

# Student Handbook 2015 - 2016

## Welcome to Your KSU Student Handbook

To the newest members of the KSU OWLS Family: Welcome to Kennesaw State University! For our continuing students, thank you for returning to another exciting year at your university! KSU strives to provide an intellectually and socially dynamic campus that offers a safe and supportive setting for all. Each of us plays a role in cultivating this environment, and this KSU Student Handbook describes the privileges and responsibilities of all students as members of the Kennesaw State community. It is important that you take time to familiarize yourself with the materials in this document. Thank you for choosing Kennesaw State University!

## Disclaimers and Resources

This KSU Student Handbook is not a contract and should not be construed, considered or otherwise implied as a contract. It is designed for informational purposes only and the provisions are not contractually binding. The University has the discretion in making revisions to the KSU Student Handbook to remain current and consistent with our current practices or changes in local, state or federal law. Thus, the University retains the right to modify or discontinue any policies, programs or procedures described in this document unless doing so would conflict with the terms of some other express agreement.

The 2015-2016 KSU Student Handbook was revised primarily for editorial purposes in July 2015. Material in the KSU Student Handbook is intended to be accurate at the time of posting. However, unintentional errors may exist and items included herein may have changed since posting.

Other important publications for approved rules and regulations, such as the Kennesaw State University Catalogs, are available at: <http://www.kennesaw.edu/handbooks/>.

### **Kennesaw State University nondiscrimination statement:**

Kennesaw State University (KSU) is committed to maintaining a fair and respectful environment for living, work and study. To that end, and in accordance with federal and state law, Board of Regents policy, and University policy, the University prohibits harassment of or discrimination against any person because of race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, gender expression, ethnicity or national origin, religion, age, genetic information, disability, or veteran status by any member of the KSU Community on campus, in connection with a University program or activity, or in a manner that creates a hostile environment for members of the KSU community. Incidents of harassment and discrimination will be met with appropriate disciplinary action, up to and including dismissal, expulsion, or termination from KSU. Every member of the KSU community is expected to uphold this policy as a matter of mutual respect and fundamental fairness in human relations. All members of the faculty, staff, and student body are expected to ensure that nondiscriminatory practices are followed at the University.

## Student Affairs Civility Statement

In the Division of Student Affairs at Kennesaw State University, we care deeply about the welfare of students on campus and about how students, faculty, and staff members treat each other. The KSU community should be one where all people feel safe from threats of violence, anger, or oppression.

We believe our community should be a diverse one where people of all cultures, colors, faiths, beliefs, orientations, and abilities are treated with respect and dignity.

We understand that differences of opinion do occur, and that such differences are healthy, but how such differences of opinion are expressed is important.

The challenge before us in the Division of Student Affairs is to work together to help create a more civil community at Kennesaw State University.

Our committed goal, therefore, is to work together to formulate a plan of action that will help Kennesaw State University become a place where civil behavior is routinely practiced and is an integral part of our culture.

We expect the practice of civility as a routine part of our lives in this community of higher learning.

Learn more about the Division of Student Affairs, including our Vision Statement, Mission, and Learning and Development Outcomes, at our website: <https://www.kennesaw.edu/studentaffairs/>.

## **KSU Students' Creed**

*Developed by the KSU Student Human Relations Task Force, 1998*

The community of Kennesaw State University is steadfast in its commitment to academic excellence and personal integrity. Members of the Kennesaw State University community are obligated to a practice of civilized behavior. Choosing to become a member of this community proclaims the acceptance of KSU's Creed as suggested by the following ideals.

### **I WILL ALWAYS STRIVE FOR PERSONAL AND ACADEMIC EXCELLENCE.**

This statement pledges a commitment to eliminate cheating, lying, disloyalty, and infidelity in all academic, athletic, social and personal relationships.

### **I WILL ALWAYS RESPECT THE RIGHTS, FEELINGS AND PROPERTY OF OTHERS.**

This statement pledges a commitment to eliminate the violation of any individual's or group's rights to freely express themselves in an appropriate way to eliminate libel, slander, malicious vandalism, theft, arson, and destruction of property.

### **I WILL ALWAYS ENCOURAGE UNITY BY APPRECIATING THE DIFFERENCES IN PEOPLE AND THEIR IDEAS.**

This statement pledges a commitment to the appreciation and recognition of others regardless of their age, gender, race, ethnic heritage, national origins, disability, sexual orientation, socioeconomic level, political or religious affiliation or disaffiliation, this statement also supports the idea that we can learn from the differences in our community.

**I WILL ALWAYS REMAIN FAITHFUL TO THE IDEAS SUGGESTED AND DETER ANY BEHAVIOR THAT THREATENS THE RIGHTS OF ANY KSU MEMBER.**

All KSU community members are obligated not only to support the ideals suggested but also to confront and discourage inappropriate behaviors wherever and whenever they are encountered.

**I WILL ALWAYS STRIVE TO CREATE AN ATMOSPHERE WHERE IDEALS WILL DEVELOP AN ACADEMIC AND SOCIAL COMMUNITY THAT IS CIVILIZED, REWARDING AND DYNAMIC AT KENNESAW STATE UNIVERSITY.**

The students of Kennesaw State University challenge all campus members to establish and uphold a standard of excellence in responsibility and behavior in all aspects of life by adopting the ideals in this Creed.

## **Resources, Procedures & Guidelines**

Information on Grading Policies and Grade Appeals.

Emergency Medical and Psychological Withdrawals

Student Complaints and Grievances Process

Dining Plan Information

On-campus Housing Information

Athletics Information

Intramurals and Club Sports

Student Organizations Information

## **About the Office of the Dean of Students**

At a large public university, it is easy to get overwhelmed. KSU is committed to your success and helping you to navigate your way. When in doubt, or if you experience difficulty getting connected with the proper resources, contact the Office of the Dean of Students. Visit <http://www.kennesaw.edu/deanofstudents/> or email [deanofstudents@kennesaw.edu](mailto:deanofstudents@kennesaw.edu).

The Office of the Dean of Students coordinates:

- Administrative Emergency Withdrawals
- Behavioral Concerns and Crisis through the Behavioral Response Team
- Emergency Retention Scholarship
- Homecoming Celebration University-Wide Strategic Planning Committee
- Parent & Family Association
- Student Conduct Appeals
- Voter Registration & Education
- Who's Who Among Students in American Universities and Colleges
- Parliamentarian and Advising to SABAC
- Problem Resolution Facilitation (questions, complaints, grievances)

The Dean of Students Office also works closely with various campus and community partners to ensure KSU is providing the best care possible for our students. These include but are not limited to facilitating accommodations with Title IX Coordinator for students impacted by sexual misconduct, assisting with Clery Act compliance and response, and advising case referrals to the Academic Standing Committee.

**All concerns from or about students should be reported to the Dean of Students in as timely a manner as possible, preferably by sending an email to: [deanofstudents@kennesaw.edu](mailto:deanofstudents@kennesaw.edu). All formal grievances must be in writing (which can include email or online form submission).**

## Quick Links & Important Items

Just like navigating a large university can be challenging, easily finding what you need on the web can be challenging. Here are a few quick links to help you, and of course you are always free to contact the Office of the Dean of Students for help with anything. These links are accurate as of the posting of this document, but may not remain the most active and direct links in the future. Should you receive an error and are not able to find what you are seeking, contact the Office of the Dean of Students at 470-578-6310 or email [deanofstudents@kennesaw.edu](mailto:deanofstudents@kennesaw.edu).

**Main University Website:** <http://www.kennesaw.edu/>

**Dean of Students:** <http://www.kennesaw.edu/deanofstudents>

**Public Safety:** <http://www.kennesaw.edu/police/>

**Counseling & Psychological Services (CPS):** <http://www.kennesaw.edu/studentssuccessservices/cps/>

**Student Health Services:** <http://www.studenthealth.kennesawstateauxiliary.com/>

**Annual Security Report:** <http://www.kennesaw.edu/police/cleryactcompliance2014.pdf>

**Clery Act Compliance:** <http://www.kennesaw.edu/police/cleryactcompliance.html>

**Reporting Crimes & Emergencies:** 470-578-6666 <http://www.kennesaw.edu/police/crimes.html>

**Reporting Discrimination, Harassment, & Sexual Misconduct:** <http://www.kennesaw.edu/diversity/complaint.php>

**Reporting "Red Flag" Behaviors/Crisis Concerns:** <http://www.kennesaw.edu/brt/>

**Student Code of Conduct:** <http://scai.kennesaw.edu/codes.php>

**University Drug and Alcohol**

**Policy:** [http://studentaffairs.kennesaw.edu/deanofstudents/docs/ksu\\_drug\\_and\\_alcohol\\_policy.pdf](http://studentaffairs.kennesaw.edu/deanofstudents/docs/ksu_drug_and_alcohol_policy.pdf)

**Confidentiality of Student Records and Notification of Rights**

**(FERPA):** <http://registrar.kennesaw.edu/policies/ferpa.php>

## Making the Most of Your KSU Experience

Both inside and outside the classroom, and throughout the local and global community, there are myriad learning opportunities to help you become the best and most successful person you strive to be!

Success in higher education is so much more than good grades. Invest your time wisely to balance your academic responsibilities with co-curricular growth and leadership opportunities. Information about KSU's student organizations and activities is available online at: <https://owlife.kennesaw.edu/>.

The possibilities are endless! Whether you become involved in existing opportunities or create new ones for yourself and others, KSU is committed to diverse and engaging experiences that improve the lives of our students and the communities they serve.

Some tips for success:

- Go to every class. Just being there gives you an advantage over not being there. Even if attendance is not required, be present and participate fully.
- Meet new people. Seek others from different backgrounds and perspectives to broaden your viewpoint and network.
- Create study teams. Research shows we learn better when engaging deeply with others, and a great way to assess your own understanding is to share it with others.
- Invest time in yourself. Continuously explore who you are, who you have been, and who you are becoming academically, socially, spiritually, and physically.
- Invest in others. Whether a simple act of kindness like providing a meal for a hungry peer who is struggling or serving in your community, everyone has something valuable to share.
- Create strong personal management systems to maximize your current and future success. Whether focusing on time management, financial management, or health and wellness management, creating good habits that compliment your learning and personality styles allows you to find your unique path to success.

**KSU OWLS: Black & Gold, Proud & Bold!**

## Student Rights and Responsibilities

### Preface

Students of Kennesaw State University are entitled to an environment that is conducive to learning and individual growth. To this end, students enrolling at Kennesaw State University assume a responsibility to abide by the policies and regulations expressed in this section. By doing so, students may fulfill their responsibilities and enjoy the exercise of their own rights while also respecting the rights of others.

# KSU Student Media Policy

KSU Student Media and the student press are valuable aids in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of the faculty and institutional authorities and of formulating opinions on various issues on the campus and in the world at large. In response to the editorial responsibility of students, the University must provide sufficient editorial freedom and sufficient financial autonomy for the student media to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community. KSU Student Media are designated public forums. Student editors and managers have the authority to make all content decisions without censorship or advance approval.

Institutional authorities, in consultation with students and faculty, have a responsibility to provide written clarification of the role of student media/publications, the standards to be used in their evaluation, and the limitations on external control of their operation. At the same time, the editorial freedom of student editors and managers entail corollary responsibilities to be governed by the canons of responsible journalism, such as avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo. As safeguards for the editorial freedom of student media, the following provisions are necessary:

- A. The student press should be free of censorship and advance approval of copy, and its editors and managers should be free to develop their own editorial policies and news coverage.
- B. Editors and managers of student media should be protected from arbitrary suspension and removal because of student, faculty, administrative or public disapproval of editorial policy or content. Only for proper and stated causes should editors and managers be subject to removal and then by orderly and prescribed procedures. The agency responsible for the appointment of editors should be the agency responsible for their removal.
- C. All college published, broadcast and financed student media should explicitly state on the editorial page and broadcasts that opinions expressed are not necessarily those of Kennesaw State University or the student body.

For complete policies concerning KSU Student Media, contact Ed Bonza (Adviser) and Associate Director of the Department of Student Life) at 470-578-3083.

# KSU Freedom of Assembly and Expression Policy

Kennesaw State University recognizes and upholds First Amendment rights of Freedom of Speech and Assembly. Demonstrations and assemblies can be valid expression for dissenting opinions provided they do not disrupt academic and administrative functions of the institution. The opinions expressed by organizations, groups or individuals using Kennesaw State University's facilities do not necessarily reflect the position of Kennesaw State University. Kennesaw State University affirms its commitment to the freedom of speech, assembly and expression even though the language or ideas of those seeking a venue for free expression may contradict university ideals or the personal views of university employees and students. The institution expects members of the faculty, staff, student body and community to refrain from and discourage behaviors that threaten the rights, freedoms and respect every individual deserves.

**Scope** - This policy applies to visitors to campus, not Kennesaw State faculty, staff, students or student organizations. This policy shall apply to all non-commercial speech on the Kennesaw State University campus and other KSU facilities. (Commercial speech is regulated by the campus solicitation policies.) Any visiting person or group who desires to use the designated campus area for an assembly or expression event must submit this completed request form at least five business days in advance of the event. Request forms are only available online. This form must be authorized by the Director of the Department of Student Involvement or his/her designee and approved by the Vice President for Student Affairs.

Upon approval of a request, applicants must agree to the following guidelines and provisions:

- These activities may be conducted on Mondays, Thursdays and/or Fridays from 10am to 11:30am. Consecutive day reservations are not permitted. The first full week of classes and Final Exam Week of each

semester are closed to public performances, dances, concerts and similar extracurricular activities such as these assemblies. For a current academic calendar, [click here](#).

- **LOCATIONS:** *Kennesaw Campus:* The triangle near the northwest corner of the Campus Green, between the Burruss Building and the Carmichael Student Center (Zone 3/4). *Marietta Campus:* By The Globe between the Administration Building (Building B) and Joe Mack Wilson Student Center (Building A). These are the designated locations for assemblies, demonstrations and protest activities by campus visitors.
- These spaces will be further defined by pedestrian fencing. Applicants must use the marked area for the purpose of the activity. KSU neither encourages or discourages, or otherwise endorses, these activities and protected forms of expression.
- Individuals, participants, or groups are limited to three (3) scheduled activities per month so that opportunities are available for other applicants to use the area and to minimize any potential disruptions to academic or educational activities. Requests are handled on a first-come, first-serve basis. Once scheduled, if you cannot use the space, please cancel at least by the day before the scheduled date. Missed scheduled dates still count towards the total.
- All participants must stay within the marked area and there must be no obstruction, disruption or interference with authorized and scheduled university activities.
- Kennesaw State University cannot be held responsible for the safety of children participating in an event. Persons under the age of twelve (12) may not participate in the event or be within the marked area. All children must be accompanied by an adult.
- Sound amplification (including microphones or bullhorns) is not permitted due to the disruption of classes and other academic and administrative functions of the institution. There will be no use of motorized vehicles. Kennesaw State University equipment will not be available for assemblies, demonstrations and protest activities.
- The individuals or groups are required to remove signs, placards, litter and other materials when the approved activity period ends.
- The university has the right to differentiate between regularly scheduled academic or co-curricular activities and other assemblies, demonstrations or protests.
- Compliance with the Kennesaw State University student conduct regulations, Kennesaw State University policies and procedures, state laws of Georgia, and federal laws is required.
- The university reserves the right to refuse to permit individuals or groups to assemble, demonstrate or protest if the individuals or groups refuse to abide by these administrative procedures and guidelines.
- The university reserves the right to alter these administrative procedures and guidelines if necessary to ensure the academic as well as personal rights of the students, faculty and staff of Kennesaw State University.
- The authorized representative and/or person in charge is required to sign in compliance with these administrative procedures and guidelines; to acknowledge that the university will not be held responsible for the actions for participants in the assembly, demonstration or protest; and to agree to make restitution for any litter or property damage that occurs due to the activity.
- There may be no interference with other authorized or scheduled Institute activities. Refrain from actions that are likely to create an imminent safety or health hazard. Public speech that is likely to incite or produce imminent lawless action or under the current legal standards is either defamatory or obscene is prohibited.
- The Kennesaw State University Office of Public Safety and other appropriate administrators will be notified upon receipt of the request for permission to use the campus for assembly or expression. This request is a public record and submitted requests will be released to interested parties.

