration of roommates and neighbors is advised.
- b. Quiet Hours are a designated daily time in which noise is expected to be kept to a minimum. Quiet Hours are:
 - a. Sunday to Thursday from 10:00pm to 12:00pm (noon).
 - b. Quiet Hours on Friday and Saturday are 2:00am to 12:00pm (noon).
 - c. During Finals Week, Quiet Hours are 24 hours, beginning one day prior to the first exam time and ending after the last exam time concludes. This includes all on-campus locations, including Manchester Properties and Union Courts.
- c. Prior to receiving a write up for a noise violation, the student creating the noise may be approached in person by a Resident Director or Resident Assistant and requested to lower the volume. If the violation is still occurring, a second request will be made, and the individual may be written up.
Note: Noise violations by students residing in Manchester Properties and Union Courts may result in local police authority enforcing Quiet Hours if the noise level affects, and is reported by, local community members.
- d. Repeated or multiple noise offenses may result in a separation sanction.

Violation	Offense	Possible Sanctions
Noise*	First Offense	• \$25.00 Fine
	Second Offense	• \$50.00 Fine
	Third Offense	• \$75.00 Fine
	Fourth Offense or More	• \$100.00 Fine • Judicial Meeting
*Offenses are only cumulative per year.		

XV. Visitor Policy

- a. Students living in on-campus housing can have guests of the opposite-gender visit him/her in their residence location during restricted times.
- b. Visitation Hours are Sunday to Thursday from 12:00pm to 12:00am. Visitation Hours on Friday and Saturday are 12:00pm to 2:00am.
- c. Students that would like to have a visitor that is not a Union Commonwealth University student will need to sign visitor into the residence hall. Overnight visitors will need to be approved by the Housing Department.
- d. Any visitor, student, or non-student, is subject to the rules, code of conduct, and policies presented by Union Commonwealth University. This includes but is not limited to the safety of persons, safety of personal belongings, privacy, and level of quietness. In every case, visitors will be held at the same responsibility level as a Union Commonwealth University student, where there is an expectation of behavioral norms, common decency, recognition of and non-infringement upon the rights and property of others and of the University, honesty in academic work and all other activities, and observance of local, state and federal laws.
- e. **Note:** If any residence location has an excessive number of reports, violations, misconduct, and/or poor sanitation/hygiene levels of common areas, visitation for the entirety of the dorm can be revoked. This can be authorized by Resident Directors, the Director of Housing & Residence Life, and the Dean of Students.
- f. Repeated or multiple visitor offenses may result in a separation sanction.

Violation	Offense	Possible Sanctions
Visitor*	First Offense	\$25.00 fine
	Second Offense	\$50.00 fine 1 Week Visitation Loss
	Third Offense	\$75.00 fine 2 Weeks Visitation Loss
	Fourth Offense or More	\$100.00 fine - Judicial Meeting - Loss of Visitation for Semester
	*Offenses are cumulative per year.	

XVI. Damages

- a. Damage to campus property, especially when deliberate or malicious, is prohibited. Damages will be assessed by Physical Plant and reported to the Director of Housing. Sanctions for damages vary due to monetary amounts which include the replacement/repair and labor involved. If damages occur through wear and tear, or by accident, students are advised to notify the Physical Plant and Director of Housing immediately.
- b. Community Damage is when damage occurs to an area commonly used by most residents of that specific location. This includes but is not limited to kitchens, living rooms, lounges, restrooms, hallways, exterior doors, and study areas. When community spaces are damaged and no student admits fault, a monetary sanction is given to all residents of that area, where the final cost is evenly split between each resident of that area.
- c. Individual rooms are not cleaned by Physical Plant until the room is completely vacated, usually at the end of the academic year. Each room is cleaned and sanitized to a specific level. Occupants will be fined upon moving out if the room requires extra work to reach the same condition as when the student moved in. This includes if the room is found to have excessive trash, dirt, unpleasant odors, and/or general untidiness.

Violation	Offense	Possible Sanctions
Damages*	Appliances, Large Furniture (Beds, Wardrobes, Dresser, Sofa, Tables, Chairs, Desks, Stoves, Washer/Dryer, Refrigerator, Air Conditioning)	• Up to \$1,500 fine
	Windows/Screens/Mirrors, Locks/Keys, Blinds, Bathrooms, Common Areas, Walls/Ceilings, Drapes, Doors, Microwaves, Televisions, Mattress, Room Repaint, Replacement of Fire Safety Equipment, Carpet Cleaning	• Up to \$250 fine
	Room Cleaning	• Up to \$100 fine
	Community Space Damages	• Cost of Repair/ Replacement, plus up to \$100 fine
	*Exact sanction fines are determined by Damages Cost Listing provided by Physical Plant. The Damages Cost Listing document is updated yearly and is subject to change.	

XVII. Mobility Devices and Drones on Campus

Union Commonwealth University permits students to possess and operate personal mobility devices on campus, including bicycles, scooters, skateboards, and similar devices, whether electric/battery-powered or non-electric, subject to the regulations outlined below.

- Electric/battery-powered bicycles and scooters are prohibited from being brought into, stored within, charged within, or otherwise kept inside any University-owned or leased building, including residence halls, apartments, academic buildings, and common areas, at any time. Due to the risk of battery malfunction, overheating, and fire, charging of these devices inside University buildings is strictly prohibited.
 - Students who bring **electric or non-electric mobility devices** to campus are responsible for properly securing their devices. Bicycles and scooters must be stored and locked to designated bicycle racks when not in use. Devices may not be stored in hallways, stairwells, entryways, breezeways, sidewalks, porches, or any other location that obstructs pedestrian traffic, emergency access, or building entrances or exits.
 - **Mobility devices, including bicycles, skateboards, and scooters (electric and non-electric), may only be operated on university roadways, parking lots, and side streets.** Operation on sidewalks, pedestrian pathways, athletic facilities, grassy areas, or inside any University building is prohibited. Operators must yield the right-of-way to pedestrians at all times and operate devices in a safe and responsible manner.
 - Mobility devices may not be left unattended unless properly secured with an appropriate locking mechanism. Union Commonwealth University assumes no responsibility for lost, stolen, or damaged devices.
4. For reasons of safety, security and privacy, drones, quadcopters, and other remote-controlled devices are not permitted to be used on the campus of Union Commonwealth University without prior, written authorization from the Dean of Students. Students violating this policy may be subject to a referral to the Dean of Students as a potential violation of the Student Code of Conduct.
 5. Drones are not permitted to be used by employees on the campus of Union Commonwealth University without prior, written authorization from the Vice President for Business and Financial Services. Employees violating this policy may be subject to disciplinary action and/or dismissal.
 6. Union Commonwealth University is committed to the safety of its students, faculty, staff, and visitors. Students found in violation of this policy may be referred to the Dean of Students for disciplinary action, may be required to remove the device from campus, and may be assessed fines or damages associated with improper storage, charging, operation, or damage to university property.

Violation	Possible Sanctions
Drone Devices on Campus / In Use	• Immediate Removal from Campus or Immediate Confiscation • \$100.00 fine • Letter to Parents/Guardian • Community Restitution • Loss of Housing Privileges
Improper Storage of Mobility Devices	• \$100 fine • Immediate Removal from Campus or Immediate Confiscation • Loss of Housing Privileges
Improper use of Mobility Devices	• \$100 fine • Loss of privileges • Immediate Removal from Campus or Immediate Confiscation

XVIII. ID Cards

- a. All students are given one free identification card that is to serve as a valid form of photo ID for the individual. Because of this, students are always required to have this ID, especially when using Library Services, Dining Services, and gaining entrance to his/her assigned residence hall (if living in Pfeiffer, Lakeside, or Stevenson). For security purposes, students are prohibited from using another student's ID card and/or being in possession of another student's ID.
- b. Tampering or altering ID cards is prohibited.
- c. If a student loses his/her ID card, there is a replacement fee. The only exception to the fee is when the card is still intact but is either malfunctioning, no longer readable, or the card no longer gives proximity access.

Violation	Offense	Possible Sanctions
Tampering with ID Card	Any Offense	- Up to \$50.00 fine - Community Restitution
Improper or Unauthorized Usage of ID Card		
ID Card Replacement	Any Offense	\$25.00 Fee

XIX. Housing Charges

- a. Students are provided an ID card and key(s) to access their residential location. If a student cannot produce these necessary items and requires aid in returning to their residential location, it is up to the student to contact Campus Security or a Resident Director.
- b. At the end of each semester, all students are expected to check out of their assigned rooms and are expected to return the key assigned for that room. Checkout procedures ensure that the key is properly returned, addresses if there is damage to a room, and it ensures that a student is not wrongfully charged. In addition, if keys are not returned, it requires a new key system for that location and/or area in order to maintain safety and security of all current and future residents.
- c. At the beginning of each semester, each student is assigned a room and is expected to reside in that assigned room. If a student moves without authorization from a Resident Director, Director of Housing, or Dean of Students, it could jeopardize the safety, security, and well-being of the student. If a student wishes to move, the request can be made through MyUnion or by directly contacting the Director of Housing.
- d. Furniture within a room must remain in that room. It may not be removed for any reason.
- e. **Wellness Checks** refer to the condition of the student's assigned room. Students must keep a clear pathway from the door to the back wall. Excessive trash, odors, improper storage of items, etc. may result in a failed wellness check. The Director of Housing & Residence Life will make proper determinations.
- f. Repeated or multiple housing offenses may result in a separation sanction.

Violation	Possible Sanctions
Room Lockout	• \$10.00 fine
Improper Checkout	• \$50.00 fine
Wellness Check (Monthly Room Checks)	• \$25.00 fine – First Offense • \$50.00 fine – Second Offense • \$75.00 fine & Judicial Hearing – Third Offense • Continued offenses may result in separation sanctions or \$100 fine each time thereafter.
Key Not Returned or Key Lost	• \$50.00 fine for Key Not Returned • \$25.00 fine for Key Replacement • \$100.00 fine for Core (Lock) Replacement
Unauthorized Room Change or Room Occupancy	• Verbal & Written Warning • Up to \$200.00 fine • Community Restitution • Loss of Housing Privileges
Unauthorized Cohabitation	
Unauthorized Visitor/Guest Extended Stay or Non-Student Residing in Student Room/Suite	
Unauthorized Furniture Moving or Removal	• Verbal & Written Warning • Up to \$200.00 fine
Unauthorized Stay During Campus Breaks	• \$35.00 fine per day

XX. Miscellaneous Violations

- a. To further ensure the safety and security of persons on campus, campus property, and campus services, there are further policies that are enforced.

Violation	Possible Sanctions
Unauthorized Solicitation	• Verbal & Written Warning • 6-12 Month Probation • Up to \$500.00 fine • Letter to Parents/Guardian • Counseling • Community Restitution • Loss of Housing Privileges
Graffiti/Vandalism	
On-Campus Party (Defined as five (5) or more persons gathered in a living area in which noise, illegal substances, and/or alcohol violations are occurring)	• Up to \$500.00 fine split between all party attendees • Letter to Parents/Guardian • Community Restitution • Loss of Housing Privileges
Unauthorized Removal of Food or Beverages from Dining Service Locations**	• Up to \$300.00 fine • Temporary Suspension from All Dining Services
**Dining Services reserves the right to impose their own sanctions on violations of their policies.	

XXI. Previously Not Defined Violations

- a. Union Commonwealth University understands that not every possible violation can have defined sanction. However, in the rare case that a student violates any policy or procedure without defined sanctions, Union Commonwealth University reserves the right to take judicial action against a student if that student violates campus policy, violates campus or community expectations, causes endangerment to themselves or others within the campus community, and/or causes damages to property.

Violation	Offense	Possible Sanctions
All Other Violations Not Previously Defined	Any Offense	• Verbal & Written Warning • 6-12 Month Probation • Up to \$1,000.00 fine • Judicial Meeting • Letter to Parents/Guardians • Community Restitution • Separation Sanctions (depending on severity)

Conflict Resolution & Student Concern Procedure

- I.** The Conflict Resolution & Student Concern Procedure is separate from the Academic and Non-Academic Judicial Processes.
- II.** The University has a well-defined process in place for both academic and non-academic judicial services. Specific outlines for each of these areas may be found in this handbook. Students who believe they have been treated unfairly, discriminated against, or have had their rights abridged may initiate a grievance as outlined in this procedure.
- III.** If you have a concern or issue, please follow this procedure:
 - a.** Discuss the concern with the individual in the appropriate office, department, or program.
 - b.** A concern that is discussed with university staff/faculty in this manner is considered an informal concern.
 - c.** When a concern is submitted in writing through the online student concern form, it is considered a formal concern.
- IV.** If there is no resolution to a student's informal concern, the student may submit his or her concern through an online form as a formal concern. (This form is available online at MyUnion, under: Student Concern.)
 - a.** Based upon the specific nature of the concern, it will be forwarded to the appropriate department or staff member who will help resolve the matter (i.e., business office, the Registrar, etc.). If there is an established appeals process related to your concern, you will be assisted through the process outlined in this handbook.
 - b.** If after submitting your concern through the online student concern form you feel it has not been fully or adequately addressed, a written statement should be submitted to the Provost (academic issues) or the Dean of Students (non-academic issues). The written statement should include the following information: your name, id number, contact information, and date of specific occurrence (if applicable). The written statement should include the names of individuals consulted as well as the dates of the consultations. It should describe in detail the situation and outline steps already taken to remedy the situation.

Policy on Management of Student Disciplinary Records

- I.** To minimize the risk of improper disclosure, disciplinary records are kept in the Student Development Office, separate from the student academic records in the Registrar's Office.
 - a.** Transcripts of academic records contain only information about a student's academic performance and status. Counseling files are also kept in a discreet and separate location.
 - b.** Information from disciplinary or counseling 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.
 - c.** Disciplinary files resulting from academic due process cases are kept in confidential files by the Provost. Academic Division discipline files are destroyed when a student graduates.
 - d.** No records are kept which reflect the political activities or beliefs of students.
 - e.** It is a professional expectation of all administrative staff and faculty members that they respect confidential information about students that they acquire in the course of their work. Any concern about confidentiality should be brought to the attention of the Dean of Students at the earliest possible convenient moment.
- II.** Disciplinary file information relating to disciplinary history involving actions under the Student Conduct Code Articles will generally be purged within two (2) years after the date of that student's graduation. Union Commonwealth University reserves the right to hold disciplinary files up to five (5) years after graduation, or separation, if a student's file shows excessive disciplinary history or serious code violations. The university reserves the right to hold a student's disciplinary file up to ten (10) years after graduation if the student has been administered action under one or more of the Student Conduct Code Articles. Special written application may be made to the Dean of Students for review and possible earlier purging of disciplinary history.
 - a.** A student receiving the sanction of "Expulsion" will have it remain in their student file permanently; a note indicating this disciplinary determination is placed in the student's file at the Registrar's Office as an official hold on the student's account to prevent the student from ever enrolling again at Union.

Search and Seizure Policy

- I. The University recognizes that a room or vehicle search is an intrusive act. However, the University reserves the right to conduct a search on campus at any time; the University reserves the right to also search vehicles. The University seeks not to be haphazard in performing a search. A search may be conducted to dispel suspicion.
 - a. University staff members, in the 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. The concepts of plain view and assumption of intent of use applies to items visible in the course of performing normal staff duties, and items that are clearly visible without moving things within a space.
 - b. Searches must be conducted by at least two University staff members. Only the occupants of the room may be present during the search. The door to the room or apartment is closed during the search. Any search will be reported to the Director of Housing and Residence or the Dean of Students. Students may be notified of a room search in the event of a violation occurring. It is generally preferred that the resident(s) of the room be present during the search.
 - c. A plain view search is a search of a student room, apartment, or vehicle that may be conducted by any Student Support and Development Staff member. Anything that can be seen in the student's space in plain view may be confiscated if it violates policy.
 - d. If there is suspicion of the presence of an illicit item or of prohibited activity and if such items or activities have not been observed during a plain view search, then the Dean of Students may order a search to dispel suspicion. Furniture and property may be moved in order to conduct this type of search.
 - e. A thorough search is a complete and total search of a student's room, apartment, or vehicle. Every part of the room and all the student's property is closely examined. **A search of this type is conducted by two staff members and must be approved by the Director of Housing & Residence Life, or the Dean of Students prior to conducting it.**
 - f. If a lawful search conducted pursuant to University policy results in the discovery of a firearm, deadly weapon, or other prohibited dangerous instrument, Campus Security is authorized to secure the item immediately. Local law enforcement will be contacted and shall assume custody of the item(s). The University will not release such items directly.
 - i. When a firearm or deadly weapon is discovered in violation of University policy, the University will notify appropriate local law enforcement authorities. The University may provide identifying and contact information of the involved student as permitted or required by law, including under the health and safety emergency provisions of FERPA.

