



# Student Handbook & Planner 2010-2011

3000 Frederica Street  
Owensboro, KY 42301  
270.926.3111  
[www.kwc.edu](http://www.kwc.edu)

This book belongs to:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

## Vision Statement

Kentucky Wesleyan College, in partnership with the United Methodist Church, will be the flagship liberal arts college of excellence in the South.

## Mission Statement

Kentucky Wesleyan College, in partnership with the United Methodist Church, fosters a liberal arts education that nourishes, stimulates and prepares future leaders intellectually, spiritually, and physically to achieve success in life.



## Academic Calendar 2010/2011

### FALL SEMESTER 2010

Residence halls open for new residential students	August 22
Faculty meeting/workshop	Aug. 27 (8:30am-12pm)
Residence halls open for returning residential students	August 29
Instruction begins	8:00 a.m., August 30
Drop/Add begins	8:00 a.m., August 30
Formal Opening Convocation	September 2
Final Date to Register or Add a Class	September 3
Final Date for Full Tuition Refund	September 3
Labor Day (No Classes)	September 6
Final Date to Drop without Course Appearing on Transcript	September 17
Fall Break (No Classes)	October 11-12
Mid-Semester	October 15
Begin Second Half Term Classes	October 20
Final Date to Drop with "W"	October 29
Registration for Spring Semester and Winter Term	November 8-19
Thanksgiving Break (At Close of Evening Classes November 23)	November 24-26
Instruction Resumes	November 29
Last Day of Class	December 3
Examination Period	December 6-10
Residence Halls Close	Noon, December 11

### WINTER TERM (WT) 2011

Residence Halls Open for Residential Students Participating in WT	January 2
Instruction Begins	8:00 a.m., January 3
Drop/Add Begins	8:00 a.m., January 3
Final Date to Drop Without Course Appearing on Transcript	January 4
Final Date to Drop with "W"	January 13
MLK Day (no classes)	January 17
Last Day of Class	January 20
Examination or Project Due Date	January 22

**SPRING SEMESTER 2011**

<b>Residence Halls Open for Students Not Enrolled in WT</b>	<b>January 20</b>
<b>Instruction Begins</b>	<b>8:00 a.m., January 21</b>
<b>Drop/Add Begins</b>	<b>8:00 a.m., January 21</b>
<b>Final Date to Register or Add a Class</b>	<b>January 27</b>
<b>Final Date for Full Tuition Refund</b>	<b>January 27</b>
<b>Final Date to Drop Without Course Appearing on Transcript</b>	<b>February 10</b>
<b>Mid-Semester</b>	<b>March 9</b>
<b>Begin Second Half Term Classes</b>	<b>March 9</b>
<b>Spring Break (no classes)</b>	<b>March 14-18</b>
<b>Instruction Resumes</b>	<b>March 21</b>
<b>Final Date to Drop With "W"</b>	<b>April 1</b>
<b>Registration for Summer and Fall Semesters</b>	<b>April 4-15</b>
<b>Celebration of Student Achievement (classes end at Noon)</b>	<b>April 14</b>
<b>Good Friday (No Classes)</b>	<b>April 22</b>
<b>Last Day of Class</b>	<b>April 29</b>
<b>Examination Period</b>	<b>May 2-6</b>
<b>Residence Halls Close for all but Graduating Seniors</b>	<b>Noon, May 7</b>
<b>Commencement</b>	<b>10:00 a.m., May 14</b>

**SUMMER SEMESTER 2011**

<b>Session I</b>	<b>May 16-June 17</b>
<b>Session II</b>	<b>June 20-July 22</b>
<b>Online Session I</b>	<b>May 16-July 1</b>
<b>Online Session II</b>	<b>July 5-Aug 26</b>

# Campus Security and Crime Reporting

Kentucky Wesleyan College is concerned with the safety and well being of its students and staff, and has contracted for security services to be provided by a private security agency. Uniformed security officers provide coverage during the evening and on weekends. Campus security, however, should be everyone's concern. For the College to provide a safe campus, we must have the assistance and cooperation of each and every person at KWC.

You can help yourself by helping us. Always report suspicious persons to your Resident Assistant or Resident Director, the Student Life Office, or some other College staff member, if the previously mentioned persons are not available. Report all broken locks, doors, windows and lights to your RA or RD or another appropriate person.

A few campus safety tips:

1. Do not breach security by propping open locked doors on campus buildings.
2. Always keep your room and car doors locked at all times.
3. Don't walk alone at night.
4. Never leave personal belongings unattended.

**Students should report all incidents of campus crime (theft, assault, etc.) to their RA and RD (if they are a residential student) and the Student Life Office, as well as the Owensboro Police Department. A complete listing of campus crime statistics is located on PantherNet and the Kentucky Wesleyan website.**

## EMERGENCY NUMBERS

**For Fire, Police or Ambulance in Emergency Situations call:  
9-9-1-1 from an on-campus extension  
(You may experience a slight delay, but remain on the line.)  
9-1-1 from a pay phone on campus**

In Non-Emergency situations call:

Daviess County Sheriff .....	685-8444
Kentucky State Police .....	685-3927
Owensboro Police Department .....	687-8888
Owensboro Fire Department .....	687-8408
Kentucky Regional Poison Center .....	1-800-222-1222

## Campus Services Business Hours

**Administration Building** Monday-Friday 7:30 a.m. - 10 p.m.

**Administrative Offices** Monday-Friday 8 a.m. - 5 p.m.

**Bookstore** Monday-Thursday 8 a.m. - 5 p.m.

Friday – 8 a.m. – 4 p.m.

Open Saturdays before home football games

Open for special campus events

**Faculty Offices** Monday-Friday 8:30 a.m. - 5 p.m.

**Health and Recreation Center** Monday-Friday 8 a.m. - 12 midnight

**Information Technology** Monday-Friday 8 a.m. - 5 p.m.

**Library Learning Center** Monday-Thursday 8 a.m. - 11 p.m.

Friday 8 a.m. - 4:30 p.m.

Saturday 1 p.m. - 5 p.m.

Sunday 2 p.m. - 11 p.m.

**Darrell PLUS Center** Monday-Friday 8 a.m. - 4 p.m.

**Post Office** Monday - Friday 8 a.m. - 4 p.m.

**Hocker Family Dining Center** Monday-Thursday

Breakfast 7:30 a.m. – 9:30 a.m.

Lunch 11:30 a.m. - 1:30 p.m.

Dinner 4:30 p.m. - 7 p.m.

Friday

Breakfast 7:30 a.m. – 9:30 a.m.

Lunch 11:30 a.m. - 1:30 p.m.

Dinner 4:30 p.m. - 6:30 p.m.

Saturday

Brunch 11:30 a.m. - 1 p.m.

Sunday

Brunch 11:30 a.m. - 1 p.m.

Dinner 4:30 p.m. - 6:30 p.m.

**Student Health Services Office** Monday-Thursday 9 a.m. - 11:30 a.m.

12:30 p.m. - 4 p.m. Closed on Fridays

**Sub Connection** Monday-Thursday 10:30 a.m. - 10 p.m.

Friday 10:30 a.m. - 4 p.m.

Saturday 3 p.m. - 7 p.m.

Sunday 3 p.m. - 10 p.m.

**Note:** Your KWC Student ID will allow you after-hour access to the Winchester Center, Woodward Health and Recreation Center, Yu Hak Hahn Center for the Sciences and Ralph Center by using the card-swipe function located at each handicap accessible door.

# Kentucky Wesleyan History

The dream of an institution of higher learning held by Methodists from the first days of settlement in Kentucky came to fruition in 1858 when the Kentucky Conference of the Methodist Episcopal Church, South, voted to found a college at Millersburg. Classes began in 1866, after peace was restored following the Civil War, and the first commencement was in 1868. Begun as a training school for preachers, the curriculum expanded rapidly to include a solid basis of instruction in the liberal arts. Business classes were added when a demand for this instruction was identified. By the 1880s half of the alumni were employed as either teachers or businessmen.

Millersburg, located on a branch line railroad, proved too remote for effective student access. In 1890 the College moved to Winchester, in Clark County, which was served by two major rail lines. A fund drive resulted in money for new buildings, and the faculty from Millersburg settled into the hospitable environment of the college's new home. The early Winchester years saw other major changes as well. The first women were admitted as students in the early 1890s, a pioneering step for Kentucky Wesleyan College, which became one of the first institutions of higher learning in the Commonwealth to permit co-education. Intercollegiate athletics also became a part of the KWC scene with competitions in football, baseball and basketball, as well as a broad program of intramural sports for both men and women.

A Wesleyan tradition was born in 1905 when the main College building was destroyed by fire. One of the limestone ornaments that decorated the facade fell to earth, but remained intact. This bust of Minerva, the Roman goddess of wisdom, became a symbol of the KWC spirit. Today it is mounted in a prominent place on the Owensboro campus and it is a focal point for many KWC student activities.

Wesleyan secured full accreditation by the Southern Association of Colleges and Schools in 1947. Increasingly KWC graduates were making their mark in the graduate and professional schools of the region. The strong curriculum in business and liberal arts was expanded to include major programs in pre-professional areas. KWC earned an enviable reputation for the many students sent to medical, dental, law and graduate schools. The concept of the Wesleyan Spirit was strengthened with the founding of the Order of the Oak and Ivy in 1955 to honor students with outstanding academic and campus service careers.

The year 2000 started off with a bang as the Owensboro campus was severely damaged by an F3 tornado on Jan. 3. True to the college's spirit, the campus community looked for the silver lining and took the opportunity to improve campus by repairing and/or replacing damaged buildings to make the physical plant even better than before. Kentucky Wesleyan College continues to be a place filled with spirit and determination.

## Standards of a Christian College

People never rise higher than their ideals. Standards of conduct are governed by the ideals that dominate human thoughts. This is true of institutions as well as individuals. Kentucky Wesleyan encourages each of her students to be governed by the ideals derived from the Christian faith. This does not mean that all must think exactly alike or believe exactly the same things. The Christian community has room for many different ideals but there are some standards of thought and action that are common to all Christian people, and which ought to characterize the relationship in this academic community.

Proper regard for the personalities of other people requires us to be honest, truthful, dependable, trustworthy, tolerant, loyal and reverent. These qualities are expected in the lives of all our students. Only as we live by these standards can we hope to live successfully in a Christian college community. Conduct not befitting these standards will be considered sufficient basis upon which to ask a member of our College community to discontinue his or her relationship with us.

Members of the Kentucky Wesleyan community, both students and faculty, are expected to maintain the highest standards of Christian life in their daily activities.

### Alma Mater

On the city's southern border,  
Reared against the sky,  
Proudly stands our Alma Mater,  
As the years go by.

(Refrain)

Forward ever be our watchword,  
Conquer and prevail,  
Hail to thee, our Alma Mater,  
Wesleyan, All Hail!  
Loyal be her sons and daughters,  
Ever in the strife;  
Always true to one another,  
Till the end of life.

(Refrain)

Cherished be her name forever,  
Memories still remain;  
'Round the scenes where we together,  
Gathered on the plain.

(Refrain)

### Fight Song

Fight Ye Panthers ole Wesleyan,  
For the purple and the white,  
Fight till every foe is vanquished;  
Fight for victory and right - Rah! Rah! Rah!  
Play the game with might and valor;  
May success your efforts bless.  
With team we stand united,  
For the college we love the best. Rah! Rah!

## A Message from the Student Life Office

Welcome to Kentucky Wesleyan College! The beginning of each school year brings new students and a sense of energy and excitement to our campus. We are delighted that you have selected KWC, and it is our pledge to help make your college experience meaningful and enjoyable.

Our student handbook is meant to serve as a guide to KWC. We encourage our new students to familiarize themselves with the rules and regulations of the college, including our judicial system. Students, faculty, and staff are involved in the administration of this system, and it will be to your benefit to gain an understanding of our procedures. This handbook serves as a means of communicating to our students their rights, responsibilities, and obligations of being a member of the college community. However, this is not to be regarded as a contract or offer to contract.

Although we believe this book to be accurate as the date of publication, changes will undoubtedly occur. The college reserves the right to make changes in college regulations, policies and procedures, and other matters as deemed appropriate. Students will receive, or have access to inquire about any subsequent changes from appropriate offices.

As you progress through the academic year, we hope you take advantage of the many opportunities that KWC offers you to enhance your education. If you find that there is anything we can do to facilitate your success at KWC, please do not hesitate to stop by the Student Life Office. We are located on the second floor of the Barnard-Jones Administration Building. We look forward to seeing you on campus and working with you!

### Student Life offices:

Student Activities

Greek Life

Community Service

Residence Life

Campus Health Services

Campus Post Office

Campus Ministries

# Student Life Staff



**Scott Kramer**  
VP of Student Services



**Megan Bradstreet**  
Director of Student Life



**Pat Dezort**  
Asst. Director



**Kelly Wilson**  
Administrative Assistant



**Kent Lewis**  
Chaplain & Director of Church Relations



**Jill Pendergraft**  
Campus Ministries Asst.



**Vickie Poteat**  
Director of Student Health Services



**Shelly Roth**  
Postal & Summer Coordinator

A message from your  
Student Government Association (SGA)

Dear Campus Community,

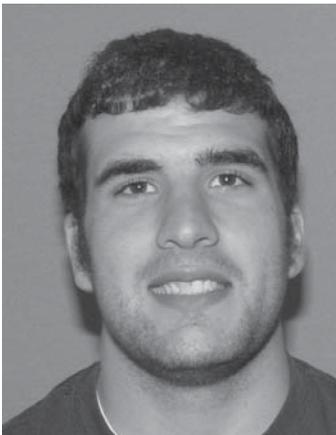
I am pleased and honored to welcome the class of 2014 to the Kentucky Wesleyan family! Kentucky Wesleyan has a rich heritage and many great men and women have passed through our halls. For over a century and a half KWC has been an exemplification of excellence, we offer over 36 majors and 11 pre professional programs. Not only do we shine in academics, but Kentucky Wesleyan stands out outside of the classroom as well, we have 13 top athletic programs and over 50 clubs and organizations.

There is so much offered at Kentucky Wesleyan that allows you to find your niche, grow and learn. Many diverse organizations are offered here, we have political organizations like young republicans and young democrats, religious organizations like CROSS and FCA. KWC also offers intramurals programs like flag football and basketball. By getting involved in the many programs that are offered helps build friendships and make our KWC family stronger. I encourage everyone to try to participate in at least one organization; it is a fun and rewarding experience.

One unique factor that Kentucky Wesleyan has is that the students are able and encouraged to speak out, we have a faculty and staff that is very responsive to student's needs, and ideas. We have a student government that is directly accessible and open to the students. If you have an idea that you think would benefit the student body feel free to contact one of your SGA Senators or myself. Enjoy the opportunities that are before you, and live all your moments here at Kentucky Wesleyan to the fullest. Have a wonderful year!

Sincerely,

Matt Mistretta  
SGA President



## SGA Executive Council & Senate



**Taylor West**  
Vice President



**Bailey Goebel**  
Secretary



**Callie Hayden**  
Treasurer



**Eric Feldpausch**  
Judicial Council Chairperson



**Lisa Deininger**  
Senior Residential Senator



**Tyler Toman**  
Senior Residential Senator



**Chris Hirsbrunner**  
Senior Commuter Senator



**Chris Zachary**  
Senior Commuter Senator



**Wyatt Foust**  
Junior Residential Senator



**Brad Sadler**  
Junior Residential Senator



**Jonny Phillips**  
Junior Commuter Senator



**\*TBD**  
Junior Commuter Senator



**Cory Coble**  
Soph Residential Senator



**Courtney Chinn**  
Soph Residential Senator



**Jon Tanner**  
Soph Commuter Senator



**Matt Willis**  
Soph Commuter Senator

\*Speaker Pro-Temp, Freshman, and At-Large Senators will be elected during the Fall.

## STUDENT ACTIVITIES PROGRAMMING BOARD (SAPB)

Dear KWC Community:

The Student Activities Programming Board (SAPB) is a student-run organization funded through your Student Activity Fee. SAPB is here to provide you with entertaining, educational, and campus-wide social programming throughout the year. Our mission is to give students a fun college experience! We plan movie nights, entertaining series, amusement park trips, comedians, Homecoming activities, dances and many more exciting events. Our events are a great way to meet other students, and make a difference on your campus. Each event for the upcoming year is listed in your planner, so we look forward to seeing you there! Our faculty sponsor is Assistant Director of Student Life, Pat Dezort.

Please feel free to drop into our office, located on the second floor of the Administration Building, or you can find Assistant Dean Bradstreet in her office also located on the second floor in the Student Life Office. You can also contact SAPB via email at [SAPB@kwc.edu](mailto:SAPB@kwc.edu), or you can contact me personally at [karaco@kwc.edu](mailto:karaco@kwc.edu).

I hope everyone has an amazing year at KWC! The board loves to hear the students' opinions and to find ways to enhance your college experience.

Kara J. Cooper  
SAPB Executive Director



## 2010-11 Student Activities Programming Board Members



**Chelsea Adams**



**Chelsea Meece**



**Samantha Fletcher**



**Courtney Chinn**



**Rain Sumner**



**Sabrina Ballard**



**Katie Robertson**



**Courtney Grant**

## Residence Life staff

As we start another year, the 2010-2011 Residence Life staff would like to say welcome to all of you who are new to our campus and welcome back to those who are returning. We are looking forward to seeing our old friends and making many new ones.

Please let your RA or RD know if you have ideas for programs you would like to see us plan for your hall or for the whole campus. We will do our best to provide you with many fun and informative activities. Best wishes for a successful year!

### 2010-2011 Residence Life Staff

#### Resident directors (RDs)



**Jill Pendergraft**  
Massie Hall



**Pat Dezort**  
Stadium Hall



**Kara Haley**  
Peeples Hall



**Eddie Cronin**  
Kendall Hall



**Lauren Mayhew**  
Deacon Hall

Resident Assistants: (RAs)

**Peeples Hall:**



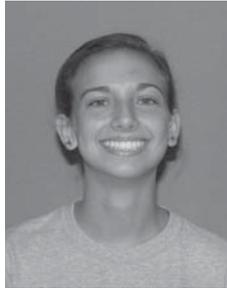
**Trisha Zivkovic - Rm. 328**



**Nicole Golec - Rm. 304**



**Jessica Torsak - Rm. 228**



**Christi Joiner - Rm. 203**



**Lora Shoulders - Rm. 110**

**Kendall Hall:**



**Franklin Moore - Rm. 103**



**Quintodd Barney - Rm. 114**



**Colin Gold - Rm. 203**



**Michael Kincaid - Rm. 228**



**Evan Riney - Rm. 301**



**Kenny Stoklosa - Rm. 328**

**Massie Hall:**



**Kara Cooper - Rm. 300**



**Kyle Chappell - Rm. 216**

**Stadium Hall:**



**Hayley Chrzastowski - Unit 8C**



**Joe Lewis - Unit 3A**

**Deacon Hall:**



**Katelyn Stallings - Rm. 109**



**Wesley Whistle - Rm. 201**



**Phoenix Jenkins - Rm. 319**

## Clubs & organizations

1. **Alpha Chi National Honor Society** – The top honor society for promotion and recognition of scholarship among junior and senior students of Kentucky Wesleyan College
2. **Alpha Phi Sigma** - The National Criminal Justice Honor Society. This organization recognizes excellence in the study of criminal justice.
3. **Band** - An instrumental music program including pep, marching and jazz bands. The band is open to all interested student musicians.
4. **BASIC** (United Methodist Student Organization)—BASIC (Brothers and Sisters in Christ) meets each Thursday at 5 pm. Students gather for a meal, friendship, worship, Bible study, and small group Christian discipleship. BASIC sponsors yearly retreats and ongoing outreach and mission projects. Open to all students, BASIC helps students grow spiritually so that they can serve the campus, community, and area churches.
5. **Cheerleaders** - Chosen each spring to perform at all home football and basketball games. Tryouts are open to both men and women.
6. **Circle K** – Circle K focuses on 3 main tenets: service, leadership, and fellowship. This organization seeks to serve our campus community as well as the Owensboro community in conjunction with the Owensboro Kiwanis club.
7. **Criminal Justice Association** – This organization is open to all criminal justice majors and minors. The purpose of CJA centers around educational, social and career development of its members.
8. **Campus Ministries Team (CMT)** – The CMT offers support to all campus ministry organizations and provides opportunities for students to participate in the general religious life on campus, in addition to planning several special events throughout the school year.
9. **CROSS**—CROSS (also known as BCM) is a ministry of the Baptist Campus Ministry that meets each week for a time of worship and Bible study. CROSS also gives students the opportunity to participate in creative ministries, tutoring, small group Bible studies, freshman ministry and missions. Open to all students (not just Baptists!), CROSS meets on Tuesdays at 5:00 PM at the Daviess McLean Baptist Building, across from Kendall Hall.
10. **Dance Team** - Entertaining the fans and supporting KWC athletes are the goals of this group that performs at many home sporting events.
11. **Fellowship of Christian Athletes** - Current and former athletes, as well as any interested students, whose purpose is to challenge others to seek Jesus Christ.
12. **Interfraternity Council** - The IFC regulates the affairs of the social fraternities, administers rules governing rush and pledging and encourages cooperation and harmony among its members.
13. **James Graham Brown Society (J.G.B.S.)** - This group consists of students on full academic scholarships. The society meets periodically during the year to discuss matters of common interest.
14. **Kappa Delta** - One of KWC's two National sororities, the KDs began at Wesleyan in 1920 as the Chi Upsilon Chi Sorority. The local went national in 1958 as the Gamma Xi Chapter of Kappa Delta.
15. **Kentucky Education Association - Student Program (KEA-SP)** – Education majors participate in the KEA-SP. Representatives from KEA come to KWC during the year to counsel students on current issues in education, hold seminars, and to give guidance concerning employment opportunities.
16. **Kentucky Society of Professional Engineers** - This organization promotes the profession of engineering as a social and economic influence vital to the welfare of the community and all mankind.
17. **Kentucky Wesleyan Singers** – The College choir at Kentucky Wesleyan is called the Wesleyan Singers. The class can be taken for one credit hour and is open to all students by audition. The group performs at many school, church and civic functions.

