



AGENDA
Eastern Kentucky University
Board of Regents
Quarterly Meeting

JUNE 18, 2019



**Eastern Kentucky University
Board of Regents**

Quarterly Meeting

June 18, 2019

**Black Box Theater
EKU Center for the Arts
Eastern Kentucky University**

Committee Meetings will begin at 12:30 p.m. and run consecutively.

SCHEDULE

- 11:30 a.m. Lunch (optional)
 Buffet with invited student groups
- 12:30 p.m. Convene Committee Meetings in Black Box Theater, ECU Center for the Arts
- Student Life, Discipline and Athletics Committee
- Institutional Advancement and Honors Committee
- Audit and Compliance Committee
- Finance and Planning Committee
- Executive and Academic Affairs Committee
- 1:30 p.m. Convene Board Meeting in Black Box Theater, ECU Center for the Arts

Eastern Kentucky University
Board of Regents

Student Life, Discipline and Athletics Committee
Agenda

June 18, 2019

Black Box Theater
EKU Center for the Arts
Eastern Kentucky University

12:30 p.m.

- I. **Call to Order** (Committee Chair Vasu Vasudevan)
- II. **Action Item**
 - A. Consent Agenda
 - i. Approval of the February 22, 2019 Student Life, Discipline and Athletics Committee Minutes (Vasu Vasudevan)..... 11
 - ii. Approval of the April 2, 2019 Special Meeting of the Student Life, Discipline and Athletics Committee Minutes (Vasu Vasudevan) 13
- III. **New Business**
- IV. **Adjourn**

Eastern Kentucky University
Board of Regents
Institutional Advancement and Honors Committee
Agenda

June 18, 2019

Black Box Theater
EKU Center for the Arts
Eastern Kentucky University

- I. **Call to Order** (Committee Chair Laura Babbage)
- II. **Action Item**
 - A. Consent Agenda
 - i. Approval of the April 23, 2019 Institutional Advancement and Honors Committee Minutes (Laura Babbage) 16
- III. **New Business**
- IV. **Adjourn**

Eastern Kentucky University
Board of Regents
Audit and Compliance Committee
Agenda

June 18, 2019

Black Box Theater
EKU Center for the Arts
Eastern Kentucky University

- I. **Call to Order** (Committee Chair Alan Long)
- II. **Action Item**
 - A. Consent Agenda
 - i. Approval of the April 23, 2019 Audit and Compliance Committee Minutes
(Alan Long).....19
- III. **New Business**
- IV. **Adjourn**

Eastern Kentucky University
Board of Regents

Finance and Planning Committee
Agenda

June 18, 2019

Black Box Theater
EKU Center for the Arts
Eastern Kentucky University

- I. **Call to Order** (Committee Chair Juan Castro)
- II. **Information Item**
 - a. Financial Update (Barry Poynter)
- III. **Executive Session**
- IV. **Action Items**
 - A. Consent Agenda
 - i. Approval of the April 23, 2019 Finance and Planning Committee Minutes
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 - B. Proposed 2019-2020 Operating Budget (Jerry Pogatshnik, David McFaddin, and Barry Poynter) 2)
- V. **New Business**
- VI. **Adjourn**

Eastern Kentucky University
Board of Regents
Executive and Academic Affairs Committee
Agenda

June 18, 2019

Black Box Theater
EKU Center for the Arts
Eastern Kentucky University

- I. **Call to Order** (Committee Chair Lewis Diaz)
- II. **Action Items**
 - A. Consent Agenda
 - i. Approval of the April 23, 2019 Executive and Academic Affairs Committee Minutes
(Lewis Diaz)8(
- III. **New Business**
- IV. **Adjourn**

Eastern Kentucky University
Board of Regents

Regular Quarterly Meeting
Agenda

June 18, 2019

Black Box Theater
EKU Center for the Arts
Eastern Kentucky University

1:30 p.m.

I. Call to Order

II. Information Items

A. Committee Reports

1. Student Life, Discipline and Athletics Committee (Vasu Vasudevan)
2. Institutional Advancement and Honors Committee (Laura Babbage)
3. Audit and Compliance Committee (Alan Long)
4. Finance and Planning (Juan Castro)
5. Executive and Academic Affairs (Lewis Diaz)

B. Staff Reports

1. Enrollment Update (Gene Palka)

C. Additional Reports to the Board

1. Marco Ciocca, Faculty Senate Chair
2. Caelin Scott, Staff Council Chair
3. Ryan Wiggins, SGA President
4. Michael Benson, President
5. Lewis Diaz, Chair

III. Action Items

A. Consent Agenda

- i. Approval of the April 23, 2019 Board Meeting Minutes (Lewis Diaz).....10,
- ii. Personnel Actions (President Benson)11-
- iii. Report from the Council on Academic Affairs (Dr. Sherry Robinson)14%
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- vi. Model Laboratory School Update & Adoption of Policies for Model Laboratory School, Administrative Policies Volume 12 (John Williamson)306

B. Recommendation for Faculty Emeritus for 2019-2020 (Sherry Robinson).....628

C. Board of Regents Bylaws Update (Dana Fohl).....629

D. Proposed 2019-2020 Operating Budget (Jerry Pogatshnik, David McFaddin, and Barry Poynter) 25

IV. New Business

V. Other Business

VI. Adjournment

Eastern Kentucky University
Board of Regents

Student Life, Discipline and Athletics Committee
Agenda

June 18, 2019

Black Box Theater
EKU Center for the Arts
Eastern Kentucky University

12:30 p.m.

- I. **Call to Order** (Committee Chair Vasu Vasudevan)
- II. **Action Item**
 - A. Consent Agenda
 - i. Approval of the February 22, 2019 Student Life, Discipline and Athletics Committee Minutes (Vasu Vasudevan)..... 11
 - ii. Approval of the April 2, 2019 Special Meeting of the Student Life, Discipline and Athletics Committee Minutes (Vasu Vasudevan) 13
- III. **New Business**
- IV. **Adjourn**

**Eastern Kentucky University
Board of Regents
Student Life, Discipline and Athletics Committee
Meeting Minutes**

February 22, 2019

**Black Box Theatre
Center for the Arts
Eastern Kentucky University**

I. Swearing in of New Regent Lynn Taylor Tye

Regent Lynn Taylor Tye was formally sworn in by Kentucky Supreme Court Justice Laurance B. VanMeter.

II. Call to Order

Committee Chair Vasu Vasudevan called the meeting of the Student Life, Discipline and Athletics Committee to order at 12:38 p.m. at the Black Box Theatre, Center for the Arts, Eastern Kentucky University. Committee Chair Vasudevan established a quorum was present.

Committee Members Present

Vasu Vasudevan
Laura Babbage
Alan Long
Bryan Makinen

Committee Members Absent

Ryan Wiggins

III. Action Items

A. Consent Agenda

i. Approval of the September 24, 2018 Student Life, Discipline and Athletics Committee Meeting Minutes

Regent Babbage moved to approve the minutes of the September 24, 2018 meeting of the Student Life, Discipline and Athletics Committee. The motion was seconded by Regent Long. The motion passed by voice vote.

ii. Student Government Association Constitution Revisions

Due to the absence of Ryan Wiggins, the action item was tabled.

IV. New Business

There was no new business.

V. Adjourn

Without objection, Committee Chair Vasudevan declared the meeting of the Student Life, Discipline and Athletics Committee of the Board of Regents adjourned at 12:40 p.m.

VI. Recalled to Order

Committee Chair Vasu Vasudevan recalled the meeting of the Student Life, Discipline and Athletics Committee to order at 1:01 p.m.

VII. Action Item

A. Consent Agenda

ii. Student Government Association Constitution Revisions

Ms. Madison Lipscomb, Executive Vice President, Student Government Association, and Mr. Theodore Herr, graduate student, presented the Student Government Association constitution revisions, a copy of which is incorporated herein and will be included with the official copy of the minutes.

Regent Makinen made a motion to approve the Student Government Association constitution revisions. The motion was seconded by Regent Long. The motion passed by voice vote.

VIII. Adjourn

Without objection, Committee Chair Vasudevan declared the meeting of the Student Life, Discipline and Athletics Committee of the Board of Regents adjourned at 1:07 p.m.

**Eastern Kentucky University
Board of Regents
Student Life, Discipline and Athletics Committee
Special Called Meeting Minutes**

April 2, 2019

**Whitlock Building
Room 549
Eastern Kentucky University**

I. Call to Order

Committee Chair Vasu Vasudevan called the special called meeting of the Student Life, Discipline and Athletics Committee to order at 2:05 p.m. at the Whitlock Building, Room 549, Eastern Kentucky University. Committee Chair Vasudevan established a quorum was present.

Committee Members Present

Vasu Vasudevan
Alan Long
Bryan Makinen
Ryan Wiggins

Committee Members Absent

Laura Babbage

Others Present

Ms. Dana D. Fohl, University Counsel
Mr. John Dixon, Director, Office of Equity & Inclusion
Ms. Barbara Kent, Assistant Secretary to the Board of Regents

II. Action Items

A. Appointment of a Hearing Officer

Committee Chair Vasudevan moved to appoint Regent Long as the hearing officer for the appeal. The motion was seconded by Regent Makinen. The motion passed by voice vote.

B. Student Appeal Pursuant to KRS 61.810(1)(f) and (k)

At 2:07 p.m., Committee Chair Vasudevan stated that the committee required a closed session for the purposes of discussion and/or a hearing which might lead to the discipline and/or expulsion pursuant to KRS 61.810(1)(f) and/or for discussions which federal and state law,

including FERPA and K-FERPA, require to be conducted in privacy pursuant to KRS 61.810(1)(k), and requested a motion to enter closed session. Regent Makinen moved to enter closed session. The motion was seconded by Regent Wiggins. The motion passed by voice vote.

Committee Chair Vasudevan requested that all attendees not on the committee leave the room.

At 2:42 p.m., Committee Chair Vasudevan requested a motion for the committee to return to open session. Regent Wiggins moved to enter open session. The motion was seconded by Regent Long. The motion passed by voice vote. Committee Chair Vasudevan stated that no action was taken in closed session

Regent Long, the Hearing Officer, stated the committee reviewed the appeal of the decision by the Equity Complaint Council from March 1, 2019 pursuant to the policy requirements of the Non-Discrimination and Harassment Policy and Response Regulation, applying a two-prong standard: one, a review for procedural error that, if not correct, would cause a significant difference in the sanction; and two, a review regarding an inadequate justification for sanction inconsistent with the recommended sanctions for violations of the Non-Discrimination and Harassment Policy. Committee Chair Vasudevan requested a motion related to the committee's review of the student appeal.

Regent Makinen made a motion in reference to OEI Case #20180059, based on the review of the materials presented and applicable policies, that the committee uphold the decision of the Equity Complaint Council from March 1, 2019. The motion was seconded by Regent Wiggins. The roll was called and the following committee members voted "aye": Ryan Wiggins, Bryan Makinen, Vasu Vasudevan, and Alan Long. No member voted "nay". Laura Babbage was absent. The motion passed.

III. Adjourn

There being no further business, Regent Wiggins made a motion to adjourn. The motion was seconded by Regent Long. The motion passed by voice vote and the committee meeting adjourned at 2:45 p.m.

The final order of the Committee, along with the confidential record, will be kept under seal with the official copy of these minutes pursuant to University policy and protocol.

Eastern Kentucky University
Board of Regents
Institutional Advancement and Honors Committee
Agenda

June 18, 2019

Black Box Theater
EKU Center for the Arts
Eastern Kentucky University

- I. **Call to Order** (Committee Chair Laura Babbage)
- II. **Action Item**
 - A. Consent Agenda
 - i. Approval of the April 23, 2019 Institutional Advancement and Honors Committee Minutes (Laura Babbage)16
- III. **New Business**
- IV. **Adjourn**

**Board of Regents
Eastern Kentucky University
Institutional Advancement and Honors Committee
Meeting Minutes**

April 23, 2019

**Walnut Hall
Keen Johnson
Eastern Kentucky University**

Swearing in of New Faculty Regent Dr. Jason Marion

Faculty Regent Dr. Jason Marion was formally sworn in by Richmond Mayor Robert Blythe.

Call to Order

Committee Chair Laura Babbage called the meeting of the Institutional Advancement and Honors Committee to order at 12:43 p.m. at Walnut Hall, Keen Johnson, Eastern Kentucky University. Committee Chair Babbage requested a roll call and established a quorum was present.

Committee Members Present

Laura Babbage
Nancy Collins
Bryan Makinen
Jason Marion
Holly Wiedemann

Action Items

A. Consent Agenda

i. Approval of the February 22, 2019 Institutional Advancement and Honors Committee Minutes

Regent Collins moved to approve the minutes of the February 22, 2019 meeting of the Institutional Advancement and Honors Committee. The motion was seconded by Regent Makinen. The motion passed by voice vote.

B. Naming Policy and Special Consideration for College of Science Signature Program Campaign

Mr. Dan McBride, Associate Vice President for Development and Alumni Relations, and Dr. Tom Otieno, Dean of the College of Science, presented on a proposed Naming Policy and special consideration for College of Science Signature program campaign, a copy of which is incorporated herein and will be included with the official copy of the minutes.

Regent Makinen moved to approve the recommendation for the proposed Naming Policy and special consideration for College of Science Signature Program Campaign. The motion was seconded by Regent Collins. The motion passed by voice vote.

New Business

There was no new business.

Adjourn

Without objection, Committee Chair Babbage declared the meeting of the Institutional Advancement and Honors Committee of the Board of Regents adjourned at 12:50 p.m.

Eastern Kentucky University
Board of Regents
Audit and Compliance Committee
Agenda

June 18, 2019

Black Box Theater
EKU Center for the Arts
Eastern Kentucky University

- I. **Call to Order** (Committee Chair Alan Long)
- II. **Action Item**
 - A. **Consent Agenda**
 - i. Approval of the April 23, 2019 Audit and Compliance Committee Minutes
(Alan Long).....19
- III. **New Business**
- IV. **Adjourn**

**Board of Regents
Eastern Kentucky University
Audit and Compliance Committee
Meeting Minutes**

April 23, 2019

**Walnut Hall
Keen Johnson
Eastern Kentucky University**

Call to Order

Committee Chair Alan Long called the meeting of the Audit and Compliance Committee of the Board of Regents to order at 12:50 p.m. at Walnut Hall, Keen Johnson, Eastern Kentucky University. Committee Chair Long requested a roll call and established that a quorum was present.

Committee Members Present

Alan Long
Bryan Makinen
Lynn Taylor Tye

Committee Members Absent

Juan Castro
Vasu Vasudevan

Information Item

A. Fiscal Year 2019 Audit Plan

Ms. Alice Cowly of Crowe LLP, presented the Fiscal Year 2019 Audit Plan, a copy of which is incorporated herein and will be included with the official copy of the minutes.

Action Item

A. Consent Agenda

i. Approval of the January 9, 2019 Audit and Compliance Committee Minutes

A motion was made by Regent Makinen to approve the minutes of the January 9, 2019 meeting of the Audit and Compliance Committee of the Board of Regents. The motion was seconded by Regent Tye. The motion passed by voice vote.

New Business

There was no new business.

Adjourn

Hearing no objection, Chair Long declared the meeting of the Audit and Compliance Committee adjourned at 1:04 p.m.

Eastern Kentucky University
Board of Regents

Finance and Planning Committee
Agenda

June 18, 2019

Black Box Theater
EKU Center for the Arts
Eastern Kentucky University

- I. **Call to Order** (Committee Chair Juan Castro)
- II. **Information Item**
 - a. Financial Update (Barry Poynter)
- III. **Executive Session**
- IV. **Action Items**
 - A. Consent Agenda
 - i. Approval of the April 23, 2019 Finance and Planning Committee Minutes
(Juan Castro) 22
 - B. Proposed 2019-2020 Operating Budget (Jerry Pogatshnik, David McFaddin, and Barry Poynter) 25
- V. **New Business**
- VI. **Adjourn**

**Board of Regents
Eastern Kentucky University
Finance and Planning Committee
Meeting Minutes**

April 23, 2019

**Walnut Hall
Keen Johnson
Eastern Kentucky University**

Call to Order

Due to the absence of Committee Chair Juan Castro, Committee Member Lynn Taylor Tye called the meeting of the Finance and Planning Committee of the Board of Regents to order at 1:05 p.m. at Walnut Hall, Keen Johnson, Eastern Kentucky University. Regent Tye requested a roll call and established a quorum was present.

Committee Members Present

Alan Long
Bryan Makinen
Lynn Taylor Tye

Committee Members Absent

Juan Castro
Vasu Vasudevan

Information Items

A. Financial Update

Mr. Barry Poynter, Vice President of Finance and Administration, presented the Financial Update to the Board, a copy of which is incorporated herein and will be included with the official copy of the minutes.

B. Construction Update

Mr. Brian Wilcox, Associate Vice President for Facilities Services and Capital Planning, presented a Construction Update to the Board, a copy of which is incorporated herein and will be included with the official copy of the minutes.

Action Items

A. Consent Agenda

i. Approval of the February 22, 2019 Finance and Planning Committee

Minutes

A motion was made by Regent Makinen to approve the minutes of the February 22, 2019 meeting of the Finance and Planning Committee of the Board of Regents. The motion was seconded by Regent Marion. The motion passed by voice vote.

B. Proposed Meal Plan Rates for 2019-2020

Mr. Poynter presented the proposed Meal Plan Rates for 2019-2020 to the Committee, a copy of which is incorporated herein and will be included with the official copy of the minutes.

Regent Long made a motion to approve the proposed Meal Plan Rates for 2019-2020 as presented and incorporated by reference herein. The motion was seconded by Regent Makinen. The motion passed by voice vote.

C. Proposed Resident Hall Rates for 2019-2020

Mr. Poynter presented the proposed Resident Hall Rates for 2019-2020 to the Committee, a copy of which is incorporated herein and will be included with the official copy of the minutes.

Regent Long made a motion to approve the proposed Resident Hall Rates for 2019-2020 as presented and incorporated by reference herein. The motion was seconded by Regent Makinen. The motion passed by voice vote.

D. Proposed Tuition Rates for 2019-2020

Mr. Poynter presented the proposed Tuition Rates for 2019-2020 to the Committee, a copy of which is incorporated herein and will be included with the official copy of the minutes.

Regent Long made a motion to approve the proposed Tuition Rates for 2019-2020 as presented and incorporated by reference herein. The motion was seconded by Regent Makinen. The motion passed by voice vote.

New Business

There was no new business.

Adjourn

Hearing no objection, Regent Tye declared the meeting of the Finance and Planning Committee adjourned at 1:29 p.m.

I. Proposed University Budget for FY 2019-20

II. Issue

The Board of Regents should approve the annual Operating Budget of Eastern Kentucky University.

III. Background and Process

The annual Operating Budget of Eastern Kentucky University for fiscal year 2019-20 is balanced; a copy is included in Board materials.

IV. Alternatives

KRS 164A.565(9)(a) requires that the Board of Regents adopt an annual Operating Budget for Eastern Kentucky University.

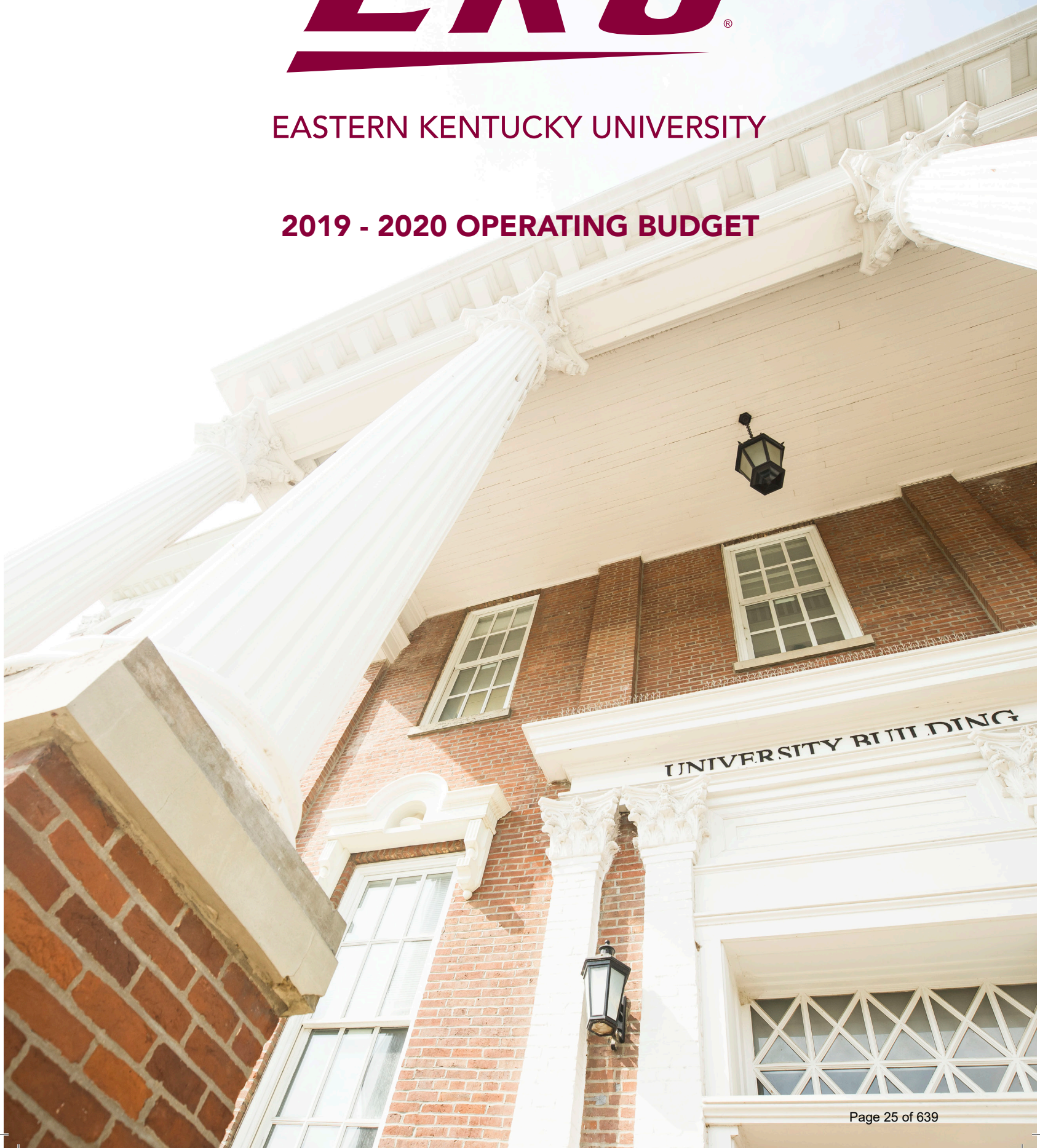
V. President's Recommendation

It is the President's recommendation that the Board of Regents adopt the annual Operating Budget of Eastern Kentucky University for fiscal year 2019-20.



EASTERN KENTUCKY UNIVERSITY

2019 - 2020 OPERATING BUDGET



Eastern Kentucky University

2019 - 2020 Proposed Operating Budget

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Table A

Eastern Kentucky University
Summary of Revenues and Expenditures - All Funds
FY 2019-20 Operating Budget

REVENUES BY SOURCE

	FY 2019-20 Proposed Budget			Total FY 2019-20 Proposed Budget
	Educational and General Fund	Auxiliary Fund	Restricted Fund	
Tuition & Class Fees	\$ 151,318,708	\$ 1,578,000	\$ 0	\$ 152,896,708
State Appropriations	63,753,600	0	0	63,753,600
Govt. Grants & Contracts	5,282,650	0	85,446,324	90,728,974
Educ. Sales & Services	4,923,571	3,643,600	0	8,567,171
Other Sources	5,279,336	3,154,559	0	8,433,895
Auxiliary Revenue	0	20,113,526	0	20,113,526
Restricted Funds-Special Use Fee	0	0	4,131,800	4,131,800
Restricted Funds-Asset Preservation Fee	0	0	2,718,120	2,718,120
Total Revenues	\$ 230,557,865	\$ 28,489,685	\$ 92,296,244	\$ 351,343,794

EXPENDITURES BY PROGRAM CLASSIFICATION

	FY 2019-20 Proposed Budget			Total FY 2019-20 Proposed Budget
	Educational and General Fund	Auxiliary Fund	Restricted Fund	
Instruction	\$ 86,036,453	\$ 0	\$ 0	\$ 86,036,453
Research	93,685	0	0	93,685
Public Service	4,623,984	0	0	4,623,984
Academic Support	26,301,418	0	0	26,301,418
Student Services	17,912,647	0	0	17,912,647
Institutional Support	31,622,470	0	0	31,622,470
Operation & Maint. of Plant	24,816,730	581,773	0	25,398,503
Scholarships & Fellowships	39,150,478	0	0	39,150,478
Auxiliary Enterprises	0	27,907,913	0	27,907,913
Restr. Funds-General	0	0	85,446,324	85,446,324
Restr. Funds-Special Use Fee Debt Service	0	0	4,131,800	4,131,800
Restr. Funds-Student Asset Preservation	0	0	2,718,120	2,718,120
Total Expenditures	\$ 230,557,865	\$ 28,489,685	\$ 92,296,244	\$ 351,343,794

Table B

Eastern Kentucky University
Summary of Revenues and Expenditures - Current Unrestricted Funds
FY 2019-20 Operating Budget

CURRENT UNRESTRICTED REVENUES BY SOURCE

	FY 2019-20 Proposed Budget		Total FY 2019-20 Proposed Budget
	Educational and General Fund	Auxiliary Fund	
Tuition & Class Fees	\$ 151,318,708	\$ 1,578,000	\$ 152,896,708
State Appropriations	63,753,600	0	63,753,600
Govt. Grants & Contracts	5,282,650	0	5,282,650
Educ. Sales & Services	4,923,571	3,643,600	8,567,171
Other Sources	5,279,336	3,154,559	8,433,895
Auxiliary Revenue	0	20,113,526	20,113,526
Total Unrestricted Revenues	\$ 230,557,865	\$ 28,489,685	\$ 259,047,550

CURRENT UNRESTRICTED EXPENDITURES BY PROGRAM CLASSIFICATION

	FY 2019-20 Proposed Budget		Total FY 2019-20 Proposed Budget
	Educational and General Fund	Auxiliary Fund	
Instruction	\$ 86,036,453	\$ 0	\$ 86,036,453
Research	93,685	0	93,685
Public Service	4,623,984	0	4,623,984
Academic Support	26,301,418	0	26,301,418
Student Services	17,912,647	0	17,912,647
Institutional Support	31,622,470	0	31,622,470
Operation & Maint. of Plant	24,816,730	581,773	25,398,502
Scholarships & Fellowships	39,150,478	0	39,150,478
Auxiliary Enterprises	0	27,907,913	27,907,913
Total Unrestricted Expenditures	\$ 230,557,865	\$ 28,489,685	\$ 259,047,550

Table C

Eastern Kentucky University
Summary of Revenues and Expenditures - Restricted Funds
FY 2019-20 Operating Budget

RESTRICTED REVENUES BY SOURCE

	FY 2019-20 Proposed Budget
Govt. Grants & Contracts	\$ 85,446,324
Restricted Funds-Special Use Fee	4,131,800
Restricted Funds-Asset Preservation Fee	2,718,120
Total Restricted Revenues	\$ 92,296,244

RESTRICTED EXPENDITURES

	FY 2019-20 Proposed Budget
Restricted Funds-General	\$ 85,446,324
Restricted Funds-Special Use Fee Debt Service	4,131,800
Restricted Funds-Student Asset Preservation	2,718,120
Total Restricted Expenditures	\$ 92,296,244

Table D

Eastern Kentucky University
Summary of Revenues - Educational and General
FY 2019-20 Operating Budget

Revenue Source	Account Description	FY 2019-20 Proposed Budget
Tuition & Class Fees	Tuition-Fall Undergraduate	\$ 49,382,654
	Tuition-Fall Graduate	3,479,231
	Tuition-Fall Doctorate	921,111
	Tuition-Spring Undergraduate	42,902,803
	Tuition-Spring Graduate	3,488,455
	Tuition-Spring Doctorate	912,180
	Tuition-Summer Undergraduate	2,549,727
	Tuition-Summer Graduate	1,088,845
	Tuition-Summer Doctorate	423,882
	Tuition-Winter Undergraduate	329,644
	Tuition-Winter Graduate	9,368
	Tuition-Occupational Therapy Pgm	38,900
	Online Tuition-Fall Undergraduate	10,348,565
	Online Tuition-Fall Graduate	5,275,689
	Online Tuition-Spring Undergraduate	10,655,758
	Online Tuition-Spring Graduate	5,441,847
	Online Tuition-Summer Undergraduate	4,728,172
	Online Tuition-Summer Graduate	4,020,326
	Class Fees Revenue	1,911,868
	Additional Fees	145,350
	Technology Fee	1,437,673
	Uniprint Revenue	12,000
	Application Fee	263,300
	Graduation Fee	205,140
	Late Registration Fee	10,950
	Course Drop Fee	364,500
	Transcript Fee	160,830
	Late Payment Fee	522,600
	Summer Orientation Fee	174,340
	Aviation Insurance	43,000
	Model Lab School-Asset Preservation Fee	70,000
Tuition & Class Fees Total		151,318,708
State Appropriations	State Approp-Unrestricted	63,753,600
State Appropriations Total		63,753,600
Govt. Grants & Contracts	Madison County Schools	2,382,050
	F&A-Grants/Contracts	2,799,550

Table D

Eastern Kentucky University
Summary of Revenues - Educational and General
FY 2019-20 Operating Budget

Revenue Source	Account Description	FY 2019-20 Proposed Budget
	F&A-Federal Work Study	\$ 38,995
	F&A-Federal SEOG Program	31,415
	F&A-Federal Perkins Loan	0
	F&A-Federal Pell Grant	30,640
Govt. Grants & Contracts Total		5,282,650
Educ. Sales & Services	Event Ticket Sales	0
	Photocopy Revenue	800
	Lost Item Replacement Fee	16,800
	Child Development	142,650
	Clinic Fee	150
	Facility Usage Fee	224,000
	Testing Service Fee	25,000
	Nursing Test	23,000
	Athletic Ticket Sales-Home Games	0
	Athletic Ticket Sales-Away Games	0
	Athletic Guarantees	337,070
	NCAA Income	540,000
	Athletic Sponsorship	230,000
	Ticket Service Fee	40,500
	Meadowbrook Farm	535,000
	Model Tuition-Fall	1,259,301
	Model Tuition-Spring	1,259,301
	Model Technology Fee	178,000
	Model Basketball Receipts	20,000
	Nursery Screening Fee	0
	Book Fees	92,000
Educ. Sales & Services Total		4,923,571
Other Sources	Vaccinations	12,300
	Alcohol Awareness	1,000
	KLEFPF Incentive Pay	103,300
	Surplus Property Sales-Non Capital	11,000
	Rebate	12,000
	Interest Income-CEBRF	118,940
	Interest Income-Depository	14,500
	Check Assessment Fee	16,650
	Other Commissions	305,500

Table D

Eastern Kentucky University
Summary of Revenues - Educational and General
FY 2019-20 Operating Budget

Revenue Source	Account Description	FY 2019-20 Proposed Budget
	Purchasing Card Commission	\$ 213,000
	Trademark Licensing	54,000
	Vending Commissions	70,000
	Vending Commissions - Snack	26,000
	Food Service Commission	1,875,000
	University Store Commission	75,000
	Public Show Tickets	19,800
	School Show Tickets	38,500
	Group Rentals	1,900
	Gift Shop	21,000
	Event Revenue	2,000,000
	Family Weekend Fees	19,660
	Activity Program Income	120,286
	Other Income-Reimbursements	150,000
Other Sources Total		5,279,336
Total Educational and General Revenues		\$ 230,557,865

Table E

Eastern Kentucky University
Summary of Revenues - Auxiliary Funds
FY 2019-20 Operating Budget

Auxiliary Fund	Revenue Source	Account Description	FY 2019-20 Proposed Budget
Student Housing Operations	Other Sources	Other Commissions	\$ 3,335
		Vending Commissions	11,925
		Vending Commissions - Snack	5,025
		Non-Mandatory Transfers In	0
	Auxiliary Revenue	Res Hall Rental Greek	3,000
		Key Replacement Fee	1,700
		Key Fob Replacement Fee	1,500
		Improper Check Out Fee	895
		Interest Income-HSRF	50,000
		Housing Lock Out Fee	1,400
		Res Hall Rent Students Fall	10,200,786
		Res Hall Rent Students Spring	8,636,450
		Res Hall Apartments	17,000
Student Housing Operations Total			18,933,016
Student Housing Capital Fund	Other Sources	Non-Mandatory Transfers In	698,390
Student Housing Capital Fund Total			698,390
Housing Faculty and Non-Student	Auxiliary Revenue	House Rental	38,000
Housing Faculty and Non-Student Total			38,000
Recreation Center	Tuition & Class Fees	Activity Fee	1,578,000
	Educ. Sales & Services	Facility Usage Fee	24,000
		Membership Fees	65,000
	Other Sources	Activity Program Income	32,000
Recreation Center Total			1,699,000
Printing Services	Auxiliary Revenue	Printing Services Interaccount	850,000
Printing Services Total			850,000
EKU Center for the Arts	Educ. Sales & Services	Campus Facility Rentals	100,000
		Event Ticket Sales	1,917,000
		Ticket Service Fee	140,000
		ETIX Fee	120,000
	Other Sources	Food Service Commission	8,000
		Miscellaneous Income	151,279
		Sponsorships	25,000
	Auxiliary Revenue	Food and Beverage Sales	2,000
		Royalty Revenue	10,000
		Valet Parking Revenue	40,000
EKU Center for the Arts Total			2,513,279
Parking Operations	Other Sources	Auto Registration	1,220,000

Table E

Eastern Kentucky University
Summary of Revenues - Auxiliary Funds
FY 2019-20 Operating Budget

Auxiliary Fund	Revenue Source	Account Description	FY 2019-20 Proposed Budget
		Parking Assessments	\$ 400,000
		Towing Assessments	14,500
	Auxiliary Revenue	Parking Revenue	65,000
Parking Operations Total			1,699,500
University Club at Arlington	Educ. Sales & Services	Swimming Fees	9,500
		Membership Fees	1,238,600
		Guest Fees	29,500
	Other Sources	Merchandise Sales	55,145
		Miscellaneous Rental and Sales	130,450
		Miscellaneous Income	16,010
		Other Income-Reimbursements	5,000
	Auxiliary Revenue	Food and Beverage Sales	186,395
		Late Payment Fee	9,400
University Club at Arlington Total			1,680,000
Airport FBO	Other Sources	Rebate	15,500
		Hangar Rental	59,000
		Fuel Sales	303,000
		Miscellaneous Income	1,000
Airport FBO Total			378,500
Total Auxiliary Revenues			\$ 28,489,685

Table F

Eastern Kentucky University
Summary of Expenditures By Natural Classification
FY 2019-20 Operating Budget

		FY 2019-20 Proposed Budget			Total FY 2019-20 Proposed Budget
		Educational and General Fund	Auxiliary Fund	Restricted Fund	
	Salaries	\$ 100,473,084	\$ 5,886,749	\$ 15,797,239	\$ 122,157,072
	Benefits	39,879,906	2,111,305	5,664,375	47,655,586
	Operating	88,653,475	19,909,859	70,834,630	179,397,964
	Capital	1,551,400	581,773	0	2,133,173
	Total Expenditures	\$ 230,557,865	\$ 28,489,685	\$ 92,296,244	\$ 351,343,794

		FY 2019-20 Proposed Budget			Total FY 2019-20 Proposed Budget
		Educational and General Fund	Auxiliary Fund	Restricted Fund	
Instruction	Salaries	\$ 54,084,458	\$ 0	\$ 0	\$ 54,084,458
	Benefits	18,873,851	0	0	18,873,851
	Operating	12,566,144	0	0	12,566,144
	Capital	512,000	0	0	512,000
Instruction Total		86,036,453	0	0	86,036,453
Research	Operating	93,685	0	0	93,685
Research Total		93,685	0	0	93,685
Public Service	Salaries	1,631,103	0	0	1,631,103
	Benefits	650,254	0	0	650,254
	Operating	2,342,627	0	0	2,342,627
Public Service Total		4,623,984	0	0	4,623,984
Academic Support	Salaries	15,645,336	0	0	15,645,336
	Benefits	6,171,243	0	0	6,171,243
	Operating	4,414,840	0	0	4,414,840
	Capital	70,000	0	0	70,000
Academic Support Total		26,301,418	0	0	26,301,418
Student Services	Salaries	10,164,041	0	0	10,164,041
	Benefits	3,518,331	0	0	3,518,331
	Operating	4,230,275	0	0	4,230,275
Student Services Total		17,912,647	0	0	17,912,647
Institutional Support	Salaries	12,229,944	0	0	12,229,944
	Benefits	5,589,894	0	0	5,589,894
	Operating	12,833,233	0	0	12,833,233
	Capital	969,400	0	0	969,400
Institutional Support Total		31,622,470	0	0	31,622,470

Table F

Eastern Kentucky University
Summary of Expenditures By Natural Classification
FY 2019-20 Operating Budget

		FY 2019-20 Proposed Budget			Total FY 2019-20 Proposed Budget
		Educational and General Fund	Auxiliary Fund	Restricted Fund	
Operation & Maint. of Plant	Salaries	\$ 4,888,841	\$ 0	\$ 0	\$ 4,888,841
	Benefits	3,442,912	0	0	3,442,912
	Operating	16,484,976	0	0	16,484,976
	Capital	0	581,773	0	581,773
Operation & Maint. of Plant Total		24,816,730	581,773	0	25,398,502
Scholarships & Fellowships	Salaries	1,829,361	0	0	1,829,361
	Benefits	1,633,421	0	0	1,633,421
	Operating	35,687,696	0	0	35,687,696
Scholarships & Fellowships Total		39,150,478	0	0	39,150,478
Auxiliary Enterprises	Salaries	0	5,886,749	0	5,886,749
	Benefits	0	2,111,305	0	2,111,305
	Operating	0	19,909,859	0	19,909,859
	Capital	0	0	0	0
Auxiliary Enterprises Total		0	27,907,913	0	27,907,913
Restr. Funds-General	Salaries	0	0	15,797,239	15,797,239
	Benefits	0	0	5,664,375	5,664,375
	Operating	0	0	63,984,710	63,984,710
Restr. Funds-General Total		0	0	85,446,324	85,446,324
Restr. Funds-Special Use Fee Debt Service	Operating	0	0	4,131,800	4,131,800
Restr. Funds-Special Use Fee Debt Service Total		0	0	4,131,800	4,131,800
Restr. Funds-Student Asset Preservation	Operating	0	0	2,718,120	2,718,120
Restr. Funds-Student Asset Preservation Total		0	0	2,718,120	2,718,120
Total Expenditures		\$ 230,557,865	\$ 28,489,685	\$ 92,296,244	\$ 351,343,794

Table G

Eastern Kentucky University
Summary of Detailed Expenditures - Educational and General
FY 2019-20 Operating Budget

Org Code	Organization Description	FY 2019-20 Proposed Budget				Total FY 2019-20 Proposed Budget
		Salaries	Benefits	Operating	Capital	
100000	President	\$ 560,617	\$ 290,123	\$ 95,970	\$ 0	\$ 946,710
100007	United Way	0	0	1,950	0	1,950
100012	Colonels Comply	0	0	2,800	0	2,800
110000	Board of Regents	0	0	12,500	0	12,500
110001	BOR-Faculty & Staff Incentives	0	0	250,000	0	250,000
110002	BOR-Band Initiatives	0	0	125,000	0	125,000
111000	VP for Administration	0	420	8,000	0	8,420
111050	Office of Sustainability	53,000	19,345	32,300	0	104,645
120000	Office of Equity and Inclusion	204,850	74,770	43,013	0	322,633
125000	Accessibility Services	179,713	81,151	18,800	0	279,664
125001	Accessibility Services Trust Funds	0	0	0	0	0
130000	Operations & Strategic Initiatives	280,410	120,892	71,349	0	472,651
130002	Government Relations	80,000	29,620	10,000	0	119,620
130022	Oprtns & Strtgc Initiat Labor Pool	8,528	3,113	0	0	11,641
140000	Internal Audit	248,968	90,873	15,359	0	355,200
150000	University Counsel	370,257	135,984	16,820	0	523,061
150100	Risk Management/Insurance	0	0	81,000	0	81,000
150200	Environmental Health Safety	238,074	120,966	122,507	0	481,547
151000	Student Conduct & Comm Standards	59,122	21,580	12,026	0	92,728
152000	Legal Services	0	0	70,000	0	70,000
200000	Provost and Academic Affairs	354,705	147,554	32,000	0	534,259
200002	Diversity Retention Program	0	0	28,387	0	28,387
200003	Faculty Diversity Initiatives	0	0	45,500	0	45,500
200004	Vice Provost	178,959	83,575	1,120	0	263,654
200005	University Diversity	145,635	53,577	14,682	0	213,894
200022	Provost - Faculty Fund	335,995	122,012	0	0	458,007
200025	OL-AGS/Supporting Courses	860,283	227,735	513,709	0	1,601,728
200100	Graduate Studies	2,151,270	209,884	64,285	0	2,425,439
200101	Graduate Student Waiver	0	0	1,647,334	0	1,647,334
200200	Libraries-Dean	170,780	75,976	12,103	0	258,859
200201	Libraries	2,298,483	960,077	141,712	0	3,400,272
200203	Libraries-Public Printing	0	0	11,102	0	11,102
200204	Libraries - Acquisitions	0	0	1,680,785	0	1,680,785
200212	Fac PD-Libraries	0	0	6,300	0	6,300
200300	Honors Program	198,384	72,094	38,375	0	308,853
200302	Fac PD-Honors Program	0	0	600	0	600
200410	Hummel Planetarium Services	117,701	75,796	78,000	0	271,497

Table G

Eastern Kentucky University
Summary of Detailed Expenditures - Educational and General
FY 2019-20 Operating Budget

Org Code	Organization Description	FY 2019-20 Proposed Budget				Total FY 2019-20 Proposed Budget
		Salaries	Benefits	Operating	Capital	
200603	General Instructional Cost	\$ 0	\$ 0	\$ 1,000,000	\$ 0	\$ 1,000,000
200607	Faculty Senate	0	0	2,227	0	2,227
200609	Accreditation	0	0	65,000	0	65,000
200612	Commencement	0	0	105,000	0	105,000
200618	Appalachian Studies/Enviro Sustain	0	0	0	0	0
200619	Chautauqua Lecture Series	0	0	18,401	0	18,401
200621	Washington Center Program	0	0	10,000	0	10,000
200630	Summer School Term	0	0	24,600	0	24,600
200701	Educator Recruitment & Retention	37,031	13,516	30,403	0	80,950
200704	New Initiatives	0	0	8,578	0	8,578
200707	Action Agenda-CERA	0	0	14,104	0	14,104
200708	Action Agenda-Educ Fellows	0	0	29,324	0	29,324
200801	Acad Affairs Software & Licenses	34,415	12,562	162,167	0	209,144
200811	Action Agenda-Faculty Research	13,349	4,872	23,047	0	41,269
200812	Action Agenda-Graduate Prog Tuition	0	0	57,490	0	57,490
200816	Call Me Mister	0	0	12,000	0	12,000
200819	Action Agenda-Public Health	0	0	30,152	0	30,152
200820	Action Agenda-Social Work Program	0	0	8,690	0	8,690
200821	Action Agenda-Technology Program	0	0	3,725	0	3,725
200822	PD-ASLIE	0	0	45,014	0	45,014
200823	Action Agenda-Health Education	0	0	15,701	0	15,701
200824	(SL) Leadership & Involvement	0	0	30,987	0	30,987
200825	Action Agenda-Non-Traditional	0	0	6,398	0	6,398
200836	(SL) Fraternity & Sorority Life	0	0	12,184	0	12,184
200837	(SL) Community Service/General	0	0	7,992	0	7,992
200838	Action Agenda-Living Learning Comm	0	0	16,770	0	16,770
200842	Provost-Online Fund	0	0	527,675	0	527,675
200843	EKU Now!	75,270	43,888	18,315	0	137,473
200846	Prof Tracks in BA Gen Studies	0	0	0	0	0
200847	Class Fees-Masters of Public Health	0	0	1,700	0	1,700
209999	Instruction-Academic Affairs	3,448,258	351,984	0	0	3,800,242
210000	Dean-College of Science	607,392	260,418	60,223	0	928,033
210009	Fac PD-Dean, College of Science	0	0	300	0	300
210016	College of Science Equipment Maint	0	0	25,000	0	25,000
210200	Anthropology/Sociology/Social Work	1,035,140	387,996	17,347	0	1,440,483
210201	Social Work Program - Corbin	0	0	3,210	0	3,210
210202	Class Fees Anthro/Sociology/SocWork	0	0	3,450	0	3,450

Table G

Eastern Kentucky University
Summary of Detailed Expenditures - Educational and General
FY 2019-20 Operating Budget

Org Code	Organization Description	FY 2019-20 Proposed Budget				Total FY 2019-20 Proposed Budget
		Salaries	Benefits	Operating	Capital	
210206	OL-Bachelor Social Work	\$ 255,123	\$ 82,442	\$ 54,750	\$ 0	\$ 392,315
210207	Fac PD-Anthro/Socio/Social Work	0	0	5,100	0	5,100
210400	Art and Design	796,392	300,096	22,722	0	1,119,210
210401	Class Fees-Art & Design	0	0	53,950	0	53,950
210412	Fac PD-Art & Design	0	0	3,900	0	3,900
210600	Biological Sciences	1,647,752	604,214	49,456	0	2,301,422
210602	Class Fees - Biological Sciences	0	0	110,000	0	110,000
210607	Action Agenda-Biological Sciences	0	0	4,125	0	4,125
210608	Fac PD-Biological Sciences	0	0	8,100	0	8,100
210800	Chemistry	969,683	363,535	21,471	0	1,354,688
210802	Class Fees - Chemistry	0	0	85,000	0	85,000
210805	SP - Forensic Science	0	0	21,974	0	21,974
210807	Fac PD-Chemistry	0	0	10,500	0	10,500
211000	Computer Science	759,922	286,979	21,603	0	1,068,504
211001	Class Fees - Computer Science	0	0	41,940	0	41,940
211003	Fac PD-Computer Science	0	0	2,400	0	2,400
211600	English	2,146,309	785,785	34,674	0	2,966,767
211602	Theatre Productions	0	0	0	0	0
211604	MFA in Creative Writing Program	20,000	1,680	25,000	0	46,680
211605	Summer Shakespeare	0	0	9,000	0	9,000
211606	Fac PD-English	0	0	12,000	0	12,000
211800	Languages, Cultures & Humanities	479,098	187,214	13,695	0	680,007
211802	Fac PD-LanguagesCultures&Humanities	0	0	2,400	0	2,400
212000	Geosciences	567,119	211,692	25,446	0	804,257
212001	Geographical Studies & Research Ctr	0	0	4,211	0	4,211
212003	Class Fees - Geosciences	0	0	25,000	0	25,000
212005	Fac PD-Geosciences	0	0	3,000	0	3,000
212200	Government	728,607	264,741	16,116	0	1,009,464
212202	OL-Paralegal-BA	135,152	41,412	46,250	0	222,814
212204	EKU Mock Trial Team	0	0	26,000	0	26,000
212206	SP - Active Learning	0	0	6,420	0	6,420
212225	OL-Public Administration-MPA	125,655	41,116	53,500	0	220,271
212226	OL-Political Science-BA	140,658	45,780	50,750	0	237,188
212227	Fac PD-Government	0	0	3,600	0	3,600
212400	History, Philosophy & Relig Studies	1,250,944	462,002	25,321	0	1,738,267
212402	Fac PD-HistoryPhilo&ReligStudies	0	0	6,300	0	6,300
212600	Mathematics & Statistics	1,501,063	563,865	24,090	0	2,089,018

Table G

Eastern Kentucky University
Summary of Detailed Expenditures - Educational and General
FY 2019-20 Operating Budget

Org Code	Organization Description	FY 2019-20 Proposed Budget				Total FY 2019-20 Proposed Budget
		Salaries	Benefits	Operating	Capital	
212601	SP - Mathematica Pilot Program	\$ 0	\$ 0	\$ 2,076	\$ 0	\$ 2,076
212606	Class Fees - Math & Statistics	0	0	22,000	0	22,000
212607	Fac PD-Math & Statistics	0	0	8,100	0	8,100
212800	Music	1,564,156	606,644	55,444	0	2,226,243
212801	Class Fees-Music	0	0	50,650	0	50,650
212806	Music Scholarship	0	0	387,106	0	387,106
212818	EKU Marching & Pep Bands Schol	0	0	50,000	0	50,000
212819	Fac PD-Music	0	0	7,500	0	7,500
213200	Physics & Astronomy	635,645	231,129	13,197	0	879,971
213202	Class Fees-Physics & Astronomy	0	0	22,975	0	22,975
213208	Fac PD-Physics & Astronomy	0	0	3,000	0	3,000
213400	Psychology	1,369,703	504,412	20,064	0	1,894,179
213403	OL-Psychology-BS	443,297	123,786	67,500	0	634,583
213416	OL-Psych I-O MS	116,624	35,955	43,200	0	195,778
213417	Class Fees - Psychology	0	0	4,800	0	4,800
213418	Fac PD-Psychology	0	0	6,600	0	6,600
213419	OL-Psych ABA MS	75,000	16,200	65,500	0	156,700
215000	Dean - Letters, Arts & Soc Sciences	765,078	282,862	97,318	0	1,145,257
215002	Interdisciplinary Prgms - Admin	0	0	25,500	0	25,500
215003	Fac PD-Dean, CLASS	0	0	300	0	300
215888	Summer School Term - CLASS	51,136	11,045	0	0	62,181
218888	Summer Sch Term-College of Science	618,938	133,691	0	0	752,629
220000	Dean-Business & Technology	709,571	335,653	85,952	0	1,131,176
220002	Class Fees - B&T Computer Lab	0	0	28,300	0	28,300
220034	Class Fees - Dean Business & Tech	0	0	10,570	0	10,570
220035	Fac PD-Dean, Business & Technology	0	0	600	0	600
220200	Accounting/Finance/Information Sys	2,133,344	788,521	21,388	0	2,943,253
220204	OL - BBA	489,434	146,900	91,750	0	728,084
220206	Fac PD-Accounting/Finance/Info Sys	0	0	6,000	0	6,000
220400	Management/Marketing/Intl Business	1,605,747	596,304	20,047	0	2,222,099
220402	Fac PD-Mngmt/Mrktng/Intl Business	0	0	4,500	0	4,500
220600	Agriculture	444,803	189,496	19,800	0	654,099
220601	Class Fees - Agriculture	0	0	4,325	0	4,325
220614	Fac PD-Agriculture	0	0	1,800	0	1,800
220800	Applied Engineering and Technology	1,020,558	391,995	67,000	0	1,479,553
220801	Class Fees-Applied Engineering Tech	0	0	13,260	0	13,260
220881	Fac PD-Applied Engineering & Tech	0	0	3,600	0	3,600

Table G

Eastern Kentucky University
Summary of Detailed Expenditures - Educational and General
FY 2019-20 Operating Budget

Org Code	Organization Description	FY 2019-20 Proposed Budget				Total FY 2019-20 Proposed Budget
		Salaries	Benefits	Operating	Capital	
221000	Communication	\$ 1,158,939	\$ 420,994	\$ 40,128	\$ 0	\$ 1,620,061
221001	Class Fees-Communication	0	0	6,510	0	6,510
221002	Eastern Progress	0	0	3,469	0	3,469
221008	Fac PD-Communications	0	0	5,400	0	5,400
221010	OL-Communication Studies-BA	100,761	29,726	34,250	0	164,736
221200	Military Sciences & Leadership ROTC	30,849	24,371	5,775	0	60,995
221202	Army ROTC Scholarship	0	0	26,000	0	26,000
221205	ROTC Colonel's Scholarship	0	0	150,000	0	150,000
221400	Aviation	464,954	192,272	14,850	0	672,076
221401	Class Fees - Aviation	137,160	11,521	745,615	0	894,296
221403	Fac PD-Aviation	0	0	900	0	900
221500	EKU Farms Administration	68,000	24,820	2,640	0	95,460
221505	Meadowbrook Farm	260,822	147,007	259,875	0	667,704
221510	Meadowbrook Farm Livestock Purchase	0	0	200,000	0	200,000
221800	Center for Economic Develop (CEDET)	154,627	56,859	102,193	0	313,678
221900	PGA/PGM Program	227,308	84,227	49,500	0	361,035
221901	Class Fees - PGA/PGM Program	0	0	145,350	0	145,350
221902	Fac PD-PGA/PGM Program	0	0	900	0	900
228888	Summer School Term-Business & Tech	178,676	38,594	0	0	217,270
230000	Dean-Education	401,149	194,509	88,915	0	684,572
230003	Supervsng Teachers Schl KRS164.2845	0	0	271,433	0	271,433
230054	Fac PD-Dean, Education	0	0	300	0	300
230095	OL-Education-MA	765,015	229,895	87,700	0	1,082,610
230300	Educ Lead, Coun Educ & Comm Disord	1,581,020	609,773	65,862	0	2,256,654
230304	Fac PD-EduLdrCounEd&CommDisord	0	0	6,600	0	6,600
230350	Educational Leadership Ed.D	0	0	16,416	0	16,416
230400	Curriculum & Instruction	1,565,045	595,509	35,200	0	2,195,753
230406	Class Fees-Curriculum & Instruction	0	0	13,530	0	13,530
230407	Fac PD-Curriculum & Instruction	0	0	7,500	0	7,500
230800	Speech/Language/Hearing Clinic	0	0	30,875	0	30,875
230801	Class Fees-Speech/Lang/HearingCln	0	0	7,650	0	7,650
231000	Dept Amer SL & Interpreter Educat	607,513	255,951	16,800	0	880,264
231002	Interpreter Training Scholarship	0	0	24,611	0	24,611
231004	Class Fees - AISLE	4,602	1,680	12,718	0	19,000
231005	Fac PD-AISLE	0	0	2,100	0	2,100
231050	ASLIE Sign Interpreting	0	0	12,123	0	12,123
231200	Teacher Ed Srv/ProfesLabExperiences	78,585	44,587	50,516	0	173,688

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Eastern Kentucky University
Summary of Detailed Expenditures - Educational and General
FY 2019-20 Operating Budget

Org Code	Organization Description	FY 2019-20 Proposed Budget				Total FY 2019-20 Proposed Budget
		Salaries	Benefits	Operating	Capital	
231202	Class Fees-TEdSrv/ProfLabExperience	\$ 0	\$ 0	\$ 105,650	\$ 0	\$ 105,650
231400	Educational Technology	113,672	41,490	12,100	0	167,262
231600	Teacher Ed Srv/Admission&Certificat	144,495	70,227	10,000	0	224,722
231800	Educational Research/Evaluation	0	0	500	0	500
232200	Model Laboratory School	4,585,847	1,839,024	393,000	0	6,817,871
232202	Model Technology Account	0	0	178,000	0	178,000
232204	Model Lab Textbooks	0	0	92,000	0	92,000
232225	Model Lab Extended School Prgms	79,817	28,170	3,000	0	110,986
232239	Model Lab School Pre-Kindergarten	0	0	0	0	0
232240	Model Lab School Grades K-5	0	0	30,000	0	30,000
232242	Model Lab School Grades 6 -12	0	0	50,000	0	50,000
232243	Model Lab Athletics	0	0	27,500	0	27,500
232244	Model Lab School-Equip & Maint	0	0	0	70,000	70,000
232246	Model Lab School Admissions	0	0	59,500	0	59,500
232247	Model Lab Assessment & Progress Rpt	0	0	42,250	0	42,250
232248	Model Lab Instruction & Curriculum	0	0	7,000	0	7,000
232249	Model Lab Student Support Services	0	0	13,500	0	13,500
232250	Model Lab School Transportation	0	0	15,600	0	15,600
232251	Model Lab School K-12 Programming	0	0	35,000	0	35,000
232252	Model Lab Professional Development	0	0	30,000	0	30,000
238888	Summer School Term-College of Educ	251,642	54,355	0	0	305,997
240000	Dean-Health Sciences	790,268	354,596	42,604	0	1,187,467
240008	Fac PD-Dean, Health Sciences	0	0	300	0	300
240202	Medical Technology Scholarship	0	0	89,883	0	89,883
240400	Baccalaureate & Graduate Nursing	2,720,688	1,022,310	34,750	0	3,777,747
240402	Class Fees - Bacc/Grad Nursing	0	0	114,701	0	114,701
240405	Fac PD-Bacc/Grad Nursing	0	0	11,100	0	11,100
240410	Rural Health-Nursing Outreach	0	0	31,265	0	31,265
240500	OL-Doctor of Nursing Practice-DNP	117,262	40,568	34,500	0	192,330
240505	OL-Public Health Nurs Admin & Ed-MS	869,588	243,864	149,900	0	1,263,352
240508	OL-RN to BSN	396,210	120,567	83,000	0	599,777
240600	Associate Degree Nursing	352,572	138,232	14,631	0	505,435
240604	Fac PD-Assoc Degree Nursing	0	0	1,500	0	1,500
240800	Health Services Administration	273,568	109,679	14,508	0	397,755
240801	Class Fees-Health Services Admin	0	0	8,700	0	8,700
240802	Fac PD-Health Services Administr	0	0	1,200	0	1,200
241000	Occupational Therapy	1,619,003	622,045	38,414	0	2,279,462

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Org Code	Organization Description	FY 2019-20 Proposed Budget				Total FY 2019-20 Proposed Budget
		Salaries	Benefits	Operating	Capital	
241002	Class Fees - Occupational Therapy	\$ 0	\$ 0	\$ 35,000	\$ 0	\$ 35,000
241007	OL-Doctor of Occupational Thera-OTD	144,107	45,421	56,000	0	245,528
241008	Fac PD-Occupational Therapy	0	0	6,000	0	6,000
241010	Rural Health-Occupational Therapy	28,568	22,568	4,793	0	55,929
241025	Madisonville Trover	0	0	80,000	0	80,000
241200	Medical Laboratory Science	167,106	60,850	16,062	0	244,018
241201	Class Fees - Medical Laboratory Sci	0	0	15,500	0	15,500
241203	Fac PD-Medical Laboratory Science	0	0	900	0	900
241400	Environmental Health Sciences	616,023	233,516	10,400	0	859,939
241401	Class Fees - Env Health Sciences	0	0	42,670	0	42,670
241407	Fac PD-Environmental Health Sci	0	0	2,100	0	2,100
241600	Health Sciences LRC	86,121	39,798	8,068	0	133,987
241800	Nursing/Allied Health Continuing Ed	0	0	2,691	0	2,691
242000	Area Health Education System	0	0	12,808	0	12,808
242005	OL-Sports Management-BS	95,318	29,010	31,000	0	155,328
242200	Health Promotion & Administration	569,558	218,976	15,679	0	804,212
242202	Class Fees-Health Promotion & Admin	0	0	5,495	0	5,495
242207	Fac PD-Health Promotion & Administr	0	0	2,400	0	2,400
242400	Exercise & Sport Science	806,483	305,741	8,844	0	1,121,068
242401	Class Fees-Exercise & Sports Scienc	0	0	10,300	0	10,300
242423	Fac PD-Exercise & Sport Science	0	0	3,300	0	3,300
242600	Recreation & Park Administration	357,787	138,447	7,616	0	503,849
242601	Class Fees - Rec & Park Admin	0	0	23,730	0	23,730
242603	Fac PD-Recreation & Park Administr	0	0	1,500	0	1,500
242800	Family & Consumer Sciences	854,513	331,857	17,612	0	1,203,982
242801	Class Fees-Family&Consumer Sciences	0	0	9,035	0	9,035
242802	Burrier Child Development Center	86,909	31,548	7,022	0	125,478
242818	OL-Child & Family Studies-BS	152,552	44,684	42,250	0	239,486
242819	Fac PD-Family & Consumer Sciences	0	0	3,900	0	3,900
242820	Scholar House Pre-Kindergarten	0	0	100,000	0	100,000
248888	Summer School Term-Health Sciences	179,798	38,836	0	0	218,634
250000	Dean-Justice & Safety	281,305	119,856	58,595	0	459,756
250004	Program of Distinction	967,124	408,302	393,527	0	1,768,953
250009	Fac PD-Program of Distinction	0	0	1,500	0	1,500
250015	OL-SSEM-MS	441,500	113,910	1,160,846	0	1,716,256
250016	OL-CJJS-BS	242,553	76,565	72,600	0	391,719
250017	OL-FSE-BS	483,741	155,968	216,811	0	856,520

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Org Code	Organization Description	FY 2019-20 Proposed Budget				Total FY 2019-20 Proposed Budget
		Salaries	Benefits	Operating	Capital	
250019	OL - JPL - MS	\$ 94,638	\$ 24,853	\$ 35,350	\$ 0	\$ 154,841
250021	Office of e-Campus Learning	1,698,580	646,390	200,000	0	2,544,970
250023	OL-Homeland Security-BS	246,051	74,660	87,244	0	407,955
250024	OL-Occupational Safety-BS	441,427	122,609	935,508	0	1,499,544
250028	OL-Social Intelligence & Leadership	69,500	21,642	15,000	0	106,142
250200	Criminal Justice & Police Studies	1,484,383	550,811	33,285	0	2,068,479
250223	Justice Studies Graduate/Research	0	0	12,375	0	12,375
250225	Fac PD-Crim Justice & PoliceStudies	0	0	6,000	0	6,000
250600	Emergency Medical Care	327,118	106,589	24,677	0	458,384
250601	Class Fees-Emergency Medical Care	0	0	27,271	0	27,271
250603	OL-Emergency Med Care-ASP BS	97,929	28,904	38,750	0	165,583
250604	Fac PD-Emergency Medical Care	0	0	1,200	0	1,200
250610	Rural Health-Emergency Medical Care	0	0	28,875	0	28,875
251000	Fire Protect&Para-Medicine Sciences	280,977	131,021	23,438	0	435,436
251007	FSE - Ashland Lab Maintenance	25,000	200	13,500	0	38,700
251008	Dept of Safety & Security	876,705	318,549	12,713	0	1,207,967
251033	Class Fees - Homeland Security	0	0	9,410	0	9,410
251035	Class Fees-Fire Protect&Para/MedSci	0	0	63,000	0	63,000
251036	Class Fees-Dept Safety & Security	0	0	43,500	0	43,500
251037	Fac PD-Dept of Safety & Security	0	0	4,200	0	4,200
251038	Fac PD-Fire P&P/Medical Sciences	0	0	2,400	0	2,400
258888	Summer School Term-Justice & Safety	210,010	45,362	0	0	255,372
300000	Enrollment Management	100,332	37,041	33,155	0	170,528
300002	Student Outreach and Transition Off	376,422	138,654	37,707	0	552,783
300003	Military & Veteran Affairs	136,285	49,744	7,924	0	193,952
300004	Latino Outreach	0	0	25,000	0	25,000
300150	Admissions-Printing/Promotion	0	0	325,000	0	325,000
300200	Admissions	838,856	315,847	503,035	0	1,657,737
300300	Application Processing Center	156,543	119,995	9,599	0	286,137
300600	International Student & Scholar Svc	139,070	51,180	2,991	0	193,241
300610	Millennium Scholarship	0	0	14,303	0	14,303
300652	Education Abroad	121,713	62,144	27,000	0	210,856
300700	Registrar	720,056	312,916	45,626	0	1,078,597
301000	Student Financial Assistance-Admin	767,869	398,717	57,522	0	1,224,108
301001	Institutional Employment	1,706,770	13,654	0	0	1,720,424
301002	Presidential Scholarship	0	0	1,630,000	0	1,630,000
301003	Founder's Scholarship	0	0	2,630,000	0	2,630,000

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Org Code	Organization Description	FY 2019-20 Proposed Budget				Total FY 2019-20 Proposed Budget
		Salaries	Benefits	Operating	Capital	
301004	Veteran's Scholarship KRS 164.505	\$ 0	\$ 0	\$ 1,264,000	\$ 0	\$ 1,264,000
301005	Regent's Scholarship	0	0	7,830,000	0	7,830,000
301006	Rodney Gross Minority Scholarship	0	0	415,186	0	415,186
301007	O'Donnell Scholarship	0	0	155,129	0	155,129
301008	Institutional Award	0	0	250,000	0	250,000
301009	Education Abroad Scholarship	0	0	175,000	0	175,000
301010	Honors Program Book Award	0	0	520,000	0	520,000
301011	Employee Tuition Reimb Program	0	0	250,000	0	250,000
301012	Non-Resident Academic Scholarship	0	0	48,000	0	48,000
301013	Police Dependent Scholarship	0	0	224,523	0	224,523
301015	Berea College Collaborative Sch	0	0	15,000	0	15,000
301016	Foster/Adopt Child Schl KRS164.2847	0	0	811,821	0	811,821
301017	Academic Common Market Scholarship	0	0	648,198	0	648,198
301021	State Employee Memorial Scholarship	0	0	19,207	0	19,207
301022	KTCs Transfer Scholarship	0	0	1,200,000	0	1,200,000
301026	African American Grad Fellowship	0	0	8,820	0	8,820
301027	EKU Now! Scholarship	0	0	166,282	0	166,282
301029	Federal Workstudy Institution Match	122,591	981	0	0	123,572
301030	SEOG Institutional Match	0	0	180,000	0	180,000
301034	Excellence Award	0	0	193,064	0	193,064
301038	Honors Presidential Scholarship	0	0	167,500	0	167,500
301039	McNair Scholarship	0	0	93,529	0	93,529
301042	International Exchange & Schol	0	0	100,000	0	100,000
301043	First Generation Scholarship	0	0	250,000	0	250,000
301044	SMART Award (Selective States)	0	0	909,824	0	909,824
301045	Chairman Scholar Award	0	0	848,750	0	848,750
301046	President Scholar Award	0	0	848,750	0	848,750
301047	Provost Scholar Award	0	0	848,750	0	848,750
301048	Dean Scholar Award	0	0	848,750	0	848,750
301049	Premier Scholar Award	0	0	848,750	0	848,750
301050	Pioneer Scholar Award	0	0	848,750	0	848,750
301051	Boone Scholar Award	0	0	848,750	0	848,750
301052	Top Scholar Award	0	0	848,750	0	848,750
310000	Retention and Graduation	262,081	96,500	8,000	0	366,581
310010	GURU Program	100,000	800	5,000	0	105,800
310100	Advising	270,516	109,681	18,004	0	398,200
310110	Transfer Center	0	0	9,428	0	9,428

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Org Code	Organization Description	FY 2019-20 Proposed Budget				Total FY 2019-20 Proposed Budget
		Salaries	Benefits	Operating	Capital	
310200	Academic Testing	\$ 33,014	\$ 12,050	\$ 34,086	\$ 0	\$ 79,149
310300	Developmental Education	145,459	66,054	5,028	0	216,541
320000	Retention Trust Fund Operating	7,119	598	7,834	0	15,551
320005	African/African-American Studies Pg	0	0	0	0	0
320015	Asian Studies	0	0	0	0	0
320030	EKU Retention Scholarship	0	0	38,500	0	38,500
350000	Student Success	216,035	76,605	153,860	0	446,500
350001	AVP Student Success	41,282	32,612	6,800	0	80,694
350022	Student Success Labor Pool	10,871	3,968	0	0	14,839
380000	Institutional Effectiveness & Rsch	459,689	199,044	12,306	0	671,039
400010	Quality Enhancement Programs	0	0	105,829	0	105,829
400011	QEP Enhancement Initiative	0	0	18,722	0	18,722
400012	First-Year Courses	119,846	55,578	21,544	0	196,969
400016	Noel Studio for Creative Activ/TLC	232,264	84,053	125,131	0	441,449
400100	Sponsored Programs	237,496	102,189	5,725	0	345,410
400500	Womens Studies	0	0	0	0	0
400700	Institutionally Sponsored Research	0	0	48,474	0	48,474
400800	Restricted Pgm/Institutional Match	0	0	41,000	0	41,000
410100	CEO Development	0	0	2,000,000	0	2,000,000
420000	Career & Cooperative Education	388,395	164,629	36,532	0	589,556
430000	Regional Programming	1,024,097	155,392	46,323	0	1,225,811
430020	Ctr for Career & Workforce Develop	0	0	0	0	0
430100	Regional Campuses-Corbin	404,564	214,918	164,529	0	784,011
430400	Regional Campuses-Manchester	331,834	190,469	163,647	0	685,951
430500	Regional Campuses-Hazard	16,630	1,397	4,340	0	22,366
430700	Regional Campuses-Lancaster	14,674	1,233	30,000	0	45,906
438888	Summer School Term-Regional Campus	172,293	40,942	0	0	213,235
440000	Natural Areas	237,399	122,030	18,652	0	378,081
440100	Lilley Cornett Woods	0	0	1,000	0	1,000
440200	Maywoods	0	0	1,000	0	1,000
510000	Facilities Management	595,486	274,919	3,000	0	873,404
510001	Facilities Services Administration	469,636	301,708	68,000	0	839,345
510003	Capital Construction	0	0	174,657	0	174,657
510004	Planning & Design	56,160	20,498	0	0	76,658
510020	Heat Plant Operations	0	0	148,624	0	148,624
510022	Cap Plan & Facilities Labor Pool	17,673	13,961	0	0	31,634
510030	Utilities	0	0	7,296,623	0	7,296,623

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Org Code	Organization Description	FY 2019-20 Proposed Budget				Total FY 2019-20 Proposed Budget
		Salaries	Benefits	Operating	Capital	
510040	Facility Operations & Maintenance	\$ 882,579	\$ 610,909	\$ 103,598	\$ 0	\$ 1,597,085
510045	Facilities RCF Project Management	0	0	1,000	0	1,000
510050	Maintenance, Carpenter Shop	390,417	309,269	36,000	0	735,686
510055	Maintenance, Lock Shop	158,130	125,043	18,000	0	301,173
510060	Maintenance, Electrical Shop	298,157	235,964	124,000	0	658,121
510070	Maintenance, HVAC-R	590,952	420,376	215,382	0	1,226,709
510075	Maintenance, Plumbing Shop	386,296	305,594	100,000	0	791,890
510080	Maintenance, Paint Shop	379,997	300,617	37,303	0	717,917
510085	Maintenance-Vehicles	0	0	160,000	0	160,000
510090	General Maintenance	0	0	0	0	0
510095	Pest Control	60,923	48,129	30,460	0	139,512
510100	Maintenance, Service Contracts	0	0	609,000	0	609,000
510110	Campus Util Sys & Bldg Climate Svcs	602,436	475,924	6,160	0	1,084,520
510200	Deferred Maintenance	0	0	2,044,603	0	2,044,603
510201	RCF's-Variou	0	0	200,000	0	200,000
510225	Custodial & Grounds Maint Contract	0	0	5,816,783	0	5,816,783
510390	Regional Univ Agric Initiatives	0	0	165,000	0	165,000
510500	Recharges-Utilities	0	0	(1,188,216)	0	(1,188,216)
510510	Recharges-Others	0	0	(860,689)	0	(860,689)
512161	RCFs-Variou	0	0	0	0	0
520000	Information Technology-Academic	805,927	393,381	12,500	0	1,211,808
520001	Information Tech-Administration	1,861,945	848,356	28,000	0	2,738,302
520030	ITDS - Information Services	0	0	25,200	0	25,200
520040	Tech Support Services	0	420	54,600	0	55,020
520060	Systems Support	0	0	15,000	0	15,000
520065	IT - Fixed & Recurring Costs	0	0	2,043,828	7,200	2,051,028
520067	ITDS - Special Projects (Capital)	0	0	0	90,000	90,000
520068	Info Tech-Academic Computer Leases	0	0	0	325,000	325,000
520069	Info Tech-Admin Computer Leases	0	0	0	400,000	400,000
520075	ITDS - Special Projects	0	0	0	0	0
520090	Network & Telecommunications Svcs	0	0	0	0	0
520100	Fee-Technology	436,054	178,921	629,627	0	1,244,602
520103	Fee-Technology (Capital)	0	0	0	187,000	187,000
520400	EKU Mail Services	183,580	123,975	0	0	307,555
520450	Postage Meters	0	0	(1,200)	0	(1,200)
520505	Copier/Printer Lease Prgm	0	0	0	222,200	222,200
530100	Instructional Development Center	0	0	0	0	0

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Org Code	Organization Description	FY 2019-20 Proposed Budget				Total FY 2019-20 Proposed Budget
		Salaries	Benefits	Operating	Capital	
530200	WEKU Public Radio	\$ 339,462	\$ 137,205	\$ 19,933	\$ 0	\$ 496,599
540000	Police Department	1,672,905	820,443	123,073	0	2,616,421
540010	Emergency Mgmt & Security	0	0	148,000	0	148,000
600000	Financial Affairs & Treasurer	299,407	109,704	7,000	0	416,110
600001	Finance & Administration Capital	0	0	0	250,000	250,000
600022	Administration Labor Pool	23,091	8,428	0	0	31,520
600100	University Business Services	21,541	7,863	9,000	0	38,404
600200	Accounting & Financial Services	569,715	300,390	18,500	0	888,605
600201	Sponsored Prgms Acctg & Fin Svcs	146,278	53,392	5,000	0	204,670
600300	Student Accounting Services	452,896	263,801	229,415	0	946,111
600400	Human Resources	986,145	437,384	232,830	0	1,656,359
600404	Healthy You at EKU	47,476	17,329	208,573	0	273,378
600405	University Employee Development	0	0	22,000	0	22,000
600500	Purchasing	375,017	238,128	14,870	0	628,015
600501	Central Stores	0	0	10,000	0	10,000
600510	Central Stores Freight Charges	0	0	0	0	0
600600	Budgeting & Financial Planning	229,880	84,326	6,000	0	320,206
600700	University Accounting & Reporting	219,074	80,802	26,660	0	326,536
600800	Conferencing & Events Admin	554,269	221,697	57,569	0	833,534
610000	Other Institutional Expenses	0	0	180,125	0	180,125
610012	Staff Council	0	0	15,000	0	15,000
610300	Bank Service Fees	0	0	95,000	0	95,000
610400	Institutional Memberships	0	0	165,000	0	165,000
610500	University Guest/Special Functions	0	0	71,000	0	71,000
610501	Employee Functions	0	0	8,000	0	8,000
610600	Professional Services	0	0	155,000	0	155,000
610800	Bad Debt Expense	0	0	1,270,000	0	1,270,000
610810	President's Special Initiative Fund	0	0	144,150	0	144,150
610830	Interpreter Services - University	0	0	26,750	0	26,750
610835	CSA Professional Development	0	0	0	0	0
610840	Deaf Student Accessibility Services	330,629	96,654	0	0	427,282
610900	Contingency Fund	0	0	2,003,942	0	2,003,942
610901	Contingency Fund-Capital	0	0	250,000	0	250,000
611000	Contingency Fund-Operating	0	0	1,740,331	0	1,740,331
611200	Employee Dependent Scholarship	0	1,618,786	0	0	1,618,786
611700	Debt Service	0	0	3,919,879	0	3,919,879
616083	Regional Steward-Unrestr Infrastruc	97,321	36,362	20,000	0	153,683

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Org Code	Organization Description	FY 2019-20 Proposed Budget				Total FY 2019-20 Proposed Budget
		Salaries	Benefits	Operating	Capital	
616086	Regional Steward-Unrest Capacity	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
616095	Madisonville Trover	0	0	0	0	0
620001	Tuition & Fees-Online Programs	(1,119,173)	(406,260)	0	0	(1,525,433)
620110	Budget Reduction Plan	0	0	(4,220,550)	0	(4,220,550)
620111	Faculty & Staff Vacancy Savings	(696,028)	(254,051)	0	0	(950,079)
620115	Govt Approp-Performance Funding	0	0	1,180,872	0	1,180,872
620300	Commissions	0	0	0	0	0
620710	General Liability Insurance	0	0	326,910	0	326,910
620711	Aircraft (Non-Owned) Liability Ins	0	0	168,540	0	168,540
620712	Automobile Insurance	0	0	223,030	0	223,030
620714	Clinical Professional Liability Ins	0	0	45,500	0	45,500
620715	Crime Insurance	0	0	19,085	0	19,085
620716	Educators Legal Liability Insurance	0	0	128,270	0	128,270
620718	Fire Insurance	0	0	1,104,700	0	1,104,700
620719	Excess Liability Insurance	0	0	21,770	0	21,770
620720	Student Medical Professional Ins	0	0	25,000	0	25,000
620721	Inland Marine Insurance	0	0	78,450	0	78,450
620722	Intercollegiate Sports Injury Ins	0	0	880	0	880
620725	Fiduciary Liab/Emp Benefits Liab Po	0	0	31,325	0	31,325
620726	International Travel Policy	0	0	2,815	0	2,815
620727	Athletic Camps Ins (Coach Owned)	0	0	10,640	0	10,640
620728	Intercollegiate Athl Injury Ins	0	0	216,065	0	216,065
620731	Counsel Professional Ins Policy	0	0	23,980	0	23,980
620732	Law Enforcement Liability Coverage	0	0	21,010	0	21,010
620734	Cyber Liability Insurance	0	0	46,130	0	46,130
700000	Student Affairs	67,521	21,200	10,588	0	99,309
700006	Dean of Students	0	0	6,000	0	6,000
700010	Dining Operation Repair Fund	0	0	65,000	0	65,000
700015	Student Affairs & Campus Life Admin	0	0	75,605	0	75,605
700022	Student Affairs Labor Pool	24,925	9,098	0	0	34,022
710010	(SL) First-Year Experience	0	0	40,001	0	40,001
710020	Summer Orientation Programs	0	0	138,622	0	138,622
710050	Multicultural Student Affairs	0	0	16,764	0	16,764
710055	Card Services	102,739	82,004	43,000	0	227,743
730000	Counseling Center	607,776	237,532	120,035	0	965,343
740000	Student Health Services	306,825	158,828	47,479	0	513,131
770000	(SL) Student Life General	0	0	24,481	0	24,481

Table G

Eastern Kentucky University
Summary of Detailed Expenditures - Educational and General
FY 2019-20 Operating Budget

Org Code	Organization Description	FY 2019-20 Proposed Budget				Total FY 2019-20 Proposed Budget
		Salaries	Benefits	Operating	Capital	
771000	Student Government Association	\$ 0	\$ 0	\$ 26,840	\$ 0	\$ 26,840
771010	SGA Administration	0	0	7,293	0	7,293
771020	(SL) Powell Center	0	0	24,368	0	24,368
771032	Student Health Promotion & Educ	0	0	30,110	0	30,110
772000	(SL) Student Activities	0	0	41,439	0	41,439
773000	Student Activities Council	0	0	114,689	0	114,689
774000	Student Organizations	0	0	33,173	0	33,173
790000	Indoor Tennis Facility	0	0	0	0	0
790100	Alumni Coliseum Pool	0	0	1,000	0	1,000
800000	Advancement	0	0	10,000	0	10,000
800022	Development Labor Pool	12,206	4,455	0	0	16,662
800500	Development Ops & Campaign Mgmt	164,265	61,217	30,240	0	255,721
800550	Donor Engagement	0	0	10,000	0	10,000
810000	Development	998,825	409,581	105,910	0	1,514,315
810100	Planned Giving	0	0	24,587	0	24,587
820000	Alumni & Donor Engagement	168,372	76,735	50,475	0	295,582
820200	Annual Fund	0	0	58,629	0	58,629
820500	Alumni Marketing & Communication	0	0	107,555	0	107,555
830000	Communications & Brand Management	1,013,175	407,504	316,592	0	1,737,271
830001	Recruitment Advertising-Brand Mgmt	0	0	545,780	0	545,780
900000	Intercollegiate Athletics Admin	619,795	224,262	475,000	0	1,319,057
900001	Intercollegiate Athletics General	0	0	17,000	0	17,000
900017	Athletics-Post Season Budget	0	0	0	0	0
900022	Athletics Labor Pool	21,492	7,844	0	0	29,336
901000	Athletic Public Relations	130,773	48,692	30,000	0	209,465
901100	Athletic Training	324,406	119,668	80,000	0	524,074
901101	Scholarships - Manager	0	0	112,000	0	112,000
901200	Strength & Conditioning	87,879	32,496	10,000	0	130,375
902000	Athletic Marketing	109,584	40,118	155,000	0	304,702
902100	Dance Team	10,000	840	8,000	0	18,840
902101	Scholarships-Dance Team	0	0	40,000	0	40,000
904000	Bratzke SAA Center	133,937	61,062	6,210	0	201,209
910000	Baseball	152,445	56,062	195,000	0	403,507
910001	Scholarships-Baseball	0	0	355,047	0	355,047
910100	Basketball-Men	425,000	155,125	80,845	0	660,970
910101	Scholarships-Basketball Men	0	0	454,297	0	454,297
910200	Basketball-Women	260,033	95,332	180,000	0	535,365

Table G

Eastern Kentucky University
Summary of Detailed Expenditures - Educational and General
FY 2019-20 Operating Budget

Org Code	Organization Description	FY 2019-20 Proposed Budget				Total FY 2019-20 Proposed Budget
		Salaries	Benefits	Operating	Capital	
910201	Scholarships-Basketball Women	\$ 0	\$ 0	\$ 524,188	\$ 0	\$ 524,188
910300	Football	1,000,000	369,200	169,560	0	1,538,760
910301	Scholarships-Football	0	0	1,911,791	0	1,911,791
910400	Golf-Men	60,000	21,900	70,000	0	151,900
910401	Scholarships-Golf Men	0	0	136,557	0	136,557
910500	Golf-Women	56,000	21,280	70,000	0	147,280
910501	Scholarships-Golf Women	0	0	182,075	0	182,075
910600	Softball	147,171	54,977	135,000	0	337,148
910601	Scholarships-Softball	0	0	364,151	0	364,151
910701	Scholarships-Tennis Men	0	0	20,000	0	20,000
910800	Tennis-Women	0	0	0	0	0
910801	Scholarships-Tennis Women	0	0	40,000	0	40,000
910900	Track-Men	139,500	51,338	105,000	0	295,838
910901	Scholarships-Track Men	0	0	440,318	0	440,318
911000	Track-Women	47,000	17,155	105,000	0	169,155
911001	Scholarships-Track Women	0	0	629,026	0	629,026
911100	Volleyball	123,000	45,735	115,000	0	283,735
911101	Scholarships-Volleyball	0	0	364,151	0	364,151
911150	Beach Volleyball	0	0	30,000	0	30,000
911200	Cheerleading-Coed	5,000	420	5,000	0	10,420
911201	Scholarships-Cheerleader	0	0	45,000	0	45,000
911210	Cheerleading-Female	5,000	420	5,000	0	10,420
911300	Soccer	84,000	31,500	110,000	0	225,500
911301	Scholarships-Soccer	0	0	424,842	0	424,842
Total Educational and General Expenditures		\$ 100,473,085	\$ 39,879,905	\$ 88,653,475	\$ 1,551,400	\$ 230,557,865

Table H

Eastern Kentucky University
Summary of Detailed Expenditures - Auxiliary Funds
FY 2019-20 Operating Budget

Auxiliary Fund	Org Code	Organization Description	FY 2019-20 Proposed Budget				Total FY 2019-20 Proposed Budget
			Salaries	Benefits	Operating	Capital	
Student Housing Operations	781030	Campus Life	\$ 71,053	\$ 25,934	\$ 10,150	\$ 0	\$ 107,137
	781040	University Housing	2,393,619	844,528	760,748	0	3,998,895
	781060	Residential Networking	0	0	0	0	0
	781070	Housing System Maint & Operations	0	0	1,820,727	0	1,820,727
	781090	Housing Maintenance	332,875	263,391	310,772	0	907,039
	781110	Housing System Debt Service	0	0	4,316,659	0	4,316,659
	781140	Univ Housing-Admin Recharge	0	0	531,774	0	531,774
	782000	Burnam Hall	49,000	392	316,240	0	365,632
	782020	Clay Hall	39,000	312	392,809	0	432,121
	782060	Keene Hall	47,700	382	315,956	0	364,038
	782080	McGregor Hall	59,000	472	451,862	0	511,334
	782090	Palmer Hall	65,000	520	312,705	0	378,225
	782110	Sullivan Hall	38,000	304	231,620	0	269,924
	782120	Telford Hall	47,580	381	312,261	0	360,222
	782140	Walters Hall	56,000	448	413,806	0	470,254
	782150	Residence Hall Association	0	0	18,000	0	18,000
	782170	Student Staff Development	0	0	23,000	0	23,000
	782395	South Residence Hall	41,000	328	398,105	0	439,433
	782396	Grand Campus Apartments	49,000	392	3,729,601	0	3,778,993
	782400	Leake Apartments	0	0	8,000	0	8,000
Student Housing Operations Total			3,288,827	1,137,784	14,674,795	0	19,101,406
Student Housing-Martin Hall	782070	Martin Hall	109,000	872	(109,872)	0	0
Student Housing-Martin Hall Total			109,000	872	(109,872)	0	0
Student Housing-North Hall	782397	North Residence Hall	79,000	632	(79,632)	0	0
Student Housing-North Hall Total			79,000	632	(79,632)	0	0
Student Housing Capital Fund	781060	Residential Networking	0	0	530,000	0	530,000
Student Housing Capital Fund Total			0	0	530,000	0	530,000
	781020	Other Housing Income	0	0	18,000	0	18,000
Housing Faculty and Non-Student	781080	Housing Rental Maint & Operations	0	0	20,000	0	20,000
Housing Faculty and Non-Student Total			0	0	38,000	0	38,000
Recreation Center	771030	Student Rec Center/Wellness Bldg	679,427	168,613	850,960	0	1,699,000
Recreation Center Total			679,427	168,613	850,960	0	1,699,000
Printing Services	520500	Printing Services	337,264	225,605	287,130	0	850,000
Printing Services Total			337,264	225,605	287,130	0	850,000
EKU Center for the Arts	616077	EKU Center for the Arts	517,369	158,046	1,837,864	0	2,513,279
EKU Center for the Arts Total			517,369	158,046	1,837,864	0	2,513,279
Parking Operations	512650	Parking Lot Maintenance	0	0	0	581,773	581,773

Table H

Eastern Kentucky University
Summary of Detailed Expenditures - Auxiliary Funds
FY 2019-20 Operating Budget

Auxiliary Fund	Org Code	Organization Description	FY 2019-20 Proposed Budget				Total FY 2019-20 Proposed Budget
			Salaries	Benefits	Operating	Capital	
	540100	Transportation Services	\$ 0	\$ 0	\$ 261,500	\$ 0	\$ 261,500
	540200	Parking Services	228,078	144,544	431,106	0	803,727
	540300	Towing Services	0	0	10,000	0	10,000
	616089	Parking Operations-Crabbe Lot	0	0	42,500	0	42,500
Parking Operations Total			228,078	144,544	745,106	581,773	1,699,500
University Club at Arlington	200616	University Club at Arlington	554,129	232,519	893,352	0	1,680,000
University Club at Arlington Total			554,129	232,519	893,352	0	1,680,000
Airport FBO	221950	Airport FBO	93,655	42,689	242,156	0	378,500
Airport FBO Total			93,655	42,689	242,156	0	378,500
Total Auxiliary Expenditures			\$ 5,886,749	\$ 2,111,305	\$ 19,909,859	\$ 581,773	\$ 28,489,685

TABLE I

Eastern Kentucky University

Tuition and Fees

For the Fiscal/Academic Year 2019-20

	Per Semester 2019-20
<u>Undergraduate Tuition</u>	
Resident - Full-time (12 credit hours and above)	\$ 4,633.00
Part-time ¹	\$ 386.00
Non-resident - Full-time (12 credit hours and above)	\$ 9,669.00
Part-time ¹	\$ 806.00
Online Courses (Non-program; per credit hour)	\$ 421.00
<u>Graduate Tuition (per credit hour)</u>	
Masters Resident	\$ 550.00
Masters Non-resident	\$ 775.00
Masters Online Courses (Non-program)	\$ 550.00
Doctorate in Education	\$ 575.00
Doctorate in Nursing Practice	\$ 675.00
Doctorate in Occupational Therapy	\$ 675.00
Doctorate in Psychology	\$ 675.00
<u>e-Campus Online Programs Tuition (per credit hour)</u>	
Undergraduate	
RN to BSN online program	\$ 460.00
All other e-Campus Bachelor degree online programs	\$ 409.00
Graduate	
College of Letters, Arts and Social Sciences	
M.S. in General Psychology - ABA Concentration	\$ 662.00
Other e-Campus graduate online programs (CLASS)	\$ 611.00
College of Science	\$ 611.00
College of Education	\$ 510.00
College of Business and Technology	\$ 611.00
College of Health Sciences	\$ 662.00
College of Justice and Safety	\$ 611.00
<u>EKU Now! Tuition (per credit hour)</u>	\$ 53.00
<u>Active Duty Military Tuition (per credit hour)</u>	
Undergraduate	\$ 250.00
Graduate ²	\$ 325.00
<u>Military Veterans Tuition</u>	
Undergraduate	
Full-time (12 credit hours and above)	\$ 4,633.00
Part-time ¹	\$ 386.00
Online Courses (non-program; per credit hour)	\$ 421.00
Graduate (per credit hour)	
Masters	\$ 550.00
Masters Online Courses (non-program)	\$ 550.00
Doctorate in Education	\$ 575.00
Doctorate in Nursing Practice	\$ 675.00
Doctorate in Occupational Therapy	\$ 675.00
Doctorate in Psychology	\$ 675.00

Note: All dollar values are rounded.