Students of Kennesaw State University are guaranteed all of the rights, privileges and freedoms granted to a citizen of the United States. In addition, they are entitled to an environment that is conducive to learning and individual growth. Please be aware of KSU's Human Relations Position Statement and our Policy on Disruption of Campus Life.

## Visits By Children

The university cannot accommodate children of the faculty, staff, and students on-campus during normal operating hours; i.e., 8:00 AM - 10:30 PM Monday thru Thursday, and 8:00 AM - 5:00 PM, Friday. Children are welcome to attend scheduled events and to make brief visits when accompanied by a parent or adult.

## **Solicitation on Campus by Private Businesses**

Solicitation is not allowed on campus by private businesses. However, during the school year, KSU Student Media hosts "Market Day" which is an opportunity for vendors to come to campus. Visit [ksusm.com](http://ksusm.com) for more information. Due to a lack of space, KSU does not allow area magazine/newspaper publishers to distribute their materials without supervision unless they provide their own racks. Papers/magazines that are left on the floor in bundles will be discarded. Publishers must make arrangements to have the rack placed on campus and must also take responsibility to remove old publications and place new ones.

## **Telecommunications Policies**

### *Copyright Compliance & Fair Use*

Copyright is a form of protection provided by the laws of the United States (title 17, U. S. Code) to the authors of "original works of authorship," including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available to both published and unpublished works. Section 106 of the 1976 Copyright Act generally gives the owner of copyright specific exclusive rights. It is illegal for anyone to violate any of the rights provided by the copyright law to the owner of copyright. These rights, however, are not unlimited in scope. There are specific limitations on these rights established in the law. In some cases, these limitations are specified exemptions from copyright liability. One major limitation is the doctrine of "fair use." For a complete list of copyright holder rights and more information on fair use, visit the KSU Copyright Management Center at [kennesaw.edu/library/copyright/index.htm](http://kennesaw.edu/library/copyright/index.htm).

### *KSU Computer Usage Policy*

An individual's use of computing resources in a university environment is not an absolute, personal right; rather it is a privilege conditional on the individual's compliance with state and federal laws, campus policy, and general acceptable use. The Computer Usage Policy seeks to define what constitutes acceptable and unacceptable use of Kennesaw State University computing facilities and resources. In using the computing resources of Kennesaw State University, the user agrees to abide by all applicable University Policies & Procedures as well as all applicable local, state, & federal laws. Kennesaw State University reserves the right to review any account and files created on university resources. Kennesaw State University access accounts are issued solely in support of the mission of the organization. This includes activities which are considered educational, but may not strictly relate to course content. A list of guidelines for the acceptable use of computing resources and facilities at Kennesaw State University is available at [policy.kennesaw.edu/content/computer-usage-policy](http://policy.kennesaw.edu/content/computer-usage-policy). If you are not sure whether something is allowed, you are encouraged to contact the Kennesaw State University Help Desk to advise you on whether your task is a legitimate use of your account.

Information Technology Services expects fair and responsible usage of KSU Computing resources. In the case of abuse, the rights of the users can be suspended. Technology controls permit the logging of activities on University computer systems, and systems are regularly monitored for unauthorized use. If you have questions regarding proper usage, assistance should be sought through the Kennesaw State University Help Desk.

Individuals using KSU Computing resources are prohibited from use of the system to commit a criminal act. This includes (but not limited to) unauthorized access or attempt to access other systems, the implementation of any virus or malicious program, downloading and/or distribution of music, movies, or any other electronic media in which legal copyright is not owned, or any use of the system to plan, commit, or exploit criminal activities. As with any other type

of misconduct, incidents of computer misuse and abuse are dealt with in accordance with the judicial policy outlined in the University Catalog.

Punishments may include fines, academic suspension, expulsion, and possibly incarcerations. Violations of local, state, and/or federal laws will be turned over to the Kennesaw State University Department of Public Safety. Individuals in violation of this policy are subject to a range of sanctions including, but not limited to, the loss of computer or network access privileges, disciplinary action, dismissal from the University, and/or legal action. Some violations may constitute criminal offenses, as outlined in the Georgia Computer Systems Protection Act and other local, state, and federal laws.

The Georgia Computer Systems Protection Act: The Act was signed into law on July 1, 1991 and establishes certain acts involving computer fraud or abuse as crimes punishable by defined fines, imprisonment, or both. The Act specifically defines common computer misuse scenarios such as computer theft, computer trespass, invasion of privacy, forgery, and password disclosure. The Georgia Computer System Protection Act is available, in its entirety, at [colquitt.k12.ga.us/Portals/Colquitt/District/docs/HB1630\[1\].pdf](http://colquitt.k12.ga.us/Portals/Colquitt/District/docs/HB1630[1].pdf).

Policy Violations: If an employee or student witnesses any violation of policy they should report it directly to ITS via [abuse@kennesaw.edu](mailto:abuse@kennesaw.edu). If any employee or student witnesses a criminal act, they should notify KSU Public Safety.

## Parking and Traffic Regulations

Updates available at [kennesaw.edu/cardservices](http://kennesaw.edu/cardservices)

### **A. Authority:**

Kennesaw State University adopts these regulations pursuant to the authority conferred upon the Board of Regents to regulate the University System of Georgia Campus Traffic, Official Code of Georgia Annotated (OCGA), Title 20. These regulations supersede all previous KSU Parking and Traffic Regulations pertaining to motor vehicle parking on campus.

### **B. Application:**

These regulations apply to all persons operating motor vehicles at Kennesaw State University and become part of the terms and conditions accepted by all persons permitted to operate motor vehicles on campus. Students, faculty and staff shall not park any motor vehicle on campus unless qualified to do so under applicable state law and KSU regulations. The campus includes that property owned or leased by the Board of Regents and designated as Kennesaw State University. For the purpose of these regulations, a "motor vehicle" is a conveyance with two or more wheels propelled by an electric or fuel-burning motor.

### **C. Display of KSU Parking Permits:**

All vehicles on campus must display a valid KSU parking permit unless parked in a designated visitor parking area. Vehicles without a valid permit will be ticketed and/or booted, and/or towed. Students should check [kennesaw.edu/cardservices](http://kennesaw.edu/cardservices) for specific information on parking permits. One-day passes are available as appropriate by visiting the Welcome Center at the visitor lot. It is the responsibility of all KSU employees and students to review and abide by the Parking Policies and Procedures.

### **D. Parking Regulations:**

In order to facilitate a safe and orderly flow of traffic on campus, KSU adopts in full all the statutes and provisions of OCGA, Title 40, Article 10, regarding "Stopping, Standing and Parking." When appropriate, curbs may be painted yellow to designate restricted parking as set forth by Georgia law; however, the lack of yellow curbing or restricted parking signs is not a defense for those charged with violations of state or campus parking regulations. Parking is not permitted on the grass, on sidewalks, in driveways or any other area not designated for parking. Reserved parking areas include but are not limited to "faculty and staff reserved" lots, loading zones, visitor spaces and other areas marked reserved for specific persons or functions. Areas so marked are reserved at all times, unless otherwise specified. Drivers

of private vehicles may use loading zones during actual loading and unloading of heavy or bulky material (30 minutes or less) with four-way flashers activated and a note with driver's name and location left on the dashboard.

KSU will vigorously enforce Georgia's "Parking Law for Persons with Disabilities" in accordance with OCGA 40-6-226. Drivers of vehicles parked in spaces designated for persons with disabilities must have valid license plate or display on their dashboard (in full view) or hung from their rear view mirror the official permit issued by the Georgia State Patrol for persons with disabilities.

An illegally parked vehicle may be impounded without notice and at the owner's expense if it presents a hazard to motorists or is obstructing traffic. Other vehicles subject to immediate impound include, but are not limited to, those parked in marked "Tow Away Zones," those parked in spots reserved for specific persons or for a numbered carpool, and those receiving three or more parking citations. A vehicle is subject to impound immediately upon receiving the third citation. Although the University assumes no liability for damage or losses incurred as a result of such impound, KSU parking shall attempt to inventory the contents of impounded vehicle(s) in order to account for any and all valuables contained therein. No attempt to gain entry for inventory purposes will be attempted when said vehicle(s) is locked with all windows secured. An impounded vehicle will be released to the legal owner upon presentation of proof of ownership. The legal owner of the vehicle is responsible for all towing and storage charges pertaining to the impound. Occasionally a driver will park illegally and then place an old or misappropriated citation on his/her windshield in an attempt to avoid a new ticket. To discourage this behavior, such vehicle is subject to immediate impound. The fine schedule for campus parking violations may be modified annually by KSU Parking and is made available through the Bursar's Office and on the parking web site. Unpaid fines may result in local sanctions, such as holds on class registration and release of records, and/or referral to outside collection agencies.

#### **E. Parking Citation Appeals:**

Information on appealing parking tickets may be found online at the website for the Department of Student Conduct and Academic Integrity [kennesaw.edu/scai/](http://kennesaw.edu/scai/). Information may also be obtained over the phone by calling the respective departments (470-578-3403 for SCAI or 470-578-6506 for the Department of Parking & Transportation). Please note that tickets must be appealed within fourteen (14) calendar days from the date on which they are issued; furthermore, any ticket not paid within thirty calendar days (whether appealed or not) may accrue a late fee as explained on the ticket.

#### **F. Traffic Regulations:**

1. Traffic safety on campus is everyone's responsibility. Students, staff and faculty are expected to obey all traffic laws and practice safe driving habits while operating motor vehicles at Kennesaw State University. The speed limit is 25 MPH campus-wide (unless otherwise indicated), except in parking lots where it is 5 MPH. The University is public property and all of the streets in and around campus are deemed public highways. Anyone operating a motor vehicle in violation of Georgia law may be required to answer charges in State Court.
2. Pursuant to the Official Code of Georgia Annotated, Title 20, the KSU Police are charged with enforcing traffic laws on campus. They are fully empowered to make traffic arrests for offenses committed within their jurisdiction. Questions regarding Uniform Traffic Citations may be addressed to the State Court of Cobb County, Traffic Violations Bureau.
3. KSU Police will investigate all motor vehicle accidents occurring on campus. For purposes of documentation, drivers are urged not to move their vehicles until after the arrival of an officer. Copies of accident reports are usually available on the fourth business day following the accident.
4. The Central Parking Deck is closed every weekend, unless otherwise announced. Gates are locked each Friday at 5:30 PM. Please remove your vehicle before 5:30 PM on Fridays. If your vehicle is locked in the Central Deck over the weekend, you may contact Public Safety at 470-578-6206.

#### **G. Parking Selection:**

All students wishing to park a vehicle on-campus or on an off-campus KSU parking facility are required to display the current, proper parking permit. For more information, visit [cardservices.kennesawstateauxiliary.com/parking](http://cardservices.kennesawstateauxiliary.com/parking).

## H. KSU Shuttle:

KSU has a shuttle service (called B.O.B. - the Big Owl Bus) that runs Monday thru Thursday 7:00 AM - 11:00 PM and Friday 7:00 AM - 5:00 PM (hours of operation are subject to change based on demand). The shuttle will not run on weekends, during class breaks, or over the summer. Anyone with a valid KSU ID is eligible to ride the shuttle. For more information on the shuttle program, route information or to sign up to park off-campus, please visit our website at [kennesawstateauxiliary.com/](http://kennesawstateauxiliary.com/).

# Crime Prevention

## Crime Prevention & Personal Safety Programs

KSU police sponsors many educational programs on sexual assault awareness and prevention; personal safety and security; date rape; campus safety; and self-defense. Scheduled classes are advertised on the KSU police website [kennesaw.edu/police](http://kennesaw.edu/police) KSU Police regularly speak to classes and student groups. Topics discussed can be tailored to the event or class including: crime prevention, campus safety, sexual assault/stalking, active shooter response options, and alcohol/drug prevention. To schedule an officer to speak to your class or group, e-mail the request to [safensound@kennesaw.edu](mailto:safensound@kennesaw.edu).

R.A.D. (Rape Aggression Defense) and S.A.F.E. (Self-defense Awareness and Familiarization Exchange). The classes consist of a lecture portion on personal safety followed by hands-on tactical self-defense training. Classes are advertised on the KSU Police website and through KSU student e-mail and on the KSU Police Facebook page at [facebook.com/KSU.Police1](https://facebook.com/KSU.Police1). Kennesaw State University realizes that your safety is of major concern. The Annual Security Report, the Safe and Sound brochure contains information on campus crime statistics and campus safety policies. Updated brochures are available each October, per the Clery Act, a federal law, at [kennesaw.edu/police](http://kennesaw.edu/police).

## Reporting Criminal Activity & Emergencies

If you are involved in or witness a crime or emergency, you should report the incident immediately either by telephone at 770-423-6666, or by use of one of the emergency phones located in the parking lots, parking decks, buildings, along several streets on campus, and in the residential areas. Non-emergency reporting of criminal or suspicious activity may be reported confidentially by calling the Tipster Line at 770-423-6305. KSU police officers are state certified and have the same power and authority as any police officer in Georgia to arrest and to enforce all state laws. For non-emergency questions, comments or concerns, e-mail [safensound@kennesaw.edu](mailto:safensound@kennesaw.edu).

## Reporting Sexual Assault Incidents

Kennesaw State University ("KSU" or the "University") does not condone and will not tolerate sexual misconduct or sexually exploitative or harassing behavior of any kind. KSU is committed to providing programs, activities, and an educational environment free from sex discrimination. The University has implemented this policy, and affirms our responsibility to:

- Respond promptly and effectively to sex discrimination, especially sexual harassment and sexual violence;
- Take immediate steps to eliminate the sexual harassment or sexual violence, prevent its recurrence, and address its effects; and
- Support all students with appropriate resources no matter their status as accuser or accused.
- The University takes all incidents of sexual misconduct very seriously. **If you or someone you know may be the victim of sexual assault or sexual violence, you are strongly urged to immediately report the incident.** The incident can be reported 24 hours a day, seven days a week to the University Department of Public Safety (x6666 or 770-423-6666). You may also elect to report the incident to the Cobb County Police Department (770-499-3911). **In an emergency, dial 9-1-1.** All student, faculty, staff or third party to the University are strongly encouraged to report a complaint of sexual misconduct to the University's EEO/Title IX Officer, (470) 578-2904 or the Student Conduct and Academic Integrity Office (SCAI) (470) 578-3403,

by email, or in person, as soon as reasonably possible to report any sexual misconduct you believe may have occurred. Please refer to the student code of conduct for additional detailed information.

### **Security & Access to Campus Facilities**

No one is allowed access to any campus facility without proper authorization by the appropriate University officials. All requests must be submitted to KSU Events at [kennesaw.edu/events](http://kennesaw.edu/events). Violators of this policy may be subject to disciplinary measures under the Student Code of Conduct or to criminal trespass charges. KSU police officers regularly patrol all facilities to maintain security and regularly inspect all doors and locks to ensure that they are properly maintained.

### **Monitoring & Recording Criminal Activity at Off-Campus Events**

KSU has no off-campus organizations or housing at this time. When student organizations hold social events off campus, the local law enforcement agency will be responsible for crime prevention and protection and will report any problems to the KSU Police.

### **Sexual Assault**

When a possible sexual assault has occurred, the victim is encouraged to report it immediately to the KSU Police 770-423-6666. The victim of a sexual assault should try to preserve any evidence that may be able to prove that an assault occurred. Victims are advised to consult law enforcement authorities before showering/bathing, or changing or laundering any clothing that was worn during the assault. However, the fact that the victim of a sexual assault has already bathed, showered, or otherwise compromised potential evidence should in no way dissuade the victim from reporting the assault as such actions may not prevent criminal prosecution or student conduct proceedings from going forward. The Department of Student Conduct and Academic Integrity (SCAI) should be contacted at 470-578-3403. Students who report sexual assaults to the KSU Police shall be afforded assistance in seeking counseling and follow-up medical care, making reasonable changes to their on campus housing arrangements or academic situations and reporting to the appropriate criminal authorities after an assault has occurred.