18. **KWC Republicans** - This organization serves to promote the principles of the Republican Party among students, to recruit members of the Republican Party, to aid in the election of Republican candidates, and to develop political and aptitude among Republican students.
19. **Order of Omega** – National Greek Honor Society brought to campus in 2008, this organization honors the top 3% of Greeks on campus and nationally, on the basis of scholarship, service, leadership, and involvement.
20. **Panhellenic Council** – Panhellenic Council is the governing body for the national sororities on campus. It fosters cooperation, good will and harmony among the sororities, plans activities and administers policies and regulations governing Recruitment activities.
21. **Panogram** - The Panogram is the official KWC student newspaper and is a source of information for students and faculty for social and academic events, local and regional news and many interesting feature articles. All students are invited to apply for a position with the Panogram.
22. **Parnassus Society** - English club for persons who enjoy and are interested in discussing literature.
23. **Phi Beta Lambda** –A professional organization maintained by students who have an interest in the study and practice of business.
24. **Porphyrian (Greek for Purple)** – The Porphyrian is KWC’s yearbook. There are a variety of positions open to all students.
25. **Pre-Professional Society** - Science majors with career goals in medicine, veterinary, optometry, nursing or pharmacology constitute this society which meets monthly and has numerous speakers during the year. Members visit with physicians and talk with former KWC students now in professional schools.
26. **Psi Chi** - Psi Chi is the national psychology honor society recognizing Psychology majors and minors for their academic achievements.
27. **Psychology Club** - This organization provides guest speakers, community involvement, field trips and social activities to enrich students during the year. The club is a support group for those interested in psychology, whether or not they are majoring in psychology.
28. **Religion and Philosophy Club** – The Religion and Philosophy Club serves to discuss and debate religious and philosophical issues in today’s society. Membership is open to any interested student.
29. **Rotaract** - A Rotary-sponsored international service organization for young adults who are committed to making a difference through service and leadership in their communities and throughout the world.
31. **St Jude Up ‘Til Dawn Executive Board** – brought to campus in 2008, the Up ‘Til Dawn Executive Board plans fundraising events throughout the year to benefit the St. Jude Research Hospital in Memphis, TN.
32. **Sierra Club** - To explore, enjoy, and protect the wild places of the earth and promote the responsible use of the earth's ecosystems and resources. The group, organized in 2007 on our campus, also serves to educate and enlist students to protect and restore the quality of the natural and human environment.
33. **Sigma Alpha Mu** - One of KWC’s three national fraternities, the Sammies started as the Octagon Club in 1964. They went national in 1968 as the Beta Omega Chapter of Sigma Alpha Mu.
36. **Sigma Beta** - This science and math honorary society is mainly composed of juniors and seniors. Members are required to have taken at least 15 hours of math and science courses, and to achieve at least a 3.0 GPA in those courses and a minimum cumulative 2.5 GPA.
37. **Sigma Kappa** - One of the two national sororities at KWC, the Sigma Kappa’s started at Wesleyan as the Pi Sigma Chi Sorority in 1937. The local chapter went national in 1958 as the Gamma Pi Chapter of Sigma Kappa.
38. **Sigma Nu** - The Sigma Nu’s began at Kentucky Wesleyan as Sigma Delta Fraternity in 1936. The local went national in 1960 founding the Eta Epsilon Chapter of Sigma Nu.
39. **Sigma Phi Epsilon** - The Sig Eps started as the Key Fraternity at KWC in 1926. The local went national in April of 1959, thus establishing the Kentucky Gamma Chapter of Sigma Phi Epsilon.

40. **Sociology Club** - This organization provides extracurricular activities for sociology and human services majors. Guest speakers, seminars and field trips to enrich the classroom situation are offered throughout the year.
41. **Spanish Club** – The Spanish Club is an organization of Spanish majors, or students interested in the Spanish Language, that seek to forward the understanding and use of the Spanish Language among our community.
42. **Stanley Reed Pre-Law and Politics Society** - Named after one of Kentucky Wesleyan’s most prestigious alumni, United States Supreme Court Justice Stanley Reed, this club offers all students interested in law and politics opportunities to listen to speakers, discuss relevant topics and debate important controversial issues.
43. **Step Team** – Formed in 2009, the Step Team was organized to create a creative outlet for members of the KWC campus to express themselves through the physical art form of stepping. The team performs at various KWC events.
44. **Student Activities Programming Board (SAPB)** - The SAPB provides a full range of social activities sponsored by the four committees that comprise the SAPB. Also, student coordinators supervise the cochairpersons for each of the four committees. These cochairpersons also select students to serve as members of their particular committee.
45. **Student Athlete Advisory Committee (SAAC)** - This group strives to enhance the student athlete experience. The SAAC provides a platform for student athletes to voice their opinions and recommendations to KWC officials
46. **Student Government Association (SGA)** - SGA is the self-governing body on campus that provides the student body with a voice in college affairs, ranging from administrative to social matters. SGA consists of an elected executive council and senate. Two senators represent each class. Elections are open to any interested student.
47. **Theta Omega** – formed in 2009, Theta Omega is a local sorority. The organization is founded on the premise of “Unity in Diversity,” and honors such charities as the Aubrey’s Song Foundation, the Humane Society, and the St. Jude Children’s Research Hospital.
48. **Wesleyan Players** - Open to all students who wish to assist in the production of a theatrical performance, on or off campus, sponsored by Kentucky Wesleyan.
49. **Young Democrats of KWC** - The Young Democrats of KWC serve to promote the ideas of the Democratic Party by supporting local and national candidates and their legislation as well as raising awareness on campus of policy decisions which affect the lives of KWC students.

## Student Code of Conduct

Kentucky Wesleyan College expects that excellence in conduct is the goal of each student, and it anticipates that students be sufficiently mature to conduct themselves according to the standards, laws and customs of the Kentucky Wesleyan community and to act in such a manner that will reflect credit upon the College.

It is not realistic to assume that every student will live entirely under self-discipline; therefore, provisions exist for handling situations that violate the regulations and principles of the College. It is your responsibility to acquaint yourself with these rules and abide by them. In order to conform to civil law, institutional policy and principles underlying College policies for student life, certain actions are prohibited. Failure to comply will result in disciplinary action. Among these are:

1. Theft, attempted theft, or misuse of any item from the College, or of tangible or intangible personal property from a member of the College community (faculty, staff, or student.)

2. Malicious or otherwise unwarranted destruction of property belonging to the College or to a member of the College community.
3. Possession and/or use of illegal drugs on campus or at college related functions.
4. Possession and/or consumption of alcoholic beverages or possession of alcoholic beverage containers, **either full or empty**, on campus (including residence hall rooms) or at a College-related function.
5. Gambling.
6. Unauthorized possession and/or use of fireworks, firearms, weapons, ammunition or explosives including but not limited to pellet/beebee guns, paintball equipment, slingshots, bows and arrows. These items are allowed no where on campus, including vehicles
7. Keeping an unregistered vehicle on campus. All vehicles must be registered with the Student Life Office and issued a parking permit.
8. Acquiring possession of any academic material (test information, research papers, notes, books, periodicals, etc.) without permission from a member of the faculty, staff or any comparable violation of academic security.
9. Abusive, obscene, violent, excessively noisy or drunken behavior on or in College property anytime (College property is defined as “all real property owned or leased to and operated by student organizations which are under the control and regulation of the Board of Trustees of Kentucky Wesleyan College”) or at a College-related function.
10. Abusive, obscene, violent, excessively noisy or drunken behavior in the classroom. (**Note:** While the offense is listed as a disciplinary offense subject to disciplinary procedures, it should be clear that the instructor has the ultimate control over classroom behavior and can, therefore, eject from the classroom any student engaged in such conduct.)
11. Knowingly passing a worthless check or money order in payment of a financial obligation to the College or to a member of the College community.
12. Any misuse by a student of his/her position as a student or his/her right to use College property, to commit, or induce another student to commit a serious violation of local, state and federal laws.
13. Participation in any act or threat, physical or mental, perpetuated for the purpose of submitting any member of the College community to physical pain or discomfort, indignity or humiliation at any time or place. **Hazing** of any kind is included in this category.
14. Actions that interfere with the rights of other members of the College community, including the disruption of essential functions of the College.
15. Presence of unauthorized persons in the residence halls. All overnight guests must register with an RA or RD.
16. Actions leading to convictions under state or federal criminal codes. As a member of the KWC community, students represent the College on and off campus. See the College Authority in Cases Occurring Off-campus Section for more details.
17. Entering or being present in locked College buildings without proper authority.
18. Refusing to present identification, or providing false identification or information, when requested by a College faculty/staff member (including food service staff, campus security, and bookstore personnel).
19. Painting or defacing campus buildings and sidewalks other than tasteful painting of Minerva.
20. Refusing to cooperate with the reasonable request of a College faculty/staff member (including food service staff, campus security, and bookstore personnel). This includes failure to complete assigned disciplinary sanctions.
21. Actions or threats of self harm are not permitted. If an incident occurs, a professional evaluation is required for continued enrollment at Kentucky Wesleyan.

22. A student may not deny medical assistance if believed warranted by a KWC faculty or staff member. The student will be held financially liable.
23. Violation of any published rule or policy of Kentucky Wesleyan College.

## College Authority in Cases Occurring Off-campus

The College reserves the right to investigate and to subsequently take action for behavior of Kentucky Wesleyan students in off-campus situations when such behavior is believed to have an impact on the surrounding community or the College, or to reflect on the fitness of the student for continued enrollment. Examples of such behavior include, but are not limited to, drug and/or alcohol charges, harassment, assault, disorderly and disruptive behavior, attempted suicide, and damage to property. The decision to take action in such cases will be determined by the Director of Student Life.

## Disciplinary Procedures

Disciplinary problems are handled by various individuals/groups based on the nature/severity of offense.

1. The \*Director of Student Life handles all disciplinary incidents referred to him/her by the residence hall staff and other members of the College community. It is at the discretion of the Director of Student Life what punishment is enforced.
2. The Judicial Council handles all cases referred to it by the Director of Student Life, or cases in which students are appealing the decision/sanction rendered by the Director of Student Life.
3. The President's Cabinet, composed of administrative officers of the College, handles all cases that students are appealing the decision/sanction rendered by the Judicial Council, or the Director of Student Life, if the Judicial Council is not in place. The President's Cabinet is the final body of appeal for cases handled by either Director of Student Life or the Judicial Council.

\* Any place the Code of Conduct refers to the Director of Student Life, it should be read to include "or his/her designee."

## Types of Disciplinary Action

1. **Statement of Concern:** A statement of concern is given by the Student Life Staff to the student(s) involved in a very minor incident (e.g., violation of quiet hours) as record of the judicial hearing. The statement of concern states that further misconduct will result in more severe disciplinary action being taken.
2. **Campus Work:** A number of service hours on campus or in the community may be assigned by the Student Life Office for repeat offenders or behavior warranting more severe disciplinary action.
3. **Probation:** The Director or Assistant Director of Student Life may place a student on probation. The term of the probation shall be for a specified period of time and may include restriction of participation in co-curricular activities.
4. **Disciplinary Probation:** A student who has been involved in numerous minor violations or a more severe violation (e.g., drugs, failure to cooperate with staff, disorderly conduct, violation of civil law, etc.) may be placed on disciplinary probation for a period of time, by either the Student Life Office or the Judicial Council. Students placed on disciplinary probation may not participate represent the College in any school-sponsored activities (e.g., SAPB, cheerleading, intercollegiate athletics, Wesleyan Singers, Wesleyan Players, Student Government, etc.) during the period of their probation.

**5. Disciplinary Suspension:** A student who has been involved in misconduct while on disciplinary probation or a more serious violation (e.g., assault, arson, violation of civil law, etc.) may be placed on disciplinary suspension for a period of time, by either the Director of Student Life or the Judicial Council. When a student has been suspended from the College for disciplinary reasons, the student may apply for re-admission to the College, following the completion of the suspension period.

**6. Disciplinary Expulsion:** The College reserves the right to require a student to withdraw from the College at any time, if the student is found guilty of violating the ideals, standards or regulations of the College. Once a student has been excluded from the College for disciplinary reasons, the student may not seek re-admission to the College.

**7. Other Sanctions:** In some circumstances, the Director of Student Life or the Judicial Council may decide upon a sanction not listed above, but which seems appropriate to the offense. Such a sanction may include, but is not limited to, forfeiture of financial assistance, restrictions of student privileges, monetary fines, extra service hours (e.g., in residence halls), personal apology, or suspension from the residence halls indefinitely or for a specific period of time.

Depending upon the severity of a violation, a combination of these sanctions may be rendered by either the Director of Student Life or the Judicial Council.

## Classification of Offenses

Non-KWC students, including Alumni, are expected to follow College policy. Violations may result in removal from campus and possibly being banned from KWC property.

### **Level 1 offenses – must meet with the Resident Assistant (RA)**

*(written or verbal warning)*

Possession of College Furniture

Quiet hours

### **Level 2 offenses – must meet with the Resident Director (RD)**

*(5 hours of campus work)*

Failure to secure a mailbox key

Candles (burnt or not), and appliances with open heating elements

Littering

Curling irons, radios, etc. in sink/shower area

Alcohol paraphernalia

Missing mandatory hall meetings (and/or charged \$25 fine)

Unregistered vehicle on campus

24 Hour Quiet Hours Violation (and/or charged \$25 fee)

### **Level 3 offenses – must meet with the Assistant Director of Student Life**

*(10 hours of campus work and \$25 fine)*

Gambling

Unauthorized room change

Visitation hour violation

Smoking in residence halls

Unescorted – student or guest/s

Pets (excluding fish)

Propping open exterior doors

Unauthorized College-owned property in room

Unauthorized party on campus

Misrepresentation of college  
Unregistered vehicle on campus  
**Level 4 offenses – must meet with the Assistant Director of Student Life**

*(20 hours of campus work and \$25 fine up to suspension or expulsion)*

Actions leading to convictions under state or federal criminal codes

Tampering with smoke detectors or fire extinguishers

Alcohol

Hazing

Destruction of College property

Drugs

Failure to cooperate with staff

Fireworks

Hit-and-run accident (Failure to report)

Theft

Unauthorized use of another student's meal plan

Weapons

**It is understood that each time an offense is repeated the student will be required to meet with the next Student Life staff member. Also, fines will be increased after each repeated offense.**

**Campus work must be completed within 24 hours before a student will be allowed to participate in any college-related activity, i.e., athletics, clubs, Greek organizations, etc.**

**Failure to comply with a sanction will result in a more serious penalty being imposed.**

## Notification of Parents or Guardians

The College reserves the right to contact parents or guardians when a student is suspended or expelled for disciplinary reasons, is placed on academic probation, or in situations where a student's conduct indicates that he/she is not in control of his/her actions or emotions.

## Public Representation of the College

All students who represent the College in any athletic or other public event of the College must qualify in accordance with the academic and conduct rules of the College. **A student on academic or disciplinary probation is not eligible to participate in intercollegiate athletics and other school sponsored organizations or represent the College in public activities.** An exception may be made when the student receives academic credit for an activity and the activity is a requirement of the Department for the student's major or minor. The Academic Dean must approve such exceptions.

**Academic Probation:** A student must maintain the following standards in order to remain in good academic standing. Students who fall below the following standards in their cumulative GPA at Kentucky Wesleyan College will be placed on academic probation.

Number of semester hours Probation scale for

attempted at all institutions KWC cumulative GPA

1-29 semester hours 1.6 cumulative GPA on 4.0 scale

30-59 semester hours 1.8 cumulative GPA on 4.0 scale

60 or more semester hours 2.0 cumulative GPA on 4.0 scale

A student readmitted to the College following his or her academic suspension will automatically be on academic probation during the semester of his or her return.

A student may be placed on academic probation as a condition of his or her admission to the College if his or her previous record warrants.

**Disciplinary Probation:** A student who has been involved in numerous minor violations or a more severe violation (e.g., drugs, failure to cooperate with staff, disorderly conduct, violation of civil law, etc.) may be placed on disciplinary probation for a period of time, by either the Student Life Office or the Judicial Council.

## Student Grievance Procedure

The primary purpose of this procedure is to provide the prompt and equitable resolution of student complaints including Title IX grievances. A grievance is defined as any matter that a student feels is unfair, discriminatory or unlawful.

A student is entitled, at any point, to choose an advisor from the full-time faculty to counsel and accompany the aggrieved individual. The student has the right to expect confidentiality at every level.

### *Academic Grievance*

**Level One** - The resolution of a grievance through direct and informal communication as close as possible to the point of origin is encouraged. A student with an academic grievance should ordinarily attempt to discuss the problem with the specific professor.

**Level Two** - In the event the aggrieved person is not satisfied with the disposition of the grievance at level I, the student may file the grievance in writing (In duplicate, retaining a personal copy) with the Academic Dean. Within ten (10) days of the receipt of the grievance, the Dean shall request a conference with the aggrieved or render a written decision as to the solution.

**Level Three** - In the event the aggrieved person is not satisfied with the disposition of the grievance at level II, he/she may request a hearing before the Academic Policies Committee, which must hear the case within three (3) weeks (if during the Fall or Spring Semesters), and render a written decision to the student and the Academic Dean within ten (10) days. With the exception of procedural violations, the decision of this committee shall be final.

**Level Four** - In the event the aggrieved person is not satisfied with the procedures of the grievance at previous levels, the student may request a hearing with the President of the College. Within ten (10) days of the receipt of this grievance, the President shall render a written decision as to the solution and at his direction, schedule an appropriate conference. The decision of the President shall be final.

### *Non-Academic/Non-Disciplinary Grievance*

**Level One** - The resolution of a grievance through direct and informal communication as close as possible to the point of origin is encouraged. A student with a non-academic/non disciplinary grievance should ordinarily attempt to discuss the problem with the person(s) involved.

**Level Two** - In the event the aggrieved person is not satisfied with the disposition of the grievance at Level I, the student may file the grievance in writing (in duplicate, retaining a personal copy) with the Director of Student Life. Within ten (10) days of receipt of the grievance, the Director of Student Life shall request a conference with the aggrieved or render a decision.

**Level Three** - In the event the aggrieved person is not satisfied with the disposition of the grievance at level II, the student may request a hearing before the College Judicial Council, which may decide to hear the case. If the Judicial Council decides to hear the case, the case will be heard within three (3) weeks (if during the Fall and Spring Semesters), and it will render a written decision to the student and the Director

of Student Life within ten (10) days of the hearing. With the exception of procedural violations, the decision of the Judicial Council will be final.

**Level Four** - In the event the aggrieved person is not satisfied with the procedures at the previous levels, the student may request a hearing with the President of the College. Within ten (10) days of receipt of the grievance, the President shall render a written decision and, at his discretion, schedule an appropriate conference. The decision of the President shall be final.

## Housing Policy

Kentucky Wesleyan College strives to provide its students with an exceptional college experience and places great emphasis on the students' co-curricular or "out-of-classroom" experience. The college believes residence hall living provides students with a wealth of opportunities for personal development and social interaction. Because of the value Kentucky Wesleyan College places on residence hall living, the following housing policy has been established.

### **Housing Requirement**

Kentucky Wesleyan College strives to offer a true spirit of community through our residence life program. Our living and learning environment allows KWC students to acquire skills that assist them throughout their life. With this in mind, we have revised our housing policy to reflect this commitment.

All **full-time students** who attend Kentucky Wesleyan College and do not live with an immediate family member over 21 years of age (parents, grandparents, spouse, sister, brother, aunt, uncle) or a legal guardian over 21 years of age, are required to live on-campus. Students having achieved senior status (completed at least 90 semester hours), reached the age of 21 by September 1, or are classified financially as independent may apply for special consideration in the Student Life Office.

It is also understood that violation of this policy will result in the student being charged for room and board for each semester the policy is violated.

The housing policy will be strictly enforced.

Endorsed by the Board of Trustee Executive Committee – February 17, 2005

Approved by the President's Cabinet – February 23, 2005

A contract termination fee of \$500 and forfeiture of the housing deposit will be assessed to residents who officially withdraw from the residence hall at any time during the academic year and subsequently continues full-time enrollment.

### **Summer Housing for Prospective Students**

Effective August 1, 2008

Due to liability concerns, no prospective student, defined as a student not enrolled during the previous spring semester, shall be eligible for summer housing. Only new students who are required to report early for preseason conditioning will be allowed to move to campus before the official opening date. No student will be allowed to check-in without paying their \$100 housing deposit.

## Residence Hall Policies and Procedures

Kentucky Wesleyan College offers students a unique experience through its on-campus residence halls. Each residence hall is a community designed to enrich and broaden the educational experience of students. The residence halls are intended to meet the physical needs of our residential students, while providing activities and programs that contribute to their total educational experience.

Two objectives of higher education are to develop self-reliance and to form desirable and acceptable habits of conduct. All students living in the residence halls, as well as non-residential students and visitors, are

expected to conform to the ordinary rules of polite society and to the regulations of the College; to respect the rights of others; and to have regard for the preservation of College property as well as the property of others. If a student has questions about the residence hall regulations, the first contact should be their Resident Assistant.

The following regulations have been established to ensure a desirable living environment conducive to sleep, study, and social interaction among residents. Students who are alleged to have violated these regulations will be referred to the Student Life Office for appropriate action.

## I. Room Assignment and Change Policies

1. Residence hall rooms are assigned by the Student Life Office. Once a student has been assigned to a room, the student may not move to another room in any residence hall without first receiving written permission from the Assistant Director of Student Life. Room transfers will only be permitted during a specified time each semester. Room transfer requests outside those specified times will only be permitted if the Assistant Director of Student Life determines that extenuating circumstances exist, and the transfer is approved by the Student Life Office. Once a room transfer has been approved, all students involved in the transfer must move to their new room assignment(s) within 48 hours of permission being granted. Any student involved in a room transfer who fails to move within that 48-hour deadline will be assessed \$25 per 48 hour period. Any student who fails to move within another 48 hours will lose the opportunity to transfer to the newly assigned room.
2. Any student who makes an unauthorized room transfer at any time during the year will be assessed \$25, 10 hours of campus work, and will be required to move back into their original room. The College reserves the right to reassign individuals to different rooms at any time, if such reassignment is deemed necessary.
3. A student living alone in a regular semi-private room, who is either ineligible for a private room or who does not want to pay the additional price for a private room, will either be moved into another regular semi-private room with another student who is either ineligible or who also does not want to pay the additional price for a private room, or will have another student moved in with her/him. This policy will apply until Spring Break of the academic year.
4. If space is available, private rooms will be given to those students requesting one, based on the following criteria: number of hours completed at KWC, cumulative GPA at KWC, date of birth and judicial history. Prior to the room consolidation meeting held each semester, students requesting a private room by the stated deadline will be ranked according to the criteria listed above. Students requesting a private room after the stated deadline will have their names added to the bottom of the list of those students ranked according to the criteria listed above. If a student is offered a private room and declines, but later wishes to have their name placed on the private room waiting list again during the same academic year, it will be placed at the end of the list and previous rankings will not be considered.
5. Students wishing to live in Stadium Drive or Massie residence halls must meet and maintain a minimum 2.0 GPA to remain in their respective halls.
6. Under Kentucky state law, each college or university in the state is required to give priority for first floor housing to disabled students who notify the institutions of their disability. If first floor housing is unavailable, the institution is required to allow the student to seek alternative on-campus or off-campus housing.
7. Meningitis, flu and hepatitis B vaccines and T.B. skin tests are available to the student at cost. Contact the Student Health Office for more information.