Policy for Off-Campus Students

Union Commonwealth University requires all unmarried full-time undergraduates to live on campus. Part-time students (less than 12 credit hours) are not allowed to be housed on campus. Students who meet certain criteria are eligible for living off campus may apply on MyUnion. **Failure to adhere to the criteria outlined below can result in the loss of institutional aid and/or charges being placed on student accounts.**

Please Note: Living off campus is a privilege and students are still expected to behave in a positive manner that reflects on them as an individual and as a representative of Union Commonwealth University. Negative behavior both on and off campus is subject to disciplinary action. Any negative behavior that affects the safety and well-being of other students, employees, the university itself, and the surrounding community may be subject to additional action that can result in a separation from Union Commonwealth University. Union Commonwealth University expressly believes that a student's behavior off campus should always reflect the core values of the university.

I. Commuter Students

- a. Students in the admissions process can live off campus if they are living in the home of a parent or legal guardian who resides within **Knox, Bell, Whitley, Clay, Laurel, or Harlan** County.
- b. Students who are married are not required to live on campus. Documentation of the marriage is required.
- c. Students who have resided in a specific location for 18 months or more within the commuter-approved counties may also be eligible to live off campus with proof of billing payments for that location. This proof can include utility bill or rent receipt in the name of the student applying for commuter status but must be dated to reflect a minimum of 18 months in that location.
- d. Students with dependent minors are not required to live on campus.

II. Transfer Students

- a. Students transferring from another institution who have at least 30 credit hours accepted by the Registrar Office of Union Commonwealth University are exempt from the on-campus housing policy and may live off campus without applying. Transfer students who have spent a single semester at Union Commonwealth University who wish to move off campus are held to the same off campus criteria for all students as stated within the Off-Campus Students section. ***Transfer status only applies during the admissions process and cannot be utilized later.***

III. Part-Time Students

- a. Part-time students (11 credit hours or less) are not permitted to be housed on campus. On campus students that are in full-time status (12 credit hours or more) who withdraw from class(es) resulting in part-time status must consult with Academic Affairs and Student Support and Development regarding remaining in on-campus housing. Students who withdraw may be required to add a class in order to maintain full-time status.

IV. Students 20 years of age or older

- a. Students who are 20 years of age or older are exempt from the on-campus housing policy. For a student to utilize this exemption they must be 20 years of age by first official day of classes for each semester. Students under the age of 20 will be required to live on campus unless they meet other criteria stated in this policy. Students under the age of 20 wishing to move off campus are held to the same off campus criteria for all students as stated within the Off-Campus Students Section VII.
- b. Any student wishing to take advantage of the exemption must complete the exemption form located on MyUnion.
- c. Any student who has spent a single semester in housing at Union Commonwealth University who wishes to move off campus are held to the same off campus criteria for all students as stated within

the Off-Campus Students Section VII. **20 years of age exemption status only applies during the admissions process and cannot be utilized later.**

V. Online Students/Hybrid Students

- a. Students who are enrolled in the Union Commonwealth University Online program are not permitted to live on campus and housing is not provided. This includes full-time and part-time students. Students taking a hybrid semester (both in class and online) or enrolled solely in Fall and Spring sub term classes must have at least 12 credit hours and at least one class meeting face to face in order to live on campus.

VI. Graduate Students

- a. Housing is not provided for graduate students. Graduate students are not permitted to live on campus unless employed by Residence Life.

VII. Off Campus Students

- a. Students who live on campus may qualify to live off campus during their time at Union Commonwealth University. In order to do so, students are required to provide an application.
 - 1) The Off Campus Housing Application can be found on MyUnion under Student Life, subsection Residence Life. Within the application, a student must provide a budget of expected expenses in living off campus and provide an explanation on how these expenses are to be paid for.
 - 2) **Under Age of 18 Only:** A letter of support for living off campus from a parent or legal guardian is required for any student that is under the age of 18 and seeking to move off campus.
 - 3) Lastly, a student must meet a GPA requirement.
 - Students who have **met the cumulative GPA requirement provided by the office of student development are eligible to apply for off-campus housing.**
- b. Off Campus Housing Applications are due by the first day of classes of each semester. Students that have successfully completed the application to move off campus receive email notification on the result of the application. Students must wait for approval before moving off campus or risk being charged for on campus housing.
- c. **If an application is not received** by paper or electronic submission, the student's file will not be reviewed for off campus approval. Verbal or email communication of moving off campus does not constitute an application. If an application is not received, students are still expected to live on campus, and will be charged for the full amount of their assigned room.
- d. **If an application is not approved**, students are still expected to live on campus, and will be charged for the full amount of their assigned room. Students who are not approved may reapply after one full semester has passed. For students enrolled in the summer terms, reapplying must be done prior to the Fall deadline.
- e. **If an application is put in pending status**, this means that the student must complete the current semester before a final decision is given on the application.
- f. **If an application is approved**, additional steps are required on behalf of the student:
 - 1) Moving off campus usually affects a student's account. Financial Aid may be affected, and students are encouraged to meet with the Financial Aid Office accordingly.
 - 2) Students who are approved must still adhere to the on-campus resident move out procedure of meeting with a Resident Director or Assistant and returning the key. Failure to do so may result in an improper checkout charge and/or a key not returned charge.
 - 3) Students who are approved and choose to move off campus are removed from housing for all future semesters, and therefore allow for their housing location to be available for other students. This includes rooms reserved during the Spring Housing Lottery.
 - 4) Off campus students may move back on campus at any time. In order to go through this process of returning to on campus housing, students must contact the Housing Office.
 - 5) Students who have been approved are not required to reapply each semester.

Housing Policy for On-Campus (Residential) Students

Students living on campus will need to adhere to the following guidelines and requirements.

I. Policy Statement

All freshmen must live in on-campus housing for the full duration of their first academic year unless officially approved for an exemption.

- a. This policy applies to:
 - First-time university students entering immediately after high school
 - Full-time, degree-seeking freshmen
- b. Participation in **Advanced Placement (AP) courses, dual-credit courses, early university programs, or any other university credit earned during high school does *not* alter or remove a student's freshman classification.** Students who have earned prior university credits while in high school are still considered freshmen for housing purposes.

II. Required Immunizations

- A. All students participating in in-person classes or other on-campus academic activities must provide documentation of the following immunizations or acceptable evidence of immunity:
- B. **Measles, Mumps, and Rubella (MMR).** Documentation of two (2) doses of MMR vaccine or acceptable evidence of immunity.
- C. **Tetanus, Diphtheria, and Pertussis (Tdap).** Documentation of one (1) Tdap vaccination with a booster received within the previous ten (10) years.
- D. **Meningococcal Conjugate Vaccine (MenACWY).** Documentation of vaccination in accordance with current CDC recommendations.
- E. **Hepatitis B.** Documentation of completion of the Hepatitis B vaccine series or acceptable evidence of immunity.
- F. The University reserves the right to modify immunization requirements based upon recommendations from public health authorities, changes in law, accreditation requirements, clinical placement requirements, or risk management considerations.

Recommended Immunizations

- G. The University strongly recommends that students receive immunizations consistent with current CDC recommendations, including:
 - Varicella (Chickenpox)
 - Human Papillomavirus (HPV)
 - Influenza
 - COVID-19
 - Meningococcal B (MenB)

III. Emergency Contact Information

- a. All residential students and all commuting students are required to provide the University with information of persons to contact in the event of an emergency. If at any point the information changes or is no longer valid, students must update emergency contact information immediately.
- b. Emergency contact information is kept on file during a student's full career at Union Commonwealth University. These records are kept with the Student Support and Development Office and can be updated through these offices.

IV. University Renters Insurance

- a. **Please note:** This is not a service provided or covered by Union Commonwealth University.
- b. Renters insurance is a service that covers a student's property in the event items are stolen or damaged while on Union Commonwealth University property. Renters insurance covers items such as clothing, electronics, furniture, books, and other personal items. Some renter's insurance

policies cover these items whether this occurs in the student's room, laundry room, common areas, public spaces, and other areas of Union Commonwealth University property.

- c. In the event of a student changing on-campus locations, such as from traditional housing to non-traditional housing, renter's insurance may still cover an individual, however the insurance policy may need updated.
- d. If a student moves off campus, it is recommended that students change their address within their renter's insurance policy to maintain coverage. It is recommended that commuters who do not live with a parent or legal guardian consider renter's insurance.
- e. Some students may find this to be a part of their parent's homeowners or renters' insurance or be an additional service available. In most cases, renter's insurance can be an additional expense. It is recommended to check with your insurance company for further information.

Defining Housing Terms & Housing Policies

Union Commonwealth University provides both traditional and non-traditional housing for students to live in, whether it be with or without a roommate. In housing that is designated with roommates, students can choose their roommate(s) during Housing Lottery (housing selection process), or alternatively request a private room during the same process. In some cases, a single occupancy room may be used in place of a private room. First year students to Union Commonwealth University may be given a roommate that he or she does not previously know.

I. Housing Lottery

- a. The Housing Lottery is Union Commonwealth University's housing selection process.
- b. All students (freshman, sophomores, juniors, seniors) can participate in this process only if they have completed the process for registering for the following academic year's Fall Semester.
- c. The Housing Lottery randomizes students by seniority and class, meaning seniors can choose housing first and freshman choose last.
- d. Early housing selection is not permitted. Selections can only be made during the Housing Lottery.

II. Traditional Housing

- a. Traditional Housing refers to the traditional university experience of shared rooming experiences, generally between two individuals. Traditional housing often has community spaces, such as shared lounges, shared kitchens, and shared bathrooms.
- b. Traditional housing options include Pfeiffer Hall, Stevenson Hall, and Lakeside Hall.

III. Non-Traditional Housing

- a. Non-Traditional Housing refers to a more independent university experience, in which students may be placed in more of a shared home or apartment style housing option with a same-gendered individual. Non-traditional housing typically shares spaces with a smaller number of individuals.
- b. Non-traditional housing options include University Courts, Stewart Apartments, Manchester Properties, and Union Courts.

IV. Private Rooms

- a. Private rooms have an additional fee per semester in order to not have a roommate in a space that is designated for more than one person. Please consult the Business Office on the cost and how it may affect your balance and Financial Aid.
- b. Students in private rooms have full responsibility for those rooms as designated in the Union Commonwealth University Housing Contract.
- c. To have the fee waived, the student must either opt for a single room instead or provide reasoning in written form to the Director of Housing. Medical exception is accepted with documentation, and disability exception is accepted if approved by the Office of Accommodations.

V. Single Rooms

- a. Specific housing locations are designated for single occupancy only. This means that only one individual can live in this location. Students wishing to have a roommate should not sign up for this housing location.
- b. There is an additional fee for students that are in single rooms. Single rooms will receive a private room charge, as these rooms are designated for single occupancy use.
- c. Students in single rooms have full responsibility for those rooms as designated in the Union Commonwealth University Housing Contract.

VI. Room Changes

- a. In the occurrence that roommates are incompatible, housing availability opens, and/or a student requests a new roommate, students have the opportunity for a room change.

- b. Once per semester, Union Commonwealth University offers all on-campus residential students a “Room Change Day” in which students can move without paying the room change charge. Private room charges are not waived on this day or during this process.
- c. If a student chooses to move to a multiple occupancy room) that is completely vacant and does not specify a roommate, the student moving will be required to find a roommate or pay for the private room charge.
- d. In the occurrence of a loss of housing privilege, a student may have a room change as a sanction. Loss of housing privilege occurs when a student is moved from non-traditional housing to traditional housing. In some cases, loss of housing privilege may terminate a student’s ability to live on campus (see Section XVI Termination of Housing Contract).

VII. Room Change Process

- a. Students who request to change rooms must adhere to the following guidelines to not be charged for an unauthorized room change.
 - 1. A room vacancy, or expected vacancy, must exist and the student must make a formal request to change rooms. This request form is located on MyUnion under Student Life, then Residence Life.
 - 2. The student will receive an approval or denial of the room change request.
 - 3. The room will be confirmed vacated with keys turned in by the Housing Office.
 - 4. If the room was previously occupied, it is required that Physical Plant clean and/or address other rooms repairs before the next student moves in.
 - 5. Once Physical Plant is finished in the room, the Director of Housing will be notified, and the Director of Housing will notify the student.
 - 6. Once the student receives the room key, the student is authorized to move their personal belongings from their current room to their new room.
- b. If a student changes rooms without being given the key(s) to the room, this is an unauthorized room change. Even if a student received approval to move, receiving room keys is required before moving in, as this indicates approval to access a housing location. Accessing a housing location without the proper keys is not acceptable and will result in a fine.

VIII. Roommate Contract

- a. Roommates are expected to reach compromise regarding all aspects of living with another individual. Roommate Contracts may be issued for:
 - 1. Roommates that do not compromise on one or more aspects of living together, and/or roommates that have been moved because of failure to compromise.
 - 2. Roommates that are in conflict, and/or roommates that have been moved because of conflict.
 - 3. Roommates that have received a new roommate.
 - 4. Roommates that specify the need for this contract.
- b. Roommate Contracts will specifically detail areas of compromise and/or areas that cause conflict and may detail punishments and/or remediation if there is failure to adhere to the contract.
 - 1. Failure to adhere to the contract can result in all roommates being given a monetary fine.
 - 2. Continued failure to adhere to the contract can result in all roommates being separated into available housing locations. This can include being placed into housing with a new roommate and/or being moved to traditional housing.
- c. Residents are encouraged to have a member of the Residence Life Staff present during the making of a Roommate Contract, however this is not required.
- d. Any contract submitted will be kept on file with the Director of Housing, the Resident Director of that contract’s area, and with each roommate.

IX. Having A Roommate

- a. Union Commonwealth University defines roommates as individuals who share occupancy of a room, apartment, apartment suite, and/or house. It is possible for students to have more than one roommate if space allows.
- b. The rights and needs of each roommate must always be kept in mind. This includes but is not limited to time for guests, time for studying, time for sleeping, time for grooming, and time for entertainment and time for relaxation. Roommates are expected to reach compromise regarding all aspects of living with another individual.
- c. In any case, roommates share equal responsibility and rights for the space(s) that are being occupied. In non-traditional housing, this can include restrooms, lounges, kitchens, and laundry. In traditional housing, this refers to the occupied room only and does not include common areas.
- d. In any case, roommates share responsibility for the safety and security of each roommate and their personal property.
- e. In any case, roommates share equal responsibility for violations of Union Commonwealth University rules and policies. In the occurrence of more than one roommate, all residents may be summoned for disciplinary review if there is a violation. This rule is intended to protect a roommate's rights to fair judicial process regarding any violation within the resident's room.
- f. If a student is aware of a violation being committed by their roommate(s), that student must report the violation to Residence Life Staff and/or the Director of Housing within 48 hours in order to be cleared of responsibility for the violation for which he or she is not responsible. The reporting student may still be part of following procedure with the disciplinary review process.
- g. All residents are encouraged to have guests visit them at their place of occupancy. However, it is the responsibility of all roommates to compromise on rules for all guests. Union Commonwealth University issues its own rules for guests, and all residents are encouraged to review that policy as well. Regarding roommates, Union Commonwealth University's guest policy includes:
 1. A roommate may not be displaced by a visitor or a guest.
 2. The rules for guests of Union Commonwealth University supersede any rules created by roommates.
 3. Residents are responsible for the behavior and actions of any guests, and violations created by a guests may cause disciplinary action to be taken on all roommates and may cause the guest to not be allowed on Union Commonwealth University properties in the future.
 4. Violations made by a guest may cause residents and roommates to be given a monetary fine and to lose the privilege of having guests for an extended period.

X. Having a Guest/Visitor

- a. The term guest and visitor are to be used as interchangeable terms. Union Commonwealth University defines a guest/visitor as any individual that is not a direct and/or current member of Union Commonwealth University faculty, staff, and/or students. An alumnus of Union Commonwealth University is considered a guest/visitor.
- b. In the case of housing, any individual that is not assigned to the housing location for which they are present in is a guest/visitor of that location.
- c. In general, the behavioral norms expected of a Union Commonwealth University student are applied to guests/ visitors, which include common decency and decorum, recognition of and non-infringement upon the rights and property of others and of the university, honesty in academic work and all other activities, and observance of local, state, and federal laws.
- d. At any point, no guests/visitors should displace a resident of any housing location on campus.
- e. Students may apply to have a guest/visitor of the same gender overnight. The guest/visitor must be approved by the Housing Office. Guests/visitors may temporarily stay on campus for up to two (2) nights and the student hosting the guest/visitor must request this on MyUnion under Student Life, then Residence Life. Upon approval, the guest may stay in residence. Prolonged stay (more than 2 nights) is not permitted and may result in loss of visitation privileges.