¹ Part-time status is less than 12 credit hours. Part-time rate is assessed at 1/12 of the full-time rate.

² Regular online tuition rates apply to the MSN, DNP, and OTD programs.

TABLE I

Eastern Kentucky University

Tuition and Fees

For the Fiscal/Academic Year 2019-20

<u>Model Laboratory School</u>	<u>Per Academic Year 2019-20</u>	
Tuition		
Kindergarten	\$	3,612.00
Grades 1 - 8	\$	3,393.00
Grades 9 - 12	\$	3,415.00
Mandatory Fees		
Textbook/Workbook Fee		
Kindergarten ¹	\$	100.00
Grades 1 - 8 ¹	\$	100.00
Grades 9 - 12	\$	200.00
Technology Fee (all grades)	\$	250.00
Asset Preservation Fee (all grades)	\$	100.00
Elective and Other Fees *		
Art Elective Courses - Grades 8 - 12	\$	35.00
Family & Consumer Science Electives - Grades 8 - 12	\$	25.00
Athletic Fee ²	\$	75.00
Band - Grades 6 - 12 ³	\$	50.00
Orchestra - Grades 6 - 12 ³	\$	25.00
Senior Portrait Sitting ⁴	\$	35.00
Graduation Cap and Gown ⁴	\$	35.00
Lock Replacement	\$	10.00
Technology Replacement	<i>Actual replacement cost</i>	
Lost Textbook	<i>Actual replacement cost</i>	
Lost Library Book	<i>Actual replacement cost</i>	
Field Trips	<i>Variable by Field Trip & Activities</i>	
Financial Aid Application Processing ⁴	\$	30.00
Transcript Request Fee	\$	2.00
Parent/Guardian Background Check	\$	12.00

* Model Laboratory School assesses and collects additional dues and fees for clubs, organizations, activities for which students opt to join, be part of, or attend.

These fees do not include any fees assessed by the University's dining services provider.

¹ Previously "Instructional Fee Grades K - 8"

² Assessed for athletes in a sport with a uniform rotation.

³ Instrument rental (paid directly to vendor) is separate from the course fee for students who do not own an instrument.

⁴ Paid directly to the vendor.

TABLE J

Eastern Kentucky University
Housing Fees - Student
For the Fiscal/Academic Year 2019-20

	2019-20		
	Triple	Double	Single
Residence Halls and Related Charges			
Basic Room, no sink, community bath			
Keene	\$ 0.00	\$ 2,459.00	\$ 0.00
Palmer	\$ 0.00	\$ 2,655.00	\$ 3,983.00
Sullivan	\$ 1,958.00	\$ 2,655.00	\$ 3,983.00
Burnam	\$ 1,958.00	\$ 2,655.00	\$ 3,983.00
Enhanced Trad. Rm w/sink & community bath			
Clay	\$ 0.00	\$ 2,909.00	\$ 4,363.00
McGregor	\$ 0.00	\$ 2,965.00	\$ 4,448.00
Walters (Break Housing)	\$ 0.00	\$ 2,965.00	\$ 4,279.00
Suite Style Room			
Burnam	\$ 2,141.00	\$ 2,994.00	\$ 4,491.00
Telford	\$ 0.00	\$ 2,909.00	\$ 4,363.00
New Construction Suite Style			
South Hall (Break Housing)	\$ 0.00	\$ 3,548.00	\$ 3,882.00
Martin Hall - Trad. Suite (Break Housing)	\$ 0.00	\$ 3,554.00	\$ 7,108.00
Martin Hall - Super Suite (Break Housing)	\$ 0.00	\$ 3,766.00	\$ 7,532.00
North Hall - Traditional Suite	\$ 0.00	\$ 3,554.00	\$ 7,108.00
North Hall - Super Suite	\$ 0.00	\$ 3,766.00	\$ 7,532.00
New Apartment Style			
Grand Campus (Break Housing)	\$ 0.00	\$ 0.00	\$ 4,133.00
Conference & Other Short Term Special Activities			
Traditional Hall			
Daily	\$ 0.00	\$ 19.00	\$ 27.00
Weekly	\$ 0.00	\$ 91.00	\$ 138.00
Monthly	\$ 0.00	\$ 293.00	\$ 433.00
Suite Style - Burnam & Telford			
Daily	\$ 0.00	\$ 20.00	\$ 31.00
Weekly	\$ 0.00	\$ 98.00	\$ 147.00
Monthly	\$ 0.00	\$ 310.00	\$ 466.00
Suite Style - South			
Daily	\$ 0.00	\$ 22.00	\$ 35.00
Weekly	\$ 0.00	\$ 132.00	\$ 211.00
Suite Style - Martin & North			
Daily	\$ 0.00	\$ 28.00	\$ 56.00
Weekly	\$ 0.00	\$ 196.00	\$ 392.00
General Housing Fees			
Housing Pre-Payment	\$ 200.00	\$ 200.00	\$ 200.00
Unauthorized Room Change	\$ 100.00	\$ 100.00	\$ 100.00
Lock Out Fee	\$ 5.00	\$ 5.00	\$ 5.00

TABLE K

**Eastern Kentucky University
Housing Fees - Non-Student
For the Fiscal/Academic Year 2019-20**

	Per Month 2019-20
University Owned Housing Facilities ¹	
385 ½ High Street	\$ 200.00
416 Lancaster Avenue	
Basement Apartment	\$ 390.00
410 Lancaster Avenue	\$ 1,375.00
Oak Street	
420 Oak Street	n/a
426 Oak Street	n/a
432 Oak Street	n/a
Hycliffe Drive	
704 Hycliffe Drive	\$ 1,375.00
706 Hycliffe Drive	n/a
710 Hycliffe Drive	n/a
712 Hycliffe Drive	\$ 675.00
714 Hycliffe Drive	n/a
Cardinal Lane	
100 Cardinal Lane	\$ 1,090.00
103 Cardinal Lane	\$ 800.00
111 Cardinal Lane	\$ 1,040.00
113 Cardinal Lane	n/a
Van Hoose Drive	
1102 Vanhoose	\$ 430.00
1103 Vanhoose	\$ 430.00

¹ As rental agreements are terminated, rates may change.

TABLE L

Eastern Kentucky University

Facility Rental Fees

For the Fiscal/Academic Year 2019-20

	2019-20
	Proposed Fee
Rental of University Facilities	
Alumni Coliseum	
Auxiliary Gym	\$200.00 - \$400.00
McBrayer Gym	\$1,000.00 - \$5,000.00
Parking Lot	\$500.00 - \$2,000.00
Indoor Pool	\$150.00 - \$225.00
Brock Auditorium	\$500.00 - \$2,000.00
Burrier Living Center	\$75.00
Business and Technology Center	
Atrium	\$250.00
Auditorium	\$350.00
Both (Atrium & Auditorium)	\$500.00
Labs	\$250.00 - \$350.00
Case Dining Hall	
Atrium	\$100.00
Regents Dining Room	\$200.00 - \$350.00
Classrooms (General)	\$50.00 - \$150.00
Classrooms (Distance Learning)	\$75.00 - \$150.00
Classrooms (New Science Building)	\$75.00 - \$150.00
Chapel of Meditation	\$150.00 - \$500.00
Elmwood House (Grounds Only)	\$150.00 - \$500.00
Fitness & Wellness Center Basketball Courts	\$250.00 - \$800.00
Gifford Theater	\$400.00 - \$1,500.00
Green Space (General)	\$50.00 - \$500.00
Hanger Field	\$1,600.00 - \$5,000.00
Hood Softball Field	\$150.00 - \$500.00
Hughes Baseball Field	\$200.00 - \$500.00
Intramural Fields	
Regular	\$75.00 - \$175.00
Turf	\$100.00 - \$200.00
Keen Johnson Building	
Ballroom	\$500.00 - \$1,500.00
Walnut Hall	\$150.00 - \$500.00
Pearl Buchanan Theater	\$100.00 - \$200.00
Plaza	\$100.00 - \$300.00
Lecture Halls	
Combs	\$100.00 - \$250.00
Dizney	\$100.00 - \$250.00
Moore	\$100.00 - \$250.00
New Science Building	\$100.00 - \$250.00
Wallace	\$100.00 - \$250.00

TABLE L

Eastern Kentucky University

Facility Rental Fees

For the Fiscal/Academic Year 2019-20

	2019-20 Proposed Fee
Rental of University Facilities (continued)	
Lily Cornett Woods	
Outdoor Classroom	\$40.00 - \$150.00
Visitor's Center	\$40.00 - \$200.00
Maywoods Natural Areas	
Amphitheatre	\$40.00 - \$500.00
Outdoor Classroom	\$40.00 - \$150.00
Lodge	\$40.00 - \$200.00
McKinney Women's Soccer Complex	\$500.00 - \$1,000.00
Moberly Gymnasium	\$100.00 - \$250.00
Model Laboratory School	
Edwards Auditorium	\$100.00 - \$250.00
Gymnasium	\$100.00 - \$250.00
Baseball Field	\$75.00 - \$100.00
Classrooms	\$150.00 - \$500.00
Cafeteria	\$100.00 - \$250.00
New Science Building-Atrium	\$250.00 - \$500.00
Noel Studio	
Breakout Rooms	\$75.00 - \$100.00
Discovery Room	\$175.00 - \$350.00
Conference Room (2)	\$100.00 - \$250.00
Parking Lots (General)	\$100.00 - \$5,000.00
Perkins Conference Center	
Computer Lab	\$175.00 - \$350.00
Rooms	\$50.00 - \$100.00
Quadrants (4)	\$175.00 per quadrant
Lobby	\$100.00 - \$350.00
Powell Building ¹	
Conference Room (A & D)	<i>tbd</i>
Corners	<i>tbd</i>
Faculty Dining Room	<i>tbd</i>
Herndon Lounge	<i>tbd</i>
Jaggers	<i>tbd</i>
Kenamer	<i>tbd</i>
Plaza	<i>tbd</i>
Regents Dining Room	<i>tbd</i>
Underground	<i>tbd</i>
Ravine	\$150.00 - \$1,500.00
Samuels Track	\$250.00 - \$1,500.00

¹ Rates to be determined upon completion of the Powell Building renovations. The building is currently offline.

TABLE L

**Eastern Kentucky University
Facility Rental Fees
For the Fiscal/Academic Year 2019-20**

	2019-20 Proposed Fee
Rental of University Facilities (continued)	
Stratton Building	
Duck Pond Green Space	\$250.00 - \$500.00
Posey Auditorium	\$250.00 - \$750.00
Driving Range	\$150.00 - \$500.00
Cafeteria	\$200.00 - \$500.00
Tennis Courts	
Outdoors	\$100.00 - \$200.00
Indoors (Greg Adams)	\$100.00 - \$200.00
Walk/Run Path and Routes	\$100.00 - \$200.00
Weaver Health	
Pool (Therapeutic)	\$125.00 - \$200.00
Gym	\$100.00 - \$200.00
White Hall State Historic Site	
Mansion	\$1,500.00 - \$5,000.00
Back Field	\$100.00 - \$3,000.00
Front Lawn	\$250.00 - \$5,000.00
Side Lawn	\$250.00 - \$4,000.00
Parking Lot	\$100.00 - \$3,000.00
Whitlock Building	
O'Donnell Auditorium	\$750.00 - \$2,000.00
Lobby	\$150.00 - \$300.00

The rates shown above are base rates that apply to rental of University facilities. The user will be charged, in addition to the base rate, any direct costs for setup, room arrangement, technical equipment/support, and other campus resources utilized for a meeting or event. The Director of EKV Conferencing & Events shall determine the final rates based upon requests and activity requirements.

TABLE M

Eastern Kentucky University
Dining Fees
For the Fiscal/Academic Year 2019-20

Residential Meal Plans		Flex Dollars Included	Total Meals per Semester	Fees Per Semester 2019-20
¹	7-Day All Access VIP	\$ 300.00	304 +	\$ 2,273.00
	7-Day All Access	\$ 300.00	304 +	\$ 2,217.00
¹	5-Day All Access VIP	\$ 300.00	217	\$ 2,039.00
	5-Day All Access	\$ 300.00	217	\$ 1,929.00
	200 Block VIP	\$ 300.00	200	\$ 2,060.00
Commuter Meal Plans		Flex Dollars Included	Total Meals per Semester	Fees Per Semester 2019-20
	Declining Balance	\$ 300.00	<i>n/a</i>	\$ 300.00
	\$500 Dining Dollars	\$ 500.00	<i>n/a</i>	\$ 500.00
	All Access Lunch	\$ 300.00	112	\$ 1,107.00
	Block 80	\$ 300.00	80	\$ 983.00
	Faculty & Staff Meal Plan	\$ 200.00	20	\$ 340.00

¹ *VIP plans include an opportunity for student to exchange a meal swipe for a meal at national brands and convenience locations on campus.*

TABLE N

Eastern Kentucky University
Student Program and Course Fees
For the Fiscal/Academic Year 2019-20

Course	2019-20 Proposed Fee	Course	2019-20 Proposed Fee
College of Science			
<i>MCAT Practice Test Fees</i>			
SCO 400	\$ 30.00		
<i>Biological Sciences</i>			
BIO 100	\$ 25.00	BIO 556	\$ 50.00
BIO 102	\$ 20.00	BIO 557	\$ 50.00
BIO 111	\$ 25.00	BIO 558	\$ 30.00
BIO 112	\$ 25.00	BIO 561	\$ 50.00
BIO 171	\$ 0.00	BIO 584	\$ 30.00
BIO 271	\$ 20.00	BIO 598	\$ 30.00
BIO 273	\$ 95.00	BIO 710	\$ 30.00
BIO 304	\$ 30.00	BIO 711	\$ 50.00
BIO 307	\$ 25.00	BIO 721	\$ 95.00
BIO 308	\$ 25.00	BIO 722	\$ 30.00
BIO 315	\$ 30.00	BIO 725	\$ 95.00
BIO 316	\$ 30.00	BIO 727	\$ 75.00
BIO 318	\$ 30.00	BIO 728	\$ 75.00
BIO 319	\$ 30.00	BIO 731	\$ 95.00
BIO 320	\$ 90.00	BIO 731S	\$ 95.00
BIO 328	\$ 30.00	BIO 735	\$ 75.00
BIO 335	\$ 95.00	BIO 736	\$ 95.00
BIO 340	\$ 50.00	BIO 742	\$ 50.00
BIO 342	\$ 75.00	BIO 746	\$ 30.00
BIO 371	\$ 30.00	BIO 747	\$ 95.00
BIO 378	\$ 0.00	BIO 748	\$ 50.00
BIO 510	\$ 30.00	BIO 750	\$ 30.00
BIO 511	\$ 50.00	BIO 753	\$ 30.00
BIO 521	\$ 95.00	BIO 754	\$ 30.00
BIO 522	\$ 30.00	BIO 756	\$ 50.00
BIO 525	\$ 95.00	BIO 757	\$ 50.00
BIO 527	\$ 75.00	BIO 758	\$ 30.00
BIO 528	\$ 75.00	BIO 761	\$ 30.00
BIO 531	\$ 95.00	BIO 784	\$ 30.00
BIO 531S	\$ 95.00	BIO 798	\$ 30.00
BIO 535	\$ 75.00	BIO 806	\$ 30.00
BIO 536	\$ 95.00	BIO 821	\$ 100.00
BIO 542	\$ 50.00	BIO 831	\$ 50.00
BIO 546	\$ 30.00	BIO 835	\$ 50.00
BIO 547	\$ 95.00	BIO 845	\$ 30.00
BIO 548	\$ 50.00	BIO 848	\$ 50.00
BIO 550	\$ 30.00	BIO 849	\$ 30.00
BIO 551	\$ 30.00	BIO 850	\$ 50.00
BIO 552	\$ 30.00		

TABLE N

Eastern Kentucky University
Student Program and Course Fees
For the Fiscal/Academic Year 2019-20

Course	2019-20 Proposed Fee	Course	2019-20 Proposed Fee
<i>Biological Sciences (continued)</i>			
WLD 382	\$ 30.00	WLD 586	\$ 50.00
WLD 489	\$ 30.00	WLD 786	\$ 50.00
<i>Chemistry</i>			
¹ CHE 100	\$ 35.00	CHE 501L	\$ 50.00
¹ CHE 101L	\$ 35.00	CHE 515	\$ 50.00
¹ CHE 102L	\$ 35.00	CHE 525	\$ 50.00
CHE 104	\$ 35.00	CHE 532	\$ 50.00
¹ CHE 105L	\$ 35.00	CHE 570	\$ 50.00
¹ CHE 111L	\$ 35.00	CHE 574L	\$ 50.00
¹ CHE 112L	\$ 35.00	CHE 575L	\$ 50.00
CHE 325L	\$ 45.00	CHE 701L	\$ 50.00
CHE 361L	\$ 45.00	CHE 715	\$ 50.00
CHE 362L	\$ 45.00	CHE 770	\$ 50.00
CHE 425L	\$ 50.00	CHE 774L	\$ 50.00
CHE 432	\$ 50.00	CHE 775L	\$ 50.00
CHE 495	\$ 50.00		
FMT 140	\$ 35.00	FMT 545	\$ 75.00
FMT 345	\$ 50.00	FMT 549	\$ 75.00
FMT 540	\$ 75.00		
<i>Computer Science</i>			
All CSC courses except CSC 349 and CSC 839			\$ 35.00
All INF courses			\$ 35.00
<i>Forensic Science</i>			
FOR 331L	\$ 75.00	FOR 442L	\$ 50.00
FOR 411L	\$ 50.00	FOR 451L	\$ 50.00
FOR 412	\$ 50.00	FOR 490	\$ 50.00
FOR 412L	\$ 50.00	FOR 499	\$ 75.00
<i>Geosciences</i>			
GEO 110	\$ 20.00	² GEO 435	\$ 50.00
GEO 210	\$ 20.00	GEO 450	\$ 25.00
GEO 325S	\$ 25.00	GEO 456	\$ 50.00
GLY 102	\$ 20.00	GLY 410	\$ 50.00
GLY 104	\$ 20.00	GLY 415	\$ 50.00
GLY 107	\$ 30.00	GLY 420	\$ 50.00
GLY 108	\$ 20.00	GLY 451	\$ 1,500.00
GLY 109	\$ 20.00	GLY 480	\$ 50.00
GLY 351	\$ 100.00	GLY 498	\$ 50.00
GLY 409	\$ 50.00	GLY 499	\$ 50.00

¹ Does not apply to online sections² Fall term only

TABLE N

Eastern Kentucky University
Student Program and Course Fees
For the Fiscal/Academic Year 2019-20

Course	2019-20 Proposed Fee	Course	2019-20 Proposed Fee
<i>Mathematics and Statistics</i>			
MAT 090A	\$ 10.00	MAT 095C	\$ 10.00
MAT 090B	\$ 10.00	MAT 105P	\$ 30.00
MAT 090C	\$ 10.00	MAT 112AP	\$ 15.00
MAT 095A	\$ 10.00	MAT 112BP	\$ 15.00
MAT 095B	\$ 10.00		
STA 215P	\$ 30.00		
<i>Physics & Astronomy</i>			
PHY 101	\$ 25.00	PHY 202	\$ 25.00
PHY 102	\$ 25.00	PHY 303	\$ 25.00
PHY 131	\$ 25.00	PHY 308	\$ 25.00
PHY 132	\$ 25.00	PHY 406	\$ 25.00
PHY 201	\$ 25.00		
AST 133	\$ 25.00	AST 135	\$ 25.00
College of Letters, Arts and Social Sciences			
<i>Anthropology, Sociology and Social Work</i>			
¹ ANT 201	\$ 20.00		
<i>Art and Design</i>			
ART 100	\$ 20.00	ART 323	\$ 63.00
ART 101	\$ 98.00	ART 331	\$ 63.00
ART 152	\$ 50.00	ART 332	\$ 63.00
ART 153	\$ 30.00	ART 333	\$ 63.00
ART 154	\$ 50.00	ART 334	\$ 50.00
ART 210	\$ 128.00	ART 335	\$ 63.00
ART 216	\$ 128.00	ART 336	\$ 50.00
ART 220	\$ 53.00	ART 341	\$ 48.00
ART 230	\$ 73.00	ART 343	\$ 48.00
ART 236	\$ 50.00	ART 344	\$ 48.00
ART 240	\$ 48.00	ART 371	\$ 43.00
ART 246	\$ 48.00	ART 372	\$ 53.00
ART 270	\$ 33.00	ART 381	\$ 50.00
ART 280	\$ 250.00	ART 382	\$ 50.00
ART 281	\$ 78.00	ART 383	\$ 50.00
ART 290	\$ 100.00	ART 391	\$ 100.00
ART 300	\$ 25.00	ART 392	\$ 100.00
ART 301	\$ 25.00	ART 401	\$ 25.00
ART 312	\$ 23.00	ART 413	\$ 23.00
ART 313	\$ 73.00	ART 414	\$ 23.00
ART 314	\$ 23.00	ART 423	\$ 83.00
ART 321	\$ 63.00	ART 424	\$ 63.00
ART 322	\$ 63.00	ART 376	\$ 33.00

¹ Does not apply to online sections

TABLE N

Eastern Kentucky University
Student Program and Course Fees
For the Fiscal/Academic Year 2019-20

Course	2019-20 Proposed Fee	Course	2019-20 Proposed Fee
<i>Art and Design (continued)</i>			
ART 430	\$ 50.00	ART 540	\$ 45.00
ART 433	\$ 63.00	ART 560	\$ 40.00
ART 434	\$ 63.00	ART 760	\$ 40.00
ART 443	\$ 48.00	ART 800	\$ 25.00
ART 444	\$ 48.00	ART 810	\$ 23.00
ART 460	\$ 40.00	ART 820	\$ 63.00
ART 461	\$ 50.00	ART 830	\$ 63.00
ART 472	\$ 53.00	ART 840	\$ 63.00
ART 473	\$ 53.00	ART 870	\$ 53.00
ART 474	\$ 53.00	ART 880	\$ 28.00
ART 483	\$ 50.00	ART 491	\$ 100.00
ART 484	\$ 28.00	ART 492	\$ 100.00
AED 360	\$ 45.00	AED 561	\$ 45.00
AED 361	\$ 28.00	AED 761	\$ 45.00
DES 250	\$ 70.00	DES 426	\$ 30.00
DES 326	\$ 30.00	DES 450	\$ 70.00
DES 350	\$ 70.00	DES 451	\$ 70.00
DES 351	\$ 70.00	DES 452	\$ 50.00
DES 352	\$ 70.00	DES 453	\$ 70.00
DES 353	\$ 70.00	DES 454	\$ 70.00
DES 354	\$ 70.00		
<i>English - MFA in Creative Writing Residency</i>			
³ ENW 800	\$ 300.00		
<i>Communications</i>			
BEM 202	\$ 15.00	BEM 351	\$ 5.00
BEM 203	\$ 15.00	⁶ BEM 360	\$ 15.00
BEM 240	\$ 0.00	BEM 370	\$ 20.00
⁶ BEM 295	\$ 20.00	⁶ BEM 375	\$ 0.00
BEM 301	\$ 15.00	BEM 395	\$ 20.00
BEM 305/305W	\$ 15.00	BEM 401	\$ 20.00
BEM 320	\$ 15.00	BEM 402	\$ 20.00
BEM 325	\$ 15.00	BEM 412	\$ 15.00
BEM 330	\$ 15.00	⁶ BEM 460	\$ 5.00
BEM 350	\$ 5.00	BEM 495	\$ 20.00
COM 201	\$ 0.00	COM 330	\$ 0.00
COM 300	\$ 15.00	COM 425	\$ 0.00
COM 301	\$ 0.00	COM 490	\$ 0.00
COM 325	\$ 0.00		

³ Winter term only⁶ Lab sections only

TABLE N

Eastern Kentucky University
Student Program and Course Fees
For the Fiscal/Academic Year 2019-20

Course	2019-20 Proposed Fee	Course	2019-20 Proposed Fee
<i>Communications (continued)</i>			
⁷ JOU 305	\$ 0.00	JOU 401	\$ 0.00
⁷ JOU 307	\$ 0.00	⁷ JOU 410	\$ 0.00
JOU 310	\$ 0.00	JOU 412	\$ 0.00
⁷ JOU 320	\$ 0.00	JOU 425	\$ 0.00
⁷ JOU 325	\$ 0.00	⁷ JOU 480	\$ 0.00
PUB 320	\$ 15.00	PUB 412	\$ 15.00
PUB 325/325S	\$ 15.00	PUB 415S	\$ 15.00
PUB 380	\$ 15.00	PUB 475	\$ 0.00
PUB 385/385S	\$ 15.00	PUB 490	\$ 15.00
PUB 410S	\$ 15.00	PUB 491	\$ 20.00
<i>Music</i>			
Music Fees per applied lesson:			
Level 1	\$ 75.00	Level 2	\$ 100.00
MUS 192	\$ 50.00	MUS 392	\$ 50.00
MUS 292	\$ 50.00	MUS 492	\$ 50.00
<i>Psychology</i>			
¹ PSY 311	\$ 25.00	PSY 853	\$ 25.00
PSY 419	\$ 45.00	PSY 824	\$ 45.00
PSY 458	\$ 45.00		
<i>Interdisciplinary Programs</i>			
AFA 347 (selected sections for video gaming lab)			\$ 25.00
WGS 300 (selected sections for video gaming lab)			\$ 25.00
College of Business and Technology			
<i>Agriculture</i>			
AGR 115	\$ 20.00	AGR 329	\$ 20.00
AGR 225	\$ 20.00	AGR 374	\$ 20.00
AGR 304	\$ 35.00	AGR 375	\$ 50.00
AGR 326	\$ 25.00		
OHO 115	\$ 20.00	OHO 362E	\$ 50.00
OHO 304	\$ 35.00	OHO 364	\$ 50.00
OHO 351	\$ 30.00		
<i>Aviation - Flight Fees</i>			
AVN 161	\$ 375.00	AVN 221A	\$ 2,836.00
AVN 161A	\$ 3,640.00	AVN 222A	\$ 4,858.00
AVN 162A	\$ 4,420.00	AVN 300	\$ 375.00
AVN 192	\$ 375.00	AVN 301A	\$ 5,124.00
AVN 192A	\$ 3,640.00	AVN 302A	\$ 3,970.00
AVN 193A	\$ 4,420.00	AVN 303A	\$ 4,636.00
AVN 220	\$ 825.00	AVN 304A	\$ 6,518.00

¹ Does not apply to online sections⁷ Lecture sections only

TABLE N

Eastern Kentucky University
Student Program and Course Fees
For the Fiscal/Academic Year 2019-20

Course	2019-20 Proposed Fee	Course	2019-20 Proposed Fee
<i>Aviation - Flight Fees (continued)</i>			
AVN 305	\$ 690.00	AVN 415A	\$ 3,944.00
AVN 305A	\$ 9,290.00	AVN 416A	\$ 5,075.00
AVN 331A	\$ 5,965.00	AVN 421	\$ 150.00
AVN 332A	\$ 7,000.00	AVN 421A	\$ 2,920.00
AVN 333A	\$ 3,510.00	AVN 422A	\$ 9,850.00
AVN 334A	\$ 7,240.00	AVN 423A	\$ 4,350.00
AVN 415	\$ 300.00		
<i>Note: Flight fees are based on estimated usage of aircraft, simulator and instructor time. At course end, final charges are adjusted to actual usage resulting in refunds or additional charges.</i>			
<i>Aviation - Flight Course Insurance</i>			
AVN 192A	\$ 260.00	AVN 310A	\$ 260.00
AVN 193A	\$ 260.00	AVN 320A	\$ 260.00
AVN 194A	\$ 260.00	AVN 331A	\$ 260.00
AVN 205A	\$ 260.00	AVN 332A	\$ 260.00
AVN 206A	\$ 260.00	AVN 333A	\$ 260.00
AVN 220A	\$ 260.00	AVN 334A	\$ 260.00
AVN 221A	\$ 260.00	AVN 305A	\$ 260.00
AVN 222A	\$ 260.00	AVN 400A	\$ 260.00
AVN 229A	\$ 260.00	AVN 401	\$ 30.00
AVN 230A	\$ 260.00	AVN 415A	\$ 260.00
AVN 300A	\$ 260.00	AVN 416A	\$ 260.00
AVN 301A	\$ 260.00	AVN 420A	\$ 260.00
AVN 302A	\$ 260.00	AVN 421A	\$ 260.00
AVN 303A	\$ 260.00	AVN 422A	\$ 260.00
AVN 304A	\$ 260.00	AVN 423A	\$ 260.00
<i>Aviation Professional Flight Option - Liability Insurance Coverage</i>			
All students taking any AVN flight course will be required to provide evidence of \$250,000 in aviation liability insurance from an approved carrier.			
<i>General Business</i>			
BTS 400	\$ 15.00	GRD 867A	\$ 31.00
GBU 480 (includes \$12 Computer Lab Fee)			\$ 39.00
<i>Business & Technology Computer Lab</i>			
ACC 350	\$ 12.00		
CCT 101	\$ 12.00	CCT 250	\$ 12.00
CCT 106	\$ 12.00	CCT 300	\$ 12.00
CCT 107	\$ 12.00	CCT 302	\$ 12.00
CCT 200	\$ 12.00	CCT 850	\$ 12.00
CCT 201	\$ 12.00		
CIS 212	\$ 12.00	CIS 300	\$ 12.00
CIS 215	\$ 12.00	CIS 320	\$ 12.00
CIS 230	\$ 12.00	CIS 325	\$ 12.00
CIS 240	\$ 12.00	CIS 370	\$ 12.00
CIS 250	\$ 12.00	CIS 375	\$ 12.00

TABLE N

Eastern Kentucky University
Student Program and Course Fees
For the Fiscal/Academic Year 2019-20

Course	2019-20 Proposed Fee	Course	2019-20 Proposed Fee
<i>Business & Technology Computer Lab (continued)</i>			
CIS 380	\$ 12.00	CIS 435	\$ 12.00
CIS 420	\$ 12.00		
FIN 201	\$ 12.00	FIN 300	\$ 12.00
GBU 301	\$ 12.00		
MGT 301	\$ 12.00	MGT 370	\$ 12.00
MKT 309	\$ 12.00	MKT 851	\$ 12.00
MKT 401	\$ 12.00		
QMB 200	\$ 12.00	QMB 300	\$ 12.00
QMB 240	\$ 12.00	QMB 850	\$ 12.00
RST 325	\$ 12.00		
<i>Military Science</i>			
Deposit	\$ 25.00		
<i>PGM Program</i>			
1st Year	\$ 2,100.00	3rd Year	\$ 2,100.00
2nd Year	\$ 2,100.00	4th Year	\$ 2,100.00
<i>Technology</i>			
AEM 195	\$ 10.00	AEM 383	\$ 15.00
AEM 201	\$ 15.00	AEM 390	\$ 10.00
AEM 301	\$ 15.00	AEM 392	\$ 10.00
AEM 338	\$ 0.00	AEM 397	\$ 10.00
AEM 352	\$ 20.00	AEM 467	\$ 20.00
AEM 371	\$ 10.00		
EET 251	\$ 43.00	EET 257	\$ 35.00
EET 252	\$ 48.00	EET 452	\$ 0.00
EET 253	\$ 15.00		
EET/NET 302	\$ 10.00	EET/NET 395	\$ 10.00
EET/NET 303	\$ 10.00	EET/NET 440	\$ 20.00
EET/NET 343	\$ 10.00	NET 454	\$ 10.00
EET/NET 354	\$ 10.00		
GCM 211	\$ 0.00	GCM 316	\$ 0.00
GCM 217	\$ 0.00	GCM 317	\$ 0.00
GCM 313	\$ 0.00	GCM 319	\$ 0.00
TEC 141	\$ 30.00	TEC 315	\$ 0.00
TEC 313	\$ 0.00	TEC 322	\$ 30.00
TEC 314	\$ 25.00		
CON 201	\$ 10.00	CON 325	\$ 25.00
CON 202	\$ 10.00	CON 423	\$ 0.00
CON 323	\$ 0.00		

TABLE N

Eastern Kentucky University
Student Program and Course Fees
For the Fiscal/Academic Year 2019-20

Course	2019-20 Proposed Fee	Course	2019-20 Proposed Fee
<i>Master of Business Administration</i>			
MBA 800	\$ 200.00	MBA 825	\$ 200.00
MBA 815	\$ 200.00	MBA 842	\$ 50.00

College of Education***ASL and Interpreter Education***

ASL 101	\$ 25.00	ASL 202	\$ 25.00
ASL 102	\$ 25.00	ASL 301	\$ 25.00
ASL 105	\$ 25.00	ASL 302	\$ 25.00
ASL 201	\$ 25.00		

School of Clinical Educator Preparation

CED 100	\$ 25.00	CED 810	\$ 25.00
CED 150	\$ 25.00	CED 820	\$ 100.00
CED 200	\$ 50.00	CED 830	\$ 100.00
CED 300	\$ 100.00	CED 840	\$ 100.00
CED 400	\$ 100.00	CED 855	\$ 100.00
CED 450	\$ 100.00	CED 897	\$ 150.00
⁸ CED 499	\$ 150.00		
EDC 314	\$ 25.00		
EGC 836	\$ 150.00	EGC 846	\$ 150.00
ELE 102	\$ 25.00	ELE 424	\$ 25.00
EME 361	\$ 20.00		
EMG 492	\$ 25.00		
ESE 561	\$ 25.00		
CDS 365	\$ 25.00	CDS 741	\$ 25.00
CDS 374	\$ 25.00	CDS 874	\$ 25.00
CDS 474	\$ 25.00	CDS 878	\$ 25.00
CDS 541	\$ 25.00	CDS 898	\$ 150.00
SED 350	\$ 25.00	SED 776	\$ 25.00
SED 352	\$ 25.00	SED 801	\$ 25.00
SED 375	\$ 100.00	SED 803	\$ 0.00
SED 510	\$ 25.00	SED 813	\$ 25.00
SED 710	\$ 25.00	SED 897	\$ 150.00

Educational Leadership

EAD 831	\$ 25.00
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Student Teaching Fee - \$100 per semester**College of Health Sciences*****Family and Consumer Sciences***

ADM 102	\$ 23.00	ADM 222	\$ 8.00
ADM 201	\$ 23.00	ADM 302	\$ 23.00

⁸ Student teaching fee

TABLE N

Eastern Kentucky University
Student Program and Course Fees
For the Fiscal/Academic Year 2019-20

Course	2019-20 Proposed Fee	Course	2019-20 Proposed Fee
<i>Family and Consumer Sciences (continued)</i>			
ADM 312	\$ 23.00	ADM 412	\$ 23.00
ADM 339	\$ 12.00		
CDF 246	\$ 12.00	CDF 346	\$ 9.00
CDF 310	\$ 12.00	CDF 405	\$ 9.00
CDF 327S	\$ 12.00		
NFA 121	\$ 50.00	NFA 326	\$ 50.00
NFA 321	\$ 22.00	NFA 344	\$ 25.00
NFA 323	\$ 50.00		
<i>Health Education</i>			
HEA 202	\$ 50.00	HEA 390	\$ 15.00
HEA 203	\$ 15.00	HEA 391	\$ 15.00
HEA 285	\$ 15.00	HEA 463	\$ 15.00
HEA 360	\$ 10.00	HEA 899	\$ 10.00
<i>Medical Assisting Technology</i>			
All MAS Courses	\$ 15.00		
<i>Recreation and Park Administration</i>			
REC 110	\$ 200.00	³ REC 290	\$ 85.00
REC 111	\$ 250.00	REC 450	\$ 35.00
⁹ REC 190	\$ 20.00	REC 511	\$ 75.00
REC 250	\$ 40.00	REC 711	\$ 75.00
REC 290	\$ 35.00		
<i>Wellness Screening</i>			
Per Test	\$ 3.00		
<i>Exercise and Sport Science</i>			
¹¹ ESS 180	\$ 15.00	¹¹ ESS 320	\$ 50.00
¹¹ ESS 190	\$ 15.00	¹¹ ESS 323	\$ 15.00
¹¹ ESS 220	\$ 15.00	¹¹ ESS 325	\$ 25.00
¹¹ ESS 241	\$ 15.00	¹¹ ESS 340	\$ 15.00
¹¹ ESS 242	\$ 15.00	¹¹ ESS 345	\$ 15.00
¹¹ ESS 282	\$ 15.00	¹¹ ESS 390	\$ 15.00
¹¹ ESS 300	\$ 15.00	¹¹ ESS 407	\$ 50.00
¹¹ ESS 305	\$ 15.00	¹¹ ESS 517	\$ 50.00
¹¹ ESS 306	\$ 15.00	¹¹ ESS 717	\$ 50.00
¹¹ ESS 313	\$ 15.00		
ATR 100	\$ 25.00	ATR 401	\$ 20.00
ATR 201	\$ 20.00	ATR 402	\$ 20.00
ATR 202	\$ 20.00	ATR 800	\$ 100.00
ATR 301	\$ 20.00	ATR 801	\$ 200.00
ATR 302	\$ 20.00	ATR 802	\$ 50.00
ATR 398	\$ 20.00	ATR 803	\$ 50.00

³ Winter term only⁹ Challenge Course RREC¹¹ Previously PHE course prefix

TABLE N

Eastern Kentucky University
Student Program and Course Fees
For the Fiscal/Academic Year 2019-20

Course	2019-20 Proposed Fee	Course	2019-20 Proposed Fee
<i>Exercise and Sport Science (continued)</i>			
ATR 804	\$ 50.00	ATR 813L	\$ 50.00
ATR 805	\$ 200.00	ATR 822L	\$ 50.00
ATR 806	\$ 100.00	ATR 825L	\$ 50.00
ATR 810	\$ 100.00	ATR 832L	\$ 50.00
ATR 812L	\$ 100.00		
<i>Health Sciences External Testing Fees</i>			
NUR 114	\$ 200.00	NUR 241C	\$ 200.00
NUR 124	\$ 200.00	NSC 380	\$ 25.00
NUR 126	\$ 120.00	NSC 386	\$ 25.00
NUR 232	\$ 0.00	¹⁰ NSC 396	\$ 82.00
NUR 234	\$ 0.00	NSC 484	\$ 25.00
NUR 240	\$ 0.00	¹⁰ NSC 492	\$ 80.00
<i>Associate Degree Nursing</i>			
NUR 114	\$ 0.00	NUR 232	\$ 0.00
NUR 124	\$ 0.00	NUR 234	\$ 0.00
NUR 126	\$ 0.00	NUR 241C	\$ 0.00
<i>Baccalaureate and Graduate Nursing</i>			
All NSC courses	\$ 15.00	NSC 832	\$ 50.00
<i>Medical Laboratory Science</i>			
MLS 201	\$ 40.00	MLS 350	\$ 75.00
MLS 209	\$ 50.00	MLS 355	\$ 75.00
MLS 211	\$ 75.00	MLS 432	\$ 50.00
MLS 305	\$ 75.00	MLS 434	\$ 50.00
MLS 308	\$ 75.00	MLS 438	\$ 50.00
MLS 310	\$ 75.00	MLS 439	\$ 50.00
MLS 320	\$ 75.00	MLS 440	\$ 50.00
MLS 346	\$ 75.00	MLS 441	\$ 50.00
MLT 201	\$ 40.00	MLT 204	\$ 30.00
MLT 202	\$ 40.00	MLT 208	\$ 15.00
MLT 203	\$ 30.00		
<i>Health Information</i>			
All HSA courses	\$ 15.00		
HAS 306	\$ 25.00		
<i>Environmental Health Science</i>			
EHS 230	\$ 75.00	EHS 460	\$ 75.00
EHS 280	\$ 75.00	EHS 463	\$ 50.00
EHS 300	\$ 75.00	EHS 485	\$ 75.00
EHS 335	\$ 75.00	EHS 510	\$ 75.00
EHS 340	\$ 75.00	EHS 530	\$ 75.00
EHS 345	\$ 75.00	EHS 710	\$ 75.00
EHS 360	\$ 75.00	EHS 730	\$ 75.00
EHS 380	\$ 75.00	EHS 840	\$ 75.00
EHS 440	\$ 75.00	EHS 841	\$ 75.00

¹⁰ Pre-Licensure Students

TABLE N

Eastern Kentucky University
Student Program and Course Fees
For the Fiscal/Academic Year 2019-20

Course	2019-20 Proposed Fee	Course	2019-20 Proposed Fee
<i>Environmental Health Science (continued)</i>			
EHS 863	\$ 50.00	EHS 885	\$ 75.00
EHS 865	\$ 75.00	EHS 890	\$ 75.00
EHS 875	\$ 75.00		
<i>Occupational Therapy</i>			
All OTS courses	\$ 15.00		
<i>Master of Public Health</i>			
MPH 800	\$ 50.00	MPH 850	\$ 50.00
<i>Background Checks</i>			
	\$ 50.00		

College of Justice and Safety

Criminal Justice and Police Studies

CRJ 423 (selected sections for video gaming lab)	\$ 25.00
--	----------

Emergency Medical Care

EMC 102	\$ 35.00	EMC 335	\$ 35.00
EMC 104	\$ 35.00	EMC 336	\$ 35.00
EMC 110	\$ 35.00	EMC 340	\$ 35.00
EMC 115	\$ 35.00	EMC 341	\$ 35.00
EMC 212	\$ 35.00	EMC 342	\$ 35.00
EMC 270	\$ 11.00	EMC 349	\$ 35.00
EMC 275	\$ 11.00	EMC 352	\$ 35.00
EMC 280	\$ 11.00	EMC 360	\$ 35.00
EMC 300	\$ 35.00	EMC 362	\$ 35.00
EMC 303	\$ 35.00	EMC 389	\$ 35.00
EMC 305	\$ 35.00	EMC 420	\$ 35.00
EMC 310	\$ 35.00	EMC 430W	\$ 35.00
EMC 315	\$ 35.00	EMC 440	\$ 35.00
EMC 320	\$ 35.00		

Asset Protection

APS 210	\$ 35.00
---------	----------

Homeland Security

HLS 210	\$ 35.00
---------	----------

Fire and Safety Engineering

FSE 101	\$ 35.00	FSE 300W	\$ 35.00
FSE 120	\$ 35.00	FSE 301	\$ 25.00
FSE 201	\$ 25.00	FSE 305	\$ 35.00
FSE 201S	\$ 35.00	FSE 310	\$ 35.00
FSE 221	\$ 35.00	FSE 320	\$ 35.00
FSE 223	\$ 35.00	FSE 322	\$ 35.00
FSE 224	\$ 35.00	FSE 330	\$ 35.00
FSE 230	\$ 35.00	FSE 349	\$ 35.00
FSE 250	\$ 35.00	FSE 350	\$ 35.00
FSE 260	\$ 35.00	FSE 355	\$ 25.00
FSE 280	\$ 35.00	FSE 360	\$ 35.00

TABLE N

Eastern Kentucky University
Student Program and Course Fees
For the Fiscal/Academic Year 2019-20

Course	2019-20 Proposed Fee	Course	2019-20 Proposed Fee
<i>Fire and Safety Engineering (continued)</i>			
FSE 361	\$ 25.00	FSE 362	\$ 25.00
FSE 365	\$ 35.00	FSE 430	\$ 25.00
FSE 366	\$ 25.00	FSE 445	\$ 35.00
FSE 367	\$ 25.00	FSE 450	\$ 35.00
FSE 370	\$ 35.00	FSE 480	\$ 35.00
FSE 375	\$ 35.00	FSE 481	\$ 35.00
FSE 380	\$ 35.00	FSE 489	\$ 35.00
FSE 400	\$ 35.00	FSE 490	\$ 35.00
FSE 412	\$ 25.00	FSE 495	\$ 35.00
FSE 420	\$ 35.00	FSE 498	\$ 35.00
FSE 425	\$ 35.00	FSE 499	\$ 35.00
<i>Occupational Safety and Health</i>			
OSH 200	\$ 35.00	OSH 366	\$ 35.00
OSH 225	\$ 25.00	OSH 367	\$ 35.00
OSH 255	\$ 35.00	OSH 379	\$ 35.00
OSH 261	\$ 35.00	OSH 390	\$ 35.00
OSH 262	\$ 35.00	OSH 410	\$ 35.00
OSH 305	\$ 35.00	OSH 412	\$ 35.00
OSH 349	\$ 35.00	OSH 492	\$ 35.00
OSH 361	\$ 25.00	OSH 495	\$ 35.00
OSH 362	\$ 25.00	OSH 498	\$ 35.00
<i>Security Management</i>			
¹ SEC 210	\$ 35.00		
<i>Traffic Safety</i>			
TRS 233	\$ 30.00	TRS 235	\$ 30.00
TRS 234	\$ 30.00	TRS 491	\$ 30.00

Graduate Education and Research

GRD 899 \$ 100.00

¹ Does not apply to online sections

TABLE O

Eastern Kentucky University
Digital Textbook Access Codes
For the Fiscal/Academic Year 2019-20

Course	2019-20 Proposed	Course	2019-20 Proposed
College of Science			
<i>Mathematics and Statistics</i>			
MAT 090/095	\$ 103.95	MAT 110	\$ 80.00
MAT 105	\$ 70.00	MAT 112A	\$ 70.00
MAT 106	\$ 93.60		
STA 215	\$ 80.00		
<i>Physics and Astronomy</i>			
AST 135	\$ 97.50	AST 335	\$ 97.50
PHY 101	\$ 97.50	PHY 131	\$ 111.35
<i>Chemistry</i>			
CHE 101	\$ 93.75	CHE 111	\$ 93.75
<i>Computer Science</i>			
INF 104	\$ 97.50	INF 314	\$ 106.90
<i>Biological Sciences</i>			
BIO 100	\$ 81.25	BIO 273	\$ 47.50
BIO 101	\$ 79.70	BIO 307	\$ 93.75
BIO 111	\$ 81.25		
College of Letters, Arts and Social Sciences			
<i>Communications</i>			
CMS 100	\$ 76.10	CMS 210	\$ 56.70
<i>Music</i>			
MUH 171	\$ 68.75		
<i>Art and Design</i>			
ART 200	\$ 68.75		
<i>Psychology</i>			
PSY 200	\$ 68.00	PSY 312	\$ 54.90
College of Business and Technology			
<i>Accounting, Finance and Information Systems</i>			
ACC 200	\$ 81.25	ACC 327	\$ 97.50
ACC 201	\$ 97.50	ACC 527	\$ 97.50
ACC 202	\$ 97.50	ACC 727	\$ 97.50
ACC 322	\$ 81.25		
ECO 120	\$ 81.25	ECO 324	\$ 81.25
FIN 201	\$ 81.25	FIN 324	\$ 81.25
FIN 300	\$ 81.25		
<i>General Business</i>			
GBU 101	\$ 97.50	GBU 201	\$ 81.25
<i>Master of Business Administration</i>			
MBA 812	\$ 97.50		

TABLE O

Eastern Kentucky University
Digital Textbook Access Codes
For the Fiscal/Academic Year 2019-20

	Course	2019-20 Proposed		Course	2019-20 Proposed
College of Education					
	<i>Special Education</i>				
	SED 104	\$	50.00		
College of Health Sciences					
	<i>Clinical Lab Sciences</i>				
	MLS 209	\$	81.25		
First-Year Courses					
	<i>Academic Orientation</i>				
	ASO 100	\$	34.70	HON 100	\$ 34.70
	BTO 100	\$	34.70	HSO 100	\$ 34.70
	EDO 100	\$	34.70	JSO 100	\$ 34.70
	GSD 101	\$	34.70	SCO 100	\$ 34.70

TABLE P

Eastern Kentucky University
Professional Liability Insurance
For the Fiscal/Academic Year 2019-20

Course	2019-20 Proposed Fee	Course	2019-20 Proposed Fee
College of Letters, Arts and Social Sciences			
SWK 390	\$ 21.00		
SWK 490	\$ 21.00		
College of Education			
ITP 330	\$ 21.00		
College of Health Sciences			
ATR 200	\$ 21.00	ATR 302	\$ 21.00
ATR 202	\$ 21.00	ATR 401	\$ 21.00
ATR 301	\$ 21.00	ATR 402	\$ 21.00
CDF 247	\$ 21.00	CDF 443	\$ 21.00
CDF 344	\$ 21.00	CDF 499	\$ 21.00
CDF 349	\$ 21.00		
CLT 205	\$ 21.00	CLT 206	\$ 21.00
CLS 432	\$ 21.00	CLS 438	\$ 21.00
CLS 434	\$ 21.00	CLS 439	\$ 21.00
CLS 436	\$ 21.00	CLS 440	\$ 21.00
EHS 349	\$ 21.00	EHS 863	\$ 21.00
EHS 463	\$ 21.00	EHS 849	\$ 21.00
FCS 349	\$ 21.00	FCS 330 C	\$ 21.00
FCS 330 B	\$ 21.00	FCS 330 D	\$ 21.00
HEA 463	\$ 21.00	HEA 899	\$ 21.00
HEA 472	\$ 21.00		
HSA 312	\$ 21.00	HSA 412	\$ 21.00
HSA 316	\$ 21.00		
MAS 323	\$ 21.00	MAS 390	\$ 21.00
MAS 324	\$ 21.00		
NFA 326	\$ 21.00	NFA 831	\$ 21.00
NFA 349	\$ 21.00	NFA 835	\$ 21.00
NFA 830	\$ 21.00		
NUR 112	\$ 21.00	NUR 239	\$ 21.00
NUR 124	\$ 21.00	NUR 242	\$ 21.00
NUR 126	\$ 21.00	NUR 245	\$ 21.00
NUR 215	\$ 21.00	NUR 880	\$ 79.00

TABLE P

**Eastern Kentucky University
Professional Liability Insurance
For the Fiscal/Academic Year 2019-20**

Course		2019-20 Proposed Fee		Course		2019-20 Proposed Fee	
College of Health Sciences (continued)							
²	NUR 232	\$	21.00	NUR 882	\$	79.00	
²	NUR 234	\$	21.00	NUR 884	\$	79.00	
¹	NUR 236	\$	21.00	NUR 886	\$	79.00	
¹	NUR 238	\$	21.00				
	NSC 300	\$	21.00	NSC 836	\$	21.00	
	NSC 380	\$	21.00	NSC 848	\$	21.00	
	NSC 386	\$	21.00	NSC 850	\$	21.00	
	NSC 392	\$	21.00	NSC 852	\$	21.00	
	NSC 396	\$	21.00	NSC 862	\$	21.00	
	NSC 484	\$	21.00	NSC 870	\$	79.00	
	NSC 486	\$	21.00	NSC 872	\$	79.00	
	NSC 492	\$	21.00	NSC 874	\$	79.00	
	NSC 832	\$	79.00	NSC 876	\$	79.00	
	OTS 402	\$	21.00				
³	ESS 470	\$	21.00	³ ESS 472	\$	21.00	
³	ESS 471	\$	21.00	³ ESS 870	\$	21.00	
	REC 163	\$	21.00	REC 463	\$	21.00	
	REC 263	\$	21.00	REC 473	\$	21.00	
College of Justice and Safety							
	EMC 110	\$	21.00	EMC 352	\$	79.00	
	EMC 115	\$	21.00	EMC 360	\$	79.00	
	EMC 342	\$	79.00	EMC 362	\$	79.00	

¹ Fall term only² Spring term only³ Previously PHE course prefix

TABLE Q

Eastern Kentucky University
Other Administrative Fees
For the Fiscal/Academic Year 2019-20

	2019-20
	Proposed Fee
<u>Automobile Registration Fee (Non-Refundable)</u>	
Students - Per Academic Year (July 1 - June 30)	\$ 140.00
Employees - Per Calendar Year (January 1 - December 31)	\$ 140.00
<i>Registration fee credit of \$60 is available with EKU license plate or veteran status.</i>	
<i>Fees have been established and fixed by the Ad Hoc Parking Advisory Group</i>	
<i>for academic years 2018-19 and 2019-20; calendar years 2018, 2019 and 2020.</i>	
<u>Child Development Center Fees</u>	
Three Year-Old Program (Full Day)	\$ 5,072.00
Pre-Kindergarten Program (Full Day)	\$ 5,072.00
Morning Program - Four Day (Annually/Semester/Monthly)	n/a
Afternoon Program - Two Day (Annually/Semester/Monthly)	n/a
<u>College of Education</u>	
Proficiency Evaluation Fee - Initial Certification	\$ 500.00
Proficiency Evaluation Fee - Additional Certification	\$ 250.00
<u>EKU Challenge Course Fee</u>	
EKU Student Organizations/Classes/Student Groups	
Low Course/Half Day (2-4 hours)	\$5.00 per person/\$50.00 min per group
High Course/Half Day (2-4 Hours)	\$10.00 per person/\$100.00 min per group
Low Course, High Course/Full Day (5-8 Hours)	\$20.00 per person/\$160.00 min per group
EKU Departments	
Low Course/Half Day (2-4 hours)	\$10.00 per person/\$80.00 min per group
High Course/Half Day (2-4 Hours)	\$15.00 per person/\$120.00 min per group
Low Course, High Course/Full Day (5-8 Hours)	\$25.00 per person/\$200.00 min per group
Non-Profit Groups	
Low Course/Half Day (2-4 hours)	\$20.00 per person
High Course/Half Day (2-4 Hours)	\$25.00 per person
Low Course, High Course/Full Day (5-8 Hours)	\$35.00 per person
Corporate Groups	
Low Course/Half Day (2-4 hours)	\$50.00 per person
High Course/Half Day (2-4 Hours)	\$60.00 per person
Low Course, High Course/Full Day (5-8 Hours)	\$85.00 per person
<u>Family Housing Daily Overdue Assessment</u>	
(Assessed on the 7th, 17th, and 27th)	
Rent	\$ 10.00
Utilities (max.)	\$ 25.00
<u>General Student Account Fees</u>	
Admissions Application Processing Fee	\$ 35.00
New Student Orientation Fee	\$ 75.00
Asset Preservation Fee	\$ 150.00
<i>\$10 per credit hour fee capped at \$150 per semester. Not applicable to online</i>	
<i>or dual credit hours.</i>	
Credit Card Payment Processing Fee	2.85%
Late Registration Fee	\$ 50.00
Late Payment Fee (max. per month)	\$ 25.00
Course Withdrawal Fee (per credit hour/max. per course)	\$50.00/\$150.00
Returned Check Fee	\$ 25.00

TABLE Q

Eastern Kentucky University
Other Administrative Fees
For the Fiscal/Academic Year 2019-20

	2019-20
	Proposed Fee
<u>General Student Account Fees (continued)</u>	
Special-Use Fee	\$ 150.00
<i>Full-time student fee is \$150 per semester. Part-time student fee is \$12.50 per undergraduate credit hour or \$16.67 per graduate credit hour. Not applicable to dual credit hours.</i>	
<u>Graduate School</u>	
Graduate School Application Fee	\$ 40.00
<u>Graduation Fee</u>	
Associate or Bachelors Degree	\$ 50.00
Certificate (Undergraduate or Graduate)	\$ 20.00
Masters, Specialist or Doctoral Degree	\$ 55.00
Graduation Late Fee	\$50.00 - \$100.00
<u>Hummel Planetarium</u>	
Public Shows	
Adults (18-61)	\$ 6.00
Seniors (62+), Students (4-17), Military	\$ 5.00
EKU Staff and Students	\$ 5.00
Children 3 & Under	No Charge
School Field Trips	
Students	\$ 4.50
Bus Drivers	No Charge
Teacher Admission for Every 10 Students	No Charge
Additional Teachers	\$ 4.50
<u>International Sponsored Student Support Fee (per semester)</u>	\$ 200.00
<u>IT Equipment Late Fees</u>	
One day after due date	\$ 20.00
Seven days after due date	\$ 50.00
Fourteen days after due date	Item Cost
Admin Fee for items charged replacement fee but returned less than 30 days after checkout date	\$ 0.00
<u>Psychology Clinic - College of Arts, Letters & Social Sciences</u>	
Hourly Rate	\$6.00 - \$50.00
<u>Speech/Language/Hearing Clinic - College of Education</u>	
<i>Free for students; 50% discount for employees</i>	
Speech and Language Services	
Diagnostic Evaluation	n/a
Follow-up Diagnostic	n/a
Speech/Language/Hearing Screening	n/a
Speech/Language Screening	n/a
Audiological Services	
Diagnostic Evaluation	n/a
Follow-up Diagnostic	n/a
Hearing Screening	n/a
Immittance Only	n/a
Treatment	
Per Semester	n/a
Summer Therapy	n/a

TABLE Q

Eastern Kentucky University
Other Administrative Fees
For the Fiscal/Academic Year 2019-20

	2019-20 Proposed Fee
<u>Student Recreation and Wellness Center</u>	
Students, Richmond Only, 5 or more Cr Hrs. (per semester)	<i>tbd</i>
Faculty/Staff/Retiree	
1 Month	<i>tbd</i>
4 Months	<i>tbd</i>
9 Months	<i>tbd</i>
Summer	<i>tbd</i>
12 Month/Payroll Deduction	<i>tbd</i>
Alumni	
1 Month	<i>tbd</i>
4 Months	<i>tbd</i>
9 Months	<i>tbd</i>
Summer	<i>tbd</i>
12 Month/Payroll Deduction	<i>tbd</i>
Donor	
1 Month	<i>tbd</i>
4 Months	<i>tbd</i>
9 Months	<i>tbd</i>
Summer	<i>tbd</i>
12 Month/Payroll Deduction	<i>tbd</i>
Students Fall or Spring Semester not enrolled	<i>tbd</i>
Students Summer Semester not enrolled	<i>tbd</i>
Guest Fee (per day)	<i>tbd</i>
Towel Service	
Per Year	<i>tbd</i>
Per Semester	<i>tbd</i>
Per Day	<i>tbd</i>
Locker Rentals	
Full Locker	
Per Academic Year	<i>tbd</i>
Per Semester	<i>tbd</i>
Half Locker	
Per Academic Year	<i>tbd</i>
Per Semester	<i>tbd</i>
Massage Therapy	
Swedish/Therapeutic - 60 minutes	
Students	<i>tbd</i>
Campus Rec Members	<i>tbd</i>
Non-Members	<i>tbd</i>
Deep Tissue/Sports Massage	
Students	<i>tbd</i>
Campus Rec Members	<i>tbd</i>
Non-Members	<i>tbd</i>
Myofascial Release	
Students	<i>tbd</i>
Campus Rec Members	<i>tbd</i>
Non-Members	<i>tbd</i>

TABLE Q

Eastern Kentucky University
Other Administrative Fees
For the Fiscal/Academic Year 2019-20

	2019-20 Proposed Fee
<u>Testing Fees</u>	
AP & IB Processing	No Charge
University Placement Exam	No Charge
CATS/FAA Testing (fee payable to CATS)	\$ 150.00
CLEP (per test payable to CLEP)	\$ 89.00
CLEP Processing fee	\$ 25.00
DANTES/DSST Processing Fee	\$ 25.00
Departmental Credit Exam (per credit hour)	\$ 30.00
Departmental Credit Exam (processing fee per exam)	\$ 25.00
GED Test (fee payable to GED)	\$ 30.00
Health Science Reasoning Test (HSRT)	\$ 12.50
Residual ACT	\$ 53.00
Proctoring Fee - \$15 per hour; two hour minimum	\$ 30.00
Millers Analogies Test (MAT) - Regular Test	\$ 80.00
Millers Analogies Test (MAT) - On-Demand Test	\$ 90.00
<i>Note: All testing fees are subject to change during the academic year.</i>	
<u>Transcript Fee</u>	
Online Automated Request (National Student Clearinghouse)	
PDF	\$ 12.00
Electronic Exchange Network	\$ 12.00
In-Person, Mail or Email Request	\$ 15.00

EASTERN KENTUCKY UNIVERSITY

2019-2020 OPERATING BUDGET

PRESIDENT'S COUNCIL

Michael T. Benson, Ph.D., President

Jerry Pogatshnik, Ph.D., Interim Executive Vice President for Academic Affairs & Provost

David McFaddin, Ed.D., Sr. Vice President for Engagement and Regional Stewardship

Barry Poynter, Sr. Vice President for Finance and Administration

Skip Daughtery, Ed.D., Vice President Student Affairs and Campus Life

Dana Fohl, J.D., University Counsel

Betina Gardner, Vice President for Development & Alumni Relations

Eugene Palka, Ph.D., Vice President for Student Success and Enrollment Management

DEANS

Thomas Erikson, Ph.D., College of Business and Technology

Victor Kappeler, Ph.D., College of Justice and Safety

Tom Otieno, Ph.D., College of Science

Sherry Powers, Ed.D., College of Education

Sheila Pressley, DrPH, College of Health Sciences, Interim

Sara Zeigler, Ph.D., College of Letters, Arts and Social Sciences

Julie George, Interim Libraries

Jerry Pogatshnik, Ph.D., Graduate Education and Research

BOARD OF REGENTS

Lewis Diaz, J.D., Chair

Alan Long, Vice Chair

Jason Marion, Ph.D., Faculty Representative

Bryan Makinen, Secretary, Staff Representative

Madison Lipscomb, Student Representative

Laura Babbage

Juan Castro

Nancy Collins, J.D.

Lynn Taylor Tye

Vasu Vasudevan

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Eastern Kentucky University
Board of Regents
Executive and Academic Affairs Committee
Agenda

June 18, 2019

Black Box Theater
EKU Center for the Arts
Eastern Kentucky University

- I. **Call to Order** (Committee Chair Lewis Diaz)
- II. **Action Items**
 - A. Consent Agenda
 - i. Approval of the April 23, 2019 Executive and Academic Affairs Committee Minutes
(Lewis Diaz) 8(
- III. **New Business**
- IV. **Adjourn**

**Board of Regents
Eastern Kentucky University
Executive and Academic Affairs Committee
Meeting Minutes**

April 23, 2019

**Walnut Hall
Keen Johnson
Eastern Kentucky University**

Call to Order

Committee Chair Lewis Diaz called the meeting of the Executive and Academic Affairs Committee to order at 1:29 p.m. at Walnut Hall, Keen Johnson, Eastern Kentucky University. Chair Diaz requested a roll call and established a quorum was present.

Committee Members Present

Lewis Diaz
Alan Long
Nancy Collins
Laura Babbage

Committee Members Absent

Juan Castro
Vasu Vasudevan

Information Items

A. Legislative Update

Dr. David McFaddin, Senior Vice President for University Operations and Strategic Initiatives, provided the Committee with a legislative update summary of House Bill 254, free speech; House Bill 61, Educational Excellence Scholarship; Senate Bill 98, KEES and Work-Ready Scholarships; House Bill 194, campus concealed carry bill; House Bill 500, Commonwealth's Model Laboratory School; House Bill 358, pension reform bill; and answered questions from Committee members.

B. Performance Based Funding Update

Dr. McFaddin and Dr. Tanlee Wasson, Assistant Vice President for Institutional Effectiveness and Research, provided a performance based funding update, a copy of which is incorporated herein and will be included with the official copy of the minutes. Following the presentation, Dr. McFaddin and Dr. Wasson also answered questions from Board members.

Eastern Kentucky University
Board of Regents

Regular Quarterly Meeting
Agenda

June 18, 2019

Black Box Theater
EKU Center for the Arts
Eastern Kentucky University

1:30 p.m.

I. Call to Order

II. Information Items

A. Committee Reports

1. Student Life, Discipline and Athletics Committee (Vasu Vasudevan)
2. Institutional Advancement and Honors Committee (Laura Babbage)
3. Audit and Compliance Committee (Alan Long)
4. Finance and Planning (Juan Castro)
5. Executive and Academic Affairs (Lewis Diaz)

B. Staff Reports

1. Enrollment Update (Gene Palka)

C. Additional Reports to the Board

1. Marco Ciocca, Faculty Senate Chair
2. Caelin Scott, Staff Council Chair
3. Ryan Wiggins, SGA President
4. Michael Benson, President
5. Lewis Diaz, Chair

III. Action Items

A. Consent Agenda

- i. Approval of the April 23, 2019 Board Meeting Minutes (Lewis Diaz).....10,
- ii. Personnel Actions (President Benson)11-
- iii. Report from the Council on Academic Affairs (Dr. Sherry Robinson)14%
- iv. Revision to Academic Policies (Sherry Robinson)
 - a. 4.1.1, Academic Freedom24+
 - b. 4.1.7, Student Opinion of Instructor.....250
 - c. Repeal of Academic Policy 4.3.12, Degree Completion for Accomplished Professionals255
 - d. Repeal of 4.6.12, Shared Faculty Appointments.....258
 - e. Repeal of Academic Policy 4.7.9, Limitation on Academic Work while under Contract to Teach at Eastern262
- v. Revision to Administrative Policy 1.4.1P, Discrimination and Harassment and repeal of Administrative Regulation 1.4.2R, Response to Non-Discrimination and Harassment (John Dixon).....265
- vi. Model Laboratory School Update & Adoption of Policies for Model Laboratory School, Administrative Policies Volume 12 (John Williamson)306

B. Recommendation for Faculty Emeritus for 2019-2020 (Sherry Robinson).....628

C. Board of Regents Bylaws Update (Dana Fohl).....629

D. Proposed 2019-2020 Operating Budget (Jerry Pogatshnik, David McFaddin, and Barry Poynter) 25

IV. New Business

V. Other Business

VI. Adjournment

Action Items

A. Consent Agenda

i. Approval of the February 22, 2019 Executive & Academic Affairs Committee Minutes

A motion was made by Regent Long to approve the minutes of the February 22, 2019 meeting of the Executive and Academic Affairs Committee of the Board of Regents. The motion was seconded by Regent Babbage. The motion passed by voice vote.

ii. Personnel Actions

A motion was made by Regent Collins to approve the personnel actions as presented by the President and incorporated by reference herein. The motion was seconded by Regent Long. The motion passed by voice vote.

iii. CAA Report

A motion was made by Regent Long to approve the CAA Report as presented by Dr. Sherry Robinson, Vice Provost. The motion was seconded by Regent Babbage. The motion passed by voice vote.

iv. Approval of Academic Policy 4.7.12P

A motion was made by Regent Babbage to approve academic policy 4.7.12P, Faculty/Staff Academic Travel with Students. The motion was seconded by Regent Collins. The motion passed by voice vote.

v. Addendum to Recommendations for Retirement Transition Participants for 2019-2020

A motion was made by Regent Collins to approve the recommended Addendum to Retirement Transition Program participants for 2019-2020 as presented by Dr. Robinson and incorporated by reference herein. The motion was seconded by Regent Long. The motion passed by voice vote.

vi. Recommendations for Faculty Emeritus for 2019-2020

A motion was made by Regent Babbage to approve the recommendations for Faculty Emeritus for 2019-2020 as presented by Dr. Robinson and incorporated by reference herein. The motion was seconded by Regent Long. The motion passed by voice vote.

vii. Approval of Administrative Policy Revision 1.1.1P, Policy on Policies

A motion was made by Regent Babbage to approve administrative policy revision 1.1.1P, Policy on Policies as presented by Barbara Kent and incorporated by reference herein. The motion was seconded by Regent Collins. The motion passed by voice vote.

B. Recommendations for Promotion and Tenure for 2019-2020

A motion was made by Regent Long to approve the recommendations for Promotion and Tenure for 2019-2020 as presented by Dr. Robinson and incorporated by reference herein. The motion was seconded by Regent Collins. The motion passed by voice vote.

New Business

There was no new business.

Adjourn

Hearing no objections, Committee Chair Diaz adjourned the meeting of the Executive and Academic Affairs Committee of the Board of Regents at 2:05 p.m.



Student Success

(An Update for the Board of Regents – 18 Jun 19)



Dr. Gene Palka

Page 89 of 639

Agenda



•Signature Graduation Events

- Freshman Academy - Ubuntu Celebration
- Bratzke (Student-Athlete) Center – Colonel's Choice Awards
- NOVA - Student Showcase
- OMVA - EKV Veterans Graduation Ceremony

•Performance Metrics

- Retention Rate (Fall Freshmen)
- Graduation Rates (4, 5, and 6 year)
- Degrees Awarded

•Enrollment Update

- Actions
- Admissions
- Orientations



Diverse Students - Ubuntu Celebration

- Highlighted diverse students graduating in Spring 2019
- Co-Sponsored by the Freshman Academy, Office of Multicultural Student Affairs, International Office, Latino Student Association, Student Outreach and Transition Office, and Diversity Office
- Honored 25 graduating students
- 125 guests
- Presented 2 outstanding leadership awards
- Distinguished diverse alumni also attended and connected with graduating and current students



Student-Athletes

"Colonel's Choice Awards"

- **Bratzke Center Performance Metrics**
 - **54** Spring and Summer Graduates
 - Honored 20 graduating SAs
 - **Spring 19 GPA - 3.129** (15th consecutive semester above 3.00 GPA mark)
 - **81** student-athletes on Dean's List
 - **52** student-athletes with 4.0 GPA's

SAASC (Bratzke Center) recorded...

- **600** hours of tutoring
- **6,563** check-ins to study hall
- **1,024** mentoring sessions
- **5,981** hours of community service



NOVA Poster Showcase & Graduate Recognition

- NOVA serves first-generation and low-income students
- 15th annual NOVA Poster Showcase
- Honored 23 graduating NOVA students
- Highlighted service projects of NOVA GSD 225S students – with Richmond Community partners
 - ECU Colonel's Cupboard
 - ECU Scholar House
 - Upward Bound
 - Habitat for Humanity
 - Hope's Wings
 - Salvation Army
 - Madison County Humane Society
 - Madison County Public Library
 - Richmond Area Arts Council



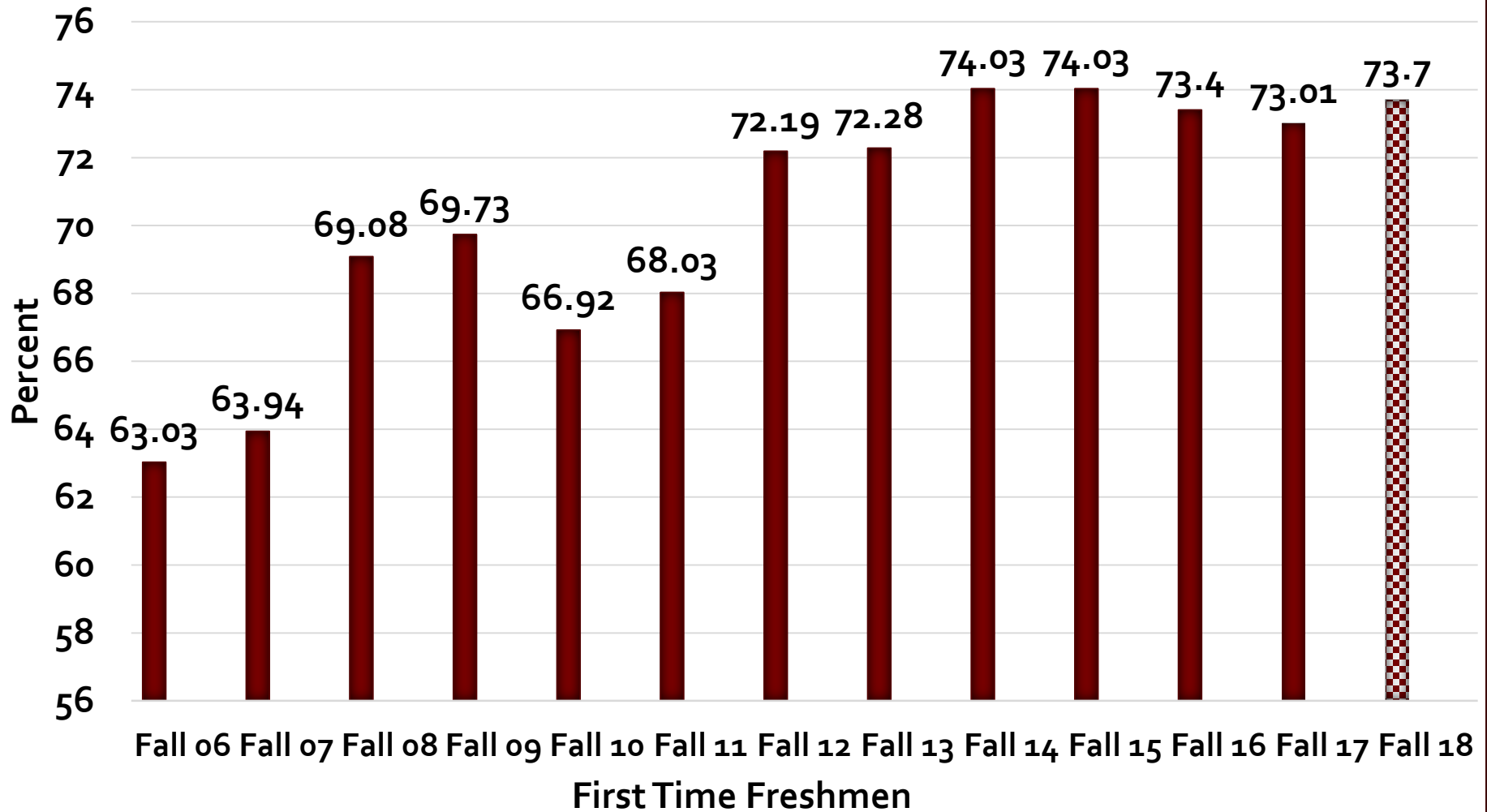
EKU Veterans Graduation Ceremony

- Hosted by OMVA
- 127 Total Graduates
 - 87 Veterans, 40 Dependents
 - 99 Bachelor's Degrees
 - 28 Master's Degrees
 - Average GPA: 3.3
- Colleges with the highest % of graduates:
 - Justice & Safety (35%)
 - Letters, Arts & Social Sciences (21%)
 - Health Sciences (20%)
 - Business and Technology (11%)
- 31 Veteran Students & Families were recognized in the Spring 2019 EKV Veterans Graduation Ceremony