KSU recognizes and upholds the rights of victims of sexual assault, including:

- A. The right to have any and all sexual assaults against them treated with seriousness; the right, as victims to be treated with dignity; and the right for campus organizations that assist victims to be accorded recognition.
- B. The right to have sexual assaults investigated and adjudicated by the duly constituted criminal and civil authorities of the governmental entity in which the crimes occurred; and the right to the full and prompt cooperation and assistance of campus personnel in notifying the proper authorities. The foregoing shall be in addition to any campus disciplinary (SCAI) proceedings.
- C. The right to be free from any kind of pressure from campus personnel that victims (1) not report crimes committed against them to civil and criminal authorities or to campus law enforcement and disciplinary officials; or (2) report crimes as lesser offenses than the victims perceive them to be.
- D. The right to be free from any kind of suggestion that campus sexual assault victims not report, or underreport, crimes because (1) the victims are somehow responsible for the commission of crimes against them; (2) victims were contributorily negligent or assumed the risk of being assaulted; or (3) by reporting crimes they would incur unwanted personal publicity.
- E. The same right to advisement and assistance, or ability to have others present, in any campus disciplinary proceeding that the institution permits the accused and the right to be notified of the outcome of such proceeding. In addition, upon request, KSU will disclose to the victim of a crime of violence, as defined in 18 U.S.C. § 16: US Code, or a non-forcible sex offense (statutory rape or incest) a report on the results of any student conduct disciplinary proceeding taken against the student who was the alleged perpetrator.
- F. The right to full and prompt cooperation from campus personnel in obtaining, securing and maintaining evidence (including a medical examination) as may be necessary to the proof of criminal sexual assault in subsequent legal proceedings.
- G. The right to be made aware of and assisted in exercising any options as provided by state and federal laws or regulations with regard to mandatory testing of sexual assault suspects for communicable diseases and with regard to notification to victims of the results of such testing.

- H. The right to counseling from any mental health services previously established by the institution, or by other victim-service entities, or by victims themselves.
- I. After campus sexual assaults have been reported, the victims of such crimes shall have the right to require that campus personnel take the necessary steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, including transfer of classes or reasonable changes in on-campus housing arrangements if requested by the victims. Any such request should be communicated to and coordinated by the Office of the Dean of Student Success 470-578-6310 that will work with other departments on campus to effect reasonable and feasible requests.

*"The mission of Kennesaw State University is to provide a learning environment in which all members of the university community are free to pursue their professional and personal goals. Sexual harassment is not only illegal, but an intolerable interference with the attainment of our mutual goals. Unwelcome sexual advances and conduct seriously damage the learning and work climate, and it is the university's intention to protect our environment from such abuses. Resolution of complaints of sexually harassing behavior should be attained as informally as possible, but in absence of that cooperation, we will enforce our policies to the fullest, up to and including dismissal." -President Daniel S. Papp*

## **Reaffirmation of Equal Employment Opportunity & Affirmative Action Policies**

Kennesaw State University continues its policy of implementing affirmative equal opportunity to all students, employees, and applicants for employment or admission without regard to race, color, religion, sex, sexual orientation, national origin, age, creed, veteran status or physical or mental disabilities. The University shall take affirmative action to ensure fulfillment of the policy including, but not limited to, the following actions: recruitment, enrollment and educational practice; hiring, placement, upgrading, or promotion; treatment during employment; recruitment, advertising or solicitation for employment; rates of pay or other forms of compensation; selection for training; layoff or termination; fringe benefits.

The policy of Kennesaw State University is consistent with the requirements and objectives of Executive Order 11246, as amended, Vietnam Era Veterans Readjustment Act of 1974, as amended, Sections 503 and 504 of the Rehabilitation Act of 1973, The Americans With Disabilities Act 1990, and their implementing regulations. It is the University's objective to obtain, without discrimination, individuals qualified and/or trainable for positions by virtue of job related standards of education, training experiences or personal qualification. Kennesaw State will provide reasonable accommodation for all employees, students, and applicants for employment with physical and mental limitations. The rights of employees, students and applicants to file a complaint or assist in an affirmative action/equal opportunity investigation or assist in an investigation is recognized and supported by Kennesaw State University. Kennesaw State University policy on equal employment opportunity and affirmative action will be reviewed and revised periodically for the purpose of updating it and measuring the University's progress against stated objectives. The following persons are responsible for ensuring the compliance and continued affirmative implementation of this policy:

- Provost & Senior Vice Provost for Academic Affairs; Kennesaw Hall (1), fourth floor, 470-578-6023
- Diversity and Inclusion Office; English Building (27), Suite 201, 470-578-2614
- Human Resources Office; ADA Officer (for employees), 504 Coordinator (for employees); 227 Campus Services (35), 470-578-6030
- Sturgis Library (17), Monday thru Friday 8:30 AM - 5:00 PM (except for official holidays)

## **Grievance Procedures for Students**

### **Grievance Procedures for Admissions, Privacy Rights & Other Non-Academic Matters**

Within the framework of students' relationships to Kennesaw State University, several avenues exist for the expression of grievance. Provision for hearing appeals by applicants denied admission to the university is outlined in Article VI,

Section C, paragraph 2a, of the Bylaws of the Board of Regents. Appeal procedures for grievances related to students' privacy rights are contained in the university catalog (see section on confidentiality of student records). Charges against students and student organizations for violations of the KSU Student Code of Conduct will be handled through the University SCAI Program. Grievances related to loss of athletic scholarship and other forms of financial aid are heard by the Financial Aid Appeals Committee. If a student believes that his/her final grade in a course is unfair because of discrimination or retaliation by a faculty member, the complaint shall be addressed as specified under Academic Policies-Grade Appeal Procedures (see KSU catalog).

### **Complaints & Grievances Related to Discrimination, Sexual Harassment, Hostile Environment, Retaliatory Harassment and/or Title IX**

Please visit the EEO/Title website at [kennesaw.edu/eo](http://kennesaw.edu/eo) for detailed information. You can also contact the EEO/Title IX Office with questions, by phone 470-578-2614 or email [eo@kennesaw.edu](mailto:eo@kennesaw.edu).

## **KSU Diversity Vision Statement**

It is our vision to create a strong multicultural and diverse educational environment at KSU in order to increase student satisfaction and to promote an understanding and awareness of people from various backgrounds upon graduation. In this way, KSU students will be educated for and can effectively compete in the global society.

## **Interpersonal Relations & Non-Discrimination Position Statements & Policies**

Kennesaw State University, a member of the University System of Georgia, does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, age, creed, veteran status or physical or mental disabilities in employment or provision of services.

## **Intellectual Diversity & Interpersonal Relations Position Statement**

Kennesaw State University is an educational community composed of individuals from different ethnic, racial, and religious groups and of different genders, political beliefs, ages, abilities, and sexual orientations. In light of this diversity, Kennesaw State University is resolved to contribute to the development of an integrated, pluralistic society in which individuals model and support humaneness and respect for the individual. Kennesaw State University is committed to a diversity of intellectual viewpoints. We trust in a genuine free marketplace of ideas where faculty and students are encouraged to express their considered opinions openly. We further believe that this intellectual exchange is healthy, democratic, and produces new insights. The exchange of ideas is also a splendid means of encouraging "critical thinking" as long as it is conducted within an atmosphere that respects the dignity of all concerned. The University is also committed to providing quality education, which is enhanced by the perspectives provided by individuals and groups with varying backgrounds and views. Racism, sexism, and other discriminatory attitudes and behaviors impede learning and working. Conversely, respect for differences enhances educational and work experiences. Kennesaw State University is dedicated to creating an environment that cherishes and nourishes this diversity. (Approved by the KSU Faculty Senate Feb. 25, 2008)

# Americans with Disabilities Act (ADA)

## Compliance Policy

Kennesaw State University provides program accessibility and reasonable accommodations for persons defined as disabled under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990 as amended. Students who require accommodation in facilities, services, programs or activities should contact the Assistant Director for Disabled Student Services to arrange an individual assistance plan. Accommodations may include classroom accessibility, modified computer equipment, disability-accessible parking, assistance with note-taking sign language interpreting or captioning services, class materials in alternate format, library and laboratory assistance, and other accommodations. Determination of appropriate accommodations to be provided will be based upon documentation of the disability. Members of the public who require specific accommodations in facilities, services, programs or activities should contact the office sponsoring the service, program or activity at least five days in advance to arrange individual accommodations. Eligible students deliver certification letters to faculty at the beginning of each semester identifying the accommodations approved for that student. Faculty members are also instructed that they must provide students with special needs appropriate accommodations in a timely manner. The Assistant Director for disAbled Student Support Services will work with faculty members to ensure that students receive appropriate accommodations. A student should notify Disabled Student Support Services in writing within two (2) days of any disagreement between the student and the faculty member if agreed upon academic adjustments are not provided in order to seek a resolution. A student who alleges discrimination on the basis of disability may file a grievance through the University's established grievance procedures. The following have been designated by the President of the University to provide assistance and ensure compliance with the ADA. Should a student require assistance or have further questions about the ADA, please contact either the ADA Compliance Officer for Students at 770-423-6443; the ADA Compliance Officer for Facilities at 470-578-6224; or the Director of Human Resources, ADA Compliance Officer for staff and faculty at 470-578-6030. For more information, go to [kennesaw.edu/stu\\_dev/dsss](http://kennesaw.edu/stu_dev/dsss).

## Policy on Service Animals on Campus

The Americans with Disabilities Act defines a service animal as "any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the handler's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition."

([ada.gov/regs2010/titleII\\_2010/titleII\\_2010\\_fr.pdf](http://ada.gov/regs2010/titleII_2010/titleII_2010_fr.pdf))

The disabling condition must be severe enough to substantially limit one or more major life activities, such as the ability to see or hear, speak, breathe, learn, work, think or take care of oneself. An animal that meets this definition is considered a service animal and is allowed to accompany the person with a disability to class meetings, services, activities, programs, field trips, or residences and to be allowed anywhere on campus unless specifically prohibited by this policy or federal/state law.

In addition, Georgia law (OCGA 30.4.2) provides that any Partner who is accompanied by a dog in training to be a service dog or a dog being raised to be trained as a service dog is required to be given the same degree of access to which a disabled Handler assisted by a service dog is entitled under applicable federal law. Federal and state law specifically excludes animals whose primary purpose is emotional support, therapy, or comfort from the definition of

service animal. For the complete service animal policy and service animal registration forms, go to [kennesaw.edu/stu\\_dev/dsss/servicecdogs](http://kennesaw.edu/stu_dev/dsss/servicecdogs).

## Acquired Immune Deficiency Syndrome (AIDS) Policy

Kennesaw State University shall provide academic programs, support services, and social/recreational programs to all eligible individuals, regardless of their disability. In the event that an employee or student is (or becomes) HIV (human immunodeficiency virus) positive, that individual shall retain his/her right to these programs, services and activities. All actions taken by Kennesaw State University will comply with the laws pertaining to public health practices and the rights of individuals to privacy and confidentiality. Instances that arise will be handled individually to provide maximum support to any faculty, administrator, staff or student who is HIV positive.

## Rights Pertaining to Student Records

*FERPA - Family Educational Rights & Privacy Act of 1974*

### Confidentiality of Education Records:

- Education Records at Kennesaw State University are defined as any portion of the educational history of a student that is maintained by the University for the purpose of sharing by other academic officials and is intended to support the academic degree progress of the student. Typical examples are the academic files maintained in a department or university administrative office. These records include: files, documents and materials in multiple mediums (handwritten, tape, disks, microfilm, CD-ROM, etc.) which contain information directly related to the academic educational efforts of the student. Academic records do not include law enforcement unit records, medical records (vis-à-vis doctor patient privilege), alumni records, or human resource records.
- Sole Possession Records are defined as records (notes maintained by a faculty member) that are not shared with any other educational official. Notes maintained in a sole possession record are not subject to the guidelines of FERPA. Sole Possession records that are merged with the academic record require full disclosure per FERPA guidelines. Third Party Disclosures are prohibited by FERPA without the written consent of the student. Any persons other than the student are defined as Third Party, including parents, spouses, and employers. All educational officials are required to secure written permission prior to the release of any academic record information.
- Directory information will be withheld if requested by the student. To withhold directory information the student must complete the Release of Directory Information form and mail the request to the Office of the Registrar, 1000 Chastain Road, MB #0116, Kennesaw, GA 30144 or hand deliver the request to the Office of the Registrar in Kennesaw Hall or fax the request to 470-578-6541. The items below are designated as "Directory Information" at Kennesaw State University and may be released for any purpose at the discretion of Kennesaw State University: Name, Major, Advisor, Dates of Attendance, Degrees Awarded, Participation in Recognized Activities and Sports and Weight and Height of Athletic Participants.
- Students should consider very carefully the consequences of any decision to withhold "Directory Information." Choosing the item "Student Confidentiality" will result in the exclusion of all student record information, including student name/address from printed materials. Informing Kennesaw State University not to release "Directory Information" means any future requests for such information from non-institutional persons or organizations will be refused.

*Notification of Rights under FERPA* (The Family Educational Rights and Privacy Act) for Postsecondary Institutions affords students certain rights with respect to their education records. These rights include: The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

1. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University. Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901. [ed.gov/policy/gen/guid/fpco/ferpa/index](http://ed.gov/policy/gen/guid/fpco/ferpa/index)

### **Types of Educational Records and Officials Responsible for Their Maintenance**

The following are lists of student records and the officials responsible for their maintenance. Access to these records will be made available to students upon individual written requests. Such requests must be addressed to the official responsible for the maintenance of the record. In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, Kennesaw State University must obtain written consent from a student before releasing or discussing the student records of that student to a third party. Such written consent must be signed and dated by the student, specify the records to be released, state the purpose of the release, and identify the party or class of parties to whom release may be made. Students may complete the "Student Consent Form to Release Information" located on the Office of Registrar forms web page. Student must submit the signed consent form in person with Photo ID to the Office of the Registrar.

#### **Director of Graduate Admissions**

Application for Admission  
Application Processing Fee  
College and University Transcripts  
GRE and GMAT Examination Test Scores  
International Admission Documents, TOEFL, IELTS, Michigan

#### **Director of Undergraduate Admissions**

Application for Admission  
Application Processing Fee  
High School, College, and University Transcripts  
University Entrance Exam SAT or ACT Scores  
General Equivalency Development (GED) Examination Scores

**Director of Undergraduate and Graduate Global Admissions**

Application for Admission  
Application Processing Fee  
High School, College, and University Transcripts  
University Entrance Exam SAT or ACT Scores  
General Equivalency Development (GED) Examination Scores  
International Admission Documents, TOEFL, IELTS, Michigan

**Registrar**

University Level Examination Program Scores  
Grades and Academic Standing Status  
Petition for a Degree  
Regents' Test Results and Tracking  
Georgia and U.S. History and Constitution Test Results  
Registration Information-Enrollment Data  
Veterans' Records  
Rules and Regulations

**Director of Student Financial Aid**

Loan Processing Request  
Financial Aid Application  
Award Notification

**Medical Director of the Health Clinic**

Health and Medical Records

*Student Success Services***Director of Student Conduct and Academic Integrity**

Discipline Files  
Director of Student Success Services  
Individual Standardized Tests  
Georgia and U.S. History & Constitution Test Results  
CLEP Tests  
ISAT Tests  
COMPASS Exam  
University College

**Chair of University Studies**

University Placement Examination Scores (Placement and Exit)

## Parental Notification Policy

Sections 951 and 952 of the 1998 Higher Education Amendment established that institutions of higher education could notify the parents or legal guardians when their student under the age of 21 was found to be in violation of the school's disciplinary code for drugs and alcohol. Kennesaw State University strives to create a balance between honoring the personal growth and responsibility of its students as they learn to establish their own independence with that of providing parents with the sensitive information they need to know in order to advise their students effectively. Parental notification is done only when the university believes that it will help the student by providing support for their physical health and safety, academic success and/or personal development. Parents of students under the age of 21 may be notified when a student is determined to have violated the KSU Student Code of Conduct in regard to alcohol or other controlled substances. Circumstances leading to possible parental notification include, but are not limited to, the following:

- A student endangers him/herself or others while under the influence of alcohol or other controlled substances (i.e., this may include alcohol poisoning, hospitalization, fighting or on-campus DUI);
- Student who committed the violation required medical intervention or transport as a result of consumption of alcohol or a controlled substance;
- The occurrence of an arrest (i.e., this might include minor possession of alcohol or other drugs, possession with intent to distribute/supply or the manufacturing or cultivation of drugs or alcohol);
- The occurrence of significant property damage;
- The occurrence of a major disruption to the university's educational mission;
- When an administrator determines that any future violation of the alcohol/drug policy will likely result in the student's suspension;
- When an administrator determines that any future violation of the alcohol/drug policy will likely result in the student's removal from university housing;
- The violation suggests a pattern of alcohol or controlled substance abuse.