## II. Check-In, Check-Out and Billing Policies

1. Upon checking into their room, both occupants of the room must review and sign a Room Condition Report (RCR) for their room verifying that the information on the RCR, regarding the condition of their room and its furnishings at the time of check-in, is indeed accurate. It is each resident's responsibility to make sure their RCR accurately reflects the condition of their room and its furnishings, at the time of check-in. **Students who fail to make the necessary notations on their RCR within 24 hours after they check into their room, who are not present at check-out, or who have utilized the express check out option, when the R.A. or R.D. makes the end-of-the-year notations on the RCR, may not dispute the charges for which they are assessed at the end of the school year.**
2. All students living in a College residence hall must pay a \$100 housing deposit, which is a security deposit and is held by the College until the student permanently leaves College housing. Returning students must have \$100 in their residence housing deposit account by each **July 1st**, or a \$25 non-refundable late fee will be assessed. **Students who will not be returning to the residence halls the following fall must notify the Student Life Office by July 1st or they will forfeit their housing deposit.**
3. Throughout the year mandatory hall meetings may be held. A 24 hour notice will be given to all residents. Failure to attend will result in a \$25 fine and/or 5 hours of community service.
4. The residence halls are closed during all College vacation periods (Thanksgiving, Christmas, Spring Break, and summer). Notification informing residents of the date and times the building will close, as well as when it will reopen following each vacation period is sent through campus e-mail and communicated through signs in halls and flyers in mailboxes at least one week prior to each vacation period. Only residents granted permission by the Student Life Office to remain in the residence halls during vacation periods will be allowed to stay. All other residents should make travel plans or alternate housing arrangements for the Thanksgiving, Christmas and Spring Break vacation periods that allow them to be checked out of the residence hall by the official closing time. Stadium Hall residents are required to turn in their keys before leaving on breaks. Failure to do so will result in lock changes and assessment of a \$25.00 fee.
5. Students are required to leave the residence hall within 24 hours after their last final exam ends for both the fall and spring semester exam periods. Students wishing to remain in the residence halls beyond that 24-hour time need written permission from the Director of Student Life, and there must be good cause for permission to be granted. The Director will use their discretion in granting permission, based on guidelines established by the Student Life Office. All students must leave the hall by the announced hall closing time, even if 24-hours has not passed since their last final. Students who do not leave by the announced hall closing time will be billed \$25.00.
6. Students who withdraw from the College or check out of the residence hall at any time during the school year must remove all personal belongings from their room, and properly checkout of the hall with their Assistant Director of Student Life by the previously arranged check-out deadline. When checking out of the hall, they must sign their room condition report and return their room/hall key(s) to the Assistant Director. Students who do not check out of the hall by the previously arranged check-out deadline will be assessed \$25. If they leave before they officially check out of the hall, they will also be assessed \$25, and at least \$35 per key will be deducted from their residence hall/damage deposit account, if they do not return their room/hall key(s) to the Assistant Director before leaving.
7. The costs to repair damages to the building or furnishings outside of student rooms will be assessed to the residents of the wing/floor where the damage occurred, or if in a public area available for use by all residents (i.e. lobbies, laundry rooms), it will be assessed to all the residents in the building. These assessments will be deducted from each resident's hall damage deposit.

8. All residential students will receive a laundry card loaded with 100 laundry (washing/ drying) cycles to use throughout each semester. This equates to over six cycles (three full loads) per week. Cycles will carry from fall to spring semester, but not from one academic year to another. Students will have the ability to add more to their card as needed. The cost is \$25 per semester and will automatically be assessed to all residential students. **Each student will pay a \$10 refundable deposit for the laundry card.** When the card is returned at the end of the year, the \$10 deposit will be refunded (similar to the mailbox key system). Please contact the Student Life Office at 270- 852-3286 with any questions.
9. A contract termination fee of \$500 and forfeiture of the housing deposit will be assessed to residents who officially withdraw from the residence hall at any time during the academic year and subsequently continues full-time enrollment.

### III. Residential Rules and Regulations

1. Students may not remove any College-owned furnishings from their rooms.
2. Students may not remove College furnishings from the lobby, floor lounges, or any public areas in the residence halls. Students found to have any lounge or public area furnishings in their room will be referred to the Student Life Office.
3. **Approved** appliances for use in the residence halls include:

- Small microwaves
- Small refrigerators

Students should consider the government-backed “Energy Star” label when buying lights and electronics. The label is a distinctive half-globe logo with the word “energy” and a star inside. Products with this label meet high energy-efficiency guidelines set by the U.S. Environmental Protection Agency and the U.S. Department of Energy.

Items **not permitted** due to serious fire hazard or safety concerns include, but are not limited to:

- Any appliance with an open heating element
- Black lights
- Candles, candleburners or oil burners (not allowed in the halls, even if they are not or have not been burnt)
- Crock pots
- George Foreman grills
- Halogen lamps
- Hot plates
- Incense
- Lava lamps
- Power tools, saws, large moving blades, etc.
- Space heaters
- Toasters
- Toaster ovens

Cooking, other than preparing snacks, is not permitted in students’ rooms.

4. Smoking is not permitted in the residence halls. Students who smoke may do so outside away from doorways.
5. Students may not install ceiling fans, additional lighting fixtures, etc., or tamper with any electrical wiring in the residence halls including the cable television wiring and the smoke detectors. External radio and TV antennas are also not permitted. Anyone found to have disabled or otherwise tampered with a

smoke detector will be referred to the Student Life Office and fined \$25.00 or given 10 hours campus work.

6. Nails, hooks, etc. may not be attached to the walls. Pictures and other items are not to be attached to the walls, windows, or furniture by any method that leaves holes or marks. Students will reimburse the College for damages resulting from the use of unapproved materials.

7. Pets (with the exception of fish in an aquarium) are not allowed in the residence halls. Students found in violation will be assessed a \$25 fine and/or 10 hours community service and the pet must be removed immediately. Students should not clean aquariums in the sinks in the bathrooms, due to plumbing problems caused by gravel in the pipes.

8. Students are expected to keep their rooms clean and orderly at all times. Clothing, blankets, towels, or other articles (including beer signs, or alcohol propaganda, etc.) are not to be hung or displayed in residence hall windows.

9. Waterbeds are not permitted in the residence halls.

10. The College does not assume responsibility for loss of or damages to a student's clothing, valuables or other personal property. **Room doors should be locked at all times.** In case of theft, report it immediately to your Resident Director or the Student Life Office. Please note - personal items left outside a room will be discarded unless prior arrangements are made with the Physical Plant staff. **Also, the College recommends that students secure a personal renter's insurance policy as student property in the residence halls is not covered under the College's property insurance.**

**Note:** Please refer to page 58 for the Student Code of Conduct.

## IV. Room Entry and Search/Seizure

The College respects and is committed to protecting each student's rights. It is also responsible for ensuring that adequate attention and protection are extended to all persons on campus, to the educational and service functions of the College, and to College property.

The Resident Director, with the approval of the Student Life Office, may conduct periodic room inspections (accompanied by another party) for health and safety violations. In most cases a minimum of 24-hours notice will be given in advance of the inspection by the residence hall staff. However, the College reserves the right to enter any student room at any time. The College decides to do so in its sole discretion and may look into any property (College or student owned). It is understood that residence hall rooms are College property, are not permanent residence for students, and therefore tenant/landlord laws do not apply. A student's family home is still considered his or her permanent address.

State and federal laws govern the entry of police officers into your room to investigate illegal activity. Lawful searches include, but are not limited to, a search with a search warrant and a search in which the resident has given permission for the search (verbally or by waiver).

A Student Life or residence hall staff member may enter a student's room at any time if the staff member has reason to believe a residence hall regulation or Student Code of Conduct violation is occurring in the room. Evidence of alcohol or drug use on the floor also warrants probable cause for room searches (including drawers, closets, refrigerators, etc.) with the resident present.

All areas of a Residence Hall are College property. Although students bring items to campus, for example a refrigerator, College officials have the right to search those items if there is reason to believe the student is in violation of College property or for safety reasons. If a College staff member observes items that are not

permitted in the residence hall in a student's room, these items will be confiscated. With the exception of alcohol and illegal items (such as drugs, illegal weapons, etc.), confiscated items will be returned to their owners, typically at the end of the school year. Alcohol will be disposed of when it is confiscated. Illegal items will generally be turned over to the police.

Residence Life staff may also enter or search your room without your permission if there is an immediate and serious threat to the safety and well being of persons or property, or for reasons stated below. Under such conditions, a staff member may enter and search your room whether you are present or not. Another member of the Student Life staff, and possibly other officials will assist the staff member if it is thought that such danger is connected with fire, chemicals, explosives, weapons, or other items that could cause serious personal trauma or injury. The same procedure is prescribed if the potential danger involves assault or another acts that might jeopardize persons or property, or are serious violations of state or federal law.

If a staff member enters your room with your permission and sees a violation that threaten the health, safety, and welfare of the College community, the staff member will confiscate all objects or materials that constitute a threat and take them as evidence to the Student Life Office. Other staff members or students may be asked to assist in an emergency situation requiring room entry if the situation threatens immediate harm to individuals. Staff will not, except as noted above, admit a third party to your room without obtaining your written or oral permission.

## Emergency Response Procedures

1. In all cases of emergency, students should contact their RA, RD, or the Student Life Office.
2. Students must vacate the building whenever the fire alarm sounds. Students remaining in the building or who enter the building before they have been given permission to re-enter after the alarm has ended, will be subject to disciplinary action.
3. Students are required to leave their rooms or other areas of the building during the sounding of severe weather sirens, and immediately go to the basement, if available, or first floor internal areas of the building, if a basement is not available. Students who fail to follow this procedure will be subject to disciplinary action.

**Note: Sirens in Owensboro and Daviess County are tested at noon on Fridays.**

4. Students who become ill should contact their Resident Director and/or the campus nurse.

## Fire Drill Regulations

Every member of the College community should realize the responsibility for knowing what to do in case of a fire. Upon entering any building, an occupant should immediately acquaint himself with fire escape routes and become familiar with the location of fire extinguishers.

Fire drills expedite the correct procedure to follow should a real fire occur. In the event of a fire drill occupants should vacate the building as quickly as possible. Failure to evacuate the building during a fire drill may result in disciplinary action.

The most important thing to remember during a fire drill or an actual fire is to **REMAIN CALM**. Running and pushing can cause panic and confusion, which may result in a deadly situation. Students should walk quietly to the nearest exit, then keep walking until they are a safe distance from the building.

Use of fire extinguishers and alarms, except in cases of emergency, is strictly prohibited and will result in referral to the Student Life Office and possibly local law enforcement.

## Residence Hall Behavioral Expectations

Under Kentucky state law, each college or university in the state must disclose to all lessees of on-campus housing facilities whether the facility where residents are housed is equipped with an “automotive fire suppression system,” or, in other words, a sprinkler system. With the exception of Massie Hall, the residential facilities on Kentucky Wesleyan’s campus are **not** equipped with such systems, and are not required to be since they are not over three stories. They are equipped with fire/smoke detectors and alarm systems. All residential students sign a form acknowledging this information when checking into the residence hall.

1. Alcoholic beverages, illegal drugs, weapons, firearms, ammunition, explosives and fireworks are not permitted anywhere on campus, or in College housing. **Violations of this regulation will result in disciplinary action, up to and including possible expulsion from the College.**

2. The presence\* of alcoholic beverage containers, either full or empty, anywhere in the residence halls could result in room searches and will result in disciplinary action being taken.

\* PLEASE NOTE: Presence of articles may be interpreted as actual possession of those articles. Students encountered in locations where drugs, alcohol, firearms, fireworks, ammunition and explosives or other misconduct is evident will normally be considered in violation of the Code of Conduct even if they do not have the prohibited items on their person at the time they are encountered.

3. Gambling is not permitted anywhere on the Kentucky Wesleyan College campus, including residence hall rooms.

4. Quiet hours are observed in the residence halls and on all college property from 10 p.m. until 10 a.m., Sunday - Thursday, and from midnight until noon of Friday and Saturday. During these hours, a quiet atmosphere conducive to study, rest, or sleep must be maintained by all residents and their guests.

**Courtesy hours, however, are always observed in the residence halls.** Therefore, the volume of voices, radios, stereos, TVs, musical instruments, etc. is never to be so loud as to disturb other residents on campus or in the surrounding neighborhood, regardless of the time of day or night.

5. Twenty-four hour quiet hours will be observed in the residence halls and on all college property during final exam periods. Notices will be posted in the residence halls in advance informing students of this observance.

6. Men are not allowed in the women’s residence halls or living areas, and women are not allowed in the men’s residence halls or living areas except during approved open visitation hours. Open visitation hours for members of the opposite sex are as follows:

**Sunday - Thursday.....11 a.m. until midnight**

**Friday and Saturday.....11 a.m. until 2 a.m.**

7. All visitors must be escorted in residence halls by a residential student living in that building at all times. Only two guests per resident at one time (regardless of gender) allowed in the residence hall rooms or common areas. More than six people in one residence hall room may be considered an unauthorized party.

8. Due to safety concerns, all overnight guests must register with the hall Resident Assistant or Resident Director; this includes athletic recruits and admissions visitors. Guests must fill out a guest registration form and carry with them a guest registration card. These forms may be obtained from a Resident Assistant or the Resident Director. Guests who are not registered may be asked to leave. Students will be responsible for the behavior of their visitors/guests. Any guest who is violating College or residence hall policies may be asked to leave the halls. No long-term guests are allowed. **Guests under 18 years of age (other than immediate family members) are not permitted in the residence halls at any time.**

9. Under no circumstances may dependent children or spouses live in residence halls. In the event of pregnancy, a student should contact the school nurse immediately for prenatal referral. Due to health concerns, a pregnant student must make off campus housing arrangements prior to the third trimester.
10. Students found to be using any residence hall telephone for annoying, harassing or illegal purposes or tampering with phone equipment will face disciplinary action and may also have their phone service disconnected. Through our direct dial system, it is possible to trace all calls (on and off campus) to a specific extension.
11. Students who direct profanity or obscenities at staff, verbally abuse staff or obstruct staff access to rooms in college buildings, provide false identification/information or no identification/information, refuse to follow reasonable instructions/requests of staff, interfere with staff who are attempting to carry out the responsibilities of their position, or who verbally threaten and/or physically harm a staff member will be referred to the Student Life Office. Staff members include food service workers, physical plant staff, security officers, and bookstore personnel employed by the companies with whom the college contracts for such services.
12. Athletic activities are to be confined to areas designated for such use and are not to occur inside or outside of the halls, in areas close to the residence halls.
13. Tampering with or misuse of smoke detectors, fire alarms, pull stations or fire extinguishers is a very serious offense. Such actions will result in referral to the Student Life Office and possibly local law enforcement.
14. Student should not sit in or lean out of residence hall windows. Also, items should not be set on outer windowsills or thrown from windows. Any student found on the roof of any campus building will be referred for judicial action.
15. Students are responsible for any behavior that takes place in their room, whether or not they are present in the room at the time the behavior occurs.
16. If a College staff member observes items that are not permitted in the residence hall in a student's room, these items will be confiscated. With the exception of alcohol and illegal items (such as drugs, illegal weapons, etc.), confiscated items will be returned to their owners, typically at the end of the school year. Alcohol will be disposed of when it is confiscated. Illegal items will generally be turned over to the police.
17. The College reserves the right to remove any student from a residence hall at any time, if their conduct is disruptive to other residents or if they pose a threat to themselves or the safety and well-being of other members of the campus community.
18. After a third offense for noise violations, the College reserves the right to confiscate the equipment responsible for the noise (i.e. stereo, computer speakers, video games/system, etc.)

## Drug & Alcohol Use/Abuse Policy & Program

As a church-related Christian college, Kentucky Wesleyan is concerned about the health and well-being of its students and recognizes the health hazards involved with the use of alcohol and illicit drugs. In an attempt to deter students from using alcohol and illicit drugs, the College has adopted the following policies.

Information pertaining to the legal sanctions under Kentucky state law for the unlawful possession of distribution of illicit drugs and alcohol; the health risks associated with the use of illicit drugs and the abuse of alcohol; and drug and alcohol abuse counseling programs available to students are also included in this policy.

\* **Possession and/or Use of Alcohol Beverages and Containers** - Kentucky Wesleyan College prohibits the possession and/or use of alcoholic beverage containers (either full or empty), and the possession, use and/or distribution of illicit drugs or drug paraphernalia on College property or at College-sponsored functions, regardless of a student's age. Students may also be referred to the civil authorities for the unlawful possession of

alcohol beverages on College property or at College-sponsored functions.

\* **Possession, Use and/or Distribution of Illicit Drugs or Drug Paraphernalia** - Students involved with the possession and/or use of illicit drugs or drug paraphernalia on College property or at College-sponsored student functions are subject to the following sanctions:

(A) Suspension from the College for at least one full semester, with re-admittance to the College contingent upon providing proof of successful completion of a drug abuse rehabilitation program for the first offense.

(B) A second violation would result in expulsion from the College.

Students may also be referred to the civil authorities for the unlawful possession and/or use of illicit drugs on college property or at College-sponsored student function.

Students involved in the distribution of illicit drugs on College property or at College sponsored student functions will be expelled from the College in addition to being referred to the civil authorities.

- PLEASE NOTE: Presence of articles may be interpreted as actual possession of those articles. Students encountered in locations where drugs, alcohol, firearms, ammunition and explosives or other misconduct is evident will normally be considered in violation of the Code of Conduct or Residence Hall Regulations, even if they do not have the prohibited items on their person at the time they are encountered.

## State Laws Pertaining to the Illegal Possession and/or Use of Illicit Drugs and Alcohol

Listed below are state laws pertaining to unlawful possession and/or distribution of illicit drugs and alcohol, public intoxication and driving under the influence.

**Unlawful Possession of Alcoholic Beverages** - persons under the age of twenty-one (21) are subject to a fine of up to one hundred dollars (\$100) if they:

1. Enter a licensed premises to buy, or have served to them, alcoholic beverages.
2. Possession, purchase or attempt to purchase, or get another to purchase alcoholic beverages.
3. Misrepresent their age for the purpose of purchasing or obtaining alcoholic beverages.

Unlawful possession of alcoholic beverages is classified as a misdemeanor offense.

**Public Intoxication** - persons are subject to a fine of \$250 and a jail term of not more than ninety (90) days if they are found guilty of appearing in a public place manifestly under the influence of alcohol, a controlled substance, or other intoxicating substance, not therapeutically administered, to the degree that they may endanger themselves or other persons, or unreasonably annoy persons in their vicinity. Public intoxication is classified as a misdemeanor offense.

**Driving Under the Influence (DUI)** - person will be considered driving under the influence if they are found operating a motor vehicle with a blood-alcohol level of 0.08 or higher. Driving under the influence of alcoholic beverages is classified as a misdemeanor offense, unless fourth offense within last five (5) years in which case it is a felony.

The penalties for driving under the influence are as follows:

*First Offense* - a fine not less than \$200 nor more than \$500, and a jail term of not less than 48 hours nor more than thirty (30) days or both.

*Second Offense* - a fine not less than \$350 nor more than \$500, and a jail term of not less than seven (7) days nor more than six (6) months.

*Third Offense* - a fine not less than \$500 nor more than \$1,000, and a jail term of not less than thirty (30) days nor more than twelve (12) months.

*Fourth Offense* - one (1) to five (5) years in prison.

**Possession of a Controlled Substance in the First Degree** - it is unlawful for any person to knowingly or intentionally possess a controlled substance unless such substance was obtained directly, or pursuant to a valid prescription or order, from a physician, while acting in the course of their professional practice.

Possession of a controlled substance is classified as a felony offense. The penalties for possession of a controlled substance are as follows:

*First Offense* - one (1) to five (5) years in jail, and/or a fine of between \$3,000-\$5,000.

*Subsequent Offenses* - five (5) to ten (10) years in jail, and/or a fine between \$5,000-\$10,000.

**Trafficking in a Controlled Substance in the First Degree** - it is unlawful for any person to distribute, manufacture, cultivate, sell or transfer any controlled substance they are prohibited from possessing.

Trafficking in a controlled substance is classified as a felony offense.

Penalties for trafficking in a controlled substance are as follows:

*First Offense* - not less than five (5) years and no more than ten (10) years in jail, and/or a fine of between \$5,000-\$10,000.

*Subsequent Offenses* - not less than ten (10) years and no more than twenty (20) years in jail, and/or a fine of between \$10,000-\$20,000.

## Student Life Social Event Policy

The following policy applies to all organizations, individual students, or groups who wish to hold a KWC sponsored social event that includes KWC students or non-KWC students outside of their membership. A KWC sponsored event is any approved event held on campus or off campus paid for with KWC funds.

1. All student organizations or individual students wishing to hold KWC sponsored parties or social functions on or off campus must obtain permission from the Student Life Office at least two weeks prior to the function. Failure to comply will result in denial of request and disciplinary action.
2. No alcoholic beverages are permitted. Violation of this rule may lead to suspension of social privileges of the individuals and organizations or other disciplinary action.
3. All current KWC students who attend this event must present a valid KWC ID to a sponsoring group member. KWC students are allowed to bring one non-KWC guest to non-Greek events who must be at least 18 years of age and must also provide the sponsoring group with valid identification. This will prevent the need for a current student list and allow the sponsoring organization to control the number of non-KWC guests.

National organizations (i.e., fraternities and sororities) must abide by their national policies as well as the KWC policy. To avoid confusion, the policy that is the most restrictive must be the policy that is followed. A ratio of 2 to 1 indicates two non-active members (KWC students or non-KWC students) for every active member.

4. In the event of an off campus school sponsored event, an off-duty law enforcement officer (i.e., Daviess County Sheriff's Office, Owensboro Police Department) must be hired to serve as a security guard and required to patrol the area during the entire duration of the event. The Student Life Office reserves the right to require security for all KWC social events, and does require one guard per 75 people at on-campus events.

5. The final responsibility for the conduct of each person at a social function rests with the sponsoring group.

## Policy on Sexual Harassment

### **I. Policy Statement**

Kentucky Wesleyan College prohibits, and will not tolerate, the sexual harassment of any member of its community. Any faculty member, staff member, or student found in violation of this policy will be subject to disciplinary action. Retaliation for filing a sexual harassment complaint is prohibited.

### **II. Purpose**

This policy is adopted and implemented with the express purpose of providing protection and relief for victims of sexual harassment, while at the same time insuring fair treatment for those accused of sexual harassment. Additionally, this policy is intended to establish equitable procedures for filing complaints, investigating charges, and resolving complaints of sexual harassment.

### **III. Complaint Procedures**

The Sexual Harassment Officer, appointed by the President, is available for counseling on matters of sexual harassment. The Sexual Harassment Officer is Cindra K. Stiff, Vice President for Finance for KWC. As part of such counseling, the Sexual Harassment Officer will provide information about applicable laws, policy, options for resolution of complaints, and requirements of confidentiality.

### **IV. Responsibilities**

The college's Sexual Harassment Officer is responsible for administering this policy. The Sexual Harassment Officer will maintain and preserve records on all reported cases of sexual harassment. Information obtained by the Sexual Harassment Officer as part of a complaint and/or investigation will be considered privileged. This information will be stored in a secure manner, inaccessible to the college community and to the public, and not subject to review and /or disclosure except as permitted by the policy procedures.

## State Laws Pertaining to Stalking

### **Stalking in the First Degree** (Kentucky Revised Statutes 508.140)

(1) A person is guilty of stalking in the first degree,

(a) When he intentionally:

1. Stalks another person; and  
2. Makes an explicit or implicit threat with the intent to place that person in reasonable fear of:

a. Sexual contact as defined in KRS 510.010;

b. Serious physical injury; or

c. Death; and

(b) 1. A protective order has been issued by the court to protect the same victim or victims and the defendant has been served with the summons or order or has been given actual notice; or

2. A criminal complaint is currently pending with a court, law enforcement agency, or prosecutor by the same victim or victims and the defendant has been served with a summons or warrant or has been given actual notice; or

3. The defendant has been convicted of or pled guilty within the previous five (5) years to a felony or to a Class A misdemeanor against the same victim or victims; or

4. The act or acts were committed while the defendant had a deadly weapon on or about his person.

(2) Stalking in the first degree is a Class D felony.

**Effective:** July 14, 2000 **History:** Amended 2000 Ky. Acts ch. 401, sec. 14, effective July 14, 2000. — Created 1992 Ky. Acts ch. 443, sec. 2, effective July 14, 1992.