Freshmen Retention

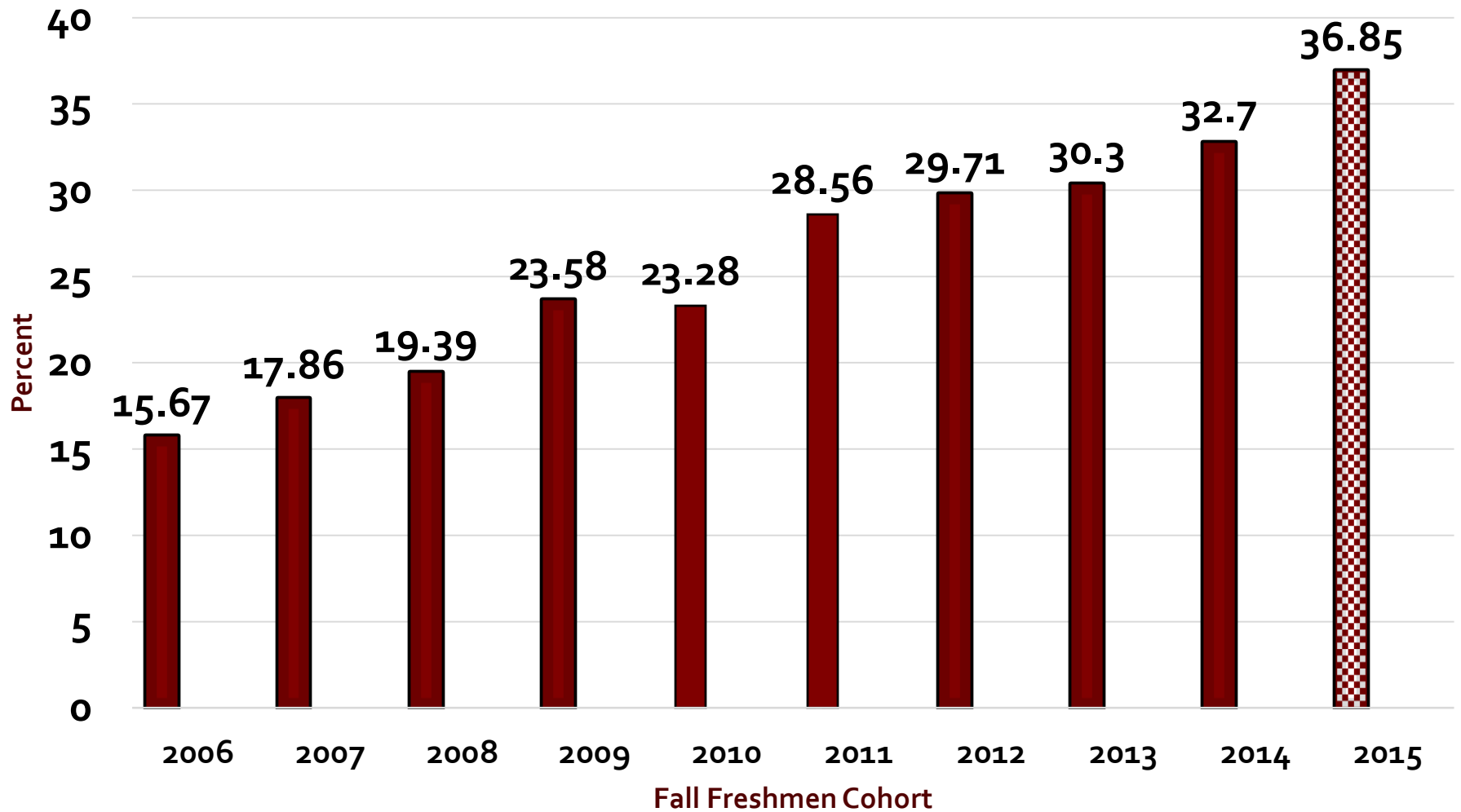
Fall Cohort



As of 1 June 2019

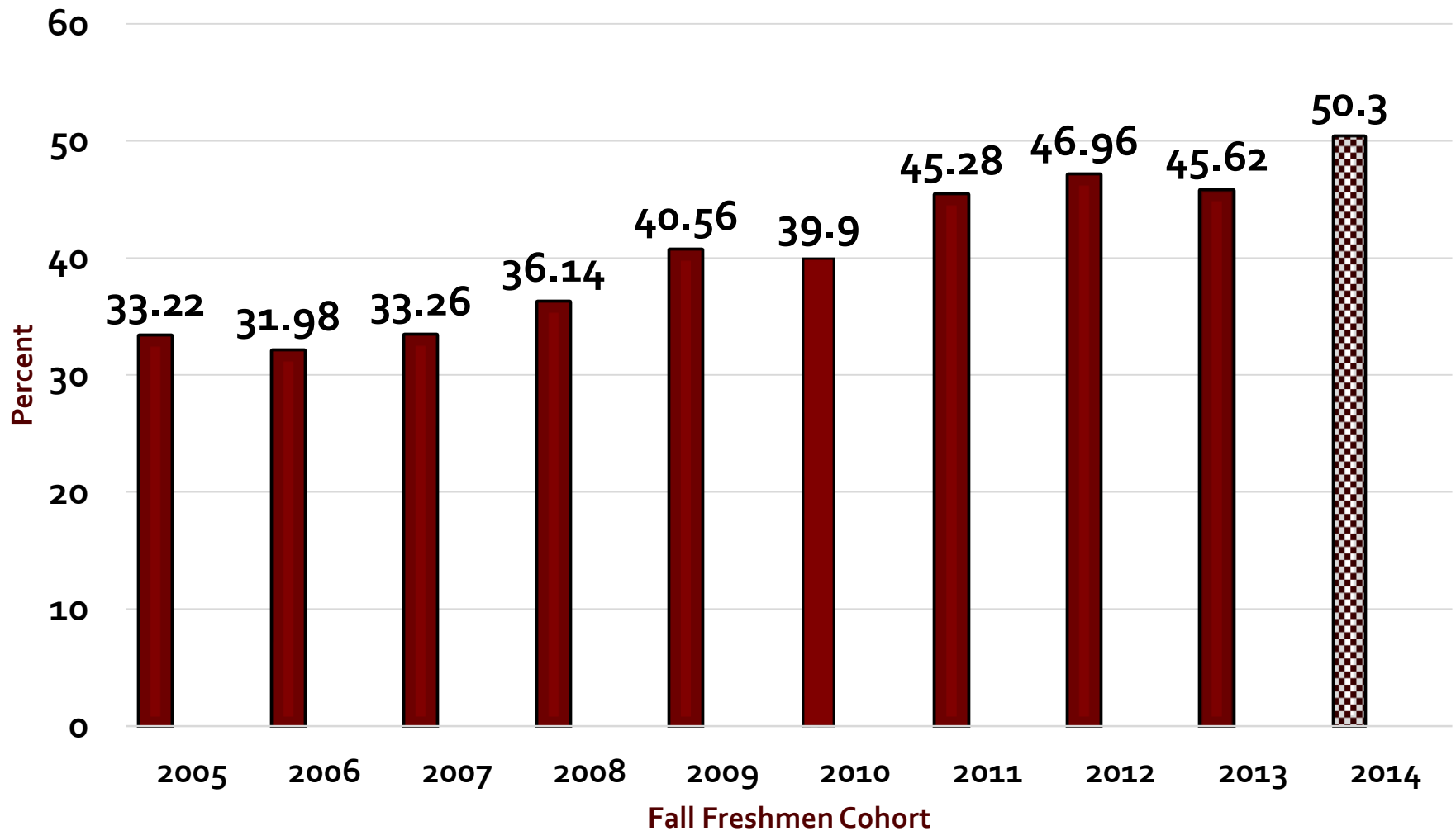
Four Year Graduation Rates

Freshmen Cohort Graduation Rates



Five Year Graduation Rates

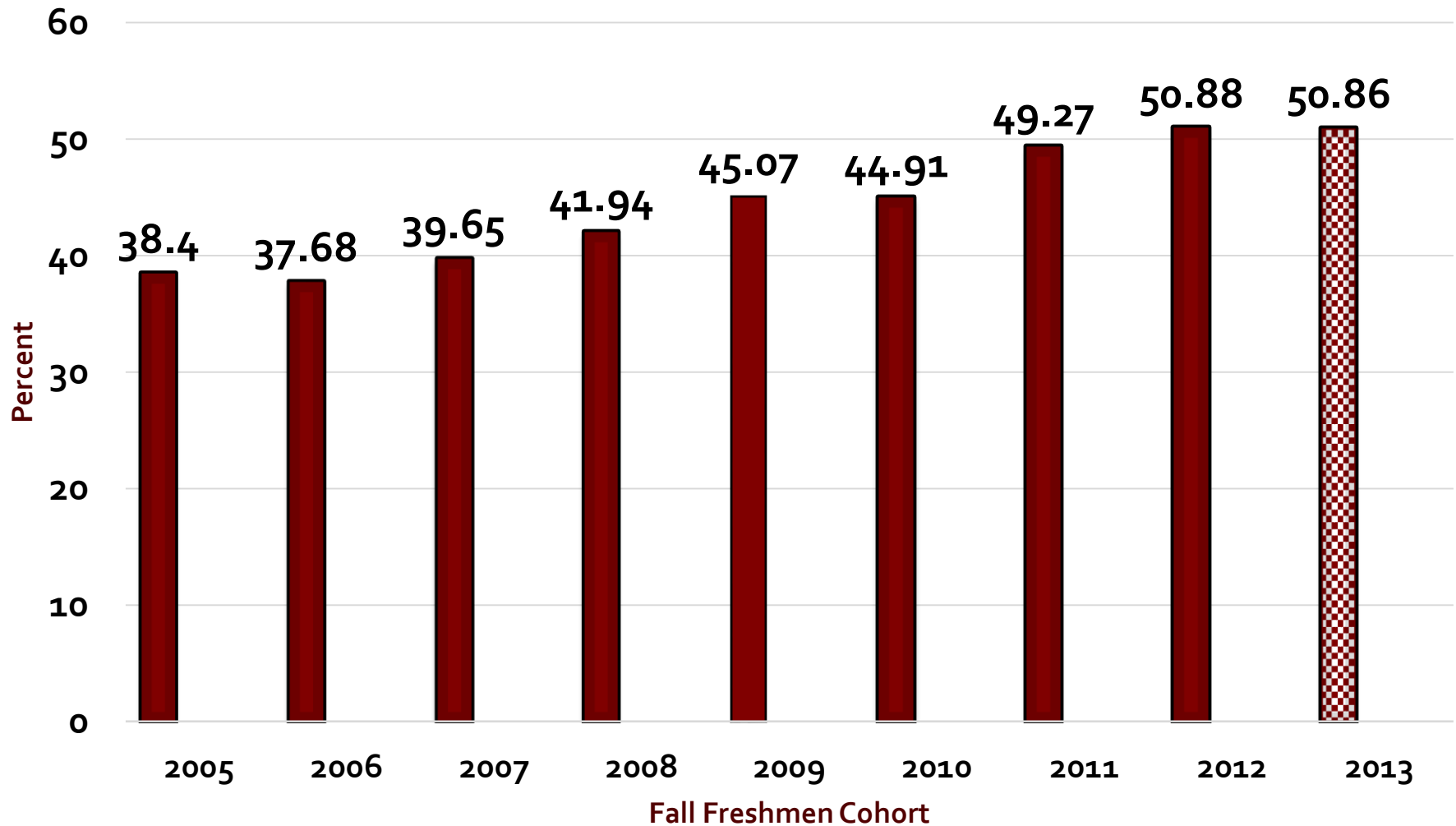
Freshmen Cohort Graduation Rates



As of 1 June 2019

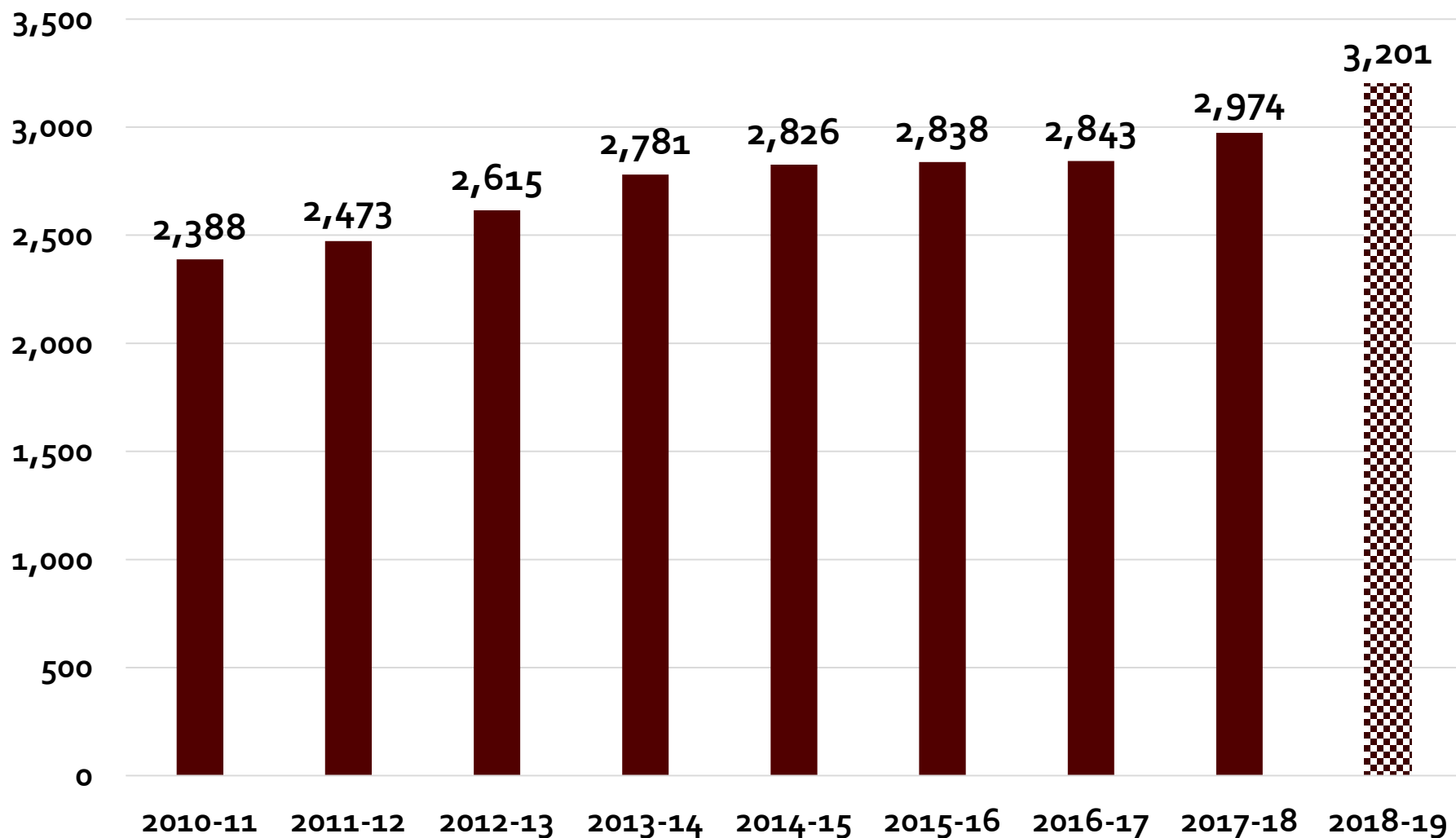
Six Year Graduation Rates

Freshmen Cohort Graduation Rates

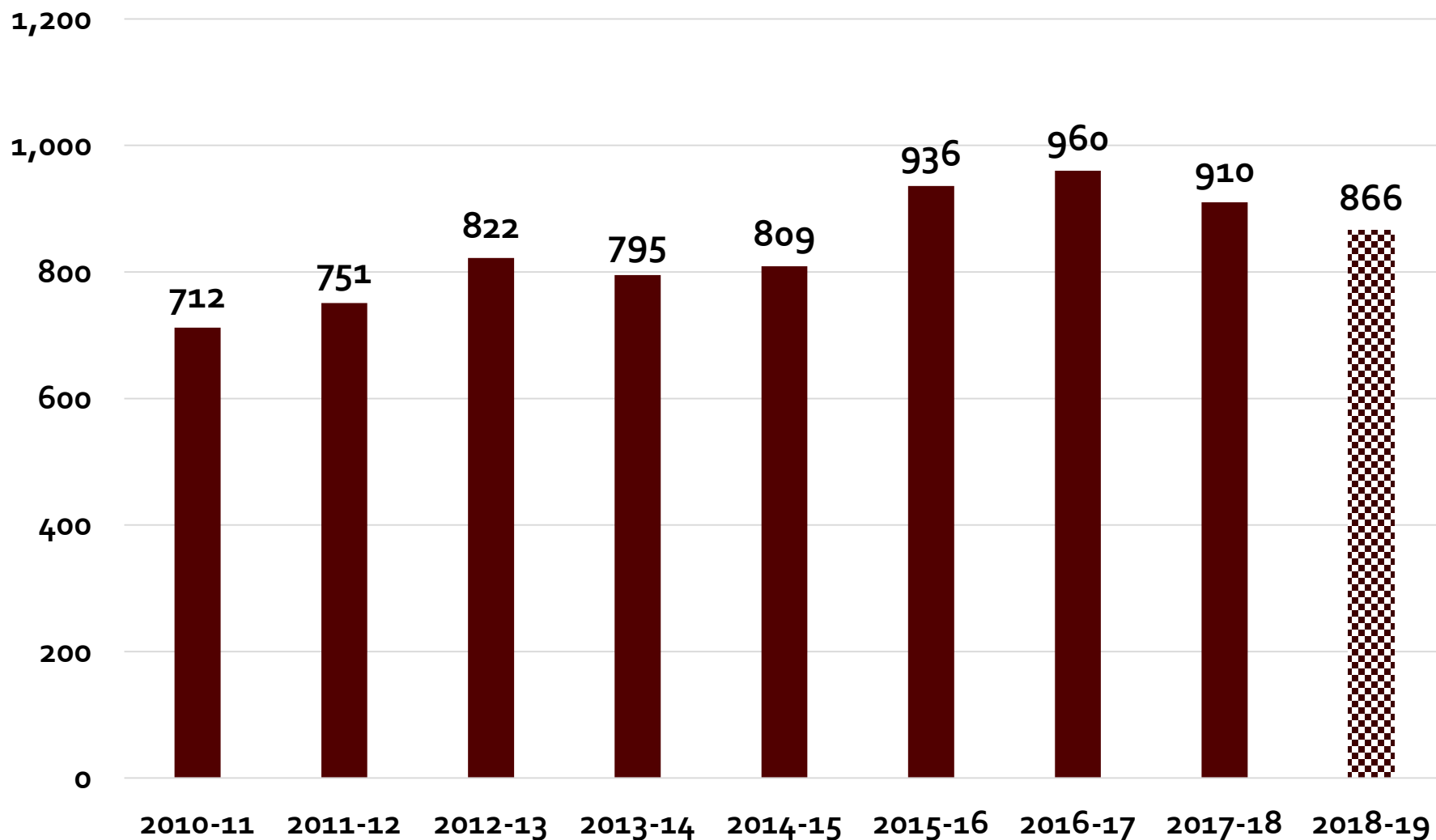


As of 1 June 2019

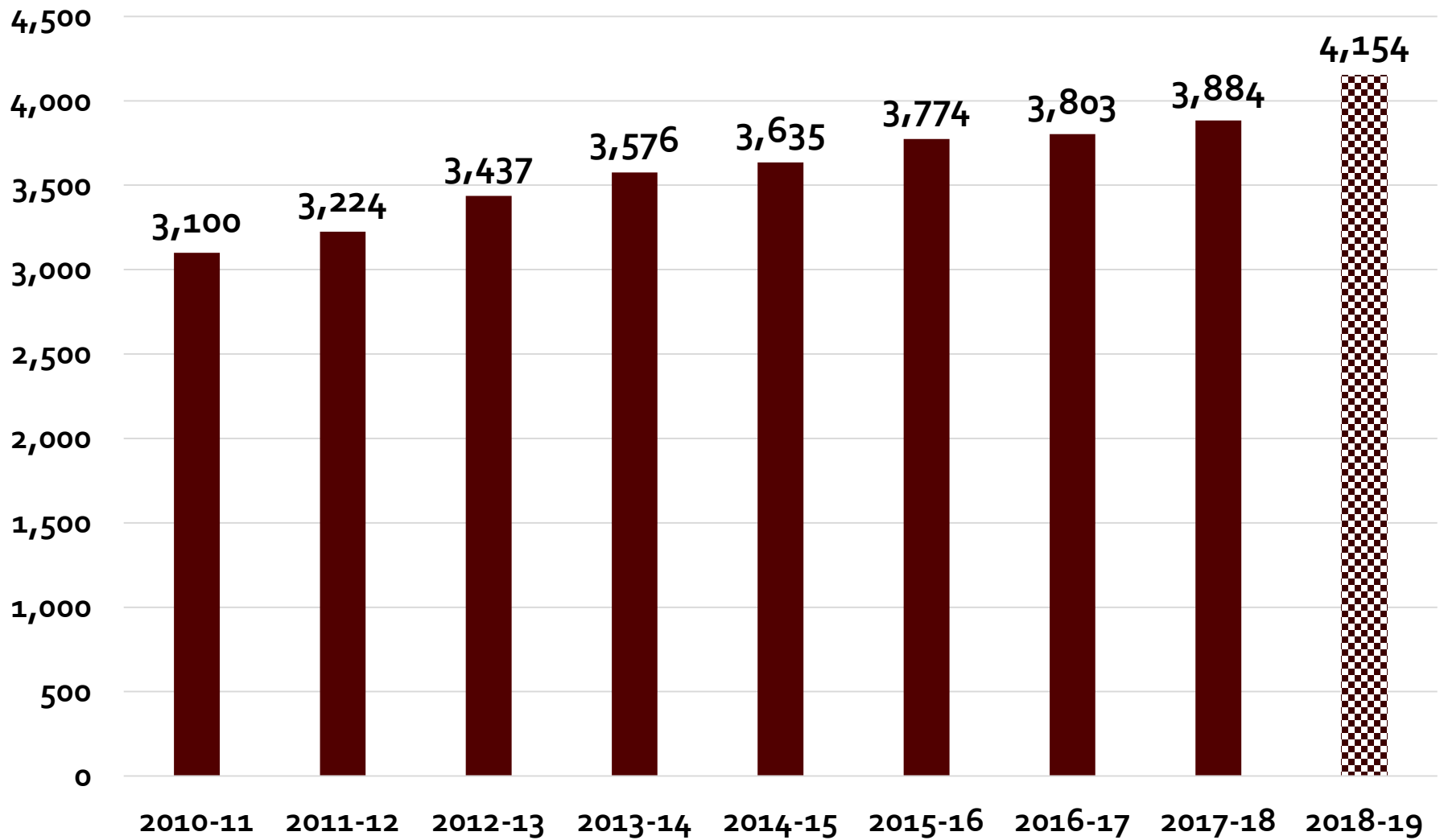
Total "Undergraduate" Degrees Awarded



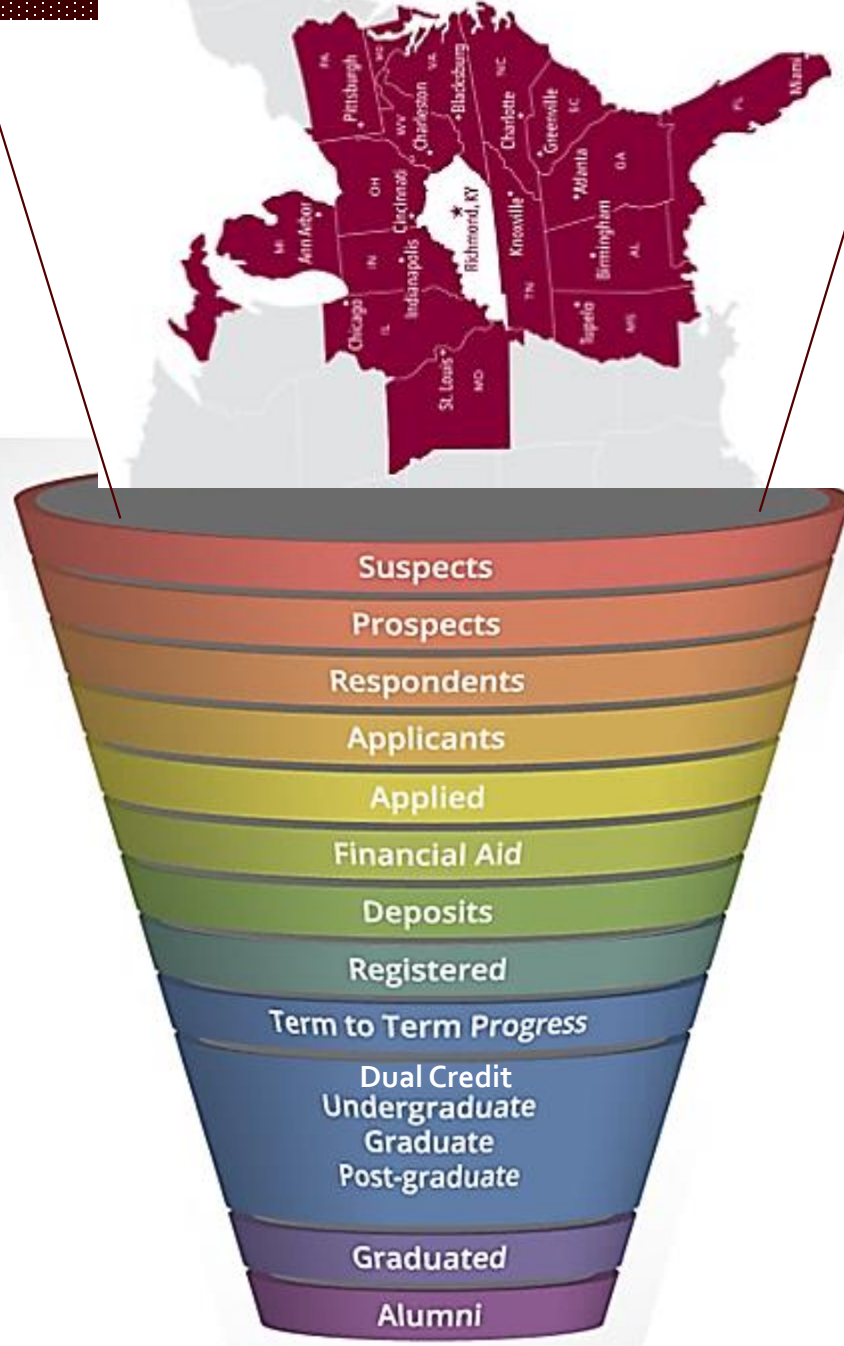
Total "Graduate" Degrees Awarded



Total Degrees Awarded



Actions to Fill the 2019 Enrollment Funnel as of 1 June 2019



- 7,000,000 communication plan emails sent from CRM
- 280,500 mailed publications to seniors
- 13,500 text messages
- 488,220 Twitter impressions
- 695,388 Instagram impressions
- 915 Class of 2023 Facebook admitted student members
- New Blog series on Youtube to admitted students, posted weekly with average of 226 views
- 2,900 Snapchats sent
- 8 on-campus events, 1,347 students
- 3 off-campus Guidance Counselor Workshops serving 53 guidance counselors
- 7,600 students attended a campus tour
- 3 Orientation on campus events, 614 students
- 1,266 high school visits/college fairs
- 158 high school scholarship award events/signing days
- 26,754 individual emails sent from admissions counselors
- 11,221 outgoing phone calls from admissions counselors to freshmen applicants
- 1,863 hand written postcards sent to freshmen applicants from admissions counselors
- 1,750 hand written postcards sent to campus tour visitors from current ECU students

Admissions Update

(New first time freshmen)

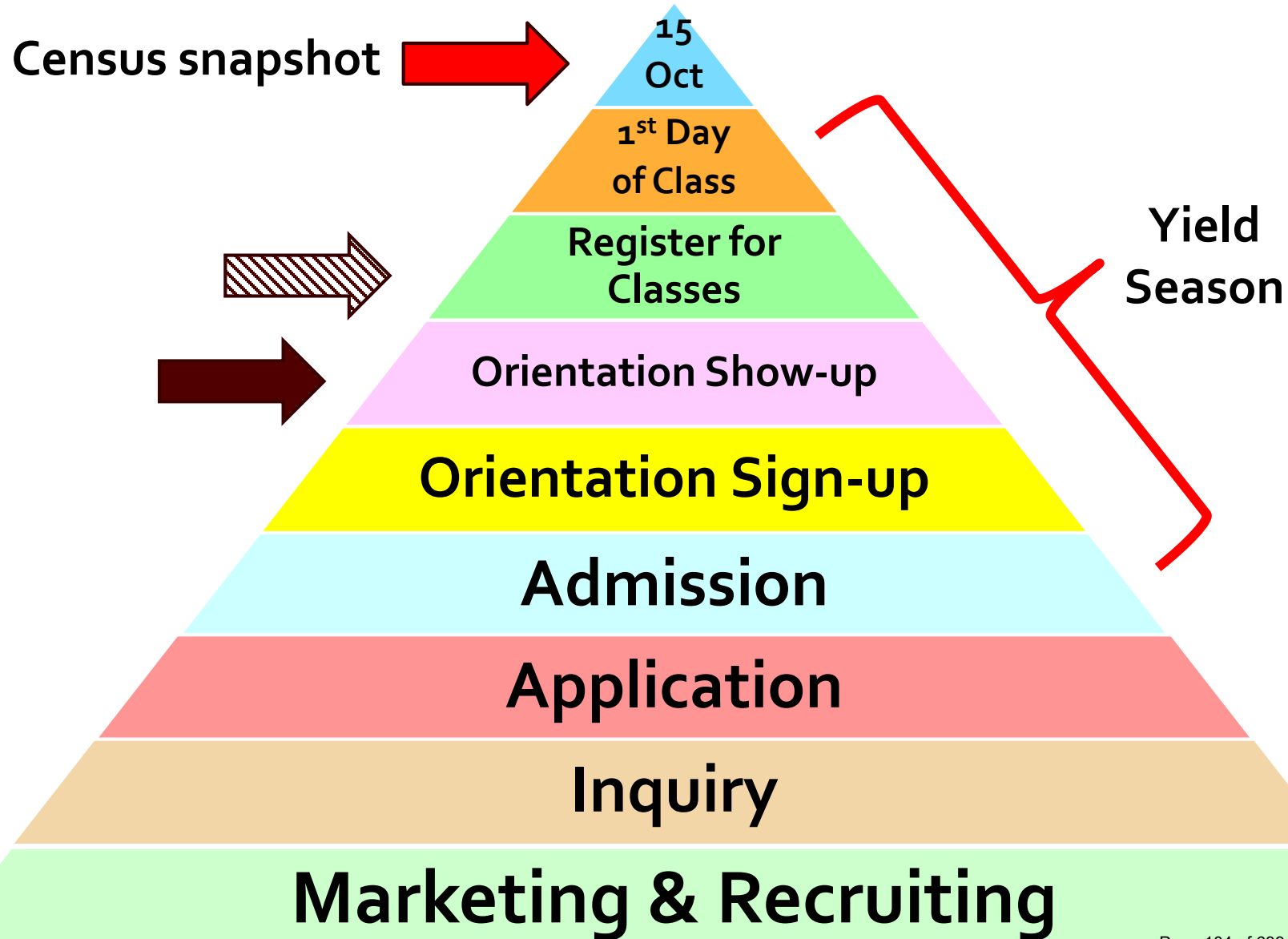
ADMITTED STUDENTS



Year	Total	Service Region	KY OSR	Out of State	Intl	Black	Hisp	Other
2019	8,155	2,018	4,606	1,522	9	955	361	589
2018	7,741	2,053	4,410	1,268	10	701	274	549
2017	7,783	2,083	4,547	1,140	13	718	319	490

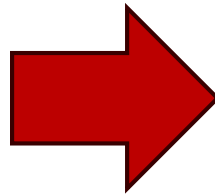
As of 1 June 2019

EKU Enrollment Sequence



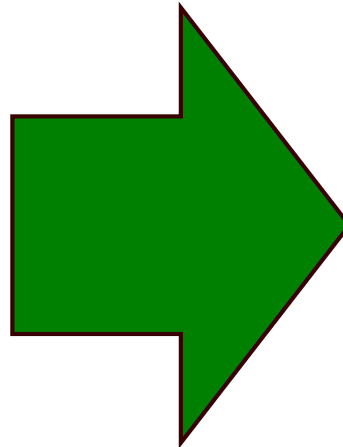
2019 Freshmen Orientation Schedule

- Tuesday, May 21
- Thursday, May 23
- Wednesday, May 29



High Achievers...high yield

- Tuesday, June 4
- Friday, June 7
- Tuesday, June 11
- Thursday, June 13
- Friday, June 14
- Tuesday, June 18
- Tuesday, June 25
- Thursday, June 27



Average and above average Students...
above average yield

- Thursday, July 25
- Tuesday, July 30



Below Average Students... lower yield

- Thursday, August 1 (Dual Credit)
- Tuesday, August 6 (Dual Credit)
- Thursday, August 8



Headcount but minimal revenue



Below Average Students, many with issues*

Freshmen Orientations

As of 1 June 2019

Summer 2019	On List	No Shows	Parents / Guests	Actual Students	Walk-ins (Students)	Total # of people	Type Orientation
Tuesday, May 21, 2019	240	40	264	211	5	470	Freshman
Thursday, May 23, 2019	239	34	255	205	5	460	Freshman
Wednesday, May 29, 2019	230	23	249	198	2	447	Freshman
Tuesday, June 4, 2019	227						Freshman
Friday, June 7, 2019	230						Freshman
Tuesday, June 11, 2019	221						Freshman
Thursday, June 13, 2019	226						Freshman
Friday, June 14, 2019	219						Freshman
Tuesday, June 18, 2019	221						Freshman
Tuesday, June 25, 2019	190						Freshman
Thursday, June 27, 2019	71						Freshman
Thursday, July 25, 2019	56						Freshman
Tuesday, July 30, 2019	26						Freshman
Thursday, August 8, 2019	9						Late Orientation - ALL Types
Total	2405			614			

Dual Credit Summer 2019	On List	No Shows	Parents / Guests	Actual Students	Walk-ins (Students)	Total # of people	Type Orientation
Thursday, August 1, 2019							Dual Credit High School Students
Tuesday, August 6, 2019							Dual Credit High School Students
Total							Dual Credit Late OR

Questions?



**Minutes of a Regularly Scheduled Meeting
Eastern Kentucky University
Board of Regents**

April 23, 2019

**Walnut Hall
Keen Johnson
Eastern Kentucky University**

Call to Order

A regular quarterly meeting of the Eastern Kentucky University Board of Regents convened at 2:19 p.m. at Walnut Hall, Keen Johnson, Eastern Kentucky University, Richmond, Kentucky. Mr. Lewis Diaz, Chair of the Board, presided. Chair Diaz requested a roll call and noted that the following members of the Board were present:

Present

Mr. Lewis Diaz
Ms. Laura Babbage
Ms. Nancy Collins
Mr. Alan Long
Mr. Bryan Makinen
Dr. Jason Marion
Ms. Lynn Taylor Tye
Ms. Holly Wiedemann
Mr. Ryan Wiggins

Absent

Mr. Juan Castro
Mr. Vasu Vasudevan

Others Present

Dr. Michael Benson, President
Ms. Dana Fohl, University Counsel
Dr. Jerry Pogatshnik, Interim Executive Vice President for Academics and Provost
Mr. David McFaddin, Senior Vice President of Operation and Strategic Initiatives
Mr. Barry Poynter, Senior Vice President for Finance and Administration
Mr. Skip Daugherty, Vice President for Student Affairs and Campus Life
Dr. Gene Palka, Vice President for Student Success and Enrollment Management
Mr. Dan McBride, Associate Vice President of Development and Alumni Engagement
Members of the faculty and staff
Members of the media

Resolution of Appreciation for Dr. Richard Day

Regent Makinen presented the following resolution for the Board's approval:

WHEREAS, Dr. Richard Day has served with distinction since 2016 on the Eastern Kentucky University Board of Regents, having been elected by his campus peers as Faculty Regent, and having also served as member of the Executive and Academic Affairs Committee, the Finance and Planning Committee, and Chair of the Institutional Advancement and Honors Committee; and

WHEREAS, he selflessly shared with the University and colleagues the resources of his time, professional experience, and guidance; and

WHEREAS, he demonstrated dedication and commitment to academic rigor and the fair and just treatment of the University's students, as well as the welfare of its students, faculty, and staff; and

WHEREAS, he steadfastly served as a valued and effective advocate for Eastern Kentucky University and the higher education community of the Commonwealth, demonstrating a consistent dedication to the highest academic quality;

BE IT THEREFORE RESOLVED that the Eastern Kentucky University Board of Regents hereby officially records its sincere appreciation for the service and leadership given by Dr. Richard Day.

Done this the 23rd day of April, 2019, by the Board of Regents of Eastern Kentucky University.

A motion was made by Regent Makinen to approve the Resolution honoring Dr. Richard Day. The motion was seconded by Regent Marion. The motion passed by voice vote.

Academic Affairs Update and Host Introduction

Dr. Jerry Pogatshnik, Interim Executive Vice President for Academics and Provost, provided the Board with an update on Academic Affairs and answered questions from board members. Following discussion, Dr. Pogatshnik introduced Dr. Tim Ross, Chair of Applied Engineering and Technology, to present on the Aviation program.

Host Presentation by ECU Aviation

Dr. Ross and Mr. Dennis Sinnett, Associate Chair, ECU Aviation, presented a brief video and presentation to the Board, a copy of which is incorporated herein and will be included with the official copy of the minutes. Following the video and presentation, Mr. Sinnett answered questions from board members.

Information Items

A. Committee Reports

Chair Diaz summarized the April 23, 2019 Committee Reports as follows: the Institutional Advancement and Honors Committee met and approved the February 22, 2019 meeting minutes and also approved the Naming Policy for the Science Building; the Audit and Compliance Committee met, were presented with the Fiscal Year 2019 Audit Plan, and approved the January, 9, 2019 meeting minutes; the Finance and Planning Committee met, were presented with a financial update and construction update, approved the February 22, 2019 meeting minutes, and approved the proposed meal plan rates for 2019-2020, proposed resident hall rates for 2019-2020, and proposed tuition rates for 2019-2020; the Executive and Academic Affairs Committee met and were presented with a legislative update and performance-based funding update; approved the consent agenda items that included the February 22, 2019 meeting minutes, personnel actions, CAA report, Academic Policy 4.7.12P, Addendum to Recommendations for Retirement Transition Program Participants for 2019-2020, Recommendations for Faculty Emeritus for 2019-2020, Approval of Administrative Policy Revision 1.1.1P, and also approved Recommendations for Promotion and Tenure for 2019-2020.

B. Additional Reports to the Board

1. Dr. Matthew Winslow, Faculty Senate Chair

Dr. Matthew Winslow, Chair of Faculty Senate, gave the following report:

Good afternoon. I will try to keep this as brief as possible. I had something to say about ECU Forward, but Provost Pogatshnik already talked about it a little bit, so I will sum that up by saying I hope it continues next year. I want to congratulate Dr. Marion on his election to the position of Faculty Regent. I also want to thank the Faculty Senate Elections and University Nominations Committee for conducting the election, and Meagan Murray for her assistance.

I want to thank Chair Diaz for coming to the Faculty Senate at our March meeting. It was great to have you there. We really appreciated you coming to us, and I think that would be great if we could have more Board involvement in the Faculty Senate. We have a great representative on that body in our new faculty regent, but there is always room for more regents at Faculty Senate meetings.

Finally, term limits mean that this is my final report to this board in my current capacity. The next Senate chair will be elected during the May Senate meeting. I am confident that my successor will do a better job than I have done, whoever that person is, although there is only one nominee for that role, Marco Ciocca. I am sure that my successor will do a great job. I have enjoyed serving on the board and wish ECU and this board further success. Go Colonels!

2. Ms. Caelin Scott, Staff Council Chair

Ms. Caelin Scott, Chair of Staff Council, delivered the following report:

Chair Diaz, President Benson, and Board of Regents Members, thank you for allowing me to present to you this afternoon on ongoing Staff Council initiatives. Thank you, Chair Diaz, as well for taking the time to meet with Staff Council and allowing us to have an open conversation with you; it was very much appreciated. Staff Council is once again at full member status after holding a special election for two vacant seats. We would like to welcome to the Council Grant Stepp, Assistant Athletics Director for External Operations, as the representative

for Athletics, ECU Center for the Arts, Foundation, Equity and Inclusion, Diversity, Development and Alumni Relations, and Arlington. We would also like to welcome Jessica Ehrhart, Compensation and Classification Administrator, to the Council. Jessica will be representing Internal Audit, the President's Office, Accounting and Financial Services, Budgeting and Financial Planning, and Human Resources. We have extended them a big welcome and are excited to have Jessica and Grant on the Council with us.

Last Wednesday evening Staff Council hosted the ECU Employee Appreciation Event in conjunction with the softball game against Northern Kentucky University. ECU employees were invited to bring their families out to enjoy free food, activities, and cheer on our softball team to a victorious win. We really couldn't have asked for better weather for that event. I want to thank those on the Board who were able to attend that evening: Chair Diaz, Regent Long, Regent Castro, and Regent Makinen. I hope you enjoyed participating in the festivities of the evening and cheering on our Colonels. I know that our staff and the Council appreciated you being able to join us for the event. As an aside, if anyone is looking for an extra player on a league team, we have a few great pitchers here in our presence with us.

This past Friday, Staff Council hosted our first of what we hope to be many Breakfasts with Benson. Staff members were able to submit their name via ECU Direct to be drawn for the opportunity to have a casual breakfast with President Benson. There were a great deal of interest from staff, with 123 submissions into the lottery. In order to keep the conversation more intimate, only 12 names were drawn from the submissions. I hope that President Benson would agree, but I believe the event was a success and my hope is that we will be able to continue offering this event in the future. Thank you again, President Benson, for your participation in this initiative.

Our Staff Council committees are hard at work in their respective areas doing what we can to promote the welfare of staff. Some of the initiatives being developed and implemented include recognizing those staff continuing their education upon graduation, establishing a Staff Spotlight Award, partnering with offices on campus to provide professional development opportunities, and continuing to offer events for staff and their families, just to name a few. As a Council, we are busy planning and implementing, but hope that these initiatives will continue to benefit our staff as a whole.

Once again, I would like to thank you, Chair Diaz, President Benson, and Board of Regents for your continued support of Staff Council.

3. Mr. Ryan Wiggins, President, Student Government Association

Mr. Ryan Wiggins, SGA President, delivered the following report:

First of all, I would just like to say congratulations to Dr. Marion. I've gotten to know Dr. Marion very well over the last three years. He was the Senate advisor when I first joined the Student Senate and Student Government. He helped me a lot during my time as Vice President, where I chaired Student Senate, and he's been a great help to me in my executive cabinet this year while I have been study body President. Thank you, Dr. Marion.

Some things that we've had happen this semester. We had our elections, so the new executive cabinet, that being the study body President, Executive Vice President, and Student

Activities Council Vice President, were elected. Those three executive members were also sworn in at our banquet that Student Government held last week. Several members in here today were at that banquet. I hope you enjoyed yourself and I appreciate you all coming out to that as well. Dr. Benson, thank you for your special address at that event as well.

As I stated before, the new study body President has already been sworn in. Some of you may know her, she came to the last meeting to report while I was gone at a mock trial tournament for the University, but it will be Madison Lipscomb that will be serving on the Board in my place next year. She has done an excellent job as Executive Vice President and I have no doubt that she will do a good job as student body President and sitting on this board as well.

I am proud to announce that one of the things that I ran on was increasing diversity on campus, and we were able to utilize the Director of Diversity position in Student Government to make that happen. My Director of Diversity was able to hold several awesome events this year, including a diversity panel that again many people in this room attended. But also we held a training with all of Greek Life, by working with Student Life and the Greek Life office to give that essential training to Greek Life members. That was actually held last week.

Student Activities Council also did a fantastic job this year. Just to highlight a few events that we had, they held a free concert for students when Rodney Atkins came and played at the Center for the Arts. We sold over 1,000 tickets for that concert. So it was a very big success. We also have our midnight breakfast event coming up at the end of this semester. We usually have about 1,000 students. We had 1,000 students last semester. We've been really looking forward to this event because of a new partnership we have been able to do with Aramark using their food as well as the facility in Case Dining Hall to accommodate the students and have them come through for midnight breakfast.

Senate is also holding an "Airing of Grievances" event this Wednesday at 6:00 in Grice Auditorium. Once again, several members here will be at that, including members from the President's Council, Student Government, and the administration, so we look forward to that event as well and I hope you all can be there. We also approved a new Chief Justice and Inspector General. That is something that I have been fighting for the last three semesters. It's been very difficult to get people in those positions for various reasons; however, we do have people in those positions now and they are lifetime positions. I know the people we put in those seats are going to do a good job even after I'm gone from here. I'm glad to have left the Student Court in good hands as well.

We also updated our bylaws and Constitution as I'm sure you all know, having to approve our Constitution. But our Advisory Board also approved our bylaws. This is the first time that we've had bylaw revisions approved and passed in the last four or five years. It's the first time since I have been in Student Government at ECU myself. President Benson and I also had a t-shirt and citation event that we got to do last week. It was a really great event, we went around on campus and cited students who were wearing ECU apparel. Some people took that a little too seriously, thinking they were real citations. We made sure to clear that up and we were able to give away a lot of ECU gear and try and promote Colonel Pride here in campus as well.

Finally, something that myself and the Director of Diversity and the Director of Graphic Design for Student Government worked with, we worked with the Green Dot office as well as the Title IX office to create sexual assault awareness posters that we have given to Billy

Martin's office and we are having those put up on campus in Case, as well as the dorm buildings, classroom buildings. I encourage you to take a look for those, because I think that's a fantastic endeavor that we were able to partner with.

That's about it, as far as my report. I have enjoyed serving as student body President, I have enjoyed serving on the Board. It's been an experience that I will never forget and I thank you all for allowing me to do it.

4. Dr. Michael Benson, President

President Michael Benson delivered the following report:

Ryan is being somewhat bashful, but was accepted to the University of Louisville Law School. Congratulations, Ryan. We had a great time together the other day. I want to commend him on running a superb student government this year. To get the Constitution passed and to go to their banquet this last week, and as they recited what they were able to accomplish together, it was very gratifying. Madison is going to do a terrific job.

It's not every day I get a call from the Chair of the Board of Regents at Murray State University, but I did. Her name is Susan Guess. She was offering up a student from Paducah to come to EKU. His name is Carson England. I mention this to you because he's an Aviation student, he is a junior and will enroll here in the fall of 2020. Carson came to campus about 10 days ago with his mother. He had toured Middle Tennessee State. Dennis and his team could not have been better to Carson. This young man is all about aviation. He has wanted to be a pilot since he was about 7 or 8 years old, and he's done all of his homework and he has always wanted to come to EKU. The day he visited campus the Marines were out on the Plaza here with their simulator in a van, and everything just fell into place. Susan emailed me after and said how impressed Carson was, as well as his mother. He has since tweeted about it. I know that you all know as Board members how important that program is to us. It really now kind of falls to us to determine how we align the resources that we have with the demand, because the demand is really almost limitless. We have to decide how we are going to allocate those resources to meet that demand.

The Book of Ecclesiastes talks about there is a time and a season for everything. This is certainly the honors and banquet season. It seems like every night there is something going on, and I really enjoy the chance to pause as a campus and reflect on what has happened over the past year. We say goodbye to people like Richard Day, we welcome Jason Marion. Jason, we are very excited to have you on the Board. I want to thank Matt Winslow. Matt has been a terrific Chair of the Faculty Senate. Not only has he fulfilled that role, but he served on the Provost search committee, he's done a lot of other things that you all don't know about in various capacities, and I want to thank Professor Winslow. Marco Ciocca, we welcome him. He has to go through the formal process of an election but he is the only candidate and we will welcome him as the new Faculty Senate Chair. Ryan will do terrific; he is going to get married in June as well. So a lot of changes in his life, but he will do very well in law school. I had a chance to meet Madison Lipscomb's parents the other night. She will be an outstanding student body president.

We had Michele Alexandre on campus and I sent you her report. It's rare you have a visitor come to campus who had done as much homework on the campus as Michele had. I learned of her through a mutual friend of an attorney in Columbus, Mississippi, and I really appreciated the work that she had spent beforehand. She came to campus very prepared. I think

we have some work to do, but it was a really gratifying 24 hours. I know some of you had the chance to meet her. On another occasion I would like to have a deeper dive with the Board on some of her findings. Kristi Middleton has been very helpful as we've had conversations with members of campus community, students, faculty and staff, on how we can have a better climate on campus, and whether we are being receptive and responsive to the needs of our students.

I also want to thank all the folks that are helping with the various construction projects on campus. As Kelly went through the timeline, it seems like we've had about 40 months of perpetual construction and that hopefully will come to an end in December. As we walked through the Powell Building the other day, that really will be, in many ways, the "living room" for our students. A place for them to hang out and to meet and congregate. We walked through it last Friday, and I think you all are going to be bowled over by how nice it's going to be. It's nothing extravagant, there are no lazy rivers and waterfalls and that sort of thing, but it's going to be space that is utilitarian, and it's going to be comfortable, and it's going to be useful, and it's going to be what they deserve. And I want to thank our student leaders that had the temerity and the courage years ago to vote for that fee. Ryan, you're not going to enjoy it, but your successors will and I can promise you future generations will thank you for it. Because it's going to change the face of this campus.

Now we get to focus on enrollment. We've been trying to do our part. Coach Hamilton and I started our tour de force yesterday. We are trying to win hearts and minds one high school at a time. We went to Madison Southern; today we went to Madison Central. We are willing to go to any high school any time, so if you have a high school in Danville, or in Nicholasville, Jessamine County, or anyplace else -- Laura, if we can make a foray into Fayette County we will do that. We will go anywhere. We will go to Hazard. We are excited to go and make a pitch. It's difficult to kind of tamp down the excitement of Coach Hamilton at times. I gave him a 10 to 15 minute limit and he spoke for 35 minutes yesterday, so I had to rifle through my slides. He is excitement embodied. It's great to be with him because the students feel his passion and we are trying our best to get as many students to get excited about EKU.

As Chair Diaz said, I've been asked to stay on another year as convener of the Presidents. It was mentioned that David did a superb job last night on *Kentucky Tonight*. We have been very well served with David and Ethan shepherding the pension bill. I still have hope. July 1 does loom large and we don't have a lot of options, so we are continuing to push hard and any help you can give us as Board members with your respective legislators and conversations you can have is certainly appreciated.

Finally, performance funding. You can see that we are doing pretty well. But there have to be some adjustments made in the nuts and bolts of it. Or we are going to be in dire straits. We knew going in that there had to be some great compromises to get the thing passed. But there have to be some adjustments and allowances made for schools like Eastern Kentucky and the other comprehensives. Ryan Wilson is a familiar face on campus. He's been working with David. But I'm now going to share Ryan and his skill set in my office. He will still work for David but I'm delighted to have Ryan helping in my office as well. So you'll see more of Ryan in the President's Office and continuing to work with the regional campuses.

Caelin mentioned Breakfast with Benson. I really enjoyed the time with our staff. We have such quality people at the University. When we have graduation here in a few weeks, and those students come across the stage, everyone is a story, and they have been helped by family

and friends and parents and grandparents, but at days end, it was those faculty and staff that helped them get to the finish line. I want to thank our faculty and staff. There is a certain fatigue that sets in this time of year, but that's overcome by the excitement that one feels at the end of the academic year. I would encourage all of you to sign up for as many ceremonies as you can, because they are exciting, they are invigorating, and nothing is more exciting than when Colonel Palka and I get to go to the Veterans Ceremony which is on the night before graduation, on Thursday. You have an invitation, each of you, to the Veterans Ceremony on Thursday the 9th. That's at 6:30. And then the Commissioning Ceremony, Regent Tye, is at 2:00 pm that afternoon. I hope you will attend as much as you can. With that, I'm happy to take any questions. Thank you.

5. Lewis Diaz, Chair

Chair Lewis Diaz delivered the following report:

I try not to prepare my remarks, so that I can just speak plainly and transparently. Then we get here and I'm in a hurry because I want to get out at a particular time. But, having served as Chair a little over 100 days, I want to tell the Board members what a privilege it is to do this job on your behalf and thank you for the confidence in allowing me to do it.

In the last 100 days, I think I've pushed Mike a little bit and we've worked together on a number of things. I want to report that I am really proud of where Mike is right now. He has been to Asia and back in trying to drive enrollment for this campus. He had led in Frankfort in ways that frankly the Commonwealth needs. To be a Colonel is to lead, and Mike is doing that without question. When you look across the Commonwealth at all of the presidents in Kentucky, Mike has led the effort, he has brought them together, he's gotten them to agree on very, very difficult issues regarding the pension. Yes, Mike has had support, he's got really good people behind him, but he's leading it.

More recently, he has been leading the effort to increase our enrollment. Our enrollment was down last year. We have a team -- Dr. Palka, Dr. McFaddin, Dr. Daugherty, Interim Provost Pogatshnik -- they are all working together to find ways to increase enrollment and one of those is this enrollment drive that has frankly our best advocate out in front of students. Our hope is that will yield favorable enrollment and what I hope is that will get us half of what we lost last year.

One of the things that I didn't do last year, that we didn't do, is drive an expectation on enrollment. We just accepted that we were going to be down, but we didn't set a goal. And I think as a Board that is what we do. We set goals for staff and then evaluate performance. What we are asking this year is that we increase enrollment by half of what we lost last year. That is a number that when I first shared it with Dr. Pogatshnik, I made him very uncomfortable. When you really look at how many people work at this institution, when you look at how many capable, talented faculty members we have, how many capable, talented staff people that we have, what you find is that if every person just is a little more intentional about making a difference in one student with one student that might otherwise drop out of school, we will exceed that number. All it takes is to make a difference with one person. So that is the charge to the team: find a way to make a difference in one person. Find a way to talk to your staff. Find a way to talk to the department chairs, to the Deans. Make a difference in one person as we get through to the end of the year, and we will meet and exceed that goal, and in doing so, we will have the revenue

necessary to make the investments that we want to make so that we can grow in the areas that we want to grow.

Those are the things that are in my mind, those are the things that I am sharing with the senior leadership as they prepare a budget. The second thing is, and you've heard me say this in a couple of meetings, I've talked about people, places, programs, and how the top of that is people. Today I want to say that the three P's are people, people, people. Whether it's students, whether it's faculty, whether it's staff. I've encouraged the budget team to bring forth the budget and show us how it is that our budget is investing in people. How is it that we are doing the things that are necessary to invest in people so that they can invest in students, so that they can grow, so that they can go on and do things that are better than what they originally thought themselves capable of. Because that's what we are here to do. We are here to serve students and then beyond that we serve faculty, we serve staff, but we graduate people, we graduate professionals into the workplace, into an environment of innovation. Whatever it may be, we help people get better. That's what we do. So I want that budget to really emphasize that. So as we look at that in June, let's think about people as we finalize that budget.

With that, I just want to again thank President Benson and thank the leadership team. What I've seen over the last 100 days is a team that has really come together to address difficult issues, it is very encouraging for me, and I'm frankly bullish about our future. I think that the pension situation will be resolved and the next year is going to be better than the last year, and I really believe that we are turning a corner and the future is going to be really, really good for us.

Action Items

A. Consent Agenda

Chair Diaz presented to the full Board the following items on the Consent Agenda for approval:

i. Approval of the Minutes for the Full Board Meeting on February 22, 2019

A motion was made by Regent Wiedemann to approve the minutes for the Full Board meeting on February 22, 2019. The motion was seconded by Regent Tye. The motion passed unanimously by voice vote.

ii. Personnel Actions Report

A motion was made by Regent Tye to approve the Personnel Actions Report. The motion was seconded by Regent Marion. The motion passed unanimously by voice vote.

iii. CAA Report

A motion was made by Regent Babbage to approve the CAA Report. The motion was seconded by Regent Marion. The motion passed unanimously by voice vote.

iv. Approval of Academic Policy 4.7.12P

A motion was made by Regent Marion to approve academic policy 4.7.12P. The motion was seconded by Regent Collins. The motion passed unanimously by voice vote.

v. Addendum to Recommendations for Retirement Transition Program Participants for 2019-2020

A motion was made by Regent Wiedemann to approve addendum to recommendations for Retirement and Transition Program Participants for 2019-2020. The motion was seconded by Regent Long. The motion passed unanimously by voice vote.

vi. Recommendations for Faculty Emeritus 2019-2020

A motion was made by Regent Marion to approve recommendations for Faculty Emeritus 2019-2020. The motion was seconded by Regent Babbage. The motion passed unanimously by voice vote.

vii. Approval of Administrative Policy Revision 1.1.1P, Policy on Policies

A motion was made by Regent Babbage to approve revision to administrative policy 1.1.1P. The motion was seconded by Regent Marion. The motion passed unanimously by voice vote.

viii. Student Government Association Constitution Revisions

A motion was made by Regent Makinen to approve the Student Government Association Constitution revisions. The motion was seconded by Regent Collins. The motion passed unanimously by voice vote.

ix. Conferral of Honorary Doctorate for William Craig Turner

A motion was made by Regent Babbage to approve the conferral of the Honorary Doctorate for William Craig Turner. The motion was seconded by Regent Castro. The motion passed unanimously by voice vote.

B. Naming Policy and Special Consideration for College of Science Signature Program Campaign

A motion was made by Regent Babbage to approve the Naming Policy and special consideration for College of Science Signature Program Campaign. The motion was seconded by Regent Wiedemann. The motion passed unanimously by voice vote.

C. Proposed Meal Plan Rates for 2019-2020

A motion was made by Regent Tye to accept the proposed meal plan rates for 2019-2020. The motion was seconded by Regent Babbage. The roll was called and the following members voted “aye”: Laura Babbage, Nancy Collins, Alan Long, Bryan Makinen,

Jason Marion, Lynn Taylor Tye, Holly Wiedemann, Lewis Diaz. The following member voted “nay”: Ryan Wiggins. Juan Castro and Vasu Vasudevan were absent. The motion passed.

D. Proposed Resident Hall Rates for 2019-2020

A motion was made by Regent Tye to accept the proposed resident hall rates for 2019-2020. The motion was seconded by Regent Long. The roll was called and the following members voted “aye”: Laura Babbage, Nancy Collins, Alan Long, Bryan Makinen, Jason Marion, Lynn Taylor Tye, Holly Wiedemann, Lewis Diaz. The following member voted “nay”: Ryan Wiggins. Juan Castro and Vasu Vasudevan were absent. The motion passed.

E. Proposed Tuition Rates for 2019-2020

A motion was made by Regent Long to accept the proposed tuition rates for 2019-2020. The motion was seconded by Regent Babbage. The roll was called and the following members voted “aye”: Laura Babbage, Nancy Collins, Alan Long, Bryan Makinen, Jason Marion, Lynn Taylor Tye, Holly Wiedemann, Lewis Diaz. The following member voted “nay”: Ryan Wiggins. Juan Castro and Vasu Vasudevan were absent. The motion passed.

F. Recommendations for Promotion and Tenure

A motion was made by Regent Makinen to accept the recommendations for promotion and tenure. The motion was seconded by Regent Babbage. The motion passed unanimously by voice vote.

New Business

There was no new business. However, Chair Diaz requested that a brief video be shown to the Board members and audience.

Following the video, Chair Diaz stated he wanted to show the video for two reasons: first, to inform the Board that the Marching Colonels will be playing at Churchill Downs during "Thurby Day" and wanted to congratulate Dean Zeigler, the School of Music, and the Marching Colonels for accomplishing that; and second, that last year at this time, the newspaper reported that we would, as a University, eliminate the band, but did a quick 180 and asked the President and his team to make it sustainable and through the efforts of many accomplished the mission.

Adjournment

There being no further business, Chair Diaz requested a motion to adjourn. A motion was made by Regent Babbage to adjourn the meeting. The motion was seconded by Regent Long. The motion passed by voice vote, and the meeting was thereby adjourned at 3:58 p.m.

Bryan Makinen

Date

Eastern Kentucky University
Turnover Statistics
Current Period (March - April, 2019)

Job Category	Current Period		May 1, 2018 - April 30, 2019	
	Hires	Terms	Hires	Terms
Full-Time Faculty	0	2	45	50
Part-Time Faculty	15	1	36	8
Administrators/Deans	0	1	2	7
Full-Time Professionals	13	13	74	116
Full-Time Hourly	14	18	70	135
Total:	42	35	227	316
Net Increase/(Reduction):	7		-89	

Job Category	Current Period		May 1, 2018 - April 30, 2019	
	Hires	Terms	Hires	Terms
Full-Time Faculty		\$ 166,563	\$ 2,625,601	\$ 3,806,832
Part-Time Faculty	\$ 47,260	\$ 2,600	\$ 120,144	\$ 188,105
Administrators/Deans		\$ 117,875	\$ 205,500	\$ 592,243
Full-Time Professionals	\$ 660,147	\$ 613,570	\$ 3,451,537	\$ 6,009,456
Full-Time Hourly	\$ 433,332	\$ 565,464	\$ 2,202,610	\$ 4,224,422
Total:	\$ 1,140,739	\$ 1,466,072	\$ 8,605,392	\$ 14,821,058
Net Increase/(Reduction):	\$ (325,333)		\$ (6,215,666)	

<u>Last Name</u>	<u>First Name</u>	<u>Hire Date</u>	<u>Position Title</u>	<u>Department</u>	<u>Category</u>	<u>ANNUAL SALARY</u>
Almanza Cruz	Elizabeth	3/25/2019	Senior Accounting Clerk	Student Accounting Services	Fulltime Hourly Staff	\$26,734.50
Clemmons	Daniel	4/23/2019	Information Tech Consultant	Fee-Technology	Fulltime Hourly Staff	\$40,322.00
Cornett	Zackary	4/15/2019	Telecommunicator	Police Department	Fulltime Hourly Staff	\$29,910.40
Durham	Derick	3/18/2019	Accounting Clerk	Accounting & Financial Services	Fulltime Hourly Staff	\$26,695.50
Glenn	Dylan	3/4/2019	Web Developer	Libraries	Fulltime Hourly Staff	\$50,017.50
Goode	Matthew	4/15/2019	Assistant Superintendent	UC at Arlington Course and Grounds	Fulltime Hourly Staff	\$38,625.60
Hall	Carl	3/4/2019	Journeyman Plumber	Housing Maintenance	Fulltime Hourly Staff	\$37,419.20
Hintzman	Rick	3/18/2019	Agriculture Tech, Crop Prodctn	Meadowbrook Farm	Fulltime Hourly Staff	\$33,363.20
Lagrange	Alexis	3/18/2019	Clinical Assistant I	BCHC FY19	Fulltime Hourly Staff	\$23,587.20
Masengale	Scotty	4/15/2019	Repair Technician I	Housing Maintenance	Fulltime Hourly Staff	\$24,315.20
Saylor	Megan	3/4/2019	Paraeducator	Model Laboratory School	Fulltime Hourly Staff	\$21,177.00
Stacy	Jordan	3/1/2019	Accounting Clerk	Accounting & Financial Services	Fulltime Hourly Staff	\$25,155.00
Tincher	Leigh	4/1/2019	Training Assistant	UTC Title IV-E Admin Supp-PCP	Fulltime Hourly Staff	\$29,718.00
Tuggle	Scott	3/4/2019	Construction & Repair Tech I	Maintenance, Carpenter Shop	Fulltime Hourly Staff	\$26,291.20
Alexander	Jackie	4/22/2019	Asst Coach	Basketball-Women	Fulltime Professionals	\$50,000.00
Amaral	Joelle	3/18/2019	Assistant Coach Track	Track-Men	Fulltime Professionals	\$30,000.00
Ellington Ellis	Donte	3/6/2019	Assistant Coach, Football	Football	Fulltime Professionals	\$50,000.00
Howard	Sean	3/25/2019	Chief Flight Instructor	Aviation	Fulltime Professionals	\$80,000.00
Morrill	Samantha	3/4/2019	WEKU Operations Coordinator	WEKU Public Radio	Fulltime Professionals	\$33,735.00
Ridings	Kendall	4/9/2019	Recruitment & Retention Coord	Regional Campuses-Corbin	Fulltime Professionals	\$41,058.00
Rothenbuhler	Troy	3/28/2019	Assistant Coach, Football	Football	Fulltime Professionals	\$50,000.00
Russell	Tiffany	4/1/2019	Career Specialist	Career & Cooperative Education	Fulltime Professionals	\$31,354.00
Thompson	Olivia	3/25/2019	Project Coordinator	EKU Student Child Care Program	Fulltime Professionals	\$55,000.00
Thune	Matthew	4/24/2019	Assoc Coach	Basketball-Women	Fulltime Professionals	\$52,000.00
Washburn	Kristen	3/18/2019	Asst Coach, Soccer	Soccer	Fulltime Professionals	\$32,000.00
Williams	Samantha	4/8/2019	Head Basketball Coach	Basketball-Women	Fulltime Professionals	\$115,000.00
Williams	Jesse	4/15/2019	Assistant Coach, Football	Football	Fulltime Professionals	\$40,000.00
Gustave	Raynaldy	3/5/2019	Graduate Assistant Research	Exercise & Sport Science	GA	\$3,710.00
Kaup	Hannah	3/4/2019	Graduate Assistant Research	Graduate Studies	GA	\$3,500.00
Alleman	J	3/16/2019	Online PT 23423	OL-Homeland Security-BS	PT Faculty	\$3,050.00
Bledsoe	Tracie	3/18/2019	Online PT 22686	OL-SSEM-MS	PT Faculty	\$3,050.00
Dunn	Earl	3/16/2019	Online 23044	OL-Psychology-BS	PT Faculty	\$3,050.00
Huang	Wan	3/16/2019	Online PT 24806	OL-CJJS-BS	PT Faculty	\$3,050.00
Jothi Sachithanantham	Valarmathi	3/18/2019	PT Faculty-On Campus 22221	Instruction - College of Science	PT Faculty	\$1,600.00
Karpova	Polina	3/16/2019	Online PT 24794	OL-CJJS-BS	PT Faculty	\$3,050.00
McBride	Willie	3/18/2019	Online PT Faculty 23172	OL-Psychology-BS	PT Faculty	\$4,000.00
Mccalla	Kayla	3/18/2019	Online PT 23044	OL-Psychology-BS	PT Faculty	\$3,050.00
Moore	Jennifer	3/18/2019	Online 25289	OL - BBA	PT Faculty	\$3,050.00
Page	Tonya	3/16/2019	Online PT 21255	OL-Public Health Nurs Admin & Ed-MS	PT Faculty	\$3,050.00
Patterson	Beverly	3/18/2019	Online Faculty- 24826 PLS 410	OL-CJJS-BS	PT Faculty	\$3,050.00
Thomas	Elmer	3/16/2019	Online PT 22064	OL-Education-MA	PT Faculty	\$5,000.00
Wang	Ting	3/25/2019	PT Fac 21688 21840	Instruction - College of Science	PT Faculty	\$2,160.00
White	Izabella	3/16/2019	Online PT 25289	OL - BBA	PT Faculty	\$3,050.00
Williams	Raymond	3/16/2019	Online PT 23231	OL-Political Science-BA	PT Faculty	\$4,000.00
Araque Moreno	Luz	3/18/2019	Intake Clerk I, PT	BCHC FY20 Program Income	PT Hourly Staff	\$338.78
Bowne	Tom	3/1/2019	Radio/Producer/Announcer	WEKU Public Radio	PT Hourly Staff	\$433.42
Disney	Lori	3/25/2019	Foster Parent PTEmployee	UTC Title IV-E Foster Parent Trning	PT Hourly Staff	\$390.00
Dunn	Michael	4/23/2019	Support Services Associate	Regional Campuses-Corbin	PT Hourly Staff	\$14,820.00
Foulkes	Amy	4/10/2019	Temp, Annual Giving	Development	PT Hourly Staff	\$768.82
Harris	Alexandria	3/20/2019	Student Leadership Mentor	Upward Bound FY2019	PT Hourly Staff	\$520.00
Hatfield	Cheyenne	4/10/2019	Career Success Navigator	LINC GEAR UP	PT Hourly Staff	\$260.00
Lawson-Hingsbergen	Cheri	4/1/2019	WEKU News Reporter	WEKU Public Radio	PT Hourly Staff	\$436.02
Nelson	Tawney	4/9/2019	College Success Navigator	LINC GEAR UP	PT Hourly Staff	\$260.00
Parrott	Carmen	4/10/2019	BPE Gear Up	LINC GEAR UP	PT Hourly Staff	\$260.00
Rose	Carla	3/25/2019	Foster Parent PT Employee	UTC Title IV-E Foster Parent Trning	PT Hourly Staff	\$390.00
Wallace	Jerry	4/15/2019	Interim Writer/Editor	Communications & Brand Management	PT Hourly Staff	\$1,004.90
Yates	Zachary	4/1/2019	BPE Gear Up	LINC GEAR UP	PT Hourly Staff	\$260.00
Adams	Allison	3/25/2019	Flight Instructor	Class Fees - Aviation	PT Professionals	\$0.00
Adams	Mary	4/25/2019	Community Ed Facilitator	Community Education	PT Professionals	\$0.00
Avery	Michael	4/9/2019	Community Ed PT Employee	Community Education	PT Professionals	\$0.00
Bentley	John	3/21/2019	Temporary Specialist Exempt	The Anatolian Trail Adventure	PT Professionals	\$2,200.00
Boone	Tanner	3/18/2019	Public Health Intern	F&A-Research & Service Center	PT Professionals	\$5,000.00

Conley	Kennedy	3/18/2019	Public Health Intern	F&A-Research & Service Center	PT Professionals	\$5,000.00
DeVries	Emily	4/22/2019	Flight Instructor	Class Fees - Aviation	PT Professionals	\$0.00
Elswick	Lincus	3/21/2019	Temporary Specialist Exempt	The Anatolian Trail Adventure	PT Professionals	\$2,200.00
Foley	Sarah	3/26/2019	Community Ed PT Employee	Community Education	PT Professionals	\$0.00
Frevola	Nicole	3/25/2019	Temporary Specialist Exempt	F&A-Research & Service Center	PT Professionals	\$5,000.00
Harlan	Sheila	4/30/2019	Community Ed PT Employee	Community Education	PT Professionals	\$0.00
Kelly	Madison	3/1/2019	Member, KY Ready Corps	KY READY Corps FY19	PT Professionals	\$2,300.00
Markland	Miranda	3/18/2019	Public Health Intern	F&A-Research & Service Center	PT Professionals	\$5,000.00
Martin	Kari	3/4/2019	Facilitation Ctr Part Time Employee	Facilitation Center	PT Professionals	\$0.00
Newsom	Chelsea	3/18/2019	Public Health Intern	F&A-Research & Service Center	PT Professionals	\$5,000.00
Powers	Carley	3/25/2019	Temporary Specialist Exempt	F&A-Research & Service Center	PT Professionals	\$5,000.00

<u>Last Name</u>	<u>First Name</u>	<u>Term Date</u>	<u>Position Title</u>	<u>Department</u>	<u>Category</u>	<u>Annual Salary</u>
Mohler	Benjamin	3/18/2019	Assistant VP, Development	Development	Administrators/Deans	\$117,875.00
Elnahas	Ahmed	3/15/2019	Assistant Professor	Accounting/Finance/Information Sys	Fulltime Faculty	\$107,625.00
Hackney	Chrystal	3/15/2019	Assistant Professor	Associate Degree Nursing	Fulltime Faculty	\$58,938.00
Bibb	Jeffrey	4/13/2019	Repair Technician II	Housing Maintenance	Fulltime Hourly Staff	\$35,401.60
Davis	Stephan	4/12/2019	Pool Technician	Facility Operations & Maintenance	Fulltime Hourly Staff	\$21,694.40
Davis	James	4/30/2019	Locksmith	Maintenance, Lock Shop	Fulltime Hourly Staff	\$36,732.80
Franklin	Melanie	3/22/2019	Development Support Specialist	Development	Fulltime Hourly Staff	\$33,852.00
Green	Cecil	4/30/2019	Office Associate	Baccalaureate & Graduate Nursing	Fulltime Hourly Staff	\$23,731.50
Harover	Christopher	4/12/2019	Lead Laborer, Flight Line	Airport FBO	Fulltime Hourly Staff	\$24,316.50
Lagrange	Alexis	4/6/2019	Clinical Assistant I	BCHC FY19	Fulltime Hourly Staff	\$23,587.20
Lieffring	Andrew	3/1/2019	Agriculture Tech, Crop Prodctn	Meadowbrook Farm	Fulltime Hourly Staff	\$33,363.20
Luallen	Joseph	3/1/2019	Peer Support Specialist	BCHC FY19	Fulltime Hourly Staff	\$32,780.80
Milcznski	Michael	3/1/2019	Project Specialist	Deaf Blind Equipment FY19	Fulltime Hourly Staff	\$23,010.00
Minter	Steven	4/18/2019	Lead Relocation Specialist	Facility Operations & Maintenance	Fulltime Hourly Staff	\$26,124.80
Nalley	William	4/12/2019	Information Tech Consultant	Fee-Technology	Fulltime Hourly Staff	\$40,950.00
Peacock	Kyle	3/9/2019	Horticulturist	Facility Operations & Maintenance	Fulltime Hourly Staff	\$27,934.40
Price	Vivian	4/30/2019	Sr Payroll Associate	Accounting & Financial Services	Fulltime Hourly Staff	\$34,476.00
Rafuna	Murat	4/30/2019	Power Plant Equipment Operator	Heat Plant Operations	Fulltime Hourly Staff	\$27,622.40
Smith	Mark	4/10/2019	Online Learning Specialist	UTC Targeted Case Management	Fulltime Hourly Staff	\$55,555.50
Sparks	Robin	3/31/2019	Graduate Tracking Specialist	Teacher Ed Srv/Admission&Certificat	Fulltime Hourly Staff	\$41,145.00
Wesley	John	4/26/2019	Admin Assistant I	Environmental Health Sciences	Fulltime Hourly Staff	\$23,185.50
Aaron	Angela	3/19/2019	Staff Psychologist	Counseling Center	Fulltime Professionals	\$66,880.00
Crane	Hannah	3/11/2019	Coordinator, Campus Recreation	Student Rec Center/Wellness Bldg	Fulltime Professionals	\$35,110.40
Geiger	Rebecca	3/8/2019	OEI Outreach & Prevntion Coord	Office of Equity and Inclusion	Fulltime Professionals	\$37,898.00
Lipe	Sarah	3/20/2019	Accountant II	Accounting & Financial Services	Fulltime Professionals	\$47,521.00
McNair	Teresa	4/30/2019	Asst Coach	Basketball-Women	Fulltime Professionals	\$56,375.00
Miesmer	Timothy	4/24/2019	Assoc Athletic Trainer	Athletic Training	Fulltime Professionals	\$47,476.00
Moore	Kelly	3/8/2019	Clncl Behvr/Mntl Hlth Practnr	BCHC FY19 Program Income	Fulltime Professionals	\$50,722.00
Ollie	Nathan	3/5/2019	Asst Coach	Football	Fulltime Professionals	\$40,000.00
Payne	Marcus	4/30/2019	Asst Coach	Basketball-Women	Fulltime Professionals	\$51,250.00
Perera	Mayantha	3/18/2019	Director, Business Operations	University Housing	Fulltime Professionals	\$67,031.00
Phelps	Patrick	2/28/2019	Food & Beverage Manager	University Club at Arlington	Fulltime Professionals	\$30,513.60
Turner	Jeremy	3/18/2019	Main Library Operation Manager	Libraries	Fulltime Professionals	\$51,439.00
Woosley	Kristi	3/8/2019	Coord, Cmpus Leadrshp & Grk Lf	(SL) Student Life General	Fulltime Professionals	\$31,354.00
Ramsey	Paul	3/31/2019	PT Fac. Campus 21578 REC 250	Instruction - Health Sciences	PT Faculty	\$2,600.00
Watson	Aaron	3/31/2019	Flight Instructor	Class Fees - Aviation	PT Professionals	\$0.00

EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT ("Agreement") is made and entered into this 27th day of March, 2019, by and between Eastern Kentucky University, Richmond, Kentucky ("University") and Samantha Williams ("Employee").

RECITALS

A. University desires to hire a head women's basketball coach to coach University's women's basketball team, and

B. Employee desires to accept employment as the University women's basketball Head Coach for such period and on the terms and conditions hereinafter contained:

TERMS

In consideration of the mutual covenants, promises and conditions in this Agreement, University and Employee agree as follows:

1.0 Employment.

1.1 Employee represents, warrants and covenants that employee meets University's qualifications for the position, is available for continued employment in this capacity by University, is not in breach of any other agreement for employment and that all information provided in the resume and/or to the University is true and accurate.

1.2 Subject to the terms and conditions set forth in this Agreement, Employee is hereby employed by the University. Employee shall serve as the Head Coach of the University's women's basketball program, and it is the goal of the parties that Employee shall serve as the Head Coach of the University's women's basketball program throughout the term of this Agreement. Employee, as Head Coach, shall also serve as the primary and responsible administrator of the University's women's basketball program. As such, Employee is an "administrator," as that term is defined by the policies, rule and regulations of the University.

1.3 Employee agrees that the University shall have the right to use, without additional compensation except as set forth in this Agreement, the name, likeness and image of Employee in connection with the University and/or University's women's basketball program, whether during the term of this Agreement or thereafter, including but not limited to the following: any and all University sponsorship agreements provided that such uses shall not be in poor taste or reflect negatively upon Employee and provided that such uses do not interfere with Employee's right to earn outside income as described in Section 4.5 of this Agreement.

2.0 Duties and Responsibilities.

2.1 During the period in which the University employs Employee as Head Coach of the University's women's basketball program, Employee agrees to undertake and perform properly, efficiently, to the best of employee's ability and consistent with the standards of the University, NCAA and applicable athletic conference, all duties and responsibilities attendant to the position of Head Coach of the University's women's basketball program as set forth in further detail below. The position of Head Coach of the University's women's basketball program is a specialized professional position. Employee is responsible for evaluating, recruiting, training and coaching student-athletes to compete successfully against the highest level of NCAA intercollegiate competition in a quality women's basketball program as measured by the Director of Athletics for the University. Employee will be directly accountable for these general responsibilities relating to the women's basketball program: overall management and administration of the women's basketball program, implementation of the budget of the women's basketball program, and the recruiting, training, supervision, evaluation and performance of student-athletes and coaching staff. The Head Coach shall also have responsibility for providing input to the Director of Athletics, or designee, as to the Director's recommendations regarding the scheduling of contests and opponents, but the Director of Athletics retains the final authority and responsibility with regard to the women's basketball team's schedule.

2.2 Subject to such limitations as may be imposed from time to time by the NCAA or the athletic conference of which the University is a member, the University will provide the women's basketball program with a sufficient number of assistant coaches as applicable. Employee shall have the authority to recommend the hiring and termination of assistant coaches for the women's basketball program subject to the review of the Director of Athletics of the University and University Human Resources, and the approval of the President. Employee further understands and acknowledges that the Board of Regents of the University has final authority as to all hiring decisions. All assistant coaches shall be University at-will employees. It is understood that assistant coaches are immediately responsible to Employee, who will assign the duties of each of the assistant coaches, and that Employee is responsible for the activities of such assistant coaches as those activities relate to the educational purposes and the athletic interests of the University. It is further understood, however, that Employee and assistant coaches are directly responsible to the Director of Athletics.

2.3 The duties and responsibilities assigned to Employee in connection with employee's position as Head Coach of the University's women's basketball program are as set forth below. This list of specific duties and responsibilities supplements and is not exclusive of the other general duties and responsibilities provided for elsewhere in this Agreement.

Employee acknowledges that the duties of the position involve irregular, evening and weekend work and travel, with no overtime pay. Employee agrees that for the salary set forth in this Agreement, employee will provide all the hours of service necessary to carry out the duties of Head Coach.

2.3.1 Employee shall abide by and comply, and shall use reasonable best efforts to assure the compliance of women's basketball program employees, with the constitution, by-laws, and interpretations of the NCAA and all NCAA, athletic conference and University rules and regulations relating to the conduct and administration of the women's basketball program, including recruiting rules, as now constituted or as any of the same may be amended during the term hereof. In the event that Employee becomes aware of violations or events which give rise to reasonable cause to believe that violations of such constitution, by-laws, interpretations, rules, or regulations may have taken place, employee shall report the same promptly to the Director of Athletics, or designee.

2.3.2 Employee shall adhere to, respect and follow the academic standards and requirements of the University in regard to the recruiting and eligibility of prospective and current student-athletes for the women's basketball program. All academic standards, requirements and policies of the University shall also be observed by Employee and members of employee's staff, including all assistant coaches at all times and shall not be compromised or violated at any time. Employee shall make reasonable best efforts, working in cooperation with and in support of the University's faculty and administrative officials, to ensure that all student-athletes' academic requirements are met. It is the goal and desire of both the University and Employee that student-athletes in the women's basketball program will achieve at the highest possible academic level, which is, at a minimum, the expectation that the graduation rate for women's basketball student-athletes will be at or above the four year class average graduation rate for the general undergraduate student population at the University.

2.3.3 Employee shall lead and design the instruction and coaching of student-athletes;

2.3.4 Employee shall determine evaluation schedules for high school contests;

2.3.5 Employee shall interview and recruit prospective student-athletes;

2.3.6 Employee shall be available to and cooperate with the media;

2.3.7 Employee shall appear at various Colonel Club and other athletic development functions and events as designated by the Director of Athletics, which such appearances shall not be unreasonable or unduly burdensome to Employee's schedule.

2.3.8 Employee shall be available to appear before faculty, administrators, students, alumni, and civic groups;

2.3.9 Employee shall work to integrate intercollegiate athletics into the whole spectrum of academic life to complement the University and its mission in the community;

2.3.10 Employee recognizes that employee's statements about the University, the conference of which the University is a member, and the NCAA are often publicized and employee agrees to use employee's best efforts to keep positive and constructive in tone any such public comments.

2.3.11 Employee shall maintain strict compliance with University, NCAA, and Conference rules and regulations governing intercollegiate athletics, and shall use reasonable best efforts to attend all department-wide rules education meetings unless the Director of Athletics or designee, gives prior approval for Employee's absence for such meetings;

2.3.12 Employee shall maintain discipline and be fair, sympathetic and protective of the student-athletes while motivating them to excellence, in all aspects of life including athletic and non-athletic endeavors, paying particular attention to the high public visibility of student-athletes.

2.4 If Employee is determined to have violated NCAA, athletic conference or University rules and regulations, during prior employment at another NCAA member institution or while employed by the University, Employee shall be subject to disciplinary or corrective action up to and including termination. Employee may be suspended without pay for a period of time up to thirty (30) days (absent agreement to extend that period), or suspended with pay for a period of time up to sixty (60) days, or the employment of Employee may be terminated as provided in Section 5.0 hereof if Employee has been involved in significant or repetitive violations of NCAA, the athletic conference or University rules and regulations.

2.5 Reporting Relationship, Annual Evaluations and Audits of Athletics.

2.5.1 Employee shall report to the Director of Athletics. Employee shall be under the general supervision of the President of the University. Employee's job duties and responsibilities shall be reviewed and revised from time to time by Employee's reporting superior, the Director of Athletics. Employee is expected to work closely with a variety of athletic department and University staff on relevant matters affecting the intercollegiate athletic program or otherwise connected with the discharge of employee's duties as an employee of the University.

2.5.2 Employee's performance of employee's job duties and responsibilities, distinguished from employee's win-loss record, will be evaluated by the Director of Athletics on an annual basis. These evaluations also will take into account prior evaluations and the expectations and goals set for Employee in such prior evaluations. In addition, each year that Employee serves as Head Coach of the University's women's basketball program, Employee will be responsible for evaluation of assistant coaches, who will be evaluated as provided in the University Department of Intercollegiate Athletics Staff Handbook and University Human Resources procedures and such annual evaluations shall be forwarded annually to the Director of Athletics.

2.5.3 Each year there shall be an internal audit of the women's basketball program which shall serve to monitor the women's basketball program's compliance with the rules and regulations of the NCAA, the athletic conference of which the University is a member and of the University.

2.6 Employee shall adhere to all University Policies and processes or procedures established by the Athletics Department. The terms and provisions of the University Policies, as updated from time to time and published, are hereby

incorporated herein by reference and made a part of this Agreement as though written herein. To the extent, however, that an actual conflict exists between the terms and provisions of said Policies and this Agreement, this Agreement shall prevail as to Employee, and no other person.

3.0 Term.

3.1 Employee's employment hereunder shall commence March 27, 2019, and shall continue until this Agreement terminates on March 31, 2023 provided that this provision is subject to the terms and conditions in this Agreement concerning termination. This employment in no way grants Employee a claim to tenure in employment, or any years of employment attributable to tenure within the University. Employment is subject to a successful state and national background check.

3.2 THE PARTIES TO THIS AGREEMENT EXPRESSLY UNDERSTAND AND AGREE THAT THE PROVISIONS OF THIS SECTION CONSTITUTE NOTICE TO EMPLOYEE OF THE NONRENEWAL OF EMPLOYEE'S EMPLOYMENT WITH THE UNIVERSITY UPON THE CLOSE OF BUSINESS AT THE UNIVERSITY ON MARCH 31, 2023, AND THAT NO OTHER NOTICE OF NONRENEWAL OF EMPLOYMENT SHALL BE REQUIRED OTHER THAN SET FORTH IN THIS SUBSECTION.

3.3 The University and Employee, or their designees, may meet to determine whether Employee's employment at the University shall be renewed upon mutually acceptable terms and conditions. This Agreement is renewable solely upon written offer from the University signed by the Director of Athletics and President of the University and signed acceptance by Employee subject to the approval of the Board of Regents.

4.0 Compensation.

4.1 In consideration for services and satisfactory performance of the terms and conditions of this Agreement by Employee, Employee shall be entitled to the compensation as described below. All payments by the University are subject to normal deductions and withholding for state, local and federal taxes and for any retirement or other benefits to which Employee is entitled or in which employee participates, and are subject to the terms and conditions set forth in Section 5.0 through 7.0 hereof concerning termination and Section 8.0 hereof concerning restrictions on the search for other employment.

4.1.1 Base Salary. The base salary paid by the University to Employee for employee's services and the satisfactory performance of the terms and conditions of this Agreement shall be One Hundred Fifteen Thousand Dollars (\$115,000.00) per fiscal year (July 1st - June 30th) payable in equal installments on the 15th and 30th of each month by the University to Employee during the term of this Agreement. Due to the nature of Employee's negotiated salary, Employee shall not be entitled to any University-wide across the board salary increases. Any and all salary increases shall be set forth in amendments to this Agreement.

4.1.2 Employee shall be entitled to time off, subject to the approval of the Director of Athletics. Any time off granted by the Director of Athletics does not accrue, nor will Employee be paid the value of any such leave upon termination of this Agreement, retirement, or separation in any fashion from the University.

4.1.3 Employee shall participate in the University's group insurance and retirement programs and shall be eligible to participate in the voluntary payroll deduction programs on the same basis, and with the same employer contributions, that apply to the University's non-academic administrative employees.

4.1.4 Subject to the availability of funds and the terms of subsequent promotional arrangements, if any, which are approved by University, Employee may receive additional compensation for performance of extraordinary services in promoting the athletic and other interests of the University (for example, special media appearances).

4.1.5 Supplemental Compensation for NCAA Championship Competition. In addition to any other sums payable under this Agreement, the University shall arrange for payment of supplemental compensation to Employee for each season in which the women's basketball team participates in NCAA championship competition and in which Employee serves as Head Coach of the University's women's basketball program and for no longer, as follows:

First Round (s): For participation at any level lower than the round of 16 teams, the University will arrange for payment to Employee the sum of \$25,000:

Second Round (s): For participating in the round of 16 teams or the round of 8 teams, the University will arrange for payment to Employee the sum of \$35,000:

Final Round (s): For participation in the round of 4 teams, the University will arrange for the payment to Employee the sum of round \$50,000:

It is understood that these sums are not cumulative, but that Employee shall be entitled to receive only that single sum corresponding to the team's final placement in the NCAA Division I women's basketball Championship. Any sums due to Employee under this provision shall be payable within thirty (30) days after the University receives its initial distribution of NCAA women's basketball tournament revenues, but in no case later than one hundred twenty days (120) days after the end of each season.

4.1.6 Supplemental Compensation for Post-Season WNIT Competition. Employee shall have the opportunity to receive the following supplemental compensation for consideration for their efforts to receive a bid and subsequently advance in the Post-Season WNIT. In any year within the term of this Agreement that the University's women's basketball team shall receive a bid to the Post-Season WNIT, the employee shall receive supplemental compensation in the amount of \$10,000.00. In any year within the term of this Agreement that the University's women's basketball team shall win a Post-Season

WNIT Tournament game, the employee shall receive supplemental compensation in the amount of \$5,000.00 per victory. Any sums due to Employee under the provision shall be payable within forty-five (45) days after they are earned.

4.1.7 Supplemental Compensation for Conference Regular Season Championship. In any year within the term of this Agreement the University women's basketball team shall claim the conference regular season championship of which the team participates, the Employee shall receive supplemental compensation in the amount of \$25,000.00. Any sums due to Employee under the provision shall be payable within forty-five (45) days after they are earned.

4.1.8 In the first two years of the contract, Employee shall receive supplemental compensation in the amount of \$10,000.00 for participation in the OVC Tournament. Any sums due to Employee under the provision shall be payable within forty-five (45) days after they are earned.

4.1.9 Additional Incentives, listed below, are intended to be cumulative payments per each benchmark obtained. Additional Incentives are to be paid within forty-five (45) days after they are earned:

4.1.9.1 Academic Progress Rate of +985 each academic year \$2,500.00

4.1.9.2 USA Today Coaches Poll or RPI Top 25 Ranking at any time during each contract year \$5,000.00

4.1.9.3 Conference Coach of the Year Award \$10,000.00

4.1.9.4 National Coach of the Year Award (by a nationally recognized poll or association) \$15,000.00

4.2 The University will reimburse Employee, for as long as Employee serves as Head Coach of the University's women's basketball program and for no longer, with prior approval of the Director of Athletics, or designee, for all travel and out-of-pocket expenses reasonably incurred by her for the purpose of, and in connection with, the performance of employee's duties under this Agreement, including, but not limited to, expenses incurred while recruiting within the limits set forth yearly in Employee's budget. This paragraph is subject to University's applicable policy and regulations.

4.3 The Athletic Department, as an additional compensation to Employee, shall make arrangements for and provide to Employee on a loan basis one (1) new automobile for the use of Employee for so long as Employee serves as Head Coach of the University's (women's basketball) program and for no longer. Employee will be responsible for any expenses relating to the operation, maintenance and insurance of such loaned vehicle. The applicable value relating to the loaned vehicle will be a taxable benefit to Employee. This paragraph is subject to University's applicable policy and regulations.

4.4 The University will make available to Employee, upon request, up to four (4) tickets to each home contest of each of the University's other varsity intercollegiate sports. No complimentary tickets may be sold or exchanged for anything of value. The applicable value of the tickets will be a taxable benefit to Employee.

4.5 While Employee is employed as Head Coach of the University's women's basketball program, employee shall have the opportunity to earn outside income as a result thereof, and employee is encouraged to make public appearance and participate in public speaking engagements, but only upon the following terms and conditions which shall apply to each case in which Employee seeks to or makes arrangements to earn outside income as a result of employee's employment as Head Coach of the University's women's basketball program.

4.5.1 University Obligations Are Primary. Such outside activities shall not interfere with the full and complete performance by Employee of Employee's duties and obligations as a University employee, recognizing always that Employee's primary obligations lie with the University and its students.

4.5.2 NCAA Rules Control. In no event shall Employee accept or receive, directly or indirectly, any monies, benefits or any other gratuity whatsoever from any person, corporation, University booster club or alumni association or other benefactor, if such action would violate (A) the laws of the Commonwealth of Kentucky, (B) the policies, rules and regulations of the University, or (C) NCAA legislation or the constitution, by-laws, rules and regulations or interpretations thereof of the NCAA or the athletic conference of which the University is a member, as now or hereafter enacted. Changes of such laws, legislation, policies, constitution, by-laws, rules and regulations, or interpretations thereof shall automatically apply to this Agreement without the necessity of a written modification.

4.5.3 University Approval Is Required. Employee shall obtain the advance written approval of the University's President, through the Director of Athletics, before entering into agreements to receive outside income or for commercial endorsements, which approval shall not be unreasonably withheld.

4.5.4 UNIVERSITY IS NOT LIABLE FOR "OUTSIDE INCOME" OPPORTUNITIES. SUCH ARRANGEMENTS FOR OUTSIDE INCOME AND THE ACTIVITIES THEREUNDER ARE INDEPENDENT OF EMPLOYEE'S UNIVERSITY EMPLOYMENT, AND THE UNIVERSITY SHALL HAVE NO RESPONSIBILITY OR LIABILITY FOR PAYMENT OF ANY SUCH INCOME OR FOR ANY CLAIMS ARISING THEREFROM UNDER ANY CIRCUMSTANCES WHATSOEVER.

4.5.5 Employee also agrees that, notwithstanding any provision of this Section 4.0 and any of its subsections to the contrary, during the term of this Agreement, Employee will not engage, directly or indirectly, in any business which would detract from Employee ability to apply Employee's best efforts to the performance of Employee's duties hereunder. Employee also agrees not to usurp any corporate opportunities of the University, but to direct any such opportunities to the appropriate University officials.

4.6 Commercial Endorsements. Subject to the provisions of this Agreement, including without limitation Section 4.5 and any of its subsections, the University and Employee agree that Employee may undertake commercial endorsements of products and services in which Employee identifies Employee as the Head Coach of the University's women's basketball program during such time as Employee is assigned to such position, but that Employee may not otherwise associate the University's name or athletics program in any other manner with an endorsement, and provided that all such endorsements must cease at the termination of Employee's employment as Head Coach of the University's women's basketball program. **Furthermore, Employee understands that Employee shall not commit, promise, give away, or make any promises for trades or agreements for University resources or University facilities, including, but not limited to, allowing advertising or promotional activities to occur on University premises without first securing the approval of the Director of Athletics or other appropriate University administrators.**

4.7 Income From Written Materials. Subject to the provisions of this Agreement, including without limitation Section 4.5 and any of its subsections, Employee shall be entitled to write and release books and magazines and newspaper articles or columns in connection with Employee's position as Head Coach of the University's women's basketball program. Employee agrees to act in a professional manner in all such matters.

4.8 Summer Camps. Subject to the provisions of this Agreement, including without limitation Section 4.5 and any of its subsections, Employee coterminous with Employee's employment as head coach shall be entitled to conduct a minimum of two weeks of summer camps utilizing the University practice facility for that sport, as may be available. The manner, means, and details of a proposed camp must be submitted in writing to and approved by the University and the Director of Athletics prior to the camp being advertised. At the University's option, the University may staff, sponsor and promote such summer women's basketball camp, within the policies of the University and under the supervision of its Intercollegiate Athletic Department, with any revenue resulting therefrom being used, first, to pay for all attendant costs of running the camp, and, second, sixty percent (60%) of all remaining net proceeds being paid to Employee, with the remainder to the Intercollegiate Athletic Department. If the University elects not to sponsor the camp, Employee shall be responsible for any and all costs associated with the camp, including without limitation facility fees (e.g., residence halls, swimming pool), equipment usage assessed by the University department responsible for said facility, advertising, insurance, and staffing. In no event shall the fees charged by the University exceed approved fees for general use of said facility. The University is not responsible for and does not guarantee any revenue from any camp not sponsored by the University. Employee shall be entitled to all net proceeds from any camp not sponsored by the University. For any non-University sponsored summer camp, Employee shall coordinate the camp with University Conferencing & Events, and shall obtain or provide all appropriate executed documents. **FURTHER, FOR ANY NON-UNIVERSITY SPONSORED CAMP, EMPLOYEE SHALL CARRY PUBLIC LIABILITY INSURANCE IN THE AMOUNT OF AT LEAST \$1,000,000 AND OTHER APPROPRIATE FORMS OF INSURANCE, PAY ALL TAXES INCIDENT THERETO, AND OTHERWISE PROTECT AND HOLD HARMLESS THE UNIVERSITY FROM ANY AND ALL LIABILITY ARISING OUT OF THE CAMP. EMPLOYEE SHALL BE REQUIRED TO PROVIDE ANNUAL PROOF OF INSURANCE UPON REQUEST BY THE UNIVERSITY AND THE DIRECTOR OF ATHLETICS.**

4.9 Disclosure of Outside Income. In accordance with NCAA regulations, Employee shall report annually in writing to the President of the University through the Director of Athletics, on or before June 30th of each fiscal year, all “athletically related income,” as defined by the NCAA, without limitation, and the University shall have reasonable access to all relevant records of the Employee necessary to verify such report(s).

4.10 Nothing in this Agreement shall constitute permission or license for Employee to use or to authorize third parties to use the University’s trademarks in connection with any outside employment. Permission to use the University’s trademarks must be obtained in writing from the Director of Athletics, with the approval of the President of the University or otherwise any agent duly authorized by the University to handle such trademark approvals.