XI. Visitation Policy

- a. Visitation refers to a student's right to have a guest/visitor who is of the same gender within their assigned rooming location with the parameters of the Visitation Policy.
- b. Co-Ed Visitation refers to a student's right to have a guest/visitor who is of the opposite gender within their assigned rooming location within the parameters of the normal Visitation Policy.
- c. Both the Visitation and Co-Ed Visitation policy follow visitation hours in housing are as follows:
 1. Sunday -Thursday: 12:00pm to 12:00am
 2. Friday- Saturday: 12:00pm to 2:00am
- d. All guests/visitors must sign in when visiting a traditional residence hall. The sign in sheet is in the lobby of each traditional residence hall. Non-traditional residence locations are not required to have sign ins.
- e. If a co-ed guest/visitor requires use of the restroom, the resident responsible for the co-ed guest/visitor must check the restroom prior to the co-ed visitor entering. If the restroom is clear, the co-ed guest/visitor can utilize the restroom. If the restroom is not clear, then the co-ed guest/visitor must wait until the restroom is clear before entering. The resident responsible for the co-ed guest/visitor must wait outside the restroom and advise all residents attempting to enter the restroom that a co-ed visitor is currently using the restroom.
 1. Co-ed visitation use of the restroom does not include use of showers.
- f. If any guest/visitor violates any policy of Union Commonwealth University, it is the responsibility of the residents of that area to report it to Campus Security or Residence Life Staff as soon as possible.
- g. Having a guest/visitor, co-ed or not, is subject to the above-mentioned times. Failure to abide by these visitation times will result in monetary fines be added to student accounts for each offense. Offense numbers reset at the beginning of each semester.
- h. If multiple violations of the visitor violation, whether for one individual or multiple individuals, it can result in visitation rights being taken away for all residents of that location. If loss of visitation occurs for an entire area, fines for visitor violations are doubled until visitation is restored. This can be authorized by Resident Directors, the Director of Housing, and the Dean of Students.
- i. No persons, including residents and guests/visitors, are permitted to sleep in residential lounges. Remember: no guest/visitor shall displace residents of any housing location.

XII. Overnight Stay

- a. Students can have overnight guests/visitors stay with them only under the circumstance that the guest/visitor is of the same gender, regardless of relation to the student. There is no charge for an overnight guest/visitor.
- b. Students must request all overnight guests/visitors through the form found on MyUnion, under Student Life, then Residence Life. Approval of each request must be given by the Director of Housing prior to the visit.
- c. All overnight guest/visitor requests must be submitted at least 3 (three) days or 72 (seventy-two) hours prior to the visit.
- d. Each student may have up to 5 (five) overnight stays per semester, and each overnight stay must not exceed 2 (two) consecutive night stay. If a request requires more than 2 (two) consecutive night stays, that student must contact the Director of Housing.
- e. Guests under the age of 18 years old are not permitted to stay overnight.
- f. Students with approved overnight guests/visitors must provide emergency contact information for their guest/visitor. There is no exception to this rule.
- g. Any student with an approved overnight guest/visitor is responsible for the behavior and actions of that individual. All overnight guests/visitors must adhere to all Union Commonwealth University rules and policies.
- h. Guests/visitors of the opposite gender are not permitted to stay overnight in on-campus housing.
- i. No person is permitted to sleep in residential lounges.

XIII. Guest Policy Regarding Campus Events

- a. Campus events, especially when sponsored and/or paid for by Union Commonwealth University campus organizations or departments, reserve the right to approve or deny guests that are not part of the Union Commonwealth University community, students, faculty, staff, or alumni.
- b. Student-led organizations must have their events approved by the Director of Campus Life and must ensure that facilities are well kept, facilities are cleaned, and policies are followed. The organization is responsible for any guests that attend the event.
- c. Campus events are not permitted to have minors (individuals under 18 years of age) in attendance. Union Commonwealth University understands that some campus activities may involve behavior not suitable for certain audiences and therefore restricts attendance to those who are of legal age to make these decisions for themselves on what they deem appropriate.
- d. Some campus events may require a Union Commonwealth University issued ID card to be presented. This limitation may cause non-Union Commonwealth University affiliated individuals to not be able to attend these events. In most cases though, a non-Union Commonwealth University affiliated individual may simply be required to present another form of identification.
- e. Students who have guests that are not affiliated with Union Commonwealth University in any way should seek out permission from the Director of Campus Life prior to the event. Students who seek this permission will be required to provide emergency contact information for their guest that will be shared with Campus Security.
- f. The Director of Campus Life may impose additional restrictions, rules, policies, or procedures to specific events, based on the nature of event.
 1. For instance, dances do not permit minors (individuals under 18 years of age), require ID upon request, require guests to act with decorum, must have their location approved by the Dean of Students, and have a closure time of midnight (12:00AM) regardless of day of the week in which the event is held.

XIV. Student Move In Procedures

- a. Students are only permitted to move into housing when receiving keys on a designated move in day, and/or directly from the Housing Office. Students may not move into housing for any reason without room keys.
- b. Move in procedures will always be communicated by email ahead of move in days. Any changes to move in procedures will be communicated by student email (Union Commonwealth University email).
- c. Basic Move In Day Procedures:
 1. Students are given a designated day to move in, within a specified timeframe.
 2. Late arrivals are to be communicated to the Housing Office.
 3. Upon arrival to campus, student must follow emailed procedures prior to receiving their room key.
 4. Once a student has their room key, the student must complete a Room Condition Form and then may begin moving into the room.

XV. Loss of Housing Privileges

- a. Housing outside of the main residence halls (Pfeiffer, Lakeside, and Stevenson) is considered a privilege.
- b. Loss of housing privileges may be part of disciplinary sanctions. Loss of housing privileges can include relocation to traditional housing, termination of a student's ability to reside on campus, and/or termination of a student's ability to be on campus for any reason.
- c. Loss of housing privileges may be implemented regardless of a separate sanction being given to a student. Loss of housing privileges may be implemented to postpone a termination of housing contract.

- d. Loss of housing privilege requires that any student living in (or expected to live in) University Courts, Stewart Apartments, Manchester housing, Union Courts and/or rented properties would be relocated to traditional housing.
- e. Loss of housing privileges can take effect at any point, including during breaks/closures.

XVI. Termination of Housing Contract

- a. Termination of housing contract may be part of disciplinary sanctions. Termination of housing contract can include relocation to traditional housing, termination of a student's ability to reside on campus, and/or termination of a student's ability to be on campus for any reason.
- b. If a student that residents on campus receives a separation sanction (suspension, dismissal, and expulsion) will also be terminated from their housing contract.
- c. Repeated violations of policies within the Student Handbook may result in termination of housing contract. Violations of the pet policy, even as a first offense, can result in termination of housing contract.
- d. Violations of policy that also violate laws of any kind, such as illegal drugs or weapons on campus, can result in termination of housing contract, even as a first offense.
- e. Students living in non-traditional housing who violate policies within the Student Handbook may have greater risk of having their housing contract terminated.

Defining Residence Life Terms & Residence Life Policies

Residence Life refers to the time that an on-campus student spends outside of academic classes and study hall, as well as athletic activity, and competition. Union Commonwealth University seeks to attend to the needs and interests of students by providing innovative programming, ongoing communication, and student involvement opportunities. Students wishing to create involvement opportunities that do not yet exist at Union Commonwealth University are encouraged to bring their ideas to the Student Support and Development Offices and the Student Government Association.

I. Residence Life Staff

- a. Union Commonwealth University employs Resident Directors and Resident Assistants on-campus, whose primary role is to ensure a safe, secure and welcoming environment for all residents and to ensure adherence to policies. On campus residents should contact their area Resident Director or Resident Assistant regarding maintenance work orders, understanding Union Commonwealth University policies, and student involvement on campus.
- b. Resident Directors are generally graduate-level students who oversee large sections of residential locations, typically whole buildings. Resident Directors are on duty each week and regularly check all areas of housing across the whole campus with the help of the Resident Assistants.
- c. Resident Assistants are undergraduate students who oversee smaller sections of residential locations, typically a floor or designated area. Resident Assistants are on duty each night and regularly check all areas of a designated housing area.
- d. Students are encouraged to apply for a position with the Residence Life Staff and should contact the Director of Housing & Residence Life for more information.

II. Tobacco/Smoking Policy

- a. **Effective January 15, 2021: Kentucky Legislation approved amendments to KRS 438.310 & KRS 438.311, which prohibits sale and possession/receipt of tobacco & related products to individuals under the age of 21 years.**
- b. Union Commonwealth University is a tobacco free environment. Smoking and/or use of tobacco is strictly prohibited on campus property, including grounds, inside campus facilities, inside classrooms, inside residence locations, and on/near athletic fields.
- c. Vapor devices, electronic cigarettes, smokeless tobacco devices, pipes, and other related tobacco devices and/or paraphernalia are prohibited from use, possession, and trafficking/distribution on campus.
- d. Students must leave campus property to smoke and/or use tobacco products.

III. Furniture

- a. All on-campus residence locations are furnished with the minimum requirements of a complete bedframe, mattress, desk, desk chair, and dresser. The housing location will determine if the room has a built-in closet or a movable wardrobe.
- b. In traditional housing, appliances such as refrigerators and stoves are provided in the communal kitchen areas. In non-traditional spaces, these may be in a shared living area and/or shared kitchen.
- c. Union Commonwealth University-issued furniture and appliances are not to leave the residence location where they were originally placed. Lounge furniture is to remain in the lounge and is not to be used in individual residential locations.
- d. Students are welcome to bring their own furniture, within reason. Under no circumstance should any personal furniture displace a roommate or create a safety concern. Arrangements must be made with the Director of Housing to accommodate use of personal furniture instead of Union Commonwealth University-issued furniture.

IV. Permitted Items

- a. Union Commonwealth University allows residents to bring personal items to on-campus residence locations. If you are unsure if a specific item is permitted, please contact the Director of Housing.
- b. It is recommended that all residents acquire renter's insurance to protect their personal items from theft, damage, and/or loss.
- c. While candles are not permitted, students may have electric wax burners in their room.
- d. Examples of permitted items: box fan, television, video game console, hair dryer, Keurig-style coffee maker, crockpot, dorm-sized refrigerator (max. 2 cu. ft.), and microwave oven (700 watts). For a general listing of permitted items, please contact the Director of Housing.
- e. Students who are active Archery Team members are permitted to keep their equipment in their room, with the approval of the Archery Team Head Coach and the Director of Housing.

V. Prohibited Items

- a. Union Commonwealth University restricts certain items in on-campus residence locations. If you are unsure if a specific item is permitted, please contact the Director of Housing.
- b. Some items are prohibited to ensure the safety of all residents and will be confiscated if found on campus, regardless of ownership.
- c. Pets are not permitted, except for fish in tanks smaller than 10 gallons and service animals.
- d. Candles, firearms, weapons, and flammable objects are expressly prohibited.
- e. Examples of prohibited items: firearms, fireworks, knives not for kitchen use, devices with exposed heating sources/surfaces (such as hot plates and deep fryers), and wall-mounted TV stands. For a listing of prohibited items, please contact the Housing Office.

VI. Residential Building Access

- a. Each on-campus resident is issued a room key to their assigned room. Residents are solely responsible for their key. Under no circumstance should another individual possess a student's room key. If a student loses a key, the student may be held financially responsible for the replacement of the key and replacement of all affected locks. (See Housing Charges for current fine amounts.) If a new lock is required, a student may be held financially responsible for replacing the keys of any other affected resident. This is to ensure the safety and security of all residents.
- b. Depending on housing location, either ID Card access or an exterior building key will be required in order to enter the building.
 - 1. Students requiring ID card access to their assigned housing location will be given permission by the Director of Housing. If a student loses their ID card, he or she must report it to the Director of Housing immediately so the ID card access can be removed, and a new card can be provided. This is to ensure the safety and security of all residents.
 - 2. Students requiring an exterior building key will be issued a secondary key. A member of the Residence Life Staff will identify which keys issued will access which specific doors.
- c. The student responsible for a guest/visitor is also responsible for that individual's access to residential buildings. Guests/visitors will not be issued keys and/or ID cards.
- d. The main entrance doors to traditional residence halls are always locked. Students are strictly prohibited from propping open the outside doors or tampering with door hardware. The exterior doors are equipped with a security access database that is computer monitored.
- e. Students in non-traditional housing locations are responsible for locking their external building access doors. Please note: some locations are equipped with door handles that are designed to automatically lock.

VII. Decorating Your Room

- a. Union Commonwealth University encourages students to decorate the spaces for which they are assigned. Non-invasive hanging materials may be used to decorate a space.
 - 1. Non-invasive hanging material refers to items such as tape and Command-style hooks. Examples of invasive hanging materials includes anything that will leave a permanent mark on a surface, especially a nail and/or screw.

- b. Students are permitted to cover their walls with decorations. However, students are not permitted to paint their walls under any circumstance. If a student paints their wall(s), that student will be charged the materials and labor required to return the room to its standard color.
- c. Students are permitted to cover their windows with curtains. However, students are not permitted to block access to the window. Blocking window access is a fire hazard.
- d. No decorations may interfere with the opening and closing of the doors or windows. Such interference is a fire hazard.
- e. Empty alcohol bottles are not permitted as decorations.
- f. Union Commonwealth University does not seek to hinder a student's free speech when decorating a room. However, Union Commonwealth University does restrict materials that include alcohol use, tobacco use, pornographic or erotic images, and explicitly violent, offensive, and/or derogatory images. These materials are not to be displayed in any public or private space on campus.
- g. Residents may decorate their individual doors. However, door decorations should not cover up the room number plate, nor should they hinder the access of the door. It is a fire hazard to hinder access to a door. Painting is not permitted for decorating a door. If a student paints their door(s), that student will be charged the materials and labor required to return the room to its standard color.
- h. Holiday decorations are welcome in residential locations. Union Commonwealth University is open to all groups from multiple backgrounds that express a variety of holiday decorations. Union Commonwealth University does not tolerate bullying and/or harassment regarding a student's holiday decorations. Some restrictions apply when holiday decorating:
 - 1. No live trees, wreaths, or garlands may be kept in a student's room.
 - 2. No real candles or open flames may be used for decoration. Candles that employ an electric light bulb are acceptable.
 - 3. No decorations may be placed on or across the ceiling. Students may hang lights along the upper edges of the room walls.
 - 4. No student may do any re-wiring in the process of putting up decorations. Extension cords for lights must be a three-prong grounded cord.

VIII. Music, Noise, and Quiet Hours Policy

- a. Students in on-campus residential housing live near one another, so students should be aware of the noise that they make. Consideration for your neighbor is advised. Excessive noise, especially after quiet hours, is considered a serious offense.
- b. Residents are encouraged to communicate respectfully to their neighbors if there is excessive noise before involving the Residence Life Staff.
- c. The enforced quiet hours in both traditional and non-traditional housing are as follows:
 - a. Sunday to Thursday from 10:00pm to 12:00pm (noon).
 - b. Quiet Hours on Friday and Saturday are 2:00am to 12:00pm (noon).
- d. Non-traditional housing, especially in Manchester Properties and Union Courts, may be subject to local law enforcement if excessive noise is reported by community members.
- e. Failure to abide by these quiet hour times will result in monetary fines being added to student accounts for each offense. (See Quiet Hour Fines for current fine amounts.) Offense numbers reset at the beginning of each semester.
- f. Students can freely play music at any point, with consideration of the noise and quiet hour policy. However, students may face disciplinary action and/or monetary fines if their music infringes on the rights of others, if the music is offensive or vulgar in language, and/or if the music disrupts the peace and comfort of the campus community.
- g. During Midterm Exams and Final Exams, all residential locations are under strict 24-hour Quiet Hour policy. Monetary fines during this period are doubled.

IX. Athletic Equipment

- a. In order to be courteous to all residents, student athletes are encouraged, when possible, to clean their athletic equipment prior to bringing it inside the residential locations. For items that require laundry machines, Union Commonwealth University encourages use of the available facilities whenever possible in order to be courteous to all residents.
- b. Shared bathrooms and shared sinks are not appropriate places for cleaning athletic equipment.
- c. Ice bags are not permitted in carpeted areas, as they can cause damage. When an ice bag is no longer in use, properly dispose of it.
- d. Bikes are permitted on campus, either on an outdoor bike rack or in a resident's room. Under no circumstance should bikes be left in the hallways, lobbies, and/or restrooms.
- e. Active Archery Team members only are permitted to have their archery equipment in their room. All equipment including arrows must be stored in a locked case at all times. However, permission to store the equipment must be requested by the Archery Team Head Coach and approved by the Housing Office. Students who are removed from the Archery Team for any reason lose the privilege of storing archery equipment in their room, unless otherwise specified by the Housing Office.