**Stalking in the Second Degree** (Kentucky Revised Statutes 508.150)

(1) A person is guilty of stalking in the second degree when he intentionally:

(a) Stalks another person; and

(b) Makes an explicit or implicit threat with the intent to place that person in reasonable fear of:

1. Sexual contact as defined in KRS 510.010;

2. Physical injury; or

3. Death.

(2) Stalking in the second degree is a Class A misdemeanor.

**Effective:** July 14, 1992 **History:** Created 1992 Ky. Acts ch. 443, sec. 3, effective July 14, 1992.

## Title IX Statement

“In conformity with the pertinent requirements of Title IX of the Education Amendments of 1972 enacted by the Congress of the United States, Kentucky Wesleyan College does not within the context of its religious principles, its heritage, its mission and its goals discriminate on the basis of sex in the area of employment, admission or educational programs or other activities. Inquires concerning the application of Title IX to Kentucky Wesleyan College may be addressed Vice President of Finance, Administration Building, Kentucky Wesleyan College, 3000 Frederica Street, Owensboro, KY 42301, Telephone (270) 926-3111, the responsible employee named to pursuant to Section 96.0 of the regulations.”

## Student Health Services

All full time Kentucky Wesleyan College students are required to have health insurance. During registration, all full time students must present the school nurse proof of medical insurance. School insurance is available. Contact the nurse for more information. Many questions concerning the scope and particulars of the Student Health Office are answered here, but you should not hesitate to contact the Health Office if you are unsure about a health matter. The Student Health Office is located on the second floor of the Barnard-Jones Admin. Building. A Registered Nurse is on duty Monday through Thursday from 9 a.m.. - 4 p.m. The office is closed on Friday.

### ***What is the Student Health Office?***

The Student Health Office is a facility that has been set up to be your primary source of health care while you are at KWC. The health office is staffed by a Registered Nurse who is dedicated to one objective: helping you maintain your health so that you can continue your education. She is there to provide you with care, treatment, information and education about any health problems that develop. The service is always confidential.

### ***Can Anyone Use The Health Office?***

The services are available to all students, residents or commuters. There is one requirement that must be met before you can be treated. Your pre-entrance health form must be on file in the Student Health Office. This form is to be completed by you and contains your past medical history, current medical problems, and

such essential information as allergies to medications, etc. All information presented is confidential and available only to members of the Student Health staff. **T.B. tests, flu and Meningitis vaccines are available to the student at cost.** Check your e-mails or call the Student Health Office for more information.

### *What Do I Do If I Am Sick?*

If you are not feeling well, you should report to the Student Health Office at once. There are many minor medical conditions for which the nurse can treat or give you educational information. The nurse has the authority to dispense non-prescriptive items such as cold tablets, aspirins, medication for intestinal disturbances, etc. However, after evaluating your symptoms, the nurse may refer you to be seen by a physician.

## Campus Clinic

The KWC Campus Clinic provides medical care to students, faculty and staff every Tuesday from 1pm-4pm. The KWC Campus clinic is located in Room 211 on the 2<sup>nd</sup> floor of the Bernard-Jones Administration Building in the campus nurse's office. This service is provided through a partnership with KWC and Owensboro Medical Practice. Care is provided by Kathy Lewis, PA-C. Students can seek treatment for upper respiratory infections, allergies, Strep, bronchitis, mono, depression and anxiety, chronic medical problems as well as any other medial problem. We also offer women's health exams, STD testing, sports physicals and education physicals. Appointments are preferred but not required and can be made by calling Vickie Poteat, RN, campus nurse at extension 3288. Owensboro Medical Practice will bill your insurance company for the office visit so you must bring your insurance card and co-pay in order to be seen. This service is offered so students will have a convenient place to seek medical attention when needed.

## College Assistance Program (CAP)

Kentucky Wesleyan College provides psychological counseling to its full-time students through its College Assistance Program (CAP). Psychologists and counselors from Counseling Associates staff the CAP.

Through arrangements with Counseling Associates, KWC students are permitted six counseling sessions per concern (i.e., homesickness, eating disorder, family/personal relationships, stress, substance abuse, etc.) at no charge to the student. Students wishing to take advantage of the CAP should call the office to schedule an appointment, making sure to identify yourself as a KWC student.

As verification that those calling are indeed full-time students at KWC, and therefore eligible for counseling services at no charge, students wishing to schedule an appointment will be required to provide their name and social security number to Counseling Associates at the time they schedule an appointment. Students will also be asked to show their student ID cards to the receptionist at the time of their appointments. If you miss an appointment and fail to let Counseling Associates know, there will be a charge of \$25.00. The address and phone number for Counseling Associates is listed below.

All information is considered confidential between the student and his/her counselor. Personal identifying information is never provided to the College unless the student involved signs an authorization form permitting the counselor to provide such information to the College. Students experiencing personal, emotional or psychological problems are encouraged to seek assistance through the College's CAP. Both day and evening appointments are available. Students interested in learning more about KWC's CAP should contact Student Health Services at Ext. 3288.

**The address and phone number for Counseling Associates is:**

Counseling Associates  
1316 Frederica St.  
Owensboro, KY 42301  
(270) 686-7999

## **COMMUNITY RESOURCES**

### **24 Hr. Resources**

#### **COMPANY NAME WORK PHONE NOTES**

LOCAL CRISIS LINE (270) 684-9466 • 24 Hour Crisis Line / 800-433-7291 (Outside Daviess County)

Deaconess Cross Pointe (800) 947-6789 • 24 Hr. Psychiatric evaluations • Adults, adolescents and children

O'boro Medical 688-2000 • ER has 24 hr. behavioral health person Health System ER on duty  
• Immediate access to adult Inpatient Unit at hospital

Valley Hospital 689-6800 Inpatient psychiatric hospital for ages 4-18.

### **Outpatient Resources**

Counseling Associates (270) 686-7999 • 3-5 day appointments/Emergencies in 24 hours  
• 24 hr. answering service with therapist on call

River Valley Behavioral Health (270) 683-4039 • Call Crisis Line after hours/Emergency “drop in” service  
at Cigar Factory Mall : M-Th 8am – 7 pm & Fri 8am – 4pm

Owensboro Behavioral Care (270) 684-1077 • All age groups / Psychiatrist / Medicaid eligible

Jody Slaughters, M.Div. (270) 689-2030 • Appointments within 24 hours/Pastoral Counselor  
• Individual, Marital, Family

Ivory Howell – (270) 302-1669. Counseling services on campus.

# Campus Dining Services

Welcome Students!

WELCOME TO A NEW ACADEMIC YEAR AT KENTUCKY WESLEYAN COLLEGE.

The Sodexo Dining Services Team would like to thank you for participating in our on-campus dining program. We are excited to introduce to you this year's repertoire of delicious meal options. You can enjoy a contemporary, crowd-pleasing selection of many of your favorite foods along with some of our own tasty specialties. The following has been designed to act as a quick reference to all of our services. We look forward to serving you!

Sodexo Management Team

## Resident & Commuter Dining

### MEAL PLANS & PANTHER DOLLARS

In order to meet your campus dining needs, we have designed the following meal plans for the 2010-2011 academic year. You may also add money (Panther Dollars) to your Student ID by visiting the Cashiers office (x3108).

#### ***Resident Meal Plans:***

- 12 Meal Membership

Description: 12 meals each week in the Hocker Family Dining Center. This option also comes with \$300 Flex Dollars to be used in the Hocker Family Dining Center, Sub Connection, Jazzman's and Papa John's. Price: \$1860.00 per semester.

- 7 Meal Membership

Description: 7 meals each week in the Hocker Family Dining Center. This option also comes with \$400 Flex Dollars to be used in the Hocker Family Dining Center, Sub Connection, Jazzman's and Papa John's. Price: \$1860.00 per semester

#### ***Commuter Meal Membership***

Description: 45 meals per semester in the Hocker Family Dining Center. This option also comes with \$200 Flex Dollars to be used in the Hocker Family Dining Center, Sub Connection, Jazzman's and Papa John's. Price: \$495.00 per semester

*Some points to remember:* Flex dollars (comes with your meal plan) and Panther Dollars (you purchase separate from or in addition to a meal plan) both are like cash on your card that may be used at the Hocker Family Dining Center, Sub Connection, Jazzman's and Papa John's located on Frederica. Remaining Flex & Panther Dollars will roll over from fall to spring semesters, but will expire at the end of the school year. Meals on the resident Meal Plans start over at the beginning of each semester. Flex Dollars, Panther Dollars and meals not used are forfeited & non-refundable.

## Dining Policies & Procedures

One of our main goals is to provide a pleasant, clean, comfortable and satisfying dining experience. In order to meet this goal, we ask for your assistance with the following procedures:

- Please bus your tray and disposables from your table when you have finished dining.
- Please refrain from taking food, dishes or utensils from the dining area.
- Remember that the student ID cannot be used by anyone but the owner

## Lost Your Student ID?

Remember to have your student ID with you at all times. If it is broken or lost, please contact the Student Life Office (x3286) as soon as possible to get a replacement. You cannot use your meal plans or Panther Dollars without your student ID.

## Dining Hours

See Campus Services Business Hours.

## Catering Services

We are pleased to offer a full repertoire of catering services as part of our Campus Dining Program. From simple parties and bountiful buffets, to elaborate dinners and elegant events, our Catering Department can be the solution to your special event needs. For more information, call us at 270-852-3281.

## Campus Dining Employment

Earn extra income while on campus, make friends, have fun and learn new skills by being a Campus Dining Services employee. We offer flexible hours to fit your class schedule, competitive wages and the benefit of working “close to home.” Interested students should contact Kim Racine by e-mail [kracine@kwc.edu](mailto:kracine@kwc.edu) or stop by any of our dining locations during business hours.

## Call Us

We invite and encourage you to call us anytime with questions, comments or suggestions about our Campus Dining Program. Your feedback is always welcome as it can only help us to serve you better.

### **Kim Racine**

General Manager

270-852-3281

## Welcome Guests!

Having a guest over for dinner? You are welcome to bring a friend or family member for any meal.

Guest prices are as follows:

*BREAKFAST* \$4.80

*LUNCH* \$6.50

*DINNER* \$7.60

You may use your Flex or Panther Dollars as well as cash.

## Student Information changes

Students who have a change in name, off-campus address (including billing or parental address), telephone number, or marital status must, in writing, notify the Registrar’s Office of these changes. It is the responsibility of the student to ensure that the Registrar’s Office has the correct information in their personal data file. **A student’s failure to properly notify the Registrar’s Office of these changes does not excuse the student from meeting College academic deadlines or financial obligations.** Please be aware that student information changes will only be accepted from the student to whom the change applies.

## Student ID Cards

Each new KWC student will be issued a Student ID card during registration at no charge. Replacement cards may be issued in the Student Life Office if a card is lost. The replacement fee is \$5.00. Damaged cards will be replaced at no charge if the damaged card is turned into the Student Life Office. Students will use the same Student ID card during their tenure at KWC. The Student ID must be validated during final registration each semester.

The Student ID has many uses on campus:

- Student identification
- Library Learning Center card
- Dining Services card
- Admission to SAPB events
- Admission to Wesleyan Players productions
- Admission to KWC athletic events
- After hour access to Winchester Center, Woodward HRC, Yu Hak Hahn, & Ralph Fine Arts Center.

**Students should carry their Student ID card with them at all times and must present the card whenever requested by any College faculty/staff member (including food service staff, campus security, and bookstore personnel). Students who do not present a validated Student ID card may be denied access to an activity or event.**

## Post Office

### Mailbox Assignment

1. All full time students (residential and commuters) are required to have a mailbox on campus. No mail will be delivered without a mailbox. Failure to secure a mailbox will result in a \$25 fine and/or 10 hours community service. Mailboxes are optional for part-time students.
2. There is a **\$10.00 refundable deposit** for each mailbox key to be paid during final registration. After this date, the student will need to pay the deposit in the Post Office.
3. All key deposits are refundable at the end of each academic year or at the time of withdrawal.
4. If a student loses or damages his or her original key, the student will be required to pay an additional \$10.00 fee for a replacement. The student is eligible for a refund of the most recent \$10.00 deposit. The Post Office will need to be notified of any lost or damaged keys so the Postal Coordinator can track the number of duplicates that need to be made.
5. It is important to return the key at the end of the academic year, as **mailboxes will be reassigned at the beginning of each school year. Failure to turn in your mailbox key by July 1 will result in a \$50 fine and forfeiture of your key deposit.**

### Post Office Capabilities

1. Hours of operation are 8:00 a.m. - 4:00 p.m.
2. Post Office capabilities:
  - a) Sell stamps
  - b) Ship and receive packages (US Mail, UPS, Fed-Ex, etc.)

- c) Mail letters
  - d) Sell regular envelopes for \$.25.
3. All incoming mail should be addressed in this manner:

Joe or Jane Student  
Kentucky Wesleyan College  
3000 Frederica Street  
Owensboro, KY 42301

The mailbox number is not required for any incoming mail.

4. When someone receives a package that will not fit in the mailbox, a “package slip” will be put in the mailbox to notify the student to pick up a package. Either a package slip or a picture ID will need to be shown in order to pick up a package. ***No Exceptions.***
5. It is the student’s responsibility at the end of the school year or when a student leaves campus (i.e. graduate, withdraw, or go home for the summer) to notify all institutions sending mail (i.e. banks, credit card companies, magazines) of the new address. If a student requests that mail be forwarded somewhere other than the parents’ home (or other permanent address on file), must contact the Postal Coordinator via e-mail. The college will not be held liable for non-forwarded mail. According to the United States Postal Service (USPS), “A change of address may not be filed with the USPS for an individual’s mail addressed to an organization...” (USPS F020.1.4) Since the USPS considers Kentucky Wesleyan College an organization, this applies to our students, faculty and staff.

***The Postal Coordinator may be reached at ext. 3313.***

## Parking

Students must park in designated parking lots on campus based on their classification (commuter or residential). All automobiles parked on campus by KWC students, faculty and staff must be registered in the Student Life Office. Students may register their vehicles online at [www.thepermitstore.com](http://www.thepermitstore.com) or by going to the Student Life Office. Each parking permit tag costs \$25. A parking permit tag is nontransferable and may only be displayed in the vehicle to which it is registered. The parking permit tag must be displayed at all times in the vehicle when it is parked on campus.

### ***General Policies concerning traffic regulations:***

1. Vehicles shall be parked in the lots in the spaces indicated by parking lanes. In case of curb parking, all vehicles are to be parked in the direction of the traffic flow and not in “No Parking” zones (indicate by yellow markings).
2. All vehicles shall observe speed limits and all traffic signs.
3. Motorcycles are classified as motor vehicles and must be registered in the Student Life Office. Motorcycles, mopeds and scooters must observe traffic and parking regulations and are not to be operated on sidewalks or campus lawns.
4. All students involved in traffic accidents on campus should contact the Owensboro Police Department (OPD) at 687-8888 to file a police report for insurance purposes, and report the accident to the Student Life Office.
5. Campus streets and parking lots are maintained and policed by the city of Owensboro. The Student Life Office has no authority for parking or speeding tickets issued by OPD.
6. Vehicles found in violation of campus parking regulations will be ticketed and a fine assessed.
7. Any fines assessed that are unpaid may result in a delay in the registration process.
8. Vehicles parked in a restricted area will be towed, at the owner’s expense, to the softball parking lot. Failure to pay the towing charge will result in a hold being placed on the student’s academic transcript.

## Campus Ministries

KWC Campus Ministries exist to worship, share the love of Jesus Christ among students and staff, and encourage them to grow in faith, connect in Christian community, and serve the campus, community and world.

Campus Ministries offers four student groups: FCA, CROSS, CIA, and BASIC which meet weekly.

Campus ministries also sponsors concerts, local service projects, spring break and summer mission and service learning opportunities around the world, retreats, conferences, SENTRY email prayer ministry, and other ministries to students and staff. Students receive training in leadership and spiritual development as well as in creative arts in ministry, music, drama, and faith-sharing. Students travel to area churches and organizations to participate in the Owensboro faith community.

The Campus Ministry Center is located on the second floor of the Barnard-Jones Administration Building and is open weekdays 9 am to 4 pm. Phone: 270-852-3289. Email: klewis@kwc.edu.

## Athletics

Men compete in baseball, basketball, cross country, golf, and soccer through affiliation with the Great Lakes Valley Conference and NCAA Division II. Football competes in the newly formed GLFC conference within NCAA Division II.

Women compete in basketball, cross country, golf, soccer, softball, tennis, and volleyball through affiliation with the Kentucky Women's Intercollegiate Conference, Great Lakes Valley Conference, and NCAA Division II.

Cheerleading is available for both men and women.

Athletic scholarships and grants are available to men and women athletes. Entering students who have an interest in a particular sport should write to the appropriate coach requesting further information about participation and scholarships.

## Intramurals (Campus Recreation)

The College's intramural sports program is designed to allow each student to relax and enjoy friendly competition. Participation is the most important criteria. Intramural sports include basketball, flag football, softball, golf, tennis, bowling, ping pong, and numerous others. All activities are co-educational and provide students an opportunity to participate. New activities and programs are added as student interest dictates. A weight room equipped with Nautilus machines and free weights is available for all students in the Woodward Health and Recreation Center. Also available are open gym times and two racquetball courts.

## Career Development

The Career Development Office at Kentucky Wesleyan is located in the Alumni, Development and Career Center at 919 Scherm Road (across from Deacon) and provides support and resources for students, faculty, staff and alumni.

The Career Development portion of the center provides students and alumni with the knowledge and techniques necessary to become more marketable and find satisfying employment.

### *Services:*

- Full-time, part-time, and internship opportunities posted on PantherNet

- FOCUS – an online program all students can access for career and educational planning
- Individual career counseling
- Resume and cover letter assistance
- Senior resource guides
- Employment fair information
- Graduate school guides
- Information for: TOEFL, LSAT, LSDAS, and GRE
- Helpful publications and resource materials
- College Placement Network in partnership with the Greater Owensboro Chamber of Commerce and Owensboro Economic Development Corp. helps provide career connections

**Workshops:** Career Planning/Job Search, Resume and Cover Letter Development, Effective Interviewing, Mock Interviews, Workplace Protocol, Business Etiquette, Networking and Personal Finance/Budgeting.

Check PantherNet to view the Career Development webpage. Click on the Campus Life tab.

The Director of Career Development is Margaret Cambron '78 and she can be reached at mcambron@kwc.edu or 852-3302. Office hours are from 8a.m.-4:30 p.m. Monday – Friday. Walk-ins are welcome. Appointments are encouraged as Director is involved in community networking for internships and employment.

## Darrell PLUS Center (Student Academic Services)

Kentucky Wesleyan's PLUS Center, located in the library, offers numerous services to assist students in succeeding in their classes. The PLUS Center offers study sessions in a variety of courses and individual tutoring, writing assistance, and study skills assistance. The PLUS Center also makes arrangements for students with special needs in classwork and test taking.

### Darrell PLUS Center Services

- Testing
- Writing Assistance
- Study Skills Assistance
- Individual Tutoring
- Study Sessions

## Special Needs, ADA, Learning Disability, & Handicap Accessibility

Any student with a documented learning disability and/or physical disability should see 504 Coordinator Leah Hoover for assistance. She will then direct students to whomever will be providing services. It is the responsibility of the student to contact the appropriate person for the services needed.

## Non-Discrimination Policy

Kentucky Wesleyan College does not discriminate on the base of race, color, national origin, sex, disability or age in its programs and activities.

## **Section 504 Coordinator Title IX Coordinator and Age Act Coordinator**

Dr. Leah Hoover, Ms. Linda Keller  
Office 23 Director of Human Resources  
Faculty Office Building Room 108D, Barnard-Jones  
Kentucky Wesleyan College Administration Building  
3000 Frederica Street Kentucky Wesleyan College  
Owensboro, KY 42301 3000 Frederica Street  
270-852-3212 Owensboro, KY 42301  
270-852-3110

## **Office of Disability Services**

### **Mission and Goals of the Office of Disability Services**

Kentucky Wesleyan College is committed to equal opportunity for all academically qualified students, and does not discriminate based on disability. The mission and goals of KWC's Office of Disability Services is to coordinate services that ensure that individuals with disabilities have equal access to take full advantage of this college's educational, social, and cultural opportunities.

The goals of the KWC's Office of Disability Services (ODS) are:

- To provide and coordinate accommodations for enrolled students with disabilities. Services are individualized to meet the student's needs based on their specific disabilities. The services provided by the ODS include, but are not limited to: testing accommodations, note-takers, readers, interpreter, access to assistive technology, books on tape, and others determined on an individual basis.
- To provide services and information to ease the transition into postsecondary education.
- To facilitate the development and independence of students with disabilities.
- To serve as a resource for students, staff, faculty and administrators within the Kentucky Wesleyan College community and for individuals and agencies within the Daviess County community on disability issues.
- To assist with increasing the awareness of the Kentucky Wesleyan College community on disability issues.
- To assist with campuswide efforts to comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.
- To facilitate sharing of information among disabled student service professionals within the region.
- To pursue external funding sources to enhance services for students with disabilities.

### **Contact Information**

Leah Hoover, Ph.D.  
Kentucky Wesleyan College  
3000 Frederica Street  
Owensboro, KY 42301  
lhoover@kwc.edu  
270-852-3212

## **Family Educational Rights and Privacy Act (FERPA)**

A signed copy of the FERPA form must be on file in the Registrar's Office. FERPA is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's educational

records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

## **Responsibilities of Students, Faculty & the Office of Disability Services**

Kentucky Wesleyan College is committed to equal opportunity and challenge for all academically qualified students and does not discriminate on the basis of disability. The Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973 are significant federal mandates that require universities to provide reasonable and appropriate accommodations for qualified students with documented disabilities. Support services and accommodations are designed to provide students with disabilities full access to the College's educational opportunities.

The Office of Disability Services is responsible for the general coordination of programs and services for qualified applicants for admission and enrolled students with disabilities. Eligibility for services and appropriate accommodations are determined by the Office of Disability Services after review of disability documentation. Frequently, collaborative discussion between the Office of Disability Services, the student, faculty and others is required to identify appropriate accommodations such as those listed below.

### **RESPONSIBILITY OF STUDENT:**

- Students with disabilities are responsible for ensuring that Kentucky Wesleyan College is aware of disabilities that require accommodation in the educational process.
- Students with disabilities are responsible for requesting accommodations by identifying themselves to Dr. Leah Hoover at the Office of Disability Services, presenting appropriate documentation of disability, completing a service request each semester, and requesting accommodation letters for faculty outlining specific accommodation needs.
- Students with disabilities are responsible for providing the accommodation letters to each faculty.
- Students with disabilities are responsible for requesting accommodations in a timely manner.
- Students with disabilities are responsible for meeting the requirements of each class.
- Students with disabilities are responsible for notifying Dr. Leah Hoover at the Office of Disability Services if any problems occur receiving approved accommodations.

### **RESPONSIBILITY OF FACULTY:**

- Faculty are strongly encouraged to include the following statement on the course syllabus: "Kentucky Wesleyan College is committed to providing access to programs and services for qualified students with disabilities. If you are a student with a disability and require accommodation to participate and complete requirements for this class, notify me immediately and contact Dr. Leah Hoover at the Office of Disability Services (FOB #23 or 270-852-3212) for verification of eligibility and determination of specific accommodations."
- Faculty are responsible for requiring verification of eligibility. The standard form of verification is a letter to the faculty prepared by the Office of Disability Services.
- Faculty are responsible for providing approved accommodations for eligible students. The Office of Disability Services is available for consultation about appropriate levels of accommodation and available support resources.
- Faculty must consult freely with the Office of Disability Services as questions and concerns arise regarding approved accommodations for each student.