5.0 Termination for Just Cause.

5.1 University has the right to terminate this Agreement immediately for “Cause,” as defined below. In addition to its meaning which may be in University documents related to staff, and its normally understood meaning in employment contracts, the term “Cause” shall be understood to mean the following:

5.1.1 A significant or repetitive violation of the duties set forth in this Agreement or refusal or unwillingness to perform such duties in good faith and to the best of Employee’s abilities, which includes in addition to the usual and customary coaching activities, recruiting, assisting duly authorized alumni, booster club and University development activities, and cooperating with the news media;

5.1.2 A violation by Employee of any of the other terms and conditions of this Agreement not remedied after thirty (30) days’ written notice thereof to Employee;

5.1.3 Engaging in conduct seriously adverse to the interests of the University or its athletic program;

5.1.4 Conviction of a felony or a crime involving moral turpitude which would tend to bring public disrespect, contempt, or ridicule upon University;

5.1.5 A “severe or significant” (as defined by the NCAA) or repetitive violation of any law, regulation, rule, constitutional provision or by-law of the University, the athletic conference of which the University is a member, or the NCAA, which violation may, in the sole judgment of University, reflect adversely upon University or its athletic program, including any serious violation that could result in University being placed on probation or punished more severely by the conference of which the University is a member or the NCAA;

5.1.6 Refusal or failure to furnish information relevant to an investigation of a possible women’s basketball program violation or an NCAA or conference bylaw or regulation;

5.1.7 Refusal to cooperate with the NCAA, conference, or University staff in the investigation of possible women's basketball program violations of NCAA or conference bylaws or regulations, or University policy;

5.1.8 Involvement in arranging for academic fraud by or for prospective or enrolled student-athletes;

5.1.9 Involvement in offering or providing prospective or enrolled student athletes improper inducements or benefits;

5.1.10 Receiving benefits, directly or indirectly, for facilitating or arranging a meeting between a student athlete and an agent or advisor or a known representative of an agent or advisor;

5.1.11 Prolonged absence from duty without University's consent; and,

5.1.12 Failure to positively represent University and University's athletic programs, exclusive of Employee's win-loss record, in private and public forums.

5.1.13 Failure to meet expectations as Head Coach in creating an atmosphere of compliance in the women's basketball program. A Level I or Level II violation by an assistant coach or staff member may constitute evidence of unsatisfactory performance warranting discharge for Cause. However, University agrees that Employee's development of an effective program of compliance with head coach responsibilities will be considered a primary factor in evaluating Employee's satisfactory or unsatisfactory performance pursuant to this section.

5.2 The Director of Athletics shall have administrative authority to immediately suspend Employee from performance of some or all duties with salary payments for a period of up to sixty (60) days without termination of this Agreement for causes set forth herein or a substantial breach of terms of this Agreement, subject to review by the President of the University.

5.3 In the event University terminates this Agreement for just cause prior to the end of this Agreement, all obligations of University to make further payments and/or to provide other consideration hereunder shall cease as of the end of the month in which such termination occurs and University shall have no obligation for any other payments of any monies to Employee, including without limitation payment of any liquidated damages set forth in Section 7 below.

5.4 Employee has the right to terminate this Agreement for just cause, if University is in substantial breach of terms of the Agreement not remedied after thirty (30) days' written notice thereof from Employee.

5.5 In no case shall University be liable to Employee for any loss of any collateral business opportunities or any other benefits, perquisites, or income from any other sources.

5.6 Employee understands and agrees that, if this Agreement is terminated pursuant to this Section, Employee is not entitled to a hearing, to avail Employee of any grievance procedure as defined by University policy or handbooks, or otherwise, prior to being removed, or post removal,

beyond the appeal procedure described at Section 5.7 below. Employee voluntarily waives and any all rights to such process, beyond the process set forth herein, in exchange for the bargained for consideration contained herein.

5.7 In the event of termination for Cause, Employee shall be entitled to request an opportunity to appear before and/or to submit written materials to the Director of Athletics, or designee. Such opportunity is mutually exclusive from the University's right to immediately terminate this Agreement upon a finding, in its sole discretion, of Cause. Employee's request must be made in writing to the Director of Athletics within five (5) calendar days of the University's notice to the Employee of the termination of this Agreement for Cause. The opportunity shall occur within five (5) calendar days after the University receives the Employee's request for an opportunity to be heard. The Director of Athletics, or designee, shall review the matter and respond to Coach in writing within three (3) business days.

6.0 Termination Upon Death or Disability.

6.1 This Employment Agreement shall terminate automatically if the Employee dies, if the Employee becomes totally disabled within the meaning of the University's disability insurance for employees, or if Employee becomes permanently disabled. "Permanently disabled" shall mean physical or mental incapacity of a nature which prevents the Employee, in the sole judgment of the University in consultation with appropriate medical personnel selected by the University, from performing Employee's duties under this Employment Agreement for a period of sixty (60) consecutive calendar days. Any such termination shall not be reason for payment of any liquidated damages set forth in Section 7 below.

6.2 If this Agreement is terminated pursuant to this section because of Employee's death, Employee's salary and all other compensation, bonuses and benefits shall terminate as of the last day of the calendar month in which death occurs, except that the Employee's personal representative or other designated beneficiary shall be paid all such death benefits, if any, as may be contained in any benefit plan now in force or hereafter adopted by the University and due to the Employee thereunder.

6.3 If this Agreement is terminated pursuant to this section because the Employee becomes totally disabled or permanently disabled, notwithstanding any other University policy, rule or regulation to the contrary, which may be in effect, the Employee shall be limited to receiving the salary, compensation, bonuses and other benefits then applicable for a period of sixty (60) days from the date such disability begins. At the end of such sixty (60) day period, all salary, compensation, bonuses and other benefits shall terminate, except that the Employee shall receive any disability benefits to which Employee is entitled under any disability program in which Employee is enrolled.

7.0 Termination Without Cause.

7.1 At any time after commencement of this Agreement, University may terminate this Agreement by giving thirty (30) days' written notice to Employee.

7.1.1 In the event University terminates this Agreement without cause, Employee will have health insurance available as a COBRA benefit at Employee's expense. The University life insurance benefit for Employee will cease upon Employee's termination. University shall not be liable for any other damages or loss of any collateral business opportunities or any other benefits, bonuses, perquisites, or income from any sources that might ensue as a result of University's termination of this Agreement without cause.

7.1.2 The University shall have the right at any time to terminate this Agreement without Cause and for its convenience prior to its expiration. Termination by the University without Cause shall be effectuated by delivering to Employee written notice of the University's intent to terminate this Agreement without Cause; notice shall be effective upon the earlier of the (i) date for termination specified in the notice or (ii) thirty (30) days after receipt of such notice by Employee. Liquidated damages shall be paid according to the following schedule:

7.1.2.1 If the University terminates this Agreement any time before January 1st, 2021, without Cause, the University shall pay, and Employee agrees to accept as liquidated damages, a payment of One Hundred Fifteen Thousand Dollars (\$115,000.00), to be paid to Employee in equal monthly installments over the time remaining in the Term, subject to all applicable state and federal tax reporting and withholding requirements, with the first payment due on or before the last day of the first month following the day of termination of this Agreement.

7.1.2.2 If the University terminates this Agreement any time after January 1st, 2021 and before December 31st, 2021 without cause the University shall pay, and Employee agrees to accept as liquidated damages, a payment of Fifty-Seven Thousand Five Hundred Dollars (\$57,500.00), to be paid to Employee in equal monthly installments over the time remaining in the Term, with the first payment due on or before the last day of the first month following the day of termination of this Agreement.

7.1.2.3 If the University terminates this Agreement any time after January 1st, 2022 and before December 31st, 2022 the University shall pay, and the Employee agrees to accept as liquidated damages, Twenty-Eight Thousand Seven Hundred Fifty Dollars (\$28,750.00), to be paid to Employee in equal monthly installments over the time remaining in the Term, with the first payment due on or before the last day of the first month following the day of termination of this Agreement.

7.1.3 The University and Employee agree that any amounts paid to Employee as liquidated damages shall be subject to federal, state and local withholding taxes as applicable.

7.1.4 The parties have bargained for and agreed to the foregoing liquidated damages provision, giving consideration to the fact that Employee may lose certain benefits, supplemental compensation or outside compensation relating to Employee's employment at University, which damages are extremely difficult to determine with certainty, or fairly

or adequately. The parties further agree that payment of such liquidated damages by University and acceptance thereof by Employee shall constitute adequate and reasonable compensation to Employee for damages and injury suffered because of such termination by University. The foregoing shall not be, nor be construed to be, a penalty.

7.1.5 Notwithstanding any other provisions contained in this Agreement, Employee agrees to reasonably mitigate the University's obligation to pay liquidated damages under this Agreement and to make reasonable and diligent efforts to obtain employment as soon as possible after termination of this Agreement by the University. After Employee obtains such new employment, University's financial obligations under this Agreement shall be limited to the difference between the Employee's new annual salary and Employee's owed payout pursuant to Section 7.1.2. Any owed payout shall be reduced by the confirmed new salary, as confirmed by employment contract or a formal verification of wages. University's obligations to pay any liquidated damages shall cease in the event Employee's new salary is equal to or greater than the payout owed pursuant to Section 7.1.2.

7.2 Employee recognizes that the promise to work for University for the entire term of this Agreement is of the essence of this Agreement. Employee also recognizes that University is making a highly valuable investment in Employee's employment by entering into this Agreement and that University's investment would be lost if Employee were to resign or otherwise terminate employment with University before the end of the contract term. Nonetheless, it is agreed that at any time after commencement of this Agreement, Employee may terminate this Agreement by giving fifteen (15) days' written notice to University.

7.2.1 In the event Employee terminates this Agreement at any time prior to January 1st, 2021 without cause for the purpose of pursuing any other job, business or financial opportunity during any point of this Agreement, Employee shall pay to University, as liquidated damages, an amount equal to 100% of Employee's base salary as set forth in Section 4.1.1, or \$115,000.00, to be paid to University within thirty (30) days after the effective date of termination. Employee shall not be entitled to any other employee benefits except as otherwise provided herein or required by applicable law. University shall not be liable for the loss of any collateral business opportunities or any other benefits perquisites, or income from any sources that might ensue as a result of Employee's termination for this Agreement without cause.

7.2.2 In the event Employee terminates this Agreement any time after January 1st, 2021 and before December 31st, 2021 without cause for the purpose of pursuing any other job, business or financial opportunity during any point of this Agreement, Employee shall pay to University, as liquidated damages, \$57,500.00, to be paid to University within thirty (30) days after the effective date of termination. Employee shall not be entitled to any other employee benefits except as otherwise provided herein or required by applicable law. University shall not be liable for the loss of any collateral business opportunities or any other benefits perquisites, or income from any sources that might ensue as a result of Employee's termination for this Agreement without cause.

7.2.3 In the event Employee terminates this Agreement any time after January 1st, 2022 and before December 31st, 2022 without cause for the purpose of pursuing any other job, business or financial opportunity during any point of this Agreement, Employee shall pay to University, as liquidated damages, \$28,750.00, to be paid to University within thirty (30) days after the effective date of termination. Employee shall not be entitled to any other employee benefits except as otherwise provided herein or required by applicable law. University shall not be liable for the loss of any collateral business opportunities or any other benefits perquisites, or income from any sources that might ensue as a result of Employee's termination for this Agreement without cause.

7.3 The parties have bargained for and agreed to the foregoing liquidated damages provision, giving consideration to the fact that University will incur administrative, recruiting and resettlement costs in obtaining a replacement for Employee, in addition to potentially increased compensation costs if Employee terminates this Agreement prior to its expiration, which damages are extremely difficult to determine with certainty. The parties further agree that the payment of such liquidated damages by Employee and acceptance thereof by University shall constitute adequate and reasonable compensation to University for the damages and injury suffered by it because of such termination by Employee. The foregoing shall not be, nor be construed to be, a penalty.

8.0 Personal Services.

8.1 Employee represents to have special, exceptional, and unique knowledge, skill, and ability as a women's basketball coach which, in addition to the future development of coaching experience at University, as well as University's special need for continuity in its athletic program, will render Employee's services unique. Likewise, Employee recognizes that the loss of Employee's services to University prior to the expiration of the term of this Agreement or any renewal thereof, would cause an inherent loss to University, which cannot be estimated with certainty, or fairly or adequately compensated by money damages. Notwithstanding the foregoing, Employee and University acknowledge and agree that Employee may terminate this Agreement without cause prior to the expiration of the term of this Agreement or any renewal thereof, as provided in Section 7.2.1 herein, which shall constitute University approval and release, and shall also define the scope of Employee's obligations to the University. Employee shall not be liable for any other loss the University may suffer as a result of such termination.

8.2 Employee therefore agrees, and specifically promises not to personally, or through any agent, actively seek, negotiate for, or accept employment, under any circumstances, as a women's basketball coach at any University of higher education which is a member of the same conference as the University or NCAA or for any women's basketball team participating in any professional league or conference in the United States or elsewhere, requiring performance of duties prior to the expiration date of the term of this Agreement or any extension thereof, without first notifying the Director of Athletics; provided, however, that in the event University has not, ninety (90) days prior to the termination of this Agreement, stated in writing its intention to extend Employee's employment beyond the term of this Agreement employee may personally, or through any agent, actively seek, negotiate for, or accept other employment upon the expiration of this Agreement.

8.3 Employee agrees that University shall have the right, in addition to any other rights which University may possess, to obtain an injunction by appropriate judicial proceedings to prevent Employee from performing coaching activities or other related services in violation of this Agreement, for any person, University, firm, corporation or other entity; and against any other breach of this Agreement. Employee also agrees to indemnify and hold University harmless for its costs in any injunction proceeding including court costs and reasonable attorney's fees.

8.4 University agrees, and specifically promises, not to actively seek, negotiate for, or employ, under any circumstances, a new head women's basketball coach without first notifying the Employee; provided, however, that in the event University has not, ninety (90) days prior to the termination of this Agreement, stated in writing its intention to extend Employee's employment beyond the term of this Agreement, University may actively seek, negotiate for, and employ another head women's basketball coach.

8.5 University agrees that Employee shall have the right, in addition to any other rights which Employee may possess, to obtain an injunction by appropriate judicial proceedings to prevent University from employing a head women's basketball coach in violation of this Agreement, and against any other breach of this Agreement. University also agrees to indemnify and hold Employee harmless for its costs in any injunction proceeding including court costs and reasonable attorney's fees.

9.0 Miscellaneous.

9.1 Moving Expenses. Employee shall be required to obtain three (3) estimates of cost from moving companies which must be submitted to the University for review with the value of the lowest estimate to be reimbursed by the University, not to exceed \$5,000.00, subject to applicable University policies and regulations.

9.2 Choice Of Law. This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Kentucky.

9.3 Sovereign Immunity. The parties further recognize that University is an agency of the state and as such is vested with sovereign immunity, and nothing in this Agreement shall be construed as a waiver of such immunity. As to claims based upon contract, the University is subject to the jurisdiction of the Franklin County, Kentucky, Circuit Court.

9.4 The parties agree that this Employment Agreement is a public document and that the University may release copies of the Employment Agreement to persons requesting the same pursuant to the Kentucky Open Records Act.

9.5 Assignment Of Agreement. Employee's rights and interests under this Agreement may not be assigned, pledged or encumbered by Employee.

9.6 Merger Clause. THIS AGREEMENT CONSTITUTES THE FULL AND COMPLETE UNDERSTANDING AND AGREEMENT OF THE PARTIES WITH RESPECT TO THE EMPLOYMENT OF EMPLOYEE BY THE UNIVERSITY AND SUPERSEDES ALL PRIOR UNDERSTANDINGS AND AGREEMENTS, ORAL OR WRITTEN, EXPRESS OR IMPLIED, REGARDING EMPLOYEE'S EMPLOYMENT BY THE UNIVERSITY.

9.7 Amendments To Agreement. This Agreement may be amended at any time only by a written instrument duly executed by the Director of Athletics and President of the University and accepted by Employee, such approval and acceptance to be acknowledged in writing.

9.8 Severability. If any provision or provisions hereof shall be deemed invalid or unenforceable, either in whole or in part, this Agreement shall be deemed amended to delete or modify, as necessary, the offending provision or provisions or to alter the bounds thereof in order to render it valid and enforceable.

9.9 No Waiver Of Default. No waiver by the parties hereto of any default or breach of any covenant, term or condition of this Agreement shall be deemed to be a waiver of any other default or breach of the same or any other covenant, term or condition contained herein.

9.10 Acknowledgment. Employee acknowledges that Employee has read and understands the foregoing provisions of this Agreement and that such provisions are reasonable and enforceable and Employee agrees to abide by this Agreement and the terms and conditions set forth herein. Further, Employee acknowledges that Employee has had the opportunity to consult with counsel of Employee's choice regarding the provisions of this Agreement prior to execution hereof.

9.11 University Retains All Materials And Records. All materials or articles of information, including, without limitation, personnel and student-athlete records, recruiting records, team information, films statistics or any other material or data, furnished to Employee by the University or developed by Employee on behalf of the University or at the University's direction or for the University's use or otherwise in connection with Employee's employment hereunder are and shall remain the sole and confidential property of the University. Within seven (7) days of the expiration of the term of this Agreement or its earlier termination as provided herein or the reassignment of Employee from Employee's position as Head Coach of the University's women's basketball program, Employee shall deliver any such materials in her possession or control to the University.

9.12 Employee Will Not Incur University Indebtedness. It is mutually agreed and understood that Employee shall not incur any indebtedness for or on behalf of the University without first securing the approval of the Director of Athletics.

9.13 Employee Will Not Make Investments Competitive With University's Objectives. During the period of employment hereunder, Employee shall not make or continue to hold any investment in or be associated with any enterprise which could be deemed to be competitive with the University's objectives and philosophies or with the University's intercollegiate program, without first having obtained the approval of the University's President through the Director of Athletics.

9.14 Notice. Any notice or other communication which may or is required to be given under this Agreement shall be in writing and shall be deemed to have been given on the earlier of either the day actually received or on the close of business on the fifth business day next following the day when deposited in the United States Mail, postage prepaid, registered or certified, addressed to the party at the address set forth after its name below or such other address as may be given by such party in writing to the other.

If to Employee:

With a copy to:

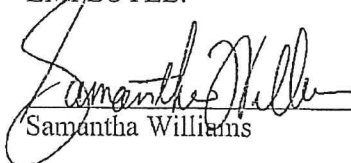
If to the University:

Director of Athletics
Department of Intercollegiate Athletics
Eastern Kentucky University
Alumni Coliseum 107
521 Lancaster Avenue
Richmond, KY 40475

9.15 Duplicates. This Agreement may be executed in duplicate originals.

WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first written above.

EMPLOYEE:

 3/26/19
Samantha Williams DATE

EASTERN KENTUCKY UNIVERSITY


Michael T. Benson, President DATE

 3.27.19
Stephen Lochmueller, Director of Athletics DATE



EASTERN KENTUCKY UNIVERSITY

Serving Kentuckians Since 1906

Senior Vice President for Academics
& Provost
provost@eku.edu www.eku.edu

CPO 30A, 108 Coates Building
521 Lancaster Avenue
Richmond, Kentucky 40475-3102
PHONE: (859) 622-3884
FAX: (859) 622-8136

TO: Dana Fohl

FROM: Sherry Robinson

DATE: May 31, 2019

SUBJECT: Council on Academic Affairs Agenda for Board of Regents

The following Academic Affairs items have been approved by the Council on Academic Affairs, the Faculty Senate, and the Provost. On behalf of President Benson, these items are presented for the Board of Regents' consideration on June 18, 2019.

NEW PROGRAMS

The following proposed new programs are presented for approval by the Board of Regents.

COLLEGE OF LETTERS, ARTS, & SOCIAL SCIENCES

Department of Government

Page

1. Departmental Graduate Certificate in Community Development

7

Using current faculty resources and existing courses, add a departmental graduate certificate in Community Development to meet market trends as determined by e-Campus research.

2. Departmental Graduate Certificate in Interdisciplinary Studies

11

Using current faculty resources and existing courses, add a departmental graduate certificate in Interdisciplinary Studies to meet market trends as determined by e-Campus research.

School of Psychology

Page

3. Graduate Certificate in Applied Behavior Analysis

15

Using current faculty resources and existing courses, add a graduate certificate in Applied Behavior Analysis for students with a master's degree in an appropriate field and who want to complete the six required ABA courses needed to qualify to take the ABA certification exam.

COLLEGE OF SCIENCE

Department of Mathematics & Statistics

Page

4. University Undergraduate Certificate in Applied Data Science

23

Using current faculty resources and existing courses, add a university undergraduate certificate in Applied Data Science to meet the growing demand for professionals trained to manage and analyze large, complex data sets.

PROGRAM REVISIONS

The following proposed program revisions are presented for approval by the Board of Regents.

Proposed program revisions with anticipated possible budget impact:

COLLEGE OF HEALTH SCIENCES

Department of Exercise & Sport Science

1. Minor in Coaching (Non-Teaching)

Page

42

Require current First Aid Certification at the time of graduation; drop HEA 202 so students can gain practical experience and save money by pursuing CPR and First Aid certification on their own; drop Exercise & Sport Science courses that are rarely taught because of low enrollment; add ESS 322, 407, and 590 to the minor which will provide valuable educational opportunities for students and address increasing legal responsibility for coaches.

Anticipated personnel impact: *Dropping low-enrolled ESS courses may save the University money by reducing part-time instructors.*

2. M.S. in Athletic Training

44

Restructure the curriculum to meet revised accreditation standards by the Commission on Accreditation of Athletic Training and improve content delivery, including removing multiple Athletic Training courses from the core and adding: ATR 807, 809, 815, 830, 830L, 835, and 835L. Revise the minimum pre-requisite GPA and pre-requisite courses as well as catalog text for the program's general description, mission statement, goals and objectives (redirected to the program's website), and application procedures and requirements.

Anticipated Operating Expenses Impact: *While no increase in operating expenses is anticipated that cannot be absorbed within the current departmental budget, any realized increase resulting from expendable supplies, equipment, etc., can be offset by adjusting course fees.*

Department of Occupational Science & Occupational Therapy

Page

3. B.S. in Occupational Science

50

Revise the program outcomes, grade requirements, and coursework to better prepare students for the Occupational Doctorate program and to facilitate the transition from the M.S. in Occupational Therapy to the OTD, as mandated by the Accreditation Council for Occupational Therapy Education (ACOTE).

Anticipated Personnel Impact: *Upon approval of the proposed program revisions in Occupational Therapy, the department plans to request a faculty line in order to meet program demands at full capacity.*

4. Occupational Therapy Doctorate (O.T.D.) – new concentration

55

Revise the program outcomes and post-professional concentration hours; add a professional concentration (previously the M.S. in Occupational Therapy); and discontinue the BS to OTD option since the department will no longer offer a master's degree. The Master of Science in Occupational Therapy is transitioning to the OTD, as mandated by the program's accrediting agency, ACOTE. Effective date: Fall 2022

Anticipated Personnel Impact: *Upon approval of the proposed program revisions in Occupational Therapy, the department plans to request a faculty line in order to meet program demands at full capacity.*

COLLEGE OF SCIENCE

Department of Geosciences

Page

5. B.S. in Geology

61

Revise the core for both concentrations in the program and elective courses for the Academic concentration. Change program name to B.S. in Environmental and Applied Geology to reflect the hydrological, geospatial, and experiential components of the program. Add geoscience credit hours to the Academic concentration to align with benchmark universities and make graduates more competitive for admission to advanced programs.

Anticipated Personnel Impact: *While no increase in personnel is expected, if an additional section of GEO 353 needs to be offered to meet student demand then the department may need to utilize part-time instruction to cover a gen ed course that would normally be assigned to a full-time faculty member.*

Proposed program/concentration restructuring:

COLLEGE OF BUSINESS & TECHNOLOGY

Department of Agriculture

Page

6. B.S. in Agriculture

64

Restructure the Agribusiness Management concentration to build in existing interdisciplinary certificates that enable students to personalize their programs and that meet changing business standards and needs.

COLLEGE OF LETTERS, ARTS, & SOCIAL SCIENCES

Department of Government

Page

7. B.A. in Globalization & International Affairs

67

Restructure the program to align with comparable programs, be more accessible with regularly offered courses, and maintain the interdisciplinary foundations of the program while broadening general education and applied creative and critical thinking options.

8. Master in Public Administration (M.P.A.) – new concentrations/concentration suspensions

70

Restructure the program to remove two concentrations in Community Health and Environmental Health that are no longer viable, to revise the concentration in Community Development to address current student needs, to add an Emergency Management concentration (incorporating an existing program in the College of Justice & Safety) to market the program to a wider population, and to designate an Interdisciplinary Studies concentration for students pursuing an approved, individualized plan.

Proposed revisions to program admission requirements:

COLLEGE OF EDUCATION

Department of Educational Leadership, Counselor Education, & Communication Disorders

Page

9. M.A.Ed. in Communication Disorders

74

Revise admission requirements to designate CASE scores as an alternative to GRE scores for program admission reflecting minimum examination requirements for state teacher certification in Communication Disorders; revise prerequisites to ensure eligibility for national and state licensure/certification; add the PRAXIS exit requirement to reflect new College of Education requirements; and expand elective options to reflect changes to the program's curricular map.

COLLEGE OF JUSTICE & SAFETY

<u>Department of Safety & Security</u>	<u>Page</u>
10. B.S. in Homeland Security	78
<i>Remove the pre-homeland security requirement from the program to streamline the pathway into the program and reduce unnecessary administrative burden on faculty and staff.</i>	

COLLEGE OF LETTERS, ARTS, & SOCIAL SCIENCES

<u>School of Psychology</u>	<u>Page</u>
11. M.S. in General Psychology	80
<i>Revise admission requirements to designate distinct requirements for the two concentrations; change the General Psychology concentration to Experimental Psychology to reduce confusion with the program name; reformat the curriculum for clarity; and remove the service-learning component from PSY 820.</i>	

COLLEGE OF SCIENCE

<u>Department of Computer Science</u>	<u>Page</u>
12. M.S. in Applied Computing	84
<i>Revise the admission requirements for clarity to include clear admission for applicants with a degree in an appropriate field and a GPA of 3.0 or better.</i>	

Other proposed program revisions:

COLLEGE OF BUSINESS & TECHNOLOGY

<u>Department of Agriculture</u>	<u>Page</u>
13. B.S. in Agriculture, General Pre-Veterinary Pathway	87
<i>Add courses as electives and remove CHE 431 to meet updated Auburn School of Veterinary Medicine Requirements; add AGR 326 to the core for production electives to expand career-specific focus options.</i>	

COLLEGE OF EDUCATION

<u>Department of American Sign Language & Interpreter Education</u>	<u>Page</u>
14. B.S. in ASL and English Interpretation	89
<i>Replace the three-hour supporting course requirement in any course that satisfies Gen Ed, Element 6 (Diversity of Perspective) with a requirement to complete SJS 101 (Understanding Social Justice and Human Struggle), which meets the Commission on Collegiate Interpretation Education's updated accreditation standards requiring social justice and oppression education; replace ASL 310 with ITP 320 to provide students with foundational skills to be an interpreter while incorporating essential content from ASL 310 into the ITP course.</i>	

<u>Department of Educational Leadership, Counselor Education, & Communication Disorders</u>	<u>Page</u>
15. M.A. in Student Personnel Services in Higher Education	92
<i>Add an additional required internship experience to the program (for three hours of internship experiences at the beginning of the program and an additional three hours at the end of the program) to increase the focus on experiential learning; identify and expand electives related to enhancing student understanding of applicable principles in the program.</i>	

COLLEGE OF LETTERS, ARTS, & SOCIAL SCIENCES

Department of Communication

Page

16. B.A. in Public Relations

94

Add courses to the core including BEM 202 (Information Gathering to provide relevant context for subsequent core courses), ECO 120 (as an alternative to ECO 130), and PUB 305 (new course in Public Relations Research replacing dropped course PUB 420), which results in an overall net increase of three hours in core courses. Adjust free electives to offset the increase to the core.

SUSPENDED PROGRAMS

The following proposed program suspensions are presented for approval by the Board of Regents.

COLLEGE OF HEALTH SCIENCES

Department of Occupational Science & Occupational Therapy

Page

1. M.S. in Occupational Therapy

96

Suspend the program, effective Fall 2023 (to be taught out through Summer 2025), in order to transition to the Occupational Therapy Doctorate (OTD) program, as mandated by the Accreditation Council for Occupational Therapy Education (ACOTE). Proposed revisions to the OTD program enable entry-level student admission into the OTD, which will replace the master's degree.

Anticipated Personnel Impact: *Upon approval of this proposed program suspension and the corresponding revisions in Occupational Therapy, the department plans to request a faculty line in order to meet program demands at full capacity.*

2. B.S. in Occupational Science Post-Baccalaureate 2nd Degree Pathway

101

Suspend the program, effective Fall 2020, in order to transition to the OTD program, as mandated by ACOTE. This program facilitated a transition pathway into the M.S. in OT program (which is being proposed for suspension) for students who held a bachelor's degree in a field other than Occupational Science. Upon approval of the proposed suspension of the M.S. in OT program, students will no longer be able to apply to the 2nd Degree Pathway program after Fall 2019.

COLLEGE OF SCIENCE

Department of Biological Sciences

Page

3. M.S. in Biology – concentration suspension

104

Suspend the concentration in Applied Ecology to better serve future students. Minor program changes denoted: make minor revisions to general requirements and remove an optional course from the program's core.

Substantial Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> New Minor (Part III) <input type="checkbox"/> Program Suspension (Part III) <input type="checkbox"/> Program Revision (Part III) <input checked="" type="checkbox"/> New Certificates	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Department Name</td> <td style="width: 50%;">Government</td> </tr> <tr> <td>College</td> <td>CLASS</td> </tr> <tr> <td>*Course Prefix & Number</td> <td></td> </tr> <tr> <td>*Course Title (full title±)</td> <td></td> </tr> <tr> <td>*Program Title</td> <td>Community Development</td> </tr> <tr> <td></td> <td>Departmental Certificate</td> </tr> <tr> <td colspan="2">If Certificate, indicate Long-Term (University) or Short-Term (Departmental)</td> </tr> <tr> <td>* Provide only the information relevant to the proposal.</td> <td>± If Title is longer than 30 characters see Part IV to provide abbreviation</td> </tr> </table>	Department Name	Government	College	CLASS	*Course Prefix & Number		*Course Title (full title±)		*Program Title	Community Development		Departmental Certificate	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)		* Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation
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Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	2/7/19	Council on Academic Affairs	4/18/19
College Curriculum Committee	2/25/19	Faculty Senate**	5/6/19
General Education Committee*	NA	Board of Regents**	Pending
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	3/22/19		

*If Applicable (Type NA if not applicable.)
 **Approval needed for program revisions or suspensions.
 ***To be added by the Registrar's Office after all approval is received.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: Increase the number of credit hours for ABC 100 from 1 to 2.) Create departmental graduate certificate in Community Development
A. 2. Proposed Effective Academic Term: (Example: Fall 2016) Fall 2019
A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)
B. The justification for this action: eCampus research suggests that the certificate will be in demand. Certificate duplicates the courses in the concentration, but provides an alternate path for students to earn credentials.
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: None. Courses are already taught in the Department of Government Operating Expenses Impact: NA Equipment/Physical Facility Needs: NA Library Resources: NA

Part III. Recording Data for Revised or Suspended Program

1. For a revised program, provide the current program requirements using ~~strike through~~ for deletions and *underlines* for additions.
2. For a suspended program, provide the current program requirements as shown in catalog. List any concentrations and/or minors affected by the program's suspension.

Revised* Program Text
(*Use ~~strike through~~ for deletions and underlines for additions.)

CERTIFICATES

Persons with a baccalaureate degree from an accredited institution may earn a 12-hour non-degree graduate certificate in the following areas. These certificates are granted by the College of Letters, Arts, and Social Sciences (Community Development and Interdisciplinary Studies) or the College of Justice & Safety (Emergency Management & Disaster Resilience). The certificate courses overlap with courses in the M.P.A. Concentrations and may be applied to the M.P.A. degree.

Certificate in Community Development

Certificate Requirements 12 hours
POL 835, 845, 846, and 847

REQUEST for MPA Program Additions

New Concentrations: (1) **Interdisciplinary** (New label. This option exists in the current curriculum, but had no label. Students will continue to select 12 credits of courses to meet their needs.); (2) **Emergency Management & Disaster Resilience** (Exists in CJS; Duplicating concentration & certificate in the MPA Program will allow for marketing to a different population and should increase student interest.)

New Certificates*: (1) **Interdisciplinary**; (2) **Emergency Management & Disaster Resilience**; (3) **Community Development**

**Certificates contain the same courses as concentrations*

Note. Two current concentrations will be removed: Community Health Administration & Environmental Health

When proposing a new minor, concentration, university or department certificate, the following factors should be considered:

- Minors and certificates often add time to degree.
- Minors can increase the number of credit hours that students have at graduation.
- Minors and certificates can potentially increase student debt because of the factors above.
- Minors, concentrations, university and department certificates can significantly add to faculty workloads.
- Minors, concentrations, university and department certificates increase the need for oversight and administration.

The following information should be provided in addition to the normal curriculum change forms. Before a new minor, concentration, university or department certificate is submitted to CAA, the Dean must approve the proposal based on the information on this form and any other information requested by the Dean.

From the Proposing Program

- 1 How will the new minor, concentration, university or department certificate attract new students to EKU? On what is this based? What is the marketing plan?

The new concentrations and certificates offer different emphases that will be attractive to multiple populations of students. eCampus research suggests that students internal and external to EKU will be drawn to them. For marketing, we will rely heavily on eCampus to spread the word, using their budget.

- 2 What is the justification for the proposed curriculum proposal? (i.e., industry demand, job market, accreditation requirement, etc.) Provide evidence.

eCampus research suggests that there is a market for the new concentrations and certificates, and that the two old concentrations (being dropped) are no longer viable.

- 3 What are the qualifications of the faculty to teach the curriculum? Are there sufficient faculty resources to teach the curriculum? Explain.

The SSEM courses are offered entirely by the SSEM department/faculty . The additional public administration courses will be taught by existing MPA faculty. It is anticipated that all Instructors meet with University guidelines for Instructors with terminal degrees and expertise in the concentration.

- 4 What are the potential costs of the proposed curriculum addition, especially 3-5 years from implementation? Fully explain the answer, particularly if there are no perceived costs.

No additional costs are predicted as the courses are already developed and taught by the SSEM and GOVN departments . While there might be some minimal marketing costs by the Department of Government, most marketing will take place through the existing eCampus marketing team for the original online programs.

From the Dean

How will costs of the proposed addition be covered? (Complete A or B, or both if applicable)

- A. New Resources. Explain. As noted in the narrative above, the courses already exist and there is adequate staffing to support them. Library and IT resources are sufficient.
- B. Reallocation of resources. Explain. Ecampus already markets the MPA program extensively. While there would be modest additional marketing outlay for the new concentrations, e-campus market research suggests that the investment should yield sufficient enrollments to make it worthwhile. No new marketing resources would be required and existing budgets are sufficient.

I have thoroughly reviewed the proposal and the above responses and I support the proposal moving forward.


Dean's Signature

2/12/2019
Date

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(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

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Certificate in Interdisciplinary Studies

Certificate Requirements 12 hours

Students in this concentration will take 12 hours of courses approved by the M.P.A. Advisor

REQUEST for MPA Program Additions

New Concentrations: (1) **Interdisciplinary** (New label. This option exists in the current curriculum, but had no label. Students will continue to select 12 credits of courses to meet their needs.); (2) **Emergency Management & Disaster Resilience** (Exists in CJS; Duplicating concentration & certificate in the MPA Program will allow for marketing to a different population and should increase student interest.)

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From the Dean

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- A. New Resources. Explain. As noted in the narrative above, the courses already exist and there is adequate staffing to support them. Library and IT resources are sufficient.
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Dean's Signature

2/12/2019
Date

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(Complete only the section(s) applicable.)

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> New Minor (Part III) <input type="checkbox"/> Program Suspension (Part III) <input type="checkbox"/> Program Revision (Part III) <input checked="" type="checkbox"/> NEW CERTIFICATE	Department Name Psychology College CLASS *Course Prefix & Number *Course Title (full title±) *Program Title M.S. General Psychology University Certificate: Applied Behavior Analysis If Certificate, indicate Long-Term (University) or Short-Term (Departmental) * Provide only the information relevant to the proposal. ± If Title is longer than 30 characters see Part IV to provide abbreviation	
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Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	12.6.18	Council on Academic Affairs	3/21/19
College Curriculum Committee	1/28/19	Faculty Senate**	4/1/19
General Education Committee*	NA	Board of Regents**	Pending
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	2/15/19		

*If Applicable (Type NA if not applicable.)
 **Approval needed for program revisions or suspensions.
 ***To be added by the Registrar's Office after all approval is received.

Completion of A, B, and C is required: (Please be specific, but concise.)

<p>A. 1. Specific action requested: (Example: Increase the number of credit hours for ABC 100 from 1 to 2.) (1) Add ABA Certificate</p> <p>A. 2. Proposed Effective Academic Term: (Example: Fall 2016) Fall 2019</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)</p>
<p>B. The justification for this action:</p> <p>(1) For students who have a masters degree in an appropriate field, only the 6 ABA courses are needed to qualify to take the ABA certification exam. Thus, a path is needed for these students to complete the 6 courses, without enrolling in the MS Program. A certificate meets this need.</p>
<p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: None</p> <p>Operating Expenses Impact:</p> <p>Equipment/Physical Facility Needs:</p> <p>Library Resources:</p>

Part III. Recording Data for Revised or Suspended Program

1.	For a revised program, provide the current program requirements using striketrough for deletions and <u>underlines</u> for additions.
2.	For a suspended program, provide the current program requirements as shown in catalog. List any concentrations and/or minors affected by the program's suspension.
<p>Revised* Program Text (*Use striketrough for deletions and <u>underlines</u> for additions.)</p>	

MASTER OF SCIENCE (M.S.)

General Psychology

CIP Code: 42.0101

Information about the ABA Certificate

- To obtain a BCBA Certification students must (1) hold a Master's or Doctoral degree in Psychology, Education, or Behavior Analysis; (2) have completed Board approved ABA coursework; (3) have completed the required and documented supervised practical experience; and (4) pass an examination administered by the Behavioral Analyst Certification Board.
- The ABA Certificate is designed for students who already have an appropriate Master's or Doctoral degree, and who want to work toward eligibility to sit for the BCBA Certification Exam.
- The ABA Certificate provides the required approved ABA coursework.
- Students are responsible for finding their own practical experiences in order to accumulate the required hours of supervised experience, and for scheduling and paying for the BCBA Certification Exam. Information can be found at www.bacb.com

I. ADMISSION REQUIREMENTS

ABA Certificate Only

- Note that persons planning to apply for BCBA Certification are required by the Behavior Analyst Certification Board to hold a Master's or Doctoral degree in Psychology, Education, or Behavior Analysis, to have completed the Board approved ABA coursework, to have completed the required and documented supervised practical experience, and to pass an examination administered by the Behavioral Analyst Certification Board..
- The ABA Certificate from ECU provides the required ABA coursework. Students are responsible for finding their own practical experiences in order to accumulate the required hours of supervised experience, and for scheduling and paying for the BCBA Certification Exam. Information can be found at www.bacb.com
- For students with a Master's degree, admission requirements are minimum overall graduate grade point average of 2.75, and a personal statement.
- For students without a Master's degree, admission requirements are minimum overall undergraduate grade point average of 2.5, or 2.75 for the last 60 hours, and a personal statement.
- Personal statement must address the following areas: A) What personal characteristics do you possess that you believe are important to the practice of applied behavior analysis? Do you possess any particular strengths that you feel will be an asset to you in graduate school? What about any personal challenges that you think might hinder your progress? B) What are your professional goals? C) Describe any experiences that have particularly prepared you for graduate study in applied behavior analysis (e.g., co-op/internships, work experiences, life experiences. D) If you feel that any portion of your application does not accurately reflect your academic skills or preparation to complete this certificate.

CERTIFICATE

- To obtain a BCBA Certification students must (1) hold a Master's or Doctoral degree in Psychology, Education, or Behavior Analysis; (2) have completed Board approved ABA coursework; (3) have completed the required and documented supervised practical experience; and (4) pass an examination administered by the Behavioral Analyst Certification Board.
- The **ABA Certificate** is designed for students who already have an appropriate Master's or Doctoral degree, and who want to work toward eligibility to sit for the BCBA Certification Exam.
- The ABA Certificate provides the required approved ABA coursework.
- Students are responsible for finding their own practical experiences in order to accumulate the required hours of supervised experience, and for scheduling and paying for the BCBA Certification Exam. Information can be found at www.bacb.com

ABA Certificate (Online Only).....18 hours

PSY 817 (Must be taken before other ABA courses), 813, 833, 855, 895.....15 hours

Capstone Requirement: PSY 866.....3 hours

Total Requirements for ABA Certificate only18 hours

Proposal to Add **Concentration in Applied Behavior Analysis to the**

M.S. General Psychology Degree

November, 2017

From the Proposing Program (the Psychology Department)

Note from Associate Dean Perrine: This form was evaluated and signed by Dean Zeigler when the M.S. Degree Program was revised to include a new concentration: Applied Behavior Analysis (ABA). Because some students seeking ABA Certification will already have a master's degree and will need only the six ABA courses to qualify for the certification exam, there needs to be pathway for these students to enroll in these courses without seeking the M.S. Degree in General Psychology. A certificate gives students this pathway. The Certificate exactly duplicates the 18-hour concentration.

Dean Zeigler 12/6/2018

1. **How will the new minor, concentration, or department certificate attract new students to EKU? On what is this based? What is the marketing plan?**

Applied behavior analysis (ABA) is a sub discipline of psychology. It involves the application of basic learning theory principles to the treatment of a range of behavioral disorders. It has been particularly effective for persons with autism and other developmental disabilities, children with disruptive behavior disorders (e.g., oppositional defiant disorder, attention deficit disorder), and adults with dementia and other cognitive impairments

The EAB conducted an extensive market analysis of the demand for such training. A copy of that report is appended to this document (see Appendix A). Text from the Executive Summary of that report is below:

Significant increases in employer demand for applied behavioral analysis professionals indicate promising opportunity for a new program at Eastern Kentucky University. Regional employer demand nearly tripled in the last three years, from 82 jobs in H1 2014 to 241 jobs in H2 2016 (i.e., an increase of 194 percent). In the same time period, national employer demand increased 152 percent (i.e., from 681 job postings to 1,716). In particular, increasing legislation mandating insurance coverage for ABA services as an autism spectrum disorder treatment fueled increased demand for master's-level ABA professionals. Due to a wealth of funding in services for autism and other developmental disabilities, most master's-level ABA program graduates pursue employment opportunities in this field. However, contacts also suggest growing potential in behavioral gerontology (i.e., applying ABA techniques with geriatric populations).

The proposed concentration will be part of the University's e-Campus program. e-Campus has an established, successful track record of marketing online programs, including the undergraduate B.S. degree in Psychology (which currently enrolls in excess of 250 students). Only the courses required for the M.S. General degree with the ABA concentration will be offered online. We will continue offering the M.S. General Psychology degree (without the ABA concentration) as an on-campus program.

2. **What is the justification for the proposed curriculum proposal? (i.e., industry demand, job market, accreditation requirement, etc.) Provide evidence.**

The proposed curriculum meets the requirements specified by the Behavior Analyst Certification Board. The Board requires applicants for certification to have completed a specific sequence of classes (referred to as the Verified Course Sequence or VCS), which are approved by the Board. By embedding the VCS in the M.S. General Psychology curriculum, the proposed program will enable students to meet the requirement that certification

applicants hold an acceptable graduate degree (the Psychology degree is deemed acceptable by the Board).

From the Behavior Analysts Certification Board website (www.bacb.com), the requirements include:

1. Degree

Applicants must possess a minimum of a graduate degree (e.g., master's or doctoral) in an acceptable field of study from a **qualifying institution**. Acceptable fields of study are **behavior analysis, education, or psychology**. Degrees may also be accepted from **degree programs** in which the candidate completed a BACB verified course sequence. Applicants who are unsure of whether the field of study of their degree is acceptable may request a **preliminary review**.

2. Coursework

Coursework must come from a **qualifying institution** and cover the required content outlined in the BACB's **Fourth Edition Task List** and **Course Content Allocation** documents. Only graduate (i.e., master's or doctoral) courses where the applicant was formally enrolled and earned a passing grade ("C" or better for graded courses) are acceptable.

Coursework may come from a Verified Course Sequence (VCS), although other coursework may also be acceptable.

3. What are the qualifications of the faculty to teach the curriculum? Are there sufficient faculty resources to teach the curriculum? Explain.

The coordinator of a program offering the BCBA Verified Course Sequence is required to be a BCBA. Dr. Myra Beth Bundy, a Professor in the Psychology Department, is currently pursuing certification and will complete the process prior to offering classes. The department is conducting a search this year for an additional faculty member with ABA experience. In addition, another faculty member is qualified to teach classes in the ABA course sequence. Given the applied nature of the program, we would like to occasionally employ adjuncts who are working in the field and who are BCBAs, particularly as practicum supervisors.

4. What are the potential costs of the proposed curriculum addition, especially 3-5 years from implementation? Fully explain the answer, particularly if there are no perceived costs.

The potential cost comes from replacing Dr. Bundy in the classes she currently teaches to teach classes in the ABA program. One of the classes in the new program is a class she already teaches as part of the Autism Spectrum Disorders Certificate offered by Psychology and two other departments on campus. A new faculty line, attached to the Psy.D. Program, has been filled with a person who will teach one or two of the ABA courses. We would like hire a practicing Behavior Analyst to teach a course or two as well.

We will not be requesting any graduate assistantships for this program.

From the Dean

How will costs of the proposed addition be covered? (Complete A or B, or both if applicable)

A. New Resources. Explain.

There will be modest investment of new resources for credentialing requirements for Dr. Bundy,

which have already been allocated by the Graduate School. If the program is accepted as an e-campus program, an additional credentialed instructor may be required and that cost will be incorporated into the e-campus proposal.

B. Reallocation of resources. Explain.

If the program attracts sufficient students to warrant additional course offerings, basic psychology instruction will need to be covered by adjunct instructors. That can be managed within the College's current part-time instructional budget.

I have thoroughly reviewed the proposal and the above responses and I support the proposal moving forward.


Dean's Signature

11/10/2017
Date

Appendix A. EAB Market Demand for an Online MS in
Applied Behavior Analysis.

Please see attached report

Appendix B. Proposed Verified Course Sequence.

You may need to look at whether/how this curriculum can be accommodated as a concentration within the General Psych program. The current program is a 33-hour degree with 18 hours of required Foundation courses. Adding 18 more hours would change this to a 36-hour program and I'm not sure we can have concentrations within the same degree with different requirements on the number of hours. Maybe something we need to check with Tina or Sherry. As a side note, PSY 811 and 822 are existing courses with different subject areas so the first 2 courses would need to have different numbers. The others look OK.

Content Area and Required Classroom Hours	Course 1	Course 2	Course 3	Course 4	Course 5	Course 6	Total Hours Per BACB Required Content Area
45 instructional wells=3 credit hours	PSY 811 Introductory Foundations, Concepts, & Principles in Behavioral Analysis 3 credits	PSY 822 Ethics and Professional Conduct in Behavioral Analysis 3 credits	PSY 833 Behavioral Research and Measur- ent 3 credits	PSY 844 Building New Behaviors: Developing, Increasing & Maintaining Desired Behaviors 3 credits	PSY 855 Addressing Problem Behaviors: Decreasing, Eliminating, and Replacing Undesired Behaviors 3 credits	PSY 866 Advanced Topics in Behavior Analysis 3 credits	
ETHICS: 45		45				10	45 (+10)
Concept/Prine 45	45						45
MEASUREMENT 25			20			5	25
EXPERIMENTAL 20			20				20
ASSESSMENT 30			5	10	10	5	30
BC PROCEDURES 45				20	25		45
BC CONSIDERATIONSIO				5	5		10
BEHAVIOR CHANGE SYSTEMS 10				5	5		10
IM/SUPERVISION 10				5		5	10
DISCRETIONARY 30						30	30
Total Required 270	45	45	45	45	45	45 (+10)	270 (+10)

Substantial Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input checked="" type="checkbox"/> New Certificate (Part III) <input type="checkbox"/> Program Suspension (Part III) <input type="checkbox"/> Program Revision (Part III)	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Department Name</td> <td>Mathematics and Statistics</td> </tr> <tr> <td>College</td> <td>College of Science</td> </tr> <tr> <td>*Course Prefix & Number</td> <td></td> </tr> <tr> <td>*Course Title (full title±)</td> <td></td> </tr> <tr> <td>*Program Title</td> <td>Applied Data Science University Certificate</td> </tr> <tr> <td colspan="2">If Certificate, indicate Long-Term (University) or Short-Term (Departmental)</td> </tr> <tr> <td>* Provide only the information relevant to the proposal.</td> <td>± If Title is longer than 30 characters see Part IV to provide abbreviation</td> </tr> </table>	Department Name	Mathematics and Statistics	College	College of Science	*Course Prefix & Number		*Course Title (full title±)		*Program Title	Applied Data Science University Certificate	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)		* Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation
Department Name	Mathematics and Statistics														
College	College of Science														
*Course Prefix & Number															
*Course Title (full title±)															
*Program Title	Applied Data Science University Certificate														
If Certificate, indicate Long-Term (University) or Short-Term (Departmental)															
* Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation														

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	11/30/19	Council on Academic Affairs	3/21/19
College Curriculum Committee	1/28/19 & 3/4/19	Faculty Senate**	4/1/19
General Education Committee*	NA	Board of Regents**	Pending
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
 **Approval needed for program revisions or suspensions.
 ***To be added by the Registrar's Office after all approval is received.

Completion of A, B, and C is required: (Please be specific, but concise.)

<p>A. 1. Specific action requested: (Example: Increase the number of credit hours for ABC 100 from 1 to 2.) Create Certificate in Applied Data Science</p> <p>A. 2. Proposed Effective Academic Term: (Example: Fall 2016) Fall 2019</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)</p>
<p>B. The justification for this action: The rapid increase in large, complex data sets has resulted in a great demand for professionals who are trained to manage and analyze them. All courses within the certificate are currently offered. No new courses needed.</p>
<p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: Data science is a highly interdisciplinary field; the Certificate in Applied Data Science will utilize faculty with expertise in mathematics, computer science, and a variety of other fields. The courses listed in other fields are also already being offered, so there are sufficient faculty resources to teach the curriculum.</p> <p>Operating Expenses Impact: NA</p> <p>Equipment/Physical Facility Needs: NA</p> <p>Library Resources: NA</p>

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strike through~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strike through~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

Part III. Recording Data for Revised or Suspended Program

1. For a revised program, provide the current program requirements using ~~strike through~~ for deletions and underlines for additions.
2. For a suspended program, provide the current program requirements as shown in catalog. List any concentrations and/or minors affected by the program's suspension.

Revised* Program Text

(*Use ~~strike through~~ for deletions and underlines for additions.)

CERTIFICATE IN APPLIED DATA SCIENCE

Introductory Statistics Requirement 3-7 hours

Select from STA 270, STA 215, or PSY 309* or 309W* and PSY 310

Core Requirements 13 hours

MAT 234, STA 580, CSC 174 or 190, and MAT 239 or STA 340

Statistics Elective 3 hours

Select from STA 375, 480 (approved topics), 570, or 575

Domain Knowledge Electives 6-8 hours

Select two courses from one of the following categories:

- a) Anthropology and Sociology
ANT 371, SOC 232, 395, or 465
- b) Biology and Environmental Health Sciences
EHS 280 and **370**, BIO 315* and 533, or BIO 316* and 532
- c) Computer Information Systems
CIS 335* and 430
- d) Computer Science and Informatics
CSC 310*, 313*, 581, or INF 314*
- e) Government
POL 280* and 440
- f) Geosciences
GEO 351*, 353, 453, 456, or 458
- g) Psychology
PSY 250*, 315 or 315L, or 590

Total Curriculum Requirements 25-31 hours

*requires a pre-requisite course

New Minor, Concentration, University Certificate or Department Certificate

Proposal Approval Form

When proposing a new minor, concentration, university or department certificate, the following factors should be considered:

- Minors and certificates often add time to degree.
- Minors can increase the number of credit hours that students have at graduation.
- Minors and certificates can potentially increase student debt because of the factors above.
- Minors, concentrations, university and department certificates can significantly add to faculty workloads.
- Minors, concentrations, university and department certificates increase the need for oversight and administration.

The following information should be provided in addition to the normal curriculum change forms. Before a new minor, concentration, university or department certificate is submitted to CAA, the Dean must approve the proposal based on the information on this form and any other information requested by the Dean.

From the Proposing Program

1. How will the new minor, concentration, university or department certificate attract new students to ECU? On what is this based? What is the marketing plan?

As one of only two institutions in Kentucky with an undergraduate program in statistics, Eastern Kentucky University is uniquely poised to produce data scientists at the undergraduate level in central Kentucky. Currently we are aware of the following undergraduate data science programs in Kentucky:

- Northern Kentucky University offers a bachelor's degree in Data Science; it requires 82+ credit hours (http://onlinecatalog.nku.edu/preview_program.php?catoid=9&poid=1340).
- Murray State University has a minor in Data Analytics.

Inside Higher Ed (<https://www.insidehighered.com/digital-learning/article/2017/03/15/data-analytics-programs-taking-colleges>) describes the popularity of data science programs and the demand for graduates with a data science background. Students and employers alike are looking for the words "data science," so offering a certificate in data science has the potential to help ECU recruit students and aid graduates in their job searches.

A certificate can serve as a stand-alone credential, so this program may attract potential students who already have degrees. Alumni with degrees in statistics may want to return to ECU in order to earn this certificate, particularly since they have already taken some courses that would count toward the certificate.

The certificate will primarily be promoted via the internet: it will be added to the departmental webpage, other departments may want to have a link to the certificate information since it is interdisciplinary, and it will be promoted via alumni pages on Facebook. The use of Facebook may be particularly effective since it will target individuals who already have degrees.

2. What is the justification for the proposed curriculum proposal? (i.e., industry demand, job market, accreditation requirement, etc.) Provide evidence.

The rapid increase in large, complex data sets has resulted in a great demand for professionals who are trained to manage and analyze them. According to *Forbes* (<https://www.forbes.com/sites/laurencebradford/2017/04/25/14-in-demand-tech-jobs-employers-are-struggling-to-fill/#1b42b7104a8a>), "Data Scientist" is third on the list of in-demand tech jobs that employers are struggling to fill. The article found at <https://techcrunch.com/2015/12/31/how-to-stem-the-global-shortage-of-data-scientists/> says that "We have a global talent shortage, and the demand for data scientists continues to grow rapidly, far outpacing the anemic growth in supply."

According to the article found at <https://www.forbes.com/sites/louiscolombus/2017/05/13/ibm-predicts-demand-for-data-scientists-will-soar-28-by-2020/#4ce507967e3b>, "Annual demand for the fast-growing new roles of data scientist, data developers, and data engineers will reach nearly 700,000 openings by 2020," and "By 2020, the number of jobs for all US data professionals will increase by 364,000 openings to 2,720,000 according to IBM." InfoWorld (<https://www.infoworld.com/article/3190008/big-data/3-reasons-why-data-scientist-remains-the-top-job-in-america.html>) says that "Glassdoor recently revealed its [report](#) highlighting the 50 best jobs in America, and unsurprisingly, data scientist claimed the top spot for the second year in a row," and "A new study by [CareerCast.com](#) revealed data scientist jobs have the best growth potential over the next seven years, as they are one of the toughest jobs to fill." Data scientists are in demand, and they have many job opportunities.

EKU hosted a symposium in data science on September 20, 2017, with several guest speakers. One of the speakers was from Wesleyan University. Wesleyan applicants cite the data science program as a reason for applying, and Wesleyan graduates with a certificate in data science receive multiple job offers.

3. What are the qualifications of the faculty to teach the curriculum? Are there sufficient faculty resources to teach the curriculum? Explain.

There are five PhD statisticians in the Department of Mathematics and Statistics. These faculty members already teach the STA courses that are included in the proposed certificate. Three of the statisticians attended the Data Mining Short Course led by Dr. Richard De Veaux at the University of Kentucky on October 13, 2018.

Data science is a highly interdisciplinary field; the Certificate in Applied Data Science will utilize faculty with expertise in mathematics, computer science, and a variety of other fields. The courses listed in other fields are also already being offered, so there are sufficient faculty resources to teach the curriculum.

4. What are the potential costs of the proposed curriculum addition, especially 3-5 years from implementation? Fully explain the answer, particularly if there are no perceived costs.

Currently there are no perceived costs. If the certificate attracts a lot of students, we might have to add sections for the required courses, but that would be paid for by the increased enrollment. Advising will be shared by existing faculty members, with no reassigned time required.

How will costs of the proposed addition be covered? (Complete A or B, or both if applicable)

A. New Resources. Explain.

Not Applicable

B. Reallocation of resources. Explain.

Not Applicable

I have thoroughly reviewed the proposal and the above responses and I support the proposal moving forward.



Dean's Signature

2/6/2019

Date



EASTERN KENTUCKY UNIVERSITY
Serving Kentuckians Since 1906

Department of Accounting, Finance,
and Information Systems

108 Business & Technology Center
521 Lancaster Avenue
Richmond, KY 40475-3102

February 26, 2019

Dear Members of the Council on Academic Affairs:

I am writing on behalf of the Department of Accounting, Finance and Information Systems in support of the Applied Data Science Certificate. More and more articles in all the professional journals in business are being devoted to applications of data science to all fields of business. Employers of our students and members of our Advisory Boards are requesting that our graduates have more skills in applied data science. We are confident that students with an undergraduate business and an Applied Data Science Certificate be highly sought after by potential employers and will bring attention to Eastern Kentucky University as being among those on the forefront of this emerging technology.

The Department of Accounting, Finance and Information Systems supports the Applied Data Science Certificate proposal and applauds the efforts of the Mathematics and Statistics Department to provide our students with the skills and knowledge they will need to be successful after leaving EKU.

Sincerely,

A handwritten signature in black ink, reading "Oliver Feltus".

Oliver Feltus, Ph.D CPA
Chair of the Department of Accounting, Finance and Information Systems





EASTERN KENTUCKY UNIVERSITY

Serving Kentuckians Since 1906

College of Letters, Arts, and Social Sciences
Department of Psychology
521 Lancaster Avenue
Richmond, KY 40475

Robert Brubaker, Ph.D.
Professor and Chair
859 622-1105
robert.brubaker@eku.edu

August 29, 2018

Dear Members of the Council on Academic Affairs:

I am writing on behalf of the Psychology Department faculty in support of the proposal to offer a Data Science Certificate. According to the American Psychological Association, the demand for psychologists trained in managing, critically analyzing, and interpreting large, complex data sets has grown dramatically and is projected to continue that growth in the future. The Data Science Certificate will be appealing to students in our M.S. Industrial-Organizational Psychology program (as well as some graduates of that program), students in our M.S. General Psychology program (some of whom plan to work in research and business settings at the Master's level, some planning to go on to doctoral-level training in experimental psychology), and students in our undergraduate programs, both those planning to continue on to graduate school and those planning to work in Bachelor's-level positions in business and industry. We are confident that the skills acquired in the Data Science curriculum will significantly enhance our graduates' employment prospects and make them more competitive applicants to graduate school. We also expect that the opportunity to earn the Certificate, which is not offered by many of our competitor institutions, will help set our programs apart from the others and boost our student recruitment efforts.

The Psychology Department strongly and enthusiastically supports the Data Science Certificate proposal. We commit to offering the PSY classes included in the curriculum on a regular basis and to insuring access to those classes by students pursuing the certificate.

Sincerely,

A handwritten signature in blue ink, appearing to read "R. Brubaker", written over a horizontal line.

Robert Brubaker, Ph.D.
Foundation Professor and Chair

Gary Cline

10509 Corte Jardin Del Mar
San Diego, CA 92130
garyacline@gmail.com

24th September 2018

Members of the Council on Academic Affairs

Eastern Kentucky University
Richmond, KY

Dear Members of the Council on Academic Affairs,

As a graduate of the ECU math department, I would like to extend my support and recommendation to create a certificate for Applied Data Science at ECU. Through my 21 years of experience as a pharmaceutical statistician, I have witnessed the evolution of a strong need for data scientists in both pharmaceuticals and other areas of industry. The depth of expertise at ECU in math, statistics and computer science would make it an excellent fit to prepare new students for this exciting area and place ECU within the competitive landscape as a leading organization in this imminent field of study.

Sincerely,

A handwritten signature in black ink that reads "Gary A. Cline". The signature is fluid and cursive, with the first name "Gary" and last name "Cline" being more prominent than the middle initial "A".

Gary Cline, PhD

Crystal Harper Cook
234 Codell Dr.
Lexington, KY 40509

September 23, 2018

Dear Members of the Council on Academic Affairs:

My name is Crystal Cook. I am a student at Eastern Kentucky University, scheduled to graduate in December 2018. I am a Statistics major and Computer Information Systems/Mathematics double minor.

I am a non-traditional student. Prior to returning to school full-time, I had been in the workforce for 13 years. In 2015, I lost my job and was having a difficult time regaining employment. I presently work at an engineering firm doing validation and verification work in the software engineering department, a job I was able to obtain because I'm pursuing a degree in a technical field. At the end of 2015, I had made the decision to return to school. Having had an introductory statistics course at my local community college, I knew that this was the field I wanted to pursue. ECU was only one of two institutions to offer an undergraduate program in statistics. This is the reason I chose to attend ECU.

I knew that I wanted to pursue data analysis for my career. I chose to have CIS as a minor, as this seemed to satisfy *some* of what I was looking for. Later, I learned that the fields of statistics and mathematics, paired with computer science and computer information systems, was its own unique field of study – data science.

Data science is a quickly emerging field. As data gets bigger (millions upon millions of observations), the need for people who can use algorithms (many of which have foundations in statistics) to analyze this data is increasing. Employers are searching for people with a specific set of skills, some of which include data mining, Python, R, statistical analysis, and computer science. If ECU wants to stay ahead of the curve, the addition of a data science program or certificate is necessary.

As a student, I've had the unique opportunity to participate in the American Statistical Association's DataFest. This weekend-long event was organized by Dr. Lisa Kay and Dr. Amanda Ellis. This was my first experience with big data. My group consisted largely of statistics students and we were able to use what we had learned in our statistics courses to prepare, clean, and analyze the data.

In May, I participated in the CSol Data Science Workshop at Purdue University, led by Dr Mark D. Ward, Associate Professor of Statistics. This experience solidified my desire to pursue data science. During the workshop, we were shown techniques for cleaning data using Unix. We used R to analyze the data. We discussed data visualization and data ethics. My group, consisting of computer science students and a doctoral student who is pursuing machine learning (a branch of data science), used Python for our project. These experiences demonstrated to me what skills I would need to succeed, either in a career in data science or in preparation for a graduate school program in data science.

Additionally, my present work in engineering has demonstrated a need for certain data analysis skills, namely in programming. My current job has had the unique benefit of giving me some insight into what skills people can offer. Many of my coworkers are well-versed in Python. Some of my coworkers have

been doing research in machine learning and I have seen, first-hand, their use of statistical algorithms in their code.

All of this to say that ECU is positioned to offer a program/certificate in data science. ECU already offers many of the courses that provide skills in data science: programming languages like R, offered in the Department of Mathematics and Statistics, and Python, offered in the Department of Computer Science; Data Mining offered in the College of Business through the CIS program; and several other statistics courses that are offered.

ECU should stay ahead of the curve when it comes to education, and it is my opinion that offering a program/certificate in data science would be one way to attract new students and prepare them for a career in a field that is rapidly growing. NKU is already offering a Data Science, B.S. Other universities will soon join them. As a student, it is my hope that ECU will make this progressive change.

Thank you for your time,

A handwritten signature in black ink that reads "Crystal Cook". The signature is written in a cursive, flowing style with a large, stylized "C" at the beginning.

Crystal Cook



GE Aviation

Chad Foster
Chief Consulting Engineer
Data Science and Applied Statistics

1 Neumann Way
Evendale, OH 45215

November 26, 2018

Dear Members of the Council on Academic Affairs:

I am writing to you in support of the creation of a certificate in Applied Data Science at Eastern Kentucky University. The proliferation of big data sources increases the need for employees who have strong data and analysis skills. A certificate that helps students develop skills in the areas of statistics, mathematics, computer science, and an applied field of interest has the potential to prepare your students for data scientist positions in industry.

The professionals at General Electric regularly deal with large, complex data sets. GE uses statistics and data science to improve quality, reduce response time, and anticipate customer requirements. We need employees who know how to collect, assemble, clean, analyze, model and interpret data.

To prepare students for the workforce, universities need to provide students with relevant statistics and data science skills. A data science certificate, combined with a related major, has the potential to serve this purpose.

Sincerely,

A handwritten signature in blue ink, appearing to read 'CF' followed by a stylized 'Foster'.

Chad Foster

Dear Members of the Council on Academic Affairs:

My name is Dalton Hopper, and I am a senior Mathematics and Statistics dual degree candidate at ECU. Upon completion of my degrees, I will be pursuing a Ph.D. in statistics. Throughout my time at ECU, I have fully immersed myself in my majors, taking as many courses as my schedule has permitted and participating in external research programs. These experiences have provided me with so much knowledge, and I have been able to learn from so many incredible professors.

Throughout these experiences, I have learned the importance of data science. Big data is everywhere, and the quantity of data scientists currently in demand far exceeds the number we are supplying. For example, I participated in the Summer Institute in Biostatistics at NC State two summers ago; we would hear weekly from statisticians at both Duke and NCSU that the demand for data scientists/statisticians is at an all-time high, but the jobs simply cannot be filled because there aren't enough applicants with the necessary qualifications. However, this can be changed, and approving the Data Science certificate is a step in the direction of progress.

I assure you that the professors in our department are out of this world, and they see the potential of the students in our program. Data science is fascinating, and the employment opportunities in the field are numerous. I urge you to approve this certificate and open this door for ECU students.

Sincerely,

Dalton Hopper

September 15, 2018

Members of the Council on Academic Affairs
Eastern Kentucky University
Richmond, KY 40475

Distinguished Members:

As an '05 graduate from the Department of Mathematics and Statistics at Eastern Kentucky University, an adjunct graduate instructor at Wright State University and a government employee charged with training STEM interns, I feel I have the background and understanding to fully endorse the Certificate in Applied Data Science proposal at Eastern Kentucky University. I am writing to show my support for the proposed program. The Applied Data Science Certificate is a forward-thinking, much-needed program.

While I received a top-notch education in Statistics and Mathematics at ECU over a decade ago, the data analytics industry has since changed. If ECU hopes to stay up to date with their offerings and attract young, diverse students to the school it is imperative that they consider this proposal for implementation.

In my positions with the government I have worked in various areas of Data Science that I feel allow me to speak on the subject of Data Science. I currently work to recruit and train recent college graduates into various STEM disciplines. One thing that I repeatedly hear from supervisors is they need students who are more proficient in Data Science. This certificate would give students coming out of ECU an advantage over their peers by arming them with those skills.

Additionally, since such a certificate is not offered, in-residence, at the Undergraduate level at any campuses near ECU it will also serve as a recruiting tool for students who might be considering ECU.

I have spoken with the Statistics department on several occasions regarding the need for such a certificate at ECU and I feel confident that they have chosen a curriculum that is both challenging and would provide the background knowledge needed to certify one as an Applied Data Scientist.

I strongly encourage the council to adopt this proposal and begin a certificate in Applied Data Science as soon as possible. The only outcome that would come from starting the certificate program would be a positive one.

I would be happy to answer any further questions the council might have and may be reached at the email address below.

Very Respectfully,



Amanda King Bullock, PhD
dockingcsu@gmail.com
Class of 2005



EASTERN KENTUCKY UNIVERSITY
Serving Kentuckians Since 1906

College of Letters, Arts, and Social Science
Department of Anthropology,
Sociology, and Social Work

Keith 223
521 Lancaster Avenue
Richmond, KY 40475-3102
(859) 622-1644~FAX (859) 622-8176
www.eku.edu

August 31, 2018

Re: Letter of Support of Certificate in Applied Data Science

Dear Colleagues on the Curriculum Committee,

Please receive this letter as a statement of support for the proposed Certificate in Applied Data Science. This is a timely and needed proposal for our student body. Today's and tomorrow's job market demands skills associated with data collection and analysis. Employers will, as a result, need a workforce trained in those skills. Should Eastern Kentucky adopt a Certificate in Applied Data Science, this will be one element among others that will ensure we are at or even lead industry standards in the state.

Further, research shows that employers not only need workers with data skills, but they also want college graduates with a wide skillset, one that has been shaped by exposure to a broad liberal arts experience. The proposed Certificate in Applied Data Science will, in addition to statistics, have classes in fields ranging from anthropology, psychology, sociology, biology, computer science, government, and geosciences. As such, it promises to contribute to EKU's already high-quality curricula, certificate, and degree offerings.

I offer my unqualified support for this proposal.

Sincerely,

A handwritten signature in cursive script, likely belonging to Paul Paolucci.

Paul Paolucci, Ph.D., Professor of Sociology
Chair, Dept. of Anthropology, Sociology, and Social Work
223 Keith Hall
Eastern Kentucky University
Richmond, KY 40475
paul.paolucci@eku.edu
859-622-6780



University of Pittsburgh

School of Health and Rehabilitation Sciences

Charity G. Patterson, PhD
Visiting Professor

Physical Therapy

Bridgeside Point 1
100 Technology Drive, Suite 210
Pittsburgh, PA 15219-3130
412-383-6630
Fax 412-648-5970
E-mail info@pitt.edu
www.pitt.edu

September 11, 2018

Dear Members of the Council on Academic Affairs:

I am writing this letter to convey my strongest support for the Certificate in Applied Data Science. I am a proud alumnus of Eastern Kentucky University, having received my baccalaureate degree with a double major in mathematics and statistics with a minor in biology in 1995 (*magna cum laude*). I grew up in Leslie County, Kentucky, a poor, rural, Appalachian community that heavily relied on the coal industry for economic stability. I went on to complete Master and doctoral degrees in biostatistics at the University of South Carolina in 1997 and 2000, respectively. I am now a full professor at the University of Pittsburgh where I conduct large, multicenter clinical trials sponsored by the National Institutes of Health, the Patient Centered Outcomes Research Institute and the Department of Defense. I have authored and co-authored articles in the *New England Journal of Medicine*, *JAMA Neurology*, *Annals of Internal Medicine*, and *Contemporary Clinical Trials*. I made it this far in my career because the FOUNDATION of my training started at Eastern Kentucky University with Drs. Costello, Dr. Frank, Dr. King, Dr. Kay, Dr. Fleming, and many others. The Department of Mathematics and Statistics faculty know what they are doing when it comes to training applied data scientists. I know because I am one of them.

Applied data scientists have critical roles in my field of clinical research: (1) they can take questions from researchers, turn the questions into statistical equations and then use statistical programming to generate answers; (2) they understand data structures and have the data manipulation skills to create analyzable data sets important to statisticians conducting analyses in any environment; (3) they have the skills and the curiosity to dig into large, complex datasets to find nuances and problems before statistical analyses even begin.

Finding talented individuals with applied data skills is incredibly difficult, particularly those individuals with good communication skills. They are in high demand from many fields beyond health research. In the past few years, I have had hired or supervised individuals with data-related degrees that make more than my starting salary as a PhD, sometimes up to \$15,000 more. The earning potential for individuals with data science training is immense.

In a time when Eastern Kentucky residents are in need of new career pathways while still remaining in or near their communities, I believe the University should make the applied data scientist certificate *available* and *accessible*. I encourage you to approve this program for the residents of Eastern Kentucky to open the doors for many excellent, well-paying jobs with phenomenal opportunities for careers in healthcare, biomedical research, public health, technology, business, finance, and beyond.

Sincerely,

Charity G. (Moore) Patterson
Professor of Physical Therapy
Director, Physical Therapy Data Center

September 20, 2018

Council on Academic Affairs
521 Lancaster Ave
Richmond, KY 40475

Members of the Council on Academic Affairs,

84.51° was founded on one simple principle: Put the customer at the center of every business decision. It enriches people's lives and builds sustainable growth for our partners. The 84.51° team is fanatically devoted to helping our partners—leading CPG manufacturers and retailers—develop, nurture and embrace customer-driven relationships. By using a sophisticated suite of data science tools and technology, our fearless people navigate the complex data landscape to reveal relevant customer patterns. We find big opportunity by exploring the smallest of details.

Data and Science are at the heart of what we do, and we believe our biggest competitive advantage is our people – our Data Scientists. Data Scientist has been named “the sexiest job of the twenty first century”. Job postings for Data Scientists are no longer just found in technology companies in Silicon Valley – the growing importance of using data and science to inform better decision making is needed in every industry, in every organization, if you want to remain in business in the next five to ten years. Learning data science skills at university provides graduates with the foundation needed to quickly add value into any organization they join.

At 84.51°, we recruit roughly 15-25 Data Scientists each year from Universities. Schools with strong data science programs are our target schools. Given its proximity to Cincinnati, Eastern Kentucky University could become one of our target schools if a Data Science program is introduced into the curriculum.

Salutation,



Sandy Steiger
VP Data Science



84.51°
100 W. 5th Street
Cincinnati, OH 45202
8451.com



EASTERN KENTUCKY UNIVERSITY

Serving Kentuckians Since 1906

Center for Career & Co-op
Student Success
career-coop.eku.edu

Whitlock 468, CPO 62
521 Lancaster Avenue
Richmond, Kentucky 40475-3102
(859) 622-1296

Subject: Supporting a Certificate in Data Science at ECU

As Director of the ECU Center for Career and Co-op, I am pleased to share evidence supporting the creation of a Certificate in Data Science at ECU. There are multiple reasons why ECU should seriously consider this option:

1. Exponential Growth and Employability for Graduates

- In December 2017 [LinkedIn](#) listed “Data Scientist” as the 2nd fastest growing job, with a x6.5 growth in the past five years
- “Statisticians” are ranked #7 among the fastest growing professions in the United States by the [Bureau of Labor Statistics](#); employment of statisticians is projected to grow 34 percent from 2016 to 2026, much faster than the average for all occupations
- [IBM](#) projects by 2020 the number of jobs for all data professionals in the United States will increase by 364,000 openings to 2,720,000. Demand specifically for Data Scientists is projected to grow 39%
- As of 9/17/2018, 25 related jobs/internships have been specifically shared with ECU students through Handshake, the platform used at the Center for Career & Co-op.

2. Attractive Salaries

- The “Data science and analytics” (DSA) job cluster advertises average salaries of \$80,265 (source: [IBM](#))
- “Data Scientist”, with a median base salary of \$110,000 and a current average salary of \$139,840 (source: [Glassdoor](#)), as well as a job satisfaction score of 4.4 out of 5, has claimed the top spot on [Glassdoor’s Best Jobs in America](#) list in 2017 and 2016.

3. Shortage of Talent - A Call for Educational Institutions

- The [National Association for College Employers](#), which includes employers for students with all kinds of degrees, lists “Analytical Quantitative Skills” as the #6 most desirable attribute employers seek on a candidate’s resume, with 67.5% of respondents indicating it as a desirable attribute
- [IBM](#) reports that employers are already struggling to fill DSA jobs, as evidenced by the length of time unfilled roles remain open. On average, DSA jobs remain open for 45 days—five days longer than the market average

- The Networking and Information Technology Research and Development program (NITRD) argues that we must “improve the national landscape for Big Data education and training to fulfill increasing demand for both deep analytical talent and analytical capacity for the broader workforce.” If stakeholders do not act, the supply of DSA talent is in danger of lagging behind growth in demand for DSA workers.

4. Increasing the Marketability of All Majors at ECU

- As reported by the [Bureau of Labor Statistics](#), we are seeing an increasingly “widespread use of statistical analysis to make informed business, healthcare, and policy decisions. In addition, the large increase in available data from the Internet will open up new areas for analysis”
- A Certificate in Data Science can be applied to multiple industries, including finance, retail, IT, education, healthcare, manufacturing, sports and communication. Examples of companies already hiring data scientists include:
 - a. Search engine and digital marketing: Google, Yahoo!, Bing
 - b. Social Networks: Facebook, Twitter, LinkedIn, Tumblr
 - c. Finance and e-commerce: Amazon, Ebay, PayPal
 - d. Information technology: Microsoft, IBM, Apple
 - e. Other: Airbnb, Uber, Zillow
- A certification in Data Science could support applications from graduates with a variety of degrees, including those more specifically related to a target industry (ex.: Health Services Administration or Public Health for healthcare, Educational Leadership for educational institutions, or Marketing for e-commerce). This would increase the marketability of other majors at ECU.

Recommendations

- Will ECU students sign up for this certificate, despite their relatively low average scores in the Math portion of the ACT? It will probably take time to educate the upcoming generations on the inevitability of data analysis in a highly computerized work environment, but the trend is strong to the point that it cannot be ignored
- In my opinion, given the national shortage of educated workforce and the relatively easy applicability of online educational formats to this field, ECU should consider offering it as an online program that could attract students nationwide.

Sincerely,

Paolo Capretti

Director, ECU Center for Career & Co-op



Eastern Kentucky University is an Equal Opportunity/Affirmative Action Employer and Educational Institution.

Substantial Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

<input type="checkbox"/> (Check one)	Department Name	Exercise and Sport Science
<input type="checkbox"/> New Course (Parts II, IV)	College	Health Science
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	
<input type="checkbox"/> Hybrid Course ("S," "W")	*Course Title (full title±)	
<input type="checkbox"/> New Minor (Part III)	*Program Title	Minor in Coaching (Non-Teaching)
<input type="checkbox"/> Program Suspension (Part III)		
<input checked="" type="checkbox"/> Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
	* Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:		<u>Date</u>	
Departmental Committee	3-19-19	Council on Academic Affairs	4/18/19
College Curriculum Committee	4/3/19	Faculty Senate**	5/6/19
General Education Committee*	NA	Board of Regents**	Pending
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
 **Approval needed for program revisions or suspensions.
 ***To be added by the Registrar's Office after all approval is received.

Completion of A, B, and C is required: (Please be specific, but concise.)

<p>A. 1. Specific action requested: (Example: Increase the number of credit hours for ABC 100 from 1 to 2.)</p> <p>Approve program revisions that affect the Coaching Minor within the BS in Exercise and Sport Science program.</p> <p>The following changes are requested:</p> <ol style="list-style-type: none"> 1) Drop HEA 202(3). 2) Drop / remove ESS 261(2), ESS 360(2), ESS 361(2), ESS 362(2), ESS 420(2). 3) Add ESS 322(3); and 407(3) or 590(3). 4) Change total number of credit hours for the minor from 20 to 19. <p>A. 2. Proposed Effective Academic Term: (Example: Fall 2016)</p> <p>Fall 2019</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)</p>	
<p>B. The justification for this action:</p>	

- 1) Drop HEA 202(3). Students in the Exercise and Sport Science degree are already expected to have current CPR and First Aid certification at the time of graduation. Students will get certified in CPR and First Aid on their own (for example... by taking a weekend certification) which provides a cheaper option for students to gain the same certification and provides them experience in pursuing these certifications which will be needed as coaches.
- 2) Drop ESS 261(2), ESS 360(2), ESS 361(2), ESS 362(2), ESS 420(2). These coaching classes rarely, if ever, are offered (due to very low enrollments). We chose to drop them and offer classes that we believe will fill and still provide a valuable educational opportunity for students.
- 3) Add ESS 322(3); and 407(3) or 590(3). We believe these classes are more useful within the coaching minor and will address an increasing legal responsibility of coaches.
- 4) Change credit hours from 20 to 19. Following these changes, students would decrease the burden of the minor and potentially graduate closer to 120 hours and help with performance funding.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: Dropping ESS 261(2), ESS 360(2), ESS 361(2), ESS 362(2), ESS 420(2) will only impact part-time instructors and could save the department/university by filling currently taught courses without increased faculty load. Full time faculty currently are (or will be) teaching the classes within the revised minor.

Operating Expenses Impact: No anticipated impact.

Equipment/Physical Facility Needs: No anticipated impact. Facility and equipment needs are already met or are budgeted for currently.

Library Resources: Current library resources are sufficient for the new courses if required.

Part III. Recording Data for Revised or Suspended Program

1. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and underlines for additions.
2. For a suspended program, provide the current program requirements as shown in catalog. List any concentrations and/or minors affected by the program's suspension.

Revised* Program Text
(*Use ~~strikethrough~~ for deletions and underlines for additions.)

Minor in Coaching (Non-Teaching)

Minor Requirements.....~~20~~ 19 hours

ESS 212, 301, 322, 383(1), 423; ~~HEA 202(3); two classes from~~
~~ESS 261(2), 360(2), 361(2), 362(2), 420(2); one class from~~ ESS 224 ~~;~~ or 305; ESS 407 or 590.

Current CPR and First Aid certification required at the time of graduation.

Substantial Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	Exercise and Sport Science
<input type="checkbox"/> New Course (Parts II, IV)	College	Health Sciences
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	
<input type="checkbox"/> Hybrid Course ("S," "W")	*Course Title (full title±)	
<input type="checkbox"/> New Minor (Part III)	*Program Title	MS in Athletic Training
<input type="checkbox"/> Program Suspension (Part III)		
<input checked="" type="checkbox"/> Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
	* Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	2/25/19	Council on Academic Affairs	4/18/19
College Curriculum Committee	3/6/19	Faculty Senate**	5/6/19
General Education Committee*	NA	Board of Regents**	Pending
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	3/22/19		

*If Applicable (Type NA if not applicable.)
 **Approval needed for program revisions or suspensions.
 ***To be added by the Registrar's Office after all approval is received.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: Increase the number of credit hours for ABC 100 from 1 to 2.)

The following revisions to the catalog, admissions criteria, content delivery and sequencing are requested:

1. Update program description in the catalog to meet current accreditation requirements and program revisions; including the following sections/details:
 - a. Revised general description.
 - b. Revised mission statement.
 - c. Program goals and objectives (redirect to program's website).
 - d. Pre-requisite course changes in admission requirements.
 - e. Application procedures and requirements.
 - f. Minimum pre-requisite GPA.
2. Update curricular requirements to reflect curriculum re-structuring to meet accreditation standards and improve content delivery; including the following:
 - a. Remove ATR 800, 801, 811, 822, 822L, 825, 832, 832L and 833 from the core courses.
 - b. Add ATR 807, 809, 815, 830, 830L, 835, and 835L to curriculum to teach content of removed courses.
 - c. Increase credit hours allocated to ATR 810 and 843.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2019

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

N/A

B. The justification for this action:

The accrediting body for athletic training programs, the Commission on Accreditation of Athletic Training Programs, released a revised set of accreditation standards on January 9, 2018, to be implemented by July 1, 2020. These standards are formatted differently and combine operational standards and curriculum standards (formerly competencies identified as specific knowledge, skills and abilities taught and assessed throughout the program). In response to these new guidelines, the athletic training core faculty have worked to revise the program's comprehensive assessment plan, admissions requirements, and content delivery to meet and exceed the accreditation standards. Specific justification for requested changes to the catalog, admissions criteria, content delivery and sequencing are below:

1. Update program description in the catalog to meet current accreditation requirements and program revisions; including the following sections/details:
 - a. revised general description to remove redundancy, improve conciseness, and clarify accreditation changes. *Justification: These changes will remove redundancy in the description, improve conciseness, direct students to the program's website which holds the most current information, and update accreditation changes.
 - b. revised mission statement. *Justification: Aligns mission with the new framework for the program that is required as part of the new 2020 Standards.
 - c. program goals and objectives (redirect to program's website). *Justification: Redirects students to the most current updates, simplifies the number of sources of this information across all platforms and aligns the goals and objectives with the new framework for the program that is required as part of the new 2020 Standards.
 - d. pre-requisite course changes. *Justification: Aligns required pre-requisite courses with the new 2020 Standards which specify that all programs must include "classes in biology, chemistry, physics, psychology, anatomy and physiology at the postsecondary level".
 - e. application procedures and requirements. *Justification: Update the description of application procedures to align with current Graduate School practice (removing wording on GRE) and simplify wording and redundancy.
 - f. minimum pre-requisite GPA. *Justification: Changing the pre-req GPA requirement from a 3.0 to a 2.75 is in response to changing pre-requisite courses that include additional science classes that are often taken for more credits. The faculty agreed this was not sufficient enough to exclude students from the program and therefore the decrease is requested. The requirement to maintain a 2.5 overall GPA will remain.
2. Update curricular requirements to reflect curriculum re-structuring to meet accreditation standards and improve content delivery; including the following:
 - a. Remove ATR 800, 801, 811, 822, 822L, 825, 832, 832L and 833 from the core courses.
 - b. Add ATR 807, 809, 815, 830, 830L, 835, and 835L to curriculum to teach content of removed courses.
 - c. Increase credit hours allocated to ATR 810 and 843.

*Justification: Curricular content is being streamlined in the summer to combine topics that are associated rather than splitting them between courses. For example, the current plan teaches emergency procedures for acute cardiac conditions in ATR 800, creating emergency action plans to deal with these conditions in ATR 842, diagnosis of various cardiac conditions in ATR 811, and pharmacologic interventions for cardiac conditions in ATR 833. After evaluating the content, the curriculum is being re-designed to take this related content and address it in one course. This re-design to streamline content from several courses into one and re-distribute content across the curriculum requires the addition of courses, removal of courses, and increase in credit hour load for courses.

In addition, the 2020 Standards require programs to include additional skills that are not currently required. The course changes and curriculum sequence proposed is also in consideration of these new skills.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: No new faculty will be required meet these programmatic changes. Faculty teaching load will be re-distributed to meet the new curriculum design and keep faculty teaching within their areas of expertise but will be equivalent.

Operating Expenses Impact: No increase in operating expenses are anticipated due to the new skills and curriculum re-design that cannot be absorbed within the current department's budget. If an increase in operating expenses is realized (expendable supplies, non-capital equipment, etc. for labs) course fees will be adjusted to cover the needed expenses.

Equipment/Physical Facility Needs: The current facilities, lab space, and equipment is sufficient to meet the new standards.

Library Resources: The current resources are sufficient to meet these programmatic changes.

Part III. Recording Data for Revised or Suspended Program

1. For a revised program, provide the current program requirements using ~~strike through~~ for deletions and underlines for additions.
2. For a suspended program, provide the current program requirements as shown in catalog. List any concentrations and/or minors affected by the program's suspension.

Revised* Program Text

(*Use ~~strike through~~ for deletions and underlines for additions.)