In order to allow the student to have the first opportunity to notify his/her parent(s) or legal guardian(s) of the alcohol/drug violation, students will be afforded two business days after the determination of a rule infraction before the university will attempt to issue a notification to the parent(s) or legal guardian(s). Notification will be coordinated through the Office of the Dean of Student Success. Written notification will detail the fact that the student has been found responsible for an alcohol or other drug offense. Written notice will not include specific details of the offense(s) for which the student is found responsible, the circumstances surrounding the offense(s), or the specific disposition of the case. The notification will include a listing of campus/community services that are available to address the student's alcohol or drug situation. Parents/guardians interested in gaining more information about the violation or disposition of the case are encouraged to discuss the case with their student or request that the student sign a written consent to have this information revealed to his/her parents. Questions or concerns regarding these guidelines should be directed to the Department of Student Conduct and Academic Integrity, University Village (Suite 5100), 470-578-3403.

## **KSU Student Code of Conduct**

Updates to the student code are available at <http://scai.kennesaw.edu/codes.php>

Procedures to implement the student code of conduct are available at <http://scai.kennesaw.edu/codes.php>

## **Handling Student Code of Conduct Violations at KSU**

Kennesaw State University's Student Code of Conduct, SCAI Policies and Procedures, suspension policies, and campus police are organized in ways to preserve and protect the health, safety and academic integrity of the campus community, as noted in the following policies and procedures. In general, the University SCAI Program handles all charges against students which involve alleged violations of the Kennesaw State University Student Code of Conduct, including allegations of academic misconduct and disruptive behavior. In addition, the KSU police may become involved with incidents of disruptive behavior.

Faculty, staff and/or students who are witnesses to or victims of incidents of alleged violations of the Student Code of Conduct should immediately contact the University SCAI Office and submit the proper documentation. The university SCAI officer will conduct a preliminary investigation and advise as to the appropriate course of action in each situation. Incidents of misconduct may be subjected to mediation or negotiation, if appropriate, prior to the formal hearing process.

A person bringing charges against a student for alleged violations of the Code of Conduct is expected to fully cooperate with the SCAI policies and procedures, which includes participation in investigations related to the charges and in the hearing process. If a university panel hearing date is set, both the accuser and the accused student will have the option of obtaining an advisor from the SCAI panel to assist in the preparation and presentation of their case. A detailed description of the hearing process is found at the SCAI procedures website <http://scai.kennesaw.edu>.

### **Academic Misconduct**

Academic misconduct is defined in Section II of the Kennesaw State University Student Code of Conduct. Procedures for addressing and reporting incidents of academic misconduct can be found in the SCAI procedures website, as well as the Faculty/Staff Guide to Addressing Student Conduct Issues. The University's policies include procedures for both handling informal resolutions of academic misconduct and filing formal charges with the Department of Student Conduct and Academic Integrity, which will result in a hearing.

In either situation, whether the matter is handled informally or forwarded to the SCAI for handling, the faculty member should document the incident on an Academic Misconduct Incident Report form, and forward this information to the university SCAI officer. Incident reports which are submitted to the Department of Student Conduct and Academic Integrity will not be released without the written consent of the student, in accordance with the Family Educational Rights and Privacy Act.

Under the informal procedure, a faculty member who has evidence that a student has committed academic misconduct may elect to resolve the issue within the confines of the class, if the student readily admits to the misconduct without coercion or intimidation. The faculty member must first meet with the student to explain and discuss the allegations of misconduct. If the student admits the misconduct and declines a SCAI hearing, the faculty member may assign an appropriate sanction. Informal sanctions may include additional academic work for the class, grade reduction, a grade of "F" on the assignment or in the course, etc. However, if the student denies the misconduct, or the student and faculty member cannot reach an informal agreement regarding an appropriate penalty, the misconduct should be reported to SCAI for a hearing. Academic misconduct, as determined by a SCAI hearing, carries a mandatory minimum suspension of one semester, unless substantial mitigating circumstances are proven.

### **Disruptive Behavior**

It is the purpose of the institution to provide a campus environment which encourages academic accomplishment, personal growth, and a spirit of understanding and cooperation. An important part of maintaining such an environment is the commitment to protect the health and safety of every member of the campus community. In order to promote these goals, students should be familiar with and abide by the rules against disruption of campus life.

Students who are found in violation of the Code of Conduct may be subject to immediate dismissal from the University. In addition, those violations, which may constitute misdemeanor or felony violations of state or federal law, may also be subject to criminal action beyond the University disciplinary process. For guidance on what constitutes disruptive behavior see the KSU Student Code of Conduct in this handbook or the SCAI website at [web.kennesaw.edu/scai](http://web.kennesaw.edu/scai).

A faculty member is responsible for maintaining discipline in the classroom setting to the extent that all students in that class have an opportunity to participate in the learning process. Free exchange of ideas through appropriate dialogue is a necessary and important part of the learning process. Outside the classroom other areas of the campus provide support services which are also important to the total learning process. Sometimes a faculty or staff member may be confronted with a situation where the conduct of a particular student(s) is inappropriate in that it impedes the natural and necessary learning process. The faculty or staff member must then determine whether the situation is disruptive but not imminently dangerous, or both disruptive and imminently dangerous to the health and safety of others.

If the situation is not imminently dangerous, the faculty or staff member may control the immediate situation by requiring the student(s) to meet specific criteria (not speaking during the remainder of the class period, leaving the classroom or office area immediately, etc.), or the faculty member may choose to dismiss the class for the remainder of the period to avoid a confrontation. Such action should be immediately reported to the department chair and to the Department of Student Conduct and Academic Integrity, using the Student Misconduct Incident Report Form.

If the faculty or staff member feels that there is a significant imminent danger to the health and safety of the student(s), others, or him/herself, the faculty or staff member should immediately contact the University's Public Safety office for assistance. The responding officer at the time of notification shall remove the student from the area immediately and refer the incident to the vice president for student success, or his/her designated representative, for possible handling under the "interim suspension" policy.

Interim suspension measures may be taken against a student when the vice president for student success or his/her designated representative shall determine, based on clear and convincing evidence, that the student has engaged, or threatens to engage, in behavior which (1) is seriously disruptive or significantly impedes the normal activities or academic endeavors of others, (2) poses an immediate, significant threat of physical danger to others, or (3) poses an immediate, significant threat of danger to him/herself, and is of such a serious nature that it must be handled more expeditiously than the university SCAI procedures allow.

Interim suspension may include any or all of the following: (1) restriction from participation in any academic course, program, or activity; (2) restriction from participation in any student activity on or off campus; (3) restriction from use of any or all university facilities, including the library, labs, or offices; (4) restriction from entering the campus or any designated portion thereof.

If a determination is made to suspend a student under the interim suspension policy, the person rendering the decision shall notify the student, the public safety department, the registrar, and the student's teachers that the student has been temporarily suspended from the institution pending the outcome of a hearing. The case will then be forwarded to the University SCAI for a hearing, to be held as soon as practical. In such situations, the student may waive the normal notification requirement in order to have a more speedy hearing and decision.

#### **Supplemental Program Specific Recourse**

Some degree programs, such as those in education or nursing, have program-level admission and retention standards and review procedures in place beyond the generally applicable institutional admission and retention policies. If disruptive student behavior occurs in the context of fulfilling program requirements in such areas, the faculty or staff member may also have the recourse of filing a complaint with the designated program-level official and proceeding through the due process procedures established for handling such complaints. Individuals should consult the dean of the college and/or published standards as to the applicability of such program-specific recourse to the incident or incidents in question.

#### **Resources:**

1. Director of Student Conduct and Academic Integrity, 470-578-3403
2. Vice President for Student Success, 470-578-6310
3. Chief of University Police, 470-578-6206
4. The KSU Student Code of Conduct
5. The Student Conduct and Academic Integrity homepage (which includes all rules, policies and procedures related to the SCAI) at <http://scai.kennesaw.edu>.

## **KSU Alcohol and Other Drug Policy**

Current AOD policies may be found at [kennesaw.edu/drugalcoholpolicy](http://kennesaw.edu/drugalcoholpolicy)

### **I. Introduction**

National statistics reveal that the leading causes of death among the 18-23 year-old population are alcohol-related accidents, alcohol-related homicides, and alcohol-related suicides. A high percentage of campus disorderly conduct, disruptive behavior and property destruction, and academic failures on a national level is alcohol-related. The abuse of alcohol and other drugs can alter behavior, distort perception, impair thinking, and impede judgment. Alcohol and drug abuse might also result in various diseases, illnesses, and even death. The Georgia legislature, in response to these

disturbing facts, has provided by law certain measures to reduce those dangers associated with alcohol abuse. These measures include statutory provisions which provide that no person below the age of 21 years may use, purchase, or possess alcoholic beverages. The law also prohibits serving alcoholic beverages to any intoxicated person. These considerations, among other things, are equally applicable to the use and abuse of illicit drugs. In response, federal and state laws regarding the manufacture, use and distribution of illicit drugs have been enacted and are applicable to all full-time, part-time, and temporary faculty, staff, students, and administrators. The University supports and endorses these provisions of federal and state laws and insists on strict compliance with these statutes by its students, staff, faculty, and administrators at all levels.

## **II. Alcohol Policy**

Kennesaw State University expressly prohibits the use, possession, sale, or distribution of alcoholic beverages on campus by any campus constituency. Alcoholic beverages may be served at off-campus activities to adults of legal drinking age for the state in which the activity is being held, providing that a responsible club or organization representative acknowledges responsibility for monitoring alcohol consumption. Student Activity funds or institutional funds may not be used for the purchase of alcoholic beverages. Kennesaw State University is committed to recognizing, upholding, and enforcing the laws of the state of Georgia. Violation of those state laws, incorporated into the Kennesaw State University Alcohol Policy shall not be condoned on the campus or at any activity held off campus by any constituency. Exceptions to the policy of no alcohol on campus may from time to time be permitted at the discretion of the president, and there are other limited exceptions to this policy within the residence halls by those aged twenty-one or older who do not reside in substance-free communities. See the Residential Code of Conduct at subsection III T of KSU Student Code of Conduct for more information. <http://scai.kennesaw.edu/codes.php>.

Official state regulations regarding the use, sale, or possession of intoxicating beverages are as follows:

- 3-1-2 Defines "alcoholic beverages" to mean all alcohol, distilled spirits, beer, malt beverages, wine, or fortified wine.
- 3-2-36 Provides for criminal process against any person who violates the law in counties and municipalities where the sale of alcoholic beverages is not authorized or where alcoholic beverages are being sold contrary to law.
- 3-3-21 Provides that no person knowingly or intentionally may sell or offer to sell any wine or malt beverages within 100 yards of any school building, school grounds, or college campus. Provides further that distilled spirits may not be sold within 200 yards of a school building, educational building, school grounds, or college campus. There are some caveats and exceptions.
- 3-3-22 States that no alcoholic beverage shall be sold, bartered, exchanged, given, provided, or furnished to any person who is in a state of noticeable intoxication.
- 3-3-23 Prohibits the furnishing to, purchasing of, or possession of alcoholic beverages by persons under 21 years of age.
- 3-3-23.1 Provides that any person furnishing or possessing alcoholic beverages in violation of the previous Code Section shall be guilty of a misdemeanor. Establishes procedures for arrest by law enforcement officers.

University student conduct policies and procedures require that all student organizations must submit an "Acknowledgment of Alcohol Policy" form to the Student Life Department each fall semester and each time there is a change in either the president or advisor of the organization. By their signatures, the president and advisor are assuring Kennesaw State University that they and the individuals responsible for the group's social events understand the Kennesaw State University Alcohol Policy and state laws regarding the service and consumption of alcoholic beverages. Alcoholic beverages will be allowed only for functions at which alcohol is not the focal point, reason for, or the "drawing card" for the event. Organizations choosing to advertise the service of alcoholic beverages at functions will not make reference to the quantity of or overindulgence in alcoholic beverages. Reference will also be made to serving of food and alternative beverages, and the checking of driver's licenses. Any activity (especially those competitive in nature) contributing to the overindulgence of alcohol is, by these guidelines, prohibited.

Any violation of this policy at any organization activity shall be reported to the Student Life Department by the designated monitor(s), generally the faculty or staff advisor, verbally within 24 hours of returning to campus and followed by a written report within three working days. The Student Life Department will send the report to the Student Conduct and Academic Integrity (SCAI) Department for possible disciplinary action. The Kennesaw State University Police shall report any violation of this policy, whether at an activity or on an individual basis, to the Dean of Student

Success, who shall then be responsible for referring the matter to SCAI for possible disciplinary action according to established University non-academic disciplinary procedures. Possible sanctions shall be the same as those for other violations of nonacademic University rules and regulations as provided for in the University Student Code of Conduct.

### **III. Drug-Free Workplace and Campus Policy**

As a recipient of federal funds, Kennesaw State University supports and complies with the provisions of the Drug-Free Schools and Communities Act of 1989 and the Drug-Free Workplace Act of 1988. The unlawful possession, manufacture, distribution, dispensation, and/or use of illicit drugs and alcohol by employees or students on the university campus is prohibited and violations of this policy will result in appropriate disciplinary action. Faculty, staff and students are expected to adhere to the policies of the university and observe the basic standards of good conduct, meet appropriate standards of performance, and observe all local, state and federal laws relative to unlawful use of illicit drugs and alcohol. Penalties for violations of these standards range from warnings and probation to expulsion, loss of academic credit, suspension, temporary or permanent suspension and withdrawal of organization recognition, referral to the legal system for prosecution, demotion, and termination of employment. Detailed sanctions are defined in the Student Handbook (Student Code of Conduct), Board of Regents' Policy Manual, Classified Employee Handbook, Faculty Handbook, and in the complete policy statement available in the Office of the Provost and Vice President for Academic Affairs upon request.

### **IV. University Sanctions for Violations of the Alcohol and Drug Policy**

- A. Any faculty, staff member, administrator, or other employee who violates the policy on alcohol and drugs, shall be subject to disciplinary action up to and including the possibility of dismissal and referral to the appropriate federal, state or local authorities for prosecution in the courts.
- B. Any student or student organization that violates the policy on alcohol and drugs, shall be subject to disciplinary action in accordance with the Kennesaw State University Student Code of Conduct up to and including educational sanctions, possible loss of on-campus housing, suspension and/or expulsion from the university and referral to the appropriate federal, state, or local authorities for prosecution in the courts. A student organization shall be subject to disciplinary action up to and including educational sanctions, suspension and/or revocation of its registration with Student Life and referral to the appropriate federal, state, or local authorities for prosecution in the courts.
- C. When there is an alcohol or drug infraction, in addition to any criminal prosecution or university student code of conduct sanction, a student who is a member of a university athletic team may face additional sanctions based on rules established by the NCAA, athletics department, or team.

### **V. Drug and Alcohol Education Programs and Assistance Available**

A combination of several campus offices will provide assistance or act as a referring agency for Kennesaw State University. Included in the campus efforts to assist those with substance abuse problems are:

- The Counseling and Psychological Services (CPS) Center, 470-578-6600 is located on the second floor of Kennesaw Hall. The Center has eleven professional counselors available to work with students who have mental health problems and issues associated with alcohol and/or drug abuse. At present one CPS counselor is designated as the Substance Abuse Specialist and has been certified in Prime for Life. For counseling matters directly related to AOD abuse and addiction, referrals are made to the Center for Young Adult Addiction and Recovery (CYAAR) where counselors are on hand specializing in misuse, addiction and recovery. Counselors specializing in Substance Misuse and Addiction co-lead an alcohol and other drug class for students found responsible for first time alcohol and/or other drug related code of conduct violations as mandated by the Department of Student Conduct and Academic Integrity. CPS and CYAAR also perform in-house evaluations for alcohol and drug abuse and use the SASSI-3 Substance Abuse Subtle Screening Inventory for alcohol abuse screening. CPS and CYAAR maintain a listing of referral agencies for off-campus assistance when such assistance is more appropriate. CPS and CYAAR services are available to all enrolled students. Two counselors currently serve as co-facilitators for the campus AOD Education and Prevention Coalition. This coalition provides many AOD services including writing of AOD campus policies, conducting research and grant writing, assessing environmental issues and establishing AOD educational programs.