### **RESPONSIBILITY OF THE OFFICE OF DISABILITY SERVICES: (ODS)**

- ODS is responsible for general coordination of accommodations for students with disabilities.
- ODS is responsible for referring students with suspected disabilities to sources of assessment, but ODS provides no diagnostic services.
- ODS is responsible for receipt and review of documentation of disability.

- ODS is responsible for determining eligibility for specific accommodations.
- ODS is responsible for preparation of accommodation letters. Letters are given to students who in turn share letters with faculty.
- ODS is responsible for discussing accommodation needs with students, faculty and others as appropriate to identify appropriate accommodations on a case-by-case basis.
- ODS is responsible for assisting faculty with classroom accommodation needs and provision of appropriate auxiliary aids.
- ODS is responsible for assisting with problem resolution as needed.

### **How to Apply for Services Provided by the Office of Disability Services**

- Kentucky Wesleyan College is committed to equal opportunity and challenge for all academically qualified students and does not discriminate on the basis of disability. Accommodations are available to encourage students with disabilities to take full advantage of this college's educational, social, and cultural opportunities and experiences.
- The Office of Disability Services is responsible for the coordination of programs and services for qualified applicants for admission and enrolled students with disabilities. Determination of eligibility for services and appropriate accommodations is determined by Dr. Leah Hoover, Director of the Office of Disability Services and Assistant Professor of Special Education, after review of documentation of disability.
- At a scheduled appointment, Dr. Hoover will discuss the student's request for services with the student to determine appropriate accommodations and/or consult with the faculty member or others outside the college (as deemed necessary) regarding the request.
- Questions or concerns from faculty, staff, or the student related to requested accommodations should be discussed with Dr. Hoover informally and then be subject to informal consultation with the Dean of Students, Dr. Paula Dehn. Written student complaints submitted to the Dr. Hoover and the Office of Disability Services will be addressed directly by Dr. Hoover and the Office of Disability Services in writing to the sender. Matters that remain unresolved may be formally presented by the student to the Dean of Students located in the Barnard Jones Administration Building by following the ADA Grievance Procedure. A complaint should be filed within 180 days after the complainant becomes aware of the alleged violation. Formal appeals include a written statement regarding the nature of the complaint, results of the informal meetings, and requested resolution. All formal appeals will be promptly investigated and a decision will be rendered within 60 working days of the date of receipt. Please contact the Office of Disability Services for additional information on the grievance procedure.

### **Applying for and Requesting Support Services**

- **Referrals** - Students and potential students are referred to Office of Disability Services by publications such as Kentucky Wesleyan application packets, schedules of classes, course syllabi and catalogs. Students are also referred by community agency personnel, Kentucky Wesleyan faculty, high school counselors, health care professionals, family members and others. Referrals must be made in writing. Referrals should be routed to Dr. Leah Hoover (FOB #23). All contact information for Dr. Hoover is listed below:

Dr. Leah Hoover, Director of Disability Services

Kentucky Wesleyan College

3000 Frederica Street

FOB #23

Owensboro, KY 42303

270-852-3212

lhoover@kwc.edu

**Submitting documentation of disability** - All students seeking assistance from the Office of Disability Services must disclose the presence of a disability. In most cases, the student will be asked to submit documentation of disability for review by Dr. Leah Hoover, Director. Upon receipt and review of the documentation, an intake appointment will be scheduled. Contact Dr. Hoover at 270-852-3212 or lhoover@kwc.edu to set up this appointment.

- **Intake appointment** - After review of documentation, Dr. Hoover will contact the student to schedule an appointment with the student if the student has not already scheduled such appointment. At this meeting, the student's eligibility for accommodations and anticipated needs will be discussed. Policies and procedures regarding specific accommodations, such as letters for faculty, accommodations, supplemental note-taking services, etc. will be discussed at this appointment.
- **Requesting specific accommodations** - Requests for accommodations are made by completing an Accommodation Application Form (available on this site under FORMS) and submitting **the form along with a copy of class schedule** to Dr. Leah Hoover PRIOR to the start of the semester. All forms should be turned in BEFORE the end of the first week of each semester. **Accommodations are not retroactive; date of determination occurs at the date of application.** It is the responsibility of the student to request specific accommodations each semester via the Accommodation Application Form. Please remember that no accommodations can be put in place until after submission of appropriate documentation, review by the coordinator, determination of eligibility for specific services, and request by student for specific accommodations.
- **Timeliness of requests** - Submission of accommodation requests for instructor letters, accommodation, tutors from the PLUS Center and supplemental note-taking services from the PLUS Center should generally be submitted no later than one week prior to beginning of term. Some accommodations (such as interpreter service and taped/CD textbooks) require much more notice and requires the submission of course schedule, textbook name, author, and ISBN number in regards to taped/CD textbooks. Although the Office of Disability Services will make reasonable effort to process all requests, **untimely requests may result in delay of accommodations.**

## Grievance Policy for the Office of Disability Services

Kentucky Wesleyan College has a continuing responsibility to monitor and address ADA compliance issues. Kentucky Wesleyan College does not discriminate on the basis of disability in its programs or activities. Complaints should follow the Grievance Procedure as indicated below. The Grievance Procedure is not a legal proceeding, but rather an informal process to enable Kentucky Wesleyan College to remedy any and all effects of alleged discrimination.

The following internal grievance procedure concerning disability services provides for prompt and equitable resolution of complaints. Complaints concerning disability services should be addressed to Dr. Leah Hoover, FOB #23, (270) 852-3212 or lhoover@kwc.edu

To initiate to pursue a grievance based on discrimination related to the American with Disabilities Act (ADA), the following steps must be observed within 90 days of the time in which the alleged discrimination occurred. The steps are as follows:

1. The student should attempt to resolve disputes informally with either the party alleged to have committed the violation, and/or with the said party and the Director of Disability Services, Dr. Leah Hoover.

If the dispute cannot be resolved informally, then the following formal resolution procedures should be followed:

2. A complaint should be filed in writing, contain the name, address, and contact phone number of the person filing said complaint, and briefly describe the alleged violation. Upon receipt of the written notice of complaint, Dr. Leah Hoover, Director of Disability Services, shall acknowledge receipt within five workdays.
3. A complaint should be filed with the Office of Disability Services within 90 days after the complainant becomes aware of the alleged violation.

4. An investigation, as may be appropriate, shall follow the filing of said complaint. The Office of Disability Services, along with the assistance of the Office of the Academic Dean for Kentucky Wesleyan College, shall conduct the investigation. This internal complaint procedure involves an informal, but thorough investigation, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint. This investigation will be completed within 30 days of the submission of the written complaint.

5. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the Office of Disability Services, in association with the Office of the Academic Dean for Kentucky Wesleyan College, and a copy forwarded to the complainant.

6. The Office of Disability Services shall maintain the files and records relating to the complaints filed.

7. The complainant can request a reconsideration of the case in instances where the person is dissatisfied with the resolution. This will be known as the Appeals Process. The request for reconsideration (appeal) should be made within 10 workdays to the Office of Disability Services. This appeal must be made in writing to Dr. Leah Hoover, Director of Disability Services for Kentucky Wesleyan College at 3000 Frederica Street, FOB #23, Owensboro, KY 42303. This appeal MAY NOT be email or verbalized by phone or voicemail.

8. A decision from the Office of Disability Services, in association with the Office of the Academic Dean for Kentucky Wesleyan College, will be rendered within 20 days after receiving the appeal. The appeal decision is final. The student and other parties will be advised of the outcome of the appeal to the fullest extent allowed by the state and federal law.

**NOTE: It is prohibited for any Kentucky Wesleyan employee, official, or student to retaliate against or hinder the testimony of any individual because he/she has a filed a complaint under this procedure or who has otherwise assisted in the investigation of a grievance. Such retaliations will be subjected to sanctions as deemed appropriate by the Office of the Academic Dean for Kentucky Wesleyan College.**

## Process for Grieving Alleged Title IX Discrimination Issues

### Non-Discrimination Committee

The President of the College will appoint a Non-Discrimination Committee. The members of this committee will serve a two-year term. The committee will consist of one faculty member, one staff member and one student (the 504 Coordinator, the Title IX Coordinator and the Age Act Coordinator cannot be members of this committee). The committee performs two major functions: (1) oversight of disability accommodations and (2) hearing unresolved ADA, Title IX or Age Act grievances.

At least once a year the committee will investigate a random sample of disability cases (students and staff). The committee will report the results of their investigation directly to the President of the College. Their report will include recommendations for improvements.

### Complaint Process

A student or employee who alleges a Title IX or Age Act violation may file a complaint with the Coordinator.

The Title IX and Age Act Coordinator is:

**Ms. Linda Keller**

**Director of Human Resources**

**Room 108D Barnard-Jones Administration Building**

**Kentucky Wesleyan College**  
**Owensboro, KY 42301**  
**270-852-3110**

A student grievance is a formal complaint filed by an individual enrolled in the college. An employee grievance is a formal complaint filed by an individual who is on the college's payroll. Either individual may file a complaint. Issues that are grieved, include, but are not limited to:

- Denial of accommodations that have been requested;
- Insufficient accommodations,
- Gender inequities, OR
- Age discrimination.

The following steps explain the procedure:

1. A complaint must be filed in writing with the appropriate coordinator, contain the name and address of the person filing it, and briefly describe the alleged violation.
2. A complaint must be filed within 30 days after the complainant becomes aware of the alleged violation.
3. If the complainant agrees (in writing), the coordinator may attempt to informally resolve the grievance. If the grievance is not resolved to the satisfaction of the complainant in 10 days, the matter will be investigated (step #4).
4. An investigation shall follow the filing of the complaint. The Coordinator shall conduct the investigation. These rules allow for an informal, but thorough investigation, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
5. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the Coordinator and a copy forwarded to the complainant and the President no later than 15 business days after its filing.
6. The Coordinator shall maintain the files and records relating to complaints filed.
7. The Coordinator will gather all the documents relating to the investigation and submit the documents with a summary of the case to the Non-Discrimination Committee within 15 business days.
8. A hearing will be held within 10 business days of the committee receiving the information.
9. The Non-Discrimination Committee will issue a decision within five business days of hearing the complaint.
10. The complainant can request an appeal of the case in instances where he or she is dissatisfied with the resolution. The request for appeal should be made within five business days to: Chair of the Board of Trustees, Kentucky Wesleyan College.
11. The right of a person to a prompt and equitable resolution of the complaint filed here under shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the responsible federal department or agency. Use of this complaint procedure is not a prerequisite to the pursuit of other remedies.
12. These rules shall be construed to protect the substantive rights of interested persons, to meet appropriate due process standards and to assure that KWC complies with the ADA, Section 504, Title IX, and the Age Act. The Chair of the Board of Trustees will appoint the Appeals Committee. This committee will hear all appeals related to ADA, Section 504, Title IX, and the Age Act. The committee is composed of one student, one faculty member, one administrator/staff member and one trustee. The Chair of the Board of Trustees appoints one of the Committee members as the Chair of the Appeals Committee.

**Appeals Committee**

1. Within 10 days of the appeal request, the Chairperson of the Appeals Committee will begin the hearing and take whatever action is necessary to insure an equitable, orderly, and expeditious hearing. As presiding officer, the Chairperson may remove anyone not complying with the rules and/or disrupting the hearing. Only clearly relevant and substantive evidence will be allowed.
2. Legal, procedural rules of evidence will not be used in the appeals hearing.

3. All members of the Appeals Committee, the complainant and the alleged violator of the ADA, Section 504, Title IX, or the Age Act may examine all available evidence and question all witnesses.
  4. The student and/or employee may bring a representative; however, it is not a requirement. The student and/or employee, or their representative may ask questions if necessary.
  5. Witnesses will be heard one at a time, and may be excused from the hearing by the Chairperson after testifying.
  6. After all available evidence and witnesses have been examined and questioned, all persons except members of the Appeals Committee must leave the room.
  7. Within 30 days of the beginning of the hearing, members of the Appeals Committee will then make a determination of the appeal and render a written decision to the complainant and to the Chairperson of the Board of Trustees.
- Within two business days of the determination, a copy of the final resolution resulting from the complaint procedure shall be provided to the appropriate officer in the school where the violation has occurred and to the Human Resources Department. This decision will be the final outcome of the KWC Non-Discrimination process.

Adopted: October 27, 2006

Revised: January 26, 2007

## Bulletin Board Policy

All posters, flyers, announcements, advertisements, etc. must be posted on bulletin boards only. Anything posted on an area other than a bulletin board will be taken down and thrown away. Outdated flyers, announcements, advertisements, etc. will be removed from the bulletin boards and thrown away. Students, faculty and staff may post items on bulletin boards for campus related activities and announcements without the approval of Public Relations (located on the first floor of the Barnard-Jones Administration Building). Individuals wanting to post information for events, announcements, etc. not related to the college must obtain approval from Public Relations. Additional bulletin boards have been mounted in the Administration Building to help support the need of posting announcements.

## Information Technology Appropriate Use Policy

This policy establishes guidelines for the appropriate use of computer equipment, software and networks owned or operated by Kentucky Wesleyan College. Access to the College's information systems is granted to KWC students, faculty and staff with the stipulation that they follow these guidelines and abide by local, state and federal laws.

### General Guidelines

A. In making appropriate use of information resources you **MUST**:

1. Protect your userID from unauthorized use. You are responsible for all activities initiated under your userID.
  2. Access only files and data that are your own, that are publicly available, or to which you have been given authorized access.
  3. Be considerate in your use of shared resources. Refrain from monopolizing systems, overloading networks with excessive data, or wasting printer paper and other supplies.
  4. Use the FACULTY, STAFF and/or STUDENT e-mail groups to communicate only college-related information, including notices about events, activities, sports competitions and general business/academic information.
- B. In making appropriate use of information resources you **MUST NOT**:

1. Use another person's files or data without permission.
2. Use computer programs to decode passwords or access control information.
3. Load software or data on the hard drive of any public access workstation
4. Engage in any activity that might be harmful to systems or to any information stored therein, such as creating or propagating viruses, disrupting services, or damaging files.
5. Make or use illegal copies of copyrighted software or computer files (including music and video files), store such copies on College systems, or transmit them over College networks.
6. Use mail or message services to harass, intimidate, or otherwise annoy another person.
7. Use any e-mail group to distribute chain letters.
8. Use the FACULTY, STAFF and/or STUDENT e-mail groups for socializing, personal comments, etc. Individual addresses should be used for personal messages and communications.
9. Use another person's userID and password.
10. Place on any College-owned or operated system information or software which
  - a. infringes upon the rights of another person;
  - b. is abusive, profane, or obscene; or
  - c. promotes a commercial enterprise or product.

## Disclaimers

The College reserves the right to limit, restrict or extend computing privileges and access to its information resources.

The College supports each individual's right to privacy of personal files and will take reasonable steps to ensure security of its systems. Computing resources, however, are potentially accessible to others through normal system administration activities and to the public through public records laws. Therefore, the College cannot guarantee absolute privacy of files.

The College cannot guarantee that, in all instances, data will be retained on its systems. It is the responsibility of the user to make secure backup copies of essential files for disaster recovery.

## Enforcement

The College considers any violation of these guidelines to be a serious offense and reserves the right to examine files allegedly related to inappropriate use. Violators are subject to immediate loss of e-mail and/or network access privileges and possible disciplinary action.

Revised 1-24-03

## Copyright and Licensure

Users of Kentucky Wesleyan College information technology resources must abide by all applicable copyright laws and license provisions.

## Use of Copyrighted Information

Users must not use, copy or store copyrighted computer software except as specifically stipulated by the owner of the copyright or otherwise permitted by copyright law (Title 17, U.S. Code). Users are also expected to respect copyright law as it applies to images, texts and sounds in the production of electronic information.

## Use of Licensed Software

Users must not install, copy, or use software subject to licensing until that software is properly licensed and all license provisions (installation, use, copying, number of simultaneous users, term of license, etc.) have been met.

## Library Learning Center Circulation Policy

1. All borrowers must present a KWC photo ID or register for a KWC library card before they check out materials.
2. Some materials may not be checked out. These include reference materials, periodicals and selected AV materials.
3. Loan periods and fines for circulating materials are as follows:  
**Books/CDs** - checked out for 3 weeks - fine is 10 cents per day, with a maximum fine of \$10.00 per book  
**DVDs/Videotapes** - checked out for 3 days - fine is \$1.00 per day, with a maximum fine of \$10.00 per item.  
**Selected AV materials** - checked out for 3 weeks - fine is 10 cents per day, with a maximum fine of \$10.00 per item.
4. The replacement charge for lost materials is the current price of the item plus a \$10.00 processing fee. Charges for out-of-print or unavailable materials are assessed at the original cost (or \$25.00, whichever is greater) plus a \$10.00 processing fee.
5. Materials may be renewed only if all fines have been paid in full and all overdue materials have been returned. Materials that have been requested and reserved by another patron may not be renewed. Materials may not be renewed one time online through KWCat.
6. Borrowing privileges of patrons having overdue materials and/or unpaid fines or fees will be suspended. These privileges will be reinstated when all fines have been paid and all materials returned, or a replacement cost has been paid.
7. At the end of each semester, the Registrar will be notified of those students having overdue materials and/or unpaid fines or fees at KWC, Brescia and OCC . Registration and transcripts will be held until all fines or fees have been paid and all materials returned.

## Policy on Intellectual Property

Kentucky Wesleyan College strives to foster the intellectual growth and creativity of its faculty, staff and students. It encourages the development and dissemination of ideas, discoveries and tangible creations. It supports the making of creations for teaching, scholarship, and/or professional development. This policy is intended to guide faculty, staff, and students in identifying, disclosing, protecting and developing intellectual property, and seeks to clarify and define the ownership of works produced by members of the Kentucky Wesleyan community for their benefit and the benefit of the College.

### **1. Application of Policy**

The policy applies to works created by all classifications of faculty, staff and students of the College and to non-employees such as consultants and independent contractors, who create works on behalf of the College, unless a written agreement exists to the contrary.

### **2. Identification of Intellectual Property**

For the purposes of this policy, Intellectual Property shall consist of the following:

- a. **Copyrightable material** produced from creative and scholarly activity, such as text (manuscripts, manuals, books, & articles); videos & motion pictures; music (sound recordings, lyrics, & scores); images (print, photographs, electronic, & art); and computer software (programs, databases, web pages, & courseware); and
- b. **Patentable works** such as patents (processes, machines, manufactures, or compositions of matter); devices; and software excluded from copyrighted materials; and
- c. **Trademarked materials**, such as words, names, symbols or logos, domain names, trade dress, and slogans or any combination of words which has been adopted by the University to identify itself and to distinguish itself and its sponsorship from others.

### 3. Ownership and Use

- a. **General Rule.** In accordance with the view that one of the College's primary benefits to society is the production of original works by its employees and students, and in order to best encourage such activity, it is the general policy of Kentucky Wesleyan that Intellectual Property shall be the property of the author or creator. The College, however, may assert ownership rights to Intellectual Property developed under the circumstances set forth in "College Ownership" below.
- b. **Assignment of Rights.** All College employees are expected to assign a nonexclusive, royalty-free license to use any Intellectual Property created by them to the College for its use in furtherance of its academic mission (e.g., in the classroom, at lectures, in promotional materials, etc.), except where the creator assigns rights to the Intellectual Property to a third party, such as a publisher.
- c. **College Ownership.** The College will retain exclusive ownership of the Intellectual Property in following circumstances:

- Work Made for Hire** refers to work assigned to be created for the College by faculty, staff or students, as authorized by and usually under the supervision of, the College.
- Negotiated Contract Transfer** occurs when the faculty, staff or student author voluntarily transfers his or her rights to the work, in whole or part, to the College. The transfer must be a written document signed by the creator.
- Joint Work** is work produced with use of Substantial College Resources per advance arrangement and written agreement. Substantial College Resources are services, support staff, equipment or facilities provided by the College that go beyond what is traditionally and commonly made available to the faculty, staff or students for the preparation of course materials, work materials, or the fulfillment of typical work or academic-related obligations.

**Note:** The College retains exclusive ownership of the Intellectual Property under the above conditions; however, it may voluntarily choose to assign or transfer its ownership rights in the property, in whole or in part.

- d. **Special Agreement.** The overriding principle underlying this Intellectual Property Policy is to encourage creativity and inventiveness, so the College reserves the right to allow some flexibility in applying this policy on a case-by-case basis. In such cases, ownership and use of materials developed pursuant to a special agreement between the College and the creator/author will be governed by the principles of that agreement.

### 4. Administration

- a. **Vice-President of Academic Affairs.** The Policy on Intellectual Property will be administered by the Office of the Vice-President of Academic Affairs and the stated terms and provisions of the policy will be interpreted by the Vice-President of Academic Affairs.
- b. **Disclosure.** College personnel who alone or in association with other entities create or intend to create patentable and/or copyrightable subject matter under any of the circumstances outlined in "College

Ownership” above must disclose the matter and obtain prior authorization from the Office of Vice-President of

Academic Affairs. Such disclosure shall be made when it can be reasonably concluded that the subject matter has or will be created, and sufficiently in advance of any publications, presentation, or other public disclosure to allow time for possible action that protects rights to the Intellectual Property for the creator and the College.

c. **Changes to Policy.** This policy has been adopted by the officers of the College, who reserve the right to make changes as needed.

### **5. Royalties**

Any revenues derived by employees of the College from the sale or exploitation of Intellectual Property entirely owned by them will be allocated and distributed solely within their discretion. All revenues derived by the College from the sale or exploitation of Intellectual Property entirely owned by it will be allocated and distributed by the College in its sole discretion. Revenues derived from the sale or exploitation of Intellectual Property owned jointly by the College and any employee or employees will be allocated in accordance with any specific written agreement between or among them that governs this issue. In the absence of a written agreement specifying allocation of revenues from jointly-owned Intellectual Property, the following will apply: (1) all costs incurred in the production of, and in the process of perfecting, transferring, and protecting the rights to, the Intellectual Property will be reimbursed to the party incurring them; (2) an accurate accounting of all such costs will be provided by the appropriate party to the other party or parties upon request; (3) all net revenues, after costs have reimbursed, will be divided evenly by the parties, with the College taking a one-half share and the other party or parties taking or evenly dividing, as the case may be, the other one-half share. The College and/or the creator or creators of the work may, in appropriate circumstances, take equity positions in companies licensed to market or use Intellectual Property.

### **6. Use of Kentucky Wesleyan Names, Logos and Marks**

Faculty, staff, and students may use the Kentucky Wesleyan name, logos, and marks to identify themselves (John Doe, Professor of Physics, Kentucky Wesleyan College). Kentucky Wesleyan’s name, logos, and marks shall not be used by individuals or entities in a manner that implies College endorsement or responsibility for particular activities, products, or publications for commercial purposes, or by any individual or group promoting itself, without the express written permission of the College.

## **Inclement Weather Class Cancellation Policy**

Classes may be canceled due to severely inclement weather. The decision to cancel classes will be made by the Academic Dean by 6:00 a.m. and communicated immediately to the media and to the campus community by campus e-mail. The following stations (radio and TV) are contacted and usually broadcast the information: Closing Hotline 852-3116, WFIE-Channel 14 in Evansville, FOX 7, News 25, WBKR/WOMI, Cromwell Group. Students should listen for these announcements. Individual faculty members may also list their particular class cancellation policy on their course syllabus.