DEPARTMENT OF EXERCISE AND SPORT SCIENCE

Dr. Eric Fuchs, Chair

www.ess.eku.edu

(859) 622-1889

Mission:

The mission of the Department of Exercise and Sport Science is to prepare outstanding exercise and sport science professionals and leaders who contribute to the success and vitality of their communities, the Commonwealth, and the world.

MASTER OF SCIENCE (M.S.)

Athletic Training

CIP Code: 51.0913

Dr. Matthew Sabin, Director

www.athletictraining.eku.edu

(859) 622-8149

I. GENERAL INFORMATION

MS in Athletic Training Description

Eastern Kentucky University's Master of Science in Athletic Training (MS in AT) Program is an accredited, professional program that prepares students to sit for the Board of Certification (BOC) examination and certification as an athletic trainer. The program is accredited by the Commission on Accreditation of Athletic Training Education (CAATE). The program is a full-time, 2-year program (including summers) that provides athletic training students with a balance of skill and theory integration during an effective blend of evidence-based didactic experiences and clinical learning opportunities. As a graduate-level academic program, the integration of research evidence into didactic and clinical instruction is a defining characteristic of the EKU AT Program, teaching students how to critically think while making clinical decisions as a healthcare professional. Clinical education experiences are integrated through the entire curriculum and culminate with multiple full-immersion, clinical experiences that guide students towards autonomous practice.

Students interested in applying to the program should check MS in AT's website for the most current information regarding the application requirements and process, curriculum, latest news and other program information.

~~(EKU) offers the Professional Master's Degree in Athletic Training (MS in AT). Any student who has completed a bachelor's degree from EKU or a regionally accredited four-year institution, and has completed the prerequisite courses and admission requirements listed below is eligible for consideration for admission to the EKU MS in AT. Currently, we do not require a specific undergraduate degree for program admission, but a strong background in basic sciences is desirable.~~

~~The MS in AT is a full-time, 2-year program including summers, that provides athletic training students with an effective blend of evidence-based didactic information, clinical experiences for skill and theory integration, and exposure to a variety of practice settings for athletic trainers. The EKU AT program is accredited by the Commission on Accreditation of Athletic Training Education (CAATE) and therefore may lead to certification as an Athletic Trainer through the Board of Certification (BOC). Please check the AT Program website and the Centralized Athletic Training Application Services (ATCAS) website for the most current and up-to-date information for any programmatic or curriculum changes.~~

Mission Statement

The EKU MS in AT Program exists to educate each student about the theoretical and clinical skills necessary to work as part of an interprofessional, patient-centered healthcare team to prevent, evaluate, diagnose, and treat all aspects of injury and illness.

The primary mission of the Eastern Kentucky University Masters in Athletic Training is to educate each student about the theoretical and clinical skills necessary to work effectively with the physiological and biomechanical aspects of injury and illness with regard to patients. Depending on the student's personal and professional goals, they are presented with didactic and clinical experiences that will allow them to be able to exercise sound ethical judgment, achieve satisfying careers, and make positive contributions to their communities and the athletic training profession. In addition, the AT program guides the student on the journey to become a lifelong learner through obligatory professional continuing education.

Program Goals and Objectives and Goals

As a graduate-level academic program, the integration of research evidence into didactic and clinical instruction is a defining characteristic of the EKU AT Program. Rather than simply teaching students how to perform clinical procedures, the curriculum is designed to facilitate development of the critical thinking and clinical decision-making skills that characterize high-quality healthcare.

All aspects of the EKU AT program are designed to conform to the accreditation guidelines of the Commission on Accreditation of Athletic Training Education which the program is currently seeking accreditation from. The development of foundational professional knowledge and clinical skills over a two-year period which includes the summer sessions prepares the student for successful completion of the Board of Certification (BOC) examination.

The program provides exposure to advanced clinical concepts and professional issues that facilitate further professional development into the future. A primary objective of the EKU AT program is to prepare athletic training students to ultimately become master clinicians and professional leaders, which is why the current program includes multiple immersive 40 to 60-hour a week semester-long clinical experiences including the last two semesters culminating in a semester-long Field Experiences and the Field Experience II in AT capstone experience where the student integrates all their knowledge, skills and abilities in an immersion real-work semester experience.

Specific program and student learning outcomes for the EKU MS in AT Program can be found on the program's website (www.athletictraining.eku.edu), include the following:

- Development of critical thinking skills that will guide future clinical practice and foster commitment to lifelong continuing education.
- Provision of classroom instruction that emphasizes scientific foundations for clinical theories and evidence-based clinical decision making as they relate to entry-level competencies.
- Provision of clinical education experiences that develop entry-level clinical Knowledge, Skills and Abilities (KSA's) in AT. Cultivation of a strong commitment to a high standard of ethical conduct and professional excellence.
- Promotion of student professionalism in appearance, demeanor and clinical practice.
- Development of the ability to effectively communicate with both written and oral presentations.
- Development of the ability to effectively utilize technology in athletic training for injury surveillance.
- Facilitation of student understanding of the athletic trainer's evolving role within the U.S. health care delivery system.
- Empowerment of students to assume leadership roles while in the program to develop future athletic training professionals who are involved professional in the leadership of the profession.

II. ADMISSION PROCEDURES AND REQUIREMENTS

ADMISSION PROCESS

Application to EKU's MS in AT Program will occur through a centralized application portal, the Athletic Training Centralized Application System (ATCAS) ATCAS (www.caate.net/apply-now/), provided by the CAATE. The current deadlines for application submission, admissions requirements and application process are outlined on the program website (www.athletictraining.eku.edu). Admissions decisions will be made based on the ATCAS application, which demonstrates completion of the requirements, and accepted students will be required to apply to EKU's Graduate School and, though students accepting admission will need to apply to EKU's Graduate School and complete specific post-acceptance requirements which are outlined on the program's website (www.athletictraining.eku.edu) below.

In addition to these application requirements and post-acceptance requirements, students admitted into the program that enroll will be required to purchase clinical uniform(s) and supplies prior to starting the first clinical (see website for cost and details).

Though not required, it is recommended that students applying to the program visit campus and either attend 1 of 2 scheduled open houses or schedule an appointment with one of the AT faculty for a campus tour and to discuss the program Open Houses. Dates of upcoming these Open Houses will be listed on the website and students that have started application to the program will be sent invitations directly though any interested students are welcome to attend.

ADMISSION PREREQUISITES REQUIREMENTS

Students applying for acceptance in the program through ATCAS must demonstrate the following: To be considered for admission, applicants must meet the general admission requirements of the Graduate School. Additional requirements established by the program are as follows:

1. Submission of the ATCAS application
2. Completion of the following prerequisite courses:

1. Program Prerequisite Courses:

- Basic Anatomy (3) and Human Physiology (3) or A & P I

- (3hrs) and A & P II (3hrs)
- Exercise Physiology (3hrs)
- Biomechanics or Kinesiology (3hrs)
- ~~-Statistics (3hrs)~~
- ~~-Strength & Conditioning (3hrs)~~
- ~~-Medical Terminology (3hrs)~~
- Biology
- Chemistry
- Physics
- Intro to Psychology (3hrs)
- ~~-Intro to Athletic Training or Care & Prevention of Athletic Injuries (2 to 3 hrs)~~

3. Maintain an undergraduate GPA of 2.5 or better, a minimum pre-requisite GPA of 2.75 and a minimal grade of “C” in all pre-requisite courses
4. Completion of a minimum of 50 hours of direct observation with an athletic trainer within 2 years prior to application. Hours under a physical therapist do not count unless the individual is dual-credentialed and the hours were obtained in a traditional athletic training facility or field setting. Verification must be submitted on ECU’s MS in AT Directed Observation Verification Form found in ATCAS or on the program’s website (www.athletictraining.ecu.edu).

~~2-Undergraduate 3.0 GPA in prerequisite courses~~

~~3- a minimum of 50 Hours of documented clinical observation/experience under an ATC obtained within 2 years prior to program application. Hours must have been obtained under an ATC. Hours under the supervision of a physical therapist DO NOT count unless the individual is dual-credentialed as an ATC and the hours were obtained in a traditional athletic training facility or field setting, not in an outpatient physical therapy clinic. Verification is submitted on ECU’s MS in AT Directed Observation Verification Form.~~

~~Applicants who do not meet the Graduate School’s GPA requirement for admission must submit official GRE scores to be considered for Probationary Admission. Expected target scores on the GRE for Probationary Admission are 144 on the Verbal and Quantitative sections.~~

MS in AT ADMISSION APPLICATION

~~Proof of the prerequisites listed above and additional application materials will all be submitted via ATCAS (www.caate.net/apply-now/). Detailed submission instructions for the process, requirements and documents are outlined on the athletic training program website, in the MS in AT program handbook (found online at <http://athletictraining.ecu.edu/>) and within ATCAS.~~

POST-ACCEPTANCE REQUIREMENTS

~~A description of post-acceptance requirements as well as the MS in AT Program’s policies and procedures can be found in the MS in AT Program Handbook and website (www.athletictraining.ecu.edu).~~

III. PROGRAM REQUIREMENTS

~~A description of post-acceptance requirements as well as the MS in AT Program’s policies and procedures can be found in the MS in AT Program Handbook and website, which is posted at www.athletictraining.ecu.edu.~~

MS in AT Program Requirements

ATR Core Courses.....41 hours

ATR ~~800, 801(+), 802, 803, 804(1), 807, 808, 809, 810 (2), 811, 812, 812L(1) 813, 813L(1) 815 (1), 830, 830L (1), 835, 835L(1), 822(2), 822L(1), 825(1), 832(2), 832L(1), 833, 842, 843(+ 2).~~

Field Experience – Internship – Capstone Course.....18 hours

ATR 805 (9), and ATR 806 (9).

TOTAL PROGRAM HOURS.....59 hours

IV. EXIT REQUIREMENTS

Completion of Field Experience Report & Presentation and registering for and attempting the Board of Certification Exam

Substantial Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	Occupational Science and Occupational Therapy	
<input type="checkbox"/> New Course (Parts II, IV)	College	Health Sciences	
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number		
<input type="checkbox"/> Hybrid Course ("S," "W")	*Course Title (full title±)		
<input type="checkbox"/> New Minor (Part III)	*Program Title	Bachelor of Science in Occupational Science	
<input type="checkbox"/> Program Suspension (Part III)			
<input checked="" type="checkbox"/> Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)		
	* Provide only the information relevant to the proposal. ± If Title is longer than 30 characters see Part IV to provide abbreviation		

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	1/11/19	Council on Academic Affairs	3/21/19
College Curriculum Committee	3/6/19	Faculty Senate**	4/1/19
General Education Committee*	NA	Board of Regents**	Pending
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
 **Approval needed for program revisions or suspensions.
 ***To be added by the Registrar's Office after all approval is received.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: Increase the number of credit hours for ABC 100 from 1 to 2.) Revise the Bachelor of Science in Occupational Science program outcomes; Change minimum grade to progress from C to B; revise the BS in OS coursework. Editorial changes to support and Admission and Progression Requirements from BIO 171 to 307 and BIO 307 to 308. Add STA 270 as an option to choose with STA 215 in support and in admission and progression policy Adjust hours in support and free electives due to adding STA 270 as an option to choose from in support.	A. 2. Proposed Effective Academic Term: Fall 2019 A. 3. Effective date of suspended programs for currently enrolled students: (if applicable) .
B. The justification for this action:	

The Master of Science in Occupational Therapy program is transitioning to an Occupational Therapy Doctorate (OTD) program, as mandated by our accrediting agency. The outcomes are revised to promote efficiency and to better prepare students to enter the OTD program. Changing the grade to progress will better match the expectations for graduate school and reflects the high standards needed for a healthcare profession. Coursework is revised to better prepare students to enter the OTD program.

The Department of Biology has changed its offering of anatomy and physiology as separate courses (BIO 171 and BIO 301) to two combined anatomy and physiology courses (BIO 307 and BIO 308).

The Department of Occupational Science and Occupational Therapy currently accepts STA 270 as a supporting course and this formalizes it in the catalog.

Hours will need to be adjusted in support and free electives due to adding a 4 hr. STA 270 course as an option for students to choose from with STA 215.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: Need to restore one faculty line that was removed from the Department in 2018; this line is necessary so that we may continue to have adequate faculty to teach the coursework.

Operating Expenses Impact: There will be no impact on current operating expenses.

Equipment/Physical Facility Needs: There will be no impact on current equipment/ facility needs.

Library Resources: There will be no impact on current library resources.

Part III. Recording Data for Revised or Suspended Program

1. For a revised program, provide the current program requirements using striketrough for deletions and <u>underlines</u> for additions.
2. For a suspended program, provide the current program requirements as shown in catalog. List any concentrations and/or minors affected by the program's suspension.
Revised* Program Text (*Use striketrough for deletions and <u>underlines</u> for additions.)

The Department of Occupational Science and Occupational Therapy provides a continuum of educational experiences that prepare a student at the undergraduate level for a career as a non-credentialed health and human service professional and at the graduate level for a career as an occupational therapist. Undergraduate students (1st degree pathway), or students who already hold an undergraduate degree in a field other than Occupational Science (2nd degree pathway), can enter the Occupational Science program, receive a Bachelor of Science degree, and apply for admission to the master's Occupational Therapy Doctorate (OTD) program in Occupational Therapy.

~~Individuals with a baccalaureate degree in another field and who have completed the required prerequisite courses can apply for admission to the transition program (See Graduate Catalog) and earn a second B.S. Degree in Occupational Science.~~ After completing the Master of Science OTD degree in Occupational Therapy, students are eligible to take the occupational therapy national certification examination.

The Occupational Therapy OTD program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE), 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449, (301) 652-2682, www.acoteonline.org. Certification for the occupational therapy profession is provided through the National Board for Certification in Occupational Therapy (NBCOT), One Bank Street, Suite 300, Gaithersburg, MD 20878, www.nbcot.org.

Baccalaureate Degree in Occupational Science (BS)

Occupational science, an evolving social science, is the study of human occupation. Occupational scientists study why and how we occupy our time through activity, organize ourselves through activity patterns and habits, respond to the context in which occupations occur, and create meaning through occupations.

Students may combine the study of human occupation with other areas of interest through electives or a minor, including but not limited to, Horses, Humans and Health, Psychology, Child and Family Studies, Biology, Community Health, Gerontology, and Business. Students who apply for the Baccalaureate Degree in Occupational Science are expected to progress to the OTD program. However ~~While many graduates of the Occupational Science program apply for entry into the Occupational Therapy Master's program~~, some may choose other graduate education options or seek employment in non-credentialed health care, education or community positions. These careers may include case manager, independent living skills coordinator, activity coordinator, medical sales representative, senior citizen program coordinator, mental health associate, and job coach for persons with developmental disabilities.

The five themes of the occupational science curriculum are occupation, ~~reasoning, diversity~~, communication, critical thinking, leadership, and practice professional identity. Interwoven are the curriculum elements of concepts and knowledge, active community learning experiences, ~~integrative seminars~~, and authentic assessment, including portfolio development. A value inherent in the curriculum model is that learning is optimal when educators guide student immersion in personally meaningful challenges that are processed in a supportive environment. Graduates of the Occupational Science program meet the following outcomes:

1. Identify occupational needs, and apply occupational science and occupational therapy concepts to self and others to promote participation in occupation.
2. Utilize professional written, oral, and non-verbal communication to express the language and ideas of occupational science and occupational therapy.
3. Critically read to analyze scholarly literature to understand the impact on healthcare, occupational science, and occupational therapy.
4. Demonstrate professional behavior in the roles of student and advocate to begin to develop the identity of a doctorally prepared occupational therapist.
5. Demonstrate knowledge of occupational science concepts and therapeutic use of self to engage in the occupational therapy process for individuals, groups, and populations.
6. Explain concepts and roles in healthcare delivery models.
- ~~1. Apply knowledge of occupational science to analyze self and others as occupational beings to promote health and wellness.~~
- ~~2. Analyze the dynamics of context and occupation across the lifespan.~~
- ~~3. Demonstrate the use of varied types of reasoning required of health professionals.~~
- ~~4. Analyze the purpose and demonstrate the methods of scholarly inquiry.~~
- ~~5. Examine dimensions of diversity.~~
- ~~6. Assess how diversity influences occupational opportunity and participation of individuals, populations and organizations.~~
- ~~7. Evaluate communication skills and abilities using the ideas and language of occupational science.~~
- ~~8. Demonstrate observation and interview skills.~~
- ~~9. Synthesize knowledge of societal health concerns and professional responsibilities.~~
- ~~10. Appraise actions as a student, advocate, educator, leader and researcher.~~

Admission and Progression Requirements

All students who are accepted by ECU's Admission office and declare their major as Occupational Science are admitted to the University as pre-Occupational Science majors; however, admission to the University does not guarantee admission to the Occupational Science program. Admission is competitive and based on a review of the applicants' academic history by the department's Admission, Progression and Retention Committee. Students seeking consideration for admission to the Occupational Science program must meet the following requirements by May in the semester preceding the Fall semester start of the junior year:

1. Completion of 60 hours of coursework, including prerequisites courses
2. Overall GPA of 3.0 or above
3. A minimum of 4 "B"s and 1 "C" in the following prerequisite courses or their equivalents (BIO 307, 308 ~~171, 301~~, HSA 200, STA 215 or STA 270, PSY 200)
4. No more than 1 repeat per course in the following prerequisites or their equivalents (~~BIO 171, 301~~, HSA 200, STA 215 or STA 270, PSY 200)
5. Health Science Reasoning Test (HSRT)

Application to the Occupational Science Program does not guarantee acceptance in to the program. Students seeking admission to the Occupational Science program and progression to the junior year must follow this process:

1. By March 15th prior to progressing to the junior year of the Occupational Science program, all students must submit an Application for Admission to the Department Chair.
2. Transfer students must be fully admitted to the University by March 15th to be considered for admission to the Occupational Science Program. Students are responsible for submitting their official transcripts to the Office of the Registrar.
3. Based on a competitive admissions review, students will be informed of admission to Occupational Science program after Spring semester grades are posted.
4. **Students admitted to the Occupational Science program will then be allowed to register for the junior year classes.**

To progress to senior year, all junior academic year required major and support courses must be completed with a grade of “~~C~~B” or better.

To graduate, all senior academic year required major and support courses must be completed with a grade of “~~C~~B” or better as well as completion of general education and university requirements for graduation.

For additional admission information please refer to the Selection Criteria at <http://www.ot.eku.edu/>

~~Enrollment in the Master of Science program in Occupational Therapy is limited.~~ Completion of the undergraduate program in Occupational Science does not guarantee admission into the graduate program in Occupational Therapy. Students must meet Department and Graduate School requirements to progress. Refer to the Graduate Catalog for admission requirements and procedures regarding application to the ~~Master of Science~~ OTD program ~~in Occupational Therapy~~.

Appeals

Students may petition for a waiver of any regulations.

Appeals regarding waiver of a regulation should be addressed to the Admissions, ~~and~~ Progression, and Retention Committee. Grade Appeals should be addressed to the Academic Practices Committee. See the University Student Handbook for details of the appeal procedures.

Bachelor of Science (B.S.) OCCUPATIONAL SCIENCE CIP Code: 51.2306

UNIVERSITY GRADUATION REQUIREMENTS

General Education..... 36 hours

Student Success Seminar (HSO 100; waived for transfers with 30+ hrs.)..... 1 hour

Writing Intensive Course (Hrs. incorporated into Major/ Supporting/Gen Ed/Free Electives category)

Upper division courses (42 hrs. distributed throughout Major/ Supporting/Gen Ed/Free Electives categories)

ACCT - Occupational Science majors will fulfill ACCT with OTS 420~~402S~~. (These courses are included in the Major totals)

Total Hours University Graduation Requirements.... 37 hours

(Waived for 2nd degree pathway students)

MAJOR REQUIREMENTS

Core Courses..... 45 hours

~~OTS 301(4), 302, 311, 312, 313, 335, 362, 401, 402S, 421, 422(4), 430, 432(4), and 478.~~

OTS 300, 313, 321, 322, 340, 360, 362, 400, 420, 430, 478W, 440, 450, 460, and 470S.

Supporting Course Requirements..... 18 ~~19~~ hours

BIO ~~307~~471, 271, ~~308~~304, 371, HSA 200, PSY 200 or 200W(^GElement 5B), 308, and STA 215 or 270(4) (^GElement 2).

^G = Course also satisfies a General Education element. Hours are included within the 36 hr. General Education requirement above.

Free Electives..... 19-20 hours

TOTAL HOURS TO COMPLETE DEGREE..... 120 hours

Substantial Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	Occupational Science and Occupational Therapy
<input type="checkbox"/> New Course (Parts II, IV)	College	Health Sciences
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	
<input type="checkbox"/> Hybrid Course ("S," "W")	*Course Title (full title±)	
<input type="checkbox"/> New Minor (Part III)	*Program Title	Occupational Therapy Doctorate (O.T.D)
<input type="checkbox"/> Program Suspension (Part III)		
<input checked="" type="checkbox"/> Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
	* Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	1/11/19	Council on Academic Affairs	4/18/19
College Curriculum Committee	3/6/19	Faculty Senate**	5/6/19
General Education Committee*	NA	Board of Regents**	Pending
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	3/22/19		

*If Applicable (Type NA if not applicable.)
 **Approval needed for program revisions or suspensions.
 ***To be added by the Registrar's Office after all approval is received.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: Increase the number of credit hours for ABC 100 from 1 to 2.)

Revise the Occupational Therapy Doctorate program outcomes, add a professional concentration, revise post-professional concentration hours from 40 to 40-43, and discontinue the BS to OTD option.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016) **Fall 2022**

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable) N/A

B. The justification for this action

The Master of Science in Occupational Therapy program is transitioning to an Occupational Therapy Doctorate (OTD) program, as mandated by our accrediting agency. The Department currently offers the OTD program for practicing clinicians. This program will be revised to accept entry-level students and will replace the master's degree. The revised program will have two admission concentrations: professional concentration (previously Master of Science in Occupational Therapy) and post-professional concentration (already existing program for practicing clinicians). The outcomes are revised to better prepare students to enter the OTD program. The BS to OTD option is discontinued since the Department will no longer offer a master's degree.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: Need to restore one faculty line that was removed from the Department in 2018; this line is necessary so that we may continue to have adequate faculty to teach the coursework.

Operating Expenses Impact: There will be no impact on current operating expenses. The revised OTD program will require the same budget and will accept the same number of students.

Equipment/Physical Facility Needs: There will be no impact on current equipment/ facility needs. The revised OTD program will use the same equipment and space.

Library Resources: There will be no impact on current library resources. The revised OTD program will require the same resources.

Part III. Recording Data for Revised or Suspended Program

1. For a revised program, provide the current program requirements using ~~strike through~~ for deletions and underlines for additions.
2. For a suspended program, provide the current program requirements as shown in catalog. List any concentrations and/or minors affected by the program's suspension.

Revised* Program Text
(*Use ~~strike through~~ for deletions and underlines for additions.)

OCCUPATIONAL THERAPY DOCTORATE (O.T.D.)

CIP Code: 51.2306

I. GENERAL INFORMATION

The Department of Occupational Science and Occupational Therapy ~~Department~~ offers ~~a post-professional the~~ Occupational Therapy Doctorate (OTD) program ~~for practitioners. This doctoral program will create occupation-based practitioners who will be ethical leaders of change in occupational therapy services for diverse populations. The program is offered online and is tailored to meet the advanced practice needs of occupational therapists in the Commonwealth as well as other states.~~ There are two admission concentrations to the OTD program: Professional Concentration and Post-Professional Concentration. The Professional Concentration is intended for students who do not currently hold a baccalaureate degree or post-baccalaureate certificate in occupational therapy. The Post-Professional Concentration is for students who currently hold an entry-level degree or certificate in occupational therapy from an accredited occupational therapy program. The Post-Professional concentration does not accept occupational therapy assistants.

Graduates of the OTD program will:

- ~~1. Engage in occupation-based practice as a method of change to positively impact the future of the profession and the quality of occupational therapy services.~~
 - ~~2. Ethically and responsibly meet the needs of diverse client populations, by addressing issues related to health disparity, policy and legislation.~~
 - ~~3. Serve as leaders of change at local, state, and national levels using tools such as program development, research, client education, and evidence based practice~~
 - ~~4. Use advanced critical reasoning skills to provide ethical occupational therapy services.~~
1. Actualize occupation-based principles to promote the occupational therapy profession.
 2. Disseminate occupation-based principles through professional written, oral, and non-verbal communication in order to promote occupational therapy.
 3. Apply critical thinking to facilitate changes that will improve outcomes in occupational therapy.
 4. Demonstrate excellence and personal and professional accountability that will lead the discipline forward and meet the increasingly complex demands that will be required of occupational therapists.
 5. Demonstrate in-depth knowledge in a practice area to positively impact the quality of occupational therapy services and the future of the profession.

II. ADMISSION REQUIREMENTS

A. PROFESSIONAL CONCENTRATION

To be considered for admission, applicants to the Professional Concentration must meet the general admission requirements of the Graduate School. Additional requirements established by the OTD Program are as follows:

1. Bachelor's degree in Occupational Science from ECU.
2. "C" or better in all prerequisite coursework.
3. 3.0 GPA on the most recent 60 hours of coursework (program prerequisites not included in the most recent 60 hours will be added in the calculation of GPA) or a 3.0 overall undergraduate GPA (all hours attempted in the

semester in which the 60th hour occurs will be counted) determined by the program application deadline (February 1 for students in the Bachelor of Science in Occupational Science program; May 1 for applicants who already hold an undergraduate degree).

4. Health Science Reasoning Test (HSRT) Overall Target Score of 15.
5. Three letters of recommendation.

Specific Criteria for Students in the Bachelor of Occupational Science Program

Students in the Bachelor of Occupational Science program should apply to the Graduate School by February 1 of their senior year for admission into the OTD program. Students will be admitted on a competitive basis using a weighted matrix.

B. POST-PROFESSIONAL CONCENTRATION

To be considered for admission, applicants must meet the general admission requirements of the Graduate School. Additional requirements established by the program are as follows:

1. A degree (baccalaureate or masters) from an entry level occupational therapist program that is accredited by the Accreditation Council of Occupational Therapy Education (ACOTE). International applicants must have met all requirements for practice in their own country and graduated from an accredited or World Federation of Occupational Therapy (WFOT) approved occupational therapy program.
2. A master's degree.
3. Initial ~~C~~certification by the National Board for Certification in Occupational Therapy (NBCOT). International applicants must provide documentation that they are eligible to practice as an occupational therapist in their home country.
4. A graduate research methods course ~~for applicants with a master's degree.~~
5. Three letters of recommendation ~~for applicants who do not have a master's in Occupational Therapy from ECU.~~
6. A one-to-two page statement of professional goals.
7. A resume and/or professional portfolio.
8. Transcripts of undergraduate and graduate coursework.
9. An online graduate application.
10. Those applicants meeting the above criteria may be required to complete an admission interview with the faculty of the doctoral program prior to final selection.

Specific Criteria

~~Applicants may enter the OTD program with any of the following degrees:~~

~~A master's degree from an entry level occupational therapist program that is accredited by ACOTE or is a WFOT-approved occupational therapist program. Students who enter the OTD program with a master's degree must have taken a graduate level research course.~~

~~A bachelor's degree or post-baccalaureate certificate from an entry level occupational therapist program that is accredited by ACOTE or is a WFOT-approved occupational therapist program. Students who enter the OTD program with a bachelor's degree or post-baccalaureate certificate will earn both the master's and the OTD degrees. This coordinated curriculum allows some OTD courses to count toward both degrees, resulting in an accelerated and more cost-effective pathway to both degrees.~~

Applicants should apply by August 5 for fall term; December 5 for Spring term; or May 5 for Summer term.

III. PROGRESSION REQUIREMENTS

Students need to obtain a grade of a B or higher in all courses in order to progress in the program.

IV. PROGRAM REQUIREMENTS

A. PROFESSIONAL CONCENTRATION

Core Courses.....	36 hours
OTS 800, 804, 805, 810, 815, 840, 850, 853, 860, 910, 912, 913	
Research.....	6 hours
OTS 894 and 896	
Field Work Experiences.....	21 hours
1. Level I experiences.....	9 hours
OTS 821 (3)	
2. Level II experiences.....	12 hours
OTS 845(6), 846 (3-5), 847(1-3)	
Capstone Courses	7-9 hours
905(6), 906 (1-3)	
Total.....	70-72 hours

B. POST-PROFESSIONAL CONCENTRATION

All classes meet online.

Core Courses.....	21 hours
OTS 853, 882, 886, 910, 911, 912, 913	
Leadership.....	12 hours
OTS 901, 902, and 905(6)	
Capstone Courses.....	7-9 hours
OTS 903, 904, and 906 (1-3)	
Total.....	40-42 hours

MS Entrance

For students entering the OTD program with a master's degree. All classes meet online.

OTS 853.....	3 hours
OTS 882.....	3 hours
OTS 886.....	3 hours
OTS 901.....	3 hours
OTS 902.....	3 hours
OTS 903.....	3 hours
OTS 904	3 hours
OTS 905*.....	6 hours
OTS 906.....	1 hour
OTS 910.....	3 hours
OTS 911.....	3 hours
OTS 912.....	3 hours
OTS 913.....	3 hours

*Course may be taken twice for a total of 6 hours

TOTAL CREDIT HOURS.....40 hours

BA/BS or Post Baccalaureate Certificate Entrance

For students entering the OTD program with a bachelor's degree
or post baccalaureate certificate. All classes meet online.

MS Core	9 hrs
OTS 850, 885, and 880 or 884	
MS Elective /Cognate.....	6 hrs
Select from: 862, 863, 864, 865, 885, 890; or an online cognate from another program (e.g. Education, Nursing, Public Administration, etc.)	
MS/OTD Electives.....	12 hrs
OTS 853, 882, 886, 910	
MS Research	
Research Contribution.....	3 hrs

Comprehensive Examination—A comprehensive examination will be required of all post-professional Master of Science students (GRD-887d).

Students will have the MS degree awarded after completing 30 credit hours and all MS-OT degree requirements; they are then expected to progress forward with coursework to complete the doctorate requirements.

OTD Core21 hrs

OTS 901, 902, 903, 904, 911, 912, 913.

Exit Requirements.....7 hrs

OTS 905(6), 906(1)

**OTS 905 may be taken for 3 hrs over 2 semesters or 6 hrs in one term.*

TOTAL HOURS (for earning both the MS and OTD degrees).....58 credit hours

V. EXIT REQUIREMENTS

A. PROFESSIONAL CONCENTRATION

Candidates are required to:

1. Successfully complete the following capstone classes with a “Satisfactory” grade: OTS 845, 846, and 847
2. Satisfactorily complete and present a capstone project.
3. Satisfactorily complete a professional portfolio.

B. POST-PROFESSIONAL CONCENTRATION

Candidates are required to:

1. ~~Candidates are required to s~~ Satisfactorily complete and present a capstone projects.
2. ~~Candidates are required to s~~ Satisfactorily complete and present a professional portfolio.

REHABILITATION SCIENCES DOCTORAL PROGRAM

(in collaboration with the University of Kentucky)

I. GENERAL INFORMATION

The Department of Occupational Science and Occupational Therapy participates in a collaborative Rehabilitation Sciences Doctoral Program with the University of Kentucky. The Doctoral Program in Rehabilitation Sciences is designed to produce academic leaders, researchers, and clinical leaders. The curriculum will provide the students with general knowledge of the full spectrum of the rehabilitation process as well as in-depth knowledge of one specific area of a discipline, such as Occupational Therapy, Physical Therapy, Athletic Training, or Speech and Communication. The degree is awarded by the University of Kentucky.

II. ADMISSION REQUIREMENTS

The student will apply to the University of Kentucky Graduate School. Students must meet the admission criteria of the Graduate School at the University of Kentucky, possess a Master’s Degree and be eligible for a current license to practice in Kentucky.

III. PROGRAM REQUIREMENTS

Program requirements can be obtained from <https://www.uky.edu/chs/academic-programs/rehabilitation-sciences-phd-program>.

IV. EXIT REQUIREMENTS

Successful completion of a planned program, comprehensive exam, and a dissertation are required for completion of the Rehabilitation Sciences Doctoral Program

Substantial Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> New Minor (Part III) <input type="checkbox"/> Program Suspension (Part III) <input checked="" type="checkbox"/> Program Revision (Part III)	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Department Name</td> <td style="width: 50%;">Geosciences</td> </tr> <tr> <td>College</td> <td>Science</td> </tr> <tr> <td>*Course Prefix & Number</td> <td></td> </tr> <tr> <td>*Course Title (full title±)</td> <td></td> </tr> <tr> <td>*Program Title</td> <td>B.S. Geology</td> </tr> <tr> <td colspan="2">If Certificate, indicate Long-Term (University) or Short-Term (Departmental)</td> </tr> <tr> <td>* Provide only the information relevant to the proposal.</td> <td>± If Title is longer than 30 characters see Part IV to provide abbreviation</td> </tr> </table>	Department Name	Geosciences	College	Science	*Course Prefix & Number		*Course Title (full title±)		*Program Title	B.S. Geology	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)		* Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation
Department Name	Geosciences														
College	Science														
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*Course Title (full title±)															
*Program Title	B.S. Geology														
If Certificate, indicate Long-Term (University) or Short-Term (Departmental)															
* Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation														

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	11-9-2018	Council on Academic Affairs	1/24/19
College Curriculum Committee	11/26/18	Faculty Senate**	2/4/19
General Education Committee*	NA	Board of Regents**	Pending
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
 **Approval needed for program revisions or suspensions.
 ***To be added by the Registrar's Office after all approval is received.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: Increase the number of credit hours for ABC 100 from 1 to 2.)

To change the title of the program; to revise the core courses required for both concentrations; and to change the elective courses required for the Academic concentration.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2019

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:

As part of regular program review, the department compared its BS Geology curriculum with other BS Geology programs in the Commonwealth and across the nation. While our 20 credits of geology courses in the core is standard across most BS Geology programs, the inclusion of hydrology, geospatial techniques, and field experiences is more in line with environmental and/or applied geology programs in the U.S. Therefore, we are changing the program title to better represent the curriculum that we offer.

An analysis of our Academic concentration vs. other BS Geology programs showed that we only require 29 Geology credit hours in the program, whereas most of our benchmark universities with BS Geology, BS Environmental Geology, and/or BS Applied Geology programs have required geology courses of 30-53 credit hours. Since this concentration is specifically for students who are pursuing graduate study, we added additional geoscience credit hours to make our students competitive in graduate admissions.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: There is no immediate projected cost for this proposal. All courses are currently offered, and are at below maximum enrollment, so there is room for increased enrollment. The one exception is GEO 353, which will now be required for Academic Concentration, and which is also used by GIS, HLS, WLD, and EHS majors. We may need to offer an additional section of GEO 353 during the academic year, which may require us to hire adjunct faculty to cover a general education course that would normally be assigned to a FT faculty member.

Operating Expenses Impact: The courses added to the Academic concentration have expenses such as software licenses that come as site licenses (ArcGIS) or we have paid for a certain number of users to use them at one time (ENVI, MODFLOW). The current licenses allow for enrollment growth, so we don't expect additional expenses.

Equipment/Physical Facility Needs: Many of our equipment/physical facility needs were met with capital funds associated with the new Science Building. We do not foresee additional equipment needs at this time.

Library Resources: None – the resources for these courses already exist at the library.

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~striketrough~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~striketrough~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

Part III. Recording Data for Revised or Suspended Program

1. For a revised program, provide the current program requirements using ~~striketrough~~ for deletions and underlines for additions.
2. For a suspended program, provide the current program requirements as shown in catalog. List any concentrations and/or minors affected by the program's suspension.

Revised* Program Text

(*Use ~~striketrough~~ for deletions and underlines for additions.)

Bachelor of Science (B.S.)
ENVIRONMENTAL AND APPLIED GEOLOGY
CIP Code: 40.0601

UNIVERSITY GRADUATION REQUIREMENTS

- General Education36 hours
- Orientation Course (waived for transfers with 30+ hrs.) 1 hour
- Writing Intensive Course (Hrs. incorporated into Major/ Supporting/Gen Ed/Free Electives category)
- Upper division courses (42 hrs. distributed throughout Major/ Supporting/Gen Ed/Free Electives categories)
- ACCT – Geology majors will fulfill ACCT with GLY 498 and 499, or 451(6). (Credit hours are incorporated into program requirements below.)

Total Hours University Graduation Requirements.....37 hours

MAJOR REQUIREMENTS

Core Courses.....35 41 hours

GEO 353: GLY 309(4), 409(4), 410(4), 415(4), 420(4), **and 450W, and 535**; GLY 498 and 499, or 451(6); Six (6) hours from the following: GLY 104, 107, 108, 109, or GEO 210.

Required Concentrations (select one):

Academic.....6 9 hours

Three hours from GEO 325, 325S, GLY 303, or 408; ~~Six~~ six (6) hours from the following: GEO 302W, 315, 325, 343, 351, **353**, 453, 455, 456, 458, 501, GLY 210, 303, 315, 351, 408, 460, 480, 482, **535**, 580, STA 215 or 270.

Professional.....18 12 hours

GEO **353**, 456; GLY 315, **535**; and six (6) hours from the following: GEO 302W, 315, 325, 343, 351, 453, 455, 458, 501, GLY 210, 303, 351, 408, 460, 480, 482, 580.

Supporting Course Requirements

Academic.....^G13 hours

CHE 111/111L(4)(^GElement 4), 112/112L(4); MAT 234*(4) **or 234H*(4)** (^GElement 2); PHY 131(5) or 201(5)(^GElement 4); PHY 132(5) or 202(5).

Professional.....^G3-5 hours

CHE 111/111L(4)(^GElement 4); MAT 122(5) **or higher***(^GElement 2); PHY 101, 131 (5), or 201(^GElement 4).

*Preparatory course in mathematics may be required before admission to MAT 122, **or** MAT 234 **or 234H**.

^G = Course also satisfies a General Education element. Hours are included within the 36 hr. General Education requirement above.)

Free Electives..... 25-29 20-27 hours

TOTAL HOURS TO COMPLETE DEGREE.....120 hours

Substantial Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> New Minor (Part III) <input type="checkbox"/> Program Suspension (Part III) <input checked="" type="checkbox"/> Program Revision (Part III)	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Department Name</td> <td style="width: 50%;">Agriculture</td> </tr> <tr> <td>College</td> <td>Business & Technology</td> </tr> <tr> <td>*Course Prefix & Number</td> <td></td> </tr> <tr> <td>*Course Title (full title±)</td> <td></td> </tr> <tr> <td>*Program Title</td> <td>B.S. Degree in Agriculture</td> </tr> <tr> <td colspan="2">If Certificate, indicate Long-Term (University) or Short-Term (Departmental)</td> </tr> <tr> <td>* Provide only the information relevant to the proposal.</td> <td>± If Title is longer than 30 characters see Part IV to provide abbreviation</td> </tr> </table>	Department Name	Agriculture	College	Business & Technology	*Course Prefix & Number		*Course Title (full title±)		*Program Title	B.S. Degree in Agriculture	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)		* Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation
Department Name	Agriculture														
College	Business & Technology														
*Course Prefix & Number															
*Course Title (full title±)															
*Program Title	B.S. Degree in Agriculture														
If Certificate, indicate Long-Term (University) or Short-Term (Departmental)															
* Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation														

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	3/5/2019	Council on Academic Affairs	3/21/19
College Curriculum Committee	3/5/2019	Faculty Senate**	4/1/19
General Education Committee*	N/A	Board of Regents**	Pending
Teacher Education Committee*	N/A	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	N/A		

*If Applicable (Type NA if not applicable.)
 **Approval needed for program revisions or suspensions.
 ***To be added by the Registrar's Office after all approval is received.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: Increase the number of credit hours for ABC 100 from 1 to 2.) Revising the Concentration Agribusiness Management.
A. 2. Proposed Effective Academic Term: (Example: Fall 2016) Fall 2019
A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)
B. The justification for this action: Updating concentration to meet business standards and needs.
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: Current faculty can meet Program needs Operating Expenses Impact: None. Equipment/Physical Facility Needs: No additional equipment or facility upgrades Library Resources: None at this time

Revised* Program Text
 (*Use ~~strike through~~ for deletions and underlines for additions.)

UNIVERSITY GRADUATION REQUIREMENTS

General Education.....36
hours
Student Success Seminar (BTO 100; waived for transfers with 30+ hrs.).....1
hour

Writing Intensive Course (*Hrs. incorporated into Major/Supporting/Gen Ed/Free Electives category*)

Upper division courses (42 hrs. distributed throughout Major/Supporting/Gen Ed/Free Electives categories)

ACCT - Agriculture majors will fulfill ACCT with AGR 499 or AGR 509 **or OHO 498 or OHO 499**. (*Credit hours may be incorporated into program requirements below.*)

Total Hours University Graduation

Requirements.....37 hours

MAJOR REQUIREMENTS

College Requirement: Professional Skills Seminar.....0 hour

BTS 400 (CR only, no hours).

Program Core

.....**31 hours**

AGR 130 **and** 131(1) **or OHO 131 and 132(1)**; AGR 115(2), 213, 215, 216(1), 304(4), 305(1), 308, 310, 319, 340, 411(1)

Program

Electives.....15 hours

Experiential learning. 3 hours from AGR 301, 302, 349, OHO 301, 349;

ACCT capstone. Select one course from AGR 499, 509, OHO 498, 499

Upper Division Electives in AGR and/or OHO ...9 hours

Concentrations (select one):

Agribusiness Management.....26 25-28 hours

AGR 125, 126 (1), 350, 409, 440, 520; and 10 hours advisor approved electives and one of the following programs:

Advisor Approved Personalized Program (9 hours)

Certificate in Corporate Communication: CCT 201 or 300W; CCT 310, and 550/750 (9 hours)

Certificate in Financial Literacy: FIN 201, 310, 311, (9 hours)

ACC 200 (included in supporting course requirements for individual concentrations)

Certificate in Marketing Research and Analytics: MKT 300 or 301; MKT 455, 456, and 457. (12 hours)

Certificate in Sales : MKT 300 or 301, 310, 408, 431 (12 hours)

Agriculture Engineering

Technology.....26 hours

AEM 195, 201, 202, 301, 330, 352, AGR 362(2), 383, 570

Agronomy, Soils and Natural

Resources.....26 hours

AGR 125, 126 (1), 312 (4), 345; 404, 416, 430 and 570 and Upper Division electives in AGR and/or OHO (3 hours)

Animal Science.....29 hours

AGR 125, 126 (1), 225 or 330, and 321(4); select two of the following: AGR 326(4), 327(4), 328(4), 329(4), 332, 380(4); select three of the following: AGR 312(4), 372, 373, 374, 375, 376, 377, 421; and Upper Division electives in AGR and/or OHO (0-2 hours)

Fruit, Vegetable, Nursery and Greenhouse

Production.....29 hours

AGR 404, 416; OHO 354, 365, 372(2), 375, 388; and 9 hours advisor approved electives

Turfgrass and

Landscape.....29 hours

AGR 404, 416; OHO 351(4), 354, 365, 370; and 10 hours advisor approved electives

Supporting Course

Requirements.....5 hours

BIO(^GElement 4) 111(4) or 112(4); CHE 101/101L(^GElement 4); CIS 212 or INF 104; ECO 120 (^GElement 5B).

^G = Course also satisfies a General Education element. Hours are included within the 36 hr. General Education requirement above.

Supporting Courses Requirements for individual concentrations:

Agribusiness Management ACC 201 ACC 200.....3 hours

STA 215 (included in General Education hours)

Agriculture Engineering Technology

STA 215, AEM 308, 310 **W**, 407 (courses also satisfy the nine hours upper division electives requirement above)..... **12 hours**

MATH 112A and 112B or 114, (included in General Education hours)

Agronomy, Soils and Natural Resources GEO 353

.....**3 hours**

Free

Electives.....**3**
hours

Agribusiness Management

concentration.....1-4 hours

All other

concentrations.....3 hours

TOTAL HOURS TO COMPLETE

DEGREE.....120 hours

Substantial Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> New Minor (Part III) <input type="checkbox"/> Program Suspension (Part III) <input checked="" type="checkbox"/> Program Revision (Part III)	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Department Name</td> <td style="width: 50%;">Government</td> </tr> <tr> <td>College</td> <td>Letters, Arts, & Social Sciences</td> </tr> <tr> <td>*Course Prefix & Number</td> <td></td> </tr> <tr> <td>*Course Title (full title±)</td> <td></td> </tr> <tr> <td>*Program Title</td> <td>BA Globalization & International Affairs</td> </tr> <tr> <td colspan="2">If Certificate, indicate Long-Term (University) or Short-Term (Departmental)</td> </tr> <tr> <td>* Provide only the information relevant to the proposal.</td> <td>± If Title is longer than 30 characters see Part IV to provide abbreviation</td> </tr> </table>	Department Name	Government	College	Letters, Arts, & Social Sciences	*Course Prefix & Number		*Course Title (full title±)		*Program Title	BA Globalization & International Affairs	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)		* Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation
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College	Letters, Arts, & Social Sciences														
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Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	2/6/19	Council on Academic Affairs	3.21.19
College Curriculum Committee	2/25/19	Faculty Senate**	4.1.19
General Education Committee*	NA	Board of Regents**	Pending
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
 **Approval needed for program revisions or suspensions.
 ***To be added by the Registrar's Office after all approval is received.

Completion of A, B, and C is required: (Please be specific, but concise.)

<p>A. 1. Specific action requested: (Example: Increase the number of credit hours for ABC 100 from 1 to 2.)</p> <p>1. Revise and re-structure program</p> <p>A. 2. Proposed Effective Academic Term: (Example: Fall 2016)</p> <p>Fall 2019</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)</p>
<p>B. The justification for this action:</p> <p>The Department of Government formed a committee to review Globalization & International Affairs and related majors throughout the nation. The goal was to update the ECU GLO curriculum to ensure that our students receive an education comparable quality and breadth to other similar programs of study. The faculty wanted to create a more accessible major comprised of courses that are regularly offered. Many of the courses in the current GLO major are no longer offered. The revised curriculum maintains the interdisciplinary features of the major while broadening ACCT and General Education options.</p>
<p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: Revisions to the program will not impact personnel expenditures. The program is being restructured.</p> <p>Operating Expenses Impact: NA</p> <p>Equipment/Physical Facility Needs: NA</p> <p>Library Resources: NA</p>

Part III. Recording Data for Revised or Suspended Program

1. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and underlines for additions.
2. For a suspended program, provide the current program requirements as shown in catalog. List any concentrations and/or minors affected by the program's suspension.

Revised* Program Text
(*Use ~~strikethrough~~ for deletions and underlines for additions.)

Bachelor of Arts (B.A.) GLOBALIZATION AND INTERNATIONAL AFFAIRS CIP Code: 30.2001

The intent of the Globalization and International Affairs (GLO) major is to create an interdisciplinary major that focuses on the nature of globalization and its impacts on individuals, communities, regions, and nations, and to assist in broadening the international horizons of ECU students. The program will graduate culturally aware students who are comfortable in a variety of international public-sector, private-sector, and non-profit positions. GLO students will possess an enhanced awareness of worldwide economic and political events and will be able to assess their impacts on international affairs. Upon completion of the GLO degree, graduates will be able to: (1) analyze cultural, economic, geographical, historical, political and social forces affecting globalization, (2) identify factors which impede or encourage globalization, (3) evaluate the impacts of increasing globalization on individuals, communities, regions, and nations, (4) integrate globalization ideas and concepts from the various disciplines into a unified whole, and (5) compete well for international positions or for domestic positions requiring international expertise.

UNIVERSITY GRADUATION REQUIREMENTS

- General Education.....36 hours
- Student Success Seminar (ASO 100; waived for transfers with 30+hrs.).....1 hour
- Writing Intensive Course (hours incorporated into Major/ Supporting/Gen Ed/Free Electives category)
- Upper division courses (42 hrs. distributed throughout Major/ Supporting/Gen Ed/Free Electives categories)
- ACCT - Globalization and International Affairs majors will fulfill ACCT with 6 credits selected from GLO 490. (Credit hours are may be incorporated into Major or Supporting requirements.) Study Abroad, POL 280 and POL 400W, GLO-Approved Coop/Internship (Credit hours are incorporated into Major requirements.)

Total hours University graduation requirements.....37 hours

MAJOR REQUIREMENTS

A minimum grade of "C" is required in all courses counted toward this major.

Core Courses:.....24- 18 hours

Complete 9 hours from the following list:

ANT 120 or 200; ECO 231, GEO 100, ~~or~~ HIS 370, POL 212, and POL 220.

And complete 15 hours from the following list:

ECO 394, GEO 302W or 322, GLO 490, HIS 370, and POL 220

Major Electives.....12 hours

Complete four courses from the following list, with no more than two having the same course prefix:

Select 12 hours from these courses:

CMS 375, ECO 340, 230, 395 or 395W, ENG 360, FCC 220, 222, 226, 227, FIN 330, GBU 201, HEA 310, HIS 300B, 300C, 305, 319, 321, 322, 324, 331, 336, 339, 343, 351, 359, 361, 365, 374, 376, 379, 384, 385, 386, 443, MGT 430, MKT 400, POL 310, 312, 314, 315, 316, 318, 319, 321, 325, 327, 412, 415, REL 301, 301W, 315, 320, 335, 340, 345, 350, 355, 360, SOC 425, or various (with prior approval) "special topics" and seminar courses offered by individual departments. all spoken world languages (not Latin, English, or ASL). Students may apply for ONE exception to the above list. The course must have significant global content and be approved by the program director.

Capstone Requirement.....6 hours

6 hours of GLO-Approved Study Abroad, or POL 280 and POL 400W, or 6 hours of GLO-Approved Coop/Internship

Supporting Course Requirements.....0-2 hours

ECO 230 (^GElement 5B); HIS 147 (^GElement 5A); MAT 112A and 112B or higher or STA 215 (^GElement 2) or higher; and up to 6 hours of one foreign language (^GElement 6) or Study Abroad. Students may split this requirement by using 3 credits of Study Abroad and 3 credits of foreign language.

^G – Course also satisfies a General Education element. Hours are included within the 36 hr. General Education requirement above. If zero hours are listed then all course hours will count with General Education.

Free Electives.....45-47 hours

TOTAL HOURS TO COMPLETE DEGREE.....120 hours

Substantial Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> New Minor (Part III) <input type="checkbox"/> Program Suspension (Part III) <input checked="" type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> (New Concentrations)	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Department Name</td> <td style="width: 50%;">Government</td> </tr> <tr> <td>College</td> <td>CLASS</td> </tr> <tr> <td>*Course Prefix & Number</td> <td></td> </tr> <tr> <td>*Course Title (full title±)</td> <td></td> </tr> <tr> <td>*Program Title</td> <td>M.P.A. Public Administration Program</td> </tr> <tr> <td colspan="2">If Certificate, indicate Long-Term (University) or Short-Term (Departmental)</td> </tr> <tr> <td>* Provide only the information relevant to the proposal.</td> <td>± If Title is longer than 30 characters see Part IV to provide abbreviation</td> </tr> </table>	Department Name	Government	College	CLASS	*Course Prefix & Number		*Course Title (full title±)		*Program Title	M.P.A. Public Administration Program	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)		* Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation
Department Name	Government														
College	CLASS														
*Course Prefix & Number															
*Course Title (full title±)															
*Program Title	M.P.A. Public Administration Program														
If Certificate, indicate Long-Term (University) or Short-Term (Departmental)															
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Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	2/7/19	Council on Academic Affairs	4/18/19
College Curriculum Committee	2/25/19	Faculty Senate**	5/6/19
General Education Committee*	NA	Board of Regents**	Pending
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	3/22/19		

*If Applicable (Type NA if not applicable.)
 **Approval needed for program revisions or suspensions.
 ***To be added by the Registrar's Office after all approval is received.

Completion of A, B, and C is required: (Please be specific, but concise.)

<p>A. 1. Specific action requested: (Example: Increase the number of credit hours for ABC 100 from 1 to 2.) Revise M.P.A. Program to add/revise three concentrations and remove two concentrations</p> <p>A. 2. Proposed Effective Academic Term: (Example: Fall 2016) Fall 2019</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable) NA</p>
<p>B. The justification for this action:</p> <p>eCampus research suggests that the new concentrations will be in demand. Two concentrations are being dropped, as they are no longer viable (Com.Health & Environmental Health). One concentration (community development) is being revised to address current student needs. One concentration is being "added" (Interdisciplinary): Although it already exists in the old curriculum it was not named (students simply had the option of taking 12 credits to meet their interests/needs). One concentration (Emergency Management) already exists in the CJS, and is being added as a concentration to the MPA Program for additional marketing to different populations.</p>
<p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: None. Courses are already taught in the Department of Government or in the College of Justice & Safety. Courses are being combined in different ways to form new concentrations/certificates.</p> <p>Operating Expenses Impact: None</p> <p>Equipment/Physical Facility Needs:</p> <p>Library Resources:</p>

Part III. Recording Data for Revised or Suspended Program

1. For a revised program, provide the current program requirements using ~~strike through~~ for deletions and underlines for additions.
2. For a suspended program, provide the current program requirements as shown in catalog. List any concentrations and/or minors affected by the program's suspension.

Revised* Program Text
(*Use ~~strike through~~ for deletions and underlines for additions.)

MASTER OF PUBLIC ADMINISTRATION (M.P.A.)

Public Administration

CIP Code: 44.0401

I. GENERAL INFORMATION

First of its kind in Kentucky when created in 1968, the Master of Public Administration program prepares qualified individuals, both entry level and mid career, for advanced professional positions in the administration of public and non-profit programs. The program also may be appropriate for individuals in the private sector who have responsibility for public sector contracts, regulatory compliance, or other liaison and oversight activities. Special emphasis is placed on regional and local government. In addition to a general concentration, specialized programs of study are offered in community development administration, community health administration, and environmental health administration.

The MPA program is accredited by the National Association of Schools of Public Affairs and Administration.

II. ADMISSION REQUIREMENTS

For admission to the program, students must meet both the general requirements of the Graduate School and the requirements of the MPA program. Applicants to the MPA program come from a variety of undergraduate degree programs, and admission decisions are based on an overall assessment of a student's application.

Applicants who meet the criteria listed below may qualify for "Clear Admission" to the MPA program:

1. A complete application;
2. Meets the general requirements of both the Graduate School and MPA program;
3. Achieves a cumulative grade point average (GPA) of 2.75 (on a 4.0 scale). In addition, applicants are expected to have verbal and quantitative scores of 145 or above on the Graduate Record Exam (GRE). Applicants with a cumulative undergraduate GPA of 3.0 or higher are exempt from the GRE requirement.
4. Evaluation of academic potential based on two (2) letters of recommendation from persons familiar with the applicant's academic or employment experience;
5. Evaluation of academic potential and appropriate interests based on a statement of career goals and objectives.

III. PROGRAM REQUIREMENTS

The MPA Degree program requires satisfactory completion of a minimum of ~~39~~ 36 credit hours. All students take a common program core of 24 credit hours. The program core consists of courses in:

Administration, Ethics and Public Policy

Administrative Law

Research Methods

Public Sector Leadership

Organizational Theory

Public Human Resources Management

Public Finance Administration

Policy Analysis and Program Evaluation.

In addition to these program core courses all students will enroll in and execute three semester hours of applied study. This requirement may be met through an internship, generally at a public or nonprofit organization, and the submission of a capstone paper, or through an applied analysis project resulting in the submission of a research report.

While observing the above requirements, students may choose to complete the general degree program or may choose from three concentrations within the program. Curriculum requirements for the general program and concentrations

are as follows:

M.P.A. PUBLIC ADMINISTRATION PROGRAM REQUIREMENTS

MPA Core.....24 21 hours

POL 765, 800, 801, 874, 875, 876, 877, and 879

Exit Requirements

Internship or Applied Analysis in Public Administration3 hours

POL 870 or 871.

Select one concentration below.....12-15 hours

Total Requirements.....39 36-39 hours

Community Health Administration Concentration

MPA Core.....24 hours

POL 765, 800, 801, 874, 875, 876, 877, and 879.

Community Health Core.....12 hours

All students in this concentration will take HEA 898 and with their advisor's prior approval select nine hours from the following: POL 846, 847, and HEA 700 or 800 level courses.

Exit Requirements, Internship or Applied Analysis in Public Administration3 hours

POL 870 or 871.

Total Requirements39 hours

Community Development Concentration.....15 hours

POL 835, 845, 846, 847, and POL 765 or LAS 735

MPA Core.....24 hours

POL 765, 800, 801, 874, 875, 876, 877, and 879.

Community Development Core12 hours

All students in this concentration will take POL 845, and with their advisor's prior approval select nine hours from the following: POL 733, 835, 846, 847, LAS 735, GEO 701, and ECO 700 or 800 level courses.

Exit Requirements

Internship or Applied Analysis in Public Administration3 hours

POL 870 or 871.

Total Requirements.....39 hours

Environmental Health Concentration

MPA Core.....24 hours

POL 765, 800, 801, 874, 875, 876, 877, and 879.

Environmental Health Core.....12 hours

All students in this concentration will take MPH 850, and with their advisor's prior approval select nine hours from the following: POL 846, 847, and EHS 700 or 800 level courses.

Exit Requirements

Internship or Applied Analysis in Public Administration3 hours

POL 870 or 871.

Total Requirements39 hours+-

Emergency Management & Disaster Resilience Concentration...12 hours

HLS 810, 830, 831, 835

Interdisciplinary Studies Concentration.....12 hours

Students in this concentration will take 12 hours of courses approved by the M.P.A. Advisor

Program Plan — During the first term, graduate students must meet with their advisor to develop a planned program. Students for whom program plans have not been appropriately filed will not be eligible for a second registration.

IV. EXIT REQUIREMENTS

Applied Field Study – All students will satisfactorily complete 3 hours of POL 870 (or) POL 871 near or after the completion of all core MPA course requirements in a manner that synthesizes central elements of the student's graduate program and aligns with the ECU Graduate Student Learning Outcomes and NASPAA accreditation standards for professional master's degree programs in public affairs, policy and administration.

Substantial Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	Educational Leadership, Counselor Education, & Communication Disorders
<input type="checkbox"/> New Course (Parts II, IV)	College	College of Education
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	
<input type="checkbox"/> Hybrid Course ("S," "W")	*Course Title (full title±)	
<input type="checkbox"/> New Minor (Part III)	*Program Title	Communication Disorders (M.A. Ed.)
<input type="checkbox"/> Program Suspension (Part III)		
<input checked="" type="checkbox"/> Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
	* Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	11/9/2018	Council on Academic Affairs	4/18/19
College Curriculum Committee	1/15/2019	Faculty Senate**	5/6/19
General Education Committee*	NA	Board of Regents**	Pending
Teacher Education Committee*	2/5/2019	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	3/22/19		

*If Applicable (Type NA if not applicable.)
 **Approval needed for program revisions or suspensions.
 ***To be added by the Registrar's Office after all approval is received.

Completion of A, B, and C is required: (Please be specific, but concise.)**A. 1. Specific action requested:** (Example: Increase the number of credit hours for ABC 100 from 1 to 2.)

Revise admission requirements to reflect minimum examination requirements for state teacher certification in Communication Disorders; Revise prerequisites for admission to ensure candidate eligibility for national and state licensure/certification; Revise elective course list; Add exit requirement information

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2019

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

N/A

B. The justification for this action:

EKU's Graduate School does not require a specific GRE minimum score for admission. Thus, the admission requirements for the Communication Disorders Program were edited to reflect the examination requirements for state teacher certification in Communication Disorders. In the year 2020, a chemistry or physics course will be required for national licensure in speech-language pathology through the American Speech-Language-Hearing Association. The prerequisites for admission were revised to reflect this requirement. The exit requirements were edited to reflect a new College of Education requirement for candidates to complete PRAXIS examinations prior to program exit. Course numbers were removed and were replaced with course names as candidates in the Communication Disorders graduate program often earn their undergraduate degrees at other institutions. The elective course list was edited to reflect the Program's recent curricular mapping. Punctuation errors involving semi-colons and commas were corrected.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strike through~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strike through~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

Part III. Recording Data for Revised or Suspended Program

1. For a revised program, provide the current program requirements using ~~strike through~~ for deletions and underlines for additions.
2. For a suspended program, provide the current program requirements as shown in catalog. List any concentrations and/or minors affected by the program's suspension.

Revised* Program Text

(*Use ~~strike through~~ for deletions and underlines for additions.)

MASTER OF ARTS IN EDUCATION (M.A.Ed.)

Communication Disorders

CIP Code: 13.1012

I. GENERAL INFORMATION The Master of Arts in Education Program in Communication Disorders is a two-year, full time program leading to eligibility for certification/licensure in Speech-Language Pathology by the American Speech-Language-Hearing Association, Kentucky Board of Speech-Language Pathology, and Kentucky Teacher Certification in Communication Disorders. Since this program leads to initial teacher certification, the criteria and guidelines set by Kentucky Education Professional Standards Board (16 KAR and 5:040) must be met/followed.

II. ADMISSION REQUIREMENTS

Admission to the Graduate School: • Admission to the Graduate School • A bachelor's or master's degree with a cumulative grade point average of 2.75 on a 4.0 scale; or a grade point average of 3.0 on a 4.0 scale on the last 30 hours of credit completed, including undergraduate and graduate coursework.

Admission to the Program: To be eligible for consideration for admission into the MAEd. Program in Communication Disorders, applicants must have 1. A bachelor's degree in Communication Disorders with a minimum undergraduate GPA of 3.0 overall on the ~~sent~~ transcript which includes the fall semester prior to the application deadline of Feb. 15; 2. documentation of 25 clinical observation ~~by August 1 of the application year~~ hours by August 1 of the application year as required by the American Speech-Language-Hearing Association for national certification; and 3. either: a. A minimum GRE Verbal score of 150, a minimum GRE Quantitative score of 143, and a minimum GRE Analytical Writing score of 4.0. OR, b. A minimum ~~overall GRE score of 285 plus passing scores for Core Academic Skills for Educators (CASE) test~~ Reading score of 156, a minimum CASE Mathematics score of 150, and a minimum Case Writing score of 162; ~~Please check the Kentucky Education Professional Standards Board website for information concerning the required passing scores~~ 4. Applicants must have three references who complete a recommendation form describing their potential success at the graduate level of study. These recommendations are completed through the online application process. 5. Applicants must also provide an essay of approximately 500 words discussing personal and professional objectives. This essay will be scored to assess critical thinking, creativity, communication and collaboration. The essay should be submitted in the online application to the Graduate School.

Admission to Eastern Kentucky University's undergraduate program in Communication Disorders does not guarantee acceptance into Eastern Kentucky University's graduate program. There are limited spaces available in the graduate program. The most qualified applicants are admitted. Application forms are available online at the Graduate Education and Research website, <http://gradschool.eku.edu/apply>. Submit the completed application for admission with all required documents (application form, official transcripts, three recommendation forms, essay) by February 15 to the Office of Graduate Education and Research. Those candidates who are admitted to the MAEd program in Communication Disorders will be required to seek Admission to Professional Education. The following are part of that process:

Professional Code of Ethics, Character Fitness Declaration, and Professional Dispositions

- Candidates must review the Professional Code of Ethics for Kentucky School Certified Personnel established in 16 KAR 1:020 and sign a COE Professional Code of Ethics for Kentucky Declaration form.
- Candidates must review the character and fitness questionnaire contained in Section III of the TC-1 incorporated by reference in 16 KAR 2:010 and sign a COE Professional Character and Fitness Declaration form. EKU College of Education requires a state criminal history background check as a condition of admission. Under certain circumstances, a national criminal history background check may be required as a condition of admission.
- Candidates must demonstrate understanding of professional dispositions expected of professional educators. Candidates must review and sign a COE Professional Dispositions Declaration form.

NOTE: Based on your disclosure on any of these forms, an interview by the Professional Education Admission Committee may be required.

III. PROGRAM REQUIREMENTS

Probation and Progress in the Program – If, in any semester of study, a candidate's graduate grade point average falls below 3.0 for all courses taken after admission to the program, the candidate will automatically be on academic probation. The candidate will be dismissed from the program following any second semester with a cumulative GPA below 3.0. A candidate in the program, who earns more than two "Cs", or one "D", or one "F" in courses taken after admission, will be dismissed from the program.

Communication Disorders Core39 hours
CDS 720, 863, 867, 873, 874 (3-hour course taken 3 times), 875, 876, 877, 878, 879, 880.

Approved Electives in Communication Disorders/Research Option9 hours
Candidates who apply for and are selected to the Research Option will take CDS 899 for 3 hours and will take 6 hours of approved electives from areas such as CDS, CDF, COU, EDC, EDF, EME, EMG, EMS, ENG, EPY, HEA, MPH, NFA, NSC, NUR, OTS, PHE, PSY, SED, and/or STA ~~SED~~.

If candidates have not completed a course in Neural Bases of Communication; Speech and Hearing Science; School Services in Communication Disorders; Special Education Introduction or Exceptional Learners in the Classroom; Statistics; and Chemistry or Physics equivalent to EPY 839, SED 800, STA 700, CDS 741, 771, or 772 with a grade of "C" or higher, then these courses must be completed to meet the requirements for graduation, certification/licensure in Speech-Language Pathology by the American Speech-Language-Hearing Association, Kentucky Board of Speech-Language Pathology, and Kentucky Teacher Certification in Communication Disorders.

Professional Semester I*9 hours
CDS 870 and 898 or 897.
Professional Semester II*6 hours
CDS 897 or 898 and approved elective if needed.
Exit Requirement0 hours
GRD 877n or 878w
Minimum Program Total.....63 hours

IV. EXIT REQUIREMENTS

The following are the exit requirements for the MAEd in Communication Disorders:

- Program GPA: Candidates must earn an overall GPA of 3.0 or higher, with no grade lower than a C.
- ~~Key Signature~~ Assessments: Candidates will have opportunities to demonstrate professional growth through key signature assessments covering major program components.
- PRAXIS examinations: Candidates must complete required PRAXIS examinations prior to beginning CDS 897 in either Professional Seminar I or II. Consult with program coordinator or advisor for information on requires PRAXIS exams and timing. Candidates must complete all PRAXIS exams by May 1 of their final spring semester.
 - A thesis and oral defense - GRD 877n (Research Option) or a written comprehensive examination covering education and major program components – GRD 878w (Non-Research Option).
- Initial Certification Concentration: Successful completion of The Professional Semester for the initial certification concentration.

Clinical Clock Hours Requirement

Candidates must complete 375 clinical clock hours before exiting from the graduate program. This requirement will meet the number of hours specified for national certification by the American Speech-Language-Hearing Association and will meet or

exceed the hours required for Kentucky Teacher Certification in Communication Disorders and for Kentucky Licensure in Speech-Language Pathology. Clinical experiences for accruing clock hours are offered through CDS 874, 897, and 898. A maximum of 50 clinical clock hours accrued at the undergraduate level may be counted with appropriate documentation. A minimum of 25 clock hours of (documented) clinical observation must be completed prior to earning these clinical clock hours.

V. LICENSURE

Candidates seeking licensure in Kentucky must complete the appropriate PRAXIS exams.

PRAXIS DISCLAIMER:

Kentucky educator certification requirements are subject to change. Before registering for the test(s), please check the Education Professional Standards Board website at www.epsb.ky.gov for current test requirements and current cut scores. You may also contact the Division of Professional Learning and Assessment at (502) 564-5778.

Substantial Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> New Minor (Part III) <input type="checkbox"/> Program Suspension (Part III) <input checked="" type="checkbox"/> Program Revision (Part III)	<table style="width: 100%;"> <tr> <td style="width: 50%;">Department Name</td> <td>Safety and Security</td> </tr> <tr> <td>College</td> <td>Justice and Safety</td> </tr> <tr> <td>*Course Prefix & Number</td> <td></td> </tr> <tr> <td>*Course Title (full title±)</td> <td></td> </tr> <tr> <td>*Program Title</td> <td>Bachelor of Science in Homeland Security</td> </tr> <tr> <td colspan="2">If Certificate, indicate Long-Term (University) or Short-Term (Departmental)</td> </tr> <tr> <td>* Provide only the information relevant to the proposal.</td> <td>± If Title is longer than 30 characters see Part IV to provide abbreviation</td> </tr> </table>	Department Name	Safety and Security	College	Justice and Safety	*Course Prefix & Number		*Course Title (full title±)		*Program Title	Bachelor of Science in Homeland Security	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)		* Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation
Department Name	Safety and Security														
College	Justice and Safety														
*Course Prefix & Number															
*Course Title (full title±)															
*Program Title	Bachelor of Science in Homeland Security														
If Certificate, indicate Long-Term (University) or Short-Term (Departmental)															
* Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation														

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	2/1/2019	Council on Academic Affairs	3/21/19
College Curriculum Committee	2/20/19	Faculty Senate**	4/1/19
General Education Committee*	NA	Board of Regents**	Pending
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
 **Approval needed for program revisions or suspensions.
 ***To be added by the Registrar's Office after all approval is received.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: Remove the pre-homeland security requirement from the Bachelor of Science in Homeland Security degree program.

A. 2. Proposed Effective Academic Term: Fall 2019

A. 3. Effective date of suspended programs for currently enrolled students: N/A

B. The justification for this action: On January 18, 2019, the Homeland Security Program faculty met and reviewed the value of sustaining the pre-homeland security program, which students must complete first before enrolling into the Bachelor of Science in Homeland Security degree program. Faculty determined that the pre-homeland security component creates an unnecessary administrative burden on faculty and staff, and removing it will create a clearer and logical pathway for students. Therefore, faculty voted to remove this requirement and add prerequisites to two program courses, HLS 321W and HLS 495, as quality assurance measures.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

Bachelor of Science (B.S.)
HOMELAND SECURITY
CIP Code: 43.0301

PRE-HOMELAND SECURITY

ADMISSION REQUIREMENTS

~~—Students who have been admitted to the University and declare a major in Homeland Security are enrolled in the Pre-Homeland Security Program. Enrollment in the Pre-Homeland Security Program does not guarantee admission to the B.S. in Homeland Security. Pre-Homeland Security Program students are accepted each semester.~~

~~—Students enrolled in the Pre-Homeland Security Program and desiring admission to the B.S. in Homeland Security major, must have completed a minimum of 45 total credits and have a 2.5 minimum ECU GPA, including completion of HLS 101, 210, 260, and 301 with a grade of C or better. B.S. in Homeland Security students are accepted each semester. Students seeking admission to the B.S. in Homeland Security must meet with their assigned advisor to ensure qualifications have been met. The advisor will submit the names of eligible students to the HLS Program Coordinator for submission to the Registrar.~~

~~—Students admitted to the B.S. in Homeland Security must maintain a 2.5 minimum ECU GPA. Students falling below the minimum GPA will be placed in academic probation for one semester. If after one semester in academic probation the student does not regain the 2.5 minimum ECU GPA, they will be withdrawn from the major. Students withdrawn from the major due to an ECU GPA lower than 2.5 are not eligible for readmission to the B.S. in Homeland Security.~~

UNIVERSITY GRADUATION REQUIREMENTS

- General Education.....36 hours
- Student Success Seminar.....1 hour
(JSO 100; waived for transfers with 30+ hrs)
- Writing Intensive Course (Hrs. incorporated into Major/Supporting/Gen Ed/Free Electives category)
- Upper division courses (42 hrs. distributed throughout Major/Supporting/Gen Ed/Free Electives categories)
- ACCT - Homeland Security majors will fulfill ACCT with HLS 495.
(Credit hours are incorporated into major requirements below.)

Total Hours University Graduation Requirements.....37 hours

MAJOR REQUIREMENTS

Core Courses.....42 hours

HLS 101, 210, 260, 301, 320, 321W, 391, 395, 401, 430, 441, 461, 465, 495.

Supporting Courses.....6 hours

EES 250 (^GElement 1C), STA 215 (^GElement 2), GEO 210 (^GElement 4), HIS 203 (^GElement 5A) or MSL 303 (^GElement 5A); POL 100 (^GElement 5B) or 101 (^GElement 5B); PSY 200 (^GElement 5B) or 200W (^GElement 5B); and GEO 353.

^G = Course also satisfies a General Education element. Hours are included within the 36 hr. General Education requirement above. A maximum of 3 cr. hrs. will count toward Element 1C. A maximum of 3 cr. hours will count toward Element 2. A maximum of 3 cr. hrs. will count toward Element 4. A maximum of 3 cr. hrs. will count toward Element 5A. A maximum of 3 cr. hrs. will count toward Element 5B.

Free Electives..... 35 hours

TOTA HOURS TO COMPLETE DEGREE.....120 hours

Substantial Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> New Minor (Part III) <input type="checkbox"/> Program Suspension (Part III) <input checked="" type="checkbox"/> Program Revision (Part III)	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Department Name</td> <td>Psychology</td> </tr> <tr> <td>College</td> <td>CLASS</td> </tr> <tr> <td>*Course Prefix & Number</td> <td></td> </tr> <tr> <td>*Course Title (full title±)</td> <td></td> </tr> <tr> <td>*Program Title</td> <td>M.S. General Psychology</td> </tr> <tr> <td colspan="2">If Certificate, indicate Long-Term (University) or Short-Term (Departmental)</td> </tr> <tr> <td colspan="2">* Provide only the information relevant to the proposal. ± If Title is longer than 30 characters see Part IV to provide abbreviation</td> </tr> </table>	Department Name	Psychology	College	CLASS	*Course Prefix & Number		*Course Title (full title±)		*Program Title	M.S. General Psychology	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)		* Provide only the information relevant to the proposal. ± If Title is longer than 30 characters see Part IV to provide abbreviation	
Department Name	Psychology														
College	CLASS														
*Course Prefix & Number															
*Course Title (full title±)															
*Program Title	M.S. General Psychology														
If Certificate, indicate Long-Term (University) or Short-Term (Departmental)															
* Provide only the information relevant to the proposal. ± If Title is longer than 30 characters see Part IV to provide abbreviation															

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	12.6.18	Council on Academic Affairs	3/21/19
College Curriculum Committee	1/28/19	Faculty Senate**	4/1/19
General Education Committee*	NA	Board of Regents**	Pending
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	2/15/19		

*If Applicable (Type NA if not applicable.)
 **Approval needed for program revisions or suspensions.
 ***To be added by the Registrar's Office after all approval is received.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: Increase the number of credit hours for ABC 100 from 1 to 2.)

(1) Revise admissions requirements; (2) Re-format curriculum; (3) Change name of concentration from "General" to "Experimental." (4) Remove "S" from PSY 820S.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2019

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:

(1) Admissions requirements differ for the two tracks (Experimental versus ABA), and need to be clarified. (2) The curriculum format was confusing and needs to be clearer for students and advisors. (3) The name of the concentration needs to be different from the name of the degree, for clarity. (4) Remove Service-Learning component from PSY 820 because the course will be offered online and it is not feasible to include service learning.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: None

Operating Expenses Impact:

Equipment/Physical Facility Needs:

Library Resources:

Part III. Recording Data for Revised or Suspended Program

1. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and underlines for additions.
2. For a suspended program, provide the current program requirements as shown in catalog. List any concentrations and/or minors affected by the program's suspension.

Revised* Program Text
(*Use ~~strikethrough~~ for deletions and underlines for additions.)

MASTER OF SCIENCE (M.S.) General Psychology

CIP Code: 42.0101

Information about the Master's Degree

- To obtain a BCBA Certification students must (1) hold a Master's or Doctoral degree in Psychology, Education, or Behavior Analysis; (2) have completed Board approved ABA coursework; (3) have completed the required and documented supervised practical experience; and (4) pass an examination administered by the Behavioral Analyst Certification Board.
- The **M.S. General Psychology Degree with ABA Concentration** is designed for students interested in earning a Master's degree that will provide expertise in applied behavior analysis, and allow them to work toward eligibility to sit for the BCBA Certification Exam.
- The M.S. General Psychology Degree with ABA Concentration provides (1) the required Master's degree and (2) the required approved ABA coursework.
- Students are responsible for finding their own practical experiences in order to accumulate the required hours of supervised experience, and for scheduling and paying for the BCBA Certification Exam. Information can be found at www.bacb.com

Information about the ABA Certificate

- To obtain a BCBA Certification students must (1) hold a Master's or Doctoral degree in Psychology, Education, or Behavior Analysis; (2) have completed Board approved ABA coursework; (3) have completed the required and documented supervised practical experience; and (4) pass an examination administered by the Behavioral Analyst Certification Board.
- The **ABA Certificate** is designed for students who already have an appropriate Master's or Doctoral degree, and who want to work toward eligibility to sit for the BCBA Certification Exam.
- The ABA Certificate provides the required approved ABA coursework.
- Students are responsible for finding their own practical experiences in order to accumulate the required hours of supervised experience, and for scheduling and paying for the BCBA Certification Exam. Information can be found at www.bacb.com

4. ADMISSION REQUIREMENTS

Candidates must satisfy the following special requirements:

A minimum of five undergraduate courses in psychology: general psychology, statistics, and experimental psychology are required, as well as two other courses acceptable to the departmental admissions committee.

A minimum overall undergraduate grade point average of 2.5, or 2.75 for the last 60 hours, is a Graduate School requirement. Satisfactory performance on the general sections of the Graduate Record Examination is required prior to admission. Analytical Writing scores of 4.0 or higher are expected for all programs. Admission is competitive and limited to available space. Meeting the minimum requirements, therefore, does not guarantee admission. Candidates must arrange for submission of three letters of recommendation directly to the department, two related to the undergraduate major, with at least one from psychology faculty.

Applications for the on-campus program should be received by March 1. Notification regarding admission normally will be made in April. Students applying later may be accepted as space is available.

M.S. General Psychology: ABA Concentration

- Minimum overall undergraduate grade point average of 2.5, or 2.75 for the last 60 hours
- Minimum of one research course and one statistics course

- Minimum of three additional courses in psychology or related discipline
- GRE: If undergraduate GPA is below 3.0, then satisfactory performance on the general sections of the Graduate Record Examination (GRE) is required.
- Personal statement must address the following areas: A) What personal characteristics do you possess that you believe are important to the practice of applied behavior analysis? Do you possess any particular strengths that you feel will be an asset to you in graduate school? What about any personal challenges that you think might hinder your progress? B) What are your professional goals? C) Describe any experiences that have particularly prepared you for graduate study in applied behavior analysis (e.g., co-op/internships, work experiences, life experiences. D) If you feel that any portion of your application does not accurately reflect your academic skills or preparation for graduate school in psychology (e.g., GRE, GPA, etc.), please explain.

M.S. General Psychology: Experimental Concentration

- Minimum overall undergraduate grade point average of 2.5, or 2.75 for the last 60 hours
- Minimum of five undergraduate courses in psychology, including general psychology, statistics, experimental psychology, and two other courses acceptable to the departmental admissions committee.
- Satisfactory performance on the general sections of the Graduate Record Examination. Analytical Writing scores of 4.0 or higher are expected.
- Three letters of recommendation (sent directly to the department); two letters must be related to the undergraduate major, with at least one from psychology faculty.
- Applications should be received by March 1. Notification regarding admission normally will be made in April. Students applying later may be accepted as space is available.
- Admission is competitive and limited to available space. Meeting the minimum requirements, therefore, does not guarantee admission.

ABA Certificate Only

- Note that persons planning to apply for BCBA Certification are required by the Behavior Analyst Certification Board to hold a Master's or Doctoral degree in Psychology, Education, or Behavior Analysis, to have completed the Board approved ABA coursework, to have completed the required and documented supervised practical experience, and to pass an examination administered by the Behavioral Analyst Certification Board..
- The ABA Certificate from EKU provides the required ABA coursework. Students are responsible for finding their own practical experiences in order to accumulate the required hours of supervised experience, and for scheduling and paying for the BCBA Certification Exam. Information can be found at www.bacb.com
- For students with a Master's degree, admission requirements are minimum overall graduate grade point average of 2.75, and a personal statement.
- For students without a Master's degree, admission requirements are minimum overall undergraduate grade point average of 2.5, or 2.75 for the last 60 hours, and a personal statement.
- Personal statement must address the following areas: A) What personal characteristics do you possess that you believe are important to the practice of applied behavior analysis? Do you possess any particular strengths that you feel will be an asset to you in graduate school? What about any personal challenges that you think might hinder your progress? B) What are your professional goals? C) Describe any experiences that have particularly prepared you for graduate study in applied behavior analysis (e.g., co-op/internships, work experiences, life experiences. D) If you feel that any portion of your application does not accurately reflect your academic skills or preparation to complete this certificate.

II. PROGRAM REQUIREMENTS

A total of 33 credit hours is required for candidates for the Master of Science in **gG** General Psychology. ~~In addition to 15 credit hours of required courses, 9 credit hours of electives approved by the student's graduate advisor are required. A total of 6 credit hours of master's thesis is required.~~

CORE COURSES in Psychological Foundations.....15 hours

PSY 820~~S~~, 837, 849, 853, 859.

Students Must Select One Concentration to complete the M.S. Degree

General Experimental Concentration.....18 hours

PSY 862.....3 hours
 Electives (approved by graduate advisor).....9 hours
 Thesis (PSY 898).....6 hours
 PSY 898
 Exit Requirements* GRD 857j, 858j.....0 hours

Total Requirements for Experimental Concentration.....33 hours

*Exit Requirements: Students in the ~~MS general Psychology Program General Experimental~~ Concentration must complete the following: **(1) Comprehensive Examination:** register for a written comprehensive examination in their area of study (GRD 857j) (0 credit hours), and pass this examination; **(2) Thesis Defense:** register for an oral defense of the thesis (GRD 858j) (0 credit hours), and pass the oral defense of the thesis.

~~(Online Only)~~ Applied Behavior Analysis Concentration (Online Only).....18 hours

PSY ~~813~~, 817 (Must be taken before other ABA courses), 813, 833, 855, 895.....15 hours

Capstone Requirement: PSY 866.....3 hours

Total Requirements for ABA Concentration.....33 hours

Substantial Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> New Minor (Part III) <input type="checkbox"/> Program Suspension (Part III) <input checked="" type="checkbox"/> Program Revision (Part III)	<table style="width: 100%;"> <tr> <td style="width: 50%;">Department Name</td> <td>Computer Science</td> </tr> <tr> <td>College</td> <td>Science</td> </tr> <tr> <td>*Course Prefix & Number</td> <td></td> </tr> <tr> <td>*Course Title (full title±)</td> <td></td> </tr> <tr> <td>*Program Title</td> <td>Master of Science in Applied Computing</td> </tr> <tr> <td colspan="2">If Certificate, indicate Long-Term (University) or Short-Term (Departmental)</td> </tr> <tr> <td>* Provide only the information relevant to the proposal.</td> <td>± If Title is longer than 30 characters see Part IV to provide abbreviation</td> </tr> </table>	Department Name	Computer Science	College	Science	*Course Prefix & Number		*Course Title (full title±)		*Program Title	Master of Science in Applied Computing	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)		* Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation
Department Name	Computer Science														
College	Science														
*Course Prefix & Number															
*Course Title (full title±)															
*Program Title	Master of Science in Applied Computing														
If Certificate, indicate Long-Term (University) or Short-Term (Departmental)															
* Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation														

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	01/16/2019	Council on Academic Affairs	3/21/19
College Curriculum Committee	1/28/19	Faculty Senate**	4/1/19
General Education Committee*	NA	Board of Regents**	Pending
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	Fall 2019
Graduate Council*	2/15/19		

*If Applicable (Type NA if not applicable.)
 **Approval needed for program revisions or suspensions.
 ***To be added by the Registrar's Office after all approval is received.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: Increase the number of credit hours for ABC 100 from 1 to 2.) Revise admission requirements and correct an editorial mistake in the current catalog A. 2. Proposed Effective Academic Term: (Example: Fall 2016) Fall 2019 A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)
B. The justification for this action: (1) Adjust the admission requirements to make them more clear in the catalog, and (2) Correct an editorial error in the current catalog.
C. The projected cost (or savings) of this proposal is as follows: Personnel Impact: n/a Operating Expenses Impact: n/a Equipment/Physical Facility Needs: n/a Library Resources: n/a

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strike through~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strike through~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

Part III. Recording Data for Revised or Suspended Program

1. For a revised program, provide the current program requirements using ~~strike through~~ for deletions and underlines for additions.
2. For a suspended program, provide the current program requirements as shown in catalog. List any concentrations and/or minors affected by the program's suspension.

MASTER OF SCIENCE (M.S.)

Applied Computing

CIP Code: 11.0101

II. ADMISSION REQUIREMENTS

To be eligible for a clear admission to graduate standing applicants must have (1) a baccalaureate degree from an accredited institution with minimum grade point average (GPA) of 2.75 overall, or 3.0 on the last 60 semester hours of the baccalaureate program, and (2) one of the following:

- (a) Satisfactory scores on GRE or GMAT. The expected satisfactory score is 149 or higher on Quantitative portion of the GRE or 37 points or higher on the Quantitative portion of the GMAT.
- (b) A bachelor's, master's or PhD degree in Science, Technology, Engineering or Math with a GPA of at least 3.0.

III. PROGRAM REQUIREMENTS

Students must complete 30 graduate hours* in the program as outlined below, including 15 credit hours from 800-level courses. For students concentrating in Software Engineering and Computer Security, Business Intelligence, Industrial Computing, and Computational Data Science, at least half of the course work (i.e., 15 credit hours) must be CSC courses. Additionally, all students must pass a written comprehensive examination designed to test the student's general knowledge of his/her program of study.

* Some graduate level courses may require undergraduate courses as prerequisites.

Curriculum for the Applied Computing Program

Core Requirements.....15 hours

CSC 730, 745, 815, 834, ~~895~~ 890.

Concentration in Software Engineering and

Computer Security.....12 hours

CSC 825, 831, 835; one of CSC 720, 742, 744, 747, 748 or 749.

Concentration in Business Intelligence12 hours

Select 12 credits of 800-level MBA courses. Recommend the MBA Level 1 certificate courses.

Concentration in Industrial Computing12 hours

AEM 706, 801, 804, 805.

Concentration in Computational Data Science.....12 hours

Two courses selected from CSC 746, 781, 782, 783, 831; two courses selected from STA 700, 775, 780, 785, 840.
(Must select at least 6 credits of 800 level courses in concentration and/or electives.)

Electives.....3 hours

Select 3 hours of electives from 700 or 800 level AEM, CSC, MAT, MBA, or STA courses. Credit in a student's declared concentration does not apply toward the elective requirements.