- The Center for Young Adult Addiction and Recovery (CYAAR) is located on the second floor of University College. The Center provides a safe environment in which students struggling with and recovering from substance misuse and addiction can find professional and peer support. CYAAR is home to the Collegiate Recovery Community (CRC), a peer recovery community which supports multiple on-campus 12 step meetings, SMART recovery and ANAD. In addition, there is an open monthly meeting called Celebration Recovery on the third Monday of the month where students in recovery share their story. CYAAR provides Alcohol and Other Drug education in any university settings and trains peer educators to present AOD prevention and education to the incoming freshman class. To date, CYAAR has presented to the Greek Life, Student Athletes, and other at-risk populations. Clinical professionals provide education and Screening Brief Intervention and Referral (SBIRT) services. The telephone number is 470-578-2538 or email [recovery@kennesaw.edu](mailto:recovery@kennesaw.edu).
- The Department of Human Resources, 470-578-6030, is located in the Campus Services Building. The Drug-Free Workplace coordinator is the Assistant Vice President of Human Resources. Employee Assistance Programs (EAP) relating to drug and alcohol abuse are available for KSU employees (staff and faculty). KSU's EAP is provided by Horizon Health and may be accessed 24 hours a day, toll free, at 1-877-851-1631. Additional information can be found at [web.kennesaw.edu/hr/content/eap\\_employee\\_assistance\\_program](http://web.kennesaw.edu/hr/content/eap_employee_assistance_program).
- The Wellness Center, 470-578-6394, is located in the Student Recreation & Wellness Center (3), Room 131. The mission of the Center for Health Promotion and Wellness is to improve the health and well-being of students and employees through awareness and education. The Center encourages students and employees to assume more responsibility for their health and well-being. The Center's primary goal is to enhance and provide a balance in the intellectual, emotional, physical, social, environmental, and spiritual development of the whole person. They also strive to provide an environment that is supportive of positive health practices. Programming focuses on helping students and employees reduce lifestyle risk factors. The Wellness Center participates each year in National Collegiate Alcohol Awareness week in October, sponsoring many interactive programs designed to educate students, faculty, and staff to issues associated with alcohol use and abuse. The Center also received Young Adult Program grants from the Georgia Governor's Office of Highway Safety since 2008. This grant is used to promote education and awareness to young adults about safety issues, such as but not limited to, underage drinking, impaired driving, destructive decisions, and other high risk behaviors in order to decrease crashes, injuries, and fatalities in young adult drivers and passengers.
- The KSU Health Clinic, 470-578-6644, is located on Campus Loop Road, House 52, across from University Place Housing on the south part of campus. There is also a satellite office located near the residence halls on the north part of the campus: The Village Same Day Appointment Clinic, Village Suites (37). The clinics provide services to all KSU students. Alcohol and drug use and abuse programming is presented in conjunction with the Wellness Center. A query is made regarding alcohol and drug use as part of the student's initial health assessment and is reviewed by medical professionals at the time of student's visit to the clinic. Medical professionals provide education regarding prevention and assist students with referrals for treatment in the community.
- The Department of Residence Life, 470-578-4388, is located in the University Village Suites (38) to better serve the residential population, and in particular the first-year residents. The office is on the terrace level of the 3000 Building of the University Village Suites (38), Room 3051. It provides AOD education to residential students on a continuing basis throughout the year through programs presented in both small and large group settings.
- The Department of Public Safety, 470-578-6206 (non-emergency number), is located in Public Safety (20) near the West Parking Deck. The Department also has established a community policing office, the North Precinct, located in building 6000 of University Village residential housing, adjacent to the North Deck parking area. There is also an East Precinct located at the KSU Stadium. The KSU police are a co-sponsor of annual National Collegiate Alcohol Awareness week in October and will speak to groups or classes upon request about safety and alcohol and drug awareness issues.

#### **VI. Annual Distribution of KSU Drug and Alcohol Policies Required**

The Office of the Dean of Student Success is responsible for ensuring that Kennesaw State University's Drug and Alcohol Policy is distributed annually to each student and employee (faculty and staff).

# Environmental Health and Safety

## **KSU Position Statement on Environmental Awareness**

Kennesaw State University endeavors to encourage, in each student, faculty, staff member, and the community, a respect for the worth of the environment and a desire and capacity to recycle, to conserve energy and to take other measures to help conserve limited resources. This institution focuses on developing an environmental ethic that promotes excellence, responsibility and stewardship in environmental affairs and is committed to educating the community about environmental issues.

## **Department of Environmental Health & Safety Mission Statement**

It is the goal of Kennesaw State University to protect employees and property of KSU and to provide safe work places. To this end, the Department of Environmental Health and Safety will ensure compliance with local, state, and applicable federal codes, provide technical assistance, conduct routine facility audits and empower employees through training in hazard recognition and accident prevention.

## **KSU is a Restricted Smoking Campus**

Smoking is prohibited on campus. For more information, go to the University System of Georgia Board of Regents smoking policy located at: [usg.edu/tobaccofree/](http://usg.edu/tobaccofree/).

# Protocols for Medical and/or Psychological Withdrawals

These protocols apply to any student who withdraws from the University for medical or psychological reasons. These protocols are used to help transition a student to a safer and/or more conducive environment when remaining at the University is not in the best interests of the student or the university community. The University encourages a student to withdraw voluntarily when medical conditions or psychological distress make a withdrawal necessary and seeks to ease that transition and potential eventual return to the University. In those times where encouragement to the student to withdraw voluntarily has not been successful, involuntary withdrawal under these protocols may be implemented. A Dean of Students Medical Withdrawal Hold will be placed on the account of any student who withdraws for medical or psychological reasons.

## **I. Student-Initiated Withdrawal**

Students may voluntarily withdraw from the University for any reason prior to the Deadline to Withdraw Without Academic Penalty. The dean of students (or designee) may grant a medical withdrawal after the Deadline to Withdraw Without Academic Penalty has passed to students who are able to demonstrate medical or psychological reasons by clear and convincing evidence. Grade appeals for any reason and withdrawals for other forms of hardship (i.e., not related to physical or mental health) are addressed through other policies and procedures. Requests made after grades have posted or after the designated submission deadline for that term will be referred for appeal through other policies and procedures. Except under unusual circumstances, withdrawals for medical or psychological reasons must be made for all courses. An approved medical or psychological withdrawal will result in a grade of W for all courses and the procedures for tuition and fee reimbursement outlined in the KSU Catalog will be followed. Medical withdrawals will be granted for a specified period and return may be contingent on the satisfaction of certain conditions. A student withdrawal agreement will specify the reasons for and period of withdrawal, detail any conditions necessary for reinstatement, and provide that a hold will be placed on the student's registration status until the student is eligible for reinstatement.

## II. University-Initiated Withdrawal

If a student is behaving in a way that is threatening to the life, health, safety, or welfare of any member of its community, the dean of students (or designee) may initiate these procedures. The dean of students (or designee) shall determine, after an individualized assessment, what behaviors warrant invoking this procedure.

The first step will be to determine an appropriate initial action. The primary alternatives for initial action are as follows, but these do not preclude other actions based on a specific situation.

1. Continue at the university with no restrictions. The university may take no action if it is decided, based on review of the referral information or other information presented, that the student may be allowed to continue with no restrictions. In those cases, care should be taken to provide opportunities for the student to be advised of accommodations and supportive services that are available. In cases where there are conduct actions pending, those actions should go forward.
2. Continue at the university pending further proceedings. The university may require that the student meet certain conditions regarding the student's behavior over a specified period of time if he/she is to remain enrolled. Such conditions here could include, for example, stopping classroom disruptiveness, or continuing only if the student avails him or herself of supportive services or accommodation arrangements. Failure to comply with the conditions, coupled with further disruptive behavior, may result in having additional conduct complaints added to any that were previously pending or deferred.
3. Remaining enrolled at the university subject to conditions but without eligibility to remain in campus housing. Under certain circumstances, where other students' living and learning environment is very likely to be disrupted by a student's behavior, the director of residence life will have the option of allocating alternative and more suitable living accommodations if such are available, or removing a student from campus housing on an interim basis.
4. Interim Suspension. When in the judgment of the dean of students (or designee) the continued presence of a student presents an immediate danger to the life, health, welfare, safety or property of any member of the KSU community, the student may be subject to an immediate change in status. This may include an immediate denial of campus housing and/or suspension from the University.

## III. Standard for Interim Suspension

Interim suspension, under these protocols, may be imposed by the dean of students (or designee) when necessary to (a) protect the health and safety of a student or of the community, when investigating a conduct violation, (b) to allow time for a behavioral mental health assessment or evaluation, or (c) when a student fails to participate in the process. Interim suspension will be used for periods of time pending a hearing for a Code of Conduct violation or Involuntary Withdrawal.

### A. Interim Suspension Review

Students who are suspended on an interim basis may petition the dean of students (or designee) for a review to show cause why they should not be suspended on an interim basis. This proceeding will be limited to:

1. the reliability of the information concerning the student's behavior;
2. whether the student's behavior poses a danger of causing serious harm, damage or disruption;
3. whether additional information has become available, such as the results of a behavioral mental health assessment or evaluation.

In the event that a student does not or is unable (e.g., incarcerated, hospitalized) to initiate a review, the dean of students (or designee) will conduct an administrative review of the available evidence within five business days of the initiation of the suspension. The sole decisions to be made at the review are whether interim suspension should be continued or modified, and whether medical withdrawal should remain in consideration.

## **IV. Standard for Involuntary Medical/Psychological Withdrawal**

The University may withdraw a student if it is determined, by a preponderance of the evidence (that it is more likely than not) that the student is engaging in or threatening to engage in behavior which (a) significantly disrupts the campus community, (b) constitutes a threat to the life, health, safety, or welfare of any member of the campus community, (c) renders the student unable to engage in basic required activities necessary to obtain an education (including, but not limited to, the inability to attend or complete academic courses or coursework; or, when considered with other facts, the inability to attend to the student's own basic, daily hygienic requirements), or (d) substantially impedes the lawful activities of others.

### **A. Standard for Separating a Student on the Basis of Behaviors Resulting from a Condition of Disability**

Students who have self-disclosed and provided documentation to the University of a disability that meets the requirements of KSU and the University System of Georgia are afforded the rights and protections defined in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. A student who is under consideration for involuntary medical/psychological withdrawal may request that the dean of students (or designee) consider whether the documented disability is a significant factor in the behavior in question.

If a student has a disability that has been properly recognized by the University, and the student engaged in behavior that is deemed disruptive but not likely to lead to imminent harm, the University may provide reasonable accommodations in an effort to mediate the effects of the disability on the student's participation in University programs. The dean of students, in consultation with other professionals, will develop an accommodation plan that affords the student a reasonable opportunity to continue at the University while supporting the need to maintain an academic environment that is orderly, civil, and conducive to learning.

If the student continues to cause significant disruption to the University environment even with appropriate accommodations, the student may be subject to involuntary withdrawal proceedings as defined above.

### **B. Status of Code of Conduct Proceedings**

If the student has been accused of a violation of the Conduct Code, but it appears that the student is not capable of understanding the nature or wrongfulness of the action, this medical withdrawal policy may be activated prior to issuance of a determination in the conduct process.

If the student is ordered to be medically withdrawn from the University, or another action is taken under these provisions following a finding that the student's behavior was the result of a lack of capacity, such action terminates the pending conduct action. If the student is found not to be subject to medical withdrawal or other action under this section, conduct proceedings may be resumed.

### **C. Referral for Assessment or Evaluation**

The dean of students (or designee) or Behavioral Response Team may refer or mandate a student for evaluation by a campus or independent licensed psychiatrist or psychologist (LPC, LCSW, etc.) chosen or approved by the institution if it is believed that the student may meet the criteria set forth in this policy or if a student subject to conduct proceedings provides notification that information concerning a mental/behavioral disorder will be introduced. The referral for evaluation will require the student to provide the results to the appropriate administrators.

Students referred or mandated for evaluation will be so informed in writing with personal and/or delivery via KSU student email, and will be given a copy of these standards and procedures. The evaluation must be completed within five business days from the date of the referral letter, unless an extension is granted by the Dean of Students (or designee). A student who fails to complete the evaluation in accordance with these standards and procedures, or who

fails to provide the evaluative results to the appropriate administrators, may be withdrawn on an interim basis, or referred for conduct action, or both.

## **V. Involuntary Medical Withdrawal Hearing Procedures**

If the medical evaluation or administrative assessment supports the need for medical withdrawal, a hearing will be scheduled before the dean of students (or designee) who may consult with appropriate medical or mental health professionals (e.g., representatives of Counseling & Psychological Services or Student Health Services). The student will be informed via the KSU student email account, which is the official means of communication between the university and its students. The student will be given at least two business days prior to the hearing to independently review the psychological or psychiatric evaluation and any other evidence that will be presented in support of involuntary withdrawal. In addition, the student will be notified of who is expected to present information at the hearing, and is expected to notify the dean of students (or designee) in advance of any witnesses the student expects to bring. The student is entitled to call medical experts or other expert witnesses, and the university may do so as well. The student may consult with an advisor throughout this process, and the dean of students (or designee) has the discretion to permit an advisor to be present at the hearing. The role of the advisor is to advise rather than actively represent the student.

If the evaluation does not support medical withdrawal, the dean of students (or designee) will notify the student within five business days. If other action is pending, the appropriate individuals will be notified and will proceed with their actions. The student and the student's representatives may present information for or against involuntary medical withdrawal and will be given the opportunity to ask questions of others presenting information. The hearing will be conversational and non-adversarial; however the dean of students or other designated person in charge of the hearing will exercise active control over the proceeding, to include deciding who may present information. Formal rules of evidence will not apply. Anyone who disrupts the hearing may be excluded.

A written decision will be rendered by dean of students (or designee) within five business days, stating the reasons for its determination. The decision will be delivered via the KSU student email account. If the student is withdrawn, the notification will include information concerning when reapplication may be made, as well as specifying any conditions of reinstatement. The decision of the dean of students, or designee, is subject to appeal to the vice president for student affairs. A recording of the proceeding will be kept.

## **VI. Appeal**

A decision in favor of withdrawal can be appealed within five business days of the issuance of the written decision of withdrawal. The withdrawal takes effect immediately unless otherwise specified. Appeal requests must be in writing and will be delivered to the appeals officer, who is the vice president for student affairs (or designee).

If the appeals officer determines that one of the three bases for appeal, below, has been met, a review by the appeals officer will be conducted, at the discretion of the appeals officer. This is the final level of review in the matter.

Except as required to explain the basis of new information, appeals are typically limited to review of the record or transcript of the initial hearing and supporting documents. At the discretion of the appeals officer, witnesses may be called, or a rehearing held, for one or more of the following purposes:

1. There were procedural errors in the process (a procedure error occurs when there is not substantial compliance with KSU policies and procedures as published on the KSU website);
2. Significant new information or evidence becomes available that was not available or known to exist as of the hearing date and that evidence would likely have influenced the original decision;

3. There were substantive errors in the decision (a substantive error occurs when there was no evidence to justify a withdrawal decision or other means of supporting the student that may have prevented the need for withdrawal were not adequately considered).

The vice president of student affairs (or designee) may support or change a decision and/or modify a withdrawal determination, making changes only if a compelling justification to do so exists. The appeal outcome will be communicated via the student's KSU email account and will typically be issued no more than five business days after the appeal is requested.

## **VII. Reinstatement**

A student seeking reinstatement who has been medically withdrawn must petition the dean of students (or designee) for reinstatement. In evaluating whether a student should be reinstated, the dean of students (or designee) shall conduct an individualized assessment of whether the student is qualified, from a health and safety perspective, to rejoin the university. Return to the University may be conditioned upon the receipt of information deemed necessary to evaluate a student's qualifications. This includes, but is not limited to, medical evaluations, the release of relevant medical records, compliance with treatment plans, a demonstrated ability to meet the academic and conduct standards, and interviews with school officials.

In addition to the information that a student seeking reinstatement submits, the university may require the student to undergo an evaluation by a licensed physician or psychologist (LPC, LCSW, etc.). The results of such evaluation must be disclosed to appropriate university personnel.

In addition to any requirements set forth by the University for reinstatement under these protocols, the general readmission policies and procedures of the University will be followed, along with any academic college, department, or program specific policies and procedures. A medical withdrawal is not considered a conduct action, though a prior medical withdrawal may be considered in subsequent conduct hearings involving the student.