X. Laundry in Residential Locations

- a. Union Commonwealth University provides accessible laundry facilities throughout housing locations on campus for residential students only. Laundry facilities in traditional housing are typically equipped with multiple washers and dryers. Non-traditional housing laundry facilities vary location to location, however, typically these locations have at least 1 (one) washer and 1 (one) dryer.
- b. On-campus residential students pay a fee to use the laundry facilities. However, students do not have to pay for individual loads or use change to start machines. Students are required to supply their own clothes washing detergents.
- c. If any issues arise with the laundry facilities on campus, please contact a member of the Residence Life Staff and/or the Director of Housing.
- d. As a courtesy to other residents, students should remove their clothing from laundry machines as soon as possible. Students should not have their clothes occupy laundry machines for extended periods. Clothes left unattended in laundry facilities for more than 48 hours may be discarded.
- e. Students are not permitted to bring their own washer and/or dryer into residential locations.
- f. Windows and doors/doorways are not to be used as locations for clothing to hang-dry.
- g. Union Commonwealth University is not responsible for lost, stolen, or unattended laundry. Where possible, the Housing Office may assist in the recovery of items if the incident is documented and sufficient information is supplied to inquire further.
- h. Students may not grant access to unauthorized individuals such as commuter students, to use laundry facilities. Students who misuse this privilege and/or permit additional off campus (commuter) students to utilize their privilege will have the ability to do laundry on campus removed, the laundry fee will not be refunded, and all students involved will receive a \$150 fine.

Housing Policy for Campus Breaks & Closures

Union Commonwealth University experiences breaks and closures during the calendar year. Services may be closed or reduced and may impact on campus residence.

I. Campus Break and Closures

- a. Union Commonwealth University observes the following times as closures, during which students must seek approval to be on campus, especially in on-campus housing: **Thanksgiving Break, Winter Break, Spring Break, and Summer Break.**
- b. These breaks are used as a time to observe holidays and a time for Maintenance to conduct repairs and renovations. During the summer, housing is used for Summer Camps & Conferencing.

II. Students Staying for Break & Extended Stay

- a. Staying for break refers to a student staying for part of the break, or for the entire time of the break. Students must apply to stay in housing during these closures.
- b. The Housing Office will have paper applications available year-round, as well as a digital copy that can be sent via email. Reminders of these applications are sent out prior to each break.
- c. The deadline for these applications is prior to the break and/or closure beginning and will be communicated for each break.
- d. Students who stay in housing past the break closure date without approval will be fined.
- e. There is a charge for staying for breaks and a penalty for staying without authorization.
 - c. Students who stay on campus during breaks will be charged a listed per day rental fee during Summer and Winter Break. The current rate for staying on-campus during breaks is \$20 per person per day. These rates are subject to change.
 - d. Residency during Summer Break (May to August) is charged as a monthly rent through the Business Office. Students without authorization to stay in residence during breaks are charged \$35 per day.
 - e. **Students who are financially unable to pay the charge for residency during break will need to meet with either the Director of Housing or Dean of Students to discuss alternative solutions.**
 - f. **Students who are staying on campus during breaks due to official University-related activities are not required to pay the fee outlined above.** University related activities may include, but are not limited to, official athletic practice or games, student-employment, and/or approved activities related to academics.

III. Late Departure & Early Return Requests

- a. Union Commonwealth University understands that individuals who provide transportation for students may have scheduling conflicts that prevent on time departures from housing. Union Commonwealth University does allow for late departures, provided that an application is submitted. Students who require a **late departure** must apply through the Housing Office.
- b. Students who require an **early return** to campus must apply through the Housing Office. However, it is the responsibility of the student to communicate with the Director of Housing regarding the early return request.
- c. Students must request an early move ins in advance of Move in Days with the Director of Housing. At least 1-week (7 days) notice is required, as facilities may still be in use from Summer Camps & Conferencing, and/or may still need final walkthroughs and final cleanings.

IV. Summer Housing

- a. Campus residence locations close for the summer after Commencement and reopen for Fall Athlete Move In. Current students may apply to live on campus during the summer and will be placed in a residence where they have access to a kitchen—Students are expected to pay rent during

the summer and must sign an agreement with the Union Commonwealth University Business Office.

- b. Summer housing is subject to availability, as Union Commonwealth University uses this time to conduct repairs, renovations, and to host summer camps.
- c. Only returning/current students that have registered for the Fall semester are permitted to stay in on-campus housing during the summer. In some cases, students may be denied approval to stay on campus in the summer based on their judicial records.
 - 1. New students, such as incoming first-time university students or transfer students, are not permitted to live on campus prior to their appropriate Fall Move In dates.
 - 2. Readmitted students may be allowed on-campus residency depending on their judicial records and their length of time away from the University. Readmitted students with more than one (1) calendar year of not being a Union student may be denied summer residency.

V. Application Status

- a. All applications for staying on campus during break are reviewed by Student Support and Development.
- b. **Approval may not be given** to students who have indicated they are not returning for the following semester, students with disciplinary records, and/or students who have a Business Office Hold.
- c. **Students who are approved to stay on campus** will be notified by the Housing Office and will be issued a room assignment to consolidate residents and close buildings.

VI. Dining Services

- a. **Campus Dining Services are not available during Thanksgiving Break, Winter Break, Spring Break, and Summer Break.** This includes the Dining Hall and Kennel in the Partridge Campus Center, Conversations in Sharp Academic Center, and Molecules in Ramsey Center
- b. During these breaks, students are responsible for their own meals. The use of residence hall kitchens is permitted during this time.

VII. Break Policies

- a. All conditions stated in the Student Handbook apply to students staying during break. Failure to live within these guidelines will result in sanctions and the denial of this privilege.
- b. There is **no** room or lounge visitation during any break periods.
- a. During campus closures, each student approved to stay assumes responsibility for safety of their room and the building. Outside doors must always be locked. Fire alarm systems will be left on. Campus Security is notified of the students who are approved to stay and their assigned rooms.

Housing Policy for Leaving Housing

In certain situations, a student may be required to vacate housing. This may occur prior to the semester or during the semester and the following guidelines will address the appropriate procedures.

I. Leaving Housing at Semester End

- a. At the end of the Fall semester, students are expected to leave housing for the Winter Break.
 - i. If a student is returning for the following Spring semester, the student is permitted to keep personal items in the room during the break period but must return their room key.
 - ii. If a student is not returning to on-campus housing for the following semester, and is approved, to live off campus the student is expected to vacate housing at the end of the semester. Proper move out procedures is required, including removing all personal items, removing all trash, and returning all room keys.
 - iii. Students approved to stay on campus during the Winter Break will not have to leave or vacate or return their keys. Students will not be relocated for Winter Break.
- b. At the end of Spring semester, all students are expected to leave housing and fully vacate. Proper move out procedures are required, including removing all personal items, removing all trash, and returning all room keys.
 - i. Students staying for the Summer Break period may be relocated to consolidate summer residents.
 - ii. At the end of the Summer Break period, summer residents will be relocated to their Fall housing assignments while following all moving procedures.

II. Leaving Housing During the Semester (Non-Withdrawal)

- a. Students may leave housing to continue their semester from home under specific circumstances, such as continuing his or her studies virtually.
- b. If a student must leave for the remainder of the semester, the student must follow the appropriate move out procedures.
 - i. Students are required to remove all personal items, remove all trash, and return all room keys. The student must complete a check out with Housing or Residence Life staff.
 - ii. Failure to complete the appropriate move-out procedures may result in a fine being placed on the student's account.

III. Leaving Housing Due to Academic Withdrawal

- a. An academic withdrawal is when a student voluntarily removes themselves from class(es). Students may withdraw from a single class or from all classes.
- b. Students who withdraw from a single class must ensure that they are still a full-time student, meaning they are still enrolled in at least 12 credit hours. Students who fall below full-time status may be required to take a sub-term class to retain full-time status. If a student is unable to take a sub-term class and will be part-time for the remainder of the semester, the student must contact the Housing Office and/or the Dean of Students apply for continued residency.
 - i. If the student is unable to stay in housing due to being part-time, the student will be given a reasonable timeframe in which to vacate. The student may contact the Housing Office to request additional time if needed.
- c. Students who withdraw from all classes are no longer considered to be enrolled and must vacate housing within 24 hours.
 - i. Students who require additional time to vacate housing must contact the Housing Office.
- d. Students who have a meal plan will not be able to use the meal plan or attend campus activities when the 24-hour vacate period.

- e. Students who do not move out within the specified timeframes will receive an additional fine to their student account.

IV. Leaving Housing Due to Academic Suspension

- a. A student who has not met academic requirements within a certain specified timeframe following consecutive academic probation period will be placed on academic suspension. An academic suspension serves as a separation sanction from the University for one full semester. The student may re-enroll after the academic suspension is completed.
- b. If a resident student receives an academic suspension, the student must vacate housing.
- c. Requirements for vacating housing due to academic suspension:
 - i. If the student has not moved in (no personal items in assigned room), the student will be denied residency in campus housing.
 - ii. If the student has moved in from the previous semester (such as present in the Fall and returning for the Spring), the student should expect to not be able to return to residency and should expect to move out all personal items prior to the first day of classes.
 - iii. If the student has already moved in for any reason, the student should be expected to be vacated from housing within 48 hours of the notification of academic suspension.
 - iv. In the occurrence that a student is awaiting the results of an appeal of the academic suspension, the student may be permitted to move in, only with approval from the Dean of Students.
 - 1. If the student's appeal of the academic suspension is approved, the student may enroll and will not be required to move out.
 - 2. If the student's appeal of the academic suspension is denied, the student may not enroll and will be required to move out within 48 hours.
 - v. A resident student who receives an academic suspension and has personal items in their room, but who is not present on campus, must arrange with the Housing Office a reasonable time to come to campus to vacate housing. The room is expected to be vacated prior to the first day of classes.
 - vi. Students who do not move out within the specified timeframes are subject to the policies found in Section V, Leaving Housing due to Not Returning.
- d. Students who require additional time to vacate housing must contact the Housing Office.
- e. Students who have a meal plan will not be able to use the meal plan or attend campus activities when the 48-hour vacate period has expired.
- f. All students vacating housing must follow the proper procedure for move outs to avoid additional charges, including removing all personal items, removing all trash, and returning all room keys.
- g. Students who do not move out within the specified timeframes will receive a fine added to their student account.

V. Leaving Housing Due to Not Returning

- a. This section is designated primarily to address students in housing during the Fall semester who are not returning for the Spring semester and who have not vacated housing. This may be applicable at other times though.
- b. Students who have decided not to return or are unable to return for the following semester are required to move out of housing at the end of the current semester.
 - i. For example, if a student decides at the end of the Fall semester that they are not returning for the Spring semester, the student should vacate the residence at the end of the Fall semester. All proper procedures should be followed including removing all personal items, removing all trash, and returning all room keys.
- c. If a student is in residence at the end of the semester but decides not to return for the following semester, the student is expected to move out prior to the first day of classes. The student should contact the Housing Office regarding arranging a time to move out.
 - i. If a student does not move out by the first day of classes, the student will receive a fine, as detailed below.

- ii. If a student does not move out by the (Class) Add/Drop Deadline for the semester, the student will receive an additional fine, as detailed below.
- iii. If a student does not move out within 1 week (7 days) of the semester beginning, the student will receive an additional fine, the locks will be changed, at the student's expense, the student's items will be discarded,; and a Hold will be placed on their student account.
- iv. If the student does not move out after 1 week (7 days), the university bears no responsibility for items in the room that are discarded.

Violation	Sanctions
Student Not Moved Out by First Day of Classes	• \$50.00 fine
Student Not Moved Out by Add/Drop Deadline	• \$100.00 fine
Student Not Moved Out Within 1 Week (7 Days) of First Day of Classes	• \$200.00 Fine • Locks changes, charge applied (\$130.00 total, see Housing Charges pg. 47) • All personal items are discarded from room • Dean of Students Hold placed on student

VI. Leaving Housing Due to Separation Sanction

- a. Students may receive a separation sanction as a result of a judicial hearing that requires immediate removal from housing, such as a dismissal or expulsion. The student must vacate housing within 24 hours (if applicable to their judicial case), or the student may be subject to additional sanctions appropriate to their judicial case. Students may not reside on campus while they await an appeal.
- b. Students receiving a dismissal or expulsion must surrender their room key upon vacating housing to the Housing Office or Dean of Students. This will be considered a proper move out. Failure to return housing keys will result in locks being changed at the student's expense.

ID Card Policy

Union Commonwealth University requires all current faculty, staff, and students to have a Union-issued identification card, which is issued through the Student Support and Development Offices. Each card belongs to one individual and cannot be shared, used by another individual, or be in the possession of another person.

- I. Union will issue to each student one (1) ID card, and it will be effective during the student's entire academic program. The only exception is if an ID card's proximity access chip is malfunctioning or no longer working.
- II. **Any ID replacement, whether lost or stolen or damaged beyond normal wear & tear, is subject to a financial charge of \$25.00 that is charged to the student's account.** Any ID replacement for any reason requires a new photo to be taken. There are no exceptions to this rule
- III. ID photo requirements include:
 - a. Photo backgrounds should be plain, or with minimal distraction.
 - b. Individuals must not be covering or hiding the face with either hair, headwear (with exception for religious reasons), and/or props.
 - c. Smiling or expressionless face; other expressions may not be permitted.
 - d. Hand signs/signals are not permitted in ID photos.
 - e. Lastly, photos classified as selfies and/or having filters applied will not be permitted.
- IV. ID cards must reflect the legal first and last name. Nicknames are not printed on ID cards.
 - a. If an individual goes by a middle name, the ID card may include the middle name, in addition to the first and last name.
- V. ID cards will reflect an individual's legal name, identification number, and grouping.
 - a. For students, this grouping will classify students as either Undergraduate, Graduate, or Nursing Student.
 - b. The barcode on the ID is used to gain access to Dining Services and Library Services.
- VI. Individuals will be issued ID cards with the proper access permissions.
 - a. Students who reside on campus will be given access only to the residence hall he or she is assigned. Some residential areas of campus do not require access via the ID card.
 - b. Both residential and commuter students will be given access to study hall areas that require ID card access.
 - c. Additionally, ID card proximity access is required to be able to print across campus.
 - d. A lost or stolen ID card-must be reported immediately.

Meal Plan Policy

Aramark Collegiate Hospitality, LLC is the food services provider for Union Commonwealth University. Food service is available in the Dining Hall, the Conversations Coffee Shop in Sharp, the Molecules Coffee Shop in Ramsey, and the Kennel in the Student Center.

Students who live off campus (commuters) and non-traditional renters in University Courts are not required to have a meal plan and may opt out of a meal plan. A non-traditional renter is a student living on campus in University Courts that is married and/or with dependents (children).

I. Meal Plan Cost

- a. Meal plan costs vary from plan to plan and can change in cost from year-to-year. Meal plan costs for the current academic year can be found on the website (unionky.edu) under Tuition & Fees. **The cost of the meal plan is not negotiable.**

II. Meal Plan Rules

- a. All students living in traditional housing (Lakeside, Stevenson, Pfeiffer, Union Courts) are required to purchase the 19 meals per week plan. Students who reside in apartment style housing are eligible for the 19 meal plan or the 15 meal plan. Only Commuter students are permitted to have the "Commuter 5 Meal Plan." Students living on campus are not permitted to have this meal plan.
- b. Meal plans may only be used by the student registered with the plan. Meal plans cannot be shared. Online-only, off campus, commuter, and graduate students are not required to purchase a meal plan.
- c. Additional rules regarding meal plans may be administered by Aramark Collegiate Hospitality, LLC.

III. Meal Plan Changes

- a. **Meal plans cannot be lowered or removed after the first billing period has passed and/or after Add/Drop for that semester.** The only change that can be made to a meal plan after the first billing period and/or after Add/Drop is to increase the number of meals allowed.
- b. Meal plans that increase cost may result in additional charges to a student account. Students are to contact the Business Office regarding changes to meal plans, as this may affect billing and/or payment plans.

IV. Meal Plan Exceptions

- a. The following reasons are acceptable for granting a meal plan exception for students living on campus.
 - **Medical Exception:** Students must provide documented medical reasoning for a lower or no meal plan.
 - Requests for exceptions to this policy must be submitted in written form (email) to the Director of Housing and Dean of Students for review.

V. Meal Plan Options Explained

a. 19 Meal Plan – also known as the “All Meals Plan”:

- The 19 Meal Plan allows students to eat at all scheduled mealtimes in the main Dining Hall during the academic semester. The “19” refers to access to all breakfast, lunch, brunch (on weekends & holidays), and dinner meals.
- This plan is available to all UCU students, including commuter students.
- This 19 Meal Plan can be used by only the assigned student and **cannot** be used for any other individual.
- This plan includes one hundred (100) Flex Dollars that may be used at all on-campus retail dining locations. Flex Dollars are non-transferable, do not roll over between semesters, and must be used within the designated sixteen (16) week semester period.

b. 15 Meal Plan:

- This meal plan is similar to the 19 meal plan; however, it removes four meals from each week.
- This plan is available to students who live in apartment style housing and to commuter students. Students who reside in Lakeside, Stevenson, Pfeiffer and Union Courts are not eligible to choose this plan.
- This 15 Meal Plan can be used by only the assigned student and **cannot** be used for any other individual.
- This meal plan does not include flex dollars.

c. Commuter 5 Meals Per Week:

- **This plan is designated for commuter students only.**
- This plan allows commuter students (5) meals per week, with any combination of meals. Meals not used do not carry over into the next week.
- Additional meals prior to the restart of the week can be purchased with cash or card.
- This 5 Meals Plan can be used by only the assigned and **cannot** be used for any other individual.

d. No Meal Plan:

- This option is only available to students who live off campus and/or those classified as commuters. Students without a Meal Plan may access all dining options with cash or a credit card.

e. Flex Dollar Accounts

- Flex Dollars (also known as voluntary debit accounts) are available to all students (residential or non-residential), of Union Commonwealth University. These accounts are managed by Dining Services through an individual’s ID number and can be used via the ID card for that individual only. Flex Dollars may be added to an account at any point through Dining Services webpage. Flex Dollars may be used in the Dining Hall in the Student Center, the Kennel in the Student Center, Conversations in Sharp Academic Center, and Molecules in Ramsey Center.
- Students may use their flex account to pay for another person.