Exit Requirement

GRD 857d

Total Curriculum Requirements.....30 hours

Substantial Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> New Minor (Part III) <input type="checkbox"/> Program Suspension (Part III) <input checked="" type="checkbox"/> Program Revision (Part III)	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Department Name</td> <td style="width: 50%;">Agriculture</td> </tr> <tr> <td>College</td> <td>Business and Technology</td> </tr> <tr> <td>*Course Prefix & Number</td> <td></td> </tr> <tr> <td>*Course Title (full title±)</td> <td></td> </tr> <tr> <td>*Program Title</td> <td>BS in Agriculture, General Pre-veterinary Medicine</td> </tr> <tr> <td colspan="2">If Certificate, indicate Long-Term (University) or Short-Term (Departmental)</td> </tr> <tr> <td>* Provide only the information relevant to the proposal.</td> <td>± If Title is longer than 30 characters see Part IV to provide abbreviation</td> </tr> </table>	Department Name	Agriculture	College	Business and Technology	*Course Prefix & Number		*Course Title (full title±)		*Program Title	BS in Agriculture, General Pre-veterinary Medicine	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)		* Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation
Department Name	Agriculture														
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Proposal Approved by:	<u>Date</u>	<u>Date</u>
Departmental Committee	3/25/2019	Council on Academic Affairs 4/18/19
College Curriculum Committee	4/3/2019	Faculty Senate** 5/6/19
General Education Committee*	NA	Board of Regents** Pending
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***
Graduate Council*	NA	

*If Applicable (Type NA if not applicable.)
 **Approval needed for program revisions or suspensions.
 ***To be added by the Registrar's Office after all approval is received.

Completion of A, B, and C is required: (Please be specific, but concise.)**A. 1. Specific action requested:** (Example: Increase the number of credit hours for ABC 100 from 1 to 2.)

1. Drop Wellness requirement
2. Update number of University Requirements from 36 to 37 hrs
3. Add AGR 326 to the Core Courses as an option in production electives
4. Remove CHE 431 from Additional Vet School Requirements
5. Add CHE 430 to the options for Science Electives
6. Add AGR 374 as an option for meeting the Genetics requirement

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2019

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

NA

B. The justification for this action:

1. No longer required by the University
2. Reflective of requirements
3. Expands opportunities for more career specific focus
4. CHE 431 is no longer required by Auburn School of Veterinary Medicine
5. Expands selection options that reflect Auburn School of Veterinary Medicine requirements
6. Expands selection options that reflect Auburn School of Veterinary Medicine requirements

C. The projected cost (or savings) of this proposal is as follows:**Personnel Impact:** Changes will reduce the number of petitions needed.

Operating Expenses Impact: NA

Equipment/Physical Facility Needs: NA

Library Resources: NA

Part III. Recording Data for Revised or Suspended Program

1. For a revised program, provide the current program requirements using ~~strike through~~ for deletions and underlines for additions.
2. For a suspended program, provide the current program requirements as shown in catalog. List any concentrations and/or minors affected by the program's suspension.

Bachelor of Science (B.S.)

AGRICULTURE

General Pre-Veterinary Pathway

CIP Code: 01.0301

UNIVERSITY GRADUATION REQUIREMENTS

- General Education36 hours
- Student Success Seminar (BTO 100; waived for transfers with 30+ hrs.) 1 hour
- Writing Intensive Course (*Hrs. incorporated into Major/ Supporting/Gen Ed/Free Electives category*)
- Upper division courses (*42 hrs. distributed throughout Major/ Supporting/Gen Ed/Free Electives categories*)
- ACCT - Agriculture majors will fulfill ACCT with AGR 499 or AGR 509. (Credit hours are incorporated into major requirements below.)

Total Hours University Graduation Requirements 37 hours

MAJOR REQUIREMENTS

College Requirements: Professional Skills

Seminar1 hour
AGR 305(1).

Core Courses22-24 hours
AGR 321(4), 421; AGR 499 or 509; two production classes from AGR 255, 326, 327(4), 328(4), 329(4), 332, or 380(4); two animal science courses from AGR 373, 374, 375, or 376.

Core Requirements18 hours
AGR 125, 126(1), 304(4), 308, 349(3), and 411(1); one of the following: AGR 310, 350, or 440.

Additional Veterinary School Requirements~~18-20~~ 17-21 hours
CHE 361/361L, and 362/362L, and 431 AGR 374 or BIO 315 (4); two classes of select two of the following science electives: from BIO 315(4), 320(4), 348, 546(4), CHE 430 or PHY 132(5). Courses listed are those required by Auburn School of Veterinary Medicine for students with a Baccalaureate degree prior to starting veterinary school.

Supporting Course Requirements~~18-20~~ 13-15 hours

BIO(^GElement 4) 111(4), 112(4), 331; CHE(^GElement 4)

111/111L, 112/112L; ECO 120 (^GElement 5B); select one class from: MAT(^GElement 2) 120, 122 (5), 211, or 234(4); PHY 131(5).

^G = Course also satisfies a General Education element. Hours are included within the 36 hr. General Education requirement above.

Free Electives.....~~3-6~~ 4-12 hours
TOTAL HOURS TO COMPLETE DEGREE~~120-123~~ hours

Substantial Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> New Minor (Part III) <input type="checkbox"/> Program Suspension (Part III) <input checked="" type="checkbox"/> Program Revision (Part III)	<table style="width: 100%;"> <tr> <td style="width: 50%;">Department Name</td> <td>American Sign Language & Interpreter Education</td> </tr> <tr> <td>College</td> <td>College of Education</td> </tr> <tr> <td>*Course Prefix & Number</td> <td></td> </tr> <tr> <td>*Course Title (full title±)</td> <td></td> </tr> <tr> <td>*Program Title</td> <td>ASL and English Interpretation</td> </tr> <tr> <td colspan="2">If Certificate, indicate Long-Term (University) or Short-Term (Departmental)</td> </tr> <tr> <td>* Provide only the information relevant to the proposal.</td> <td>± If Title is longer than 30 characters see Part IV to provide abbreviation</td> </tr> </table>	Department Name	American Sign Language & Interpreter Education	College	College of Education	*Course Prefix & Number		*Course Title (full title±)		*Program Title	ASL and English Interpretation	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)		* Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation
Department Name	American Sign Language & Interpreter Education														
College	College of Education														
*Course Prefix & Number															
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If Certificate, indicate Long-Term (University) or Short-Term (Departmental)															
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Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	2.21.2019	Council on Academic Affairs	4/18/19
College Curriculum Committee	3.19.19	Faculty Senate**	5/6/19
General Education Committee*	NA	Board of Regents**	Pending
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
 **Approval needed for program revisions or suspensions.
 ***To be added by the Registrar's Office after all approval is received.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: Increase the number of credit hours for ABC 100 from 1 to 2.)

Add ITP 320 back to the required core classes.

Remove ASL 310 from the required core.

Add SJS 101 as a supporting core course

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2019

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action:

During previous curriculum revisions we excluded ITP 320 from the required core classes and replaced it with ASL 310. However, after reviewing student performance data, we realize we need to add this course (ITP 320) back as a required core class. We will remove ASL 310 and replace it with ITP 320. The content from ITP 320 provides students with foundational skills that are needed to become an effective interpreter. We will take content from ASL 310 and incorporate it into current classes. We have reviewed our program data and realize students need this class to help attain skills needed for this profession. The university removed the wellness requirement for all students, this allows us to add SJS 101 as a supporting core course without increasing the total hours required for graduation. The SJS 101 course will add to the curriculum which will aid in satisfying updated accreditation standards requiring social justice and oppression education.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

Bachelor of Science (B.S.) ASL and English Interpretation
CIP Code: 16.1603

Admission Criteria

- Overall GPA of 2.5 or higher by the end of the semester preceding application, and
- ASL 106 with a grade of “Satisfactory”, and
- ASL 201 and 202 with a grade of “B” or higher, and ITP 215W and 220 with a grade of “C” or higher and
- Completed the Degrees of Reading Power Language Test, and
- Completed an admission interview by the ITP Interview Committee.

The ITP Interview Committee will select and rank applicants using the following criteria: 1) signing skills, (2) GPA, (3) score on the Degree of Reading Power Language Test, (4) interview score, (5) disposition score. The ITP Interview Committee will determine the number of students admitted to the program in order to maintain an appropriate student-faculty ratio and based on available resources.

Application Information

- Enrollment is limited.
- Application to the ITP does not guarantee acceptance.
- The ITP accepts students for the fall semester of all even years (i.e., 2018, 2020, etc.). Deadline for application is March 15th every even year.

Progression and Retention in the Program

- A grade of “C” or higher is required for all ITP and lecture-based ASL courses (ASL 225, 325, 390, 425), and
- A grade of “B” or higher is required (with the exception of no more than one grade of “C”) for all skill-based ASL courses (ASL 301, 302, 305, 306, 310), and
- Maintain a 2.75 GPA in the major
- Upon successful and timely completion of ITP 470 Practicum I, a student will be permitted to take ITP 495 Practicum II only with written recommendations from the ITP faculty and the department.

Program Goal

The goal of the ASL-English Interpretation Major is to prepare professional interpreters who are competent, ethical, and life-long learners.

Program Objectives

The objectives (or outcomes) of this program are:

1. Students of the program will develop critical and creative thinking skills.
2. Students of the program will develop competency in ASL
3. Students of the program will develop competency in English.
4. Students of the program will possess a generalist level of knowledge in professional issues, theories, and multicultural dynamics related to the interpreting profession.
5. Students of the program will demonstrate ethical and culturally competent decision-making in various interpreter settings.
6. Students of the program will demonstrate at least entry- level competency in interpreting between ASL and English.
7. Students of the program will be able to critically assess their own work and use creative problem-solving to continually develop themselves after they leave the program.

UNIVERSITY GRADUATION REQUIREMENTS

- General Education (hours share with supporting courses)..... 36 hours
- Student Success Seminar (EDO 100; waived for transfers with 30+ hrs.) 1 hour
- Writing Intensive Course (Hrs. incorporated into Major/ Supporting/Gen Ed/Free Electives category)
- Upper division courses (42 hrs. distributed throughout Major/ Supporting/Gen Ed/Free Electives categories)
- ACCT - ASL and English Interpretation majors will fulfill ACCT with ITP 495. (Credit hours are incorporated into major requirements.)

Total Hours University Graduation Requirements ... 37 hours

MAJOR REQUIREMENTS

Prior to graduation, students are required to take the Sign Language Proficiency Interview (SLPI:ASL) or the American Sign Language Proficiency Interview (ASLPI) with scores submitted to department. Administrators of the SLPI: ASL or ASLPI may charge testing fees to students.

Core Courses

ASL Requirements~~45~~ 42 hours

ASL 101, 102, 105, 106, 201, 202, 205, 225 301, 302, 305, 306, ~~310~~, 325, 380, 390, 425.

ITP Requirements~~40~~ 43 hours

ITP 215W, 220, 310, 320, 325, 340, 410, 420, 425, 440, 470, 495.

Supporting Course Requirements6 hours

~~Diversity of Perspectives~~ —Element 6

SJS 101

ANT 120(^GElement 5B).

^G = Course also satisfies a General Education element. Hours are included within the 36 hr. General Education

TOTAL HOURS TO COMPLETE DEGREE**125 hours**

Note: ASL 101 & 102 are major core courses and will not count toward Gen. Ed. Element 6. Therefore ASL & English Interpretation majors are expected to fulfill Element 6 with courses other than ASL 101 & 102.

Substantial Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	Ed Leadership, Counselor Ed, & Communication Disorders
<input type="checkbox"/> New Course (Parts II, IV)	College	Education
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	
<input type="checkbox"/> Hybrid Course ("S," "W")	*Course Title (full title±)	
<input type="checkbox"/> New Minor (Part III)	*Program Title	MA Student Personnel Services in Higher Education
<input type="checkbox"/> Program Suspension (Part III)		
<input checked="" type="checkbox"/> Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)	
	* Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	1-28-19	Council on Academic Affairs	4/18/19
College Curriculum Committee	2-19-19	Faculty Senate**	5/6/19
General Education Committee*	NA	Board of Regents**	Pending
Teacher Education Committee*	3-5-19	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	3/22/19		

*If Applicable (Type NA if not applicable.)
 **Approval needed for program revisions or suspensions.
 ***To be added by the Registrar's Office after all approval is received.

Completion of A, B, and C is required: (Please be specific, but concise.)**A. 1. Specific action requested:** (Example: Increase the number of credit hours for ABC 100 from 1 to 2.)

Change EAD 845 Student Personnel Services Internship from 3 hours required (and may be taken for up to 6 hours) to 6 hours required (3 hours within the first 9 hours of the program and the second 3 hours to be taken within the last 9 hours of the program).

Move POL 847 Strategic Planning and Grant Writing from a required core course to an elective course. List POL 847, EAD 801 or PSEUDO for the elective course.

A. 2. Proposed Effective Academic Term: (Example: Fall 2016)

Fall 2019

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable) N/A**B. The justification for this action:**

Upon review of our program and student feedback, faculty concur an additional internship class for experiential learning is needed. This will assist in the required program assessments. In order to allow students to have any electives the POL 847 needs to be moved to the elective area. Another possible elective is EAD 801, An introductory level course related to school administration and leadership will enhance students' understanding of modern administrative theories, practices, and techniques as related to school leadership and administration in higher education.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: None

Operating Expenses Impact: None

Equipment/Physical Facility Needs: None

Library Resources: None

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strike through~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strike through~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

Part III. Recording Data for Revised or Suspended Program

1. For a revised program, provide the current program requirements using ~~strike through~~ for deletions and underlines for additions.
2. For a suspended program, provide the current program requirements as shown in catalog. List any concentrations and/or minors affected by the program's suspension.

Revised* Program Text

(*Use ~~strike through~~ for deletions and underlines for additions.)

MASTER OF ARTS (M.A.)

Student Personnel Services in Higher Education

CIP Code: 13.0406

I. GENERAL INFORMATION

The Student Personnel Services in Higher Education degree prepares individuals to work in a variety of Student affairs settings in institutions of higher education.

II. ADMISSION REQUIREMENTS

Candidates must meet the admissions requirements of the Graduate School. In addition, candidates must have earned an overall 3.0 undergraduate GPA or a 3.0 in the last 60 hours completed.

If candidates do not have a 3.0 in GPA in their undergraduate degree or in their last 60 hours, then they may submit **scores** on the GRE/MAT which can be considered in granting admission. Applicants with cumulative undergraduate GPAs of 3.0 or higher, or 3.25 or higher in their last 60 hours of undergraduate work and/or an earned master's degree are exempt from the GRE/MAT requirement.

Core..... 33 hours

EAD 803, 816, 844, 845 (must be taken for a total of 6 hours), 860, 861, 862, 863; EPY 839, 869;

~~POL 847.~~

Electives..... 3 hours

POL 847, EAD 801 or PSEUDO. To be selected with advisor approval.

Exit Requirement..... 0 hours

GRD877k or 878t

Total Program Requirements..... 36 hours

Substantial Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Hybrid Course ("S," "W") <input type="checkbox"/> New Minor (Part III) <input type="checkbox"/> Program Suspension (Part III) <input checked="" type="checkbox"/> Program Revision (Part III)	<table style="width: 100%;"> <tr> <td style="width: 50%;">Department Name</td> <td style="width: 50%;">Communication</td> </tr> <tr> <td>College</td> <td>CLASS</td> </tr> <tr> <td>*Course Prefix & Number</td> <td></td> </tr> <tr> <td>*Course Title (full title±)</td> <td></td> </tr> <tr> <td>*Program Title</td> <td>BA Public Relations</td> </tr> <tr> <td colspan="2">If Certificate, indicate Long-Term (University) or Short-Term (Departmental)</td> </tr> <tr> <td>* Provide only the information relevant to the proposal.</td> <td>± If Title is longer than 30 characters see Part IV to provide abbreviation</td> </tr> </table>	Department Name	Communication	College	CLASS	*Course Prefix & Number		*Course Title (full title±)		*Program Title	BA Public Relations	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)		* Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation
Department Name	Communication														
College	CLASS														
*Course Prefix & Number															
*Course Title (full title±)															
*Program Title	BA Public Relations														
If Certificate, indicate Long-Term (University) or Short-Term (Departmental)															
* Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation														

	<u>Date</u>		<u>Date</u>
Proposal Approved by:			
Departmental Committee	02/14/2018	Council on Academic Affairs	4/18/19
College Curriculum Committee	3.25.19	Faculty Senate**	5/6/19
General Education Committee*	NA	Board of Regents**	Pending
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
 **Approval needed for program revisions or suspensions.
 ***To be added by the Registrar's Office after all approval is received.

Completion of A, B, and C is required: (Please be specific, but concise.)

<p>A. 1. Specific action requested: (Example: Increase the number of credit hours for ABC 100 from 1 to 2.)</p> <ol style="list-style-type: none"> 1. Add BEM 202, ECO 120 and PUB 305 (new) to core options, 2. Remove dropped course, PUB 420. 3. Revise hours based on additions <p>A. 2. Proposed Effective Academic Term: (Example: Fall 2016) Fall 2019</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)</p>
<p>B. The justification for this action:</p> <ul style="list-style-type: none"> The addition of ECO 120 Economic Reasoning and Issues provides an alternative for ECO 130. PUB 305 Public Relations Research is a new course and will replace PUB 420 Mass Communications. BEM 202 Information Gathering provides relevant context for the skills developed in BEM 203 Introduction to Media Writing, which is already a part of the PR curriculum.
<p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: Revision is reflecting dropped and added courses therefore, no personnel will be impacted</p> <p>Operating Expenses Impact: NA</p> <p>Equipment/Physical Facility Needs: NA</p> <p>Library Resources: NA</p>

Part II. Recording Data for New, Revised, or Dropped Course

(For a **new required course**, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide the current catalog text with the proposed text using ~~strike through~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised* Catalog Text

(*Use ~~strike through~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

Part III. Recording Data for Revised or Suspended Program

1. For a revised program, provide the current program requirements using ~~strike through~~ for deletions and underlines for additions.
2. For a suspended program, provide the current program requirements as shown in catalog. List any concentrations and/or minors affected by the program's suspension.

Revised* Program Text

(*Use ~~strike through~~ for deletions and underlines for additions.)

Bachelor of Arts (B.A.)

PUBLIC RELATIONS

CIP Code: 09.0902

UNIVERSITY GRADUATION REQUIREMENTS

- General Education.....36 hours
- Student Success Seminar.....1 hour (waived for transfers with 30+ hrs.)
- Writing Intensive Course (*Hrs. incorporated into Major/Supporting/Gen Ed/Free Electives category*)
- Upper division courses (42 hrs. distributed throughout Major/Supporting/Gen Ed/Free Electives categories)
- ACCT - Public Relations majors will fulfill ACCT with PUB 490 or 490S. (*Credit hours are incorporated into program requirements below.*)

Total Hours University Graduation Requirements....37 hours

MAJOR REQUIREMENTS

Core Courses.....48 ~~51~~ hours

BEM 295(4); BEM 202, 203, 305W, and 405; PUB 305, 420; ECO 120 or 130 or 230 or 231; MKT 301; PUB 412 or BEM 412; PUB 320 or BEM 320; PUB 375, 380, 410 or 410S, 470 (1) or 349(1); PUB 475; PUB 490 or 490S; PUB 491(1), and 425.

Electives.....6 hours

Six hours from: BEM 415, 325, COM 400, PUB 325 or 325S, 385 or 385S, 390, 400, 415S, 480, 499, 520, or MGT 301.

Supporting Course Requirements.....3 hours

BEM 200 or 200W; one of the following, any of which will fulfill ^cElement 5B: ANT 120, POL 100, POL 101, PSY 200, PSY 200W, SOC 131.

^c = Course also satisfies a General Education element. Hours are included within the 36 hour General Education requirement above.

Free Electives.....26 ~~23~~ hours

Exit Requirement: COM 300(0)

TOTAL HOURS TO COMPLETE DEGREE.....120 hours

Substantial Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	Occupational Science and Occupational Therapy	
<input type="checkbox"/> New Course (Parts II, IV)	College	Health Sciences	
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number		
<input type="checkbox"/> Hybrid Course ("S," "W")	*Course Title (full title±)		
<input type="checkbox"/> New Minor (Part III)	*Program Title	Master of Science in Occupational Therapy	
<input checked="" type="checkbox"/> Program Suspension (Part III)			
<input type="checkbox"/> Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)		
	* Provide only the information relevant to the proposal.	± If Title is longer than 30 characters see Part IV to provide abbreviation	

Proposal Approved by:		<u>Date</u>		<u>Date</u>	
Departmental Committee	1/11/19	Council on Academic Affairs	4/18/19		
College Curriculum Committee	3/6/19	Faculty Senate**	5/6/19		
General Education Committee*	NA	Board of Regents**	Pending		
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***			
Graduate Council*	3/22/19				

*If Applicable (Type NA if not applicable.)
 **Approval needed for program revisions or suspensions.
 ***To be added by the Registrar's Office after all approval is received.

Completion of A, B, and C is required: (Please be specific, but concise.)

<p>A. 1. Specific action requested: (Example: Increase the number of credit hours for ABC 100 from 1 to 2.)</p> <p>Suspend the Master of Science in Occupational Therapy program</p> <p>A. 2. Proposed Effective Academic Term: (Example: Fall 2016)</p> <p>Fall 2023</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)</p> <p>The current Master of Science in Occupational Therapy program will be taught out through Summer of 2025.</p>	<p>B. The justification for this action:</p> <p>The Master of Science in Occupational Therapy program is transitioning to an Occupational Therapy Doctorate (OTD) program, as mandated by our accrediting agency. The Department currently offers the OTD program for practicing clinicians. This program will be revised to accept entry-level students and will replace the master's degree.</p>
<p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: Need to restore one faculty line that was removed from the Department in 2018; this line is necessary so that we may continue to have adequate faculty to teach the coursework.</p> <p>Operating Expenses Impact: There will be no impact on current operating expenses. The revised OTD program will require the same budget and will accept the same number of students.</p> <p>Equipment/Physical Facility Needs: There will be no impact on current equipment/ facility needs. The revised OTD program will use the same equipment and space.</p> <p>Library Resources: There will be no impact on current library resources. The revised OTD program will require the same resources.</p>	

Part III. Recording Data for Revised or Suspended Program

1. For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and underlines for additions.
2. For a suspended program, provide the current program requirements as shown in catalog. List any concentrations and/or minors affected by the program's suspension.

Revised* Program Text
(*Use ~~strikethrough~~ for deletions and underlines for additions.)

MASTER OF SCIENCE (M.S.) **Occupational Therapy** *CIP Code 51.2306*

I. GENERAL INFORMATION

The Department of Occupational Science and Occupational Therapy offers the Master of Science degree in Occupational Therapy. There are two admission concentrations in the program (Professional Concentration, and Post Professional Concentration). The Professional Concentration is intended for students who do not currently hold a baccalaureate degree or post baccalaureate certificate in occupational therapy. Permission to enter via the Professional Concentration, through either BS OS Entrance or MS Transition Entrance, is highly dependent on the applicant's prior education and therefore the admission criteria should be reviewed carefully. The BS OS Entrance is for the individual with a baccalaureate degree in occupational science, and the MS Transition Entrance is for the individual with a baccalaureate degree in a discipline other than occupational science or occupational therapy. The Post Professional Concentration is for students who currently hold a baccalaureate degree or post baccalaureate certificate in occupational therapy from an accredited occupational therapy program.

The graduates of the Master of Science degree program in Occupational Therapy will demonstrate the ability to:

1. Design, provide and analyze evidence-based occupational therapy services that engage people in occupation to support their participation in context.
2. Collaborate with others to promote the health and well-being of diverse persons and communities.
3. Contribute to occupational therapy practice, education and research through the ethical application of reasoning abilities.
4. Reflect the profession's values, principles and beliefs in carrying out professional responsibilities.
5. Inform, negotiate, advocate, and consult with diverse persons, disciplines, and communities to facilitate and promote health.

II. ADMISSION REQUIREMENTS

A. PROFESSIONAL PATHWAY

To be considered for admission, applicants must meet the general admission requirements of the Graduate School. Additional requirements established by the program are as follows:

BS OS Entrance

1. Bachelor's degree in Occupational Science
2. "C" or better in all prerequisite coursework.
3. 3.0 GPA on the most recent 60 hours of coursework (program prerequisites not included in the most recent 60 hours will be added in the calculation of GPA) or a 3.0 overall undergraduate GPA (all hours attempted in the semester in which the 60th hour occurs will be counted) determined by the February 1st program application deadline.
4. Health Science Reasoning Test (HSRT) Overall Target Score of 15.
5. Three letters of recommendation.

Specific Criteria

Students with a baccalaureate degree in occupational science should apply to the Graduate School by February 1 of

their senior year for admission into the Master of Science in Occupational Therapy. Students will be admitted on a competitive basis using a weighted matrix.

B. MS TRANSITION ENTRANCE PATHWAY

To be considered for admission, applicants must meet the general admission requirements of the Graduate School. Additional requirements established by the program are as follows:

1. Bachelor's degree in a discipline other than Occupational Science from a regionally accredited university.
2. "C" or better in all prerequisite coursework.
3. 3.0 GPA on the most recent 60 hours of coursework (prerequisites to the transition year not included in the most recent 60 hours will be added in the calculation of GPA) or a 3.0 overall undergraduate GPA (all hours attempted in the semester in which the 60th hour occurs will be counted) determined by May 1st program application deadline.
4. Health Science Reasoning Test (HSRT) Overall Target Score of 15.
5. Three letters of recommendation.

Specific Criteria

An undergraduate degree in a discipline other than occupational science or occupational therapy and prerequisite course work in Human Anatomy, Human Physiology, Abnormal Psychology, and Statistics. Students should apply through the undergraduate school by May 1st. Prerequisite course work must be completed by the end of the Spring semester of the application year. Students may be requested to submit a course description of prerequisite course work with the application. Students will be admitted on a competitive basis using a weighted matrix.

Students accepted into the MS Transition program are required to take a year of transition courses prior to beginning Master of Science course work. It is a one year post baccalaureate program leading to a second Bachelor of Science degree in Occupational Therapy. The deadline for applications for the MS Transition program is May 1st. Students who are accepted into the MS Transition program must be enrolled in Fall semester transition year courses by July 1st and will continue on into the Master of Science program after completing the transition year courses, if they maintain a GPA of 3.0 during the transition year, complete all transition year courses with a "C" or better and are accepted by the Graduate School. Students will apply to the Graduate School during the transition year of course work. The deadline for application to the Graduate School is February 1st.

Transition Year Course Work—The following undergraduate courses are completed as a post baccalaureate undergraduate during the year prior to the Master's coursework: BIO 271, 371, OTS 311, 312, 362, 401, 402S, 422, 430, and 478W.

C. POST PROFESSIONAL PATHWAY

(For Licensed, Registered, Practicing Occupational Therapists)

- 1.) Bachelors degree or post baccalaureate certificate from an occupational therapy program that is accredited by the Accreditation Council of Occupational Therapy Education (ACOTE). International applicants must have met all requirements for practice in their own country and graduated from an accredited or World Federation of Occupational Therapy (WFOT) approved occupational therapy program.
- 2.) GRE target scores of 147 on the verbal reasoning, 147 on the quantitative reasoning and 3.5 on the analytical writing score.
- 3.) Three letters of recommendation
- 4.) An online graduate application

Specific Criteria

An undergraduate degree or post baccalaureate certificate from an accredited occupational therapy program. Students with a baccalaureate degree or a certificate in occupational therapy may apply at any time.

**If students are interested in pursuing a Master's in route to an OTD, please check the OTD program in the catalog.*

III. PROGRESSION REQUIREMENTS

In addition to the Graduate School progression policy, the MS OT students must achieve a grade of 'B' or higher in all OTS courses to progress in the program. If a student receives a "C" or lower or an Unsatisfactory grade in an OTS course twice or receives a "C" or lower or an Unsatisfactory grade in two separate courses, they will be dismissed from

the program. Refer to the Occupational Therapy Graduate Student Handbook for further information on progression and retention.

IV. PROGRAM REQUIREMENTS

Professional Pathway (for B.S. OS Entrants and Transition Students)

Core Courses.....29 hours

OTS 820(4), 822(4), 824(4), 830(4), 832(4), 836, 850,
880.

Electives.....3 hours

OTS 720, 825, 835, 837, 851, 852, 853, 855 or 855S,
862, 863, 864, 865, 866, 870, 875, 882, 883, 884, 885,
890, PSY 777, 797, CDS 867, SED 790.

Research.....6 hours

Non-thesis

OTS 896 and an elective.

OR

Thesis

OTS 898 or 884, 899, GRD 888c (Oral Defense of Thesis)

Field Work Experiences.....18 hours

1. Practice Seminars.....6 hours

OTS 821(2), 831(2), 871(2)

2. Capstone Courses.....12 hours

OTS 845(6), 846, 847(1).

Total Minimum Requirements.....56 hours

Post-Professional Pathway (for Practicing Occupational Therapist)

MS Core Courses.....9 hours

OTS 850, 885, and 880 or 884.

A course which counts as core will not also count as an elective or research credit.

MS Electives/Cognates.....9 hours

OTS 862, 863, 864, 865, 880, 884, 890.

Or an online cognate may be selected from related
areas such as Business, Special Education, Therapeutic
Recreation, Education, Nutrition, Child Development,
Psychology, Sociology, etc.

OR

BS/OTD Electives/Cognates.....9 hours

OTS 853, 882, 886

Research.....3 hours

Non-thesis

OTS 896

Comprehensive examination required (GRD 887d).

Total Minimum Requirements.....30 hours

V. EXIT REQUIREMENTS

Thesis — A thesis is optional in this program. If thesis option is
selected, an oral defense of the thesis is required (GRD 888c).

Comprehensive Examination — A comprehensive examination
will be required of all post professional Master of Science students
who are non-thesis candidates (GRD 887d).

Capstone Courses

All entry level Master of Science students must successfully complete the following capstone classes with a “Satisfactory” grade, OTS 845, 846 and 847.

The professional course work for the Master of Science in Occupational Therapy is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE), 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449, (301) 652-2682. Following successful completion of the Master of Science in Occupational Therapy, the graduate is eligible to sit for the National Board for Certification in Occupational Therapy (NBCOT) certification examination. For additional information on the examination, contact NBCOT, One Bank Street, Suite 300, Gaithersburg, MD 20878, www.nbcot.org.

Professional level graduates must apply for licensure and/or certification prior to practicing in any state. A criminal record (excluding minor traffic violations) may make a person ineligible for national certification examination and/or licensure or state certification for practice. Students with such a history should contact NBCOT and relevant licensing or certifying bodies prior to enrollment to determine their situation. For more information regarding the profession, contact the American Occupational Therapy Association (AOTA), 4720 Montgomery Lane, Suite 200, Bethesda, Maryland, 20814-3449, www.aota.org. Program changes may occur in response to accrediting agencies. Students should contact the department to verify program requirements.

Substantial Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	Occupational Science and Occupational Therapy	
<input type="checkbox"/> New Course (Parts II, IV)	College	Health Sciences	
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number		
<input type="checkbox"/> Hybrid Course ("S," "W")	*Course Title (full title±)		
<input type="checkbox"/> New Minor (Part III)	*Program Title	Bachelor of Science (B.S.) OCCUPATIONAL SCIENCE POST-BACCALAUREATE 2ND DEGREE PATHWAY [TRANSITION PROGRAM TO THE MS IN OT PROGRAM]	
<input checked="" type="checkbox"/> Program Suspension (Part III)			
<input type="checkbox"/> Program Revision (Part III)	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)		
	* Provide only the information relevant to the proposal. ± If Title is longer than 30 characters see Part IV to provide abbreviation		

	<u>Date</u>		<u>Date</u>
Proposal Approved by:			
Departmental Committee	1/11/19	Council on Academic Affairs	3/21/19
College Curriculum Committee	3/6/19	Faculty Senate**	4/1/19
General Education Committee*	NA	Board of Regents**	Pending
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	NA		

*If Applicable (Type NA if not applicable.)
**Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

Completion of A, B, and C is required: (Please be specific, but concise.)

<p>A. 1. Specific action requested: (Example: Increase the number of credit hours for ABC 100 from 1 to 2.) Suspend the Bachelor of Science in Occupational Science Transition program</p> <p>A. 2. Proposed Effective Academic Term: Fall 2020</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable) Students will no longer be able to apply to the Transition to Master of Science in Occupational Therapy program after Fall 2019</p>
<p>B. The justification for this action:</p> <p>The Master of Science in Occupational Therapy program is transitioning to an Occupational Therapy Doctorate (OTD) program, as mandated by our accrediting agency. All students will now enter the OTD program through the Baccalaureate in Occupational Science (BSOS) program, without the Transition program option. The Transition program was in place to allow students who already held a bachelor's degree in a discipline other than Occupational Science to enter the Master of Science in Occupational Therapy program. The Transition program added a year of transition courses prior to beginning Master of Science courses. Discontinuing the Transition program will simplify admissions and ensure that all students in the OTD program meet the same outcomes. Transition students may still apply to the program and will enter at the same time as students seeking a BSOS degree.</p>
<p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact: N/A</p> <p>Operating Expenses Impact: N/A</p> <p>Equipment/Physical Facility Needs: N/A</p> <p>Library Resources: N/A</p>

Part III. Recording Data for Revised or Suspended Program

1. For a revised program, provide the current program requirements using ~~striketrough~~ for deletions and underlines for additions.
2. For a suspended program, provide the current program requirements as shown in catalog. List any concentrations and/or minors affected by the program's suspension.

Revised* Program Text
(*Use ~~striketrough~~ for deletions and underlines for additions.)

Bachelor of Science (B.S.)
OCCUPATIONAL SCIENCE
~~POST-BACCALAUREATE 2ND DEGREE PATHWAY~~
~~[TRANSITION PROGRAM TO THE MS IN OT PROGRAM]~~
CIP Code: 51.2306

~~This competitive pathway is designed to prepare students who have completed a Bachelor's degree in a discipline other than Occupational Science for entrance into the entry level Master of Science in Occupational Therapy program. It is a one year post-baccalaureate program leading to a second Bachelor of Science degree in Occupational Science.~~

Admission Requirements

- ~~1. Bachelor's degree in a discipline other than Occupational Science from a regionally accredited university.~~
- ~~2. "C" or better in all prerequisite coursework: Human Anatomy, Human Physiology, Abnormal Psychology, and Statistics.~~
- ~~3. 3.0 GPA on the most recent 60 hours of coursework (prerequisites to the transition year not included in the most recent 60 hours will be added in the calculation of GPA) or a 3.0 overall undergraduate GPA (all hours attempted in the semester in which the 60th hour occurs will be counted) determined by May 1st program application deadline. In addition, applicants who do not have an institutional GPA of 3.0 or higher must also complete the GRE to satisfy the admission requirements of the Graduate School.~~
- ~~4. Health Science Reasoning Test (HSRT) Overall Target Score of 15.~~
- ~~5. Three letters of recommendation.~~

Specific Criteria

~~Students should apply through the undergraduate school and the Department of Occupational Science and Occupational Therapy by May 1st. Prerequisite course work must be completed by the end of the Spring semester of the application year.~~

~~Students may be requested to submit a course description of prerequisite course work with the application. Students will be admitted on a competitive basis using a weighted matrix.~~

~~Students accepted into the Transition program are required to take a year of undergraduate courses prior to beginning Master of Science course work. Students who are accepted into the Transition program must be enrolled in Fall semester transition year courses by July 1st and will continue on into the Master of Science program after completing the transition year courses, if they maintain a GPA of 3.0 during the transition year, complete all transition year courses with a "C" or better and are accepted by the Graduate School. Students will apply to the Graduate School during the transition year of course work. The deadline for application to the Graduate School is February 1st.~~

UNIVERSITY GRADUATION REQUIREMENTS

- General EducationWAIVED
- Student Success SeminarWAIVED
- Writing Intensive CourseWAIVED

• ~~ACCT will fulfill the ACCT with OTS 402S~~

(Credit hours are incorporated into Major requirements below.)

~~MAJOR REQUIREMENTS~~

~~Core Courses31 hours~~

~~BIO 271, 371; OTS 311, 312, 362, 401, 402S, 422(4), 430 and 478W.~~

~~TOTAL HOURS TO COMPLETE DEGREE31 hours~~

Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	Biological sciences
<input type="checkbox"/> New Course (Parts II, IV)	College	Science
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	
<input type="checkbox"/> Hybrid Course ("S," "W")	*Course Title	
<input type="checkbox"/> New Minor (Part III)	*Program Title	Master of Science (M.S.) Biology
<input type="checkbox"/> Program Suspension (Part III)		
<input checked="" type="checkbox"/> Program Revision (Part III)	*Provide only the information relevant to the proposal.	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	11/15/2018	Council on Academic Affairs	3/21/19
College Curriculum Committee	1/28/19	Faculty Senate**	4/1/19
General Education Committee*	NA	Board of Regents**	Pending
Teacher Education Committee*	NA	EFFECTIVE ACADEMIC TERM***	
Graduate Council*	2/15/19		

*If Applicable (Type NA if not applicable.)
 **Approval needed for program revisions or suspensions.
 ***To be added by the Registrar's Office after all approval is received.

Completion of A, B, and C is required: (Please be specific, but concise.)**A. 1. Specific action requested:**

(i) Suspension of the "Applied Ecology" concentration in the Biology Master's program, (ii) To remove the exclusion of thesis hours counting towards the 50 percent at the 800 level requirement, (iii) To remove the inclusion of STA 700 in the Biology Core requirements, and (iv) allow more than 27 hours of course work completed under the thesis option to be transferred to the non-thesis option.

A. 2. Proposed Effective Academic Term: Fall 2019**A. 3. Effective date of suspended programs for currently enrolled students:** Fall 2020**B. The justification for this action:**

- (i) The department of Biological sciences faculty voted in favor of removing the concentration from our program to better serve our future students.
- (ii) Due to limited availability of 800 level classes for graduate students, this will allow biology master's students to graduate with at least 50% of their graduate education at the 800 level.
- (iii) The recently updated BIO 810 class serves our student population more appropriately than the STA 700, while utilizing the expertise of biology faculty.
- (iv) There is no reason to limit course work completed during the thesis option from counting in the non-thesis option.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact: none anticipated

Operating Expenses Impact: none anticipated

Equipment/Physical Facility Needs: facilities and equipment are adequate

Library Resources: none anticipated

Revised* Program Text
(*Use ~~strickethrough~~ for deletions and underlines for additions.)

DEPARTMENT OF BIOLOGICAL SCIENCES
Dr. Malcolm Frisbie, Chair
Dr. Oliver Oakley, Graduate Coordinator/Advisor
www.biology.eku.edu.
(859) 622-1531

I. GENERAL INFORMATION

The Department of Biological Sciences provides opportunities for graduate studies leading to the Master of Science degree in Biology ~~that may include a concentration in Applied Ecology. Under the general program, thesis-~~Thesis and non-thesis programs of study are available. ~~The Applied Ecology concentration requires a thesis.~~ A planned program of study, based on individual needs is selected by each student in consultation with the student's graduate committee. Students engaged in thesis work may conduct research in such areas as aquatic biology, animal behavior and ecology, plant systematics and ecology, wildlife and conservation biology, physiological and molecular ecology, and Biomedical sciences including cellular and molecular biology, and microbiology.

The Master of Arts in Teaching Secondary Education degree with a concentration in Biology is offered by the College of Education in cooperation with the Department of Biological Sciences. Requirements for the degree are found in the College of Education section of this *Catalog*.

The Department of Biological Sciences cooperates with other natural science departments in the College of Science and the College of Education in offering the Master of Arts in Education with Teacher Leader Endorsement Preparation, Secondary Education with a concentration in Biology. This concentration is primarily for non-specialized science teachers and is described in the College of Education section of this *Catalog*.

MASTER OF SCIENCE (M.S.)

Biology

CIP Code: 26.0101

II. ADMISSION REQUIREMENTS

All applicants must meet the general requirements established by the Office of Graduate Education and Research for clear admission. Final acceptance of an applicant is determined by the Graduate Affairs Committee of the Department of Biological Sciences.

All applications to the Graduate School must include: 1) Completed application for admission, including a statement of personal and professional objectives 2) Application Fee 3) Scores on the verbal, quantitative, and analytical portions of the Graduate Record Examination [GRE] 4) Grade point average (GPA) & official transcript(s) 5) Three letters of recommendation 6) The departmental experience & essay form (MSWord document) 7) The Graduate Studies Advisor Agreement Form. All applicants must meet the general requirements established by the Graduate School for clear admission. In addition, applicants are expected to have verbal scores of 146 or above, quantitative scores of 140 or above, and analytical writing scores of 3.0 or above on the Graduate Record Exam. Applicants should have an undergraduate major in an area of the biological sciences, and supporting courses in chemistry, physics, and mathematics are recommended. Any deficiencies in a successful applicant's undergraduate training will be specified by the Department's Graduate Affairs Committee at the time of admission.

Prior to admission, applicants must have a faculty member from the Department of Biological Sciences agree to serve as their advisor should they be accepted to the program. Information concerning the research interests of faculty in the Department of Biological Sciences is available online at <http://biology.eku.edu/people>. Applicants should contact faculty with similar research interests to determine if they are accepting new students and would be willing to serve as their advisor. Once an advisor has been identified, applicants and/or advisors should inform the Graduate Coordinator. Applications will not be considered complete without the Graduate Studies Advisor Agreement Form.

Core General Requirements — Graduate students must complete a minimum of 30-36 graduate semester hours for the Master of Science degree, depending on whether a thesis or non-thesis program is followed. At least 50 percent of the course work hours ~~(excluding thesis hours)~~ must be at the 800 level. The planned program of study must consist of: (1) at least 18-24 semester hours of biology including Biostatistics (BIO 810; 3 hours) ~~or Applied Statistical Inference (STA 700; 3 hours)~~, Scientific Literature and Writing in Biology (BIO 801; 2 hours), Biology and Ethics (BIO 800; 1 hour), and (2) 12 semester hours of additional electives in biology or other courses in the natural and mathematical sciences. ~~Should a student change from the Biology Thesis Program to the Non-Thesis Program, no more than 27 hours taken as part of the Thesis Program may be counted toward the Non-thesis Program.~~

A grade point average of 3.0 must be maintained; a maximum of six semester hours of course work with a grade of "C" may be applied toward degree requirements.

III. PROGRAM REQUIREMENTS

M.S. Biology Thesis Program

Biology Core.....6 hours

BIO 800(1), BIO 801(2), BIO 810 ~~or STA 700~~.

General Concentration: (select Thesis or Non-Thesis Track):

Thesis Track

BIO 891.....6 hours

Approved elective courses.....18 hours

Program Total.....30 hours

Non-Thesis Track

BIO 880, two courses from BIO 727, 728, 731(4), 821, 831, 848, or 849.....9-10 hours

Approved electives.....20-21 hours

Program Total.....35-37 hours

~~Applied Ecology Concentration:~~

~~BIO 848, 849, 850(2); and one course from BIO 714, 721, 722, 725, 732, 736, 742, 753, 754, 756, 757, 758, 761, 802, 806, 816, 845, or 846.....11 hours~~

~~Approved electives.....7 hours~~

~~Thesis: BIO 891.....6 hours~~

~~Program Total.....30 hours~~

Exit Requirements

GRD 857a, 858a

*Courses equivalent to BIO 111 and 112, 315, 348, CSC 190, 191, 195 may be required as prerequisites.

IV. EXIT REQUIREMENTS

All students must demonstrate their knowledge of biology by successfully passing an oral examination (GRD 857a) and by successfully defending their thesis (or, if pursuing the non-thesis program, their BIO 880 (Current Review of Biology) paper) in an oral examination (GRD 858a). The committee for a student pursuing the non-thesis program shall consist of the faculty member who has agreed to serve as the student's advisor and the members of the department's Graduate Affairs Committee.

Thesis program — Six semester hours of Thesis Research (BIO 891) are required in the 30-hour thesis program. A thesis based on the student's research must be submitted. Twenty four hours of additional coursework will complete the requirements for the degree. ~~The Applied Ecology Concentration requires completion of a thesis.~~ Credit will not be given for BIO 880 (Current Review of Biology) or BIO 881 (Independent Study) in the thesis program.

Non-Thesis program — Three semester hours of BIO 880 (Current Review of Biology) are required in the 36-hour non-thesis program. Thirty hours of additional coursework will complete the requirements for the degree. ~~The Applied Ecology Concentration cannot be completed under this program.~~ Credit will not be given for BIO 891 (Thesis Research) in this program.

I. Approve Policy 4.1.1, Academic Freedom

II. Issue

The proposal is to adopt Policy 4.1.1.

III. Background

Policy 4.1.1 has been revised to provide a procedures process and a definition of “teacher”.

IV. Alternatives

The alternatives are not to adopt Policy 4.1.1 or to revise the proposed Policy 4.1.1.

V. President’s Recommendation

Based upon the recommendations of the Faculty Senate and the Provost Council, the President recommends approval.



4.1.1P

Volume 4, Academic Affairs

Chapter 1, Academic Practices

Section 1, Academic Freedom

Approval Authority: Board of Regents

Responsible Executive: Provost/Vice President for Academic Affairs

Responsible Office(s): Office of Academic Affairs, Colleges,
Departments

Effective: August 1, 1963

Issued: August 1, 1963

Last Revised:

Next Review Date:

Academic Freedom

Policy Statement

Eastern Kentucky University endorses the American Association of University Professors' statement concerning academic freedom, which states, in part,

1. Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
2. Teachers are entitled to freedom in the classroom discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of appointment.
3. College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinion of others and should make every effort to indicate that they are not speaking for the institution. ("1940 Statement of Principles on Academic Freedom and Tenure")

Entities Affected by the Policy

- Colleges
- Departments
- Faculty

Procedures

An allegation that standards of academic freedom have been breached shall be processed through Policy 4.7.4, Faculty Grievances.

Definitions

Teacher

Per the AAUP, "The word 'teacher' as used in this document is understood to include the investigator who is attached to an academic institution without teaching duties." Further, Eastern Kentucky University recognizes that in the context of Academic Freedom, "teacher" is defined broadly to include any person appointed for instructional purposes at EKU and any person affiliated with the University who is engaged in scholarly or creative activities.

Interpreting Authority

Provost and Vice President of Academic Affairs

Relevant Links

[AAUP 1940 Statement on Academic Freedom](#)

Policy Adoption Review and Approval

<u>Date</u>	<u>Entity</u>	<u>Action</u>
April 8, 2019	Board of Regents	Approved
March 20, 2019	President	Approved
February 4, 2019	Provost Council	Approved
	Faculty Senate	Approved
June 10, 2013	Executive Assistant to the Provost	Editorial Revision
<u>Date</u>	<u>Entity</u>	<u>Action</u>
August 1, 1963	Board of Regents	Adopted
July 29, 1963	EKU Faculty	Approved

I. Approve Policy 4.1.7, Student Opinion of Instruction

II. Issue

The proposal is to adopt Policy 4.1.7.

III. Background

Policy 4.1.7 has been revised to reflect current practices and to clarify the use of the second systematic method of assessing instruction. Changes to Policy 4.1.7 will necessitate updates to Policy 4.6.6, Evaluation of Full-Time Faculty Not Eligible for Tenure; Policy 4.6.14, Evaluation of Adjunct Faculty; and 4.6.17, Annual Review of Tenured Faculty.

IV. Alternatives

The alternatives are not to adopt Policy 4.1.7 or to revise the proposed Policy 4.1.7.

V. President's Recommendation

Based upon the recommendations of the Faculty Senate and the Provost Council, the President recommends approval.



4.1.7P

Volume 4, Academic Affairs

Chapter 1, Academic Practices

Section 7, Student Opinion of Instruction

Approval Authority: Board of Regents

Responsible Executive: Provost/Vice President for Academic Affairs

Responsible Office(s): Departments

Effective: October 10, 1987 Issued: October 10, 1987

Last Revised:

Next Review Date:

Student Opinion of Instruction

Policy Statement

Each academic department shall be given primary responsibility of administering the University-sanctioned student opinion of instruction survey process and, if applicable, another evaluation questionnaire for student opinion of instruction chosen by the department. Student opinion of instruction shall be included in evaluation of all faculty regardless of tenure status.

Seeking feedback from students regarding their instructional experiences in courses is important in the overall assessment of teaching. However, nothing in this policy is meant to suggest that student opinion of instruction is the only method of assessing instruction nor is this policy meant to eliminate the requirement that departments develop a second systematic method of assessing instruction.

Entities Affected by the Policy

- Colleges
- Departments
- Faculty
- Students

Procedures

- ~~1. Each academic department shall be given primary responsibility of administering the IDEA Evaluation Program and/or another evaluation questionnaire for student opinion of instruction chosen by the department.~~
- ~~2.1. The University-sanctioned Student opinion of instruction survey is required shall be administered in all courses for all full-time, tenured and non-tenured faculty including administrators who teach.~~
- ~~3. All full-time, nontenured faculty members shall have the IDEA or other systematic student opinion questionnaire administered in at least two fall semester classes and two spring semester classes each year. These shall be four different courses when possible.~~
- ~~4. All full-time, tenured faculty members shall have the IDEA or other systematic student opinion questionnaire administered in at least one fall semester class and one spring semester class each year. These shall be two different courses when possible.~~
- ~~5. Student questionnaires, in addition to those mentioned in Items 3 and 4 above, may be required by the academic department.~~
- ~~6.2. Student opinion questionnaires shall be administered at a time chosen by the instructor, provided that it is after midterm and prior to final examination week prior to the beginning of final examinations. The precise timeline is determined by the length of the course and with sufficient time for revisions or additions to the survey requested by faculty and for student responses.~~

3. Student opinion assessments shall not be administered in a way that exerts undue influence on student respondents. questionnaires shall not be administered by nor in the presence of the instructor.
- ~~7-4.~~ The instructor shall have no access to the completed questionnaires ~~or answer sheets (including any written student comments)~~ until the semester has officially ended after grades for the course have been officially posted by the Registrar's Office.
8. The Office of Institutional Research shall be responsible for acquisition, distribution, and security of the University-sanctioned student opinion of instruction survey. Departments shall be responsible for additional methods of evaluating instruction but may be assisted, as appropriate by the Office of Institutional Research. IDEA evaluation forms and the appended questionnaire and for distribution of IDEA evaluation reports and appended questionnaire reports.
9. Departments using the IDEA Program may decide to use either the long or short forms of that instrument.
10. An additional sheet of paper on which students may add comments will be provided to each student evaluator.
11. For departments choosing that instrument, IDEA shall furnish two copies of the Diagnostic Summary Report. The Office of Institutional Research shall distribute one copy to the instructor and one copy to the chair of the department in which the instructor teaches.
- 12-5. The Office of Institutional Effectiveness and Research shall securely maintain student opinion of instruction data for at least seven (7) years. Department Chairs shall have access to student opinion of instruction data for all faculty teaching within the department and shall ensure that such data will be available to evaluation and promotion and tenure committees. Each department chair shall maintain a file on each instructor containing either IDEA diagnostic reports or other student opinion instruments for at least the last three years of employment, and this file shall be routinely submitted to departmental promotion and tenure and merit pay committees at the time for consideration of these matters. The data file shall also be made available to the college promotion and tenure committee upon the request of either the instructor or the committee.
- 13-6. Each instructor shall have access to his/her own student opinion of instruction data file and each semester shall have the opportunity to add to the student opinion file his/her own written interpretation of the student opinion results, analyze and comment on this data in evaluations.
14. In addition to student opinion of instruction, each department shall use a systematic method of assessing teaching performance. This method shall include a consideration of the perspectives of students, colleagues, and supervisors and shall be clearly defined and communicated in the department merit pay policy—for example, peer review, alumni survey, or administrative evaluation, etc.
15. In addition to the student opinion or other systematic student questionnaire, each department shall use a systematic method of assessing teaching effectiveness for each instructor—for example, peer review, alumni survey, or administrative evaluation, etc.
16. Each college shall establish procedures for aiding instructors who have been identified as having substandard instructional skills and for helping instructors who, although adequate in their teaching effectiveness, wish to improve.
- 17-7. Matters relating to this evaluation system not covered in the above provisions are left to the discretion of the various departments.
18. Funds for administration of the IDEA program and/or other student opinion questionnaires chosen by academic departments shall be provided, upon reasonable request, by the University through the Office of Institutional Research.
19. Specific Procedures for IDEA Administration adopted earlier shall remain in effect for those departments choosing that instrument.
- 20-8. Specialized courses (such as practicums, studio lessons, and co-op) are not required to use the University-sanctioned student opinion of instruction survey. However, faculty, with the approval of the Department Chair, should. Faculty with unusual teaching loads (e.g., those teaching predominantly private lessons) should work out a process of evaluation which that is in keeping with the spirit of this policy set of policies. Faculty or departments that want to use the University-sanctioned student opinion of instruction survey for specialized courses can make arrangements with This must be done at the department level with the advice and consent of the dean of the college the Office of Institutional Effectiveness and Research.

Definitions

University-Sanctioned Student Opinion of Instruction Survey

A survey instrument approved by the University for use in all University courses to collect and analyze students' opinions regarding their educational experience in a course.

Responsibilities

Departments

Departments are responsible for

- Ensuring that each faculty member, regardless of tenure status, administers the University-sanctioned student opinion of instruction survey in all courses;
- Administering at least one additional method of evaluating instruction'
- Ensuring that data from University-sanctioned student opinion of instruction survey is made available to evaluation and promotion and tenure committees.

Faculty

Faculty are responsible for ensuring that the University-sanctioned student opinion of instruction survey is administered in all of their classes in accordance with this policy.

Office of Institutional Effectiveness and Research

The Office of Institutional Effectiveness and Research is responsible for

- Acquiring, distributing, and securing, the University-sanctioned student opinion of instruction survey;
- Maintaining student opinion of instruction data securely for at least seven years.

Interpreting Authority

Executive Vice President of Academic Affairs and Provost

Policy Adoption Review and Approval

Policy Revisions

<u>Date</u>	<u>Entity</u>	<u>Action</u>
April 22, 2019	Board of Regents	
April 3, 2019	President	Approved
March 4, 2019	Provost Council	Approved
	Faculty Senate	Approved
Unknown*	Unknown	

*Points 14 and 15 altered from original policy.

Policy Issued

<u>Date</u>	<u>Entity</u>	<u>Action</u>
October 10, 1987	Board of Regents	Adopted
April 6, 1987	Faculty Senate	Approved
<u>Date</u>	<u>Entity</u>	<u>Action</u>
October 6, 1986	Faculty Senate	Adopted
October 28, 1985	Faculty Senate	Adopted
February 6, 1984	Faculty Senate	Adopted

April 14, 1978
May 2, 1977

Faculty Senate
Faculty Senate

Adopted
Adopted

I. Approve Policy 4.3.12, Degree Completion for Accomplished Professionals

II. Issue

The proposal is to repeal 4.3.12.

III. Background

Policy 4.3.12 has been recommended for repeal due to the infrequency of the reverse transfer and when it occurs it can be handled with existing Registrar procedures rather than through a policy.

IV. Alternatives

The alternatives are not to repeal Policy 4.3.12 or to revise the current policy.

V. President's Recommendation

Based upon the recommendations of the Faculty Senate and the Provost Council, the President recommends approval.

The Drafting Team is recommending repeal of Policy 4.3.12, Degree Completion for Accomplished Professionals. The reverse transfer from an advanced degree to a bachelor's degree happens infrequently and, according to the Registrar, when it occurs it can be handled with existing procedures rather than through a policy.



4.3.12P

Volume 4, Academic Affairs

Chapter 3, Courses, Programs, and Degrees

Section 12, Degree Completion for Accomplished Professionals

Approval Authority: Board of Regents

Responsible Executive: Provost and Vice President for Academic Affairs

Responsible Office(s): Office of the Registrar

Effective: October 21, 2000

Issued: October 21, 2000

Last Revised:

Next Review Date:

Degree Completion for Accomplished Professionals

Policy Statement

Individuals who have successfully completed 90 credit hours at Eastern Kentucky University and gone on to complete an advanced degree, but have not earned a bachelor's degree, can apply for a transfer back to EKU of credit from their advanced degree sufficient to complete their undergraduate degree. In such extraordinary cases, EKU will waive the baccalaureate degree requirement that at least 30 of the last 36 hours would be earned through EKU. The department in which the requested degree authority resides will review the case and will work with the dean of the college and the Office of the Registrar. Programs that have specific licensure requirements are excluded from this policy.

Entities Affected by the Policy

- Accomplished Professionals
- Office of the Registrar
- Departments
- Colleges

Interpreting Authority

- Provost and Vice President for Academic Affairs

Policy Adoption Review and Approval

Policy Repealed

<u>Date</u>	<u>Entity</u>	<u>Action</u>
April 8, 2019	Board of Regents	Approved
March 20, 2019	President	Approved
February 4, 2019	Provost Council	Approved
	Faculty Senate	Approved

Policy Issued

<u>Date</u>	<u>Entity</u>	<u>Action</u>
October 21, 2000	Board of Regents	Adopted
October 2, 2000	Faculty Senate	Approved
	Council on Academic Affairs	Approved

I. Approve Policy 4.6.12, Shared Faculty Appointments

II. Issue

The proposal is to repeal Policy 4.6.12.

III. Background

Policy 4.6.12 has been recommended for repeal. This policy was created nearly twenty years ago but has never been used. Any future decisions to create a shared appointment can be handled on an exception basis and by agreement. Therefore, this policy is not necessary. If repealed, language related to shared faculty appointments in Policy 4.6.4, Tenure and Promotion, will also be removed.

IV. Alternative

The alternative is not to repeal Policy 4.6.12.

V. President's Recommendation

Based upon the recommendations of the Faculty Senate and the Provost Council, the President recommends approval.



4.6.12P

Volume 4, Academic Affairs

Chapter 6, Faculty Appointments and Evaluation

Section 12, Shared Faculty Appointments

Approval Authority: Board of Regents

Responsible Executive: Provost/Vice President for Academic Affairs

Responsible Office(s): Office of Academic Affairs, Colleges,
Departments

Effective: August 15, 2001 **Issued:** January 27, 2001

Last Revised:

Next Review Date:

Shared Faculty Appointments

Policy Statement

Eastern Kentucky University (EKU) is committed to the fullest use of available professional expertise, including allowing the opportunity for faculty to request shared appointments as long as the appointments are consistent with professional policies, Affirmative Action guidelines, and the appropriate needs of an academic unit. The concept of shared appointments between two (2) faculty members with similar professional expertise has been widely adopted in colleges and universities across the country. A similar arrangement is deemed appropriate at Eastern Kentucky University to provide professional opportunities for two (2) faculty members interested in sharing one faculty position (1 FTE) to further enhance the professional expertise available to students.

The University recognizes that the establishment of shared appointments is not an entitlement, but an opportunity that can be offered, (1) at the time of hire, or (2) requested by a faculty member occupying the full faculty position, and then approved by the department head, the College Dean, and the Provost/Vice President for Academic Affairs.

Examples of such job sharing might be:

1. Two tenured faculty who occupy two (2) full-time positions (2 FTE) in a department to request to share one faculty position (splitting the position on a determined percentage) on a permanent or continuing basis and therefore vacating 1 FTE position.
2. Two (2) prospective faculty members apply for 1 FTE tenure track position as a shared position on a permanent or continuing basis (the percentage of each determined at the time of appointment).
3. One (1) tenure-track or tenured faculty member (1 FTE) requests to share his/her appointment by working a determined percentage of 1 FTE position on a continuing basis, leaving the remainder of the position vacant to be filled by a new faculty member on a continuing or permanent basis.
4. One tenure-track or tenured faculty member (1 FTE) requests to work a percentage such as 50% of the appointment for a mutually agreed upon number of semesters or years (such as 1-3 years) and a new faculty member will be recruited as a Visiting Instructor or Professor for the term of the shared appointment. At the end of the agreed upon term, the tenure-track or tenured faculty member will return to a full-time appointment, or whatever type of appointment was agreed upon when the shared appointment was approved.

All faculty members who are in shared positions are eligible for all faculty benefits as stated in the Faculty Handbook on a basis proportional to their appointment. For clarification, the following are guidelines, procedures and expectations of shared appointments:

1. Faculty members seeking a shared appointment must have their request and credentials evaluated and a positive recommendation forwarded by the faculty and chair of the department according to the needs and requirements of the department.
2. Faculty members receiving a shared appointment will receive letters of appointment (i.e. contracts) at the beginning of the shared appointment stating the terms of their shared appointment.
3. In a shared appointment, the faculty members together are expected to fulfill the stated requirements of the position as it was originally intended for one faculty member (1 FTE).
4. Evaluations of teaching, research, and service will be conducted on a basis consistent with the percentage of each faculty member's respective appointment.
5. The two (2) faculty members occupying a shared appointment shall be assigned a full-time teaching load or its equivalent as approved by the department during the regular academic year.
6. No faculty member in a shared position shall be permitted to be employed outside the University in a full-time position during the academic year.

7. Faculty members in a shared appointment shall be assigned service responsibilities in proportion to their respective appointments equivalent to the total amount expected of 1 FTE faculty member.
8. Faculty members in a shared appointment will be available for advising in proportion to the percentage of their respective appointments and according to departmental, college, and University policies.
9. Faculty members in a shared appointment shall be provided with available office space, supplies, and equipment.
10. The University will make available to the shared position (1 FTE) annual funding for professional travel for each faculty member in proportion to that faculty member's percentage of appointment.
11. Faculty members in a shared appointment will be eligible for faculty grants, faculty development funds, release time for research (on a proportional basis), improvement of instruction funds, and all other faculty development opportunities available to full-time faculty members.
12. Faculty/staff scholarships will be shared proportionally by faculty members in the shared position (1 FTE).
13. Each faculty member in a shared appointment (1 FTE) who has completed fourteen (14) semesters of service at the University is eligible to apply for a sabbatical leave in proportion to that faculty member's percentage of appointment.
14. Each faculty member sharing an appointment shall have full voting rights as a faculty member.
15. The actual annual salary that the faculty members receive will be their base salary multiplied by the appropriate percentage of the position they are sharing.
 - a. If two tenured faculty who occupy two full-time positions (2 FTE) in a department request to share one faculty position (1 FTE), their base salaries will be their current ECU salaries.
 - b. If two (2) prospective faculty members apply for 1 FTE tenure track position as a shared position, the base salaries of each faculty member shall be determined individually by rank, years of service, and other appropriate comparative measures as used for full-time faculty.
16. Each year, the base salary of each faculty member will be adjusted based on his/her merit pay award, cost of living increase, and any promotions or other salary adjustments that he/she receives. After all appropriate adjustments are made, the actual annual salary that the faculty member receives in the next academic year will be his/her base salary multiplied by the appropriate percentage of the position being shared.
17. The University currently provides to each permanent full-time employee a standard health care benefit that covers the cost of a single health insurance policy. For a faculty member in a shared position, the University will contribute an amount to the single insurance policy in proportion to that faculty member's percentage of appointment. The employee will pay for any remaining cost of the University health care plan of his/her choosing.
18. The University will pay retirement benefits for each of the two (2) faculty members sharing a position (1 FTE) in proportion to each of their salaries.
 - a. For faculty presently employed at ECU who are moving from a full-time position (1 FTE) to a shared position, and who are currently a member of the Kentucky Teachers' Retirement System (KTRS), the University will no longer be able to deduct the current contribution (currently 6.16%) of the faculty member to KTRS. In addition, the University will supplement the faculty member's salary by the University's current contribution to KTRS (presently 10.59%), plus the appropriate FICA. Service credit for shared positions will be prorated by KTRS in keeping with the system's regulations. The faculty member may use these funds to purchase service credit from KTRS proportional to his/her percentage of the shared position.
 - b. For new faculty members who are hired directly into a shared faculty position, and for other faculty members who are not members of KTRS, the faculty retirement benefit (plus the appropriate FICA) will be paid by the University in proportion to that faculty member's salary, except it will be allocated to an alternate retirement option offered by ECU, such as TIAA-CREF or Valic.
19. Information regarding tenure and/or promotion for shared appointments can be found in Policy 4.6.4 - Promotion and Tenure (which is located on the [University Policy website](#)).
20. When a faculty member in a shared appointment leaves the University for any reason, the remaining member (if tenured or on a tenure-track) shall assume the full responsibilities of the position unless the University and the faculty member both agree that the faculty member's responsibilities shall remain the same.

Entities Affected by the Policy

- Colleges
- Departments
- Faculty

Interpreting Authority

Provost and Vice President of Academic Affairs

Policy Adoption Review and Approval

Policy Repealed

<u>Date</u>	<u>Entity</u>	<u>Action</u>
April 22, 2019	Board of Regents	
	President	Approved
April 3, 2019	Provost Council	Approved
March 4, 2019	Faculty Senate	Approved

Policy Issued

<u>Date</u>	<u>Entity</u>	<u>Action</u>
January 27, 2001	Board of Regents	Adopted
December 4, 2000	Faculty Senate	Approved

I. Approve Policy 4.7.9, Limitation on Academic Work while under Contract to Teach at Eastern

II. Issue

The proposal is to repeal Policy 4.7.9.

III. Background

Policy 4.7.9 has been recommended for repeal as it is now covered under Policy 8.2.6, Employee Tuition Waiver Program, and will be covered in the revised Policy 4.7.7, Consulting and Outside Activities by Faculty.

IV. Alternative

The alternative is to not repeal Policy 4.7.9.

V. President's Recommendation

Based upon the recommendations of the Faculty Senate and the Provost Council, the President recommends approval.

The Drafting Team is recommending repeal of Policy 4.7.9, Limitations on Academic Work while under Contract to Teach at Eastern, because it is now covered under Policy 8.2.6, Employee Tuition Waiver Program, and the revised Policy 4.7.7, Consulting and Outside Activities by Faculty.



4.7.9P

Volume 4, Academic Affairs

Chapter 7, Faculty Rights and Responsibilities

Section 9, Limitation on Academic Work while under Contract to Teach at Eastern

Approval Authority: Board of Regents

Responsible Executive: Provost/Vice President for Academic Affairs

Responsible Office(s): Office of Academic Affairs, Colleges, Departments

Effective: February 20, 1963 Issued: February 20, 1963

Last Revised:

Next Review Date:

Limitation on Academic Work while under Contract to Teach at Eastern

Policy Statement

It is the policy of the Board of Regents that no member of the faculty who is working full-time may enroll for more than three semester hours of credit during any one semester or summer school (on rare occasions it may be necessary to approve four hours of work during a given semester). If for any reason it becomes desirable that a member of the faculty take more than three (four) semesters hours of work during any one semester or summer term, the salary of the faculty member at Eastern shall be reduced proportionately. It is always understood that the primary obligation is to Eastern Kentucky University; it is not expected that campus work schedules will be adjusted for the convenience of the faculty member who wants to enroll for college credit.

Entities Affected by the Policy

- Colleges
- Departments
- Faculty

Interpreting Authority

Provost and Vice President of Academic Affairs

Policy Adoption Review and Approval

Policy Repealed

Date

April 8, 2019
March 20, 2019
February 4, 2019

Entity

Board of Regents
President
Provost Council
Faculty Senate

Action

Approved
Approved
Approved

Policy Issued

Date

February 20, 1963

Entity

Board of Regents

Action

Adopted



Policy on Discrimination and Harassment

Policy Statement

It is the policy of Eastern Kentucky University ("EKU" or the "University") to maintain an environment for students, faculty, administrators, staff, and visitors that is free of all forms of discrimination and harassment, including sexual misconduct. The University has published and enacted this "Policy on Discrimination and Harassment" (hereafter referred to as the "Policy") to reflect and maintain its adherence to all federal and state civil rights laws prohibiting discrimination in public educational institutions and to reflect and maintain its values as an institution and the expectations of its community.

The University does not discriminate on the basis of race, color, religious belief, national origin, sex, sexual orientation, gender identity, gender expression, pregnancy, ethnicity, disability, medical condition, veteran status, genetic information, age, or any other characteristic protected by federal, state or local law in its programs and activities.

The University will not tolerate discrimination of any kind, including all forms of sexual or gender-based discrimination, harassment, and misconduct, such as sexual assault, non-consensual sexual intercourse and/or contact, intimate partner violence, sexual exploitation, and stalking. This Policy further prohibits aiding or inciting another person(s) to violate this Policy. The Policy specifically prohibits retaliation, in any form, against a person who reports, complains about, or who otherwise participates in good faith in any matter related to this Policy and Procedures.

The University will promptly, and equitably, resolve complaints under this Policy in a fair, equitable, and transparent manner that respects the due process rights of all participants and protects the safety and welfare of students and the community. EKU is committed to take prompt and equitable action to stop and eliminate the conduct prohibited under this Policy ("Prohibited Conduct"), to prevent the recurrence of any harassment, and to correct its discriminatory effects. The University is committed to the ongoing assessment and improvement of the Policy and EKU's Title IX compliance program.

The Office of Equity and Inclusion is responsible for administering this Policy.

Inquiries

Reports of Discrimination, Harassment, and/or Retaliation should be promptly made to the Office of Equity and Inclusion (OEI). The following persons have been designated to handle inquiries regarding this Policy:

- John W. Dixon
Director of the Office of Equity and Inclusion & Title IX Coordinator
john.dixon@eku.edu
(859) 622-8020

There is no time limitation on the filing of complaints with the University. All reports are acted upon in a timely manner and every effort is undertaken, to the extent permitted by law, to maintain privacy. Reports of Discrimination on the part of the Title IX Coordinator and/or the Director of the OEI should be reported to Office of the President at EKU.

External inquiries may be made to:

- Equal Employment Opportunity Commission (EEOC)
Contact: <http://www.eeoc.gov/contact/>
- Office for Civil Rights (OCR)
U.S. Department of Education
The Wanamaker Building
100 Penn Square East, Suite 515
Philadelphia, PA 19107-3323
Phone: (215) 656-8541
Fax: (215) 656-8605
Email: OCR@ed.gov
Website: <http://www.ed.gov/ocr>
- Kentucky Commission on Human Rights
332 W. Broadway, 14th Floor
Louisville, KY 40202
Phone: (800) 292-5566
Fax: (502) 595-4801
Email: kchr.mail@ky.gov
Website: <http://www.kchr.ky.gov>

One does not have to make an internal inquiry or complaint in order to file a complaint with any of the above-named external civil rights agencies.

Entities Affected and Scope

This Policy applies to all reports of Prohibited Conduct occurring on or after the effective date of this Policy. Where the date of the reported Prohibited Conduct precedes the effective date of this Policy, the definitions of misconduct in existence at the time of the report will be used. The Complaint Procedures under this Policy, however, will be used to investigate and resolve all reports made on or after the effective date of this Policy, regardless of when the incident(s) occurred.

A. Persons Covered

This Policy applies to University students, University employees, vendors, contractors, guests, or other third parties. In addition, this Policy applies to employees and students at Model Laboratory School, though all student conduct at Model Laboratory School shall be processed through Model Laboratory School's student conduct policies.

B. Locations Covered

This Policy applies to acts of Prohibited Conduct committed by or against students, employees or third parties, as described below.

- **On-Campus Conduct:** This Policy applies to conduct that occurs on-campus, including conduct on property owned or controlled by the University.
- **University Programs and Activities:** This Policy applies to conduct that occurs in the context of University employment or education programs or activities, including, but not limited to, the University's Model Laboratory School (with the exception of student conduct to be processed through Model's student conduct policies), University-sponsored study abroad, internships, graduate and professional programs, intercollegiate athletics, or other affiliated programs.

- **Off-Campus Conduct:** This Policy applies to conduct that occurs off campus and has continuing adverse effects on, or creates a hostile environment for, any University Community Member on-campus or in any University employment or education program or activity. Off-campus discriminatory or harassing speech by employees may be regulated by the University when such speech is made in an employee's official or work-related capacity and/or when such speech causes a disruption to the educational or work environment.
- **Online Communications:** Any online postings or other electronic communication by students or employees occurring completely outside of the University's control (for example: not on University-owned or operated computing hardware, networks, websites, or between or among University email accounts) will be subject to this Policy when those online behaviors can be shown to relate to discrimination prohibited by this Policy and has continuing adverse effects on, or creates a hostile environment for, any University Community Member on campus or in any University employment or education program or activity.

Background

This policy combines and replaces Policy 1.4.1, Equal Opportunity/Affirmative Action (Non-Discrimination) and Policy 1.4.2, Sexual Harassment, as well as Policy 1.4.1, Non-Discrimination and Harassment, and Regulation 1.4.2, Response to Non-Discrimination and Harassment. This policy incorporates guidance related to Title IX and sexual violence issued by the United States Department of Education, Office for Civil Rights well as protections on the basis of gender identity. Violations of this Policy are subject to resolution using the process detailed herein and are not subject, unless otherwise noted below, to grievance and appeal procedures outlined in Policy 4.6.16, Dismissal of Faculty; Policy 8.3.1, Staff Grievances; Policy 4.7.4, Faculty Grievances; or Student Code of Conduct.

Procedures

I. Title IX Coordinator and the Office of Equity and Inclusion

The Title IX Coordinator's duties include overseeing the University's efforts to comply with Title IX, including its disciplinary Procedures, education and prevention efforts, and training. The Title IX Coordinator is responsible for coordinating the University's response to all complaints involving possible sex discrimination as well as monitoring outcomes, assessing the campus climate, and addressing any patterns of systemic problems that arise during the review of such complaints.

The Office of Equity and Inclusion is responsible for administering this Policy. The Director of OEI is responsible for ECU's compliance with all other federal, state, and local laws, as well as University Policies and Procedures, regarding discrimination. OEI investigates all allegations of prohibited discrimination and harassment that pertain to this Policy.

For purposes of interpreting authority for this Policy, the Title IX Coordinator is responsible for interpretation of issues of discrimination on the basis of sex/gender. The Director of OEI is responsible for interpretation of all other issues within the Policy.

II. Prohibited Conduct

This Policy prohibits discrimination and harassment in employment and in access to educational opportunities on the basis of actual or perceived membership in a protected class (race, color, religious belief, national origin, sex, sexual orientation, gender identity, gender expression, pregnancy, ethnicity, disability, medical condition, veteran status, genetic information, age, or any other characteristic protected by federal, state, or local law in its programs and activities). The University also prohibits retaliation.

The following acts are prohibited as “Prohibited Conduct” under this Policy and will be addressed by the University according to this Policy. Deliberately false and/or malicious accusations of harassment, discrimination, or retaliation are serious offenses and will be subject to appropriate disciplinary action.

- **Age Discrimination:** Discrimination on the basis of age, including but not limited to discrimination against people who are 40 years of age or older.
- **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the person subjected to such violence.
- **Discrimination:** Actions that deprive or limit access to education, employment, benefits, or other opportunities and/or treat an individual differently on the basis of an individual's actual or perceived membership in a protected class (as listed in the categories noted in this Policy).
- **Domestic Violence:** A felony or misdemeanor crime of violence committed by: 1) a current or former spouse or intimate partner of the victim; 2) a person with whom the victim shares a child in common; 3) a person who is cohabiting with, or has cohabitated with, the victims as a spouse or intimate partner; 4) a person similarly situated to a spouse of the victim; or 5) any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the state of Kentucky or the laws of the jurisdiction in which the crime was committed.
- **Intimate Partner Violence:** Any act of violence or threatened act of violence against a person who is, or has been involved in, a sexual, dating, spousal, domestic, or other intimate relationship with the Respondent. Intimate Partner Violence can encompass a broad range of behavior including, but not limited to, physical violence, sexual violence, psychological and/or emotional violence, and economic abuse. It may involve one act or an ongoing pattern of behavior and may take the form of threats, assault, property damage, violence, or threats of violence to one's self, a sexual or romantic partner, or to the family members or friends of the sexual or romantic partner.
- **Violence:** Any act of violence or threatened act of violence against a person who is, or has been involved in, a sexual, dating, spousal, domestic, or other intimate relationship with the Respondent. Intimate Partner Violence can encompass a broad range of behavior including, but not limited to, physical violence, sexual violence, psychological and/or emotional violence, and economic abuse. It may involve one act or an ongoing pattern of behavior and may take the form of threats, assault, property damage, violence, or threats of violence to one's self, a sexual or romantic partner, or to the family members or friends of the sexual or romantic partner.
- **National Origin/Ethnicity Discrimination:** Discrimination against individuals because they are from a particular country or part of the world, because of their ethnicity or accent, or because they appear to be of a certain ethnic background. National origin discrimination can also involve treating people unfavorably because they are married to, or associated with, a person of a certain national origin. Discrimination can occur when the Complainant and the Respondent are of the same national origin.
- **Non-Consensual Sexual Penetration:** Any sexual penetration, however slight, of any bodily opening with any object or body part without consent, committed by force, threat, coercion or through exploitation of another's condition of which Respondent was aware or which a reasonable person would have been aware.
- **Non-Consensual Sexual Contact:** Any physical contact, however slight, with another person of a sexual nature without that person's consent. Non-consensual sexual contact could include, but is not limited to, unwanted touching or forced touching of another individual or attempting to sexually penetrate another individual.

- **Pregnancy Discrimination:** Treating a woman unfavorably because of pregnancy, childbirth, or a medical condition related to pregnancy or childbirth.
- **Race/Color Discrimination:** Discrimination on the basis of race or because of certain race personal characteristics associated with race, such as hair texture, skin color, or certain facial features. Color discrimination involves treating someone unfavorably because of skin color complexion. Race/color discrimination also can involve treating someone unfavorably because the person is married to, or associates with, a person of a certain race or color. Discrimination can occur when the Complainant and the Respondent are the same race or color.
- **Relationship Violence:** Broad term that encompasses domestic violence, dating violence, and stalking, and could consist of a single act of violence or a pattern of violent acts that includes, but is not limited to, sexual or physical abuse.
- **Religious Discrimination:** Treating an individual unfavorably because of his or her religious beliefs or because he or she does not subscribe to a belief system. The law protects not only people who belong to a traditional, organized religion, but also others who have sincerely held religious, ethical, or moral beliefs. Religious discrimination can also involve treating someone differently because that person is married to, or associated with, an individual of a particular religion.
- **Retaliation:** An adverse action against an individual because of the individual's participation in a protected activity, which includes making a report of discrimination, harassment, or retaliation or otherwise participating in an investigation of such a report, including a person's good faith: 1) opposition to prohibited conduct; 2) report of prohibited conduct to the University; and/or 3) participation, or reasonable expectation of participation, in any manner in an investigation, proceeding, hearing, or interim remedial action under the Policy.

Adverse action includes conduct that threatens, harasses, coerces, or in any other way seeks to discourage a reasonable person from engaging in activity protected under this Policy. Retaliation can be committed by or against any individual or group of individuals, including a Respondent or Complainant. Retaliation does not include good faith actions lawfully pursued in response to an allegation of a violation of this Policy. Retaliation is still prohibited even when there is a finding of no responsibility for the allegation.

- **Sex Discrimination:** Discrimination on the basis of an individual's sex. Sex Discrimination also covers sexual harassment and sexual violence. Discrimination against an individual because of gender identity, including transgender status, or because of sexual orientation is discrimination because of sex. Protection from sex discrimination extends to all students and employees, regardless of national origin, immigration status, or citizenship.
- **Sexual Exploitation:** Action of taking non-consensual sexual advantage of another for one's own advantage or benefit, or to benefit or advantage anyone other than the one being exploited. Examples of sexual exploitation include, but are not limited to: 1) surreptitiously observing another individual's nudity or sexual activity or allowing another to observe consensual sexual activity without the knowledge and consent of all involved; 2) non-consensual sharing or streaming of images, photography, video, or audio recording of sexual activity or nudity of the person being exploited, or distribution of such without the knowledge and consent of all involved; 3) exposing one's genitals or inducing another to expose their own genitals in non-consensual circumstances; 4) inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity; and 5) engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted infection (STI) and without informing the other person of the infection.

- **Sexual Harassment:** Any unwelcome sexual advance, request for sexual favors, or other unwelcome conduct of a sexual nature, whether verbal, physical, graphic, or otherwise. Harassment can be divided into two types of conduct:
 - *Quid Pro Quo Harassment* – Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, academic standing, or participation in any aspect of the University's program or activity or is used as the basis for the University's decisions affecting the individual.
 - *Hostile Environment* – Exists when the conduct is sufficiently severe, pervasive, or persistent that it unreasonably interferes with, limits, or deprives an individual from participating in or benefiting from the University's education or employment programs and/or activities.

Whether conduct is sufficiently severe, pervasive, or persistent is determined both from a subjective and objective perspective. A hostile environment can be created by oral, written, graphic, or physical conduct. A determination of a hostile environment considers the totality of the circumstances and includes: 1) the degree of interference; 2) the type, frequency, and duration of the conduct; 3) the relationship between the Respondent and the Complainant; 4) the nature and severity of the conduct; 5) whether the conduct was directed at more than one person; 6) whether the conduct arose in the context of other discriminatory conduct; and 7) whether the conduct implicates concerns related to academic freedom or protected speech. A single instance may be sufficient for a finding of a hostile environment if the conduct is serious enough to reasonably support such a finding, particularly if the conduct is physical.

Sexual harassment is not limited to those circumstances in which the harasser only harasses members of the opposite sex.

- **Sexual Misconduct:** Sexual misconduct includes sexual harassment, dating violence, domestic violence, intimate partner violence, relationship violence, non-consensual sexual contact (sexual assault), non-consensual sexual penetration (rape), sexual exploitation, and stalking. Sexual misconduct can occur when the claimant and the alleged perpetrator are members of the same sex. The Commonwealth of Kentucky defines various violent and/or non-consensual sexual acts as crimes in KRS 510. The University may take action whether criminal charges are filed or not filed and the University's Procedures are substantively different from those used in the criminal justice system.
- **Sexual Violence:** A physical sexual act perpetrated without consent. This term incorporates all acts that fall within the definition of non-consensual sexual penetration (rape) and non-consensual sexual contact (sexual assault).
- **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress. A "course of conduct" consists of two or more acts, including, but not limited to, acts in which a person directly, indirectly, or through a third party, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about another person, or interferes with another person's property. "Substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical treatment of professional counseling. This definition incorporates the concept of cyber-stalking, which employs the use of the internet, social media, blogs, texts, cell phones, or other similar devices or forms of communication.
- **Veteran Discrimination:** Discrimination against an individual on the basis of that individual's veteran status or disabled veteran status.

To provide clarity as to the kinds of behavior which constitute Sexual Misconduct and/or Intimate Partner Violence, the University further defines key terms which the University will use in evaluating whether Prohibited Conduct has occurred.

- **Coercion:** Threats of serious physical, emotional, or psychological harm to or physical restraint against any person; or any scheme, plan, or pattern intended to cause a person to believe that failure to perform an act will result in serious harm to or physical restraint against any person.
- **Consent:** Words or actions demonstrating a knowing, willful, unambiguous, and voluntary agreement to engage in mutually agreed-upon sexual activity. Consent is determined based on the totality of the circumstances. Consent to some sexual contact (such as kissing and fondling) cannot be presumed to be consent for other sexual activity (such as sexual intercourse). A current or previous intimate relationship is not sufficient to constitute consent. Silence, passivity, or the absence of resistance alone is not consent. It is important to not make assumptions regarding whether a partner has consented to a sexual act. A person can withdraw consent at any time during sexual activity by expressing in words or actions that he or she no longer wants the act to continue, and, if that happens, the other person must stop immediately. Consent cannot be obtained by force, threat, duress, coercion, misuse of professional authority/status, by ignoring or acting in spite of the objections of another, or by taking advantage of the incapacitation of another.

A person cannot consent if he or she is under the age of 16 (KRS 510.020), is unable to understand what is happening, or is disoriented, helpless, asleep, or unconscious for any reason, including due to alcohol or other drugs. An individual who knowingly acts sexually upon another person who is physically or mentally incapacitated has violated this Policy.

- **Force:** Includes words, conduct, or appearance that causes an impairment in another.
- **Incapacitation:** A state where an individual lacks the physical and/or mental ability to make informed, rational judgments and decisions (e.g., to understand the “who, what, when, where, why, or how” of their sexual interaction). Incapacity could result from mental disability, involuntary physical restraint, and/or from the consumption of alcohol or other incapacitating drugs. A person can be intoxicated without being incapacitated.

III. Interim Remedial Action

Upon receipt of a Report or Complaint under this Policy, the University will provide, when necessary, reasonable and appropriate interim remedial action designed to eliminate alleged harassment, discrimination, and/or retaliation. The University will make reasonable efforts to communicate with the parties to ensure that all safety and physical well-being concerns are being addressed. Interim remedial actions may be imposed regardless of whether disciplinary action is sought by a potential Complainant or the University. A potential Complainant or Respondent may request an interim remedial action, or the University may choose to impose remedial interim actions at its discretion to ensure the safety of all parties, the broader University community, and/or the integrity of the process. The University will maintain the privacy of any interim remedial actions provided under this Policy to the extent practicable and will promptly address any violation of the protective measures. The University will take immediate and responsive action to enforce a previously implemented restriction if such restriction is violated.

Where the reported conduct poses a substantial and immediate threat of harm to the safety or well-being of an individual, members of the University community, or the performance of University functions, EKU may place a student on interim suspension or impose leave for an employee. Pending resolution of the Report or Complaint, the individual may be denied access to campus facilities and/or all other University activities or privileges for which the student or employee might otherwise be eligible, as the University determines appropriate.

A Respondent who has been put on interim suspension or has been assigned a change in on-campus housing has a right to make an appeal request. The written appeal request should state the reasons why the Respondent believes the suspension and/or housing change should be overturned. The appeal request must be received by the Director of OEI within five (5) Business Days of the notification of the issuance of a temporary suspension. The Director of OEI will review the appeal to determine whether the decision was supported. The

Director of OEI's appeal determination shall be sent to the Respondent within five (5) Business Days of receipt of the initial appeal request. The appeal determination by the Director of OEI is final.

During a temporary suspension, a student Respondent may be denied access to the University's campus, facilities, or events. As determined by OEI, this restriction includes classes and/or all other University activities or privileges for which the student might otherwise be eligible. Similarly, alternative coursework option may be pursued to ensure as minimal impact as possible on the Respondent and Complainant. A temporary suspension of a student Respondent may be enforced until the final disposition of the allegation has been made by the appropriate University official or hearing entity.

In the event that a Respondent employee is accused of a violation, which also constitutes grounds for immediate dismissal as defined pursuant to other employee policies, processes, and procedures, the Director of OEI may recommend that Human Resources place the employee on unpaid leave until such time as the matter is resolved. In the event that a Respondent employee is accused of a violation which does not constitute grounds for immediate dismissal under other employee policies, processes, and procedures, but the continued presence of the employee is disruptive to the work environment, the Director of OEI may recommend to Human Resources that the employee be placed on paid leave pending resolution of the matter. During temporary paid or unpaid leave, an employee may be denied access to the University's campus, facilities, or events. At the discretion of the Director of OEI, alternative work options may be pursued to ensure as minimal an impact as possible on the Respondent employee and Complainant or potential Complainant.

IV. Reporting

Where the University receives a Report or Complaint or otherwise has notice of a possible violation of this Policy, the University will take steps to understand what occurred and respond appropriately.

Reports of discrimination, harassment, and/or retaliation should be promptly made to OEI. Employees may also notify their supervisor. Students may notify an administrative advisor or faculty member. Any member of the University community may contact law enforcement, but no potential Complainant is required to do so.