## **Student Services and Activities**

### **Division of Student Affairs**

The Division of Student Affairs offers a variety of programs, services and activities that assist and enhance student success. The areas included in this division are the Dean of Students, Advancement, Career Services Center, Sports and Recreation, Residence Life, Student Involvement, Student Development, Student Success Services, Global Learning Scholarship, Center for Student Leadership, Student Conduct and Academic Integrity, and Planning and Assessment.

### **Office of the Dean of Students**

The Dean of Students is a key advocate and resource for students who need assistance resolving a challenge or seeking guidance on a variety of matters related to their student success. The formal roles of the Office of the Dean of Students include oversight for the Student Handbook, student conduct and academic integrity, problem resolution, behavioral

and crisis response, administrative emergency withdrawals, policy review and compliance, voter registration and education, emergency retention scholarship, and student advocacy and support. The Dean of Students chairs the university Behavioral Response Team, chairs the Homecoming Strategic Planning Committee, co-chairs the Alcohol, Tobacco and Other Drug (ATOD) Education and Prevention Coalition, oversees the Who's Who Among Students in American University and Colleges selection process, and serves as advisor and parliamentarian for the Student Activities and Budget Advisory Committee (SABAC). The Dean of Students is also an integral member of numerous university-wide initiatives and collaborations, including AASCU's American Democracy Project (ADP), NASPA's Civic Learning and Democratic Engagement (CLDE) initiative, and co-liaison for the Gardner Institution Foundations of Excellence in the First Year Experience study. For more information visit [kennesaw.edu/deanofstudents](http://kennesaw.edu/deanofstudents).

## Behavioral Response Team

Kennesaw State University seeks to foster a proactive climate of care that can only be achieved through cooperative input from the entire community. To that end, KSU has created a Behavioral Response Team (BRT) that takes a planned approach to identifying and assisting individuals who are distressed and/or exhibiting abnormal, threatening, or dangerous behavior. Through early identification, the team can connect individuals of concern with the resources they need to succeed and hopefully prevent crises. The BRT is a multidisciplinary team that meets regularly to assess and manage concerns that have been brought to the attention of the team. The team provides consultation to individuals and department, outreach to the community, and coordinates a host of resources, such as the online "At Risk" training, to help better prepare faculty, staff, and students to assess and respond to individuals in crisis. The BRT is chaired by the Dean of Students, and includes representatives and consulting members from counseling and psychological services, health services, academic affairs, public safety, residence life, and student conduct and academic integrity, human resources, legal affairs, student disability services, and strategic safety and security. For more information visit [kennesaw.edu/brt](http://kennesaw.edu/brt).

## Career Services Center

The Career Services Center provides a variety of opportunities and experiences which empower the students and alumni of KSU to broadly explore career fields and successfully pursue their career goals. The Center is located on the second floor of Kennesaw Hall, Suite 2617. The phone number is 470-578-6555.

Services provided include:

- Resume writing assistance
- Experiential learning opportunities (Cooperative Education and Internships)
- Videotaped practice interviewing
- Career search strategies
- Internet career search assistance: <http://www.kennesawstatecareerservices.com>
- OwlLink (Internet system which enables the student to create a resume and upload it to the Career Service database for referral to employees)
- OwlLink Jobs Postings: (Hundreds of positions of all types are posted on the OwlLink system each semester -- employers who reach out to KSU are directed to this site, so that students and alumni have a hub for beginning their job search)
- Current listings of government, educational, social service and communication opportunities
- Information on thousands of companies, and advisers who work closely with major-specific industry partners

- On-Campus recruiting (hundreds of companies interview graduating students and alumni in our office in Kennesaw Hall for available positions each year, including internships and co-ops)
- Career Fairs and Events: Four major career fairs are held each year: two general career fairs (one in each semester), an accounting career fair, and a teacher career fair. The Center also offers a host of smaller events throughout the year that allow students to interface with employers in relevant areas.

## Cooperative Education and Internships

The Cooperative Education and Internship programs offer students work experience relevant to their majors. Most employers want students with practical experience and often prefer to hire those who have worked with them and others through internships or co-ops.

Co-op classes are taken on a pass/fail basis only; thus the grade of "S" or "U" will be assigned. The internship grade structure depends on the academic department involved. Students should check with the Career Services Center for more information about these programs. Co-op and internship course credit may be used as general elective credits in most majors. Students should see their academic advisor for information regarding co-ops and Internships applicable to their major.

## Department of Sports & Recreation

Participating in sports and recreation programs can be one of the most fun and memorable experiences at Kennesaw State. The programs provide an opportunity to compete at various levels, improve leadership skills, socialize, develop positive fitness practices, cultivate a connection to the university, explore the outdoors, and just have fun. The Department of Sports & Recreation is responsible for programming intramural sports, club sports, outdoor adventures, fitness classes, personnel training, aquatics, special events, and summer camps. Program schedules and facility hours are available at the beginning of each semester. Additionally, a semester program guide listing upcoming events provides students an opportunity to plan the activities they wish to participate in. Recreation facilities are available on both the Kennesaw and Marietta campuses with hours that allow convenient access to workout facilities or participation in a pick up game before, between, or after classes. Visit our website for more information about our programs and facilities, [kennesaw.edu/sportsrec](http://kennesaw.edu/sportsrec). We offer competitive sports, informal recreation, fitness activities, outdoor adventure activities, aquatic offerings, and special events. Students need a valid KSU ID and a completed waiver/release form to begin participating.

In addition to the many activities, the Department of Sports & Recreation employs a number of students for various jobs. Student staff positions range from fitness floor attendants to sport officials. There are many benefits to working on campus, such as registering early for classes, keeping a parking space between classes and earning extra money while on campus.

## Club Sports

Club Sports at Kennesaw State University are designed to provide opportunities for students of the university community to participate in a variety of sports and recreational activities. Club Sports are organized and conducted by students under the direction of the Department of Sports and Recreation. A Club Sport must be active and approved through the Club Sports office. Each club is formed by individuals with a common interest in a sport or activity that exists to promote and develop interest in that particular activity. Clubs may be instructional, recreational, competitive, or some combination thereof. Characterized by being student-initiated and student-managed, the basic structure of clubs allow members numerous opportunities for leadership and decision-making. The actual success and strength of each club is dependent on effective leadership of the officers and the degree of involvement of its club members.

Kennesaw State University currently has approximately 40 active clubs. New Clubs are regularly added based on current student interest and desire to facilitate the process. All participants in the Club Sport teams must be KSU students and maintain a MINIMUM 2.0 GPA and be in good academic standing. Club Sports offer students the opportunity to meet new people, stay fit, be involved at KSU and build lifelong friendships.

KSU Club Sports compete against other local and regional team that might include the University of Georgia, Georgia Tech, Emory, Duke, Clemson, Alabama, Mercer, Auburn, Georgia Southern, University of Tennessee and many more. A club's participants must meet any financial obligations, including insurance and playing expenses.

Please visit [ksuclubsports.com](http://ksuclubsports.com) to get additional information or contacts for individual teams.

## Housing and Residence Life

"Life in Residence" is all about opportunities that you won't find anywhere else. Kennesaw State University Housing offers distinct communities staffed by University Housing personnel who provide student support services through social and educational programs, leadership development, crisis intervention, and conflict resolution. All on-campus residents have private bedrooms and two-thirds of our residents have private bathrooms. Our diverse communities - KSU Place, University Place, University Village, University Village Suites, Hornet Village Suites, Howell Hall, Austin Residence Complex, Commons Apartments, Courtyard Apartments, and Special Interest Houses - offer a variety of apartment- or suite-style floor plans with units that are fully furnished and with individual secure access. For more information visit [kennesaw.edu/housing](http://kennesaw.edu/housing), email [housing@kennesaw.edu](mailto:housing@kennesaw.edu), or call 470-578-4388.

## Department of Student Involvement

The Department of Student Life ([ksustudent.com](http://ksustudent.com)) provides an open, comfortable, engaging place that promotes student success and personal growth. The Department of Student Life exists to create well-rounded extracurricular life for students at Kennesaw State University. The department provides support for most of the programs and services funded with the student activity fee and strives to promote student involvement by informing students of the opportunities available to them. By encouraging students to be involved in student activities, the goal is for them to learn how to plan and execute activities and how to work cooperatively and collaboratively with other groups and constituencies on campus.

General services provided by the Department of Student Life include oversight of the Student Center, operation and staffing of the Game Room, management of student activity budgets, reservations of campus space for registered student organizations (RSOs), campus Lost and Found, and support for over 200 RSOs. The Department of Student Life specifically oversees all RSOs, the Office of Fraternity and Sorority Life (OFSL), the Kennesaw Activities Board (KAB), the Student Government Association (SGA), all spiritual and faith-based student organizations, and the student media outlets: Owl Radio, The Sentinel student newspaper, Talon Feature Magazine, and Share Literary and Art Magazine.

## Registered Student Organizations

Kennesaw State's RSOs are organized into several categories: academic, communications/media, fraternity/sorority, faith-based/spiritual, graduate, honorary, military, multicultural, global, performance/fine arts, political/social, pre-professional, and special interest. For a complete list, visit [ksuclubs.com](http://ksuclubs.com). OwlLife ([owllife.kennesaw.edu](http://owllife.kennesaw.edu)) is our personalized Collegiate Link, a database that chronicles student organization profiles, membership rosters, budgets, and

events, as well as other engagement opportunities from around campus. OwlLife will make it easy for clubs to recruit members and for students to join a group. All student clubs and organizations must be registered with updated information on OwlLife in order to be recognized. The majority of student organization communication will be through OwlLife, so ensure that you are checking the events, announcements, and opportunities posted often.

## **The Office of Fraternity and Sorority Life**

Kennesaw State University is home to 20 national fraternities and sororities, each of which fall under one of three umbrella Greek Councils: Interfraternity Council (IFC): Delta Tau Delta, Delta Chi, Theta Chi, Kappa Sigma, Pi Kappa Alpha, Pi Kappa Phi; Panhellenic Conference (PH): Delta Phi Epsilon, Phi Mu, Gamma Phi Beta, Alpha Omicron Pi; National PanHellenic Council (NPHC): Alpha Kappa Alpha, Delta Sigma Theta, Zeta Phi Beta, Sigma Gamma Rho, Alpha Phi Alpha, Omega Psi Phi, Phi Beta Sigma, Kappa Alpha Psi; and the Multicultural Greek Council (MGC): Lambda Theta Phi, Lambda Theta Alpha, and Sigma Sigma Rho. The OFSL also oversees two national honor societies for fraternity and sorority students: Order of Omega and Gamma Sigma Theta. For more information, please visit [ksugreeks.com](http://ksugreeks.com).

## **The Kennesaw Activities Board (KAB)**

KAB is a student organization that has responsibility for providing a wide variety of programming for the entire campus. Events include: Chautauqua Lecture Series, Homecoming, CineKab (free movie rental), Theme Weeks, KSU Day, Comedy/Musical Shows, and other events throughout the year. For more information, please visit <http://ksukab.wix.com/ksukab>.

## **The Student Government Association (SGA)**

SGA is the "Voice of the Students" at KSU to the administration and the Board of Regents. SGA makes decisions and recommendations on any issue that affects students at KSU. SGA representatives serve on campus-wide committees and represent all academic colleges and various KSU student constituencies. SGA meetings are open to all KSU students. While most SGA positions are elected, the SGA president appoints some positions. All students are welcome to attend SGA meetings, which occur Thursdays at 3:30pm during fall and spring semesters. There are at least two SGA meetings held during summer semester. For those who are interested in being a part of the SGA and need more information, please visit [www.ksusga.com](http://www.ksusga.com). SGA is advised by the Assistant Director for Student Involvement.

## **Student Media**

Four student media organizations provide opportunities for students to write, edit, photograph, and create designs, web pages and radio broadcasts for experience, academic credit or for pay. The Sentinel, KSU's weekly newspaper, covers campus news, sports and student opinion. Talon, KSU's feature magazine, captures student life through photos and stories. Share, the student literary and art magazine, provides a publishing outlet for the creative talents of KSU students. OWL Radio allows students to gain experience on and off the air with KSU's Internet streaming radio station. Experienced students are welcome as well as those who are willing to learn on the job. All students are welcome to explore KSU Student Media and get involved. The Associate Director of Student Life advises student Media. For more information, please visit the website [kennesaw.edu/ksumedia/](http://kennesaw.edu/ksumedia/).

## **The Department of Student Development**

Location: Carmichael Student Center, Room 267

Phone: 470-578-6443

Website: [kennesaw.edu/stu\\_dev](http://kennesaw.edu/stu_dev)

The Department of Student Development coordinates support services, programs, and activities to enrich the college experiences of targeted student populations, including multicultural students, international students, adult learners, GLBTIQ students, and students with disabilities. The department also provides an avenue for individuals to engage in volunteer service in the community through Volunteer Kennesaw State University (VKSU). Through four satellite centers - the Cultural Awareness and Resource Center, the Lifelong Learning Center, the GLBTIQ Resource Center, and the Global Village - students are provided gathering spaces that feature a broad array of information; access to computers and other equipment; tutoring support (in some centers); and knowledgeable, friendly support staff to ensure that students have a positive and supportive "home" on campus.

Odyssey is a peer-mentoring program which is also coordinated through Student Development. Odyssey helps first-year and new transfer students make a smooth transition to college life at KSU by pairing them with a qualified peer mentor.

## **Adult Learner Programs**

Location: Carmichael Student Center, Room 261

Phone: 470-578-6701

Website: [kennesaw.edu/stu\\_dev/alp/](http://kennesaw.edu/stu_dev/alp/)

Adult Learner Programs (ALP) is a comprehensive academic support unit committed to improving the retention, progression, persistence and graduation of nontraditional, adult learner, and commuter students. ALP seeks to enhance the university experience by providing a community of support for students returning to college or starting college later in life.

The Lifelong Learning Center (LLC), which receives over 25,000 visits each academic year, is a multifaceted resource center for students. The LLC facility features a computer lab, a networking area for group and individual study, a kitchenette, a 55 inch TV with cable and a free phone/fax for business purposes. Programming initiatives are designed to improve academic skills and increase student engagement in the form of adult learner orientations and seminars, award and recognition ceremonies, family fun days, and a graduation recognition ceremony. Services in the LLC include academic tutoring, precollege transition services, walk-in workshops, advising, mentorship, and financial supplement programs.

## **Student Disability Services**

Location: Carmichael Student Center, Room 267

Phone: 470-578-2666

Website: [kennesaw.edu/stu\\_dev/sds](http://kennesaw.edu/stu_dev/sds)

Student Disability Services provides program accessibility and reasonable accommodations for persons defined as disabled under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990. In order to make arrangements for services, students must make an appointment with the Office of Student Disability Services to develop an individual assistance plan. Certification of disability is required. Academic accommodations and services may include handicap-accessible parking spaces, testing accommodations, sign language interpreters, note taking

assistance, audio recording, alternate format text materials, adaptive computer software, etc. Eligible students deliver Faculty Notification Letters to instructors identifying the accommodations approved by SDS. Students should notify SDS in writing within 2 business days of any disagreement between the student and the faculty member if agreed upon academic adjustments are not provided. Students taking courses online or at sites other than the main campus should contact the SDS office by phone or email [nsanabria@kennesaw.edu](mailto:nsanabria@kennesaw.edu) to register and make arrangements. Accommodations and services at remote locations may require additional time to arrange, so please register early.

Student Disability Services provides academic coaching for registered students. Additionally, students are encouraged to join ABLE, a student organization that promotes advocacy and awareness of disability issues.

## **GLBTIQ Student Retention Services**

Location: Carmichael Student Center, Room 164

Phone: 470-578-7926

Website: [kennesaw.edu/stu\\_dev/glbtiq](http://kennesaw.edu/stu_dev/glbtiq)

Gay, Lesbian, Bisexual, Transgender, Intersex, Queer, and Questioning Student Retention Services (GLBTIQ SRS) creates and executes programs and services aimed at increasing visibility and awareness of GLBTIQ issues and experiences; offers advisement on best practices for GLBTIQ student populations; and collaborates with campus partners to foster an inclusive and welcoming campus environment for GLBTIQ students at KSU. Key services and programs include the Safe Space Initiative, LGBTQ History Month, Rainbow Graduation, the Stonewall Housing Community, and the GLBTIQ Student Resource Center.