Dining Hall Rules & Regulations

The following rules and regulations have been put in place through agreement between Union Commonwealth University and Aramark Collegiate Hospitality. The following rules apply to those who are utilizing the Dining Hall, the Conversations Coffee Shop in Sharp, the Molecules Coffee Shop in Ramsey, and the Kennel in the Student Center. Anyone who is employed through Aramark Collegiate Hospitality is subject to additional rules and regulations and may be held to a higher standard. Model citizenship is expected in the Dining Hall in order to avoid temporary suspension of dining privileges.

These rules and regulations have been put in place in order to allow Dining Services to provide the necessary services to all members of Union Commonwealth University and the community at a low, affordable rate. **Failure to adhere to the rules and guidelines can result in temporary or permanent loss of *all* Dining Service privileges, temporary or permanent loss of *select* Dining Service privileges, community restitution, and/or up to a \$300.00 fine.** For additional information, please contact Dining Services.

VI. Dress Code

- a. The areas serviced by Dining Services are available to all members of the community and are therefore public locations that may include individuals of all ages, including children. As a result, it is both policy and Health Code expectation that individuals dress within reasonable expectation to cover their bodies. It is recommended to wear appropriate footwear in case of food or beverage spill on floors and other surfaces.
- b. Dining Services reserves the right to refuse service if an individual is not dressed within reasonable expectation. Employees on the clock may be required to wear specific clothing.

VII. Take Care of Your Own Dishes & Mess

- a. It is expected that all individuals that utilize Dining Services at any location are responsible for all dishes, glasses, mugs, silverware, and messes that are made during their visit. It is expected that all used items are returned to the dish return area and that all messes are cleaned. Failure to do so can result in community restitution and/or a monetary fine.

VIII. No Food Carried Out

- a. As the main Dining Hall is an all you can eat option during operational hours, food taken by an individual can only be eaten in the Dining Hall. Unauthorized removal of food from the Dining Hall can result in being temporarily or permanently banned from Dining Service privileges and can result in an additional fine. Per Health Code expectations, removing food from the Dining Hall is considered a health and sanitation issue.
- b. Take out options, such as takeout/to-go boxes, are the only exception to this rule.

IX. Student Meal Plan

- a. All meal plans are specific to each individual student and cannot be used by another student. Students may use flex dollars to scan another student into the dining hall.

X. China, Glasses, Mugs, & Silverware

- a. China, glasses, mugs, and silverware are expected to stay in the Dining Hall. Removal of these items creates a shortage and requires additional items to be purchased, which detracts from the experiences of others and can result in overall cost increase of meals and meal plans.

XI. Sick Trays

- a. If an individual is sick (and/or contagious) and is unable to attend a Dining Hall meal, accommodations can be made to provide an individual with a meal. Requests for this accommodation can be made through Student Support and Development or Dining Services.

XII. ID Cards

- a. A Union Commonwealth University issued ID card is required to be admitted into the Dining Hall if an individual is seeking to use a meal plan or Flex Dollars. Any individual may enter without an ID card only if paying by cash or card. All meal plans are specific to each individual student and cannot be used by another student.
- b. Dining Services is not responsible for keeping up with an individual's Union-issued ID card. In the event of the ID card lost or stolen, Dining Services reserves the right to deny admittance due to being unable to verify identity and meal plan selection. Individuals who no longer have their ID must get a new one through Student Support and Development. **Note:** This may result in a monetary fine being placed on an individual's account.

XIII. Special Diet

- a. A student who requires a special diet should arrange to meet with the Dean of Students and/or the Director of Dining Services.
- b. In some cases, a medical statement regarding the special dietary needs may be requested and kept on file in both Student Support and Development Offices and with Dining Services.

XIV. Catered Meals

- a. Aramark Collegiate Hospitality also offers a wide variety of special catered food options for on and off-campus activities and special events. Menus can be customized to fit budget and needs. Please see the Director of Dining Services for more information.

Maintenance Requests

Maintenance related issues are resolved by the maintenance department of Physical Plant, a contracted company of National Management Services. Requests are submitted online via OperationsHERO's HeroHQ which requires a log-in. Students, faculty, and non-maintenance staff are not expected to conduct repairs on campus for any reason.

I. Steps to Submitting a Work Order

Submitting a work order through HeroHQ is simple:

- a) Visit **www.operationshero.com**
- b) Click **Login** in the upper right corner.
- c) Select the option to log in through **Microsoft Outlook**.
- d) Upon initial login, verify your Union email address.
- e) You will then be redirected to your request homepage, where you can:
 - a. View the status of past requests, or
 - b. Click the blue **"New Request"** button to submit a new work order by completing the online form.

Submitting a Request

1. Once you have an account, log in. When submitting your request, you will need to provide the following information regarding the request:
 - Location Type (example: Pfeiffer is Student Housing, Sharp is Academic)
 - Area (example: room, restroom, office, lounge, hallway)
 - Room Number (if applicable; if not applicable, type N/A)
 - Issue Type (example: electrical, plumbing, lighting, heating/air conditioning)
2. In Step 4, users can describe the problem in their own words. Be as detailed as possible.
3. In Step 5, users can upload photos related to the request.
4. Submit the work order.

II. Students in Housing

- a. **Please Note:** Once a housing location is occupied, Maintenance is not responsible for cleaning the room. Students are expected to provide their own cleaning supplies and clean their own room.
- b. Work orders can be requested through Residence Life Staff (Resident Directors and Resident Assistants), and/or the Director of Housing. Requests sent by email may provide the quickest remediation to any issue.

III. Request Not Resolved

- a. If a work order goes unresolved, you can either resubmit your work order, or you can contact the Physical Plant Work Desk at 606-546-1674.
- b. As possible, individuals will be notified if repairs are delayed for any reason.
- c. In some cases, Maintenance may request that the area be put offline, and the affected individual may be relocated (temporarily or permanently) to another area.
- d. If a problem is reported and resolved, but the problem returns later, notify Maintenance as soon as possible via the work order system. This may result in the affected area being put in offline status and affected individuals may be relocated (temporarily or permanently)

IV. Damages

- a. Maintenance repairs damages made to Union Commonwealth University property. In the occurrence of intentional, malicious, or catastrophic damaging of Union Commonwealth University property, Maintenance reserves the right to pursue action through financial restitution. This is a financial charge that is equivalent of the parts and labor involved in repairing the damages or replacing the damaged item.

- 1.** The Director of Physical Plant and Director of Housing have the information on specific financial charges for damage costs and replacement costs. Labors are only calculated after the damage repair or replacement has taken place.
- b.** In the occurrence of furniture or appliances being damaged, individuals may be given a financial restitution charge of the full replacement of the item.
- c.** In the occurrence that damage occurs in an area of housing in which no specific person can be identified, all residents may face a community hall damage fine, which is the cost of parts and labor divided among the residents of that area.

Spiritual Life

I. Overview

- a. The Office of Spiritual Life oversees all organized religious and spiritual activity at Union and is led by the University Minister.
- b. Union Commonwealth University provides an active spiritual life program that provides for fellowship, prayer, Bible study and other discussion and study groups to strengthen faith and encourage spiritual growth. We encourage you to discover and seek a growing and life-affirming spiritual faith. We live out the University's Core Value of Spirituality: We encourage the spiritual quest. We challenge each other to discover, intellectually articulate, and embrace a life-affirming spiritual faith and/or philosophy of life.
- c. The University Minister is friend, pastor, preacher, and worship leader for the campus community and, as executive director of religious activities, is involved in the issues that concern the University, foster community, and develop corporate responsibility. The University Minister is also available for discussion and counseling and can provide more information about faith-based programs. | 606-546-1291 | rev@unionky.edu
- d. The Spiritual Life Program is the philosophical and financial commitment of the University to an educational environment in which faith is deliberately present. Through a variety of activities integrated into the university experience, members of the campus community are encouraged to live out values in relationship with themselves, other persons, and the world.
- e. Spiritual Life at Union Commonwealth University is centered around helping each other become rooted and grounded in love, particularly that we would know the breadth and depth and height of God's love (Ephesians 3:18).
 1. **B r e a d t h**—God's love is broad. It includes everyone. God asks us to love with a broad love, too, loving our neighbors (Mark 12:31) and even our enemies (Matthew 5:44). We try to love with God's broad love by including everyone on campus in our activities. It does not matter who you are, you are loved and welcome at Spiritual Life activities.
 2. **D e p t h**—God's love is deep. We all have experienced love that is shallow, that dries up when the going gets tough, but God's love goes all the way down to the very core of who we are. So, we try to love deeply, too. We do that by digging down deep in our spirituality, learning who we are by studying the Bible and other spiritual writings, by praying and worshipping together, by serving other together, and just being there for each other.
 3. **H e i g h t**—God's Love lifts us up high. We soar in the spiritual heights by becoming the person God has created us to become, and this gives us love, joy, peace, patience, kindness, generosity, faithfulness, gentleness, and self-control (Galatians 5:22-23). So, we emphasize a spirituality that is uplifting.
- e. So, what we do is to live in God's love by accepting everybody for who they are, helping and supporting each other to become who we have been created to become, and lifting each other up no matter what. Spiritual Life is open to everybody's approach to spirituality. Our approach to spirituality is positive. We love and accept everybody, no matter what! We do not condemn other for believing or living differently than we do. We want to have people of any faith or no faith at all involved in Spiritual Life.
- f. We have several weekly activities. Our schedule changes, depending on the schedules of the students involved. Watch for a weekly email from the University Minister detailing activities for that week and planned upcoming activities.

I. Mission Through Service

- a. During most semesters, Spiritual Life and Common Partners programs work together to provide unforgettable experiences of serving those in need. Helping with the local food pantry or homeless shelter, doing flood cleanup for people in Central Kentucky and assisting with Habitat for Humanity are examples that exemplify mission through service at Union.
- b. Each mid-semester and spring break, serving/learning trips are sponsored. Opportunities in past years have included mission work in Belize, Central America, Flood relief in Eastern North Carolina, hurricane assistance in New Orleans, Habitat trip to Bahamas, and work with a Wildlife Rehabilitation Center.

II. Study and Spiritual Growth Opportunities

- a. The Spiritual Life Program offers regular faith and study groups, as well as retreats and other trips that challenge you to grow in your faith and as a person. These include fall and spring retreats, regular discussion and study groups as well as adventures that give you the opportunity to join with other persons in living out your faith in experiencing what it is like to be a person who is homeless. You are also challenged to bring your own ideas for groups and activities that will enable students, faculty, and staff to grow more in their faith.

III. Lecture Series

- a. The Spiritual Life Program sponsors two lectures each academic year. The Wilson-Gross Fall Lecture seeks to bring distinguished speakers to the campus to discuss vital issues confronting the modern church and society. A recent example includes Dr. Dawn Adams, a paleontologist who lectured on the relationship between science and “not science.”
- b. The Spring Staley Lectures seeks to bring to university and university campuses of America distinguished scholars who truly believe in the Gospel of Jesus Christ and who can clearly identify with students.

IV. Spiritual and Pastoral Counseling

- a. As a United Methodist School, Union Commonwealth University affirms the whole person. The campus University Minister is available to assist you with your spiritual development, regardless of your denomination or faith. You may have specific concerns about beliefs, discipleship or prayer, or you may be exploring your spiritual life for the first time. The University Minister is available for individual or group counseling by appointment or on a drop-in basis. Referrals can also be made in crisis situations and for long-term personal counseling. Pre-marriage and marriage counseling are available. On occasion, small groups are formed for sharing and support on a variety of issues. The University Minister is available also to talk with those who may be called into ministry and mission work and who would like to explore those possibilities.

V. Spiritual Life Leadership Program

- a. Spiritual Life Leaders are students who lead Union Commonwealth University’s Spiritual Life activities. Requirements for Spiritual Life Leaders average between 3 and 5 hours per week and are as follows:
 - i. Attendance at weekly Spiritual Life Leadership Council meetings
 - i. Work under an existing Spiritual Life Leader
 - 1. Recent weekly activities have included: Spill the T, Fellowship of Christian Athletes, Conversations with Jesus, Outdoor Adventures with God, Eat Pray Fun
 - 2. Specific weekly activities will change each semester based on student leadership and interest.

- ii. 15-45 hours of participation in other Spiritual Life activities during each semester
- b. Recent occasional activities have included concerts, service trips, lectures, and social justice rallies. Specific occasional activities will change each semester based on student leadership and interest.
- c. Spiritual Life Leaders will be expected to be organized and prompt. Spiritual Life Leaders will be expected to respect the spiritual beliefs of all students and will at all times operate within the guidelines of the University's Code of Ethics for Clubs and Organizations. Spiritual Life Leaders will seek to understand the beliefs of other students and, as appropriate, share spiritual resources that are important to them and that have been helpful in their spiritual walk.
- d. Spiritual Life Leaders will report directly to the University Minister and will work closely with Spiritual Life Graduate Assistant. Spiritual Life Leaders will follow all rules of the Student Handbook.
- e. Spiritual Life Leaders may receive a scholarship from Spiritual Life. This scholarship will range from \$1,000 to \$1,500, depending on the level of commitment regarding hours during the semester. In addition, they will receive a one- or two-hour service-learning credit for RLGN 120, Morality and Community. There will be no extra work required for the course; it will be given for participation in this program.
- f. On occasion, a small number of Spiritual Life Leaders will be selected for Advanced Leadership. The scholarship would be more, and the responsibilities would be more. Standards for commitment would be high. Further details about requirements for Advanced Leadership.
- g. Good candidates for the Spiritual Life Intern program will show organizational skills, ability to work in a team, and interest in the university's core value of the Spiritual Quest, seeking to develop a life-affirming spirituality. Although some Spiritual Life Interns may be interested in becoming a minister, this is not a requirement of this program. All students who show the appropriate maturity and interest are good candidates.
- h. To apply, write a short essay that includes 1) your understanding of what spirituality is, 2) a brief history of your involvement in spiritual activities in the past, 3) a list of any leadership responsibilities you have had in the past, in any area, whether related to spirituality or not, 4) a description of what you hope to gain from participation as a Spiritual Life Intern and what you think you can contribute to the program, 5) any other activities or time commitments you have, and 6) an indication of whether you are currently on academic probation. Email that essay to Union's University Minister at rev@unionky.edu.

VIII. Spiritual Life Leadership Council

- a. The Spiritual Life Leadership Council is the University's hub of spiritual activity, linking everything we do as a broad umbrella, providing a nurturing shelter for our family of spiritual groups, clubs, and activities.
- b. The Council is overseen by the University Minister and includes in its membership any faculty or staff interested in helping student leaders live out their commitment to the Core Value of Spirituality, any student in the Spiritual Life Leadership Program, one student from each club that is religiously or spiritually oriented, and optionally one faculty/staff advisor from each club that is religiously or spiritually oriented.
- c. The Council meets weekly in the Spiritual Life House on a schedule selected at the beginning of each semester based on participants' availability.
- d. The Council listens to reports from each club or group, makes plans to support what each group is doing, and makes plans for what the Spiritual Life program as a whole can do together.
- e. Each member of the Council agrees to the Spiritual Life Leadership Council Behavior Commitment.

IX. Clubs that Are Religiously or Spiritually Oriented

- a. In addition to the spiritual activities and groups mentioned above, clubs that are religiously or spiritually oriented are overseen jointly by the Office of Student Development and the Office of Spiritual Life. Student Development oversees any requirements for establishing and maintaining the club's status. Spiritual Life oversees religious and spiritual activities proposed by the club.
- b. All club activities that involve religious or spiritual components must be approved by the University Minister.
- c. All clubs must operate under the Code of Ethics of Clubs and Organizations (see below), which has been instituted by Student Development and Spiritual Life, endorsed by the faculty, and put into campuswide policy by Senior Leadership.
- d. All religiously or spiritually oriented clubs must send one student representative to the Spiritual Life Leadership Council in order to keep the club connected with what else is going on. A club may optionally, in addition, send one faculty/staff advisor to the Spiritual Life Leadership Council.
 - i. Any such student representative may apply to the Spiritual Life Leadership Program. See above.
- e. Religiously or spiritually oriented clubs exist for the development of students and will be student-led. An advisor's function is solely to advise, not to run a club, program, or ministry. Likewise, clergy will not run clubs as an extension of their congregation's ministry. Again, clubs exist for the development of students and will be student-led.
- f. Clubs are not to take the place of worshiping communities. Union offers support for students as they discover worshiping communities in and around Barbourville. In addition, Union offers opportunities for worship on campus, including services to which the entire Union community is invited and worship elements that are built into small groups and clubs. Worship elements such as a song, testimony, prayer, and Bible reading are appropriate elements of any club meeting, within the context that clubs are not organizations that take the place of existing worshiping communities. Worship belongs to the campus as a whole; it is initiated, planned, overseen, and led by the University Minister, in consultation with the Spiritual Life Leadership Council. Every club and spiritual group has a representative to the Council and can shape the character of campus worship in that way.