Any individual may make an anonymous Report. Depending on the extent of information available about the incident or the individuals involved, however, the University's ability to respond to an anonymous Report may be limited. The Director of OEI and/or the Title IX Coordinator will review the anonymous Report and determine appropriate steps.

A. Reporting to Law Enforcement

The University strongly encourages all individuals to report any conduct that may be considered criminal to local law enforcement, in addition to reporting to the University. Reports to OEI and criminal reports may be made simultaneously.

B. Reporting to the University

Individuals are encouraged to contact OEI and/or the Title IX Coordinator, either directly or through OEI's website, to make Reports of possible violations of this Policy. Information from these Reports will be shared as necessary with investigators, witnesses, and the Respondent. Subject to the University's obligation to redress violations, every effort will be made to maintain the privacy of those initiating a Report.

C. Reporting by University Employees

University employees who know, or in the exercise of reasonable care should have known, of allegations of violations of the Policy, are obligated to report those allegations to OEI as soon as practicable after becoming aware of the allegations. ECU considers all University employees to be "responsible employees" for reporting purposes. Failure to report allegations of misconduct as soon as practicable may result in disciplinary action up

to and including termination. Some employees, such as University-employed counselors, are permitted to maintain the confidentiality of reports.¹

V. Report and Complaint Procedures

The following sets forth the Procedures for the University's response to a Report of alleged violation of the Policy. The University affirms its commitment to the fair, equitable, and impartial resolution of all Reports and/or Complaints made under the Policy.

A. Filing a Complaint

A formal Complaint may be filed with, or in some instances by, OEI. In all cases, the University will give consideration to the potential Complainant with respect to whether and/or how a Complaint is initiated and/or pursued. However, when investigation and resolution are necessary to protect the University community, the University reserves the right to investigate and pursue a Report to resolution even when the potential Complainant chooses not to initiate or participate in a University process.

B. Privacy and Confidentiality

The University will, to the extent permitted by law, treat all Complaints with the maximum privacy possible. The University does not restrict the ability of either party to a Complaint to discuss an investigation with other individuals.

The potential Complainant has the right to request that OEI not share their name (or other identifiable information) with the Respondent, or that OEI take no action in response to a Report. OEI, as appropriate, has the responsibility for evaluating confidentiality requests. If the potential Complainant makes such a request, OEI will balance the request with its dual obligation to provide a safe and non-discriminatory environment for all University community members, and to remain true to principles of due process and fundamental fairness that require the University to provide the Respondent with notice of the allegations and an opportunity to respond before action is taken against the Respondent. OEI will make this determination consistent with the following considerations: 1) the seriousness of the conduct; 2) the respective ages and roles of the Complainant and the Respondent; 3) whether there have been other complaints against the Respondent; and 4) the right of the Respondent to receive notice and relevant information before disciplinary action is sought.

C. Conflicts of Interest

Both parties have a right to an investigation and resolution process free of conflicts of interest by any University employee or official involved in the process. The University employee or official involved in the process should disqualify themselves in a matter or proceeding in which the member's impartiality might reasonably be questioned, including but not limited to instances where:

- The member has a personal bias or prejudice concerning a participant in the process, or has personal knowledge of disputed facts concerning the matter;
- The member was directly involved in the matter in controversy, or a subordinate whom the member previously supervised is involved in the matter, or the member was a witness to the matter;
- The member or a person in his or her family is related to a participant in the process; or
- The member is in the same Department or Work Unit as a participant in the process.

Failure of a University employee or official to disqualify themselves or notify OEI of potential conflicts of interest is considered a violation of this Policy.

A Complaint or potential Complainant and the Respondent have the opportunity to object to the participation of any University official or employee involved in the process on the grounds of bias or conflict of interest. The

¹ Information received as part of an Institutional Review Board ("IRB")-approved research project in which research subjects have been promised confidentiality is not subject to the reporting procedures outlined herein and researchers should adhere to the practices approved by the IRB.

investigation or proceeding will be temporarily suspended and the Director of OEI or another appropriate official who is not the subject of the objection will evaluate whether the objection is substantiated. The parties will be notified in writing of the findings within five (5) Business Days. If the University employee or official is found to have a bias or conflict of interest against either party, the University employee or official will be removed from the matter and (when necessary) replaced. The investigation or proceeding will resume immediately upon a finding of no bias or conflicts, or upon the replacement of the University employee or official, whichever is first.

D. Sexual History of the Parties

The Complainant or potential Complainant and the Respondent's character or reputation regarding past sexual activity will not be considered as evidence. However, prior sexual history may be considered under the following limited circumstances:

- Where there was a prior or ongoing relationship between the parties, and the Respondent asserts that consent was sought and given, the prior sexual history between the parties may be relevant to assess the manner and nature of communications between the parties. As noted, however, the mere fact of a current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent.
- To analyze allegations of a pattern or practice of past conduct by the Respondent.
- To assess the parties' credibility with respect to specific facts obtained in the investigation.

In addition, other conduct by either party may, under limited circumstances, be relevant to establish intent, motive, absence of mistake, to explain an injury or physical finding, or another ground deemed relevant by OEI.

E. Timeframe for Investigations

The University will complete all investigations, hearings, and appeals within a reasonable time of the filing of a Complaint. These processes may be delayed from time to time for a reasonable period as necessary for good cause. OEI will provide notice of any extensions to the parties and describe the reason(s) for the extension.

F. Initiation of a Complaint

1. *Intake Meeting with potential Complainant*

Upon receipt of a Report, OEI will reach out to the potential Complainant for an intake meeting as soon as is reasonably possible. If the potential Complainant is unknown, OEI will make reasonable efforts to identify the likely potential Complainant and reach out to that person. During the intake meeting, OEI will seek to get a basic understanding of the reported conduct so that OEI can appropriately assess key facts to determine how to proceed. Follow-up intake meetings will be had as necessary.

2. *Initial Determination*

OEI will make an initial determination as to whether the reported conduct, if true, could constitute a violation of the Policy. This determination will be made based on information in the Report as well as information provided by the potential Complainant during the intake meeting(s).

If the reported conduct does not appear to allege a violation of this Policy, or if conflict resolution is requested by the potential Complainant and appears to be appropriate given the nature of the reported conduct, or if the potential Complainant requests no further action by OEI and no further action is appropriate given the nature of the reported conduct, then the matter will not proceed to investigation. OEI will provide written notice to the potential Complainant of its determination not to proceed with an investigation.

In all other instances, if OEI determines that the allegations, if true, could constitute a violation of the Policy, and that an investigation must commence, the matter will proceed to an investigation. Where the potential Complainant chooses to participate in the investigation, OEI will have the person confirm, in writing, their specific allegations as well as their understanding of the scope of OEI's investigation (the "Complaint"). Where a potential Complainant chooses to not participate in an investigation that is moving forward regardless, OEI will prepare a writing of the specific allegations as well as the scope of the investigation (also the "Complaint") prior to the start of the investigation.

3. *Notice of the Investigation to the Parties*

OEI will notify the Complainant (or potential Complainant) and Respondent, in writing and simultaneously, of its decision to proceed to investigation. This notice will include a copy of the Complaint. The written notification to the Respondent will include facts sufficient to apprise the Respondent of the nature of the allegations. The University will provide the Respondent with sufficient time to review the notice before any initial interview.

G. Conflict Resolution

Conflict Resolution is a voluntary, structured interaction between or among affected parties that is designed to reach an effective resolution to an allegation filed under this Policy. The University recognizes that Conflict Resolution options may, if implemented in concert with institutional values and legal obligations, be an appropriate means of addressing some forms of possible Prohibited Conduct reported under this Policy. Conflict Resolution options are designed to eliminate the conduct at issue, prevent its recurrence, and remedy its effects in an effective manner that addresses the expressed interests of the parties and the safety and welfare of the campus community.

Conflict Resolution is not appropriate for all forms of possible Prohibited Conduct under the Policy and OEI retains the discretion to determine which cases are appropriate for Conflict Resolution. OEI will determine if Conflict Resolution is appropriate based upon: 1) the willingness of the parties to participate in Conflict Resolution; 2) the nature of the conduct at issue; and 3) the susceptibility of the conduct to Conflict Resolution. Mediation, even if voluntary, will not be used in cases including any allegation of sexual violence.

Participation in the Conflict Resolution process is voluntary and both a potential Complainant and a Respondent can request to end this type of resolution and pursue an investigation at any time.

Individuals may be accompanied by a Silent Advisor at any meetings related to the Conflict Resolution process. Information shared or obtained during Conflict Resolution will be treated as private to the extent permitted by law and will not result in subsequent disciplinary actions by the University, unless additional action is deemed necessary to fulfill the University's legal obligations.

OEI will keep records of any resolution that is reached, and failure to abide by the resolution may result in appropriate responsive actions.

H. Investigation Process

All investigations will be prompt, adequate, thorough, reliable, and impartial, incorporating applicable investigation techniques, including, but not limited to, interviewing relevant parties and witnesses, obtaining available evidence, and identifying sources of expert information. The Complainant and Respondent have equal procedural rights throughout the investigation and resolution of a Complaint. The University will provide periodic status updates, as appropriate, to the parties.

University investigations may be delayed a maximum of ten (10) Business Days when criminal charges based on the same conduct that initiated the investigative process are being investigated by law enforcement officials. The University will proceed under this Procedure regardless of the outcome of the law enforcement investigation or whether criminal charges are or are not filed. The University's process is separate and distinct from the criminal justice process.

I. Investigation Report

1. *Preliminary Report*

Once OEI's investigation is complete, OEI will prepare a Preliminary Report. The Preliminary Report is a written summary of the relevant evidence gathered during the course of the investigation. The Preliminary Report will state specific factual findings and will include OEI's determination as to whether the evidence supports that Respondent has violated the Policy. The standard for determining each factual finding will be the Preponderance of the Evidence Standard.

The Preliminary Report will be provided to the parties for review. The parties may respond to the Preliminary Report within five (5) Business Days of receipt. The parties may provide: 1) a written response to the information and findings in the Preliminary Report, including the provision of additional clarifying information; 2) identification of new witnesses; and/or 3) submission of new evidence. OEI will review any responses provided and consider whether the responses establish a basis for additional investigation and/or for altering any information or findings in the Preliminary Report.

2. *Final Report*

OEI will issue a Final Report that will include: the Preliminary Report; the parties' responses to the Preliminary Report (if applicable); OEI's determinations regarding the parties' responses (if applicable); and OEI's final finding(s) as to whether the evidence supports that Respondent has violated the Policy. The Final Report will be simultaneously provided to both parties.

If the Final Report concludes that a preponderance of the evidence supports a finding of a Policy violation, OEI may: 1) recommend conflict resolution, if appropriate based on the criteria set forth elsewhere in this Policy; or 2) move forward to the Formal Resolution Process outlined below.

If the Final Report concludes that a preponderance of the evidence does not support a finding of a Policy violation, OEI will close its file on the matter, unless either party submits to OEI a written request for the Formal Resolution Process outlined below. The written request must be submitted to OEI within three (3) Business Days of the date on which the Final Report was provided. In the event that either party submits a written request for the Formal Resolution Process, OEI may recommend conflict resolution, if appropriate based on the criteria set forth elsewhere in this Policy. Otherwise, the Formal Resolution Process will be initiated. OEI will provide notice to the opposing party.

J. Formal Resolution Process

1. *Student Respondent*

a. Hearing Panel

The Equity Complaint Council ("ECC") Hearing Panel is convened to make two separate decisions, both by majority vote. First, the ECC Hearing Panel will determine, by majority vote, whether the evidence and the witness testimony support a finding of "Responsible." Second, during the same hearing, the ECC Hearing Panel will determine, by majority vote, any applicable sanctions for violations of the Policy. The ECC has been given the authority by the University's Board of Regents to impose a sanction for any violation of the Policy, up to and including, suspension or expulsion.

In cases involving a student Respondent, the ECC Hearing Panel shall consist of two (2) faculty members, two (2) staff members, and one (1) student member. At least three (3) members must be present to constitute a quorum.

The ECC Hearing Panel shall not investigate facts in a Complaint, and shall consider only the evidence presented and any facts that may be pertinent to the sanctioning or discipline determination.

b. Restricted Communications

ECC Hearing Panel members shall not initiate, permit, or consider communications made to the Hearing Panel outside the proceedings concerning a pending or impending hearing, except as follows: 1) Communications necessary to perform their responsibilities and duties; and/or 2) Communication for scheduling, administrative, or emergency purposes, which does not address substantive matters. If a Hearing Panel member receives an unauthorized communication bearing upon the substance of a complaint, the member shall promptly notify the Complainant, Respondent, University representative, and OEI of the substance of the communication and provide the parties an opportunity to respond.

c. Hearing and Sanctioning Procedures

i. *Pre-Hearing Procedures*

When a matter is to be processed through the Formal Resolution Process, OEI will notify both parties in writing of the date, time, and location of the ECC hearing at least five (5) Business Days prior to the hearing. OEI will also contact and separately discuss with the Complainant and Respondent the hearing and sanctioning process.

The Complainant and Respondent shall submit to OEI any information they wish to present at the hearing, the name(s) of their Silent Advisor, a list of questions, if desired, and a list of possible witnesses two (2) Business Days prior to the hearing.

A Respondent or Complainant may request to postpone the hearing for reasonable cause. The Respondent or Complainant shall submit to OEI a written request for postponement, including the reason(s) for the request, no later than one (1) Business Day prior to the scheduled hearing unless an unforeseen circumstance occurs. OEI will forward the request to the Chair of the selected Hearing Panel, who may accept or deny the request, after considering the nature of the request and the incident at issue.

ii. *Procedures before the ECC Hearing Panel*

Procedures before the ECC Hearing Panel will be held in accordance with the following:

- The OEI will be called as the first witness and will testify as to the findings of the investigation.
- Both the Complainant and the Respondent may choose to participate in a manner that does not require their presence in the same room as the other.
- For Title IX-related matters, both the Complainant and the Respondent are entitled to have one Silent Advisor or support person present, who may be an attorney. During the hearing, the Silent Advisor or support person may confer only with the party she/he is advising and is not permitted to speak to the hearing body or to any other hearing participant before, during, or after the hearing. A Silent Advisor or support person may be dismissed if she/he attempts to directly participate in the proceedings or is otherwise disruptive, in the judgment of the majority of the ECC Hearing Panel.
- Both the Complainant and the Respondent have the right to testify on their own behalf. However, neither the Complainant nor the Respondent is required to testify or be present at the hearing.
- Both the Complainant and the Respondent may hear and question the other party and adverse witnesses. Questions from either the Complainant or the Respondent will be directed through the Hearing Panel.
- Both the Complainant and the Respondent may rebut unfavorable inferences.
- Both the Complainant and the Respondent may provide an impact statement.
- A record shall be made of the hearing and maintained in the OEI in compliance with the State University Model Records Retention Schedule.
- Both the Complainant and the Respondent shall be simultaneously provided written notification of: 1) the determination of the Hearing Panel; and 2) University Procedures to appeal the result of the proceeding.

iii. *Sanctions*

Factors considered when determining a sanction may include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation;
- An individual's disciplinary history;
- Class standing (hours earned) where necessary to determine the impact of the sanction on the Complainant, Respondent, or University community. The academic records of the parties shall not be considered in determining sanctions;
- Previous allegations involving similar conduct;

- Completion of required training related to this Policy;
- The need for sanctions to bring an end to the discrimination, harassment, and/or retaliation;
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment, and/or retaliation; and
- The need to remedy the effects of the discrimination, harassment, and/or retaliation on the victim and the community.

The following are the possible sanctions that will be imposed upon students who are found to be responsible for specific violations of the Policy. The sanctions listed below may be imposed singularly or in combination and second or subsequent offenses will receive more severe sanction. Possible sanctions include, but are not limited to:

- **Warning:** Notice, in writing, that continuation or repetition of the Policy violation may be cause for additional disciplinary action.
- **Censure:** A written reprimand for violating the Policy. This conduct status specifies a period of time during which the student's good standing with the University may be in jeopardy. The student is officially warned that continuation or repetition of the prohibited conduct may be cause for additional conduct action including probation, suspension, or expulsion from the University.
- **Disciplinary Probation:** Exclusion from participation in privileged activities for a specified period of time (privileged activities may include, but are not limited to, elected or appointed offices, student research, athletics, some student employment, and study abroad). Additional restrictions or conditions may also be imposed. Violations of the terms of disciplinary probation or any other University Policy violations may result in further disciplinary action.
- **Restitution:** Repayment to the University or to an affected party for damages (amount to be determined by the University) resulting from a violation of the Policy. To enforce this sanction, the University reserves the right to withhold its transcripts and degrees or to deny a student participation in graduation ceremonies and privileged events.
- **Removal from Campus Housing:** Students may be removed from University housing and/or barred from applying for campus housing due to disciplinary violations of the Policy.
- **Suspension:** Temporary exclusion from University premises, attending classes, and other privileges or activities for a specified period of time, as set forth in the suspension notice. Notice of this action will remain in the student's conduct file and will be permanently recorded on the student's academic transcript. Conditions for readmission may be specified in the suspension notice.
- **Expulsion:** Permanent termination of student status and exclusion from University premises, privileges, and activities. This action will be permanently recorded on the student's academic transcript.
- **Revocation of Admission and/or Degree:** Admission to, or a degree awarded by, the University may be revoked for fraud, misrepresentation in obtaining the degree or violation of University policies, the Student Code of Conduct or for other serious violations committed by a student prior to enrollment or graduation.
- **Withholding Degree:** The University may withhold awarding a degree otherwise earned until the completion of the process set forth in the Policy and Procedures, including the completion of all sanctions imposed, if any.

- **Other:** Other sanctions may be imposed instead of, or in addition to, those specified here. Service, education or research projects may also be assigned.

Sanctions imposed by the ECC Hearing Panel are implemented immediately. Sanctions of suspension and expulsion are permanently noted on a student's transcript.

d. Appeals Procedures

Appeals are considered by the University's Equity Complaint Appeals Council ("ECAC") for appeals involving sanctions other than suspension or expulsion; or, as required by Kentucky law, the Board of Regents for appeals involving sanctions of suspension or expulsion. All appeals must be submitted in writing to the Director of OEI within five (5) Business Days of the receipt of the written decision rendered by the ECC Hearing Panel. The Appeal will then be forwarded.

Either party may appeal the ECC Determination of Responsibility and/or the sanctions imposed by the ECC. The appeal in either or both instances must be based on one or more of the following three grounds:

- *Significant Procedural Error:* A procedural error occurred that significantly impacted the outcome of the investigation. A description of the error and its impact on the outcome of the case must be included in the written appeal;
- *New Information:* New information has arisen that was not available or known during the investigation and that could significantly impact the findings and/or sanctions. Information that was known to the Complainant or Respondent during the investigation, but which he or she chose not to present, is not new information. A summary of this new evidence and its potential impact on the investigation findings and/or sanctions must be included in the written appeal.
- *Inadequate Justification:* The sanction is inconsistent with the recommended sanctions for violations of the Policy.

The role of the ECAC or Board of Regents regarding appeals is limited. Appeals are not intended to be a full rehearing of the Complaint. Appeals are confined to a review of the investigative and hearing record for the grounds stated above, including but not limited to evidence presented at the hearing and documentation pertinent to the grounds for appeal. The ECAC and the Board of Regents shall not consider matters outside of the hearing record in making a determination.

ECAC members and/or the Board of Regents shall not initiate, permit, or consider communications made to them outside the proceedings concerning a pending or impending appeal, except as follows: 1) Communications necessary to perform their responsibilities and duties; and/or 2) Communication for scheduling, administrative, or emergency purposes, which does not address substantive matters. If an ECAC member or a Regent receives an unauthorized communication bearing upon the substance of a Complaint, the member or Regent shall promptly notify the Complainant, Respondent, University representative, and OEI of the substance of the communication and provide the parties with an opportunity to respond.

If the ECAC or Board of Regents determines that a submitted appeal does not meet the standards for an appeal, the ECAC or Board of Regents will simultaneously notify both parties of that outcome in writing. If no ground(s) for appeal exists, the appeal will be denied, and the decision will be final.

If the ECAC or Board of Regents determines that a submitted appeal does meet the standards for an appeal, the ECAC or Board of Regents will take appropriate action as indicated below.

- **Significant Procedural Error:** If it is determined that a procedural error occurred that was substantially prejudicial to the outcome of the investigation and/or sanctions, the ECAC or Board of Regents will return the matter to OEI with instructions to correct the error, and to reconsider the findings as appropriate. In rare cases, where the procedural error cannot be corrected by OEI (as in cases of bias), the ECAC or Board of Regents may order a new investigation with a new investigator.

- **New Information:** If the ECAC or Board of Regents determines that new information should be considered that could impact the outcome of the investigation, the matter will be returned to the OEI to reconsider the complaint in light of the new information only, and to reconsider the original findings as appropriate. OEI will prepare an Addendum to the Final Report, and provide the Parties with an opportunity to respond to the Addendum within ten (10) Business Days. If the ECAC or the Board of Regents determines that new information should be considered that could impact the sanctions, the ECAC or the Board of Regents may issue a new sanction.
- **Inadequate Justification:** If the ECAC or the Board of Regents determines that there is inadequate justification for the sanctions, the ECAC or the Board of Regents may issue new sanctions.

The decision of the ECAC or the Board of Regents shall be final.

e. Student Withdrawal While Charges Pending

The University places a hold on the records of any student who has a Complaint pending that alleges the student violated the Policy. Should a student decide to voluntarily withdraw and/or not participate in the investigation and/or hearing, the process will nonetheless proceed in the student's absence to completion. The student will not be permitted to register for classes and/or return to ECU unless the conditions of all sanctions have been satisfied.

f. Failure to Complete Sanctions and/or Comply with Sanctions

All parties are expected to comply with sanctions within the time frame specified by the sanctioning body. Failure to follow or complete the sanctions by the date specified – whether by refusal, neglect, or any other reason – may result in additional sanctions.

2. **Employee Respondent**

a. Hearing Panel

The Equity Complaint Council (“ECC”) Hearing Panel is convened to make two separate decisions, both by majority vote. First, the ECC Hearing Panel will determine, by majority vote, whether the evidence and the witness testimony support a finding of “Responsible.” Second, during the same hearing, the ECC Hearing Panel will determine, by majority vote, recommendations for any applicable sanctions for violations of the Policy. All disciplinary recommendations will be made in accordance with Regulation 8.4.3, Progressive Disciplinary Action. The appropriate President/Vice President, in consultation with Human Resources, will review the recommendations and implement discipline.

In cases involving a staff Respondent, the ECC Hearing Panel shall consist of two (2) faculty members and three (3) staff members, to be selected from the pool at random. In cases involving a faculty member Respondent, the ECC Hearing Panel shall consist of three (3) faculty members and two staff members, to be selected from the pool at random. At least three (3) members must be present to constitute a quorum.

The ECC Hearing Panel shall not investigate facts in a Complaint, and shall consider only the evidence presented and any facts that may be pertinent to the sanctioning or discipline determination.

b. Restricted Communications

ECC Hearing Panel members shall not initiate, permit, or consider communications made to the Hearing Panel outside the proceedings concerning a pending or impending hearing, except as follows: 1) Communications necessary to perform their responsibilities and duties; and/or 2) Communication for scheduling, administrative, or emergency purposes, which does not address substantive matters. If a Hearing Panel member receives an unauthorized communication bearing upon the substance of a complaint, the member shall promptly notify the Complainant, Respondent, University representative, and OEI of the substance of the communication and provide the parties an opportunity to respond.

c. Disciplinary Action

Disciplinary or appropriate responsive actions will be determined by the ECC. Factors considered when determining a disciplinary action may include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation;
- An individual's disciplinary history;
- Previous allegations involving similar conduct;
- Completion of required training related to the Policy;
- The need for disciplinary and/or responsive actions to bring an end to the Discrimination, Harassment, and/or Retaliation;
- The need for disciplinary and/or responsive actions to prevent the future recurrence of Discrimination, Harassment, and/or Retaliation; and
- The need to remedy the effects of the Discrimination, Harassment, and/or Retaliation on the victim and the community.

Appropriate responsive actions for an employee who has engaged in a violation of the Policy include, but are not limited to, a written warning, required counseling, demotion, suspension with pay, suspension without pay, and termination.

d. Hearing and Disciplinary Procedures

i. *Pre-Hearing Procedures*

When a matter is to be processed through the Formal Resolution Process, OEI will notify both parties in writing of the date, time, and location of the ECC hearing at least five (5) Business Days prior to the hearing. OEI will also contact and separately discuss with the Complainant and Respondent the hearing and sanctioning process.

The Complainant and Respondent shall submit to OEI any information they wish to present at the hearing, the name(s) of their Silent Advisor, a list of questions, if desired, and a list of possible witnesses two (2) Business Days prior to the hearing.

A Respondent or Complainant may request to postpone the hearing for reasonable cause. The Respondent or Complainant shall submit to the Director of OEI a written request for postponement, including the reason(s) for the request, no later than one (1) Business Day prior to the scheduled hearing unless an unforeseen circumstance occurs. The Chair of the selected Hearing Panel may accept or deny the request, after considering the nature of the request and the incident at issue.

ii. *Procedures before the ECC Hearing Panel*

Procedures before the ECC Hearing Panel will be held in accordance with the following:

- The OEI will be called as the first witness and will testify as to the findings of the investigation.
- Both the Complainant and the Respondent may choose to participate in a manner that does not require their presence in the same room as the other.
- For Title IX-related matters, both the Complainant and the Respondent are entitled to have one Silent Advisor or support person present, who may be an attorney. During the hearing, the Silent Advisor or support person may confer only with the party she/he is advising and is not permitted to speak to the hearing body or to any other hearing participant before, during, or after the hearing. A Silent Advisor or support person may be dismissed if she/he attempts to directly participate in the proceedings or is otherwise disruptive, in the judgment of the majority of the ECC Hearing Panel.
- Both the Complainant and the Respondent have the right to testify on their own behalf. However, neither the Complainant nor the Respondent is required to testify or be present at the hearing.

- Both the Complainant and the Respondent may hear and question the other party and adverse witnesses. Questions from either the Complainant or the Respondent will be directed through the Hearing Panel.
- Both the Complainant and the Respondent may rebut unfavorable inferences.
- Both the Complainant and the Respondent may provide an impact statement.
- A record shall be made of the hearing and maintained in the OEI in compliance with the State University Model Records Retention Schedule.
- Both the Complainant and the Respondent shall be simultaneously provided written notification of: 1) the determination of the Hearing Panel; and 2) University Procedures to appeal the result of the proceeding.

iii. Sanctions

Factors considered when determining a sanction may include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation;
- An individual's disciplinary history;
- Previous grievances or allegations involving similar conduct;
- Completion of required training related to this Policy;
- The need for sanctions to bring an end to the discrimination, harassment, and/or retaliation;
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment, and/or retaliation; and
- The need to remedy the effects of the discrimination, harassment, and/or retaliation on the victim and the community.

The following are the possible sanctions that will be imposed upon employees who are found to be responsible for specific violations of the Policy. The sanctions listed below may be imposed singularly or in combination and second or subsequent offenses will receive more severe sanction. Possible sanctions include, but are not limited to:

- **Warning:** Notice, in writing, that continuation or repetition of the Policy violation may be cause for additional disciplinary action.
- **Censure:** A written reprimand for violating the Policy. This conduct status specifies a period of time during which the employee's good standing with the University may be in jeopardy. The employee is officially warned that continuation or repetition of the prohibited conduct may be cause for additional conduct action including probation, suspension, or expulsion from the University.
- **Disciplinary Probation:** Exclusion from participation in privileged activities for a specified period of time. Additional restrictions or conditions may also be imposed. Violations of the terms of disciplinary probation or any other University Policy violations may result in further disciplinary action.
- **Restitution:** Repayment to the University or to an affected party for damages (amount to be determined by the University) resulting from a violation of the Policy.
- **Suspension:** Exclusion from University premises and other privileges or activities for a specified period of time, as set forth in the suspension notice. Notice of this action will remain in the employee's conduct file.
- **Termination:** Termination of employment, including permanent exclusion from University premises and other privileges or activities. Notice of this action will remain in the employee's conduct file.

- **Other:** Other sanctions may be imposed instead of, or in addition to, those specified here. Service, education or research projects may also be assigned.

Sanctions recommended by the ECC Panel will be forwarded to the appropriate Vice President/President and Human Resources immediately for review.

e. Appeals Procedures

Appeals are considered by the University's Equity Complaint Appeals Council ("ECAC"), except that a tenured faculty member has a right to appeal the discipline of termination to the Board of Regents pursuant KRS 164.360 (see below). All appeals must be submitted in writing to the Director of OEI within five (5) Business Days of the receipt of the written decision rendered by the ECC Hearing Panel. The Appeal will then be forwarded.

Appeals are confined to a review of the written record on appeal, including but not limited to evidence presented at the hearing and documentation pertinent to the grounds for appeal. The ECAC shall not consider matters outside of the hearing record in making a determination.

Either party may appeal the ECC Determination of Responsibility. Either party may appeal the sanctions recommended by the ECC. However, pursuant to KRS 164.360, in instances in which the Respondent is a tenured faculty member, the Complainant may appeal sanctions based on the claim that termination should have been imposed only in cases of Sexual Misconduct or Sexual Harassment. The appeal must be based on one of three grounds:

- *Significant Procedural Error:* A procedural error occurred that significantly impacted the outcome of the investigation. A description of the error and its impact on the outcome of the case must be included in the written appeal;
- *New Information:* New information has arisen that was not available or known during the investigation and that could significantly impact the findings and/or sanctions. Information that was known by the Complainant or Respondent during the investigation, but which he or she chose not to present, is not new information. A summary of this new evidence and its potential impact on the investigation findings and/or sanctions must be included in the written appeal.
- *Inadequate Justification or Inconsistent Disciplinary Action:* The sanction is inconsistent with the prescribed sanctions for violations of other potentially applicable employee policies.

The role of the ECAC regarding appeals is limited. Appeals are not intended to be a full rehearing of the Complaint. Appeals are confined to a review of the investigative and hearing record for the grounds stated above. The ECAC shall not initiate, permit, or consider communications made to them outside the proceedings concerning a pending or impending appeal, except as follows: 1) Communications necessary to perform their responsibilities and duties; and/or 2) Communication for scheduling, administrative, or emergency purposes, which does not address substantive matters. If an ECAC member receives an unauthorized communication bearing upon the substance of a Complaint, the member shall promptly notify the Complainant, Respondent, University representative, and OEI of the substance of the communication and provide the parties with an opportunity to respond.

If the ECAC determines that a submitted appeal does not meet the standards for an appeal, the ECAC will simultaneously notify both parties of that outcome in writing. If no ground(s) for appeal exists, the appeal will be denied, and the decision will be final.

If the ECAC determines that a submitted appeal does meet the standards for an appeal, the ECAC will take appropriate action as indicated below:

- **Significant Procedural Error:** If it is determined that a procedural error occurred that was substantially prejudicial to the outcome of the investigation and/or sanction, the ECAC will return the matter to OEI with instructions to correct the error, and to reconsider the findings as appropriate. In

rare cases, where the procedural error cannot be corrected by OEI (as in cases of bias), the ECAC or Board of Regents may order a new investigation with a new investigator.

- **New Information:** If the ECAC determines that new information should be considered, the matter will be returned to the OEI to reconsider the complaint in light of the new information only, and to reconsider the original findings as appropriate. OEI will prepare an Addendum to the Final Report, and provide the Parties with an opportunity to respond to the Addendum within ten (10) Business Days.
- **Inadequate Justification or Inconsistent Disciplinary Action:** If the ECAC determines that there is inadequate justification for the sanction, or that the sanction is inconsistent with other potentially applicable employee policies, the ECAC may issue a new recommended sanction. However, please see below for additional information regarding Appeals of Tenured Faculty Respondent subject to termination.

The decision of the ECAC shall be final.

f. Appeals for Tenured Faculty Respondent Subject to Termination Only

A Respondent who is a tenured faculty member has a right to appeal the discipline of termination to the Board of Regents, pursuant to KRS 164.360. Complainants may appeal based on the claim that termination should have been the discipline imposed only in cases of Sexual Misconduct or Sexual Harassment.

The following principles apply regarding the termination of tenured faculty members:

- The Board of Regents will hear the discipline appeal as soon as is practicable, but no later than the next regularly scheduled Board meeting. The decision of the Board of Regents is final and may not be appealed.
- Appeals based on new evidence will be remanded to the OEI investigator who will then review the factual findings to determine if the new information changes the factual finding. If the investigator determines that the factual finding has changed, the new factual finding will be sent to the appropriate hearing panel for sanctioning.
- A faculty member shall not be removed until after ten (10) days' notice in writing, stating the nature of the charges preferred, and after an opportunity has been given to him or her to make a defense before the Board of Regents by counsel or otherwise and to introduce testimony which shall be heard and determined by the Board of Regents (KRS 164.360). In cases involving Sexual Misconduct or Sexual Harassment only, the Complainant shall have the same rights as the tenured faculty Respondent.
- All parties will be notified, simultaneously, of whether the disciplinary action appeal is accepted and the results of the disciplinary action appeal decision.

g. Employee Resignation

Should an employee resign while an investigation is pending, the records of the Director of OEI and/or Title IX Coordinator will reflect that status. The investigation will be completed based on the information available. The University's response to any future inquiries regarding employment references for that individual will also reflect that the employee resigned while an investigation was pending. The Director of OEI and/or the Title IX Coordinator will act promptly and effectively to remedy the effects of the prohibited conduct upon the victim and the community.

h. Failure to Complete Disciplinary Action and/or Comply with Sanctions

Failure to follow through on disciplinary, responsive actions, and/or corrective actions by the date specified – whether by refusal, neglect, or any other reason – will result in additional disciplinary action up to and including termination from the University.

3. Third Party Respondent

For Complaints involving third party respondents, OEI will take prompt action to ensure campus safety. Such action may include limiting or restricting access to the University's campus and/or educational and employment programs and activities.

VI. Records

OEI and the Title IX Coordinator maintain detailed records of each matter, including individuals involved, investigative steps taken, documentation received, individuals interviewed, decisions reached, and reason(s) for the decisions reached. Complaints and information gathered in the course of an investigation will be kept private to the extent permitted by law. Records will be retained in accordance with the State University Model Records Retention Schedule.

VII. Statement of Rights of the Complainant and the Respondent

A Complainant pursuant to this Policy has the following rights:

- To be treated with respect by EKU officials;
- To take advantage of campus support resources;
- To experience a safe living, educational, and work environment;
- In the case of sexual misconduct or sexual harassment allegations, to have an advisor during hearings and meetings;
- To refuse to have an allegation resolved through conflict resolution procedures;
- To receive amnesty for certain student misconduct, such as alcohol or drug violations, that occurred ancillary to the incident;
- To be free from retaliation for reporting violations of this Policy or cooperating with an investigation;
- To have complaints heard in accordance with these Procedures;
- To participate in any process regardless of whether the complaining individual serves as the Complainant or the University stands as the Complainant;
- To be informed in writing of the outcome and resolution of the complaint, sanctions where permissible, and the rationale for the outcome where permissible;
- To refer a complaint to law enforcement and receive assistance doing so; and
- To have minimal interaction or contact with the Respondent.

A Respondent pursuant to this Policy has the following rights:

- To be treated with respect by Eastern Kentucky University officials;
- To take advantage of campus support resources;
- To experience a safe living, educational, and work environment;
- In the case of sexual misconduct or sexual harassment allegations, to have an advisor during hearings and meetings;
- To refuse to have an allegation resolved through conflict resolution procedures;
- To receive amnesty for certain student misconduct, such as alcohol or drug violations, that occurred ancillary to the incident;
- To be free from retaliation for reporting violations of this Policy or cooperating with an investigation;
- To file a reciprocal complaint if Respondent feels that they have experienced sexual misconduct or discrimination;
- To have complaints heard in accordance with these Procedures;
- To participate in any process regardless of whether the complaining individual serves as the Complainant or the University stands as the Complainant;
- To be informed in writing of the outcome/resolution of the complaint, sanctions where permissible, and the rationale for the outcome where permissible;
- To refer a complaint to law enforcement and receive assistance doing so; and

- To have minimal interaction or contact with the Complainant.

Definitions

In addition to those terms defined above, the following terms also apply to this Policy:

- **Business Day:** A day during which University offices are open for regular business. The conclusion of a Business Day is considered the time of closure of University offices on a given day. Regular business hours at ECU are Monday through Friday, 8:00 AM to 4:30 PM. Regular business hours are subject to change, and without notice.
- **Complainant:** A person or entity, including the University, who files a Complaint with OEI alleging a potential violation of this Policy.
- **Complaint:** A signed written document by a Complainant, or by an entity on behalf of a potential Complainant, that alleges a potential violation of 1.4.1P. The Complaint must state the specific allegations to be investigated by OEI as well as the scope of OEI's investigation.
- **Equity Complaint Appeals Council ("ECAC"):** The ECAC hears appeals involving student respondents seeking an appeal unrelated to a sanction of suspension or expulsion, staff, and non-tenured faculty respondents. The Council also hears appeals involving tenured faculty respondents that do not involve termination. The members shall be the Senior Vice-President for Academic Affairs and Provost, the Vice-President for Finance and Administration, and the Dean of Students, or their designees when necessary.
- **Equity Complaint Council ("ECC"):** The ECC is a University Standing Committee appointed by the President based on the recommendation of the Director of OEI. It consists of a pool of tenured faculty members, staff members, and student members. The ECC Chair(s) shall be a tenured faculty member appointed by the President based on the recommendation of the Director of OEI. The student member shall not participate in hearing processes involving employees.
- **Preponderance of the Evidence Standard:** Evidence is such that it would persuade a reasonable person that a proposition is more probably true than not true. A finding that is "more likely than not" to be true would satisfy this standard.
- **Report:** Any report to OEI of information that could constitute a potential violation of this Policy.
- **Respondent:** An individual alleged to have engaged in Prohibited Conduct pursuant to this Policy.
- **Silent Advisor:** In cases involving allegations of sexual misconduct, or as otherwise specifically allowed in this Policy, a party may choose to have another individual accompany them to meetings with the investigator(s), or to a hearing. The advisor's role is limited to quietly conferring with the party through written correspondence or whisper, and the advisor may not address any other participant or the hearing panel. An attorney may serve as a silent advisor.
- **University Community Member:** All faculty, staff, students, Board of Regents members, and volunteers functioning on behalf of the University, as well as anyone doing business for or with the University.

Responsibilities

The Office of Equity and Inclusion and/or the Title IX Coordinator is responsible for administering this policy.

Violations

The University will act on any complaint or notice of violation of this policy that is received by the OEI Title IX Coordinator or any employee, including faculty, staff, and residence assistants. It is the University's decision whether or not to initiate an investigation into any report of a possible violation of this policy.

Interpreting Authority

Director of the Office of Equity and Inclusion and/or Title IX Coordinator.

Statutory or Regulatory References

Executive Order (EO) 11246
The Vietnam Era Veterans' Readjustment Assistance Act (VEVRA)
Pregnancy Discrimination Act of 1978
Title IX, of the Education Amendments of 1972
Immigration Reform and Control Act of 1990 (IRCA)
Title VII of the Civil Rights Act of 1964
Title IV of the Civil Rights Act of 1964
Title VI of the Civil Rights Act of 1964
The Civil Rights Act of 1991 (CRA)
Equal Pay Act of 1963
Age Discrimination in Employment Act of 1967 (ADEA)
Title I of the Americans with Disabilities Act (ADA) of 1990
ADA Amendments Act of 2008 (ADAAA)
Rehabilitation Act of 1973
Kentucky Civil Rights Act (KRS 344)
Genetic Information Nondiscrimination Act of 2008
Department of Education, Office for Civil Rights Dear Colleague Letter concerning sexual violence dated April 4, 2011
Department of Education, Office for Civil Rights, Questions and Answers on Title IX and Sexual Violence dated April 24, 2014
The Family Medical Leave Act of 1993
Any and all regulations pertaining to the above referenced acts found in the Code of Federal Regulations and/or the Kentucky Administrative Regulations.

Policy Adoption Review and Approval

Policy Revision

Date

Entity

Action

May 21, 2018	Director, Policy and Legal Operations	Editorial Change
September 25, 2017	Director, Policy and Legal Operations	Editorial Change
June 8, 2015	Vice Provost	Editorial Change
February 2, 2015	Board of Regents	Adopted
December 12, 2014	President Michael T. Benson	Approved
November 5, 2014	Provost Council	Approved
November 3, 2014	Faculty Senate	Approved
October 21, 2014	Student Government Association	Resolution of Support
October 16, 2014	Staff Council	Approved
September 5, 2014	President Michael T. Benson	Adopted Interim
September 27, 2011	Board of Regents	Adopted
July 1, 1999**	Board of Regents	Adopted
July 24, 1992**	Board of Regents	Adopted

Policy Issued

<u>Date</u>	<u>Entity</u>	<u>Action</u>
January 25, 2010*	Board of Regents	Adopted
November 20, 2009*	President Doug Whitlock	Approved
August 1, 1991**	Board of Regents	Adopted

*1.4.1 P Non-Discrimination Policy

**1.4.2 P Sexual Harassment Policy



Eastern Kentucky University Policy and Regulation Library

1.4.2R

Volume 1, Governance

Chapter 4, Equal Opportunity/Affirmative Action

Section 1, Non-Discrimination and Harassment

Approval Authority: President

Responsible Executive: Chief Human Resources Officer

Responsible Office: Office of Equity and Inclusion

Effective: 12/10/14

Issued: 09/05/14

Last Revised: 05/21/18

Next Review Date: Fall 2019

Response to Non-Discrimination and Harassment¹

Regulation Statement

This regulation establishes procedures for responding to violations of Policy 1.4.1, Non-Discrimination and Harassment. The University affirms its commitment to fair, equitable, and impartial resolution of all complaints made under Policy 1.4.1, Non-Discrimination and Harassment Policy and to creating an inclusive and respectful educational and employment environment.

Inquiries

Inquiries about this regulation may be made internally to:

John W. Dixon, Director, Office of Equity and Inclusion
521 Lancaster Ave.
Jones Building, Suite 416
(859) 622-8221
John.Dixon@eku.edu

Inquiries may be made externally to:

Equal Employment Opportunity Commission (EEOC)
Contact: <http://www.eeoc.gov/contact/>

Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-1100
Customer Service Hotline #: (800) 421-3481
Facsimile: (202) 453-6012
TDD: (877) 521-2172
Email: OCR@ed.gov
Web: <http://www.ed.gov/ocr>

Kentucky Commission on Human Rights
331 South Broadway, 7th Floor
Louisville, KY 40202
(502)-595-4024
TDD: (502)-595-4084
Email: kchr.mail@ky.gov
Web: <http://kchr.ky.gov>

You do not have to make an internal complaint in order to file a complaint with the above-named civil rights agencies.

¹ This policy is adapted with permission from "The NCHERM GROUP/ATIXA Model Policy and Procedure for Civil Rights Equity Grievance Resolution for All Faculty, Students, and Employees." 2013 THE NCHERM GROUP, LLC/ATIXA.

Entities Affected by the Policy

All University community members, which includes all students, faculty, staff, and Board of Regents members as well as anyone doing business for or with the University.

Regulation Background

This regulation was created to outline the response procedures for alleged violations of Policy 1.4.1, Non-Discrimination and Harassment. Violations of this policy are subject to resolution using the process detailed herein and are not subject to grievance and appeal procedures outlined in Policy 4.6.16, Dismissal of Faculty; Policy 8.3.1, Staff Grievances; Policy 4.7.4, Faculty Grievances; or Student Code of Conduct.

Reporting and Response Procedures

I. Reporting of Offenses

University employees have obligations to report allegations regarding violations of Policy 1.4.1, Non-Discrimination and Harassment, to the Office of Equity and Inclusion ("OEI") Title IX Coordinator within seventy two (72) hours of becoming aware of the allegations. Failure to report allegations of misconduct may result in disciplinary action up to and including termination. Some employees, such as counselors, are permitted to maintain confidentiality of reports. Information received as part of an IRB-approved research project in which research subjects have been promised confidentiality is not subject to the reporting procedures outlined herein and researchers should adhere to the practices approved by the IRB.

See Policy 1.4.1 for information on prohibited behaviors subject to reporting under that policy.

I. Filing a complaint

Any member of the community, guest, or visitor who believes that this policy has been violated should contact the OEI Title IX Coordinator. Employees may also notify their supervisor. Students may notify an administrative advisor or faculty member. Any member of the community may contact ECU Police.

All employees receiving reports of a potential violation of this policy or Policy 1.4.1 are required to contact the OEI Title IX Coordinator as soon as practicable but not more than seventy two (72) hours after becoming aware of a report or incident. Employees who fail to notify the OEI Title IX Coordinator of a report or incident within seventy two (72) hours will be subject to discipline up to and including termination.

The University will, to the extent permitted by law, treat all reports with the maximum privacy possible: specific information on any complaints received by any party will be reported to the OEI Title IX Coordinator. Subject to the University's obligation to redress violations, every effort will be made to maintain the privacy of those initiating a report or complaint. In all cases, the University will give consideration to the party bringing a complaint with respect to how the complaint is pursued. However, the University reserves the right to investigate and pursue a resolution even when the affected person chooses not to initiate or participate in a formal process when such investigation and resolution are necessary to protect the community.

II. OEI Title IX Coordinator Receipt of Complaint

Following receipt of notice or a complaint, an initial determination is made whether the complaint falls within the purview of the OEI Title IX Coordinator and/or whether conflict resolution might be appropriate. If the complaint does not appear to allege a violation of this policy or if conflict resolution is desired and appears appropriate given the nature of the complaint, then the complaint does not proceed to investigation by the OEI Title IX Coordinator. For more information about conflict resolution, please see section V(C) below.

The OEI Title IX Coordinator will pursue a full investigation if there is initial evidence of a pattern of misconduct or a perceived threat of further harm to the University community or any of its members. At its discretion or at the request of the party bringing the complaint, the OEI Title IX Coordinator may also pursue a full investigation when the complainant alleges a potential policy violation but does not indicate a pattern of misconduct or perceived threat of future harm. OEI strives to complete investigations within sixty (60) business days of receipt of the complaint. This time period may be extended as necessary for appropriate cause by the OEI Title IX Coordinator with notice to the parties.

III. Investigation

Investigations will begin after the OEI Title IX Coordinator determines that the complaint should proceed to investigation. During investigations, regular communication will occur between the OEI Title IX Coordinator and the complainant (the person bringing allegations of a violation of Policy 1.4.1) and respondent (the person who is alleged to have violated Policy 1.4.1).

Investigations may be delayed briefly when criminal charges based on the same behaviors that initiate this process are being investigated by law enforcement officials. Regardless of the status or outcome of any criminal or civil proceeding, the University, in its discretion or at the request of a complaining party, will proceed with an investigation under this policy. The University's process is separate from and independent of the criminal justice process. All investigations will be thorough, reliable, and impartial. Investigations will include all applicable investigation techniques, including but not limited to interviewing all relevant parties and witnesses, obtaining available evidence, and identifying sources of expert information, if necessary. Parties may bring a silent advisor to meetings with investigators in sexual misconduct cases only.

IV. Interim Remedies

If, in the judgment of the OEI Title IX Coordinator, the safety or well-being of any member(s) of the campus community may be jeopardized by the on-campus presence of the respondent, the OEI Title IX Coordinator or their designee may provide or recommend interim remedies intended to address the short-term effects of Harassment, Discrimination, and/or Retaliation.

A. Interim Remedies for Students: Interim remedies available to students may include, but are not limited to, the following:

- i. Referral to counseling and health services;
- ii. Education to the community;
- iii. Alteration of the housing situation of an accused student;
- iv. Alteration of the housing situation of the victim if desired;
- v. Limitations of contact between the parties;
- vi. Adjustments to academic deadlines and course schedules; and
- vii. Other remedies appropriate to each individual situation.

B. Interim Remedies for Employees: Interim remedies available to employees may include, but are not limited to, the following:

- i. Referral to the Employee Assistance Program;
- ii. Education to the community;
- iii. Alteration of the housing situation of an accused resident employee;
- iv. Alteration of the housing situation of the victim resident employee if desired;
- v. Limitations of contact between the parties;
- vi. Adjustments to work schedules; and
- vii. Other remedies appropriate to each individual situation.

The University may temporarily suspend or place on leave a student or employee pending the completion of investigation and resolution. The following procedures apply to the imposition of temporary leave or suspension.

- A. Temporary Suspensions of Students:** Alleged policy violations that warrant temporary suspensions are those that appear to present a clear and present danger of harm to the victim, to any other member of the University community, to University property, or to University activities.

Prior to the imposition of any temporary suspension, or as soon thereafter as practicable, the student will be given the opportunity to meet with the OEI Title IX Coordinator to demonstrate why the suspension should not be implemented.

During a temporary suspension, a student may be denied access to University housing and/or to the University's campus, facilities, or events. As determined by the OEI Title IX Coordinator or their designee, this restriction includes classes and/or all other University activities or privileges for which the student might otherwise be eligible. At the discretion of the OEI Title IX Coordinator or their designee, alternative coursework options may be pursued to ensure as minimal an impact as possible on the accused student.

Temporary suspensions may be enforced only until final disposition of the case has been made by the appropriate University official or hearing entity and may not exceed a period of five (5) class days.

Temporary sanctions based on the "clear and present danger" principle may be continued, upon the joint recommendation of the OEI Title IX Coordinator and approval of the President, during the period of appeal to the Student Life, Discipline, and Athletics Committee of the Board of Regents, if applicable.

- B. Temporary Paid or Unpaid Leave for Employees:** In the event that the employee is accused of a violation which also constitutes grounds for immediate dismissal as defined in Regulation 8.3.4, Progressive Disciplinary Action, the OEI Title IX Coordinator may recommend that Human Resources place the employee on unpaid leave until such time as the complaint is resolved.

In the event that the violation does not constitute grounds for immediate dismissal, but the continued presence of the employee is disruptive to the work environment, the OEI Title IX Coordinator may recommend to Human Resources that the employee be placed on paid leave pending resolution of the complaint.

Prior to the imposition of any temporary suspension, or as soon thereafter as practicable, the employee will be given the opportunity to meet with the Executive Director of OEI or the Title IX Coordinator to demonstrate why the suspension should not be implemented.

During temporary paid or unpaid leave, an employee may be denied access to the University's campus, facilities, or events. As determined by the OEI Title IX Coordinator or their designee, this restriction includes classes and/or all other University activities or privileges for which the employee might otherwise be eligible. At the discretion of the OEI Title IX Coordinator, or their designee, alternative work options may be pursued to ensure as minimal an impact as possible on the responding employee and complainant.

V. Complaint Resolution

Upon completion of investigation, the process may or may not continue depending on the information gathered during the investigation.

- A. Evidence Review:** The OEI investigators will meet with the OEI Title IX Coordinator to review the evidence gathered during the investigation and the OEI investigators' initial determination of whether the evidence supports a finding that a policy violation occurred. The OEI Title IX Coordinator will conduct a secondary, impartial review of the evidence gathered during the investigation to determine if OEI's initial determination is supported by the evidence.

If the OEI Title IX Coordinator determine no policy violation has occurred or that the preponderance of evidence (i.e., whether it is more likely than not that the accused individual committed each alleged violation) does not support a finding of a policy violation, then the process will end.

If, after review of the findings of the investigation, the OEI Title IX Coordinator determine that a preponderance of the evidence supports a finding of a policy violation, the OEI Title IX Coordinator may (1) recommend conflict resolution (if appropriate based on the criteria set forth in VC)(below), (2) move forward to a formal hearing, or (3) make other recommendations as appropriate.

- B. Notice to Parties of Investigative Findings:** After completion of the investigation, the OEI Title IX Coordinator or OEI staff members will meet separately with the complaining and responding individuals to explain the finding(s) of the investigation.

Complaining and responding individuals may present additional new evidence for consideration within ten (10) business days of the meeting or the date on which they receive notice of the findings, whichever comes last. Investigators will consider such evidence, if appropriate, and issue a finding accordingly. Factual findings of the investigation are final on the eleventh (11th) day after the parties receive notice of the findings or upon receipt of the findings after reconsideration, whichever comes last.

The final factual findings of the investigation may not be altered and are not subject to appeal.

- C. Conflict Resolution for Students and Employees:** Conflict resolution will not be used to address complaints of sexual misconduct or violent behavior of any kind or other serious policy violations. Conflict resolution is often used for less serious yet inappropriate behaviors, and is encouraged as an alternative to the formal hearing process to resolve conflicts. The OEI Title IX Coordinator will determine if conflict resolution is appropriate based on (1) the willingness of the parties, (2) the nature of the conduct at issue, and (3) the susceptibility of the conduct to conflict resolution.

In a conflict resolution meeting, OEI staff will facilitate a dialogue with the parties to reach an effective resolution. Sanctions are not imposed as the result of a conflict resolution process, though the parties may agree to appropriate remedies. The OEI Title IX Coordinator/OEI will keep records of any resolution that is reached, and failure to abide by the resolution may result in appropriate responsive actions.

It is not necessary to pursue conflict resolution prior to requesting a formal investigation and resolution process and any party participating in conflict resolution can stop that process at any time and request a formal hearing.

- D. Resolution: Student Respondent:** If the OEI Title IX Coordinator determine that the preponderance of the evidence supports a violation of this policy, matters involving student respondents will be adjudicated using the following process:

The OEI Title IX Coordinator or OEI will refer the findings to the Equity Complaint Council sanctioning. In accordance with KRS 164.370, the Equity Complaint Council will impose the sanction for any violation for which a possible sanction is suspension or expulsion.

i. Hearing and Sanctioning Procedures

- a. Pre-hearing procedures: After the Title IX Coordinator or OEI has confirmed a finding of facts, investigators will contact and meet with the complainant and respondent separately to discuss the sanctioning process and to schedule a hearing.

At the meeting, OEI's investigative report and other documentation will be presented to the parties. Both parties will be informed of all the statements and evidence provided as well as the names of those providing the evidence to be used at the hearing.

- b. Pre-hearing Procedures: Both parties will receive the "Hearing Format Request" form. The "Hearing Format Request" form provides the student with the available options for participating in the hearing.

- c. General Hearing Procedures before ECC:
- The OEI/Title IX investigator will be called as the first witness and will testify as to the findings of the investigation.
 - Both the complainant and the respondent may choose to participate in a manner that does not require their presence in the same room as the other student.
 - Both the complainant and the respondent are entitled to have one silent advisor present, for sexual misconduct cases only. During the hearing, the silent advisor may confer only with the party she/he is advising and is not permitted to speak to the hearing body or to any other hearing participant before, during, or after the hearing.
 - Both the complainant and the respondent have the right to testify on their own behalf. Neither the complainant nor the respondent is required to testify or be present at the hearing.
 - Both the complainant and the respondent may hear and question adverse witnesses. Either the complainant or the respondent may choose to direct their questions through the chair.
 - Both the complainant and the respondent may rebut unfavorable inferences.
 - Both the complainant and the respondent may provide an impact statement.
 - Both the complainant and the respondent shall receive concurrent notification of the sanction imposed by the ECC.
 - A record shall be made of the hearing and maintained in the OEI in compliance with the State University Model Records Retention Schedule
- d. Sanctions: Factors considered when determining a sanction may include but are not limited to:
- The nature, severity of, and circumstances surrounding the violation;
 - An individual's disciplinary history;
 - Class standing (hours earned) where necessary to determine the impact of the sanction on the complainant, respondent, or University community. The academic records of the parties shall not be considered in determining sanctions;
 - Previous grievances or allegations involving similar conduct;
 - Completion of required training related to this policy;
 - The need for sanctions to bring an end to the Discrimination, Harassment, and/or Retaliation;
 - The need for sanctions/responsive actions to prevent the future recurrence of Discrimination, Harassment, and/or Retaliation; and
 - The need to remedy the effects of the Discrimination, Harassment, and/or Retaliation on the victim and the community.

The following are the recommended sanctions that will be imposed upon students who are found to be responsible for specific violations of Policy 1.4.1, Non-Discrimination and Harassment. **Violations of the Non-Discrimination and Harassment Policy that are not listed below will result in appropriate sanctions using the criteria above as a guide.** The sanctions listed below for specific violations of the non-Discrimination and Harassment Policy may be imposed singly or in combination and second or subsequent offenses will receive more severe sanction. Any deviation from the recommended sanctions requires a written rationale from the ECC, which will be retained as part of the hearing record. Sanctions not listed below may be imposed in addition to the recommended sanctions.

Policy Violation	Recommended Sanction
Nonconsensual Sexual Intercourse	Expulsion from the University and permanent eviction and/or restriction from University Housing, as well as permanent restriction from campus. Other sanctions deemed appropriate by the hearing body may also be imposed.
Nonconsensual Sexual Contact	University probation and an educational sanction. More severe sanctions may be imposed according to the intrusiveness of the contact. These may include permanent eviction and/or restriction from University Housing, as well as permanent

	restriction from campus except for the purpose of attending classes. Other sanctions deemed appropriate by the hearing body may also be imposed.
Retaliation	University probation and an educational sanction. More severe sanctions may be imposed according to the intrusiveness of the contact. These may include permanent eviction and/or restriction from University Housing, as well as permanent restriction from campus. After the suspension is completed, the restriction from University Housing and campus shall continue, except for the purpose of attending classes. Other sanctions deemed appropriate by the hearing body may also be imposed.
Sexual Exploitation	Suspension from the University for a period of not less than one (1) year and permanent eviction or restriction from University Housing, and permanent restriction from campus. After the suspension is completed, the restriction from University Housing and campus shall continue, except for the purpose of attending classes. Other sanctions deemed appropriate by the hearing body may also be imposed.
Stalking	Suspension from the University for a period of not less than one (1) year and permanent eviction or restriction from University Housing, and permanent restriction from campus. After the suspension is completed, the restriction from University Housing and campus shall continue, except for the purpose of attending classes. Other sanctions deemed appropriate by the hearing body may also be imposed.
Dating/Domestic/Intimate Partner Violence:	Suspension from the University for a period of not less than one (1) year and permanent eviction or restriction from University Housing, and permanent restriction from campus. After the suspension is completed, the restriction from University Housing and campus shall continue, except for the purpose of attending classes. Other sanctions deemed appropriate by the hearing body may also be imposed.

- e. Appeal of sanctions: Either party may appeal the sanctions imposed by the ECC for violation of the Non-Discrimination and Harassment Policy. Cases involving sanctions of suspension or expulsion (including appeals based on the claim that such sanctions should have been imposed and were not) may be appealed by the complainant only in cases of Sexual Misconduct or Harassment.

Sanctions may only be appealed on the following grounds:

- Procedural error that, if not corrected, would cause a significant difference in the sanction;
- Inadequate justification for sanction inconsistent with the recommended sanctions for violations of the Non-Discrimination and Harassment Policy, as outlined in section D(i)(d); or
- New evidence not available during the investigation or hearing.

The appeal must be submitted, in writing, to the Chief Ethics and Compliance Officer or designee within 5 business days of the hearing. The Chief Ethics and Compliance Officer or designee will review the appeal and determine if one of the three ground(s) for appeal have been met. If one or more of the grounds for appeal exist(s), the appeal will be forwarded to the Equity Complaint Appeals Council (appeals involving sanctions other than suspension or expulsion) or the Board of Regents (appeals involving sanctions of suspension or expulsion), which will review the appeal based only on the ground identified by the Chief Ethics and Compliance Officer or designee. The decision of the ECAC or the Board of Regents shall be final.

If no ground(s) for appeal exists, the appeal will be denied and the sanction will be final. In cases involving sanctions of suspension or expulsion or a claim by a complainant that those sanctions should have been applied, the Chief Ethics and Compliance Officer or designee will evaluate the appeal and offer an recommendation as to whether or not the ground(s) for appeal have been met. The Chief Ethics and Compliance Officer or designee will submit his/her recommendation as to whether or not there are valid grounds for appeal, along with the materials submitted by the complainant and/or respondent, to the Board of Regents.

f. Principles Governing Appeals:

- Appeals are confined to a review of the written record on appeal, including but not limited to evidence presented at the hearing and documentation pertinent to the grounds for appeal. The ECAC or Board of Regents shall not consider matters outside of the hearing record in making a determination.
- Appeals granted based on new evidence will be remanded to the OEI investigator who will then review the factual findings to determine if the new information changes the factual finding. If the investigator determines that the factual finding has changed, the new factual finding will be returned to the ECC for sanctioning.
- Sanctions imposed by the ECC are implemented immediately. In extraordinary circumstances, the Chief Ethics and Compliance Officer or designee may stay the implementation of sanctions pending the outcome of the appeal of the sanctions.
- All parties will be informed of the results of the appeal. The decision of the ECAC or the Board of Regents is final and may not be appealed.

ii. **Student Withdrawal While Charges Are Pending**

The University places a hold on the records of any student who has a complaint pending that alleges that student's violation of the policy. Should a student decide to voluntarily withdraw and/or not participate in the investigation and/or hearing, the process will nonetheless proceed in the student's absence to a reasonable resolution. The student will not be permitted to voluntarily withdraw from and/or register for classes and/or return to Eastern Kentucky University and/or receive a copy of his or her transcript unless the conditions of all sanctions have been satisfied.

iii. **Failure to Complete Sanctions/Comply with Responsive Actions**

All parties are expected to comply with conduct sanctions, responsive actions, or corrective actions within the time frame specified by the sanctioning body.

Failure to follow or complete conduct sanctions, responsive actions, corrective actions by the date specified – whether by refusal, neglect, or any other reason – may result in additional sanctions, responsive actions, corrective actions and/or suspension, expulsion, and/or termination from the University.

E. **Resolution: Employees as Respondent**

If the OEI Title IX Coordinator determine(s) that the preponderance of the evidence supports a finding of a violation of this policy, OEI will refer the matter to the Equity Complaint Council for recommendations with regard to discipline. All disciplinary recommendations will be made in accord with Regulation 8.4.3, Progressive Disciplinary Action. The appropriate Vice President/President, in consultation with Human Resources, will review the recommendation and implement discipline.

- i. **Disciplinary action:** Disciplinary or appropriate responsive actions will be determined by the Equity Complaint Council. Factors considered when determining a disciplinary/responsive action may include but are not limited to:

- The nature, severity of, and circumstances surrounding the violation;
- An individual's disciplinary history;
- Previous allegations involving similar conduct;
- Completion of required training related to the Non-Discrimination and Harassment policy;
- The need for disciplinary/responsive actions to bring an end to the Discrimination, Harassment, and/or Retaliation;
- The need for disciplinary/responsive actions to prevent the future recurrence of Discrimination, Harassment, and/or Retaliation; and
- The need to remedy the effects of the Discrimination, Harassment, and/or Retaliation on the victim and the community.

Appropriate responsive actions for an employee who has engaged in a violation of the Non-Discrimination and Harassment Policy include but are not limited to a written warning, required counseling, demotion, suspension with pay, suspension without pay, and termination.

ii. **Hearing and Disciplinary Procedures**

- a. General pre-hearing procedures: After Title IX Coordinator or OEI has made a finding of facts, investigators will contact and meet with the complainant and respondent separately to discuss the sanctioning process and to schedule a hearing.

At the meeting, OEI's investigative report and other documentation will be presented to the parties. Both parties will be informed of all the statements and evidence provided as well as the names of those providing the evidence to be used at the hearing.

- b. Both parties will receive the "Hearing Format Request" form.

The "Hearing Format Request" form provides the complainant and respondent with the available options for participating in the hearing.

- c. General Hearing Procedures before the ECC:

- The OEI/Title IX investigator will be called as the first witness and will testify as to the findings of the investigation.
- Both the complainant and the respondent may choose to participate in a manner that does not require their presence in the same room as the other party(ies).
- Both the complainant and the respondent are entitled to have one silent advisor present, for Sexual Misconduct cases only. This silent advisor may be an attorney. During the hearing, the silent advisor may confer only with the party she/he is advising and is not permitted to speak to the hearing body or to any other hearing participant before, during, or after the hearing.
- Both the complainant and the respondent have the right to testify on their own behalf. Neither the complainant nor the respondent is required to testify or be present at the hearing.
- Both the complainant and the respondent may hear and question adverse witnesses. Either the complainant or the respondent may choose to direct their questions through the chair.
- Both the complainant and the respondent may rebut unfavorable inferences.
- Both the complainant and the respondent may provide an impact statement.
- Both the complainant and the respondent shall receive concurrent notification of the sanction imposed by the ECC.
- Records shall be maintained by OEI in accord with the State University Model Retention Policy.

- d. Sanctions: Factors considered when determining a sanction may include but are not limited to:

- The nature, severity of, and circumstances surrounding the violation;
- An individual's disciplinary history;

- Previous allegations involving similar conduct;
 - Completion of required training related to this policy;
 - The need for sanctions to bring an end to the Discrimination, Harassment, and/or Retaliation;
 - The need for sanctions/responsive actions to prevent the future recurrence of Discrimination, Harassment, and/or Retaliation; and
 - The need to remedy the effects of the Discrimination, Harassment, and/or Retaliation on the victim and the community.
- e. Appeal of disciplinary actions for staff respondent, non-tenured faculty respondent, and tenured faculty respondent receiving disciplinary action other than termination: Either party may appeal the sanctions imposed for violation of the Non-Discrimination and Harassment Policy.

Disciplinary action may only be appealed on the following grounds:

- Procedural error that, if not corrected, would cause a significant difference in the sanction;
- Disciplinary action inconsistent with the prescribed sanctions for violations of the Progressive Disciplinary Policy (Policy 8.3.4R); or
- New evidence not available during the investigation or hearing.

The appeal must be submitted, in writing, to the Chief Ethics and Compliance Officer or designee within five (5) business days of the hearing. The Chief Ethics and Compliance Officer or designee will review the appeal and determine if one of the three ground(s) for appeal have been met. If one or more of the grounds for appeal exist(s), the appeal will be forwarded to the Equity Complaint Appeals Council, which will review the appeal based only on the ground(s) identified by the Chief Ethics and Compliance Officer or designee.

If no ground for appeal exists, the appeal will be denied and the sanction will be final.

- f. Principles Governing Appeals of Disciplinary Action for Staff Respondent, Non-Tenured Faculty Respondent, and Tenured Faculty Respondent Receiving Sanction other than Termination:
- The Equity Complaint Appeals Council will hear the appeal within five (5) business days of receiving the appeal from the Chief Ethics and Compliance Officer or designee.
 - Appeals are confined to a review of the written record on appeal, including but not limited to evidence presented at the hearing and documentation pertinent to the grounds for appeal. The Equity Complaint Appeals Council shall not consider matters outside of the hearing record in making a determination.
 - Appeals granted based on new evidence will be remanded to the OEI investigator who will then review the factual findings to determine if the new information changes the factual finding. If the investigator determines that the factual finding has changed, the new factual finding will be sent to the ECC for discipline.
 - Discipline imposed by the hearing panel is implemented immediately. In extraordinary circumstances, the Chief Ethics and Compliance Officer may stay the implementation of sanctions pending the outcome of the appeal of the discipline.

- g. Appeal of disciplinary action; for tenured faculty respondent subject to; termination only:

The tenured faculty member has a right to appeal the discipline of termination to the Board of Regents, pursuant to KRS 164.360. Complainants may appeal based on the claim that termination should have been the discipline imposed only in cases of Sexual Misconduct or Sexual Harassment.

- h. Disciplinary action may be appealed only on the following grounds:
- Procedural error that, if not corrected, would cause a significant difference in the sanction;
 - Disciplinary action inconsistent with the Regulation 8.4.3, Progressive Disciplinary Action; or
 - New evidence not available during the investigation or hearing.

The appeal must be submitted, in writing, to the Chief Ethics and Compliance Officer or designee within five (5) business days of the hearing. The Chief Ethics and Compliance Officer or designee will review the appeal offer a recommendation as to whether or not the grounds for appeal have been met. The Chief Ethics and Compliance Officer or designee will submit his/her

recommendation as to whether or not there are valid grounds for appeal, along with the written materials submitted by the complainant and/or respondent, to the Board of Regents. All documents to be used in the hearing before the Board of Regents must fully disclosed to the Chief Ethics and Compliance Office no less than five (5) days in advance of the hearing.

i. **Principles Governing Appeals Involving Termination for Tenured Faculty:** The following principles apply:

- The Board of Regents will hear the discipline appeal as soon as is practicable, but no later than the next regularly scheduled Board meeting. The decision of the Board of Regents is final and may not be appealed.
- Appeals based on new evidence will be remanded to the OEI investigator who will then review the factual findings to determine if the new information changes the factual finding. If the investigator determines that the factual finding has changed, the new factual finding will be sent to the appropriate hearing panel for sanctioning.
- A faculty member shall not be removed until after ten (10) days notice in writing, stating the nature of the charges preferred, and after an opportunity has been given him/her to make defense before the Board of Regents by counsel or otherwise and to introduce testimony which shall be heard and determined by the Board of Regents (KRS 164.360). In cases involving Sexual Misconduct or Sexual Harassment only, the complainant shall have the same rights as the tenured faculty respondent.
- All parties will be informed of whether the disciplinary action appeal is accepted and the results of the disciplinary action appeal decision.

ii. **Employee Resignation:** Should an employee resign while an investigation is pending, the records of the OEI Title IX Coordinator will reflect that status. The University's response to any future inquiries regarding employment references for that individual will also reflect that the employee resigned while an investigation was pending. The OEI Title IX Coordinator will act promptly and effectively to remedy the effects of the prohibited conduct upon the victim and the community.

iii. **Failure to Complete Disciplinary Action/Comply with Responsive Actions:** Failure to follow through on disciplinary, responsive actions, and/or corrective actions by the date specified – whether by refusal, neglect, or any other reason – will result in additional disciplinary action up to and including termination from the University.

F. **Records:** Records will be retained in accordance with the State University Model Records Retention Schedule.

VI. **Statement of the Rights of a Party Bringing a Complaint**

A party bringing a complaint pursuant to this policy has the following rights:

- To be treated with respect by Eastern Kentucky University officials;
- To take advantage of campus support resources;
- To experience a safe living, educational, and work environment;
- In the case of Sexual Misconduct or Sexual Harassment allegations, to have a silent advisor during hearings before the ECC, ECAC, or Board of Regents;
- To refuse to have an allegation resolved through conflict resolution procedures;
- To receive amnesty for certain student misconduct, such as alcohol or drug violations, that occurred ancillary to the incident;
- To be free from retaliation for reporting violations of this policy or cooperating with an investigation;
- To have complaints heard in accord with these procedures;
- To participate in any process regardless of whether the alleged victim serves as the complainant or the University stands as the complainant;
- To be informed in writing of the outcome/resolution of the complaint, sanctions where permissible, and the rationale for the outcome where permissible;
- To refer a complaint to law enforcement and receive assistance doing so; and
- To have minimal interaction or contact with the responding party.

VII. **Statement of the Rights of the Responding Party**

A party against whom a complaint is filed has the following rights:

- To be treated with respect by Eastern Kentucky University officials;
- To take advantage of campus support resources;
- To experience a safe living, educational, and work environment;
- In the case of Sexual Misconduct or Sexual Harassment allegations, to have a silent advisor during hearings before the ECC, ECAC, or Board of Regents;
- To refuse to have an allegation resolved through conflict resolution procedures;
- To receive amnesty for certain student misconduct, such as alcohol or drug violations, that occurred ancillary to the incident;
- To be free from retaliation for reporting violations of this policy or cooperating with an investigation;
- To have complaints heard in accord with these procedures;
- To participate in any process regardless of whether the alleged victim serves as the complainant or the University stands as the complainant;
- To be informed in writing of the outcome/resolution of the complaint, sanctions where permissible, and the rationale for the outcome where permissible;
- To refer a complaint to law enforcement and receive assistance doing so; and
- To have minimal interaction or contact with the complaining party.

Definitions

Age Discrimination

Age discrimination involves treating someone less favorably because he or she is age 40 or older.

Business Day

A business day is a day during which University offices are open.

Consent

Consent means words or actions demonstrating a knowing and voluntary agreement to engage in mutually agreed-upon sexual activity. Consent is determined based on the totality of the circumstances. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent. Silence or the absence of resistance alone is not consent. A person can withdraw consent at any time during sexual activity by expressing in words or actions that he or she no longer wants the act to continue, and, if that happens, the other person must stop immediately. Consent cannot be obtained by force, by ignoring or acting in spite of the objections of another, or by taking advantage of the incapacitation of another.

A person cannot consent if he or she is under the age of 16 (KRS 510.020), is unable to understand what is happening, or is disoriented, helpless, asleep, or unconscious for any reason, including due to alcohol or other drugs. An individual who knowingly acts sexually upon another person who is physically or mentally incapacitated has violated this policy.

**Dating/Domestic/
Intimate Partner
Violence**

A pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another, intimate partner.

Disability

See Regulation 1.3.4, Establishing Reasonable Accommodations Under the Americans with Disabilities Act ("ADA")/Section 504 of The Rehabilitation Act Compliance, for definition and details on accommodations.

Discrimination

Discrimination is defined as actions that deprive or limit access to education, employment, benefits, or other opportunities on the basis of an individual's actual or perceived membership in a Protected Class.

**Equity Complaint
Appeals Council
(ECAC)**

The Equity Complaint Appeals Council hears appeals of disciplinary action involving student respondents seeking an appeal unrelated to a sanction of suspension or expulsion, staff, and non-tenured faculty respondents. The Council also hears appeals of disciplinary action involving tenured faculty respondents that do not involve termination. The members shall be the Senior Vice-President for Academic Affairs and Provost, the Vice-President for Finance and Administration, and the Dean of Students.

Equity Complaint Council (ECC)

The Equity Complaint Council is the body that determines sanctions/discipline for violations of this policy. The ECC is a University Standing Committee, appointed by the President based upon the joint recommendation of the Executive Director of Equity and Inclusion and the Title IX Coordinator. It consists of a pool of fourteen (14) members, who shall include six tenured faculty members, six staff members, and two student members. The Chair shall be a tenured faculty member, appointed by the President based upon the joint recommendation of the Executive Director of OEI and the Title IX Coordinator. Each hearing panel shall consist of five (5) employees. In cases involving a staff respondent, the panel shall consist of two (2) faculty members and three (3) staff members, to be selected from the pool at random. In cases involving a faculty member respondent, the panel shall consist of three (3) faculty members and two staff members, to be selected from the pool at random. In cases involving a student respondent, the panel shall consist of three (3) faculty members, three (3) staff members, and one student member. The student member shall not participate in sanctioning processes involving employees. At least three members (for employee cases) and four (for student cases) must be present to constitute a quorum. Decisions shall be by majority vote of the members of the Council.

Conflicts of Interest

In addition to compliance with the University's Code of Ethics policy, an ECC Panel member should disqualify himself or herself in a proceeding in which the Hearing Panel member's impartiality might reasonably be questioned, including but not limited to instances where:

- The Hearing Panel member has a personal bias or prejudice concerning a participant in the process or has personal knowledge of disputed facts concerning the proceeding;
- The Hearing Panel member was directly involved in the matter in controversy, or a subordinate whom the Hearing Panel member previously supervised is involved in the matter, or the Hearing Panel Member was a witness to the matter;
- The Hearing Panel member or a person in his/her family is related to a participant in the process; or
- The Hearing Panel member is in the same Department or Work Unit as a participant in the process.

Failure to disqualify himself or herself or notify the Office of Equity and Inclusion/Title IX Coordinator of potential conflicts of interest is considered a violation of this regulation

Restricted Communications

- Hearing Panel members shall not initiate, permit, or consider communications made to the Hearing Panel outside the Grievance proceedings concerning a pending or impending Grievance, except as follows:
 - Communications necessary to perform their responsibilities and duties
 - Communication for scheduling, administrative, or emergency purposes, which does not address substantive matters;

If a Hearing Panel member receives an unauthorized communication bearing upon the substance of a complaint, the member shall promptly notify the complainant, respondent, University representative, and the Office of Equity and Inclusion/Title IX Coordinator of the substance of the communication and provide the parties with an opportunity to respond.

A Hearing Panel member shall not investigate facts in a complaint, and shall consider only the evidence presented and any facts that may be pertinent to the sanctioning/discipline determination.

Force or Coercion

The term "force" or "coercion" means (1) threats of serious physical, emotional, or psychological harm to or physical restraint against any person, or (2) any scheme, plan, or pattern intended to cause a person to believe that failure to perform an act would result in serious harm to or physical restraint against any person.

Gender Expression	Gender expression is how someone expresses gender through appearance, behavior, or mannerisms. A person's Gender Expression may or may not be the same as the Gender Identity or assigned sex at birth.
Gender Identity	Gender identity is the individual's internal sense of being male, female, transgender, or other gender.
Genetic Information	Genetic information includes information about an individual's genetic tests and the genetic tests of an individual's family members, as well as information about the manifestation of a disease or disorder in an individual's family members (i.e., family medical history).
Hostile Environment	A hostile environment may be created by oral, written, graphic, or physical conduct that is sufficiently severe, persistent/pervasive, and objectively offensive that it interferes with, limits, or denies the ability of an individual to participate in or benefit from educational programs or activities or employment access, benefits, or opportunities.
Incapacitation	Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why or how" of their sexual interaction). This policy also covers a person whose incapacity results from mental disability, involuntary physical restraint, and/or from the consumption of alcohol or other incapacitating drugs. A person can be intoxicated without being incapacitated.
Intimidation	Intimidation is defined as an actual or implied threat or act that causes fear of harm in an individual on the basis of actual or perceived membership in a Protected Class.
National Origin	National-origin discrimination involves treating people (applicants or employees) unfavorably because they are from a particular country or part of the world, because of ethnicity or accent, or because they appear to be of a certain ethnic background (even if they are not). National-origin discrimination also can involve treating people unfavorably because they are married to (or associated with) a person of a certain national origin or because of their connection with an ethnic organization or group.
Non-Consensual Sexual Intercourse	Non-Consensual Sexual Intercourse is defined as any sexual penetration or intercourse (anal, oral, or vaginal), however slight, with any object, by a person upon another person, that is without Consent and/or by force.
Non-Consensual Sexual Contact	Non-Consensual Sexual Contact is defined as any intentional sexual touching, however slight, with any object, by a person upon another person that is without Consent and/or by force.
Pregnancy Discrimination	Pregnancy discrimination involves treating a woman (an applicant or employee) unfavorably because of pregnancy, childbirth, or a medical condition related to pregnancy or childbirth.
Preponderance of the Evidence	More likely than not.
Protected Activity	A protected activity pursuant to this policy includes making a report of Discrimination, Harassment, or Sexual Misconduct, or otherwise participating in an investigation of such a report.
Protected Class	A group of people protected from Discrimination and/or Harassment based upon membership in the specific group. Under this policy, Protected Classes include age (40 and over), race, color, religion, sex, sexual orientation, gender expression, gender identity, pregnancy, ethnicity, national origin, disability, veteran status, and genetic information.
Race/Color	Race discrimination involves treating someone unfavorably because he or she is of a certain race or because of personal characteristics associated with race (such as hair texture, skin color, or certain facial features). Color discrimination involves treating someone unfavorably because of skin color complexion. Race/color discrimination also can involve treating someone unfavorably because the person

is married to (or associated with) a person of a certain race or color or because of a person's connection with a race-based organization or group, or an organization or group that is generally associated with people of a certain race or color.

Retaliation

Any adverse action a University Community Member experiences as a result of the University Community Member making an Inquiry, participating in an investigation, or making a reasonable good-faith Report of possible non-compliance with Laws, Regulations, and Policies

Religion

Religious discrimination involves treating a person unfavorably because of his or her religious beliefs or because she or he does not subscribe to a belief system. The law protects not only people who belong to traditional, organized religions such as Buddhism, Christianity, Hinduism, Islam, and Judaism, but also others who have sincerely held religious, ethical, or moral beliefs.

Religious discrimination can also involve treating someone differently because that person is married to (or associated with) an individual of a particular religion or because of his or her connection with a religious organization or group or because he or she does not subscribe to a belief system.

Silent Advisor

In cases involving allegations of sexual misconduct, a party may choose to have another individual accompany him or her to meetings with the investigator(s), or to a hearing. The advisor's role in any meeting or hearing is limited to quietly conferring with the party through written correspondence or whisper, and the advisor may not address any other participant or the hearing panel. An attorney may serve as a silent advisor.

Sexual Exploitation

Sexual Exploitation is the use of non-consensual or abusive sexual advantage of another, and includes situations in which the conduct does not fall within the definitions of Sexual Harassment, Non-Consensual Sexual Intercourse, or Non-Consensual Sexual Contact.

Examples of Sexual Exploitation include, but are not limited to:

- Sexual voyeurism (such as watching a person undressing, using the bathroom, or engaging in sexual acts without the consent of the person observed); or
- Taking pictures or video or audio recording another in a sexual act, or in any other private activity without the consent of all involved in the activity, or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or distributing sexual pictures without the photographed person's consent);
- Prostitution;
- Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted infection (STI) and without informing the other person of the infection; and
- Administering alcohol or drugs to another person without his or her knowledge or consent.

Sexual Harassment

Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is either explicitly or implicitly a term or condition of an individual's education or employment;
- Submission to or rejection of any such conduct by an individual is used as a basis for education or employment decisions; or
- Such conduct is sufficiently severe or pervasive to alter the conditions of or have the purpose or effect of substantially interfering with an individual's work or academic performance by creating an intimidating, hostile, or offensive working or education environment.

Sexual Harassment does not include verbal expression or written or electronic material relevant and appropriately related to course subject matter or curriculum. This policy shall not abridge academic freedom nor the University's educational mission.

Sexual Misconduct

The Commonwealth of Kentucky defines various violent and/or non-consensual sexual acts as crimes in KRS 510. The University may take action in cases in which no criminal charges are filed and its procedures are substantively different

Stalking

from those used in the criminal justice system. The University considers the following violations to be sexual misconduct: Sexual Harassment, Dating/Domestic/Intimate Partner Violence, Non-consensual Sexual Contact, Non-consensual Sexual Intercourse, Sexual Exploitation, and Stalking.

Stalking is a course of conduct directed at a specific person on the basis of actual or perceived membership in a Protected Class that is unwelcome and would cause a reasonable person to feel fear.

University Community Member Veteran

All faculty, staff, students, and Board of Regents members as well as anyone doing business for or with the University.

The term "veteran" means a person who served in the United States active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable.

Responsibilities

The Office of Equity and Inclusion Director and Title IX Coordinator is responsible for administering this regulation.

Interpreting Authority

The Office of Equity and Inclusion Director and Title IX Coordinator.

Statutory or Regulatory References

Executive Order (EO) 11246

The Vietnam Era Veterans' Readjustment Assistance Act (VEVRA)

Pregnancy Discrimination Act of 1978

Immigration Reform and Control Act of 1990 (IRCA)

Title VII of the Civil Rights Act of 1964

Title IV of the Civil Rights Act of 1964

Title VI of the Civil Rights Act of 1964

The Civil Rights Act of 1991 (CRA)

Equal Pay Act of 1963

Age Discrimination in Employment Act of 1967 (ADEA)

Title I of the Americans with Disabilities Act (ADA) of 1990

ADA Amendments Act of 2008 (ADAAA)

Rehabilitation Act of 1973

Kentucky Civil Rights Act (KRS 344)

Genetic Information Nondiscrimination Act of 2008

Title IX, of the Education Amendments of 1972

The Family Medical Leave Act of 1993

Violence Against Women Act Reauthorization of 2013

Any and all regulations pertaining to the above-referenced acts found in the Code of Federal Regulations and/or the Kentucky Administrative Regulations.

Regulation Review and Approval

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September 25, 2017

June 8, 2015

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Director, Policy and Legal Operations

Director, Policy and Legal Operations

Vice Provost

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Student Government Association

Staff Council

Adopted

Approved

Approved

Resolution of Support

Approved

Regulation Issued

Date

September 5, 2014

Entity

President Michael T. Benson

Action

Adopted Interim

Model Laboratory School

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Model Laboratory School

Codification Outline

01	Powers and Duties
01.0	Definitions
01.1	Legal Status of the School
01.5	Policy on Policies
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01.61	Records Management

DEFINITIONS

The following expressions are defined with respect to their intended meanings in the context of this manual:

POLICIES

An expression of the will of the Eastern Kentucky University's Model Laboratory School. Although other statutes may have policy implications, the general scope of policies is defined by KRS 164.380. Policies cover the general management and governance of the school's operations and functions. Within the parameters of the Board of Regents and the School's legal authority, violations of policy may provide grounds for administrative response or action as relates to students, employees, parents, and members of the community, but such policies are not intended to heighten standards of care, establish grounds for liability or create rules for immunities enjoyed by defendants in civil judicial actions against the school, Board of Regents, employees, officers, or volunteers.

PROCEDURES

Procedures outline the implementation of the policies.

ADMINISTRATIVE REGULATIONS

References such as "State Board regulations", "state regulations", and "administrative regulations" shall mean Kentucky Administrative Regulations (KAR) promulgated by the Kentucky Board of Education.

UNIVERSITY

In this manual the term University refers to the Eastern Kentucky University.

BOARD

In this manual the term Board refers to the members of the Eastern Kentucky University's Board of Regents. The role of the Board shall be to:

- Approve policy;
- Approve tuition and fees;
- Expel students;
- Hear appeals for disenrollment, expulsions and grievances as specified in policy; and
- Grant tenure.

ADVISORY COMMITTEE

A committee appointed by the Superintendent that will meet quarterly to review and provide feedback on strategies and the mission of the school as related to goals and performance.

SCHOOL

In this manual the term School refers to the Eastern Kentucky University's Model Laboratory School.

PRESIDENT

In this manual the term President refers to the President of Eastern Kentucky University.

DEFINITIONS**SUPERINTENDENT**

Policies that charge the Superintendent with preparing and/or implementing provisions of procedures, plans, or programs for Board review also direct any other employee to whom the Superintendent may delegate such charges.

PRINCIPAL

In this manual the term principal refers to a principal of either elementary or secondary as appropriate and includes any other employee to whom a principal may delegate responsibility for a specific task.

MANAGER/SUPERVISOR

In this manual the term manager/supervisor refers to Manager/Supervisor as appropriate.

MASTER INSTRUCTOR/FACULTY ASSOCIATE

In this manual the term master instructor/faculty associate refers to Master Instructor/Faculty Associate as appropriate.

TEACHER/FACULTY

Except for referenced statutes which specify a different definition for the purposes of those statutes, in this manual the term teacher/faculty shall refer to any person, other than the Superintendent, for whom certification is required as a basis for employment.

PARENT OR GUARDIAN

Parent, as used in the policy manual, means parent, legal guardian, or other person authorized by law to act as a parent as the context requires.

GENDER

Unless otherwise noted, all gender references include both male and female.

CHILDREN AND YOUTH WITH DISABILITIES

In compliance with federal law and unless otherwise indicated, use of the terms "handicapped/special education/exceptional" shall refer to children and youth with disabilities.