The GLBTIQ Student Resource Center provides students with a safe space to establish and maintain community. The Resource Center functions as a visible hub connecting students with each other and additional programs and services available across campus. The Resource Center also boasts an extensive GLBTIQ library, lab computer, study space, and television for viewing representations of GLBTIQ identity in the media.

## **International Student Retention Services**

Location: Carmichael Student Center, Room 255

Phone: 470-578-4392

Website: [kennesaw.edu/stu\\_dev/isrs/](http://kennesaw.edu/stu_dev/isrs/)

The mission of the Office of International Student Retention Services (ISRS) is to provide international students with leadership, advocacy, guidance, out-of-class support, and personalized assistance during their academic career at Kennesaw State University (KSU). ISRS exposes international students to social, intercultural contacts, and helpful resources at KSU and the United States as a whole. Through ISRS's intentional assistance, services, and programs, students are aided in the achievement of their personal and academic goals. Programs and services include workshops and seminars, one-on-one cross-cultural advising, membership in the International Student Association, orientation programs, peer leader and mentorship program, tutoring services, immigration advising, and the Global Village.

The Global Village Resource Center creates out-of-class opportunities for American and international students to interact with one another in an environment that fosters global learning, social and interpersonal relationships, intercultural communication and awareness, and shared academic connections beyond the classroom. The Global Village provides a gathering place for internationally focused activities, tutoring, discussions, and exhibits. The Global Village also offers student computers, a resource library, study tables, kitchenette, satellite TV for cultural and international programs, and programming space for student events.

# **Multicultural Student Retention Services (MSRS)**

Location: Carmichael Student Center, Room 262

Phone: 470-578-6512

Website: [kennesaw.edu/stu\\_dev/msrs](http://kennesaw.edu/stu_dev/msrs)

Multicultural Student Retention Services caters to the domestic multicultural student population at Kennesaw State University. MSRS offers a variety of leadership and programming opportunities through student led-initiatives such as the Multicultural Programming Board. Under the umbrella of MSRS, there are a number of programs, services and activities that focus on the academic, social, and career development of students of color. MSRS also offers mentoring opportunities for students of color through the KSU PEOPLE mentoring program.

The Cultural Awareness and Resource Center (CARC), located on the second floor of the Carmichael Student Center in Room 262, hosts tutorial services, a computer lab, social/meeting area, and media resources that cater to the needs of African American, Latino/Hispanic American, Asian American, and Indigenous students.

# **Student Volunteer Service/Volunteer Kennesaw (VKSU)**

Location: Carmichael Student Center, Room 267

Phone: 470-578-6443

Website: [vksu.kennesaw.edu](http://vksu.kennesaw.edu)

VKSU is a campus based volunteer center matching KSU volunteers' interests with community needs. KSU students, faculty, staff and alumni who wish to volunteer can use our online system to help meet the needs of our community through volunteer service. VKSU partners with numerous agencies throughout the metro Atlanta area and offers various opportunities to get involved on and off campus.

VKSU sponsored events include: American Red Cross blood drives, Cobb Christmas Stuff-A-Bus food drive, monthly group projects, The Great Owl Reach: Because We Give A Hoot Homecoming event, Non-Profit Roundtable, KSU Day of Service and the annual Volunteer Fair. VKSU also serves an educational role by providing practical opportunities for students to explore career options and experience volunteer services in their major fields of interests.

VKSU also houses the Federal Work Study (FWS) Program. FWS is a collaboration between Financial Aid and Student Development. Students who have been determined to be eligible may be employed on campus as Student Assistants. The FWS program also places eligible student in off campus sites under the America Reads Program and in local community service organizations.

More information regarding FWS can be obtained at [kennesaw.edu/stu\\_dev/fws](http://kennesaw.edu/stu_dev/fws).

# **Student Success Services**

Student Success Services (SSS) is a comprehensive service center where students obtain help with educational, career, and personal concerns from a trained staff of counselors, specialists, and advisors. Such assistance is intended to support Kennesaw State University's academic programs by offering relevant resources that contribute to personal

development, enhance academic success, and facilitate career skills. Student Success Services ([kennesaw.edu/studentsuccess](http://kennesaw.edu/studentsuccess), 470-578-6600) includes Counseling and Psychological Services, Disabled Student Testing, Student Athlete Success Services, Center for Young Adult Addiction and Recovery, Parent and Family Association, Behavioral Response Program, Alcohol and Other Drug Prevention Coalition, Campus Awareness, Resource and Empowerment Center, Veterans Resource Center and Women's Resource and Interpersonal Violence Prevention Center.

## **Counseling and Psychological Services**

Counseling and Psychological Services (CPS) and Testing Services office provides a resource area available to all students without appointment. We are located in KH, rm. 2401. The reception area is primarily a waiting area for visitors scheduled to meet with the professional staff. In addition, it houses a number of supporting resources:

Computers with software or Internet links for career self-assessments, including PinPoint, Georgia Career Information Center (GCIC), and links to the Occupational Outlook Handbook (OOH).

CLEP study guides and GRE, GMAT, LSAT, and MCAT information brochures.

Career and personal counseling books, brochures, and pamphlets.

Study skills handouts.

Information about how to sign up and take online career exploration instruments (MBTI, SII) for a small fee.

Contact us:

470-578-6600

Kennesaw Hall, Room 2401

## **Testing Services for Students with Disabilities**

Testing Services for Students with Disabilities serves the University by providing reasonable testing accommodations to students with verified disabilities who are enrolled in KSU courses. By creating an appropriate space for completing exams, Testing Services for Students with Disabilities aims to make education accessible for students with disabilities. Testing Services mission is to serve both students and faculty through a well-defined process that ensures confidentiality and test security.

To contact us:

470-578-3197

[testing@kennesaw.edu](mailto:testing@kennesaw.edu)

Kennesaw Hall, Room 2401

## **Student-Athlete Success Services**

Kennesaw State University participates in NCAA athletics, and sponsors 16 sports at the Division I level with over 400 student-athletes. The SASS staff is responsible for monitoring the academic progress of these student-athletes to ensure their academic eligibility to participate. Student-athletes receive assistance such as advising, study skills, tutoring, mentoring, orientation and registration. Through athletics, Life skills programming is offered as well as opportunities to

volunteer for community service. SASS is located in Building #65 at the corner of Big Shanty and Campus Loop Road and can be reached at 470-578-2402.

## **Center for Young Adult Addiction and Recovery**

The Center for Young Adult Addiction and Recovery (CYAAR) supports and encourages addiction recovery and wellness by providing programs and engaging in collaborative research and education.

The CYAAR helps students struggling with and recovering from addiction and provides education and intervention services for the entire campus. The CYAAR creates campus and community collaborations aimed at addiction education, young adult treatment and recovery research. The Collegiate Recovery Program and Community supports students in recovery from addiction by providing a peer based community, hosting recovery meetings, academic coaching and a safe and nurturing environment.

For more information please email us at: [recovery@kennesaw.edu](mailto:recovery@kennesaw.edu) or call 470-578-2538. We are located in the University College Building, room 2403

## **Parent and Family Association**

Provides parents with timely information about Kennesaw State University services, programs and opportunities that could further their child's academic success and wellbeing as well as benefit members of their family.

Promotes meaningful engagement of parents and families in the life of campus by developing programs and events of interest to parents, especially those that would help with the transition to college.

Affirms the important role parents and families play in the educational lives of their students.

Membership includes consistent online communication, opportunities to participate in campus events such as musical performances, lectures, sporting events, the annual Parent & Family Weekend along with discounts in and around the University.

To contact us:

470-578-6219

[KSUOrientation@kennesaw.edu](mailto:KSUOrientation@kennesaw.edu)

Student Center, Room 156

## **Alcohol and Other Drug Education and Prevention Coalition**

Mission Statement: Engage the university community to make responsible and educated choices about alcohol and other drugs in support of the standards of the KSU community.

Goals

To provide and support clear AOD policies for the campus community (students, faculty, and staff) in order to promote an educational environment free from alcohol abuse and other drug use

To develop and disseminate educational information for members of the campus community regarding alcohol and other drug issues in a collegiate environment for the purpose of prevention of alcohol abuse and other drug use

To make available counseling, treatment, and outside referrals if necessary to assist members of the campus community overcome AOD problems

To implement campus policies and activities that promote and reinforce health, responsible living, respect for community and campus standards, individual responsibility, and the intellectual, social, spiritual or ethical, and physical well-being of the members of the campus community

To work towards these goals in a purposeful and coordinated manner with planning, record keeping, and assessment overseen by one central office charged with this responsibility.

## **Campus Awareness, Resource and Empowerment Center (CARE)**

Homelessness can affect students in many ways. Along with not having a place to live, they struggle to find food and to meet their basic needs. KSU's "Campus Awareness, Resource & Empowerment Center" (CARE) is the campus single point of contact offering support for students dealing with hunger, homelessness, at-risk of being homeless and foster care. The CARE Center provides:

Case Management to assess needs, develop a care plan and link to services both on and off campus

Owl's Closet is a donation-based collection and referral service for clothing, toiletries, urgent linens and houses the campus food pantry, Feed the Future

Funding Resource assistance by providing on and off campus job referrals, exploring additional financial opportunities, etc.

Emergency/Temporary/Permanent Shelter referrals to local agencies near or surrounding the Kennesaw Area

Contact us:

470-578-6600

mstidum@kennesaw.edu

Kennesaw Hall, Room 2401

## **Parking and Traffic Regulations**

Updates available at [kennesaw.edu/cardservices](http://kennesaw.edu/cardservices)

### **A. Authority:**

Kennesaw State University adopts these regulations pursuant to the authority conferred upon the Board of Regents to regulate the University System of Georgia Campus Traffic, Official Code of Georgia Annotated (OCGA), Title 20. These regulations supersede all previous KSU Parking and Traffic Regulations pertaining to motor vehicle parking on campus.

**B. Application:**

These regulations apply to all persons operating motor vehicles at Kennesaw State University and become part of the terms and conditions accepted by all persons permitted to operate motor vehicles on campus. Students, faculty and staff shall not park any motor vehicle on campus unless qualified to do so under applicable state law and KSU regulations. The campus includes that property owned or leased by the Board of Regents and designated as Kennesaw State University. For the purpose of these regulations, a "motor vehicle" is a conveyance with two or more wheels propelled by an electric or fuel-burning motor.

**C. Display of KSU Parking Permits:**

All vehicles on campus must display a valid KSU parking permit unless parked in a designated visitor parking area. Vehicles without a valid permit will be ticketed and/or booted, and/or towed. Students should check [kennesaw.edu/cardservices](http://kennesaw.edu/cardservices) for specific information on parking permits. One-day passes are available as appropriate by visiting the Welcome Center at the visitor lot. It is the responsibility of all KSU employees and students to review and abide by the Parking Policies and Procedures.

**D. Parking Regulations:**

In order to facilitate a safe and orderly flow of traffic on campus, KSU adopts in full all the statutes and provisions of OCGA, Title 40, Article 10, regarding "Stopping, Standing and Parking." When appropriate, curbs may be painted yellow to designate restricted parking as set forth by Georgia law; however, the lack of yellow curbing or restricted parking signs is not a defense for those charged with violations of state or campus parking regulations. Parking is not permitted on the grass, on sidewalks, in driveways or any other area not designated for parking. Reserved parking areas include but are not limited to "faculty and staff reserved" lots, loading zones, visitor spaces and other areas marked reserved for specific persons or functions. Areas so marked are reserved at all times, unless otherwise specified. Drivers of private vehicles may use loading zones during actual loading and unloading of heavy or bulky material (30 minutes or less) with four-way flashers activated and a note with driver's name and location left on the dashboard.

KSU will vigorously enforce Georgia's "Parking Law for Persons with Disabilities" in accordance with OCGA 40-6-226. Drivers of vehicles parked in spaces designated for persons with disabilities must have valid license plate or display on their dashboard (in full view) or hung from their rear view mirror the official permit issued by the Georgia State Patrol for persons with disabilities.

An illegally parked vehicle may be impounded without notice and at the owner's expense if it presents a hazard to motorists or is obstructing traffic. Other vehicles subject to immediate impound include, but are not limited to, those parked in marked "Tow Away Zones," those parked in spots reserved for specific persons or for a numbered carpool, and those receiving three or more parking citations. A vehicle is subject to impound immediately upon receiving the third citation. Although the University assumes no liability for damage or losses incurred as a result of such impound, KSU parking shall attempt to inventory the contents of impounded vehicle(s) in order to account for any and all valuables contained therein. No attempt to gain entry for inventory purposes will be attempted when said vehicle(s) is locked with all windows secured. An impounded vehicle will be released to the legal owner upon presentation of proof of ownership. The legal owner of the vehicle is responsible for all towing and storage charges pertaining to the impound. Occasionally a driver will park illegally and then place an old or misappropriated citation on his/her windshield in an attempt to avoid a new ticket. To discourage this behavior, such vehicle is subject to immediate impound. The fine schedule for campus parking violations may be modified annually by KSU Parking and is made available through the Bursar's Office and on the parking web site. Unpaid fines may result in local sanctions, such as holds on class registration and release of records, and/or referral to outside collection agencies.

**E. Parking Citation Appeals:**

Information on appealing parking tickets may be found online at the website for the Department of Student Conduct and Academic Integrity [kennesaw.edu/SCAI](http://kennesaw.edu/SCAI). Information may also be obtained over the phone by calling the respective departments (470-578-3403 for SCAI or 470-578-6506 for the Department of Parking & Transportation). Please note that tickets must be appealed within fourteen (14) calendar days from the date on which they are issued; furthermore, any ticket not paid within thirty calendar days (whether appealed or not) may accrue a late fee as explained on the ticket.

**F. Traffic Regulations:**

1. Traffic safety on campus is everyone's responsibility. Students, staff and faculty are expected to obey all traffic laws and practice safe driving habits while operating motor vehicles at Kennesaw State University. The speed limit is 25 MPH campus-wide (unless otherwise indicated), except in parking lots where it is 5 MPH. The University is public property and all of the streets in and around campus are deemed public highways. Anyone operating a motor vehicle in violation of Georgia law may be required to answer charges in State Court.
2. Pursuant to the Official Code of Georgia Annotated, Title 20, the KSU Police are charged with enforcing traffic laws on campus. They are fully empowered to make traffic arrests for offenses committed within their jurisdiction. Questions regarding Uniform Traffic Citations may be addressed to the State Court of Cobb County, Traffic Violations Bureau.
3. KSU Police will investigate all motor vehicle accidents occurring on campus. For purposes of documentation, drivers are urged not to move their vehicles until after the arrival of an officer. Copies of accident reports are usually available on the fourth business day following the accident.
4. The Central Parking Deck is closed every weekend, unless otherwise announced. Gates are locked each Friday at 5:30 PM. Please remove your vehicle before 5:30 PM on Fridays. If your vehicle is locked in the Central Deck over the weekend, you may contact Public Safety at 470-578-6206.

#### **G. Parking Selection:**

All students wishing to park a vehicle on-campus or on an off-campus KSU parking facility are required to display the current, proper parking permit. For more information, visit [cardservices.kennesawstateauxiliary.com/parking](http://cardservices.kennesawstateauxiliary.com/parking).

#### **H. KSU Shuttle:**

KSU has a shuttle service (called B.O.B. - the Big Owl Bus) that runs Monday thru Thursday 7:00 AM - 11:00 PM and Friday 7:00 AM - 6:30 PM (hours of operation are subject to change based on demand). The shuttle will not run on weekends, during class breaks, or over the summer. Anyone with a valid KSU ID is eligible to ride the shuttle. For more information on the shuttle program, route information or to sign up to park off-campus, please visit our website at [kennesawstateauxiliary.com](http://kennesawstateauxiliary.com).

## **Veteran Support Services**

The Kennesaw State Veteran Resource Center is run by veterans for veterans and offers a one-stop shop that is easily accessible and widely available to service members, veterans, spouses, and dependents. Through information sharing, referral services, and outreach the Veteran Resource Center strives to provide a supportive and educational environment that fosters student success and achievement. Whether you are a new or transferring student we will help guide you to the resources you need to make the most of your experience at KSU. Please do not hesitate to contact our office with any questions or concerns at (470) 578-2970) or email us at [veterans\\_resource@kennesaw.edu](mailto:veterans_resource@kennesaw.edu). Our goal is to not only empower our veteran community with the tools necessary for achieving their academic goals but to make the transition in to higher education as seamless as possible. We are located in Willingham Hall Room 200.