X. Spiritual Life Leadership Council Commitment (All members of the Spiritual Life Leadership Council, whether students, staff, or faculty, agree to this commitment as they work together for the spiritual good for the entirety of our University community.

- a. I want to become a spiritual leader. Spiritual leaders come both from inside institutional religions and from outside those contexts, so by saying I want to become a spiritual leader I am not saying anything in particular about wanting to be part of any particular religious institution. I understand that participants in the Union Commonwealth University Spiritual Life Leadership Council may be from any religious tradition or from no religious tradition at all. Together we will engage in spiritual practices, which, along with the commitments listed in this document, will form the context of our becoming spiritual leaders together.
- b. To that end, I commit myself to the emphases of the Union Commonwealth University Spiritual Life program. In particular,
 - i. **I will follow Jesus' way of love.**
 - ii. **I will extend radical acceptance to myself and to others.**
 - iii. **I will seek to discover who God has created me to become.**
 - iv. **I will serve God and others.**
 - v. **I will work toward spiritual maturity, particularly as measured by love.**
 - vi. **I will seek to learn how to lead others in this same process and this way of life.**
- c. I further commit myself to follow the General Rule of Discipleship first articulated by Methodist founder John Wesley and as revised for the 21st century by Bishop Reuben Job. I will:

- i. **Do no harm.**
 - ii. **Do good.**
 - iii. **Stay in love with God.**
- d. As a member of the Spiritual Life Leadership Council:
- e. **I will do my best to Love.** Love is our primary commitment as part of the Spiritual Life Leadership Council. I will attempt to:
 - i. Love God with my whole heart, soul, strength, and mind (Luke 10:27).
 - 1. I will love God by engaging in spiritual practices for the purpose of experiencing God, of listening to God's voice, and of being changed more and more into love by God's presence through these spiritual practices.
 - ii. Love my neighbor as myself (Luke 10:27).
 - 1. I will love my neighbor by getting to know them, by seeking their good, by being kind to them, and by seeking justice for them when they suffer injustice.
 - 2. I will love myself by discovering who God has created me to become, by striving to live the life God wants for me, by forgiving myself when I fall short, and by repenting (turning around) when I discover I am going the wrong direction.
 - iii. Love even my enemies (Luke 6:27)
 - 1. I will do the extremely hard work of loving my enemies by not seeking vengeance and by forgiving them for whatever wrongs they may have done to me. This does not mean that I am expected to continue to place myself in a situation where they can continue to harm me.
- f. **I will do my best to Learn.**
 - i. While love is primary in our relationships, being a student or a faculty member or a staff member is the primary role we take as part of the university community. When there is a conflict between duties as a Council member and duties as a member of the Union Commonwealth University learning community, academics come first. When there is such a conflict, I will seek to resolve it as soon as I become aware of it.
 - ii. I will learn about my own spiritual heritage, if I have one, by digging deep into the treasures of that heritage.
 - iii. I will learn about the spiritual heritage of others on and off our campus, and I will do so lovingly and respectfully.
 - iv. I will learn how to do the tasks required of me as a member of the Council, how to plan activities, how to implement them, and how to teach others to do the same.
- g. **I will do my best to Lead.**
 - i. I will lead by example:
 - 1. I will seek to embody the core values of the university as expressed in the acronym CIRCLES—Celebration, Integrity, Responsibility, Civility, Lifelong Learning, Engagement, Spirituality.
 - 2. I will be punctual in attendance and in the completion of work assignments.
 - 3. I will not miss meetings, activities, events, or trips without prior permission from the University Minister. When the calendar is published, I will put activities in my calendar immediately. If a conflict arises with other academic or co-curricular activities, I will address the conflict as soon as possible.
 - 4. I will abstain from alcohol or will consume it with "judicious use with deliberate and intentional restraint, with Scripture as a guide" (Book of Discipline of The United Methodist Church—2016).
 - 5. I will abstain from illegal drugs.
 - 6. I will honor the rules and regulations of Union Commonwealth University as found in the Student Handbook.

7. I will honor the expectations of the Spiritual Life program.
 8. I will speak and act only in respectful ways toward others, including my use of social media.
 9. I will be honest. I will not lie, manipulate, or deceive others.
 10. I will be a role model for all Union students in general and those who participate in Spiritual Life activities.
- ii. I will lead by serving.
1. I commit to a form of leadership that does not lord authority over people by bossing them around. Instead, I will use whatever authority I have to serve those whom I am leading.
 2. I will respect the web of authority and responsibility that exists in the Spiritual Life program. I understand that those with more authority—the University Minister, faculty and staff members, Graduate Assistants—also have a responsibility to train, to guide, and to lead those with less authority. And those with less authority—Assistant Leaders and Apprentice Leaders—have the responsibility to make themselves available to be trained, guided, and led.
 3. For the sake of the group and in order that I might lead others, I willingly sacrifice the freedom to do as I choose.
 4. I will seek to resolve any conflict I may have, particularly with someone else on the Spiritual Life Leadership Council and will not allow any conflict to fester or to negatively affect the Spiritual Life program.
 5. I will depend on the other members of the Spiritual Life Leadership Council and will be loyal to them. I will be there for them in everything they are facing in life.
 6. I will seek within myself everything that is good, true, and beautiful, and I will nurture those qualities until they shine forth in my life. I will help others to seek the same in their own lives and will help them nurture these positive qualities.
 7. In all circumstances I will be a beacon of God’s love to the best of my abilities.
 8. I am not a perfect person, so when I fail to live up to these commitments in any way, I will take responsibility for my actions or inactions and will expect to be held accountable. I ask in advance for compassion and justice in the event that this takes place.
- h. I will lead by loving, which brings me full circle.
- i. I hereby make these commitments to God, to Union Commonwealth University, to the Spiritual Life program, to the others on the Spiritual Life Leadership Council, to any future members, and to anyone whom I shall lead as part of this position.

XI. Anti-Discrimination

- a. “Union Commonwealth University welcomes and affirms people of every race, nationality, age, gender, gender identity, gender expression, marital status, sexual orientation, physical ability, mental ability, immigration status, economic class, or educational class.” – Board of Trustees statement, October 25, 2019
- b. Persons and groups with personal opinions or convictions contrary to this statement are, of course, free to hold them as individuals and within the contexts of their own off-campus organizations. However, within the context of Union Commonwealth University activities, events, groups, or clubs, any discrimination, in word or deed, against any person or group mentioned in this statement will be harassment. Those behaviors are considered to create a hostile environment for other members of the community, as specified in the above section on

“Conduct Code: Academic Integrity” and other places in this handbook and Union Commonwealth University’s policies.

XII. Worship Practices

- a. Worship belongs to the campus as a whole; it is initiated, planned, overseen, and led by the University Minister, in consultation with the Spiritual Life Leadership Council. Every club has a representative to that Council and can shape the character of campus worship in that way. Worship components such as a song, testimony, prayer, and Bible reading are certainly appropriate elements of any club meeting, but clubs are not vehicles for staging worship services.
- b. Any campus group or club that wishes to hold an occasional worship service (not a regular service) on campus must submit a request to the University Minister, who will consider the request and, if granted, oversee, and collaborate with those making the request.

XIII. Clergy and Ministerial Activity

- a. Any clergy or ministerial activity on campus must be approved and overseen by the University Minister. Any clergy wishing to engage in ministerial activity of any kind must be invited by Union Commonwealth University personnel or student and must submit a Volunteer Application to the Office of Human Resources. The University Minister, along with Human Resources personnel will review the application and will grant or deny the request. A condition for approval is agreement with the Code of Conduct for Clubs and Organizations and the Spiritual Life Leadership Council Commitment (although this does not necessarily mean that particular clergy person will serve on the Council).

XIV. Code of Ethics for Clubs and Organizations: (instituted by Student Development and Spiritual Life, endorsed by the faculty, and put into campuswide policy by Senior Leadership)

- a. Support all the rules and regulations and core values of the university.
- b. Support in word and deed, to the best of my ability, the mission of Union Commonwealth University.
- c. Embrace (without discrimination) the God-given diversity of all humanity.
- d. Maintain a respectful attitude toward all members of the Union Commonwealth University community.
- e. Respect the work of my campus colleagues despite differences in setting, style, or beliefs.
- f. Seek to understand and respect the beliefs and practices of other religions, denominations, and organizations existing among the Union Commonwealth University community and invite them to seek an understanding of my own.
- g. Not engage personally or encourage the religious organization(s) that I am a member or advise to engage in proselytizing Union Commonwealth University community members.
- h. Communicate appropriately with and respond as promptly as possible to the Union Commonwealth University staff with information regarding the club or organization.

Academic Services

II. Confirmation

- a. All students are required to confirm their registration at the beginning of the fall and spring semesters. As an added convenience during Confirmations, students are provided the opportunity to pick up their meal ticket, identification card, parking sticker, email address, campus mailbox location, book charges, etc. Several days are made available at the beginning of the fall and spring terms to confirm registration. If a student cannot confirm during this time, he or she must notify the Office of Student Support and Development. Any student who fails to confirm his/her registration within the specified time frame will be withdrawn from classes and a \$100.00 late confirmation fee will be assessed.

III. Academic Advisor

- a. The University provides you with an assigned Advisor. This person is there to assist you in selecting courses and completing academic requirements in a timely manner. However, smooth and efficient progress to completion of degree is primarily your personal responsibility. You should document each semester on the "Liberal Education Core" worksheet provided by your advisor and available in the Registrar's Office. You should consult regularly with your advisor to ensure proper progress toward a degree.
- b. In your junior year, the Registrar will do a curriculum plan with you. This will indicate the courses that you have already completed toward the degree major that is listed on file in the Registrar's Office. Any problem you may discover should be presented to your academic advisor, department chair, or the Registrar or Academic Dean as soon as possible. You may request a change of advisor through the Advising Office. You should make every effort to keep yourself informed on current academic policy and to correct all errors or misunderstandings quickly. Academic deadlines are very important. Consult the University Catalog carefully for additional information.
- c. Definition of Online Attendance: Documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate attendance. A student demonstrates attendance by submission of an academic assignment (such as an examination, written paper or project, discussion board post, or other academic event) or communication with the professor regarding academic content or an assignment.
- d. By the end of the second week (or first week for an eight-week sub-term or three days for an interim course) faculty are responsible for submitting to Financial Aid a list of students who have not attended class.

IV. Academic Resource Center

- a. The Academic Resource Center (ARC) provides free services to all students in several academic support areas. Tutoring is available for a variety of subject areas in both upper- and lower-division classes. Students may work with a tutor to review for classes, refresh study skills, or prepare for professional examinations. Students may also work independently, using one of the many computer programs or study guides available. The ARC staff is available both day and evening hours.

V. UCE (Union Commonwealth University Experience)

- a. If you are a full-time freshman or transfer student with fewer than twelve hours, you will participate in a UCE course. The goal of the UCE course is to maximize your potential to achieve academic success and adjust responsibly to the individual and interpersonal challenges presented by collegiate life. To accomplish these goals, you will engage in several in-class and out-of-class activities and exercises that will prepare you to deal with topics and concerns essential to your success at Union Commonwealth University. Classes for this one-hour course will meet once a week. This is a graded course.

VI. Office of Disabilities & Accommodations

- a. Students with documented disabilities who require accommodations (for example, academic adjustments and/or auxiliary aids or services) should contact one of the following:
 - i. Director of Student Support Services, Sharp Academic Center, Room 3119, phone number (606) 546-1748 or
 - ii. The Education/Retention Specialist, Sharp Academic Center, Room 3110, phone number (606) 546-1258.
- b. Students with documented disabilities should request accommodations prior to or early in the semester. Each request will be examined on a case-by-case basis to determine eligibility and reasonable accommodations.

VII. Career Services

- a. The Career Planning and Placement Office has something for everyone at every step along the way to your career. For those just beginning and looking for a direction to take, the Career Resource Center has a variety of books, assessments, and literature related to major and career opportunities and choices. Career, Planning, and Placement provides career counseling services as a means of assisting students with exploring careers and making occupational choices, and assists students in evaluating their interests, abilities and values through career guidance computer programs and vocational interest testing.
- b. If you are farther along in the process, the Career Resource Center has information that will help you in your search for a summer job or internship.
- c. If you are ready to make your next move and find a job, the Career Resource Center is available for assistance. Job Search, Resume Writing, Cover Letters, Interview Skills, and many more workshops are offered.
- d. Career Planning has other services available, some of which include a career resource library, graduate school preparation, annual job fair, various workshops, and alumni resources.
- e. Whatever assistance you need, Career Planning and Placement is here to help.

VIII. Special Interest Opportunities: Study Abroad

- b. Union Commonwealth University is a member of the Kentucky Institute for International Studies (KIIS). The university joins with other Kentucky universities and universities to provide summer study opportunities in ten different locations. The programs in France, Athens and Rome, China, Spain, Mexico, Germany, Austria, Italy, and Ecuador as well as a spring semester program in France, Germany, and Spain and a fall semester program in Morelia, Mexico are open to Union Commonwealth University students, who may earn credits toward their degree at Union. For more info, contact Dr. Michael Ramsey.

Library Services at the Weeks-Townsend Memorial Library

PHONE: 606-546-1240

HOURS: Special opening hours will be posted at each entrance.

Monday – Friday 8:00 am to 10:00 pm

Saturday & Sunday Closed

- I. Your Union Commonwealth University Student ID card serves as your library card and is required in order to borrow library materials. ID card privileges are nontransferable. Do not lend your card to others. You are responsible for all items borrowed on your card.
- II. Loan periods vary depending on the status of the student and the type of material borrowed. The general collection circulates for a four-week period for undergraduates and a four-week period for graduate students. The circulation of special collections varies. Periodicals and reference materials may only be used in the library. Most items may be renewed except for some audiovisual materials. The library staff reserves the right to recall any materials after a one-week period. The number of items borrowed at any one time is limited to 35 items for undergraduates and 50 items for graduate students.
- III. Reserve materials are located at the Information Desk. Most reserve materials are limited to **LIBRARY USE ONLY**. Restrictions and length of checkout are determined by the class instructor and may vary.
- IV. The library has wireless laptops which students may check out for both in library use and overnight use. A current student ID is required for checkout. Overnight laptops generally circulate from 12pm to 10am. Overnight laptop fines are \$1.00/ hour per item (e.g., laptop, power supply, laptop case). Students must sign an overnight laptop policy agreement prior to their first checkout. Students are responsible for adhering to the policy.
- V. Books should be returned to the Information Desk when the library is open. When the library is closed, books may be placed in the library's book drop, which is located at the ramp entrance to the library.
- VI. A fee of .05 cents/day for late materials is charged; late reserve materials are assessed a fine of \$1.00/day. Overnight laptop fines are \$1.00/hour per item. Multimedia and curriculum materials are assessed a fine of \$1.00/day. Overdue notices are sent as a courtesy.
- VII. If you need a book that has been checked out, you may place a "hold" on it via the library catalog, uSearch, which is accessible via the Library's website, or in person at the information desk. You will be notified when it is available for your use. The item will be held at the Information Desk for three days after which it will be returned to the shelves. Students are limited to 5 holds at a time.
- VIII. If the library does not have the materials you need, the staff can try to obtain them via interlibrary loan. Requests can be made on the Internet via WorldCat, which can be accessed through FirstSearch, available via the library's webpage. Requests can also be made at the Information Desk. Service is free or includes a nominal charge (e.g.; a .05 cent per-page photocopy charge for articles).
- IX. The library has three study rooms that may be reserved via the library website or in person at the information desk. These study rooms are available on a first-come, first-serve basis. Whiteboards are in each study room and mobile whiteboards are available throughout the library. Dry erase markers may be checked out at the information desk.
- X. While group study is permitted upstairs, please recognize the entire 2nd floor is a quiet study area and should be treated as such. Study rooms are provided for private or group study, but please be aware these rooms are not soundproof. **NOTE:** Drinking and eating are permitted in the library. Please be courteous and clean up your area by recycling or disposing of your trash.
- XI. Use of tobacco products, destruction of materials, and disruptive/distracting behavior is prohibited.
- XII. If you need assistance, please contact a library staff member at the information desk, **606-546-1240, or email library@unionky.edu**. Use of the library, particularly the privilege of borrowing materials, is a limited privilege. Failure to respect library rules and adhere to library policies may result in limitation or suspended privileges. Other discipline under the Student Conduct Code may apply.