## **Academic Changes (Major Changes)**

If a student wants to change their major, they should go to the Registrar’s Office and fill out the appropriate form. They should then see the Chair of the Department of their new major to be assigned a new advisor.

## Class Attendance

Students are expected to attend all regularly scheduled classes, labs & other course-related activities. However, on some occasions students may need to be absent. Excused absences for college-approved activities & in cases of personal emergencies (*i.e. death in the immediate family or student hospitalization*) will be approved & issued by the Dean of the College. Instructors are privileged to establish reasonable absence regulations, which should be clearly stated on the syllabus & at the first class meeting. The suggested norm for a semester is that unexcused absences should not exceed twice the number of classes per week. This means that a student would be permitted four unexcused absences in a class that meets every Tuesday and Thursday, & six unexcused absences in a class that meets every Monday, Wednesday & Friday. When unavoidable absences occur, the student should explain the circumstances as soon as possible to the instructor. ***Individual instructors will use their own discretion when choosing to excuse or not excuse an absence.***

The instructor is expected to determine when the number of absences has reached the level where any additional absences would prevent the student from attaining the objectives of the course. This judgment should be communicated to the student with the warning that any further absences during the academic term will result in an automatic dismissal from the course & with a grade of “E” for non-attendance.

\*The E will be factored into the GPA as 0 points.

## Drop/Add Procedure

Students must complete the drop/add form available in the Registrar’s Office within the prescribed dates listed in the academic calendar for that term. Signatures required include the professor of the class dropped, the professor of the class added, and the advisor’s signature. When the drop/add affects the billing status of the student, notification will be made to the Financial Aid Office and the Business Office.

## Final Exam Policy

No away co-curricular events can be scheduled during final exam week, including weekends. No home co-curricular events can be scheduled on the day or evening a final exam is scheduled. No student should be required to take more than two final exams in one day. Students scheduled for three or more final exams should contact their professors first to attempt to reschedule. If this is not possible, then contact the Academic Dean.

## College Withdrawal

By electing to register for courses at Kentucky Wesleyan College, students become financially liable for all associated tuition and fees. If a student decides they do not desire to attend Kentucky Wesleyan College prior to classes beginning, they must officially withdraw.

Students may withdraw from the college without incurring tuition, fees, room, board or course fee charges through the no penalty date. The no penalty date is generally defined as the Friday of the first week of classes during a regular semester (for Winter Term, Summer, or Online terms, this date is earlier – generally the first or second day of the term). **All students withdrawing from Kentucky Wesleyan College will be charged a \$100 processing fee.** All students withdrawing must obtain an official withdrawal form from the Academic Dean’s Office, have it fully completed with all of the required signatures, and return it to the Academic Dean’s Office. The “date of withdrawal” is defined as the date on

which the student contacts the Academic Dean's office to initiate the withdrawal process. If a student withdraws after the no penalty date, a reduction in charges and financial aid will be made until 60 percent of the enrollment term has been completed.

Charges that are eligible for refund calculation upon withdrawal include tuition, room and board. **THE COST OF BOOKS, HEALTH INSURANCE AND ALL OTHER FEES ARE EXCLUDED FROM REFUND CALCULATIONS.** Students may seek a refund of book costs directly from the college bookstore. Student health insurance coverage purchased by the health insurance fee will continue to the end of the policy year, even though the student withdraws from the College.

Federal Title IV financial aid must be refunded according to U.S. Department of Education guidelines and formulas. Any funds received under the Federal Work-Study program are not required to be refunded. The order in which Title IV program funds are returned is as follows:

- Unsubsidized Loans
- Subsidized Loans
- Federal Perkins Loans
- PLUS (parent) Loans
- Federal Pell Grant
- Federal Supplemental Grant (FSEOG)
- Other Title IV Aid

The percentage of reduction in charges and financial assistance is determined by the percentage of the period of enrollment that has NOT been completed. The percentage of the period of enrollment that has been completed is the calendar days completed at the time of withdrawal divided by the total calendar days in the period of enrollment (excluding scheduled breaks of five calendar days or more).

Example: If 20 days are completed and the period of enrollment is 105 days, then 19 percent of the term has been completed. Therefore, 81 percent of the period of enrollment has NOT been completed. Charges and financial assistance would be reduced by 81 percent.

Example: If 63 days had been completed, NO reduction in charges or assistance would occur because 60 percent or more of the period of enrollment would have been completed.

**PLEASE NOTE:** If a student withdraws from the College after the close of the semester, no financial aid or fee adjustments will be made to the student's account.

For more information regarding the adjustment of charges and financial aid upon withdrawal from the college, please see the Financial Aid Office or the Cashier's Office.

## Military Call to Active Duty Policy

Students will be allowed to withdraw without penalty from the College and receive 100% remission of tuition and fees (less any financial aid which the student may have received for the term) and a prorated refund of room and board charges upon presenting an original copy of their orders to the Registrar. Some financial aid programs cannot be refunded after a certain date; these financial aid adjustments are subject to program regulations. Alternatively, incomplete (I) grades in all classes, with no tuition and fee reimbursement, may be more appropriate when the withdrawal is near the end of the semester and Incompletes are agreed to by the instructor(s) and the student, and approved by the Registrar. However, if the student chooses to withdraw from only a portion of his/her classes and receive Incompletes in the remaining classes, he/she would receive a partial reimbursement of tuition and fees only if the number of remaining credit hours is fewer than 12. In either of these alternative cases, the student will receive a prorated refund of room and board charges and be allowed to complete the course work according to the established policies of the College and the agreement with the instructor(s) involved.

## Emergency Exit Procedures for the Physically Challenged

The state fire marshal, elevator contractor and other safety personnel have been consulted to determine the best emergency exit procedures for physically challenged staff, students and guests located on upper floors of the Barnard-Jones Administration Building or the Winchester Center. The following is a summary of the information:

**Fire Exit** - Use of the Administration Building or Winchester Center elevator during a fire alarm is strictly prohibited. Everyone must use the stairwells.

Depending on the circumstances, some individuals may prefer to navigate down the stairs with their own equipment after the initial crowd has exited. Others may wish to be transported without their chairs or supporting equipment. To assist with procedure, the college has a specially designed emergency exit chairs that are located on each floor of the Administration Building and the second floor of the Yu Hak Hahn Center for the Sciences. The chairs provide better security for the physically challenged individual while other individuals assist with their descent of the stairs. A demonstration of the proper use of the equipment and the opportunity to familiarize yourself with it can be made available upon request.

**Loss of Power Exit** - In the event of a power loss, the Administration Building, Hahn Center, and Winchester Center elevators do not function. However, all elevators are equipped with emergency telephones that work during a loss of power if someone is trapped in the elevator.

## Solicitation Policy

Group or general solicitation of funds may be initiated by departments or individuals at the College only with the advance, written approval of the Advancement Office.

To avoid multiple appeals and/or solicitation of gifts from individuals, businesses, organizations, or foundations, and to prevent institutional and donor embarrassment, the Advancement Office must approve all solicitations in advance and in writing. In addition, individuals or firms seeking permission to use the College, its official seal or other KWC symbols on a product for commercial purposes should obtain prior approval from the Public Relations Office. This includes give-away items containing commercial advertising for distribution on campus.

## Joint Statement on Rights and Freedoms of Students

*In June 1967, a joint committee, comprising representatives from the American Association of University Professors, the United States National Student Association (now the United States Student Association), the Association of American Colleges, the National Association of Student Personnel Administrators, and the National Association of Women Deans and Counselors (now the National Association for Women in Education), formulated the "Joint Statement." The joint statement was endorsed by each of its five national sponsors, as well as by a number of other professional bodies. The governing bodies of the Association of American Colleges and the American Association of University Professors, acting respectively in January and April 1990, adopted several changes in language in order to remove gender-specific references from the original text.*

*In September 1990 and September 1991, an interassociation task force met in Washington, D.C., to study, interpret, update, and affirm (or reaffirm) the joint statement. Members of the task force agreed that the statement has stood the test of time quite well and continues to provide an excellent set of principles for institutions of higher education. As the 25th anniversary of the joint statement approached (1992), the task*

*force developed a set of interpretive notes to reflect changes in law and higher education that occurred after 1967. These interpretive notes are referenced within the original text.*

### **Preamble**

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Institutional procedures for achieving these purposes may vary from campus to campus, but the minimal standards of academic freedom of students outlined below are essential to any community of scholars. Freedom to teach and freedom to learn are inseparable facts of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community.<sup>1</sup> Students should exercise their freedom with responsibility.

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. Each college and university has a duty to develop policies and procedures, which provide and safeguard this freedom. Such policies and procedures should be developed at each institution within the framework of general standards and with the broadest possible participation of the members of the academic community. The purpose of this statement is to enumerate the essential provision for student freedom to learn.

#### **I. Freedom of Access to Higher Education**

The admissions policies of each college and university are a matter of institutional choice provided that each college and university makes clear the characteristics and expectations of students, which it considers relevant to success in the institution's program.<sup>2</sup> While church related institutions may give admission preference to students of their own persuasion, such a preference should be clearly and publicly stated. Under no circumstances should a student be barred from admission to a particular institution on the basis of race.<sup>3</sup> Thus, within the limits of its facilities, each college and university should be open to all students who are qualified according to its admission standards. The facilities and services of a college or university should be open to all of its enrolled students, and institutions should use their influence to secure equal access for all students to public facilities in the local community.

#### **II. In the Classroom**

The professor in the classroom and in conference should encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

##### *A. Protection of Freedom of Expression*

Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

##### *B. Protection Against Improper Academic Evaluation*

Students should have protection through orderly procedures against prejudiced or capricious academic evaluation.<sup>4</sup> At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

##### *C. Protection Against Improper Disclosure*

**Information about student views, beliefs, and political associations, which professors acquire in the course of their work as instructors, advisers, and counselors should be considered confidential.**

**Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.**

### **III. Student Records**

Institutions should have a carefully considered policy as to the information, which should be part of a student's permanent educational record and as to the conditions of its disclosure. To minimize the risk of improper disclosure, academic and disciplinary records should be set forth in an explicit policy statement. Transcripts of academic records should contain only information about academic status. Information from disciplinary or counseling files should not be available to unauthorized persons on campus, or to any person off campus without the express consent of the student involved except under legal compulsion or in cases where the safety of persons or property is involved. No records should be kept which reflect the political activities or beliefs of students. Provisions should also be made for periodic routine destruction of noncurrent disciplinary records. Administrative staff and faculty members should respect confidential information about students that they acquire in the course of their work.<sup>5</sup>

### **IV. Student Affairs**

In student affairs, certain standards must be maintained if the freedom of students is to be preserved.<sup>6</sup>

#### *A. Freedom of Association*

- Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the academic community. They should be free to organize and join associations to promote their common interests.
- The membership, policies, and actions of a student organization usually will be determined by vote of only those persons who hold bona fide membership in the college or university community.
- Affiliation with an extramural organization should not of itself disqualify a student organization from institutional recognition.<sup>7</sup>
- If campus advisers are required, each organization should be free to choose its own adviser, and institutional recognition should not be withheld or withdrawn solely because of the inability of a student organization to secure an adviser. Campus advisers may advise organizations in the exercise of responsibility, but they should not have the authority to control the policy of such organization.
- Student organizations may be required to submit a statement of purpose, criteria for membership, rules of procedures, and a current list of officers. They should not be required to submit a membership list as a condition of institutional recognition.
- Campus organizations, including those affiliated with an extramural organization, should be open to all students without respect to race, creed, or national origin, except for religious qualifications, which may be required by organizations whose aims are primarily sectarian.<sup>8</sup>

#### *B. Freedom of Inquiry and Expression*

- Students and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately. They should always be free to support causes by orderly means, which do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations, students or student organizations speak only for themselves.
- Students should be allowed to invite and to hear any person of their own choosing. Those routine procedures required by an institution before a guest speaker is invited to appear on campus should be designed only to ensure that there is orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. The institutional

control of campus facilities should not be used as a device of censorship. It should be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or by the institution.<sup>9</sup>

#### *C. Student Participation in Institutional Government*

As constituents of the academic community, students should be free, individually and collectively, to express either views on issues of institutional policy and on matters of general interest to the student body. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs.<sup>10</sup> The role of student government and both its general and specific responsibilities should be made explicit, and the actions of student government within the areas of its jurisdiction should be reviewed only through orderly and prescribed procedures.

#### *D. Student Publications*

Student publications and the student press are a valuable aid 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 the institutional authorities and of formulating student opinion on various issues on the campus and in the world at large.

Whenever possible, the student newspaper should be an independent corporation financially and legally separate from the college or university. Where financial and legal autonomy is not possible, the institution, as the publisher of student publications, may have to bear the legal responsibility for the contents of the publications. In the delegation of editorial responsibility to students, the institution must provide sufficient editorial freedom and financial autonomy for the student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community.

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

- 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.
- Editors and managers of student publications 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 and managers should be the agency responsible for their removal
- All institutionally published and financial student publications should explicitly state on the editorial page that the opinions there expressed are not necessarily those of the college, university, or student body.

### **V. Off-Campus Freedom of Students**

#### *A. Exercise of Rights of Citizenship*

College and university students are both citizens and members of the academic community. As citizens, students should enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy and, as members of the academic community, they are subject to the obligations, which accrue to them by virtue of this membership. Faculty members and administrative officials should ensure that institutional powers are not

employed to inhibit such intellectual and personal development of students as is often promoted by their exercise of the rights of citizenship both on and off campus.

*B: Institutional Authority and Civil Penalties*

Activities of students may, upon occasion, result in violation of law. In such cases, institutional officials should be prepared to apprise students of legal counsel and may offer other assistance. Students who violate the law may incur penalties prescribed by civil authorities, but institutional authority should never be used merely to duplicate the function of general laws. Only where the institution's interests as an academic community are distinct and clearly involved should the special authority of the institution be asserted. Students who incidentally violate institutional regulations in the course of their off-campus activity, such as those relating to class attendance, should be subject to no greater penalty than would normally be imposed. Institutional action should be independent of community pressure.

**VI. Procedural Standards in Disciplinary Proceedings**

In developing responsible student conduct, disciplinary proceedings play a role substantially secondary to, for example, counseling, guidance, and admonition.<sup>11</sup> At the same time, educational institutions have a duty and the corollary disciplinary powers to protect their educational purpose through the setting of standards of scholarship and conduct for the students who attend them and through the regulations of the use of institutional facilities. In the exceptional circumstances when the preferred means fail to resolve problems of student conduct, proper procedural safeguards should be observed to protect the student from the unfair imposition of serious penalties.

The administration of discipline should guarantee procedural fairness to an accused student.<sup>12</sup> Practices in disciplinary cases may vary in formality with the gravity of the offense and the sanctions, which may be applied. They should also take into account the presence or absence of an honor code, and the degree to which the institutional officials have direct acquaintance with student life in general and with the involved student and the circumstances of the case in particular. The jurisdictions of faculty or student judicial bodies, the disciplinary responsibilities of institutional officials, and the regular disciplinary procedures, including the student's right to appeal a decision, should be clearly formulated and communicated in advance.<sup>13</sup> Minor penalties may be assessed informally under prescribed procedures. In all situations, procedural fair play requires that a student charged with misconduct be informed of the nature of the charges and be given a fair opportunity to refute them, that the institution not be arbitrary in its actions, and that there be provision for appeal of a decision. The following are recommended safeguards in such proceedings when there are no honor codes offering comparable guarantees.

*A. Standards of Conduct Expected of Students*

The institution has an obligation to clarify those standards of behavior, which it considers essential to its educational mission and its community life. These general behavioral expectations and the resultant specific regulations should represent a reasonable regulation of student conduct, but students should be as free as possible from imposed limitations that have no direct relevance to their education. Offenses should be as clearly defined as possible and interpreted in a manner consistent with the aforementioned principles of relevancy and reasonableness.<sup>14</sup> Disciplinary proceedings should be instituted only for violations of standards of conduct formulated with significant student participation and published in advance through such means as a student handbook or a generally available body of institutional regulations.

*B. Investigation of Student Conduct*

- Except under extreme emergency circumstances, premises occupied by students and the personal possessions of students should not be searched unless appropriate authorization has been obtained. For premises such as residence halls controlled by the institution, an appropriate and responsible authority should be designated to whom application should be made before a search is conducted. The application

should specify the reasons for the search and the objects or information sought. The student should be present, if possible, during the search. For premises not controlled by the institution, the ordinary requirements for lawful search should be followed.

- Students detected or arrested in the course of serious violations of institutional regulations, or infractions of ordinary law, should be informed of their rights.<sup>15</sup> No form of harassment should be used by institutional representatives to coerce admissions of guilt or information about conduct of other suspected persons.

#### *C. Status of Student Pending Final Action*

Pending action on the charges, the status of a student should not be altered, or the student's right to be present on the campus and to attend classes suspended, except for reasons relating to the student's physical or emotional safety and well-being, or for reasons relating to the safety and well-being of other persons or property.<sup>16</sup>

#### *D. Hearing Committee Procedures*

When the misconduct may result in serious penalties, and if a penalized student questions the fairness of disciplinary action, that student should be granted, on request, the privilege of a hearing before a regularly constituted hearing committee. The following suggested hearing committee procedures satisfy the requirements of procedural due process in situations requiring a high degree of formality.

- The hearing committee should include faculty members or students, or, if regularly included or requested by the accused, both faculty and student members.
- No member of the hearing committee who is otherwise interested in the particular case should sit in judgment during the proceeding.
- The student should be informed, in writing, of the reasons for the proposed disciplinary action with sufficient particularity, and in sufficient time, to ensure opportunity to prepare for the hearing.<sup>17</sup>
- The student appearing before the hearing committee should have the right to be assisted in his or her defense by an adviser of the student's choice
- The burden of proof should rest upon the officials bringing the charge.
- The student should be given an opportunity to testify, to present evidence and witnesses, and to hear and question adverse witnesses. In no case should the committee consider statements against the student unless he or she has been advised of their content and of the names of those who made them, and has been given an opportunity to rebut unfavorable inferences, which might otherwise be drawn.
- All matters upon which the decision may be based must be introduced into evidence at the proceeding before the hearing committee. The decision should be based solely upon such matters. Improperly acquired evidence should not be admitted.
- In the absence of a transcript, there should be both a digest and a verbatim record, such as a tape recording, of the hearing.
- The decision of the hearing committee should be final, subject only to the student's right of appeal to the president or ultimately to the governing board of the institution.<sup>18</sup>

1 In order to protect the freedom of students to learn, as well as enhance their participation in the life of the academic community, students should be free from exploitation or harassment.

2 In order to make appropriate choices and participate effectively in an institution's programs, students have the right to be informed about the institution, its policies, practices, and characteristics. Institutions preparing such information should take into account applicable federal and state laws.

3 The reference to race must not be taken to limit the nondiscrimination obligations of institutions. In all aspects of education, students have a right to be free from discrimination on the basis of individual attributes not demonstrably related to academic success in the institution's program, including but not limited to race, color, gender, age, disability, national origin, or sexual orientation. When colleges and universities determine that achieving diversity within the student body is relevant to their academic mission, their admissions decisions may consider,

among several stated criteria, individual attributes that otherwise would be prohibited (see, e.g., Regents of the University of California v. Bakke, 438 U.S. 265 [1978]).

4 The student grievance procedures typically used in these matters are not appropriate for addressing charges of academic dishonesty or other disciplinary matters arising in the classroom. In these instances, students should be afforded the safeguards of orderly procedures consistent with those set forth in Section VI below.

5 The Family Educational Rights and Privacy Act (FERPA) provided for the protection of student records. Consistent with FERPA, institutions should have a statement of policy on the content of a student's educational record as well as the conditions for its disclosure. Institutions should also have policies and security practices to control access to student records that may be available or transmitted electronically.

6 As in the case of classroom matters, students should have protection through orderly procedures to assure this freedom.

7 "Institutional recognition" should be understood to refer to any formal relationship between the student organization and the institution.

8 The obligation of institutions with respect to nondiscrimination, with the exception noted above for religious qualifications, should be understood in accordance with the expanded statement on nondiscrimination in interpretive note # 3 above. Exceptions may also be based on gender as authorized by law.

9 The events referred to in this section should be understood to include the full range of student-sponsored activities such as films, exhibitions, and performances.

10 "Academic and student affairs" should be interpreted broadly to include all administrative and policy matters pertinent to students' educational experiences.

11 The student conduct that may be subject to disciplinary proceedings described in this section should be understood to include alleged violations of standards of student academic integrity.

12 In addition, student organizations as well as individual students may be subject to institutional disciplinary sanctions, and in those circumstances, student organizations should also be guaranteed procedural fairness.

13 Like other practices in disciplinary cases, the formality of any appellate procedures should be commensurate with the gravity of the offense and the sanctions that may be imposed.

14 The institution should state as specifically as possible the sanctions that may be imposed through disciplinary proceedings.

15 This provision is intended to protect students' rights under both institutional codes and applicable law. Where institutional regulations are violated, students should be informed of their rights under campus disciplinary procedures. Where arrests are made for infractions of the law, students must be informed of their rights by arresting authorities.

16 The original text stated, "relating to the safety and well-being of students, faculty, or university property."

17 The student should also be informed of the specific sanctions, which may be imposed through the disciplinary proceeding.

18 As a matter of responsible practice, the decision of the committee, as well as grounds and procedures for appeal, should be communicated to the student in writing within a reasonable period of time.

## 2010 – 2011 Charges

### **SEMESTER/ANNUAL TUITION**

Full-time (12-18 hrs.) \$8,990/\$17,980

Part-time (1-11 hrs.) \$515/hour

Overload (19-21 hrs.) \$515/hour

### **ROOM**

Semi-Private \$1,505/\$3,010

Premium Semi-Private \$1,775/\$3,550

Private \$2,575/\$5,150

Premium Private \$2,835/\$5,670

## **BOARD**

Residential \$1,860/\$3,720

Commuter \$495/\$990

## **FEES**

Orientation Fee (new students) \$125 (1st semester only)

Health & Wellness fee \$100/semester

Applied Music Fee \$75/hour

Science Lab Fee \$75/lab

Art Lab Fee \$75/lab

Computer Literacy Fee \$45/course

Online Course Fee \$125/course

Graduation Fee (seniors) \$100

## **OTHER CHARGES**

Student Health Insurance \$330

Residence Hall Deposit (refundable) \$100

Textbooks (estimated) \$625/semester

Parking Permit \$25

Laundry Fee \$25/semester

Laundry Card Deposit (refundable) \$10

Mailbox Key Deposit (refundable) \$10

Transcript Fee \$10

\* All full-time students must provide proof of health insurance by the end of the drop/add period or enroll in the college's plan.

## Payment Options

**Semester payment** – Full payment of semester charges is received in the Cashier's Office prior to the first day of class. No finance charges are incurred. Visa, Mastercard, Discover and American Express payments are accepted.

**Deferred payment** – *A 1% monthly financing fee (assessed and posted monthly) is charged to ALL outstanding balances carried after the first day of classes. Any balance due after the mid-semester date is classified as delinquent.\**

The current registration of delinquent accounts may be voided and preregistration for future semesters and current transcripts are not allowed. If internal collection efforts are unsuccessful, professional collection agencies will be utilized, and students are responsible for all collection costs incurred.