## **Women's Resource and Interpersonal Violence Prevention Center**

The mission of the Women's Resource and Interpersonal Violence Prevention Center is to enhance academic performance and empower members of the KSU community to reach their full potential by striving to create an inclusive, supportive, and violence free campus environment.

The Women's Resource and Interpersonal Violence Prevention Center at Kennesaw State University will stand by its mission to:

- Advocate and support members of the KSU community who are survivors of sexual assault and other forms of interpersonal violence
- Offer on and off campus resources to appropriately address the needs of students.
- Provide training and education on a variety of topics that address women's and gender issues
- Create awareness of women's and gender issues through the creation and dissemination of educational materials to the campus community

Contact us:

470-578-7858

Wr\_ivpc@kennesaw.edu

Kennesaw Hall, Room 3426

## Center for Student Leadership (CSL)

With relationships to both Student Success and University College; The Center for Student Leadership (CSL) merges both academics and real life experience, to offer leadership development to students and graduates of Kennesaw State University that identify, develop, and sustain leadership skills. The CSL focuses on providing students resources, training, and a variety of leadership programs that meet students at their point of interest to enhance their leadership abilities. The CSL functions under three dimensions of development: leadership programs, civic engagement, and scholarship and research. For more information visit [kennesaw.edu/csl](http://kennesaw.edu/csl).

## Student Conduct & Academic Integrity (SCAI)

The Kennesaw State University SCAI Department administers and supervises the procedures surrounding alleged infractions of the KSU Student Code of Conduct. The SCAI Department strives to assure fair and impartial considerations of misconduct charges against any KSU student through a system of campus hearing boards and other administrative procedures (hearing officers).

The SCAI structure includes hearing officers and hearing boards. Most hearing boards are composed of both faculty/staff and student members of the SCAI panel. Members of the boards are trained to hear complaints, arrive at fair and impartial conclusions and deliver clear and direct recommendations.

Students are invited to apply to become a member of the SCAI hearing board. Requirements include:

- a minimum 2.8 overall GPA;
- a strong interest in protecting the reputation of the University by assuring that the rules of the Code of Conduct are upheld;
- successful personal interview(s);
- two personal references who will testify to the student's character and integrity;
- a commitment to uphold the SCAI Code of Ethics, attend training sessions, and volunteer to serve on hearing boards when available.

For more information, please visit the KSU SCAI Website at [kennesaw.edu/scai/](http://kennesaw.edu/scai/).

# **Grievance Procedures for Students**

## **Grievance Procedures for Admissions, Privacy Rights & Other Non-Academic Matters**

Within the framework of students' relationships to Kennesaw State University, several avenues exist for the expression of grievance. Provision for hearing appeals by applicants denied admission to the university is outlined in Article VI, Section C, paragraph 2a, of the Bylaws of the Board of Regents. Appeal procedures for grievances related to students' privacy rights are contained in the university catalog (see section on confidentiality of student records). Charges against students and student organizations for violations of the KSU Student Code of Conduct will be handled through the University SCAI Program. Grievances related to loss of athletic scholarship and other forms of financial aid are heard by the Financial Aid Appeals Committee. If a student believes that his/her final grade in a course is unfair because of discrimination or retaliation by a faculty member, the complaint shall be addressed as specified under Academic Policies-Grade Appeal Procedures (see KSU catalog).

## **Complaints & Grievances Related to Discrimination, Sexual Harassment, Hostile Environment, Retaliatory Harassment and/or Title IX**

Please visit the EEO/Title website at [kennesaw.edu/eo](http://kennesaw.edu/eo) for detailed information. You can also contact the EEO/Title IX Office with questions, by phone 678-797-2614 or email [eco@kennesaw.edu](mailto:eco@kennesaw.edu).

## **Administrative Withdrawal for Medical and/or Psychological Reasons Policy**

This policy applies to any student who withdraws from the University for medical or psychological reasons. This policy and procedures are to be used to help transition a student to a safer and/or more conducive environment when remaining at the university is not in the best interests of the student or the university community. This policy encourages a student to withdraw voluntarily when medical conditions or psychological distress make a withdrawal necessary and seeks to ease that transition and potential eventual return to the university. In those times where encouragement to the student to withdraw voluntarily has not been successful, involuntary withdrawal under this policy may be implemented. A Dean of Student Success Hold will be placed on the account of any student who withdraws for medical or psychological reasons.

## **Student-Initiated Withdrawal**

Students may voluntarily withdraw from the University for any reason prior to the Deadline to Withdraw Without Academic Penalty. The Dean of Student Success (or designee) may grant a medical withdrawal after the Deadline to Withdraw Without Academic Penalty has passed to students who are able to demonstrate medical or psychological reasons by clear and convincing evidence. Grade appeals for any reason and withdrawals for other forms of hardship (i.e., not related to physical or mental health) are addressed in a separate policy. Except under unusual circumstances, withdrawals for medical or psychological reasons must be made for all courses. An approved medical or psychological withdrawal will result in a grade of W for all courses and the procedures for tuition and fee reimbursement outlined in the KSU Catalog will be followed. Medical withdrawals will be granted for a specified period and return may be contingent on the satisfaction of certain conditions. A student withdrawal agreement will specify the reasons for and period of withdrawal, detail any conditions necessary for reinstatement, and provide that a hold will be placed on the student's registration status until the student is eligible for reinstatement.

## University-Initiated Withdrawal

If a student is behaving in a way that is threatening to the student or others, or that significantly interferes with the student's education or the rights of others, the Dean of Student Success (or designee) may initiate these procedures. The Dean of Student Success (or designee) shall determine, on a case-by-case basis, what is sufficiently threatening and/or disruptive to warrant invoking this procedure.

The first step will be to determine an appropriate initial action. The primary alternatives for initial action are as follows, but these do not preclude other actions based on a specific situation:

- Continue at the university with no restrictions. The university may take no action if it is decided, based on review of the referral information or other information presented, that the student may be allowed to continue with no restrictions. In those cases, care should be taken to provide opportunities for the student to be advised of accommodations and supportive services that are available. In cases where there are conduct actions pending, those actions should go forward.
- Continue in university pending further proceedings. The university may require that the student meet certain conditions regarding the student's behavior over a specified period of time if he/she is to remain enrolled. Such conditions here could include, for example, stopping classroom disruptiveness, or continuing only if the student avails him or herself of supportive services or accommodation arrangements. Failure to comply with the conditions, coupled with further disruptive behavior, may result in having additional conduct complaints added to any that were previously pending or deferred. At no point will the university engage in a behavioral contract or agreement with a student whose behaviors indicate harm or danger to themselves or any member of the community.
- Remaining enrolled at the university subject to conditions but without eligibility to remain in campus housing. Under certain circumstances, where other students' living and learning environment is very likely to be disrupted by a student's behavior, the Director of Residence Life will have the option of allocating alternative and more suitable living accommodations if such are available, or removing a student from campus housing on an interim basis.

## Interim Suspension

If there is sufficient disruptive or threatening behavior, or behaviors that are assaultive, suicidal, self-injurious or self-neglectful which present an imminent risk of injury to the student or others, the student may be suspended.

- Standard for Interim Suspension: Interim suspension, under the Code of Conduct, may be imposed by the Dean of Student Success (or designee) when necessary to (a) protect the health and safety of a student or of

the community, when investigating a conduct violation, (b) to allow time for a behavioral mental health assessment or evaluation, or (c) when a student fails to participate in the process. Interim suspension will be used for periods of time pending a hearing for a Code of Conduct violation or Involuntary Withdrawal.

- Interim Suspension Review: Students who are suspended on an interim basis may petition the Dean of Student Success (or designee) for a review to show cause why they should not be suspended on an interim basis. This proceeding will be limited to:
  1. the reliability of the information concerning the student's behavior;
  2. whether the student's behavior poses a danger of causing substantial, serious harm to the student or others, causing property damage, or directly impeding the lawful activities of others;
  3. whether the student has completed an evaluation, in accordance with the standards and procedures.

In the event that a student does not or is unable (e.g., incarcerated, hospitalized) to initiate a review, the Dean of Student Success (or designee) will conduct an administrative review of the available evidence within 5 days of the initiation of the suspension. The sole decisions to be made at the review are whether interim medical suspension should be continued or modified, and whether medical withdrawal should remain in consideration.

## **Standard for Involuntary Medical/Psychological Withdrawal**

University may withdraw a student if it is determined, by a preponderance of the evidence (that it is more likely than not) that the student is engaging in or threatening to engage in behavior which (a) poses a substantial danger of causing imminent harm to the student, to others or to substantial property rights, or (b) renders the student unable to engage in basic required activities necessary to obtain an education (including, but not limited to, the inability to attend or complete academic courses or coursework; or, when considered with other facts, the inability to attend to the student's own basic, daily hygienic requirements) or (c) substantially impedes the lawful activities of others.

## **Standard for Separating a Student on the Basis of Behaviors Resulting from a Condition of Disability**

Students who have self-disclosed and provided documentation to the University of a disability that meets the requirements of KSU and the University System of Georgia are afforded the rights and protections defined in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. A student who is under consideration for involuntary medical/psychological withdrawal may request that the Dean of Student Success (or designee) consider whether the documented disability is a significant factor in the behavior in question. When a student invokes disability status as a mitigating factor, the following considerations will apply:

- Behavior that poses or is likely to pose a substantial danger of causing imminent harm to the student or others (i.e., a direct threat) renders the student not otherwise qualified to continue his/her relationship with the University. A student who is not otherwise qualified to attend the University is not entitled to reasonable accommodations as a result of the disability.

A direct threat exists when a student poses a significant risk to the health or safety of themselves or others. A significant risk constitutes a high probability of substantial harm. Significance will be determined by:

1. The duration of the risk;
2. The nature and severity of the potential harm;
3. The likelihood that the potential harm will occur; and
4. The imminence of the potential harm.

Determining whether a student poses a direct threat requires an objective and individualized assessment and due process hearing. The assessment shall be based on a reasonable medical or mental health judgment, other relevant objective evidence and the totality of the circumstances. This standard also applies to hearings on the reinstatement of a student who has been withdrawn.

- If a student has a disability that has been properly recognized by the University, and the student engaged in behavior that is deemed disruptive but not likely to lead to imminent harm, the University may provide reasonable accommodations in an effort to mediate the effects of the disability on the student's participation in University programs. The Dean of Student Success, in consultation with other professionals on and off campus, will develop an accommodation plan that affords the student a reasonable opportunity to continue at the University while supporting the need to maintain an academic environment that is orderly, civil, and conducive to learning.
- If the student continues to cause significant disruption to the University environment even with appropriate accommodations, the student may be subject to involuntary withdrawal proceedings as defined above.

## **Status of Code of Conduct Proceedings**

If the student has been accused of a violation of the Conduct Code, but it appears that the student is not capable of understanding the nature or wrongfulness of the action, this medical withdrawal policy may be activated prior to issuance of a determination in the conduct process. If the student is ordered to be medically withdrawn from the university, or another action is taken under these provisions following a finding that the student's behavior was the result of a lack of capacity, such action terminates the pending conduct action. If the student is found not to be subject to medical withdrawal or other action under this section, conduct proceedings may be resumed.

## **Referral for Assessment or Evaluation**

The Dean of Student Success (or designee) or Behavioral Response Team may refer or mandate a student for evaluation by a campus or independent licensed psychiatrist or psychologist (LPC, LCSW, etc.) chosen or approved by the institution if it is believed that the student may meet the criteria set forth in this policy or if a student subject to conduct proceedings provides notification that information concerning a mental/behavioral disorder will be introduced. The referral for evaluation will require the student to provide the results to the appropriate administrators.

Students referred or mandated for evaluation will be so informed in writing with personal and/or delivery via KSU student email, and will be given a copy of these standards and procedures. The evaluation must be completed within 5 business days from the date of the referral letter, unless an extension is granted by the office of the Dean of Student Success (or designee). A student who fails to complete the evaluation in accordance with these standards and procedures, or who fails to provide the evaluative results to the appropriate administrators, may be withdrawn on an interim basis, or referred for conduct action, or both.

## **Involuntary Medical Withdrawal Hearing Procedures**

If the medical evaluation or administrative assessment supports the need for medical withdrawal, a hearing will be scheduled before the Dean of Student Success (or designee) who may consult with appropriate medical or mental health professionals (e.g., representatives of the Student Health Center or Counseling & Psychological Services Center). The student will be informed via their KSU student email account, which is the official means of

communication between the university and its students. The student will be given at least 2 business days prior to the hearing to independently review the psychological or psychiatric evaluation and any other evidence that will be presented in support of involuntary withdrawal. In addition, the student will be notified of who is expected to present information at the hearing, and is expected to notify the Dean of Student Success (or designee) in advance of any witnesses the student expects to bring. The student is entitled to call medical experts or other expert witnesses, and the university may do so as well. The student may consult with an advisor throughout this process, and the Dean of Student Success (or designee) has the discretion to permit an advisor to be present at the hearing. The role of the advisor is to advise rather than actively represent the student.

If the evaluation does not support medical withdrawal, the Dean of Student Success (or designee) will notify the student within 5 business days. If other action is pending, the appropriate individuals will be notified and will proceed with their actions. The student and the student's representatives may present information for or against involuntary medical withdrawal and will be given the opportunity to ask questions of others presenting information. The hearing will be conversational and non-adversarial; however the Dean of Student Success or other designated person in charge of the hearing will exercise active control over the proceeding, to include deciding who may present information. Formal rules of evidence will not apply. Anyone who disrupts the hearing may be excluded. A written decision will be rendered by the Dean of Student Success (or designee) within 5 business days, stating the reasons for its determination. The decision will be delivered via their KSU student email account. If the student is withdrawn, the notification will include information concerning when reapplication may be made, as well as specifying any conditions of reinstatement. The decision of the Dean of Student Success, or designee, is subject to appeal to the Vice President for Student Success. A recording of the proceeding will be kept.

## Appeal

A decision in favor of withdrawal can be appealed within 5 business days of receiving the written decision of withdrawal. The withdrawal takes effect immediately unless otherwise specified. Appeal requests must be in writing and will be delivered to the appeals officer, who is the Vice President for Student Success (or designee).

If the appeals officer determines that one of the three bases for appeal, below, has been met, a review by the appeals officer will be conducted, at the discretion of the appeals officer. This is the final level of review in the matter.

Except as required to explain the basis of new information, appeals are typically limited to review of the record or transcript of the initial hearing and supporting documents. At the discretion of the appeals officer, witnesses may be called, or a rehearing held, for one or more of the following purposes:

- There were procedural errors in the process (a procedure error occurs when there is not substantial compliance with KSU policies and procedures as published on the KSU website);
- Significant new information or evidence becomes available that was not available or known to exist as of the hearing date and that evidence would likely have influenced the original decision;
- There were substantive errors in the decision (a substantive error occurs when there was no evidence to justify a withdrawal decision or other means of supporting the student that may have prevented the need for withdrawal were not adequately considered)

The Vice President of Student Success (or designee) may support or change a decision and/or modify a withdrawal determination, making changes only if a compelling justification to do so exists. The appeal outcome will be communicated via the student's KSU email account and will typically be issued no more than 5 business days after the appeal is requested.

## Reinstatement

A student seeking reinstatement who has been medically withdrawn must petition the Dean of Student Success (or designee) for reinstatement, and may not reenter the university without providing competent medical evidence that:

- the medical/psychological condition no longer exists; or
- the medical/psychological condition is sufficiently under treatment so as to remove any substantial likelihood of reoccurrence of the situation which caused medical withdrawal; and
- the student is no longer a direct threat.

In addition to the information that a student seeking reinstatement submits, the university may require the student to undergo an evaluation by a licensed physician or psychologist (LPC, LCSW, etc.) of the university's choosing. The results of such evaluation must be disclosed to appropriate university personnel.

In addition to any requirements set forth by the University for readmission under this policy, the general readmission policies and procedures of the university will be followed. A medical withdrawal is not considered a conduct action, though a prior medical withdrawal may be considered in subsequent conduct hearings involving the student.

## **Archived Student Handbooks**