Financial Aid & Business Office Services

Hours: Monday to Friday 8:00am-4:30pm

I. Financial Aid

- a. As you continue your academic pursuits, it is important that you execute careful university financial planning each year. You are encouraged to visit with the financial aid office in October of each year to obtain the necessary information for the next year's planning. The financial aid office manages federal, state, and institutional resources and is constantly aware of changes in the university planning system. The staff's 25+ years of combined experience will be of great benefit to you as you prepare yourself for graduation and the search for the perfect career fit.

II. Business Office

- a. Student account printouts may be obtained from the Business Office upon request. Any questions concerning charges, billing or refunds should be directed to the Coordinator for Student Accounts.
- b. Refunds for overpayment on student accounts may be received after a request has been posted and the account has been cleared for refunds. This procedure takes about five working days to process.
- c. A bookstore charge may be created for students on the UC Virtual Bookstore, if the student reflects a credit balance or if books are to be covered by agencies such as Vocational Rehabilitation.
- d. Work study checks are processed the 15th of each month. Students must come to the Business Office each month to pick up the checks.

III. Campus Post Office

- a. Students receive mail through the Campus Post Office located on the lower level of the Patridge Campus Center. The hours of operation are from 8:00 a.m. to 4:30 p.m., Monday through Friday. Hours may vary during university breaks and holidays. Postal boxes are assigned to students at no charge. Students may purchase postage stamps in the mail room. Campus postal delivery may not be used to advertise private off-campus parties/events, or to distribute commercial advertising/promotions for area businesses. Advertising campus events by means of an all-boxes distribution is given a low posting priority: twenty-four (24) hours advance notice is required. For reasons of effectiveness and ecology, persons providing campus events are encouraged to put up handbills and find other means of advertising.

IV. Bookstore

- a. Union Commonwealth University operates a virtual (online) bookstore in cooperation with Akademos. Students can purchase required textbooks as well as clothing and trade books and supplies. The Union Commonwealth University Virtual Bookstore is open 24 hours each day. Students can pay using credit cards and/or financial aid store credit. Please contact the Business Office for additional information regarding financial aid store credit.
- b. Students need to purchase books within the first two weeks of the fall and spring terms. Books will be shipped directly to the student's home or to their campus post office box. Shipping time will vary based upon the method of shipment credit. Students can return books purchased on the Union Commonwealth University Virtual Bookstore for up to 30 days after purchase with no return shipping charges. A return-shipping label will be provided by Akademos as part of the return process.

V. Campus Store

- a. The University operates a spirit shop on campus. The University Store is located on the first level of the Patridge Campus Center and is open from 9:00 a.m. – 4:30 p.m. each day. Hours may vary during university breaks and holidays. The University Store is also open for most on campus

sporting events as well as many other special occasions. Students can purchase branded apparel and insignia items as well as sundry supplies.

- b. The University Store operates an online store site which provides students with 24/7 access to purchase apparel and other items. The online University Store can be accessed at www.ucbulldogstore.com.

VI. ATM

- a. An ATM is located on the lower level of the campus center. You are cautioned to take care when entering a PIN number so that your access code/security is not compromised. Please make sure to remove your receipt when finished.

VII. Fax & Copy

- a. The University has fax machines on campus to be used on a limited access basis and require credit or calling cards for long-distance service. If you have pressing needs to use a fax you should visit the Library.

Technology at Union

On behalf of the Technology team, welcome to Union Commonwealth University! The services we provide include email, multimedia services, web resources, network connectivity, as well as technical assistance for each of these areas. The information that follows is your guide to the major technology services we offer.

I. Technical Support

- a. We are glad to have you on campus and look forward to serving your technology needs! If we can ever be of assistance to you, feel free to call on us at the Technology Support Desk:
 - **Visit:** www.unionky.edu/support
 - **Email:** support@unionky.edu
 - **Phone Support:** (606) 546-1650
 - **Walk-Ins:** 8am to 4:30pm Monday through Friday at the Black Technology Center

II. Network Access

- a. Equipment needed:
 - Internet-ready device with network card or wireless adapter
 - Ethernet Cable, if using wired connection
 - Valid Union Commonwealth University username and password
- b. All buildings on campus are equipped with wireless internet access.
- c. In addition to wireless, residence halls also have wired network ports.
- d. Streaming sticks, gaming devices, smart TVs, and other consumption devices connected to the Union Commonwealth University network must be registered. For more information, visit www.unionky.edu/support.

III. Multimedia

- a. Major campus events are streamed live on the Union Commonwealth University YouTube channel - www.unionky.edu/youtube.

IV. Computer Labs for Student Use

- a. **Library** – Public computers and computer lab available for student use. Laptops are also available for checkout. There are also several printing machines in the Library.
- b. **Academic Resource Center (ARC) Lab** - Used primarily for Student Support Services. The ARC is located on the main floor of the Sharp Academic Center. Inquiries about the use of these facilities should be directed to the Office of Special Programs.
- c. **Writing Center Lab** – Located in Weeks-Townsend Memorial Library and available for student use.

V. Saving and Storing Files

- a. All students receive OneDrive cloud storage space with their Union Commonwealth University email account. OneDrive is the primary means to store, sync, and share files.

VI. Software

- a. Microsoft Office - Available through your Union Commonwealth University 365 account. For more information, visit www.unionky.edu/support.

VII. Online Resources

- a. **Email** – (located at mail.unionky.edu) Union Commonwealth University provides all students with a username@unionky.edu Office 365 account. Features include email, address book, calendar, OneDrive, Teams, and other apps.

- b. **My Union** - (located at my.unionky.edu) Register for classes, view grades, download unofficial transcript, pay bills, and more.
- c. **Canvas** – (located at canvas.unionky.edu) Canvas is your resource for online classes and face-to-face classes utilizing online components. Whether you simply access your syllabus online or take an entire online class, Union’s Canvas site will help connect you to the resources you need.

VIII. Printing

- a. Student printing is available in all academic buildings on-campus. Student printing is \$0.05 for black-and-white and \$0.15 for color for single-sided 8.5x11 pages. Union Commonwealth University provides the first \$15. Mobile printing is also available for personal devices.

Acceptable Use Policy

1.0 Purpose

1.1 The Acceptable Use Policy (AUP) describes the rights, privileges, and responsibilities of technology users at Union Commonwealth University. It is designed to protect technology resources and users from the consequences of improper use of these resources. In addition to representing policy pertaining to the university, the AUP also addresses issues mandated by state, federal, and international laws. Users are responsible for always knowing and following the university's AUP.

2.0 Scope

2.1 The AUP applies to all students, employees, visitors, and external parties using any of the university's technology resources. This includes technology resources owned or licensed by the university as well as computers or devices connected to the university's network regardless of ownership. Examples include hardware, software, systems, networks, and databases owned or managed by the university.

2.2 The AUP is a general policy pertaining to all technology resources. Specific resources may have additional policies associated with them. In such cases, the specific policy will take precedence over the AUP.

3.0 Rights and Responsibilities

3.1 Students and employees of the university receive access to a variety of technology resources for the purposes of study, research, service, and other work or school-related activities. These resources are sensitive and valuable. As such, it is always imperative for users to behave in a responsible and legal manner when using university technology resources. Furthermore, users should see themselves as part of an ongoing effort to protect these resources.

3.2 Since resources are limited, all users are responsible for making sure that the highest priority is assigned to university-related activities such as study, research, or service. All users who are not engaged in these activities must yield public area technology resources to those who are engaged in these activities.

3.3 Users must never intentionally destroy or alter accounts, files, software, or hardware to obtain new resources, or to deprive others of technology resources.

3.4 Users must recognize that just because an action may be technically possible does not mean that it is appropriate to perform that action.

3.5 Users have the right for their personal data to be handled in a secure manner by the university.

3.6 Users have the right to express opinions through technological means with the same expectations as if they were expressing those opinions on paper.

3.7 Users have the right to be protected from abuse and intrusion from others using university technology resources.

3.8 Users have a reasonable expectation of privacy which may vary depending on the user's role as student, faculty, or staff.

3.9 Restrictions on privacy:

3.9.1 One of the hallmarks of technology is the way it facilitates communication and sharing between users. Thus, it is a serious matter when users take inappropriate advantage of this ease of communication.

3.9.2 The sharing of copyrighted materials such as software, music, movies, etc. is covered by the Copyright Law of the United States of America and Related Laws contained in Title 17 of the United States Code, including the Digital Millennium Copyright Act. Each user will be held responsible for the material transmitted on the university network and are subject to any repercussions of such transmission.

3.9.3 The use of technology to abuse, harass, or offend others is improper. All users must realize that abusive, offensive, and harassing messages communicated or shared through technology resources are no different than similar conduct carried out in person, by telephone, or by mail.

3.9.4 University network activity and usage is logged. However, the university does not generally monitor the content of this activity for individual users. It does, however, reserve the right to access and review this information in certain scenarios including assessing the health and performance of systems,

accommodating legally binding requests from law enforcement, and investigating the violation of policy. Such cases will be approved by the Director of Technology in conjunction with senior members of the university's administration.

4.0 Computers

- 4.1** Users may only use their assigned computer, public access computers, or other computers for which they have authorization from Technology Support.
- 4.2** Administrator access on university-owned computers is reserved solely for Technology Support staff. Any changes to the computer that requires administrator access (ex. software installation) must be performed by Technology Support.
- 4.3** Users must always lock or sign-out of a computer when leaving it unattended even for a short period of time.
- 4.4** Employees are expected to use their university-provided computer for all university-related work.
- 4.5** Employees must not store personal, non-work-related files on university-owned computers or shared network drives.
- 4.6** Employees must not store work-related files on personal devices or personal cloud storage.

5.0 Email

- 5.1** The university email system is the university's official means of electronic communication. Non-Union email accounts must not be used for university-related communications.
- 5.2** Permissions to send to student and employee distribution lists is reserved for authorized users only.
- 5.3** Most spam and phishing attacks are blocked by the university's email system before they reach a user's inbox. However, some spam will inevitably slip through the filters. It is the responsibility of the user to identify and report all suspected spam messages to Technology Support.
- 5.4** Phishing attacks can also come in the form of a phone call. Users must never give out sensitive information to unverified parties over the phone.
- 5.5** The university sends regular simulated phishing emails to users as training to help identify actual spam.

6.0 Accounts and Password Requirements

- 6.1** University accounts and passwords must always be protected against unauthorized use.
- 6.2** All users have primary responsibility for protecting their passwords.
- 6.3** Users must never share their passwords with anyone – no exceptions.
- 6.4** A user's main university login grants them access to multiple internal sites (ex. university computers, My Union, Canvas, etc.). However, users should not use the same password for multiple sites requiring different accounts.
- 6.5** Passwords must never be written down and left near a user's computer.
- 6.6** Users who suspect that their account has been compromised must change their password immediately and notify Technology Support.
- 6.7** All users should assume that if they do not know whether they have access to an account, then they do not have access to that account.
- 6.8** Users must not access another individual's account or attempt to capture/guess other users' passwords.
- 6.9** For systems where multi-factor authentication (MFA) is enabled such as email, all users will be required to participate.

7.0 Data

- 7.1** Sensitive data must always be protected in accordance with industry best practices and any applicable laws/regulations.
- 7.2** Sensitive data is typically personally identifiable information (PII) or financial data such as social security numbers, birth dates, and credit card/ banking information.

7.3 Sending sensitive data through email is prohibited. A more secure means (ex. SharePoint, SFTP, etc.) must be used in legitimate cases when data needs to be shared. Users may contact Technology Support for assistance in determining the appropriate means to share sensitive data.

7.4 All printed materials containing sensitive data must be stored securely or shredded.

7.5 Users must not attempt to access data or systems to which they have not been granted access.

7.6 Users must never share sensitive data with an outside entity without prior approval.

7.7 Employees who have been given access to institutional data, reports, and screens must maintain the confidentiality of the information contained therein.

7.8 Data must be accessed for activities and/or research directly related to the individual's job assignments. Curiosity is not a valid reason to access secure data.

7.9 Employees who have been given the authority to modify (add, change, and/or delete) institutional data must maintain the confidentiality of their account. The employee assigned to the password/account is solely responsible for changes made to institutional data under that account. Modifications to institutional data are logged internally and may be subject to audit.

8.0 Software

8.1 The number of users for a given software must not exceed the number of paid licenses for that software. Users should contact Technology Support if additional licenses are needed.

8.2 Users must follow the terms and conditions for any software they use.

8.3 Copying software under copyright restriction is prohibited.

8.4 Users must not install unauthorized programs on university-owned devices. Users who need software installed on a university-owned device must contact Technology Support.

8.5 Third-party software used by the university will be evaluated to ensure security before installing. Third-party software vendors should be asked to provide documentation regarding the security of their product.

8.6 Employees must not install university-owned software on personal devices.

9.0 Websites

9.1 Union Commonwealth University websites including, but not limited to, the main website (www.unionky.edu), My Union, and Canvas must be edited, altered, or updated by authorized personnel only.

9.2 Additional pages, sections, or substantive changes added to the main website (www.unionky.edu) must be reviewed by the Office of Communications and receive approval prior to posting or uploading.

9.3 All content posted to the website is subject to periodic review, edits, and archival in accord with University Communications policy.

9.4 Any employee that posts a separate educationally or professionally related page must notify the Office of Communications prior to posting.

10.0 Network

10.1 Technology reserves the right to conduct vulnerability and penetration testing on systems and accounts to locate vulnerabilities and strengthen security.

10.2 Port scanning or attempts to intercept communications over the network are strictly forbidden except to Technology Services in the function of the job responsibilities.

11.0 Telecommuting

11.1 Authorization to telecommute, or work from home, will be approved by an employee's supervisor in conjunction with Human Resources.

11.2 The remote workspace is an extension of the university workplace and should always remain secured.

12.0 Personal Devices

12.1 The following conditions must be met when accessing any university technology resources (ex. email) from a personal device:

- 12.1.1** Users must set secure passwords on all personal devices such as computers, phones, and routers.
- 12.1.2** Users must keep all operating systems and software current with updates from the manufacturer.
- 12.1.3** Users must use anti-virus software on their devices. Built-in anti-virus software on up-to-date Microsoft Windows systems is permitted.
- 12.1.4** Access may be revoked or prevented if these conditions are not met.

13.0 Other

- 13.1** Technology resources must never be moved except by representatives of Technology Support.
- 13.2** Technology awareness training is required by all full-time employees. Training will be assigned by IT on a regular basis.

14.0 Reporting Issues

- 14.1** Users who believe themselves to be the victim of phishing, hacking, or other malicious activity must immediately report the issue to Technology Support. This includes such scenarios as stolen devices, clicking a link in a spam email, or a computer acting strangely.
- 14.2** Bugs or glitches in technology resources should be reported to Technology Support.

15.0 Enforcement

- 15.1** The university considers any breach of the Union Commonwealth University Acceptable Use Policy to be a serious matter. Violations may result in loss of access privileges and/or possible disciplinary action. Appeal of sanctions will be handled according to established university policy. More information can be found in the sections regarding conduct in the Student and Employee Handbooks.

16.0 Future Policy Development

- 16.1** Due to the ongoing developments in technology, the university reserves the right to develop and distribute interim policies pending official approval.

17.0 Questions

- 17.1** Any questions regarding this policy should be directed to the Director of Technology.

Intellectual Property Policy

PREAMBLE and GENERAL STATEMENT

- a. Union Commonwealth University and its faculty and staff are committed to an intellectual environment that supports learning, teaching, and the creative activity of the faculty, staff, and students. This interest is best served within an atmosphere that encourages and rewards excellence, innovation, creative efforts, and activities and identifies, protects and provides reasonable access to, and the use of, intellectual property for whose creation Union Commonwealth University has provided assistance.
- b. Union Commonwealth University supports the development, production, and dissemination of intellectual property by its faculty, staff, and students. Hence, this Policy seeks to encourage the belief that creative works produced at Union Commonwealth University should provide the greatest possible benefit for its faculty, staff, and students. This Policy, which governs the respective ownership of the rights of the University and its faculty and staff, was negotiated pursuant to suggestions and guidelines established by the American Association of University Professors and suggestions by member institutions of the Appalachian University Association and by existing law by a committee approved by the full faculty consisting of two faculty members and the General Counsel of Union Commonwealth University.