(\*Exception – Accounts with only the amount of applicable federal college - work study funds outstanding are NOT considered delinquent, but are subject to normal finance charges. If a student has an outstanding balance, 80% of ANY student work check will be applied to the account as a payment).

**Monthly Payment Plan** – Tuition financing plans are available to assist students and families in meeting educational expenses by offering a low-cost, interest-free payment plan for the fall and spring semesters only. To take advantage of this option, you must complete an application and forward it to the Cashier's Office. You will make monthly payments per the payment plan guidelines.

**NOTE: This payment plan must be activate by the plan enrollment date and paid monthly to avoid the institutional finance charge assessed to all outstanding balances after the first day of class. Also,**

**payment plans should be set up to pay in full the fall semester balance with the December payment and the spring semester balance with the April payment.**

Please feel free to contact us at any time. We are here to assist students and their families in any way possible. If you receive an invoice or statement that appears incorrect, please notify the Cashier's Office immediately. If you are having difficulty meeting the payment schedule, perhaps we can work together to find an appropriate solution.

**Charges** – It is the student's responsibility to pay 100% of ALL charges assessed on their account less any financial aid awarded. Charges may include tuition, room, board, lab fees, student fees, collection fees, legal fees, etc.

#### **Delinquent Accounts/Re-Admission Policy**

Any student whose account has been turned over to collections at any point during the life of the account, will be required to pay in full at registration for tuition, room & board, and any related fees to gain re-admission to Kentucky Wesleyan College.

## Financial Aid

Estimated financial aid awards (grants & scholarships) are credited on the student billing & mailed approximately three weeks prior to the beginning of classes. Completed financial aid awards are credited to the student account approximately five days prior to the beginning of classes. Student and parent load proceeds are forwarded to the college by the lending institution and applied to the student account upon receipt of the funds and the endorsement signature, if required.

Kentucky Wesleyan College is committed to helping each student meet his/her financial need, and more than 95% of our students qualify for some form of financial assistance from the college, external agency, state government, federal government, or a combination of the three. **For maximum financial aid consideration you should complete the Free Application for Federal Student Aid (FAFSA) no later than March 15, 2011.**

Visit our Scholarship and Grant Opportunities and our Academic Scholarship Program page for more information about financial assistance.

## Student Resource Guide

### **Questions Where to Go? Extensions & Locations**

Campus Nurse 3288

Academic Policies- Registrar's Office 3119 Admin. Bldg.

Academic Assistance Darrell PLUS Center 3298 LLC

Account (Billing) Cashier's Office 3108 Admin. Bldg.

Alcohol Abuse Campus Nurse 3288 Admin. Bldg.

Alcoholics Anonymous 683-0371

Alumni Information Alumni Office 3138 Admin. Bldg.

Athletics -Athletic Department 3330 HRC

Audio-Visual -Library Learning Center 3269 LLC

Band- Band Director 3243 Ralph Center

Campus Ministry- Campus Minister 3289 Admin. Bldg.

Change of Home Address- Registrar's Office 3119 Admin. Bldg.

Change of Local Address- Student Life Office 3286 Admin. Bldg.

Change of Major- Registrar's Office 3119 Admin. Bldg.  
Check Cashing- Cashier's Office 3108 Admin. Bldg.  
Child Care- Child Care Resource and Referral 686-1668  
Commencement- Student Life Office 3286 Admin. Bldg.  
Community Service- Student Life 3286 Admin. Bldg.  
Computer Literacy- Information Technology Librarian 3266 LLC  
Computer Support- Information Technology Help Desk 3268 LLC  
Counseling Service- Counseling Associates 686-7999  
Diplomas-Registrar's Office 3119 Admin. Bldg.  
Disability Services- Business Office 3113 Admin. Bldg.  
Darrell PLUS Center 3298 LLC  
Drop/Add Registrar's Office 3119 Admin. Bldg.  
Drug Helpline (800) 662-4357  
Financial Aid- Financial Aid Office 3130 Admin. Bldg.  
Fire- Fire Dispatch 9-911 (On-Campus)  
Fraternities -Greek Advisor 3287 Admin. Bldg.  
Fundraising- Development Office 3141 Admin. Bldg.  
Graduation Checksheet -Registrar's Office 3119 Admin. Bldg.  
Hospital -Owensboro Medical Hospital 688-2000 811 E. Parrish Ave.  
Housing -Student Life Office 3286 Admin. Bldg.  
Housekeeping -Facilities Service Dept. 3324 Facilities Office  
Illness/Injury- Campus Nurse 3288 Admin. Bldg.  
Athletic Trainer 3233 HRC  
Convenient Care 686-6180  
Immediate Care 683-7553  
Instructional Technology -Instructional Tech. Support Center 3269 LLC  
International Programs- Academic Dean's Office 3219 Admin Bldg.  
Internet- Information Technology 3268 Admin. Bldg.  
Intramurals- Student Life Office 3286 Admin. Bldg.  
Job Search/Resume- Career Development Office 3302 Admin. Bldg.  
KW Today -Public Relations 3143 Admin. Bldg.  
Legal Counsel- W.Ky Legal Services 683-4585  
Library Reference- Library Info Desk 3259 LLC  
Marquee (Front sign)- Kathy Rutherfordman 3143 Admin. Bldg.  
Meal Plan Changes- Food Service 3280 Presidents Hall  
Orientation- Student Life Office 3286 Admin. Bldg.  
Panogram (Newspaper)- Panogram Office 3600 Ralph Center  
PantherNet/KWC Site- Webmaster 3257 LLC  
Parking- Student Life Office 3286 Admin. Bldg.  
Phone-a-thon -Development Office 3141 Admin. Bldg.  
Poison- KY Regional Poison Center (800) 222-1222  
Police- Police Dispatch 9-911 (On-Campus)  
OPD- 687-8888  
Davies Co. Sheriff- 685-8444  
Kentucky State Police- 685-3927

Porphyrian (Yearbook) -Porphyrian Office 3303 Ralph Center  
Post Office- Post Office 3313 Winchester  
Printing Needs -Post Office 3313 Winchester  
Publicity- Public Relations Office 3143 Admin. Bldg.  
Rape Crisis -New Beginnings 926-7273 or (800) 226-7273  
Registration- Registrar's Office 3119 Admin. Bldg.  
Religious Activities- Campus Minister 3289 Admin. Bldg.  
Residence Room Change- Student Life Office 3286 Admin. Bldg.  
Roommate Problems- Student Life Office 3286 Admin. Bldg.  
SAPB- SAPB Office 3293 Admin. Bldg.  
Scholarship Info- Financial Aid Office 3130 Admin. Bldg.  
Security Guard- Security Guard Station 3306 Winchester  
Sexual Assault- Student Life Office 3286 Admin. Bldg.  
Sexual Harassment- Student Life Office 3286 Admin. Bldg.  
Social Policies- Student Life Office 3286 Admin. Bldg.  
Sororities- Greek Advisor 3284 Admin. Bldg.  
Special Academic Needs- Darrell PLUS Center 3298 LLC  
Student ID's Student Life Office 3286 Admin. Bldg.  
Study Skills- Darrell PLUS Center 3298 LLC  
Suicide Prevention- Campus Nurse 3288 Admin. Bldg.  
Counseling Associates- 686-7999 1316 Frederica  
Teacher Education -Teacher Ed Dept. 3232 FOB  
Telephone Services- Switchboard Dial 0 Admin. Bldg.  
Testing Assistance- Darrell PLUS Center 3298 LLC  
Transcripts- Registrar's Office 3119 Admin. Bldg.  
Theft/Vandalism- Student Life Office 3286 Admin. Bldg.  
Tutoring- Darrell PLUS Center 3298 LLC  
Verification of Attendance- Registrar's Office 3119 Admin. Bldg.  
Withdrawal from Class-College Registrar's Office/Academic Dean's Office 3119/3117 Admin. Bldg.  
WKWC FM 90.3- Radio Station 3601 Ralph Center  
Work-study- Financial Aid Office 3130 Admin. Bldg.  
Cashier's Office 3108

### **Hotline/Whistleblower Policy**

Kentucky Wesleyan College employees, students, and related community members are responsible for reporting illegal or dishonest events involving KWC employees, students, or resources. If the event is illegal, it should be reported to the proper authorities. If the event is contrary to a KWC policy or its mission, it should be reported according to the applicable policy. If a policy is not in place to address the specific issue, it should be reported to a College Officer, the College President, or the College Hot Line at 270-852-3199.

A person who in good faith reports an activity or event that he or she reasonably believes to be illegal or dishonest is called a "whistleblower." When reporting alleged events, the Whistleblower must provide enough information to justify an investigation. Examples of specific information includes a thorough description of the event, who was involved, who knew about it, what specifically happened, when and where it happened, and if it is still ongoing. While the College allows anonymous reports, it encourages

whistleblowers to include their names so that appropriate follow-up questions may be asked. Without sufficient information, an investigation will not be conducted.

If the reporting individual or Whistleblower requests that his or her identity remain confidential, the request will be respected to the extent that doing so does not impede the investigation or is not required by law or law enforcement officials. The College cannot guarantee complete confidentiality. Whistleblowers should be aware that their public testimony may be needed to prove a case against a reported employee or related community member.

KWC prohibits retaliation against an employee, student, or related community member who makes a whistleblower report. This policy also extends to employees, students, and related community members who assist in the investigation of such a report. Retaliation means to take direct and intentional action to negatively impact the whistleblower's conditions of employment or enrollment in retribution for reporting an event. A whistleblower who believes that he or she has been retaliated against may file a written complaint with the President and the Chair of the KWC Board of Trustees. If the retaliation is proven, the person or persons involved may be subject to disciplinary action, up to and including termination.

KWC Hotline number

270-852-3199 (managed by taped message and recording of call to report issue)

Contact info for the President's office:

Office of President  
3000 Frederica Street  
Owensboro, KY 42301  
270-852-3104

Contact info for the KWC Chair of the Board of Trustees:

Chair of the Board of Trustees  
c/o Office of the President  
3000 Frederica Street  
Owensboro, KY 42301

## Room Reservations & Services

Chapel 3286 AV Services – AVRequest@kwc.edu  
Classrooms 3119 Computer Help Desk – Helpdesk@kwc.edu  
Cox Conference Room 3286 Maintenance Request – Facilities@kwc.edu  
Gold Room 3286 Security – Security@kwc.edu  
Hocker Family 3280  
Dining Center  
Jones Gymnasium 3330  
Ralph Center 3286  
Rogers Hall 3286  
Woodward HRC 3330

If you would like to reserve any other area please contact the Student Life Office at Ext. 3286.



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**C.R.⊕.S.S.**





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# August 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

# September 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	Labor Day	6	7 Rosh Hashanah (begins at sundown)	8	9	10
12	13	14	15	16	17 Yom Kippur (begins at sundown)	18
19	20	21	22 Sukkot (begins at sundown)	23	24	25
26	27	28	29	30		

# October 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	Columbus Day 11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
Halloween 31						

# November 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Election Day	2	3	4	5	6
7	8	9	10	Veterans' Day 11	12	13
14	15	16	17	18	19	20
21	22	23	24	Thanksgiving 25	26	27
28	29	30				

# December 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			Chanukah (begins at sundown) 1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	Christmas 25
26	27	28	29	30	31	

# January 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
						New Year's Day 1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	Martin Luther King, Jr. Day	17	18	19	20	21	22
23	24	25	26	27	28	29	
30	31						

# February 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	Valentine's Day 14	15	16	17	18	19
20	Presidents' Day 21	22	23	24	25	26
27	28					

# March 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

# April 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
Palm Sunday 17	Passover (begins at sundown) 18	19	20	21	22	23
Easter 24	25	26	27	28	29	30

# May 2011

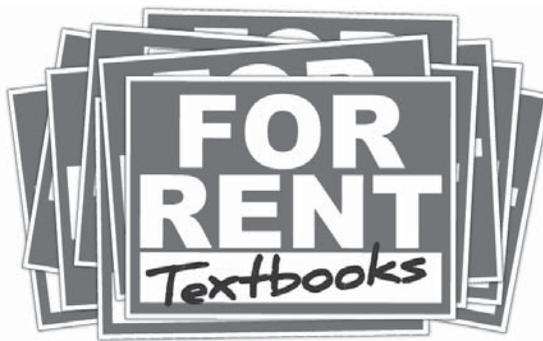
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
Mother's Day 8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	Memorial Day 30	31				

# June 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
Father's Day 19	20	21	22	23	24	25
26	27	28	29	30		

# July 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	Independence Day 4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



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August						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

# Kentucky Wesleyan College

Monday, August 16

Fall Rush (bookstore open all day)

Tuesday, August 17

Fall Rush (bookstore open all day)

Wednesday, August 18

Fall Rush (bookstore open all day)

To Do:

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September						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Fall Rush (bookstore open all day)

Thursday, August 19

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Fall Rush (bookstore open all day)

Friday, August 20



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Concert on the Lawn @ 7pm

Fall Rush (bookstore open all day)

Saturday, August 21

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Fall Rush (bookstore open all day)

Residence Halls open for new residential students

KW1101 Begins

Sunday, August 22

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August						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

# Kentucky Wesleyan College

Monday, August 23

Fall Rush (bookstore open all day)

Tuesday, August 24

Fall Rush (bookstore open all day)

Wednesday, August 25

Fall Rush (bookstore open all day)

To Do:

September

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Fall Rush (bookstore open all day)

Thursday, August 26

Women's Soccer vs St. Catherine  
(Exhibition) @ 3pm away

Men's Soccer vs St. Catherine  
(Exhibition) @ 5pm away

Fall Rush (bookstore open all day)

Faculty Meeting Workshop  
8:30am-noon

Friday, August 27



Fall Rush (bookstore open all day)

Saturday, August 28

Campus Ministries Kick-off @ 5pm

Bookstore open for returning  
student move in (noon-4pm)

Fall Rush (bookstore open all day)

Residence Halls open for returning  
residential students

Sunday, August 29

September						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

# Kentucky Wesleyan College

Monday, August 30

Instruction begins 8am  
 Drop/add begins 8am  
 Fall 2010 Semester Bill is due  
 Fall Rush (bookstore open all day)  
 Library begins normal hours  
 7:30 a.m.-Midnight

Tuesday, August 31

Fall Rush (bookstore open all day)  
 TNR at 9pm in Rogers Hall  
 CROSS at 5pm at the  
 Daviess – McLean Baptist Building  
 SAPB Meeting, 12:10,  
 Cox Conference Room

Wednesday, September 1

Design Your Own T-Shirt  
 noon-4 pm  
 Student Timesheets Due  
 Fall Rush (bookstore open all day)

To Do:

October						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Opening Convocation @ noon  
 BASIC @ 5pm  
 Fall Rush (bookstore open all day)  
 First Home Football game!  
 @ 6pm vs Indianapolis

### Thursday, September 2

Off the Sidewalk Series 11:30-1:30 pm  
 Fall Rush (bookstore open all day)  
 Final date to register/add a class  
 Final date for full tuition refund

### Friday, September 3



### Saturday, September 4

Men's Soccer vs Bellarmine  
 @ noon home  
 Women's Soccer vs Bellarmine  
 @ 2:30pm home

### Sunday, September 5

September						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

# Kentucky Wesleyan College

Monday, September 6

Labor Day (no classes)  
 Library closed during the day for  
 Labor Day (open 6 p.m.-12 a.m.)

Tuesday, September 7

TNR at 9pm in Rogers Hall  
 CROSS at 5pm at the  
 Daviess – McLean Baptist Building

Wednesday, September 8

Rosh Hashanah  
 (begins at sundown)  
 Poster Sale 11 am- 3 pm

To Do:

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October						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

BASIC @ 5pm

Thursday, September 9

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Off the Sidewalk Series 11:30-1:30 pm

Friday, September 10

Student Pay day

Initial Fall Refund Day

Women's Soccer vs Indianapolis @ 4pm away

Men's Soccer vs Indianapolis @ 7:30pm away



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Bookstore open before home football game 2pm-5:30pm

Saturday, September 11

Football vs Pikeville @ 6pm home

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Women's Soccer vs Northern Kentucky TBA away

Sunday, September 12

Men's Soccer vs Northern Kentucky TBA away

Student Phonathon

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September						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

# Kentucky Wesleyan College

Monday, September 13

Student Phonathon

Tuesday, September 14

Women's Soccer vs Oakland City @ 4pm away  
 Birthdays at the Bookstore: Free Jumbo Cookie ALL DAY! (August & September)  
 Student Phonathon  
 TNR at 9pm in Rogers Hall  
 CROSS at 5pm at the Daviess - McLean Baptist Building  
 SAPB Meeting, 12:10, Cox Conference Room

Wednesday, September 15

Men's Soccer vs Berea @ 4pm away  
 Kappa Delta Sorority hosts Mr. KWC @ 9pm in Rogers Hall  
 Student Phonathon  
 Hispanic Heritage Month Celebration begins

To Do:

October						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

BASIC @ 5pm  
Student Phonathon

Thursday, September 16

Yom Kippur  
(begins at sundown)  
Off the Sidewalk Series 11:30-1:30 pm  
Men's Soccer vs  
Wisconsin-Parkside @ noon home  
Women's Soccer vs  
Wisconsin-Parkside  
@ 2:30pm away  
Final date to drop without  
course appearing on transcript

Friday, September 17



Holiday World 8 am  
Football vs Central State  
@ 12:30pm away

Saturday, September 18

Men's Soccer vs St. Joseph's  
@ noon home  
Women's Soccer vs St. Joseph's  
@ 2:30pm home  
Student Phonathon

Sunday, September 19

September						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

# Kentucky Wesleyan College

Monday, September 20

Erik Rivera, comedian, 9 pm- 10pm  
Student Phonathon

Tuesday, September 21

"Nick at Nite/Diane at Dusk"  
@ 6pm WKWC 90.3fm  
Student Phonathon  
TNR at 9pm in Rogers Hall  
CROSS at 5pm at the  
Davies – McLean Baptist Building

Wednesday, September 22

Sukkot  
(begins at sundown)  
The Usual 9 pm  
Student Phonathon

To Do:

October						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

BASIC @ 5pm  
Student Phonathon

Thursday, September 23

Off the Sidewalk Series 11:30-1:30 pm  
Women's Soccer vs  
Illinois-Springfield TBA away  
Men's Soccer vs Illinois-Springfield  
TBA away

Friday, September 24



"Concert Curators" 7pm-10pm  
@ the Owensboro Area Museum of  
Science and History  
Bookstore open before home  
football game 9am-12:30pm  
Football vs Alma @ 1pm home  
Admissions Fall Open House

Saturday, September 25

Women's Soccer vs Lewis  
TBA away  
Men's Soccer vs Lewis  
TBA away  
Student Phonathon

Sunday, September 26

September						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

# Kentucky Wesleyan College

Monday, September 27

Think Fast Game Show 9 pm  
Student Phonathon

Tuesday, September 28

Student Phonathon  
TNR at 9pm in Rogers Hall  
CROSS at 5pm at the  
Daviess – McLean Baptist Building  
SAPB Meeting, 12:10,  
Cox Conference Room

Wednesday, September 29

SAPB Game Night 9 pm  
Student Phonathon

To Do:

October						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

BASIC @ 5pm  
Student Phonathon

Thursday, September 30

Student Time Sheets Due  
Men's Soccer vs Rockhurst  
@ noon home  
Women's Soccer vs Rockhurst  
@ 2:30pm home

Friday, October 1



Football vs South Alabama  
@ 4pm away

Saturday, October 2

Men's Soccer vs Quincy  
@ noon home  
Women's Soccer vs Quincy  
@ 2:30pm home

Sunday, October 3

October

S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

# Kentucky Wesleyan College

Monday, October 4

Sign Shop noon- 4 pm

"A Taste of Owensboro" 6pm-9pm  
@ the Riverpark

Tuesday, October 5

TNR at 9pm in Rogers Hall

CROSS at 5pm at the  
Daviess - McLean Baptist Building

Wednesday, October 6

To Do:

November

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

BASIC @ 5pm

Thursday, October 7

Student Pay Day  
(Begin Direct Deposit)

Women's Soccer vs Missouri S&T  
TBA away

Men's Soccer vs Missouri S&T  
TBA away

Friday, October 8



Football vs Urbana @ noon away

Saturday, October 9

Men's Soccer vs Drury  
@ noon away

Women's Soccer vs Drury  
@ 2:30pm away

Library open 6 p.m.-12 a.m.

Sunday, October 10

October						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

# Kentucky Wesleyan College

Monday, October 11

Columbus Day  
 Fall Break (No Class)  
 Library closes at 4:30 p.m.

Tuesday, October 12

Fall Break (No Class)  
 Women's Soccer vs Brescia  
 TBA away  
 Men's Soccer vs Brescia  
 TBA away  
 Library closes at 4:30 p.m.  
 TNR at 9pm in Rogers Hall  
 CROSS at 5pm at the  
 Daviess – McLean Baptist Building  
 SAPB Meeting, 12:10,  
 Cox Conference Room

Wednesday, October 13

Library resumes normal hours

To Do:

November

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Craig Karges, mentalist, 9 pm-10 pm  
BASIC @ 5pm

Thursday, October 14

Mid-semester  
All outstanding balances are now considered delinquent  
Women's Soccer vs Missouri-St. Louis @ 2:30pm home  
Men's Soccer vs Missouri-St. Louis @ noon home  
End of Hispanic Heritage Month

Friday, October 15



Midnight Movie Malco Theater  
Football vs Missouri S&T @ 1pm away

Saturday, October 16

Men's Soccer vs Maryville @ noon home  
Women's Soccer vs Maryville @ 2:30pm home

Sunday, October 17

October						
S	M	T	W	T	F	S
						1
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

# Kentucky Wesleyan College

Monday, October 18

Mission Improvable 9 pm- 10 pm

Tuesday, October 19

"Nick at Nite/Diane at Dusk"  
@ 6pm WKWC 90.3fm

Birthdays at the Bookstore: Free  
Jumbo Cookie ALL DAY! (October)

TNR at 9pm in Rogers Hall

CROSS at 5pm at the  
Davies - McLean Baptist Building

Wednesday, October 20

SAPB Game Night 9 pm

Begin 2<sup>nd</sup> half-term classes

To Do:

November

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Piano Recital @ 7pm  
 in Tapscott Chapel  
 BASIC @ 5pm

Thursday, October 21

KWC Hall of Fame & Alumni  
 Awards Dinner @ 6pm  
 Owensboro Country Club

Friday, October 22



Fall Family Festival/Homecoming  
 Bookstore open before home football game  
 9am-12:30pm  
 Kentucky Wesleyan Singers Mini-Concert for  
 Alumni Homecoming Weekend with alumni  
 sing-along @ 11am in Tapscott Chapell  
 Homecoming  
 Football vs St. Joseph's @ 1pm home

Saturday, October 23

Women's Soccer vs  
 Southern Indiana TBA away  
 Men's Soccer vs  
 Southern Indiana TBA away

Sunday, October 24

October							
S	M	T	W	T	F	S	
						1	2
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

# Kentucky Wesleyan College

Monday, October 25

Ghost Hunter 9 pm

Tuesday, October 26

TNR at 9pm in Rogers Hall  
 CROSS at 5pm at the  
 Daviess – McLean Baptist Building  
 SAPB Meeting, 12:10,  
 Cox Conference Room

Wednesday, October 27

To Do:

November

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Haunted House Trip  
BASIC @ 5pm

Thursday, October 28

Final date to drop with "W"

Women's Soccer vs  
Cumberland (Tenn.) @ noon home

Men's Soccer vs  
Cumberland (Tenn.) @ 2:30pm home

Friday, October 29



Saturday, October 30

Halloween

"Hi Di and Joe Lowe"  
Halloween Show WKWC 90.3fm  
(times will vary)

Sunday, October 31

November

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

# Kentucky Wesleyan College

Monday, November 1

Casino Night 9 pm  
Student Time Sheets Due

Tuesday, November 2

Election Day  
TNR at 9pm in Rogers Hall  
CROSS at 5pm at the  
Daviess – McLean Baptist Building

Wednesday, November 3

To Do:

December						
S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SAPB Variety Show 9 pm  
BASIC @ 5pm

Thursday, November 4

Friday, November 5



Owensboro Symphony Orchestra, Kentucky Opera, and Owensboro Symphony Chorus members: "Rossini's *The Barber of Seville* @ 7:30pm RiverPark Center

"Concert Curators" Owensboro Area Museum of Science and History 7pm-10pm

Bookstore open before home football game 9am-12:30pm

Football vs Notre Dame College @ 1pm home

Saturday, November 6

Sunday, November 7

November						
S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

# Kentucky Wesleyan College

Monday, November 8

Registration for Spring and Winter Term begins

Maggy 11 am

Tuesday, November 9

Birthdays at the Bookstore:  
Free Jumbo Cookie ALL DAY!  
(November)

TNR at 9pm in Rogers Hall

CROSS at 5pm at the  
Davies – McLean Baptist Building

SAPB Meeting, 12:10,  
Cox Conference Room

Wednesday, November 10

Think Fast Game Show 9 pm

Student Pay Day

To Do:

December						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Veteran's Day Observance 12:15pm

Thursday, November 11

Friday, November 12



Football vs Concordia @ 1pm away

Saturday, November 13

Sunday, November 14



To Do:

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December						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Kentucky Wesleyan Wind Ensemble Fall Concert @ Owensboro Area Museum of Science and History

Thursday, November 18

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Last day to register for Spring and Winter Term

Friday, November 19



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Midnight Movie Malco Theater

Saturday, November 20

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Sunday, November 21

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November						
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21	22	23	24	25	26	27
28	29	30				

# Kentucky Wesleyan College

Monday, November 22

Music Department Recital  
@ 7:30pm in Hager Hall

Tuesday, November 23

Thanksgiving Break (No Class)  
TNR at 9pm in Rogers Hall  
CROSS at 5pm at the  
Daviess – McLean Baptist Building  
SAPB Meeting, 12:10,  
Cox Conference Room

Wednesday, November 24

Thanksgiving Break (No Class)  
Library closes at 4:30 pm

To Do:

December

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Thanksgiving

"Music and Meditation" Radio Show: Thanksgiving WKWC 90.3fm (times will vary)

Library closed

Thursday, November 25

Thanksgiving Break (No Class)

Library closed

Friday, November 26



Library closed

Saturday, November 27

Library opens at 6pm

Sunday, November 28

December						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

# Kentucky Wesleyan College

Monday, November 29

Instruction Resumes  
Michael Palascak 9 pm

Tuesday, November 30

Birthdays at the Bookstore:  
Free Jumbo Cookie ALL DAY!  
(December)  
TNR at 9pm in Rogers Hall  
CROSS at 5pm at the  
Daviess – McLean Baptist Building

Wednesday, December 1

Chanukah  
(begins at sundown)  
Kentucky Wesleyan Singers  
Mini-Concert @ Elizabeth Munday  
Senior Center 12:15pm.  
Student Time Sheets Due  
Winter 2011 Invoice is mailed to  
Students' billing address  
Faculty/Staff appreciation event  
12pm-1pm in the bookstore.

To Do:

January						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

"Christmas at the Fireside"  
 @ noon in Jazzman's Café  
 (KWC Wind Ensemble)  
 BASIC @ 5pm

Thursday, December 2

Madrigal Dinner @ 8pm  
 Hocker Family Dining Center

Friday, December 3



Madrigal Dinner @ 8pm  
 Hocker Family Dining Center

Saturday, December 4

Sunday, December 5

December						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

# Kentucky Wesleyan College

Monday, December 6

Fall buyback event (bookstore)  
Final exams begin

Tuesday, December 7

Fall buyback event (bookstore)  
TNR at 9pm in Rogers Hall  
CROSS at 5pm at the  
Daviess – McLean Baptist Building  
SAPB Meeting, 12:10,  
Cox Conference Room

Wednesday, December 8

Fall buyback event (bookstore)

To Do:

January						
S	M	T	W	T	F	S
						1
• 2	• 3	• 4	• 5	• 6	• 7	• 8
• 9	• 10	• 11	• 12	• 13	• 14	• 15
• 16	• 17	• 18	• 19	• 20	• 21	• 22
• 23	• 24	• 25	• 26	• 27	• 28	• 29
• 30	• 31					

Fall buyback event (bookstore)

Thursday, December 9

Fall buyback event (bookstore)

Student Pay Day

Last day of final exams

Friday, December 10



Residence halls close at noon

Saturday, December 11

Owensboro Symphony Orchestra and Chorus: "Holiday Pops Concert" @ 3pm RiverPark Center

Sunday, December 12

December						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

# Kentucky Wesleyan College

Monday, December 13

Library closes at 4:30pm.

Tuesday, December 14

Library closes at 4:30pm.

TNR at 9pm in Rogers Hall

CROSS at 5pm at the  
Daviess – McLean Baptist Building

Wednesday, December 15

Spring2011 Invoice is mailed to  
Students' billing address

Library closes at 4:30pm.

To Do:

January						
S	M	T	W	T	F	S
						1
• 2	• 3	• 4	• 5	• 6	• 7	• 8
• 9	• 10	• 11	• 12	• 13	• 14	• 15
• 16	• 17	• 18	• 19	• 20	• 21	• 22
• 23	• 24	• 25	• 26	• 27	• 28	• 29
• 30	• 31					

Library closes at 4:30pm.

Thursday, December 16

Library closes at 4:30pm.

Friday, December 17



Library closes at 4:30pm.

Saturday, December 18

Library closes at 4:30pm.

Sunday, December 19

December						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

# Kentucky Wesleyan College

Monday, December 20

Library closes at 4:30pm.

Tuesday, December 21

Library closes at 4:30pm.

TNR at 9pm in Rogers Hall

CROSS at 5pm at the  
Daviess – McLean Baptist Building

SAPB Meeting, 12:10,  
Cox Conference Room

Wednesday, December 22

Library closes at 4:30pm.

To Do:

January						
S	M	T	W	T	F	S
						1
• 2	• 3	• 4	• 5	• 6	• 7	• 8
• 9	• 10	• 11	• 12	• 13	• 14	• 15
• 16	• 17	• 18	• 19	• 20	• 21	• 22
• 23	• 24	• 25	• 26	• 27	• 28	• 29
• 30	• 31					

Library closes at 4:30pm.

Thursday, December 23

Library closed for the Holidays

Friday, December 24



Christmas  
Library closed for the Holidays

Saturday, December 25

Library closed for the Holidays

Sunday, December 26

December						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

# Kentucky Wesleyan College

Monday, December 27

Library closed for the Holidays

Tuesday, December 28

Library closed for the Holidays

TNR at 9pm in Rogers Hall

CROSS at 5pm at the  
Daviess – McLean Baptist Building

Wednesday, December 29

Library closed for the Holidays

To Do:

January						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Library closed for the Holidays

Thursday, December 30

Library closed for the Holidays

Friday, December 31



New Year's Day

Library closed for the Holidays.

Saturday, January 1

Bookstore open for returning student move in (noon-4pm)

Residence halls open for residential students participating in WT

Library closed for the Holidays

Sunday, January 2

January						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

# Kentucky Wesleyan College

Monday, January 3

Instruction begins 8am  
 Drop/add begins 8am  
 Student Time Sheets Due  
 Winter 2011 Semester Bill Due  
 Library closes at 6pm WT

Tuesday, January 4

Final date to drop without course appearing on transcript  
 Library closes at 6pm WT  
 TNR at 9pm in Rogers Hall  
 CROSS at 5pm at the Daviess – McLean Baptist Building  
 SAPB Meeting, 12:10, Cox Conference Room

Wednesday, January 5

Library closes at 6pm WT

To Do:

February

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

Library closes at 6pm WT

Thursday, January 6

Library closes at 4:30pm

Friday, January 7



Library closed

Saturday, January 8

Library closed

Sunday, January 9

January						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

# Kentucky Wesleyan College

Monday, January 10

Student Pay Day  
Library closes at 6pm WT

Tuesday, January 11

Library closes at 6pm WT  
TNR at 9pm in Rogers Hall  
CROSS at 5pm at the  
Daviess – McLean Baptist Building

Wednesday, January 12

Rock and Roll Annual "Sock Hop"  
@ 10:30pm in Hager Hall  
Library closes at 6pm WT

To Do:

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February						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

Final date to drop with a "W"  
Library closes at 6pm WT

Thursday, January 13

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Library closes at 4:30pm

Friday, January 14



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Saturday, January 15

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Sunday, January 16

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January						
S	M	T	W	T	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

# Kentucky Wesleyan College

Monday, January 17

Martin Luther King, Jr. Day  
(no classes)

"Music and Meditation" Radio Show: A Tribute to Martin Luther King, Jr. WKWC 90.3fm  
(times will vary)

Library closed

Tuesday, January 18

Graduation Fee will be posted to specified student's accounts

"Nick at Nite/Diane at Dusk"  
@ 6pm WKWC 90.3fm

Spring Rush (bookstore)

Library closes at 6pm WT

TNR at 9pm in Rogers Hall

CROSS at 5pm at the Daviess – McLean Baptist Building

SAPB Meeting, 12:10,  
Cox Conference Room

Wednesday, January 19

Spring Rush (bookstore)

Library closes at 6pm WT

To Do:

February

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

Spring Rush (bookstore)  
Last day of class  
Residence Halls open for students not in WT  
Library closes at 6pm WT

Thursday, January 20

Instruction begins 8am  
Drop/add begins 8am  
Spring 2011 Semester Bill Due  
Spring Rush (bookstore)  
Library: resume normal hours

Friday, January 21



Spring Rush (bookstore)  
Examination or Project Due Date for WT classes

Saturday, January 22

Spring Rush (bookstore)

Sunday, January 23

January						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

# Kentucky Wesleyan College

Monday, January 24

Spring Rush (bookstore)

Tuesday, January 25

Spring Rush (bookstore)

TNR at 9pm in Rogers Hall

CROSS at 5pm at the  
Daviess – McLean Baptist Building

Wednesday, January 26

SAPB Game Night 9 pm

Spring Rush (bookstore)

To Do:

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February						
S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

BASIC @ 5pm  
 Spring Rush (bookstore)  
 Final date to register/add a class  
 Final date for full tuition refund

### Thursday, January 27

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Paoli Peaks  
 Spring Rush (bookstore)

### Friday, January 28



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"Concert Curators" 7pm-10pm  
 @ the Owensboro Museum of  
 Science and History

### Saturday, January 29

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### Sunday, January 30

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February						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

# Kentucky Wesleyan College

Monday, January 31

1098-T will be mailed to students' billing address

Tuesday, February 1

Student Time Sheets Due  
 TNR at 9pm in Rogers Hall  
 CROSS at 5pm at the Daviess – McLean Baptist Building  
 SAPB Meeting, 12:10, Cox Conference Room

Wednesday, February 2

Frederick Winters, hypnotist, 9 pm  
 Behind the Scenes

To Do:

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March						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

BASIC @ 5pm

Thursday, February 3

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Initial Spring Refund Day

Friday, February 4



Saturday, February 5

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Sunday, February 6

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To Do:

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March						
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Student Pay Day  
 BASIC @ 5pm  
 Final date to drop without a course  
 appearing on transcript

Thursday, February 10

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ART 9 pm

Friday, February 11



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Saturday, February 12

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Kentucky Wesleyan Singers  
 performing during morning ser-  
 vices at Settle Memorial United  
 Methodist Church  
 8:30am-11:00am

Sunday, February 13

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February						
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27	28					

# Kentucky Wesleyan College

Monday, February 14

Valentine's Day  
 "Hi Di and Joe Lowe"  
 Valentine Show WKWC 90.3fm  
 (times will vary)

Tuesday, February 15

"Nick at Nite/Diane at Dusk"  
 @ 6pm WKWC 90.3fm  
 TNR at 9pm in Rogers Hall  
 CROSS at 5pm at the  
 Daviess - McLean Baptist Building  
 SAPB Meeting, 12:10,  
 Cox Conference Room

Wednesday, February 16

K-Dub Idol

To Do:

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March						
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BASIC @ 5pm

Thursday, February 17

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Friday, February 18



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Saturday, February 19

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Sunday, February 20

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February						
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27	28					

# Kentucky Wesleyan College

Monday, February 21

Presidents' Day

Tuesday, February 22

TNR at 9pm in Rogers Hall  
 CROSS at 5pm at the  
 Daviess - McLean Baptist Building

Wednesday, February 23

K-Dub Idol

To Do:

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March						
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BASIC @ 5pm

Thursday, February 24

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The Usual 9 pm

Friday, February 25



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Saturday, February 26

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Sunday, February 27

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March						
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27	28	29	30	31		

# Kentucky Wesleyan College

Monday, February 28

Photo License Plates noon- 4pm

Tuesday, March 1

Student Time Sheets Due  
 TNR at 9pm in Rogers Hall  
 CROSS at 5pm at the  
 Daviess – McLean Baptist Building  
 SAPB Meeting, 12:10,  
 Cox Conference Room

Wednesday, March 2

To Do:

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April						
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BASIC @ 5pm

Thursday, March 3

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Midnight Movie Malco Theater

Friday, March 4



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"Concert Curators" 7pm-10pm  
at the Owensboro Museum of  
Science and History

Saturday, March 5

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Sunday, March 6

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March						
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# Kentucky Wesleyan College

Monday, March 7

Live Band Karaoke 8-11 pm  
 Yahtzee days at the bookstore (all day)

Tuesday, March 8

Yahtzee days at the bookstore (all day)  
 Birthdays at the Bookstore: Free Jumbo Cookie ALL DAY! (March)  
 TNR at 9pm in Rogers Hall  
 CROSS at 5pm at the Daviess – McLean Baptist Building

Wednesday, March 9

Miss KWC 9 pm  
 Yahtzee days at the bookstore (all day)  
 Mid-semester  
 Begin 2<sup>nd</sup> half-term classes

To Do:

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April						
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24	25	26	27	28	29	30

Student Pay Day  
Yahtzee days at the bookstore  
(all day)

Thursday, March 10

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All outstanding balances are now  
considered **delinquent**  
Yahtzee days at the bookstore  
(all day)

Friday, March 11



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Library closed

Saturday, March 12

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Library closed

Sunday, March 13

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March						
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20	21	22	23	24	25	26
27	28	29	30	31		

# Kentucky Wesleyan College

Monday, March 14

Spring Break (no classes)  
Library closes at 4:30pm

Tuesday, March 15

"Nick at Nite/Diane at Dusk" @ 6pm  
WKWC 90.3fm  
Spring Break (no classes)  
Library closes at 4:30pm  
TNR at 9pm in Rogers Hall  
CROSS at 5pm at the  
Davies – McLean Baptist Building

Wednesday, March 16

Spring Break (no classes)  
Library closes at 4:30pm

To Do:

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April						
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Spring Break (no classes)  
Library closes at 4:30pm

Thursday, March 17

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Spring Break (no classes)  
Library closes at 4:30pm

Friday, March 18



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Library closed

Saturday, March 19

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Library opens at 6pm

Sunday, March 20

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March						
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27	28	29	30	31		

# Kentucky Wesleyan College

Monday, March 21

Instruction resumes  
 Library: resume normal hours  
 Think Fast Game Show 9 pm

Tuesday, March 22

TNR at 9pm in Rogers Hall  
 CROSS at 5pm at the  
 Daviess – McLean Baptist Building

Wednesday, March 23

Grad Fair (bookstore) 1pm-5pm

To Do:

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April						
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BASIC @ 5pm  
Grad Fair (bookstore) 9am-1pm

Thursday, March 24

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Friday, March 25



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Saturday, March 26

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Sunday, March 27

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To Do:

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BASIC @ 5pm

Thursday, March 31

Off The Sidewalk 10:30 – 1:30 pm  
Student Time Sheets Due  
Final date to drop with a "W"

Friday, April 1



Saturday, April 2

Sunday, April 3

April						
S	M	T	W	T	F	S
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17	18	19	20	21	22	23
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# Kentucky Wesleyan College

Monday, April 4

Dog Tags noon- 4 pm

Tuesday, April 5

TNR at 9pm in Rogers Hall  
 CROSS at 5pm at the  
 Daviess – McLean Baptist Building

Wednesday, April 6

To Do:

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May						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

BASIC @ 5pm

Thursday, April 7

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Off The Sidewalk 10:30- 1:30 pm  
Student Pay Day

Friday, April 8



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Midnight Movie Malco Theater

Saturday, April 9

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Sunday, April 10

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April						
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24	25	26	27	28	29	30

# Kentucky Wesleyan College

Monday, April 11

April Fool's Day Sale at the bookstore (all day)

Tuesday, April 12

Birthdays at the Bookstore:  
Free Jumbo Cookie ALL DAY!  
(April)  
  
TNR at 9pm in Rogers Hall  
  
CROSS at 5pm at the Daviess – McLean Baptist Building  
  
SAPB Meeting, 12:10, Cox Conference Room

Wednesday, April 13

To Do:

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May						
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15	16	17	18	19	20	21
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29	30	31				

"88 Keys" @ 7:30pm  
in Tapscott Chapel

Celebration of Student  
Achievement @ 12:30  
(classes end at noon)

BASIC @ 5pm

Student Life Awards @ 5pm,  
Chapel

Thursday, April 14

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Off The Sidewalk 10:30- 1:30 pm

Oak & Ivy @ 6:30pm

Friday, April 15



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Old South Ball 10 pm- 2 am

Admissions Junior Day

Saturday, April 16

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Palm Sunday

Sunday, April 17

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April						
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24	25	26	27	28	29	30

# Kentucky Wesleyan College

Monday, April 18

Passover  
(begins at sundown)

Rachel Feinstein 9 pm-10 pm

Music Department Recital  
at 7:30pm in Hager Hall

Tuesday, April 19

"Nick at Nite/Diane at Dusk" @ 6pm  
WKWC 90.3fm

TNR at 9pm in Rogers Hall

CROSS at 5pm at the  
Davies - McLean Baptist Building

Wednesday, April 20

Kentucky Wesleyan Singers sing  
at Holy Week Service @ 12:05pm  
Settle Memorial United Methodist  
Church

To Do:

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May						
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Library closes at 9pm

Thursday, April 21

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Good Friday (No Class)

Library closed

Friday, April 22



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Library open 1pm-5pm

Saturday, April 23

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Easter

"Music and Meditation"  
Radio Show: Easter WKWC 90.3fm  
(times will vary)

Library closed

Sunday, April 24

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April						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

# Kentucky Wesleyan College

Monday, April 25

Kentucky Wesleyan Wind Ensemble Spring Concert  
 @ 7:30 Owensboro Museum of Science and History  
 Library: resume normal hours

Tuesday, April 26

TNR at 9pm in Rogers Hall  
 CROSS at 5pm at the Daviess – McLean Baptist Building  
 SAPB Meeting, 12:10, Cox Conference Room

Wednesday, April 27

SAPB Game Night 9 pm

To Do:

May						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

BASIC @ 5pm

Thursday, April 28

Off The Sidewalk 10:30 -1:30 pm  
Last day of class

Friday, April 29



Owensboro Symphony Chorus and Orchestra perform: "Gustav Holst's *The Planets*" @ 7:30pm

Saturday, April 30

"Concert Curators" 7pm-10pm  
Owensboro Museum of Science and History

Student Time Sheets Due

Sunday, May 1

Summer I, II & Online 2011  
Invoice(s) are mailed to student's billing address

May						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

# Kentucky Wesleyan College

Monday, May 2

Spring buyback event (bookstore)  
Final exams begin

Tuesday, May 3

Birthdays at the Bookstore:  
Free Jumbo Cookie ALL DAY!  
(May, June, July)  
Spring buyback event (bookstore)  
TNR at 9pm in Rogers Hall  
CROSS at 5pm at the  
Davies – McLean Baptist Building

Wednesday, May 4

Spring buyback event (bookstore)

To Do:

June						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Spring buyback event (bookstore)

Thursday, May 5

Spring buyback event (bookstore)

Friday, May 6

Last day of final exams



Residence halls close for all but graduating seniors (noon)

Saturday, May 7

Library closed

Mother's Day

Sunday, May 8

Library closed

May						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

# Kentucky Wesleyan College

Monday, May 9

Library closes at 4:30pm  
(begin Summer hours)

Tuesday, May 10

Student Pay Day  
 TNR at 9pm in Rogers Hall  
 CROSS at 5pm at the  
 Daviess – McLean Baptist Building  
 SAPB Meeting, 12:10,  
 Cox Conference Room

Wednesday, May 11

To Do:

June						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Senior Dinner

Thursday, May 12

Friday, May 13



Kentucky Wesleyan  
Commencement Hocker-Hall  
Grove @ 10am

Bookstore open for  
Commencement 8am-10am &  
for an hour after commencement

Saturday, May 14

Sunday, May 15

May						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

# Kentucky Wesleyan College

Monday, May 16

Summer session I begins  
 Online session I begins  
 (ends July 1<sup>st</sup>)

Tuesday, May 17

TNR at 9pm in Rogers Hall  
 CROSS at 5pm at the  
 Daviess – McLean Baptist Building

Wednesday, May 18

To Do:

June						
S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Thursday, May 19

Friday, May 20



Saturday, May 21

Sunday, May 22

May						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

# Kentucky Wesleyan College

Monday, May 23

Summer I 2011 & Summer OL  
2011 Semester Bills are Due

Tuesday, May 24

TNR at 9pm in Rogers Hall  
CROSS at 5pm at the  
Daviess - McLean Baptist Building  
SAPB Meeting, 12:10,  
Cox Conference Room

Wednesday, May 25

To Do:

June						
S	M	T	W	T	F	S
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12	13	14	15	16	17	18
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Thursday, May 26

Friday, May 27



Saturday, May 28

Sunday, May 29

June						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

# Kentucky Wesleyan College

Monday, May 30

Memorial Day

Tuesday, May 31

TNR at 9pm in Rogers Hall  
 CROSS at 5pm at the  
 Daviess – McLean Baptist Building

Wednesday, June 1

To Do:

July						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Thursday, June 2

Friday, June 3



Saturday, June 4

Sunday, June 5



To Do:

July						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Thursday, June 9

Friday, June 10



Saturday, June 11

Sunday, June 12



To Do:

July						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Thursday, June 16

Last day of Summer session I

Friday, June 17



Saturday, June 18

Father's Day

Sunday, June 19



## Acknowledgment of Receipt

I hereby acknowledge receipt of the 2010–2011 Kentucky Wesleyan College Handbook and agree to read and be familiar with its contents, and abide by the rules and regulations put forth in it.



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(signature of student)

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(date)

Please tear this sheet out of the book and turn it in to the Student Life Office