I. Definitions

a. Intellectual Property

- i. When used in this Policy, and in accordance with the current legal definition, the term "Copyright" shall be understood to mean that bundle of rights that protect original works of authorship fixed in any tangible medium of expression, now known or later developed, from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device. "Works of authorship" (including computer programs) include, but are not limited to the following: literary works; musical works, including any accompanying words; dramatic works, including any accompanying music; pantomimes and choreographic works; pictorial, graphic, and sculptural works (photographs, prints, diagrams, models, and technical drawings); motion pictures and other audiovisual works; sound recordings; and architectural works. "Tangible media" include, but are not limited to, books, periodicals, manuscripts, phonorecords, films, tapes, and disks.
- ii. When used in this Policy, and in accordance with the current legal definition, the term "Patent" shall be understood to mean that bundle of rights that protect inventions or discoveries which constitute any new and useful process, machine, manufacture or composition of matter, or any new and useful improvement thereof; new and ornamental designs for any useful article and plant patents being for the asexual reproduction of a distinct variety of plant, including cultivated sprouts, mutants, hybrids, and new found seedlings, other than a tuber propagated plant or plant found in an uncultivated state.
- iii. Computer programs may fall between copyright and patent. Programs that are a part of "a new and useful process" may be eligible for patent protection, while programs embodying minimally original expression may be eligible for copyright duration.
- iv. Actual "patent protection" begins when the patent issues from the Patent & Trademark Office and endures for 20 years from the date of filing. Since "copyright protection" attaches as soon as the work is "fixed in a tangible medium of expression," it is not necessary to place a notice on copyright materials or apply to the Copyright Office for registration. However, no civil action for infringement can be filed unless the copyright is registered. For works created after January 1, 1978, a copyright endures for the life of the author plus 70 years.

b. Within the Scope of Employment

- i. Works related to an employee's job responsibilities, even if he or she is not specifically requested to create them, belong to an employer as "works-for-hire." Works-for-hire are related to job responsibilities if they are the kind of work for which an employee was employed to do and he or she does it, at least in part, for the employee's use at work, or for use by fellow employees, the employer, or its customers. The work should be performed substantially at work using work facilities; i.e. "substantial use," but use of an employee's personal time or other facilities to create the work will not change the basic nature if the work is related to the job as described above. Works that have nothing to do with job duties remain the property of an employee if he or she makes no more than incidental use of the employer's facilities.
- ii. The following are not "works-for-hire" and are considered examples and are neither a nonexclusive nor an exhaustive list of "scholarly or academic works": textbooks; class hand-outs or presentations; research articles, proposals or monographs; student theses or dissertations; paintings; drawings; sculpture; photographs; musical or dramatic compositions and performances; poetry; and popular fiction and nonfiction.

c. Substantial Use

- i. The use of resources other than those ordinarily available to and/or ordinarily used by virtually all faculty and/or staff constitutes "substantial use" of University resources. Ordinarily available resources include but are not limited to office space and personal office equipment, office computer work stations, incidental supplies, occasional use of University personnel, and/or library and general use information resources and network access to those resources. By contrast, utilization of University laboratories or special instrumentation, dedicated assistance by University personnel, special financial assistance and/or extensive use of shared facilities would constitute substantial use. Funds and facilities provided by governmental, commercial, or other private organizations which are administered and controlled by the University shall be considered University resources.
- ii. Changes in law and/or technology may require revision of the definitions and examples as defined and contained within this section. The definitions and examples may be revised, as may this Statement and Policy, upon recommendation of the ad hoc Intellectual Property Policy and Rights Committee as established in Section IV and by acceptance by the appropriate governing bodies of Union Commonwealth University.

II. Ownership and Use

- a. Union Commonwealth University historically has not, and does not now, assert any claim or ownership in the above mentioned scholarly or academic works as "works-for-hire." The University owns rights to all other "works-for-hire," inventions, developments, discoveries that involved substantial use of University resources was commissioned or expressly directed for creation as a specific requirement of employment or as an assigned institutional duty by the University. The University also owns rights to intellectual property when the author, inventor, and/or developer have voluntarily assigned the rights to the University or the author, inventor, and/or developer have made substantial use of the resources of the University.
- b. The University is permitted to use material created for ordinary teaching use in the classroom and in department programs for internal instructional, educational and administrative purposes, including satisfying requests of accreditation agencies for faculty-authored syllabi and course descriptions.
- c. If a work is a compilation involving the University's intellectual property, the faculty or staff member shall retain ownership interest in his or her creation, but by allowing his or her work to become part of the compilation thereby grants a non-exclusive royalty-free license to the University for use of his or her contribution. While the University shall own rights to the compilation, it shall own no rights to the underlying work beyond license. Notwithstanding the

royalty-free license, the University will share the net proceeds from the compilation as described below in the section entitled "Royalties."

- d. If a creation were to result from research sponsored in whole or part through governmental or intellectual property rights. No research agreement shall be entered into without the review and approval of the Provost. If the sponsor does not assert an ownership interest and/or laws applicable to it do not control, ownership vests with the University as provided in this Policy. The prospective researcher may ask for an advisory opinion as to any future ownership interest through review of the intellectual property ownership provisions of the research agreement by the ad hoc Intellectual Property Policy and Rights Committee as provided in Section IV.

III. Distribution of Funds Generated by Intellectual Property

- a. Funds received by a faculty member and/or staff member as creator from the sale of intellectual property owned solely, as defined and determined by this Policy, by the faculty member and/or staff member as the creator shall be allocated and expended as determined solely by said faculty member and/or staff member as the creator.
- b. The University endorses the legitimate expectation of the creator(s) to share in the net revenues produced by licensing or other development of work, but given the University's substantial cost involved in supporting scholarship and research, the University is also entitled to a share in any such royalties for creations in which it is determined by this Policy to hold an ownership interest. Accordingly, for any work in which the University is determined to hold an ownership interest under this Policy, the University and the creator(s) will share the net royalties (revenue less recovery of all legal and other costs involved in protecting the intellectual property rights of the work, licensing costs, and other directly related administrative costs) as follows:

Net Royalties*	Author(s)	Union Commonwealth University
(Less Than) <\$10,000	100%	0%
\$10,000 -\$25,000	75%	25%
\$25,000-\$100,000	60%	40%
(Greater Than) >\$100,000	50%	50%
*Year 2001 dollars (\$)		

- c. Funds received by the faculty member(s) and/or staff member(s) and the University from the sale and/or licensing of intellectual property owned jointly by the faculty member(s) and/or staff member(s) and the University shall be divided equally unless agreed otherwise.
- d. Net royalties received by Union Commonwealth University shall be restricted to support scholarly research and creative activity of the faculty, staff, and students. Net royalty amounts will be reviewed yearly and revised; i.e. indexed, if necessary, by the ad hoc Intellectual Property Policy and Rights Committee as established by Section IV.

IV. Intellectual Property Policy and Rights Committee

- a. Recognizing that the area of intellectual property is rapidly evolving within the policy, contract, and legislative contexts and that the technology environment is rapidly changing, this Policy needs to be reviewed yearly and/or as the need may arise. Hence, an ad hoc Intellectual Property Policy and Rights Committee will be established to keep the faculty, staff, and administration apprised of changes in technology, policy, contract and law as affects the Union Commonwealth University Intellectual Property Statement and Policy and to perform the function of dispute resolution.
- b. The ad hoc Intellectual Property Policy and Rights Committee shall be composed of two faculty members from the Faculty Relations Committee, appointed by the Provost, to serve staggered terms, two staff members from the ad hoc Human Resources Committee, appointed by the Vice President of Business Services, to serve staggered terms, the Provost or his/her designee, and the

Vice President of Business Services or his/her designee. The General Counsel of the University shall serve as ex-officio, non-voting member and render legal advice to the Committee on the Faculty Relations Committee unless they elect to be excused and replaced by another FRC member. The staff members shall serve a rotating term of two years. After initial appointments, terms shall commence with the first faculty meeting of the academic year and terminate on the day prior to first faculty meeting of the next academic year. The Committee shall elect a Chair from the faculty members and the staff members at its first meeting.

- c. If requested by a faculty member and/or staff member as a researcher, the Committee will review a research agreement prospectively and issue an advisory opinion as to the ownership of any intellectual property arising out of the research. Any faculty member and/or staff member may request a prospective advisory opinion from the Committee concerning the ownership of intellectual property that he or she has created.
- d. The Committee continually shall monitor and review technological and legislative changes affecting intellectual property policies and shall report to the relevant governing bodies when such changes affect existing policies. The Committee shall serve as a forum for discussion of proposals to change existing policy and/or provide recommendations to the appropriate governing bodies for said changes. Once per year, the Committee shall review the dollar amounts in the section entitled "Net Royalties" of this Policy and, if necessary, revise the amounts to agree with the valuation of the dollar in a specific year.

V. Resolution of Disputes

- a. If ownership is disputed, the Committee shall make an initial determination of whether the University or any other party has rights to the creation, and, if so, the basis and extent of the attendant rights and issue a recommendation to the President. The Committee shall also decide on resolving competing faculty and/or staff claims to ownership. Giving the Committee's recommendation weight, the President shall decide regarding ownership and rights. If the creator(s) disagree with the determination of the President, he/she/they shall appeal to arbitration before the disagreement is taken into a public forum for resolution. If the President's decision is not appealed within ninety (90) days after his/her determination, the President's decision will be considered final. The cost of the arbitration shall be borne equally by the university and the creator(s) or, in the case of competing claims by faculty and/or staff, by the competing faculty and/or staff members. Arbitration is utilized in this Policy as a favored informal dispute resolution mechanism that is fair to all parties and less costly in terms of time and financial resources than an adversarial external means of resolution. Although said arbitration will not be binding, the arbitrator's decision shall be the final internal decision.

VI. The foregoing Union Commonwealth University Intellectual Property Rights Statement and Policy has been accepted by the Union Commonwealth University Faculty on April 15, 2002.

VII. The foregoing Union Commonwealth University Intellectual Property Rights Statement and Policy has been accepted by the Union Commonwealth University Board of Trustees on April 26, 2002.

Policy on Consensual Relationships and Sexual Misconduct

Union Commonwealth University's educational mission is promoted by professionalism in employee-student relationships. Professionalism is fostered by an atmosphere of mutual trust and respect. Union Commonwealth University is committed to maintaining an academic and professional environment in which all members of the university community can freely work together, both in and out of the classroom and in all other locations in which university business is conducted. Actions of university employees (faculty, administrators, staff, advisors, coaches, residential staff members, and graduate assistants) that harm this atmosphere undermine professionalism and hinder fulfillment of the university's educational mission. Trust and respect are diminished when those in positions of authority abuse, or appear to abuse, their power. Those who abuse, or appear to abuse, their power in such a context violates their duty to the university community.

Behavioral, oral, and written actions that are intellectually, ethically, and socially inappropriate regarding gender, sexual preference, race, religion, disability, or ethnicity constitute serious affronts to human dignity and are interpreted as violations of the basic rights of members of the Union Commonwealth University community.

The following is intended to inform individuals of the university's view on consensual relationships and sexual misconduct—which includes, but is not limited to, sexual harassment and sexual assault—and to provide procedures for responding to violations of this policy. It is hoped that no Union Commonwealth University student or employee will feel he/she is without recourse when experiencing an abusive event.

I. Consensual Relationships

- a. Amorous relationships that might be appropriate in other circumstances are deemed extremely unwise when they occur between a university employee and a person for whom that member has professional responsibility. University employees exercise power over students, whether in giving them praise or criticism, evaluating them, mentoring, making recommendations for their further study or their future employment, or conferring any other benefits on them. The choice to pursue amorous relationships between university employees and students are unethical when the employee has professional responsibility for the student. Such situations greatly increase the chances that the employee will abuse his or her power and sexually exploit the student. Voluntary consent by the student in such a relationship is suspect, given the fundamentally asymmetric nature of the relationship. Moreover, other students and employees may be affected by such unprofessional behavior because it places the employee in a position to favor or advance one student's interest at the expense of others and implicitly makes obtaining benefits contingent on amorous or sexual favors. Therefore, Union Commonwealth University will view it as unethical if employees engage in amorous relations with students in classes, students subject to their supervision, or students receiving services, even when both parties appear to have consented to the relationship, obtaining benefits contingent on amorous or sexual favors.

II. Employee Handbook page 77:

- a. Policy Statement on Consensual Relationships
 1. Union Commonwealth University prohibits intimate or sexual relationships between employees and students. An employee who is found to be in violation of this policy will be subject to whatever corrective action the University deems appropriate up to and including termination of employment.

III. Communication Harassment

- a. Any willful, intentional, and/or persistent act that annoys, degrades, or embarrasses another individual may be considered harassment and is prohibited. Any intentional and/or persistent telephone calls or computer communications (i.e., email, chat programs, text messaging, social

media, etc.) designed to or having the effect of annoying another member of the University community will result in disciplinary action and may result in criminal and/or civil action.

IV. Sexual Harassment

- a. Sexual harassment is defined as unwelcome sexual advances, requests, non-verbal and other verbal or physical conduct of a sexist or sexual nature. This has specific application where submission to or rejection of such conduct has the purpose or effect of unreasonably interfering with an individual's performance, or of creating an intimidating, hostile, or offensive employment or educational environment.
- b. Sexual harassment has occurred when an individual submits to such conduct as an implicit or explicit term or condition of his/her employment or education or when submission to or rejection of such conduct is used as a basis for employment or educational decisions affecting grades, academic progress, rate of pay, status, level, and/or working conditions.
- c. Although sexual harassment is usually thought of as action from a male toward a female, these same conditions apply if roles are reversed, or if parties are of the same gender.
- d. Union Commonwealth University embraces the definition of sexual harassment as defined by the American Association of University's Project on the Status on Education of Women as:
 - verbal harassment or abuse
 - subtle pressure for sexual activity
 - sexist remarks about a person's clothing, body, or sexual activities
 - unnecessary touching, patting, or pinching
 - leering at or stare flirtatiously at a person's body
 - constant brushing of another's body
 - demanding sexual favors accompanied by implied or over threats
 - physical/sexual assault

V. Sexual Assault/Rape

- a. Sexual Assault is defined by the Kentucky Penal Code as sexual intercourse or sexual contact with another person by forcible compulsion or without consent. Absence of protest is not consent. Furthermore, valid consent cannot be obtained if the individual is coerced or substantially impaired, such as by alcohol or drug consumption. The same definition holds whether the assailant is a stranger or an acquaintance. The University policy is that a person has the right to say "no" to sexual activity and that "no" means "no." It is the University's position that every human being is entitled to privacy and respect and that rape is a crime of hostility and aggression, as well as a violation of human dignity.
- b. After a Sexual Assault
 1. If a person does become a victim of sexual assault, there are several important steps to follow:
 - Seek medical attention. Do not shower, bathe, change clothing, or douche.
 - Prepare a thorough, report about the incident and responses, actions taken, date and times decisions made to recalling accurately when a case proceeds.
 - Call a friend, the police, or a rape crisis center for additional support.
 - Secure legal advocacy.
 - Obtain information regarding crime reporting, medical treatment, victim's rights and assistance, and criminal and disciplinary proceedings.
- c. Procedures
 1. Students are encouraged to seek advice, information, or counseling on matters related to ethical violations at the earliest possible stage. The cardinal principles which guide the management of all such violations are:
 - to protect the privacy, confidentiality, and safety of all parties involved.
 - to assist students in overcoming any obstacles to their progress, and to resume the normal daily patterns of their university experience.

Union Commonwealth University

The Title IX Grievance Policy

Published: August 14, 2020

Title IX of the Educational Amendments of 1972 prohibits any person in the United States from being discriminated against on the basis of sex in seeking access to any educational program or activity receiving federal financial assistance. The U.S. Department of Education, which enforces Title IX, has long defined the meaning of Title IX's prohibition on sex discrimination broadly to include various forms of sexual harassment and sexual violence that interfere with a student's ability to equally access our educational programs and opportunities.

On May 19, 2020, the U.S. Department of Education issued a Final Rule under Title IX of the Education Amendments of 1972 that:

- Defines the meaning of "sexual harassment" (including forms of sex-based violence)
- Addresses how this institution must respond to reports of misconduct falling within that definition of sexual harassment, and
- Mandates a grievance process that this institution must follow to comply with the law in these specific covered cases before issuing a disciplinary sanction against a person accused of sexual harassment

How does the Title IX Grievance Policy impact other campus disciplinary policies?

In recent years, "Title IX" cases have become a shorthand for any campus disciplinary process involving sex discrimination, including those arising from sexual harassment and sexual assault. But under the Final Rule, Union Commonwealth University must narrow both the geographic scope of its authority to act under Title IX and the types of "sexual harassment" that it must subject to its Title IX investigation and adjudication process. Only incidents falling within the Final Rule's definition of sexual harassment will be investigated and, if appropriate, brought to a live hearing through the Title IX Grievance Policy defined below. Union Commonwealth University remains committed to addressing any violations of its policies, even those not meeting the narrow standards defined under the Title IX Final Rule.

Union Commonwealth University remains committed to addressing any violations of its policies, even those not meeting the narrow standards defined under the Title IX Final Rule.

The entire Title IX Grievance Policy is available [here](#).

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