STUDENT ATTENDANCE DAY

Unless otherwise noted, use of the term "instructional day" shall have the same meaning as "student attendance day".

HEALTH PROVIDER

Unless otherwise noted, the terms "health care provider" and "health care practitioner" have the same meaning.

RELATED POLICIES

The listing of related policies at the bottom of a document is a generic list and may include some policy numbers that this manual does not contain.

REFERENCES

Legal references listed in this manual, such as state and federal statutes and regulations, Kentucky Attorney General Opinions, and court cases are provided as a tool for additional research and are not intended to be viewed as a complete listing of legal resources applicable to a particular topic.

DEFINITIONS

REFERENCES:

¹KRS 157.320; 102 KAR 1:036; 702 KAR 1:035
KRS 158.144
KRS 160.290; KRS 160.340; KRS 160.345
KRS 161.1590
KRS 405.028
701 KAR 8:010; 701 KAR 8:020; 701 KAR 8:030; 701 KAR 8:040
702 KAR 6:010; 702 KAR 6:020; 702 KAR 6:040
702 KAR 6:045; 702 KAR 6:075; 702 KAR 6:090

Adopted/Amended:
Order #:

Legal Status of the School

GOVERNANCE

Model Laboratory School is defined by KRS 164.380 as a lab school and is established as a Child Learning and Study Center by KRS 65.210, 65.230, and 157.360. As such, it does not meet the definition of school as outlined in KRS 160.345 which would require development of a school-based decision-making council.

The governance structure for the School is:

- The Board of Regents of ECU establishes policies;
- The Superintendent of the School reports to the President/designee of ECU;
- An Advisory Committee, whose function for the School will be to review and provide recommendations to the Superintendent regarding:
 - Strategic goals;
 - Parent and community engagement; and
 - Academic programs.

ADVISORY COMMITTEE

The Advisory Committee will be a ten (10) person body, comprised of the following appointed by the Superintendent to serve two (2)-year terms. An individual must hold the current role in order to serve in that position. An individual may serve up to two (2) consecutive terms. The Superintendent will accept nominations for the following composition of the committee:

- Two (2) teachers, one elementary and one from secondary;
- One (1) Board of Regents member;
- Two (2) parents of Model Lab School students;
- One (1) non-exempt staff member;
- One (1) student;
- Two (2) community members at large;
- One (1) ECU administrator.

PURPOSE

The School's purpose is to educate students from Kindergarten through twelfth grade (K-12) while providing field experiences for ECU students and demonstrating evidence-based strategies to become a model of educational excellence for the Commonwealth.

The Superintendent will consider new programs based on the stated purposes of the School:

- To acquaint college students with the methods of teaching and serve as a practice school;

Legal Status of the School**PURPOSE (CONTINUED)**

- To further the School's mission to research, experiment and advance educational innovation;
- To provide a world-class education for its students

ENROLLMENT: AGREE TO PARTICIPATE

Enrollment in a laboratory school shall include the expectation that students will be involved in exempted and expedited research projects. Exempted projects are those where observations and research consider the ordinary, everyday functioning of students and classes; expedited research is where the class and individuals are held anonymous in the finished research documented and the Institutional Review Board (IRB) of Eastern Kentucky University has previously approved the research topic.

Students participating in such research projects may participate in surveys, interviews, focus groups and program evaluations, and may be asked questions related to their perceptions, motivations, cognition, beliefs, practices and social behaviors. A variety of instruments may be used for data collection including observations, videotaping and computerized recordings. Other research projects approved by the Superintendent that do not meet the above descriptions of exempted and expedited research will require parental approval for student participation in each project. Model Laboratory School will conduct research in compliance with the policies of Eastern Kentucky University's Institutional Review Board.

EXTERNAL RESEARCH

Requests for research studies and piloting of programs within Model Lab School by external researchers or organizations must be approved by the Superintendent. All approved requests must comply with the University's IRB processes.

NOTICE OF NONDISCRIMINATION

Eastern Kentucky University, and by extension, Model Laboratory School, is an Equal Opportunity (EEO)/Affirmative Action (AA) institution that values diversity in its faculty, staff, and student body and does not discriminate on the basis of age (40 and over), race, color, religion, sex, sexual orientation, gender expression, pregnancy, ethnicity, national origin, disability, veteran status, and/or genetic information in the admission to, or participation in, any educational program or activity (e.g. athletics, academics, and housing) which it conducts, or in any employment policy or practice, in conformity with law.

Notice of the name, work address and telephone number of the Title IX Coordinator and the Section 504 Coordinator for the University shall be provided to employees, applicants for employment, students, parents/guardians, and other beneficiaries such as participants in activities offered to the public.

Legal Status of the School

REFERENCES:

KRS 65.210; KRS 65.230; KRS 157.360; KRS 160.345; KRS 164.380
Americans with Disabilities Act
Section 504 of the Rehabilitation Act of 1973
Title VI of the Civil Rights Act of 1964
42 U.S.C. 200e, Civil Rights Act of 1964, Title VII
20 U.S.C. 1681, Education Amendments of 1972, Title IX
Genetic Information Nondiscrimination Act of 2008

RELATED POLICIES:

03.162; 03.262; 05.3
09.13; 09.14; 09.3211; 09.42811; 10.5

Adopted/Amended:
Order #:

Policy on Policies

The Policies in the Volume are specific to and govern faculty, staff, and students at Model Laboratory School. When there is no policy on a topic in this volume, Model's policy defaults to ECU policy. Should an ambiguity arise with conflicting policy, University Counsel shall determine the governing policy.

Policies for Model Laboratory School will be reviewed by appropriate Model Laboratory School personnel and recommended by the Superintendent and submitted to the Board of Regents annually for approval.

Interim policies may be developed and implemented by the Superintendent when approved by the President/designee until such time the Policy can be approved by the Board of Regents.

ENACTMENT OF POLICY

Proposals to adopt new policies or to modify existing policies shall be permitted with one reading.

Adopted/Amended:

Order #:

Administrative Procedures

The Superintendent/designee shall develop and implement administrative procedures, which outline the implementation of the policies.

Adopted/Amended:

Order #:

Records Management

RECORDS OFFICER

The Superintendent shall designate a Records Officer who shall inventory, analyze and schedule disposition of School records.

RETENTION AND DISPOSAL OF RECORDS

The School shall follow the Records Retention Schedule, Public School District in its management of school records. If a record in question is not listed in this schedule, a written request for disposal of records must be submitted by the Superintendent to the Division of Archives and Records and the request must be approved in writing by the State Librarian.¹

When there is a question whether a particular record or group of records should be destroyed, the state archives and records commission shall have exclusive authority to make this decision.²

LITIGATION

After consultation with the Eastern Kentucky University's Attorney as deemed appropriate, the Superintendent should direct that records relevant to pending or threatened litigation, administrative proceedings, or investigations shall not be destroyed even if the retention period for such records has passed.

INFORMATION SECURITY BREACH

Information security breaches shall be handled in accordance with KRS 61.931, KRS 61.932, and KRS 61.933 including, but not limited to, investigations and notifications.

Within seventy-two (72) hours of the discovery or notification of a security breach, the Superintendent shall notify the Commissioner of the Kentucky State Police, the Auditor of Public Accounts, the Attorney General, and the Education Commissioner.

RETENTION OF RECORDINGS

School officials shall retain any digital, video, or audio recording according to the following:

- Retain for a minimum period of one (1) week a master copy of any digital, video, or audio recordings of school activities without editing, altering, or destroying any portion of the recordings, although secondary copies of the master copy may be edited; and
- Retain for a minimum of one (1) month in an appropriate format, a master copy of any digital, video, or audio recordings of activities that include, or allegedly include, injury to students or school employees without editing, altering, or destroying any portion of the recordings.³

If an incident is being investigated, retain recordings until investigation and legal activity are completed.

Records Management

REFERENCES:

¹725 KAR 1:030; KRS 171.420; KRS 171.570

²KRS 171.670; KRS 171.410; KRS 171.660; 725 KAR 1:020

³KRS 160.705

KRS 61.931; KRS 61.932; KRS 61.933

725 KAR 1:025; 702 KAR 1:170

Records Retention Schedule, Public School District

Data Security and Breach Notification Best Practice Guide

Adopted/Amended:
Order #:

02	Administration
02.1	Superintendent Selection
02.12	Duties of Superintendent
02.14	Superintendent Evaluation
02.214	Master Instructor/Faculty Associate
02.3	Management
02.31	School Resource Officers (SROs)
02.32	Central Office Hours

Superintendent Selection**SELECTION COMMITTEE**

When selecting a superintendent, the President/designee will establish a screening committee with members appointed by the President/designee, and may include:

- Two (2) teachers, one secondary and one elementary;
- One (1) member of Board of Regents or Model Lab School advisory committee;
- One (1) Model school administrator or principal;
- One (1) parent;
- One (1) non-exempt staff member.

HIRING AND APPOINTMENT

The final selection of the Superintendent shall be determined by the President/designee who shall consider the recommendation of the search committee but shall not be bound by their recommendation. The Superintendent is eligible for tenure as a faculty member as established in Policy 03.115.

The President/designee may appoint an interim superintendent should a vacancy occur for any reason.

REFERENCES:

¹KRS 160.352

KRS 160.350; KRS 160.370, OAG 91-3

RELATED POLICY

03.115

Adopted/Amended:
Order #:

Duties of Superintendent**PROFESSIONAL ADVISOR**

The Superintendent shall be the professional advisor to the Board for matters related to Model Laboratory School.

EXECUTIVE OFFICER

The Superintendent shall be the executive and academic officer of Model Laboratory School. As executive officer, the Superintendent is responsible for carrying out all policies and rules and regulations established by the Board.¹

SPECIFIC DUTIES

The Superintendent shall:

1. Meet with the Board when necessary.
2. See that the laws relating to the school, the administrative regulations of the Kentucky Board of Education, and the policies of the School are carried into effect;
3. Prepare, under the direction of the Board, all rules, procedures, bylaws, tuition and fee schedule, and statements of policy for review, approval and/or adoption by the Board;
4. Have general supervision, subject to the control of the Board, of the general conduct of the schools, the management of business affairs and, in accordance with state law, the course of instruction, and the discipline of pupils;¹
5. Exercise general supervision of the schools, examine their condition and progress, and keep informed of the progress in other schools;³
6. Prepare or have prepared all budgets, salary schedules, and reports required by the University and by the Kentucky Board of Education;³
7. Determine the need of extension of the Model Laboratory School³
8. Receive and examine reports from faculty and other school officers;³
9. Make reports from time to time as directed by the Board;³
10. Be responsible to the University for the general condition of the schools;³
11. Meet all training and continuing education requirements specified in statute and administrative regulations.⁴
12. Develop and implement procedures;
13. Prepare strategic plan and goals;
14. Hire, assign and evaluate faculty and staff;
15. Recommend faculty for tenure;
16. Authorize agreements dealing with education research in consultation with legal counsel;
and
17. Develop and enact interim policies.

Duties of Superintendent

REFERENCES:

¹KRS 160.370; OAG 78-274; OAG 82-604

²KRS 160.380

³KRS 160.390

⁴KRS 156.111; 704 KAR 3:406

KRS 15.257; KRS 160.395

Adopted/Amended:
Order #:

Superintendent Evaluation

The President/designee will evaluate the Superintendent annually.

REFERENCES:

KRS 156.557
704 KAR 3:370

RELATED POLICY:

03.18

Adopted/Amended:
Order #:

Master Instructor/Faculty Associate**PURPOSE**

In an effort to recruit and retain world class educators and fulfill the mission of a Laboratory School, the Master Teacher program seeks to:

- Provide leadership opportunities for faculty;
- Develop instructional ambassadors for Model's outreach, visitors, and partners;
- Identify and deploy trainers and consultants for growing other educators;
- Develop a cadre of mentors to train the next generation of world class educators; and
- Provide a competitive, performance-based compensation model.

GOALS

Each Master Teacher will develop and implement an annual plan that outlines their unique contribution to advance the mission, vision, and, and initiatives of Model Laboratory School which includes but is not limited to:

- Providing professional development/learning to Kentucky's teachers;
- Proposing, undertaking, analyzing / drawing conclusions, and presenting findings on action research;
- Developing new programs, courses, curricula, frameworks, activities, and assessments aligned to strategic objectives;
- Leading the collaborative development with ECU partners on courses and pathways for P-16 initiatives; and
- Leading and implementing schoolwide/departmental strategic initiatives.

Additionally, each Master teacher will serve as a mentor for a new Model Laboratory faculty member.

ELIGIBILITY

Full-time, tenure-track, regular classroom teachers who have at least three (3) years of teaching experience with at least one (1) year of full-time experience at Model Laboratory School. Teachers with prior experience can apply during their first year at Model, but not before.

Faculty candidates must exhibit and provide evidence of the following leadership criteria:

- Committed to the mission and vision of Model Laboratory School;
- Demonstrate a positive and optimistic perspective about the mission and vision;
- Engaged and successfully exhibiting implementation of the school's initiatives, principles and practices;
- Exemplary communication and presentation skills AND ability to work with and teach adult learners;
- Demonstrated expertise in Model's Theory of Action (Pedagogy, Programs, Curriculum);

Master Instructor/Faculty Associate**ELIGIBILITY (CONTINUED)**

- Proven results (e.g., academic achievement, closing the gap, differentiation, classroom management);
- Demonstrated expertise in a particular aspect of the school's initiatives, principles, or practices (e.g., Pedagogical Knowledge, Content Knowledge, Technology Integration, Classroom Management);
- Strategic thinking (e.g., long-term planning, data analysis, scaffolded instruction and assessment, looking for opportunities);
- Willingness to change, learn, grow, reflect, develop (willing to accept and give constructive feedback);
- Takes risks, innovates, solves problems creatively and proactively; and
- Demonstrates motivation, grit, persistence, and follow through.

PROCESS**Initial (and subsequent) Application**

Faculty candidates seeking this opportunity must apply to the Superintendent by March 1 to be considered for the upcoming school year. Faculty candidates may reapply annually.

Initial applicants will be evaluated on eligibility requirements and the alignment of the proposed activities and initiatives to the Model Lab School's strategic plan.

TITLES

The title "Master" is added to the academic rank of any faculty member who is appointed into and is in good standing in the Master Teacher program.

EVALUATION AND ANNUAL RENEWAL

The Master Faculty distinction will be evaluated annually by a minimum of three members of the Model Lab School administration. Applications for renewal and reappointment shall be considered by completing the following timeline:

- By April 15, each Master Instructor/Faculty Associate will review with his or her supervisor the plan for the year.
- By April 30, Master Faculty Instructor/Associate with good standing (with successful implementation of the prior year's plan) will submit or update their plan with their supervisor/principal.
- By May 10, The Administrative Team will evaluate the progress, product, and proposed plan and make a recommendation to the Superintendent about renewal.
- By May 15, The Superintendent will evaluate the progress, product, and proposed plan and make a final determination about renewal. Superintendent will notify the Master Instructor/Faculty Associate of appointment status.

Master Instructor/Faculty Associate**EVALUATION AND ANNUAL RENEWAL (CONTINUED)**

Faculty members who do not complete the evaluation process, who are not recommended by their principal/supervisor/Superintendent, or who elect not to reapply shall not have the title “Master” removed from their academic rank and will not receive Master Teacher compensation for the upcoming school year.

Faculty members who have a break in Master Teacher status must reapply following the same process for initial consideration.

Adopted/Amended:
Order #:

Management**STANDARDS OF PERSONNEL MANAGEMENT**

Supervisors shall observe the following standards in providing direction to employees under their supervision:

1. Supervisors shall endeavor to establish an atmosphere of cooperation and professional courtesy.
2. Supervisors shall direct employees under their supervision in keeping with policies, administrative procedures and other legal requirements.
3. Supervisors shall assist employees in solving problems that arise in the workplace in a timely and supportive manner. This shall include providing information to help the employee to communicate to a higher level an employee's complaint, grievance or suggestion to improve performance of assigned tasks.
4. Supervisors shall monitor employee performance to document training needs and share this information with the Superintendent/designee.

Supervisors shall receive appropriate training to equip them to meet the standards in this policy.

In addition, the Superintendent shall establish a process to monitor personnel management practices to include the opportunity for employees to communicate their concerns and recommendations about the working environment.

RELATED POLICIES:

03.132/03.232
03.162/03.262
03.19/03.29

Adopted/Amended:
Order #:

School Resource Officers (SROs)**DEFINITION**

"School resource officer" or "SRO" means an officer who has specialized training to work with youth at a school site and is:

- (a)
 - 1. A sworn law enforcement officer; or
 - 2. A special law enforcement officer appointed pursuant to KRS 61.902; and
- (b) Employed:
 - 1. Through a contract between a local law enforcement agency and a school district;
 - 2. Through a contract as secondary employment for an officer, as defined in KRS 16.010, between the Department of Kentucky State Police and a school district; or
 - 3. Directly by a local Board of Education.¹

TRAINING REQUIREMENTS

Effective January 1, 2020, all School Resource Officers (SROs) shall successfully complete forty (40) hours of annual in-service training that has been certified or recognized by the Kentucky Law Enforcement Council for SROs. Any SRO who fails to successfully complete training requirements within the specified time periods, including approved extensions, shall lose his/her SRO certification and shall no longer work in a school.

SUPERINTENDENT TO REPORT

No later than November 1 of each year, the Superintendent shall report to the Center for School Safety the number and placement of SROs in the District. The report shall include the source of funding and method of employment for each position.

REFERENCES:

- ¹KRS 158.441
- KRS 61.902
- New Section of KRS 441

RELATED POLICY:

09.4361

Adopted/Amended:
Order #:

Central Office Hours

OFFICE HOURS

The Superintendent will establish and publish working hours for Model Laboratory School faculty and staff.

HOLIDAY CLOSINGS

Model Laboratory School and office will be closed on all Eastern Kentucky University holidays.

Adopted/Amended:

Order #:

03	Personnel
03.11	Hiring
03.115	Tenure
03.1161	Coaches and Assistant Coaches
03.121	Salaries (Faculty)
03.122	Holidays
03.1232	Sick Leave (Faculty)
03.1235	Professional Consulting Leave
03.125	Expense Reimbursement (Faculty)
03.1251	Continuing Education and Tuition Assistance
03.126	Planning Time
03.1313	Demotion
03.132	Supervision (Faculty)
03.1321	Use of School Property (Faculty)
03.13211	Use of Telephone (Faculty)
03.13214	Use of Personal Cell Phones/Telecommunication Devices
03.1323	Solicitations
03.1324	Political Activities (Faculty)
03.1325	Disrupting the Educational Process (Faculty)
03.13251	Drug-Free/Alcohol-Free Schools
03.13253	Domestic/Dating Violence Reporting and Education
03.1326	Dress and Appearance (Faculty)
03.1327	Use of Tobacco (Faculty)
03.133	Duties (Faculty)
03.1331	Outside Employment or Activities (Faculty)
03.1332	Hours of Duty (Faculty)
03.16	Grievances
03.162	Harassment/Discrimination (Faculty)
03.17	Non-Reappointment/Dismissal of Faculty
03.173	Suspension
03.18	Evaluation (Faculty)
03.19	Professional Development
03.21	Hiring
03.2141	Nonteaching Coaches and Assistant Coaches
03.221	Salaries (Non-Faculty)

03	Personnel
03.222	Holidays and Vacations
03.2232	Sick Leave (Non-Faculty)
03.225	Expense Reimbursement
03.2251	Continuing Education and Tuition Assistance
03.232	Supervision (Non-Faculty)
03.2321	Use of School Property (Non-Faculty)
03.23211	Use of Telephone
03.23214	Use of Personal Cell Phones/Telecommunication Devices
03.2323	Solicitations
03.2324	Political Activities (Non-Faculty)
03.2325	Disrupting the Educational Process (Non-Faculty)
03.23251	Drug-Free/Alcohol-Free Schools (Non-Faculty)
03.23253	Domestic/Dating Violence Reporting and Education
03.2326	Dress and Appearance (Non-Faculty)
03.2327	Use of Tobacco (Non-Faculty)
03.233	Duties (Non-Faculty)
03.2331	Outside Employment or Activities (Non-Faculty)
03.2332	Hours of Duty (Non-Faculty)
03.26	Grievances
03.262	Harassment/Discrimination (Non-Faculty)
03.29	Staff Development
03.3	Student Teachers
03.4	Substitute Teachers
03.5	Paraprofessionals
03.6	Volunteers

- FACULTY-**Hiring**

Full-time, tenure-track vacancies shall be advertised for fifteen (15) days.

Part-time teachers who are employed by the University in another capacity and who teach less than .50 FTE may be appointed by the Superintendent without posting.

QUALIFICATIONS

The Superintendent shall employ only individuals who are qualified for the positions they will hold, except in the case where no individual applies who is properly certified and/or who meets qualifications set by Superintendent.

Employees shall be chosen with reference to their certification and their personal, educational, physical, moral and emotional fitness for the position. Other factors which shall be considered include undergraduate and graduate academic performance, prior experience, and strength of references.

The following shall not be considered for employment by the School:

- Applicants who have been terminated and/or non-renewed by a school district for cause;
- Those who have resigned in lieu of termination; and
- Applicants who have ever had their certification suspended or revoked.

Hiring of certified personnel who have previously retired under TRS shall be in compliance with applicable legal requirements.²

All teachers shall meet applicable certification or licensure requirements as defined by state and federal regulation.³

Applicants, employees, and student teachers assigned within the School shall undergo records checks and testing as required by applicable statutes and regulations.¹

CRIMINAL BACKGROUND CHECK AND TESTING

Each application or renewal form provided to applicants for a certified position shall conspicuously state the following:

"FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE APPLICANT HAS NO FINDINGS OF SUBSTANTIATED CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES."

Hiring

CRIMINAL BACKGROUND CHECK AND TESTING (CONTINUED)

Initial employment shall be contingent on receipt of records documenting that the individual does not have a conviction for a felony sex crime or as a violent offender as defined in KRS 17.165 or other conviction determined by the Superintendent to bear a reasonable relationship to the ability of the individual to perform the job. Employment shall also be contingent on receipt of a letter from the Cabinet provided by the individual documenting that the individual does not have a substantiated finding of child abuse or neglect in records maintained by the Cabinet.

Probationary employment shall terminate on receipt of a criminal history background check documenting a conviction for a felony sex crime or as a violent offender.

Link to DPP-156 Central Registry Check and more information on the required CA/N check:

<http://manuals.sp.chfs.ky.gov/chapter30/33/Pages/3013RequestfromthePublicforCANChecksandCentralRegistryChecks.aspx>

Criminal records checks on persons employed in Head Start programs shall be conducted in conformity with 45 C.F.R. § 1302.90.

In the event an emergency exists whereby a position must be filled before the criminal records check has been completed, the Superintendent is authorized to fill the position on a probationary basis until the criminal records report has been completed. Final disposition of employment status shall be determined once the criminal records report has been completed.

SELECTION COMMITTEE

The selection committee for full-time tenure-track faculty positions will be appointed by the Superintendent/designee and will be comprised of the following:

- Two (2) teachers;
- Two (2) Model Laboratory School parents;
- One (1) member of the ECU community; and
- In some cases, a student.

The Selection Committee shall:

- Be provided training required by ECU Human Resources;
- Develop or review requirements, attributes, dispositions, and/or interview protocols;
- Assist with recruiting, conduct interviews, and check references of the candidates; and
- Provide recommendations to the Superintendent with feedback about the candidates;

The Superintendent, after consulting with the Selection Committee Chair and supervising administrator, will make the final selection.

Hiring

ACADEMIC RANK

Full-time, tenure-track faculty hired prior to May 15, 2019, are employed as University, Tenure-Track Faculty. These faculty members are subject to the University's Academic Affairs Policies and Procedures (Volume 4, Chapter 6). Academic rank and conditions for promotion and/or reappointment are determined at the time of hire. Salary schedule A will be used to calculate compensation for these employees. Full-time tenure-track regular classroom teaching faculty members may, by April 15, 2020, voluntarily elect a permanent, irrevocable transfer from University, Tenure-Track to Lab School-Tenure Track which necessitates a change placing the faculty member on Salary Schedule B. Faculty who make this voluntary election shall be subject to policies and procedures related to Model Laboratory School (Volume 12).

Full-time, tenure-track faculty hired after May 15, 2019, shall be employed as University Lab School Tenure-track Faculty. These faculty members are subject to the Policies and Procedures for Model Laboratory School (Volume 12). Academic rank and specific conditions for reappointment are determined at the time of hire. These faculty members shall hold the academic rank and title "Instructor." Tenured Model Lab Teachers earn the title "Faculty Associate." Salary Schedule B will be used for full-time tenure-track faculty hired after May 15, 2019.

EXTRACURRICULAR ACTIVITIES

Using a process approved by the Superintendent and required by the University, the designated supervisor (e.g. Athletic Director, Principal) shall recruit, interview, and recommend for hire athletic coaches and club/activity sponsors. The Superintendent will approve the recommendation.

VACANCIES POSTED

Under procedures developed by the Superintendent, a listing of all School job openings shall be posted on the University website in a timely basis and shall refer interested persons to the Central Office for additional information.

Notice of all job openings shall be sent to each school for posting in appropriate locations.

When a vacancy for a teaching position occurs in the school, the Superintendent shall conduct a search to locate minority candidates to be considered for the position.

JOB DESCRIPTION

All employees shall receive a copy of their job description and responsibilities.

EVALUATION INFORMATION

Upon employment, the individual shall be furnished with a copy of the evaluation procedure and given the opportunity to review the procedure and ask questions about it.

Hiring**LETTER OF INTENT**

By March 1 of each year, each employee shall submit to the Superintendent a letter of intent signifying his/her desire to be re-employed.

EMPLOYEES SEEKING A JOB CHANGE

Other than the routine transmission of administrative and personnel files, school employees are prohibited from assisting a school employee, contractor, or agent in obtaining a new job if the individual knows, or has probable cause to believe, that such school employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law and such school employee, contractor, or agent does not meet the exceptions outlined in 20 U.S.C. § 7926.

REFERENCES:

KRS 17.160; KRS 17.165
KRS 156.106; KRS 160.345; KRS 160.380; KRS 160.390
KRS 161.042; KRS 161.605; KRS 161.611; KRS 161.750
KRS 335B.020; KRS 405.435
16 KAR 9:080; 702 KAR 1:150; 702 KAR 3:320; 704 KAR 7:130
P. L. 114-95, (Every Student Succeeds Act of 2015)
20 U.S.C. § 7926; 42 U.S.C. § 9843a(g)
45 C.F.R. § 1302.90
OAG 18-017; OAG 73-333; OAG 91-10; OAG 91-149; OAG 91-206
OAG 92-1; OAG 92-59; OAG 92-78; OAG 92-131; OAG 97-6
Records Retention Schedule, Public School District

RELATED POLICIES:

03.1161; 03.132; 03.18

Adopted/Amended:
Order #:

- FACULTY-**Tenure****ELIGIBILITY FOR TENURE**

All tenure-track faculty are eligible to apply for tenure. Tenure may be earned based on the requirements outlined in governing policy. The applicable policy is determined by hire date or eligible election.

Instructors are eligible to apply for tenure after their fourth year at Model but must apply for tenure no later than the beginning of their sixth (6th) year at Model.

Instructors who apply for tenure early (e.g., in years four or five) but who aren't recommended for tenure are not eligible to reapply and will not be reappointed.

Tenure, when awarded by the University's Board of Regents, is only recognized at Model Lab School and not part of any other department, college, or school within the University.

FACULTY HIRED PRIOR TO MAY 15, 2019

Full-time, tenure-track faculty hired prior to May 15, 2019, are employed as University, Tenure-Track Faculty. These faculty members are subject to the University's Academic Affairs Policies and Procedures (Volume 4, Chapter 6). Academic rank and conditions for promotion and/or reappointment are determined at the time of hire. Salary schedule A will be used to calculate compensation for these employees. Full-time tenure-track regular classroom teaching faculty members may, by April 15, 2020, voluntarily elect a permanent, irrevocable transfer from University, Tenure-Track to Lab School-Tenure Track which necessitates a change placing the faculty member on Salary Schedule B. Faculty who make this voluntary election shall be subject to policies and procedures related to Model Laboratory School (Volume 12).

FACULTY HIRED ON OR AFTER MAY 15, 2019

Full-time, tenure-track faculty hired after May 15, 2019, shall be employed as University Lab School Tenure-track Faculty. These faculty members are subject to the Policies and Procedures for Model Laboratory School (Volume 12). Academic rank and specific conditions for reappointment are determined at the time of hire. These faculty members shall hold the academic rank and title "Instructor." Tenured Model Lab Teachers earn the title "Faculty Associate." Salary Schedule B will be used for full-time tenure-track faculty hired after May 15, 2019.

TRANSFER OF TENURE

Tenure earned outside of Model Laboratory School, including other schools/district, other university departments, schools or colleges is not recognized.

VISITING/PART-TIME/CONSULTATIVE EVALUATIONS

Employment in any of these roles is not eligible toward tenure.

Tenure**ADMINISTRATOR EVALUATIONS**

The Superintendent/Designee shall evaluate administrators annually. There is no administrator tenure; however, administrators follow the same process as other faculty in order to earn teaching tenure.

CRITERIA AND NOTIFICATION

The Superintendent/Designee shall provide overview of the tenure process and evaluation criteria to all participants by September 1 annually.

SUPERINTENDENT TO RECOMMEND

For University Lab School tenure-track faculty, the Superintendent shall make recommendations to the Board of Regents. Tenure is ultimately granted or denied by the University's Board of Regents. Tenure is official only after being granted by the Board of Regents. University tenure-track faculty will follow faculty appointment and evaluation Volume 4, Chapter 6.

RELATED POLICIES

03.11

03.18

Adopted/Amended:
Order #:

- FACULTY -**Coaches and Assistant Coaches**

Any middle or high school coach (head or assistant, paid or unpaid) shall successfully complete all training required by the School, the Kentucky Board of Education, the Kentucky High School Athletic Association, and state law and regulation. This shall include safety and first aid training and providing the school documentation of successful completion of a C.P.R. course that includes the use of an automatic defibrillator and first aid training, conducted by an instructor or program approved by a college or university, the American Red Cross, American Heart Association, or other bona fide accrediting agency. Initial certification shall use in-person instruction with certification updated as required by the approving agency.²

Nonfaculty coaches and nonfaculty assistants shall complete School training that includes:

- information on the physical and emotional development of students of the age with which they will be working;
- the school's discipline policies;
- procedures for dealing with discipline problems;
- safety and first aid training;
- active shooter training;
- school email account procedures;
- finance and accounting procedures;
- system of communication;
- school branding guidelines;
- supervision of students; and
- duty to report.

Follow-up training shall be provided annually.¹

STYLE GUIDE

All coaches must follow the School's Style Guide for any use of logos or branding.

REFERENCES:

¹KRS 161.185

²702 KAR 7:065

KRS 156.070

KRS 160.445

KRS 161.180

RELATED POLICIES:

03.19; 03.2141

09.311; 10.4

Adopted/Amended:
Order #:

- FACULTY -**Salaries****SALARY**

All teachers must hold a properly authorized Kentucky teaching certificate and will be paid based on rank (as determined by Education Professional Standards Board {EPSB}), experience, role, date of hire and FTE.

SALARY SCHEDULES

The Superintendent shall develop salary schedules for all positions by May 1 annually. These schedules shall be made available upon request.

Beginning with the 2019-2020 school year, two salary-schedules will be in effect:

- Salary Schedule A – Traditional schedule, and
- Salary Schedule B – Compensation model that incentivizes performance.

All School faculty hired before May 15, 2019, shall receive compensation based on Salary Schedule A. These faculty members may voluntarily elect a permanent transfer from Schedule A to Schedule B.

Part-time and full-time faculty serving as regular classroom teachers hired after May 15, 2019, shall receive compensation based on Salary Schedule B with the following exceptions:

- Full or part-time counselors, administrators, coordinators, directors, and any other leadership role in which the faculty member is not assigned to full-time classroom instruction shall receive compensation on Salary Schedule A.

Part-time faculty are those who are employed as a teacher for less than .60 FTE.

EXTENDED EMPLOYMENT

Compensation for employment contracted beyond the minimum number of working days required by law shall be prorated.

EXPERIENCE

The rank and experience of faculty personnel shall be determined at time of hire. The Superintendent shall determine experience based on relevant employment history and/or employment verification. Only relevant experience completed after a four-year has been earned may be considered.

Experience earned as of last day of school for the 2018-2019 school year shall be used as the maximum experience level going forward for all full-time, tenure-track faculty serving as regular classroom teachers hired before May 15, 2019.

When a faculty member assumes a new role as a counselor, administrator, coordinator, director, or any other leadership positions, experience will be reevaluated.

RANK

The faculty member's rank is determined by EPSB. Changes in rank must be submitted to the Superintendent prior to September 15 of the current school year. Rank changes received on or after September 15 will be applied to the following school year.

Salaries**SALARY ENHANCEMENTS**

National Board Certification - Upon completion of the National Board certification requirements, employees must submit documentation in writing prior to the last day of school in the first semester to receive the salary increase for the current school year.

Teaching Overload – Faculty members who work an overload may receive additional compensation.

Exceptional Experience – When an employee has exceptional experience, a one-year or on-going supplement may be issued.

Master Teacher Program – A full-time, tenure-track regular classroom teacher may receive additional compensation as part of the Master Teacher program.

Leadership/Administrative Supplements – Counselors, administrators, coordinators, directors, and any other leadership roles may receive extra duty/leadership supplement(s).

Doctoral Degree – A supplement may be awarded for earned, recognized, and relevant doctoral degrees (i.e., Ed. D, Ph.D, in a relevant discipline).

Extra Service/Duty – Stipends may be paid to employees who coach or sponsor school-sanctioned clubs and activities.

REFERENCES:

KRS 157.075; KRS 157.320; KRS 157.350; KRS 157.360
KRS 157.390; KRS 157.395; KRS 157.397; KRS 157.420
KRS 160.290; KRS 160.291
KRS 161.1211; KRS 161.134; KRS 161.168; KRS 161.760
KRS 337.070; KRS 424.120; 16 KAR 1:040; OAG 97-25
702 KAR 3:060, 702 KAR 3:070; 702 KAR 3:100; 702 KAR 3:310
29 C.F.R. Section 541.303; 29 C.F.R. Section 541.602; 29 C.F.R. Section 541.710

RELATED POLICIES:

03.4

Adopted/Amended:
Order #:

- FACULTY -**Holidays**

Twelve-month employees shall refer to the Eastern Kentucky University Employee Benefit Guide for complete details and stipulations on holidays.

Teachers are employed for 187 days of which four (4) will be paid holidays as designated in the official school calendar.

FLOATING HOLIDAY

All full-time employees are entitled to a floating holiday each year. Use of the floating holiday must be approved in advance by the supervisor. Floating holidays may not be taken the day before or after a holiday or during the state assessment period.

REFERENCES:

KRS 158.070

KRS 160.291

KRS 161.220

KRS 161.540

KRS 2.110

KRS 2.190

Adopted/Amended:

Order #:

- FACULTY -

Sick Leave

Refer to Eastern Kentucky University Employee Benefit Guide for complete details on the sick leave policy.

Faculty members are to inform their immediate supervisor/designee of an absence and complete the electronic submission form in ECU Direct.

REFERENCES:

KRS 161.155, Sec. 2, KRS 161.152, OAG 79-148

OAG 93-39

Family & Medical Leave Act of 1993

Adopted/Amended:

Order #:

- FACULTY -**Professional Consulting Leave**

Faculty members may be given approval, including up to five (5) days of leave per academic year for days within the school calendar, to provide educational consultation services for state or national organizations that would enhance their professional practice and bring recognition to Model and/or the University. In addition to the five (5) days, administrators, upon approval of the Superintendent, may also use vacation or alternative work hour time for consultation.

Adopted/Amended:

Order #:

- FACULTY -**Expense Reimbursement**

Provided the Superintendent/designee has given prior approval to incur necessary and appropriate expenses, the University shall reimburse school personnel for school-related travel at University-approved rates for mileage and meals when such travel is a required part of the duties of the employee or for school-related activities approved by the Superintendent. Travel expenses for guests of employees shall not be reimbursed.

In-state travel requests must be submitted as far in advance as possible. When travel funds are limited, and priority will be given to staff actively participating/presenting or have leadership roles in the organization, and trips required by the University/School.

Adopted/Amended:

Order #:

- FACULTY -**Continuing Education and Tuition Assistance****CONTINUING EDUCATION**

Faculty/exempt employees are eligible for a tuition waiver for themselves and family members in accordance with University Policy 8.2.6P.

CREDIT HOURS

Model faculty/exempt employees are encouraged to maximize the number of courses they take in the summer and limit the number of courses taken during the school year. Doing so will reduce stress and distractions during the school year. With approval of the Superintendent, Model faculty may receive a waiver allowing enrollment beyond 6 hours to be used in the summer terms provided doing so does not exceed the maximum permitted credit hours per calendar year.

Adopted/Amended:

Order #:

- FACULTY -**Planning Time****PROVISION OF PLANNING TIME**

The Principal shall cause class schedules to be developed that will provide planning time for full-time teachers.

Due to emergencies such as lack of substitutes or other unusual situations, full-time teachers may be required to supervise classes or activities during their planning period.

USE OF PLANNING PERIODS

The planning period shall be used for appropriate duties, such as: instructional preparation; conferring with parents, students, supervisors and administrators; studying and maintaining records; embedded professional development; and other duties as specified by the Principal. It may not be used for personal business or teacher organization activities.

Teachers may be assigned lunch duty in lieu of an instructional period.

RELATED POLICY:

03.1332

Adopted/Amended:
Order #:

- FACULTY -

Demotion

Leadership roles, coaching and extra-curricular assignments are annual appointments. The Superintendent and/or the President must notify faculty members of demotion, reduction in assignment or workdays, or non-reappointment for the upcoming school year by May 15.

Adopted/Amended:

Order #:

- FACULTY -**Supervision****IMMEDIATE SUPERVISOR**

Supervision shall be provided for all faculty employees. Employees shall be informed as to whom their immediate supervisor is and to whom they will be responsible.

JOB DESCRIPTION

Each employee shall be provided a job description, which shall delineate all essential functions and the general duties and responsibilities of the position held by the employee. Job descriptions shall not be considered all-inclusive descriptions of the job but shall indicate the general parameters of the duties and responsibilities of the position. The immediate supervisor may, as needed, assign other reasonable duties to the employee.

REFERENCE:

KRS 160.290(1)

RELATED POLICY:

03.133

Adopted/Amended:
Order #:

- FACULTY -**Use of School Property**

All personnel shall be responsible for school equipment, technology, supplies, books, furniture, and apparatus under their care and use. Any damaged, lost, stolen, or vandalized property shall be reported to the employee's immediate supervisor, who shall then report it to the Superintendent/designee once it is confirmed that the item cannot be recovered.

In addition, employees shall not perform personal services for themselves or for others for pay or profit during work time and/or using University property or facilities. University property being used for unauthorized purposes shall be reported to that employee's immediate supervisor.

OUTSIDE WORK

An employee shall not use any University facility, vehicle, electronic communication system, equipment, or materials in performing outside work. These items (including security codes and electronic records, such as E-mail) are property of the University and shall be used solely for job-related purposes.

ELECTRONIC COMMUNICATIONS

Employees shall not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. Employees cannot expect confidentiality or privacy as to information entered or stored in their E-mail accounts. Authorized School or University personnel may monitor the use of electronic equipment from time to time.

DRIVING RECORD

Employees who have occasion to drive any University-owned vehicle and/or transport students shall annually provide the Superintendent with a copy of their driving record from the Kentucky Department of Transportation. Any traffic citation received during the year shall be reported to the Superintendent prior to driving a University-owned vehicle or transporting students.

REFERENCES:

KRS 160.290; KRS 189.292
KRS 281A.205; 702 KAR 5:080
15-ORD-190

Adopted/Amended:
Order #:

- FACULTY -

Use of Telephone

SCHOOL PHONES

School system telephones shall be used for school business only and shall not be used for personal calls except in cases of emergency.

TWO-WAY RADIOS

Employees are expected to use two-way radios in a professional manner with utmost concern for privacy and confidentiality for each student and staff member. A student's name should never be used except in cases of emergency. Users of two-way radios are to use appropriate tones and respectful language when addressing other employees.

Adopted/Amended:

Order #:

- FACULTY -**Use of Personal Cell Phones/Telecommunication Devices**

Due to privacy concerns, and except for emergency situations, personally owned recording devices are not to be used to create video or audio recordings or to take pictures while on duty or working with students except with prior permission from the Superintendent, Principal/designee or immediate supervisor.

An exception may be made for events considered to be in the public arena (e.g. sporting events, academic competitions, or performances to which the general public is admitted) where the activity does not materially disrupt the event, prevent others from observing the event, or otherwise violate legal rights. School social events for students, activities sponsored by student clubs, and activities during the school day that are not open to the public are not considered to be in the public arena.

Such devices include, but are not limited to, personal cell phones and tablets.

Employees should use planning time for personal phone calls and shall not occur in the presence of students.

Adopted/Amended:

Order #:

- FACULTY -**Solicitations****SOLICITATION OF EMPLOYEES AND STUDENTS**

Unless approved by the Superintendent, sales representatives, agents, or other solicitors shall not solicit or interview pupils, teachers, or other employees during the school day.

SOLICITATION BY EMPLOYEES

School employees shall not use the advantage or status of their position for personal gain through soliciting or canvassing school patrons, pupils or fellow employees to whom they have supervisory or other professional obligations (e.g. private tutoring, entrepreneurial activities, non-school sponsored trips, etc.).

PROVIDING LISTS

No school employee shall provide to any outside group or individual a list of parents, students, teachers or other employees for solicitation or other purposes without the prior approval of the Superintendent.

REFERENCE:

KRS 160.725

RELATED POLICIES:

09.14

10.4

Adopted/Amended:

Order #:

- FACULTY -**Political Activities**

No employee shall promote, organize, or engage in political activities while performing his/her duties or during the work day. Promoting or engaging in political activities shall include, but not be limited to, the following:

1. Encouraging students to adopt or support a particular political position, party, or candidate; or
2. Using school property, technology, or materials to advance the support of a particular political position, party, or candidate.

"Political positions" shall not be defined to include communications approved by the Superintendent to be distributed to parents or the community concerning School needs or proposed actions by the Board. Examples of such communications may include, but not be limited to, those addressing designation of facility and financial needs.

REFERENCES:

KRS 161.990

Adopted/Amended:

Order #:

- FACULTY -**Disrupting the Educational Process**

Any employee who participates in or encourages activities that disrupt the educational process, whether on school property or at school-sponsored events and activities, may be subject to disciplinary action, including termination.

For purposes of this section, behavior which disrupts the educational process shall include, but not be limited to:

1. Conduct that threatens the health, safety, or welfare of others;
2. Conduct that may damage public or private property, including the property of students or staff;
3. Illegal activity;
4. Conduct that interferes with a student's access to educational opportunities or programs, including ability to attend, participate in, and benefit from instructional and extracurricular activities; or
5. Conduct that disrupts delivery of instructional services or interferes with the orderly administration of the school and school-related activities.

REFERENCES:

KRS 160.290

KRS 161.790

RELATED POLICIES:

03.162; 09.422; 10.21

Adopted/Amended:

Order #:

- FACULTY -**Drug-Free/Alcohol-Free Schools****DRUGS, ALCOHOL AND OTHER PROHIBITED SUBSTANCES**

Employees shall not manufacture, distribute, dispense, be under the influence of, purchase, possess, use, or attempt to purchase or obtain, sell or transfer any of the following in the workplace or in the performance of duties:

1. Alcoholic beverages;
2. Controlled substances, prohibited drugs and substances, drug paraphernalia and or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined by federal regulations; and
3. Substances that look like a controlled substance. In instances involving look-alike substances, there must be evidence of the employee's intent to pass off the item as a controlled substance.

In addition, employees shall not possess prescription drugs for the purpose of sale or distribution.

DEFINITIONS

Controlled substance shall mean any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance added by the Kentucky Cabinet for Health and Human Services under regulations pursuant to KRS 218A.020.

Prohibited drugs include, but are not limited to, any substance that an individual may not sell, possess, use, distribute or purchase under Federal or Kentucky law.

Prohibited substances include:

1. All prescription drugs obtained without authorization, and
2. All prohibited substances however taken or used, including but not limited to, inhaling, ingesting, and/or injecting. These include, but are not limited to, prescribed and over-the-counter drugs, prohibited volatile substances as defined in KRS 217.900 or synthetic compounds/substances that are used or intended for use for an abusive and/or intoxicating purpose.

AUTHORIZED DRUGS

Employees who personally use or who are designated to administer to a student a drug authorized by and administered in accordance with a prescription from a health professional shall not be considered in violation of this policy.

WORKPLACE DEFINED

Workplace shall mean the site for the performance of work done for the School including any place where work on a School program, project or activity is performed, including, but not limited to, a school building or other school premises and any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities. "Workplace" shall also include school-sponsored or school-approved activities, events or functions which are held off school property and in which students are under the School's jurisdiction including, but not limited to, field trips and athletic events.

Drug-Free/Alcohol-Free Schools**SUSPENSION/TERMINATION/NON-RENEWAL**

Any employee who violates the terms of this policy may be suspended, non-renewed or terminated. In addition, violations may result in notification of appropriate legal officials.

REPORTING

Employees of the School shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event.

NOTIFICATION BY EMPLOYEE

Any employee charged with and/or convicted of a violation of criminal drug statutes shall, within five (5) working days, provide notification of the charge or conviction to the Superintendent.

Employees who know or believe this policy has been violated must promptly make a report to the local police department, sheriff or Kentucky State Police.

REFERENCES:

KRS 160.290; KRS 160.380
KRS 161.120; KRS 161.175; KRS 161.790
KRS 217.900; KRS 218A.1430; KRS 218A.1447
16 KAR 1:030; 701 KAR 5:130; 34 C.F.R. Part 85

RELATED POLICIES:

03.1325; 08.1345; 09.2241

Adopted/Amended:
Order #:

- FACULTY -**Domestic/Dating Violence Reporting and Education**

Upon the request of a victim, school personnel shall report an act of domestic violence and abuse or dating violence and abuse to a law enforcement officer. School personnel shall discuss the report with the victim prior to contacting a law enforcement officer.

School personnel shall report to a law enforcement officer when s/he has a belief that the death of a victim with whom s/he has had a professional interaction is related to domestic violence and abuse or dating violence and abuse.

These reporting requirements covering domestic violence and abuse or dating violence and abuse do not relieve school personnel of the duty to report any known or suspected abuse, neglect, or dependency of a child pursuant to KRS 620.030. This separate reporting requirement covers abuse, neglect or dependency of a child committed or caused by a parent, guardian, other person exercising control or supervision, or a person in a position of authority or special trust.

If individual school personnel has reasonable cause to believe that a victim with whom s/he has had a professional interaction has experienced domestic violence and abuse or dating violence and abuse, s/he shall provide educational materials to the victim relating to such form(s) of abuse and including information on access to regional domestic violence programs or rape crisis centers and how to access protective orders. These materials shall be made available to school personnel in print form or on the web by the primary domestic violence, shelter, and advocacy service provider designated by the Cabinet for Health and Family Services to serve the school's area.

REFERENCES:

KRS 209A:020; KRS 209A.100; KRS 209A.110
KRS 209A.130; KRS 209.160; KRS 211.160
KRS 403.720; KRS 456.010; KRS 620.030

RELATED POLICIES:

09.14; 09.2211; 09.227; 09.425

Adopted/Amended:
Order #:

- FACULTY -**Dress and Appearance**

Faculty and staff will dress and act professionally and be an example for students. People should be able to tell you from your students by your appearance and behavior. In order to provide a learning environment consistent with the purpose of educating children, all employees shall dress professionally, and in a manner commensurate with their professional responsibilities.

INAPPROPRIATE/UNACCEPTABLE ATTIRE

Examples include but are not limited to:

- Jeans, cargo pants, shorts, mini-skirts, and leggings worn as pants
- Shirts, blouses or tops that are strapless or have spaghetti straps
- Shirts, blouses or tops that expose mid-sections
- Spandex (or other tight-fitting clothing), sheer, exposing, provocative or revealing articles of clothing
- Oversized, baggy, saggy pants worn below the waist
- Sweat suits, tee-shirts, and tanks tops
- Flip-flops
- Costumes, masks, and hats

EXCEPTIONS

Clothing exceptions are allowed for:

- Certain field trips
- Nature of job (e.g. Physical Education teachers)
- Non-professional work days
- Administrator sanctioned special circumstances (e.g. spirit day, field day)

REFERENCES:

KRS 161.170
OAG 79-158

Adopted/Amended:
Order #:

- FACULTY -**Use of Tobacco****USE OF TOBACCO, ALTERNATIVE NICOTINE, OR VAPOR PRODUCTS PROHIBITED**

The use of any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 is prohibited for all persons and at all times on or in all property, including any vehicle, that is owned, operated, leased, or contracted for use by the University and while attending or participating in any school-related student trip or student activity and is in the presence of a student or students.¹

Adequate notice shall be provided to students, parents and guardians, school employees, and the general public.

Signage shall be posted on or in all property, including any vehicle that is owned, operated, leased, or contracted for use by the University, clearly stating that the use of all such products is prohibited at all times and by all persons on or in the property.

School employees shall enforce the policy. A person in violation of this policy shall be subject to discipline or penalties as set forth by the University.

REFERENCES:

- ¹New Section of KRS 438
- KRS 160.290; KRS 160.340
- KRS 438.050; KRS 438.305
- OAG 81-295
- OAG 91-137
- P .L. 114-95, (Every Student Succeeds Act of 2015)

RELATED POLICIES:

03.2327; 06.221; 09.4232; 10.5

Adopted/Amended:
Order #:

- FACULTY -**Duties**

All employees are expected to use sound judgment in the performance of their duties and to take reasonable measures to protect the health, safety, and well-being of others, as well as University property.

JOB DESCRIPTION

Prior to the authorization of any personnel position in the School budget, the Superintendent, collaborating with other University authorities with personnel assignment responsibilities, shall develop, for approval, a job description which establishes all essential functions of the position. The description shall encompass supervision responsibilities, completion of records and reports, and achievement of professional goals identified to enhance student achievement and help the School meet goals established by statute and/or policy. Faculty personnel shall also be held responsible for cooperation with students, professional associates, parents, staff, community groups, as well as University faculty, staff and administration.

PARENT COMMUNICATION

Teachers are expected to be responsive and available for parent conferences and those conference should be scheduled as soon as possible and/or as needed. Communication through email should be answered outside instructional time and within forty-eight (48) hours.

LABORATORY SCHOOL

Faculty members must demonstrate progress in teaching scholarship and service in areas related to education and departmental goals. Such productivity could include but is not limited to preparation and dissemination of curriculum materials, action research, published article/research, submission of a grant proposal, or presentation at professional conference.

RESEARCH

Faculty must follow all University policies, procedures and Institutional Review Board guidelines. Teachers implementing student research projects shall provide students with University requirements of the Institutional Review Board.

INVESTIGATIONS

All employees shall cooperate fully with all investigations conducted by the University and the School as authorized by policy or law. Failure to comply may be considered insubordination.

ACCOMMODATION

Reasonable accommodation shall be provided each qualifying employee with a disability or limitations related to pregnancy, childbirth, or related medical conditions to comply with the requirements of law and regulation.¹

GRADUATION EXERCISES

Faculty members are expected to participate in the School's graduation exercises. Appropriate academic regalia shall be worn by faculty members.

Duties**COMMITTEES/ORGANIZATIONS**

Faculty members are expected to participate on School and University committees. Membership in appropriate professional organizations is encouraged.

REFERENCES:

¹Americans With Disabilities Act (ADA); KRS Chapter 344
P. L. 101-336
Rehabilitation Act of 1973; P. L. 93-112 Sec. 504
KRS 158.645; KRS 158.6451
16 KAR 1:020 (Code of Ethics); OAG 91-10; OAG 92-1

RELATED PROCEDURE:

09.14 AP.251

Adopted/Amended:
Order #:

- FACULTY -

Outside Employment or Activities

OUTSIDE EMPLOYMENT

Employees shall follow Eastern Kentucky University's policy for any outside employment.

EXCEPTION

While performing service or undergoing training, employees who are members of the National Guard, any reserve component of the U.S. armed forces, or reserve corps of the U.S. Public Health Service shall be entitled to leave of absence from their respective duties.¹

REFERENCES:

¹KRS 61.394, KRS 61.396
KRS 160.290
KRS 160.291 (4)

RELATED POLICIES:

03.122

Adopted/Amended:
Order #:

- FACULTY -**Hours of Duty****REGULAR HOURS**

Faculty members are not allowed to leave their job assignment during duty hours without the express permission of their immediate supervisor. If it is necessary to leave the building during the school day employees must inform the Principal/Supervisor.

Faculty members are provided with a duty-free lunch period each day during the regularly scheduled student lunch period unless they have been assigned lunch duty in lieu of an instructional period. Faculty members should take lunch period "on grounds".

On regular student attendance days teachers should arrive fifteen (15) minutes prior to the start of the school day and remain on campus thirty (30) minutes after the last scheduled class.

Faculty shall be available for students/open classroom for at least thirty (30) minutes one day per week after school for make-up work, tutoring, and career planning. On occasion, faculty members are required to attend school, faculty or department meetings beyond their thirty (30) minutes after the school day.

REFERENCES:

KRS 158.060
KRS 160.290 (2)
OAG 77-718
OAG 65-179
OAG 55-37, 675

RELATED POLICY:

03.121; 03.126

Adopted/Amended:
Order #:

- FACULTY -**Grievances****PROCEDURES**

The Superintendent shall develop specific grievance procedures to include, but not be limited to, the opportunity for grievances to be addressed and resolved at each level of the chain of command from the point of origin, time limitations for the filing and the appeal of a grievance, and procedures for the orderly review and appeal of each individual grievance.

Grievances are individual in nature and must be brought by the individual grievant.

PERSONNEL ISSUES

The Board will not hear any grievance concerning personnel actions taken by the Superintendent/designee, unless the grievance is based on an alleged violation of constitutional, statutory, regulatory, or policy provisions.

Before accepting a grievance appeal, the Board shall seek the advice of the University Counsel as to whether the appeal falls within the requirements of this policy. Any personnel grievance not falling within those requirements shall be appealed only to the level of the Superintendent.

The Board shall not hear grievances concerning simple disagreement or dissatisfaction with a personnel action.

EXCEPTION

Harassment/Discrimination allegations shall be governed by Policy 03.162.

REFERENCE:

OAG 78-204

RELATED POLICY:

03.162

Adopted/Amended:
Order #:

- FACULTY -

Harassment/Discrimination

Refer to the Eastern Kentucky University Policies and Regulations webpage for complete details on the harassment/discrimination policy at the link below:

<https://policies.eku.edu/policies>

Adopted/Amended:

Order #:

- FACULTY -**Non-Reappointment/Dismissal of Faculty**

Faculty members with tenure shall have a continuous appointment, except when that appointment is terminated:

- By retirement;
- By resignation and acceptance thereof;
- By a dismissal for cause;
- By a decision of the University, with approval of the Board of Regents, that dismissal is necessary because of financial exigencies of the institution; or
- By a decision of program closure or discontinuation resulting in a situation so that there is no longer a teaching position available within the School for which the tenured faculty member is certified and qualified.

Tenure-track faculty members who do not earn tenure and/or who do not fulfill specific conditions of employment agreed at the time of hire in the specified timeframe are not eligible for reappointment.

Instructors who are not recommended for tenure by the end of the sixth (6th) year are not eligible for reemployment at Model as a tenure-track faculty. (Note: Part-time, visiting, consultative or other non-tenure track faculty may be reemployed beyond the sixth {6th} year).

Faculty members, including administrators, who will not be reappointed for the next school year shall be notified in writing by the Superintendent and/or President by May 15.

AT WILL EMPLOYEES

Faculty who have not yet earned tenure are employees at will.

TERMINATION FOR CAUSE

Pursuant to KRS 164.360 and KRS 161.790, a tenured faculty member may be dismissed for cause. The continuous appointment of a tenured teacher shall remain in force during good behavior and efficient and competent service by the teacher and shall not be terminated except for any of

- Insubordination, including but not limited to violation of the school laws of the state or administrative regulations adopted by the Kentucky Board of Education, the Education Professional Standards Board, or lawful rules and regulations established by the University, or refusal to recognize or obey the authority of the superintendent, principal, or any other supervisory personnel of the University in the performance of their duties;
- Immoral character or conduct unbecoming a teacher;
- Physical or mental disability; or
- Inefficiency, incompetency, or neglect of duty, when a written statement identifying the problems or difficulties has been furnished the teacher or teachers involved.

Non-Reappointment/Dismissal of Faculty**DETERMINATION AND NOTIFICATION**

The Superintendent shall consult with University Counsel and Human Resources prior to notifying an employee of dismissal.

The Superintendent shall furnish the teacher with a written statement specifying in detail the charge against the teacher.

The Superintendent shall also notify the Commissioner of Education and EPSB.

APPEAL

The teacher may within ten (10) days after receiving the charge notify the Superintendent and University Counsel of his or her intention to answer the charge, and upon failure of the teacher to give notice within ten (10) days, the dismissal shall be final.

Upon receipt of notification, University Counsel shall notify and convene the K-12 Grievance Subcommittee, appointed by the Board Chair of the University Board of Regents, within twenty (20) calendar days for a hearing of the matter. The decision of the Subcommittee shall be provided in writing within five (5) calendar days

Adopted/Amended:
Order #:

-FACULTY -**Suspension****PENDING TERMINATION ACTION**

The Superintendent may suspend a teacher without pay pending final action to terminate appointment or continuing appointment (e.g. tenure), if, in his or her judgment, the character of the charge warrants the action. If the contract termination is overturned by the final order, the suspended teacher shall be paid his or her full salary for any period of suspension

SANCTIONS

As an alternative to termination of a tenured teacher, the Superintendent after consulting University Counsel and Human Resources, and providing written notification to the teacher of the charge, may impose other sanctions, including suspension without pay, public reprimand, or private reprimand. The teacher may appeal the action of the superintendent if these sanctions are imposed in the same manner as established in Policy 03.17. Upon completion of a suspension period, the teacher may be reinstated.

TEMPORARY SUSPENSION WITH PAY PENDING INVESTIGATION

An employee shall be suspended with pay only when the Superintendent determines there is a justifiable need for an investigation of alleged employee actions necessary to protect the safety of students and staff or to prevent significant disruption of the workplace and/or educational process. The period of suspension with pay shall not exceed the time needed to determine whether the employee is to return to active service or face disciplinary action; however, suspension with pay shall not exceed ten (10) working days. If circumstances arise that require an investigation or other proceedings that may extend beyond ten (10) working days, the Superintendent may lengthen the period of suspension not to exceed an additional fifteen (15) working days.

Employees suspended with pay shall remain available for immediate recall to active service.

REFERENCES:

KRS 160.390; KRS 161.790
701 KAR 5:090
OAG 92-135, OAG 96-3
938 S.W.2d 880 (Ky. 1996)

RELATED POLICIES:

03.17

Adopted/Amended:
Order #:

- FACULTY -**Evaluation****EVALUATION OF FACULTY**

All non-tenured faculty members are evaluated annually. Tenured faculty members receive formative feedback annually and summative evaluation every third year thereafter. The faculty member's supervisor or Principal, or the Superintendent may increase the frequency of formative evaluations.

VISITING/PART-TIME/CONSULTATIVE EVALUATIONS

Faculty in these roles are evaluated by direct supervisor annually.

ADMINISTRATOR EVALUATIONS

The Superintendent/designee shall evaluate administrators annually. There is no administrator tenure; however, administrators follow the same process as other faculty in order to earn teaching tenure.

CRITERIA AND NOTIFICATION

The Superintendent/designee shall provide overview of the tenure process to all participants by September 1 annually.

SUPERINTENDENT TO RECOMMEND

For University Lab school tenure-track faculty, the Superintendent shall make recommendations to the Board of Regents. Tenure is ultimately granted or denied by the University's Board of Regents. Tenure is official only after being granted by the Board of Regents. University tenure-track faculty will follow faculty appointment and evaluation Volume 4, Chapter 6.

RELATED POLICY

03.11

03.115

Adopted/Amended:

Order #:

- FACULTY -**Professional Development****SCHOOL RESPONSIBILITIES**

The school shall plan professional development. In addition, each school's PD division plan shall be submitted to the Superintendent/designee for review and comment.

EMPLOYEE RESPONSIBILITIES

Unless on leave, employees shall attend staff meetings and earn twenty-four (24) hours annually in activities that enhance professional practice and:

- Aligns with Kentucky Academic Standards in 704 KAR 3:303, educator effectiveness standards, individual professional growth goals, and school, district, and state goals for student achievement;
- Focuses on content and pedagogy, as specified in certification requirements, and other related job-specific performance standards and expectations;
- Occurs among educators who share responsibility for student growth;
- Is facilitated by school and district leaders, including curriculum specialists, principals, instructional coaches, competent and qualified third-party facilitators, mentors, teachers or teacher leaders;
- Focuses on individual improvement, school improvement, and plan implementation; and
- Is on-going.

Professional development occurring off-site (including out-of-state) requires the approval of the school PD Coordinator and the Principal/supervisor at least two (2) weeks in advance of the absence.

In addition, out-of-state travel requires University's approval. Forms can be found on the University's Form website: <https://forms.eku.edu/>.

Employees may be credited with flexible, professional development upon completion and submission of a certificate, the attached professional development form and agenda to the PD Coordinator.

Faculty must develop a professional development plan aligned to the school's strategic plan and individual needs.

DOCUMENTATION

The school PD plan shall include the method for evaluating impact on student learning and using evaluation results to improve professional learning.

Documentation of completed professional development, including a written evaluation, shall be required and must be submitted to the school's PD Coordinator by the end of the school year in which they were earned. Unless an employee is granted leave under an appropriate policy, failure to complete and document the twenty-four (24) hours of professional development during the academic year shall result in a reduction in salary and may be reflected in the employee's evaluation.

Professional Development**EDUCATIONAL STUDY SEMINARS**

All certified staff must complete six (6) Educational Study Seminars within the first three (3) years of employment. Completion of the Educational Study Seminars program is a condition of continued employment.

ACTIVE SHOOTER SITUATIONS

By November 1, annually, a minimum of one (1) hour of training on how to respond to an active shooter situation shall be required for all school employees with job duties requiring direct contact with students. The training shall be provided either in person, by live streaming, or via a video recording prepared by the Kentucky Department of Education in collaboration with the Kentucky Law Enforcement Council and the Center for School Safety and may be included in the four (4) days of professional development under KRS 158.070. When a staff member subject to the training requirements of this subsection is initially hired after the training has been provided for the school year, the school shall provide materials on how to respond to an active shooter situation.

REFERENCES:

KRS 156.095; KRS 156.553
KRS 158.070; KRS 158.645; KRS 158.6451; KRS 160.345
704 KAR 3:035; 704 KAR 3:325
P. L. 114-95 (Every Student Succeeds Act of 2015)

RELATED POLICIES:

09.22

Adopted/Amended:
Order #:

- NON-FACULTY -**Hiring**

The hiring of non-faculty will follow the University's posting requirements, based on the position.

Employees shall be chosen with reference to their certification and their personal, educational, physical, moral and emotional fitness for the position. Other factors which shall be considered include undergraduate and graduate academic performance, prior experience, and strength of references.

The following shall not be considered for employment by the School:

- Applicants who have been terminated and/or non-renewed by a school district for cause;
- Those who have resigned in lieu of termination; and
- Applicants who have ever had their certification suspended or revoked.

CRIMINAL BACKGROUND CHECK AND TESTING

Each application or renewal form provided to applicants for a certified position shall conspicuously state the following:

"FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE APPLICANT HAS NO FINDINGS OF SUBSTANTIATED CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES."

Initial employment shall be contingent on receipt of records documenting that the individual does not have a conviction for a felony sex crime or as a violent offender as defined in KRS 17.165 or other conviction determined by the Superintendent to bear a reasonable relationship to the ability of the individual to perform the job. Employment shall also be contingent on receipt of a letter from the Cabinet provided by the individual documenting that the individual does not have a substantiated finding of child abuse or neglect in records maintained by the Cabinet.

Probationary employment shall terminate on receipt of a criminal history background check documenting a conviction for a felony sex crime or as a violent offender.

Link to DPP-156 Central Registry Check and more information on the required CA/N check:

<http://manuals.sp.chfs.ky.gov/chapter30/33/Pages/3013RequestfromthePublicforCANCHECKSANDCentralRegistryChecks.aspx>

In the event an emergency exists whereby a position must be filled before the criminal records check has been completed, the Superintendent is authorized to fill the position on a probationary basis until the criminal records report has been completed. Final disposition of employment status shall be determined once the criminal records report has been completed.

Hiring

SELECTION COMMITTEE

The Superintendent/designee will name a selection committee comprised of at least two (2) Model Laboratory School employees and chaired by a School Administrator. The chair shall determine the candidates to be interviewed.

SEARCH COMMITTEE

The search committee shall:

- Be provided training required by ECU Human Resources;
- Develop or review requirements, attributes, dispositions, and/or interview protocols;
- Assist with recruiting, conduct interviews, and check references of the candidates; and
- Provide recommendations to the Superintendent with feedback about the candidates.

The Superintendent, after consulting with the committee chair and supervising administrator, will make the final selection.

EDUCATIONAL REQUIREMENTS

No person shall be initially hired unless s/he holds at least a high school diploma or high school certificate of completion or High School Equivalency Diploma or unless s/he shows progress, as defined by Administrative Regulations of the State Board for Adult, and Technical Education, toward obtaining a High School Equivalency Diploma. Employees shall hold the qualifications for the position as established by the Commissioner of Education.

VACANCIES POSTED

Under procedures developed by the Superintendent, a listing of all School job openings shall be posted on the University website in a timely basis and shall refer interested persons to the Central Office for additional information.

Notice of all job openings shall be sent to each school for posting in appropriate locations.

When a vacancy for a teaching position occurs in the school, the Superintendent shall conduct a search to locate minority candidates to be considered for the position.

JOB DESCRIPTION

All employees shall receive a copy of their job description and responsibilities.

LETTER OF INTENT

By March 1 of each year, each employee shall submit to the Superintendent a letter of intent signifying his/her desire to be re-employed.

Hiring**REASONABLE ASSURANCE OF CONTINUED EMPLOYMENT**

Each year all full-time and part-time faculty shall be notified in writing by the last day of school if they have reasonable assurance of continued employment for the following school year.

EMPLOYEES SEEKING A JOB CHANGE

Other than the routine transmission of administrative and personnel files, school employees are prohibited from assisting a school employee, contractor, or agent in obtaining a new job if the individual knows, or has probable cause to believe, that such school employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law and such school employee, contractor, or agent does not meet the exceptions outlined in 20 U.S.C. § 7926.

REFERENCES:

KRS 160.380
702 KAR 5:080
KRS 161.011
P. L. 114-95, (Every Student Succeeds Act of 2015)
20 U.S.C. § 7926; 42 U.S.C. § 9843a(g)
34 C.F.R. 200.58-200.59; 45 C.F.R. § 1302.90
KRS 17.160; KRS 17.165; KRS 156.070; KRS 160.345; KRS 160.390
KRS 335B.020; KRS 405.435
OAG 18-017; OAG 91-10; OAG 91-149; OAG 91-206
OAG 92-1; OAG 92-59; OAG 92-78; OAG 92-131; OAG 97-6
Kentucky Local District Classification Plan
13 KAR 3:030; 702 KAR 3:320
Records Retention Schedule, Public School District

RELATED POLICIES:

03.232; 03.5; 06.221

Adopted/Amended:
Order #:

- NON-FACULTY –**Nonteaching Coaches and Assistant Coaches**

Any middle or high school coach (head or assistant, paid or unpaid) shall successfully complete all training required by the School, the Kentucky Board of Education, the Kentucky High School Athletic Association, and state law and regulation. This shall include safety and first aid training and providing the school documentation of successful completion of a C.P.R. course that includes the use of an automatic defibrillator and first aid training, conducted by an instructor or program approved by a college or university, the American Red Cross, American Heart Association, or other bona fide accrediting agency. Initial certification shall use in-person instruction with certification updated as required by the approving agency.²

Nonfaculty coaches and nonfaculty assistants shall complete School training that includes:

- information on the physical and emotional development of students of the age with which they will be working;
- the school's discipline policies;
- procedures for dealing with discipline problems;
- safety and first aid training;
- active shooter training;
- school email account procedures;
- finance and accounting procedures;
- system of communication;
- school branding guidelines;
- supervision of students; and
- duty to report.

Follow-up training shall be provided annually.¹

STYLE GUIDE

All coaches must follow the School's Style Guide for any use of logos or branding.

REFERENCES:

¹KRS 161.185

²702 KAR 7:065

KRS 156.070

KRS 160.445

KRS 161.180

RELATED POLICIES:

03.1161; 03.29

09.311; 10.4

Adopted/Amended:
Order #:

- NON-FACULTY -**Salaries****HOURLY OR SALARY BASIS**

All regular and substitute personnel shall be paid on an hourly or salary basis.

Attendance for duty will be compensated at the hourly rate.

Non-salaried employees cannot work or volunteer in any salary or stipend position.

WORK DAY/WORK WEEK

The length of the work day, and the number of days, shall be established for each position by the Superintendent/designee. The work week for hourly (non-exempt) employees shall not exceed forty (40) hours per week, unless overtime is authorized as provided by this policy.

QUALIFICATIONS

Employees shall be responsible for providing the Superintendent with all required certificates, other credentials, health examinations, and verifications of experience prior to beginning work.

DETERMINATION OF EXPERIENCE

Experience is determined based on full-time employment in a similar role.

OVERTIME

Overtime work shall be approved in advance by the Superintendent or designee. Hourly employees required to work in excess of forty (40) hours per week will be paid at the rate of 1½ times the regular rate for all hours beyond 40 as provided by law for overtime work.

REFERENCES:

KRS 78.615; KRS 160.291; KRS 161.011

KRS 337.070; KRS 337.285; KRS 424.120

702 KAR 3:320; 803 KAR 1:060, 803 KAR 1:070

Fair Labor Standards Act

Garcia v. San Antonio Metropolitan Transit Authority, 105 S.Ct. 1005 (1985)

Adopted/Amended:

Order #:

- NON-FACULTY -**Holidays and Vacations**

Refer to the Eastern Kentucky University Employee Benefit Guide for complete details and stipulations on holidays.

FLOATING HOLIDAY

All employees are entitled to a floating holiday each year. Floating holidays must be approved in advance by the supervisor. Floating holidays may not be taken the day before or after a holiday or during state testing.

EXCEPTION

The Superintendent may require, for security or other reasons, certain non-faculty personnel to work on holidays. In this case, the employee shall be granted the holiday on another day.

VACATION

All vacation days must be approved in advance and may only be taken on any non-school day between July 1 and June 30.

REFERENCES:

¹KRS 158.070
KRS 160.291
KRS 161.154
KRS 2.110
KRS 2.190

Adopted/Amended:
Order #:

- NON-FACULTY -

Sick Leave

Refer to Eastern Kentucky University Employee Benefit Guide for complete details on the sick leave policy.

Staff members are to inform their immediate supervisor/designee of an absence and complete the electronic submission form in EKU Direct.

REFERENCES:

KRS 161.155

OAG 79-148

OAG 93-39

Family & Medical Leave Act of 1993

Adopted/Amended:

Order #:

- NON-FACULTY -**Expense Reimbursement**

Provided the Superintendent/designee has given prior approval to incur necessary and appropriate expenses, the University shall reimburse school personnel for school-related travel at University-approved rates for mileage and meals when such travel is a required part of the duties of the employee or for school-related activities approved by the Superintendent. Travel expenses for guests of employees shall not be reimbursed.

In-state travel requests must be submitted as far in advance as possible. When travel funds are limited, and priority will be given to staff actively participating/presenting or have leadership roles in the organization, and trips required by the University/School.

Adopted/Amended:

Order #:

- NON-FACULTY -**Continuing Education and Tuition Assistance****CONTINUING EDUCATION**

Non-faculty employees are eligible for a tuition waiver for themselves and family members in accordance with University Policy 8.2.6P.

CREDIT HOURS

Model employees are encouraged to maximize the number of courses they take in the summer and limit the number of courses taken during the school year. Doing so will reduce stress and distractions during the school year. With approval of the Superintendent, Model employees may receive a waiver allowing enrollment beyond six (6) hours to be used in the summer terms provided doing so does not exceed the maximum permitted credit hours per calendar year.

Adopted/Amended:

Order #:

- NON-FACULTY -**Supervision****SUPERVISION**

Supervision shall be provided for all non-faculty employees. Each employee shall be informed as to whom his/her immediate supervisor is and to whom s/he will be responsible.

JOB DESCRIPTION

Each employee shall be provided a job description which shall delineate all essential functions and the general duties and responsibilities of the position. Job descriptions shall not be considered all-inclusive descriptions of the job but shall indicate the general parameters of the duties and responsibilities of the position. The immediate supervisor may, as needed, assign other reasonable duties to the employee.

REFERENCE:

KRS 160.290

RELATED POLICY:

03.233

Adopted/Amended:

Order #:

- NON-FACULTY -**Use of School Property**

All personnel shall be responsible for school equipment, supplies, books, furniture, and apparatus under their care and use. Any damaged, lost, stolen, or vandalized property shall be reported to the employee's immediate supervisor, who shall then report it to the Superintendent/designee once it is confirmed that the item cannot be recovered.

In addition, employees shall not perform personal services for themselves or for others for pay or profit during work time and/or using University property or facilities. University property being used for unauthorized purposes shall be reported to that employee's immediate supervisor.

OUTSIDE WORK

An employee shall not use any University facility, vehicle, electronic communication system, equipment, or materials in performing outside work. These items (including security codes and electronic records, such as E-mail) are property of the University and shall be used solely for job-related purposes.

ELECTRONIC COMMUNICATIONS

Employees shall not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. Employees cannot expect confidentiality or privacy as to information entered or stored in their E-mail accounts. Authorized University personnel may monitor the use of electronic equipment from time to time.

DRIVING RECORD

Employees who have occasion to drive any University-owned vehicle and/or transport students shall annually provide the Superintendent with a copy of their driving record from the Kentucky Department of Transportation. Any traffic citation received during the year shall be reported to the Superintendent prior to driving a University-owned vehicle or transporting students.

REFERENCES:

KRS 160.290; KRS 189.292
KRS 281A.205; 702 KAR 5:080
15-ORD-190

Adopted/Amended:
Order #:

- NON-FACULTY -

Use of Telephone

SCHOOL PHONES

School system telephones shall be used for school business only and shall not be used for personal calls except in cases of emergency.

TWO-WAY RADIOS

Employees are expected to use two-way radios in a professional manner with utmost concern for privacy and confidentiality for each student and staff member. A student's name should never be used except in cases of emergency. Users of two-way radios are to use appropriate tones and respectful language when addressing other employees.

Adopted/Amended:

Order #:

- NON-FACULTY -**Use of Personal Cell Phones/Telecommunication Devices**

Due to privacy concerns, and except for emergency situations, personally owned recording devices are not to be used to create video or audio recordings or to take pictures while on duty or working with students except with prior permission from the Superintendent, Principal/designee or immediate supervisor.

An exception may be made for events considered to be in the public arena (e.g. sporting events, academic competitions, or performances to which the general public is admitted) where the activity does not materially disrupt the event, prevent others from observing the event, or otherwise violate legal rights. School social events for students, activities sponsored by student clubs, and activities during the school day that are not open to the public are not considered to be in the public arena.

Such devices include, but are not limited to, personal cell phones and tablets.

Employees should use planning time for personal phone calls and shall not occur in the presence of students.

Adopted/Amended:

Order #:

- NON-FACULTY -**Solicitations****SOLICITATION OF EMPLOYEES AND STUDENTS**

Unless approved by the Superintendent, sales representatives, agents, or other solicitors shall not solicit or interview pupils, teachers, or other employees during the school day.

SOLICITATION BY EMPLOYEES

School employees shall not use the advantage or status of their position for personal gain through soliciting or canvassing school patrons, pupils or fellow employees to whom they have supervisory or other professional obligations (e.g. private tutoring, entrepreneurial activities, non-school sponsored trips, etc.).

PROVIDING LISTS

No school employee shall provide to any outside group or individual a list of parents, students, teachers or other employees for solicitation or other purposes without the prior approval of the Superintendent.

REFERENCE:

KRS 160.725

RELATED POLICIES:

09.14

10.4

Adopted/Amended:

Order #:

- NON-FACULTY -**Political Activities**

No employee shall promote, organize, or engage in political activities while performing his/her duties or during the work day. Promoting or engaging in political activities shall include, but not be limited to, the following:

1. Encouraging students to adopt or support a particular political position, party, or candidate; or
2. Using school property, technology or materials to advance the support of a particular political position, party, or candidate.

"Political positions" shall not be defined to include communications approved by the Superintendent to be distributed to parents or the community concerning School needs or proposed actions by the Board. Examples of such communications may include, but not be limited to, those addressing designation of facility and financial needs.

REFERENCES:

KRS 161.990

Adopted/Amended:
Order #:

- NON-FACULTY -**Disrupting the Educational Process**

Any employee who, while under the authority of the Superintendent, participates in or encourages activities that disrupt the educational process, whether on school property or at school-sponsored events and activities, may be subject to disciplinary action, including termination.

For purposes of this section, behavior which disrupts the educational process shall include, but not be limited to:

1. Conduct that threatens the health, safety, or welfare of others;
2. Conduct that may damage public or private property, including property of students or staff;
3. Illegal activity;
4. Conduct that interferes with a student's access to educational opportunities or programs, including ability to attend, participate in, and benefit from instructional and extracurricular activities; or
5. Conduct that disrupts delivery of instructional services or interferes with the orderly administration of the school and school-related activities.

REFERENCES:

KRS 160.290

KRS 161.790

RELATED POLICIES:

09.422, 10.21

Adopted/Amended:
Order #:

- NON-FACULTY -**Drug-Free/Alcohol-Free Schools****DRUGS, ALCOHOL AND OTHER PROHIBITED SUBSTANCES**

Employees shall not manufacture, distribute, dispense, be under the influence of, purchase, possess, use, or attempt to purchase or obtain, sell or transfer any of the following in the workplace or in the performance of duties:

1. Alcoholic beverages;
2. Controlled substances, prohibited drugs and substances, drug paraphernalia and or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined by federal regulations; and
3. Substances that look like a controlled substance. In instances involving look-alike substances, there must be evidence of the employee's intent to pass off the item as a controlled substance.

In addition, employees shall not possess prescription drugs for the purpose of sale or distribution.

DEFINITIONS

Controlled substance shall mean any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance added by the Kentucky Cabinet for Health and Human Services under regulations pursuant to KRS 218A.020.

Prohibited drugs include, but are not limited to, any substance that an individual may not sell, possess, use, distribute or purchase under Federal or Kentucky law.

Prohibited substances include:

1. All prescription drugs obtained without authorization, and
2. All prohibited substances however taken or used, including but not limited to, inhaling, ingesting, and/or injecting. These include, but are not limited to, prescribed and over-the-counter drugs, prohibited volatile substances as defined in KRS 217.900 or synthetic compounds/substances that are used or intended for use for an abusive and/or intoxicating purpose.

AUTHORIZED DRUGS

Employees who personally use or who are designated to administer to a student a drug authorized by and administered in accordance with a prescription from a health professional shall not be considered in violation of this policy.

WORKPLACE DEFINED

Workplace shall mean the site for the performance of work done for the School including any place where work on a School program, project or activity is performed, including, but not limited to, a school building or other school premises and any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities. "Workplace" shall also include school-sponsored or school-approved activities, events or functions which are held off school property and in which students are under the School's jurisdiction including, but not limited to, field trips and athletic events.

Drug-Free/Alcohol-Free Schools**SUSPENSION/TERMINATION/NON-RENEWAL**

Any employee who violates the terms of this policy may be suspended, non-renewed or terminated. In addition, violations may result in notification of appropriate legal officials.

REPORTING

Employees of the School shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event.

NOTIFICATION BY EMPLOYEE

Any employee charged with and/or convicted of a violation of criminal drug statutes shall, within five (5) working days, provide notification of the charge or conviction to the Superintendent.

Employees who know or believe this policy has been violated must promptly make a report to the local police department, sheriff or Kentucky State Police.

REFERENCES:

KRS 160.290; KRS 217.900; KRS 218A.1430; KRS 218A.1447
34 C.F.R. Part 85

RELATED POLICIES:

03.2325; 08.1345; 09.2241

Adopted/Amended:
Order #:

- NON-FACULTY -**Domestic/Dating Violence Reporting and Education**

Upon the request of a victim, school personnel shall report an act of domestic violence and abuse or dating violence and abuse to a law enforcement officer. School personnel shall discuss the report with the victim prior to contacting a law enforcement officer.

School personnel shall report to a law enforcement officer when s/he has a belief that the death of a victim with whom s/he has had a professional interaction is related to domestic violence and abuse or dating violence and abuse.

These reporting requirements covering domestic violence and abuse or dating violence and abuse do not relieve school personnel of the duty to report any known or suspected abuse, neglect, or dependency of a child pursuant to KRS 620.030. This separate reporting requirement covers abuse, neglect or dependency of a child committed or caused by a parent, guardian, other person exercising control or supervision, or a person in a position of authority or special trust.

If individual school personnel has reasonable cause to believe that a victim with whom s/he has had a professional interaction has experienced domestic violence and abuse or dating violence and abuse, s/he shall provide educational materials to the victim relating to such form(s) of abuse and including information on access to regional domestic violence programs or rape crisis centers and how to access protective orders. These materials shall be made available to school personnel in print form or on the web by the primary domestic violence, shelter, and advocacy service provider designated by the Cabinet for Health and Family Services to serve the school's area.

REFERENCES:

KRS 209A:020; KRS 209.160; KRS 209A100
KRS 209A.110; KRS 209A.130; KRS 211.160
KRS 403.720; KRS 456.010; KRS 620.030

RELATED POLICIES:

09.14; 09.2211; 09.425

Adopted/Amended:
Order #:

- NON-FACULTY -**Dress and Appearance**

Faculty and staff will dress and act professionally and be an example for students. People should be able to tell you from your students by your appearance and behavior. In order to provide a learning environment consistent with the purpose of educating children, all employees shall dress professionally, and in a manner commensurate with their professional responsibilities.

INAPPROPRIATE/UNACCEPTABLE ATTIRE

Examples include but are not limited to:

- Jeans, cargo pants, shorts, mini-skirts, and leggings worn as pants
- Shirts, blouses or tops that are strapless or have spaghetti straps
- Shirts, blouses or tops that expose mid-sections
- Spandex (or other tight-fitting clothing), sheer, exposing, provocative or revealing articles of clothing
- Oversized, baggy, saggy pants worn below the waist.
- Sweat suits, tee-shirts, and tanks tops
- Flip-flops
- Costumes, masks, and hats

EXCEPTIONS

Clothing exceptions are allowed for:

- Certain field trips
- Nature of job (e.g. Physical Education teachers).
- Non-professional work days
- Administrator sanctioned special circumstances (e.g. spirit day, field day)

REFERENCES:

KRS 161.170
OAG 79-158

Adopted/Amended:
Order #:

- NON-FACULTY -**Use of Tobacco****USE OF TOBACCO, ALTERNATIVE NICOTINE, OR VAPOR PRODUCTS PROHIBITED**

The use of any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 is prohibited for all persons and at all times on or in all property, including any vehicle, that is owned, operated, leased, or contracted for use by the University and while attending or participating in any school-related student trip or student activity and is in the presence of a student or students.¹

Adequate notice shall be provided to students, parents and guardians, school employees, and the general public.

Signage shall be posted on or in all property, including any vehicle that is owned, operated, leased, or contracted for use by the University, clearly stating that the use of all such products is prohibited at all times and by all persons on or in the property.

School employees shall enforce the policy. A person in violation of this policy shall be subject to discipline or penalties as set forth by the University.

REFERENCES:

¹New Section of KRS 438
KRS 160.290; KRS 160.340
KRS 438.050; KRS 438.305
OAG 81-295; OAG 91-137
P. L. 114-95, (Every Student Succeeds Act of 2015)

RELATED POLICIES:

03.1327; 05.31; 06.221; 09.4232; 10.5

Adopted/Amended:
Order #:

- NON-FACULTY -**Duties**

All employees are expected to use sound judgment in the performance of their duties and take reasonable measures to protect the health, safety, and well-being of others, as well as University property.

JOB DESCRIPTION

Prior to the authorization of any personnel position in the School budget, the Superintendent, collaborating with University authorities with personnel assignment responsibilities, shall develop, for University approval, job descriptions which establish all essential functions of each position. The description shall encompass job responsibilities, completion of records and reports, and achievement of goals identified to enhance student achievement and help the school meet goals established by statute and/or policy.

INVESTIGATIONS

All employees shall cooperate fully with all investigations conducted by the School or University as authorized by policy or law. Failure to comply may be considered insubordination.

ACCOMMODATION

Reasonable accommodation shall be provided each qualifying employee with a disability or limitations related to pregnancy, childbirth, or related medical conditions to comply with the requirements of law and regulation.¹

REFERENCES:

¹Americans With Disabilities Act (ADA); Rehabilitation Act of 1973; KRS Chapter 344
P. L. 93-12 Sec. 504; P. L. 101-336
KRS 158.645; KRS 158.6451
OAG 91-10

Adopted/Amended:
Order #:

- NON-FACULTY -

Outside Employment or Activities

OUTSIDE EMPLOYMENT

Employees shall follow the Eastern Kentucky University's policy for any outside employment.

EXCEPTION

While performing service or undergoing training, employees who are members of the National Guard, any reserve component of the U.S. armed forces, or reserve corps of the U.S. Public Health Service shall be entitled to leave of absence from their respective duties.¹

REFERENCES:

¹KRS 61.394, KRS 61.396
KRS 160.290
KRS 160.291 (4)

RELATED POLICIES:

03.222

Adopted/Amended:

Order #:

- NON-FACULTY -

Hours of Duty

REGULAR HOURS

Non-faculty members are not allowed to leave their job assignment during duty hours without the express permission of their immediate supervisor or the Superintendent. The duty hours will be set by the supervisor. If it is necessary to leave the building during the school day employees must inform the Principal/Supervisor.

RELATED POLICY:

03.221

Adopted/Amended:

Order #:

- NON-FACULTY -**Grievances****PROCEDURES**

The Superintendent shall develop specific grievance procedures to include, but not be limited to, the opportunity for grievances to be addressed and resolved at each level of the chain of command from the point of origin, time limitations for the filing and the appeal of a grievance, and procedures for the orderly review and appeal of each individual grievance.

Grievances are individual in nature and must be brought by the individual grievant.

GENERAL GRIEVANCES

The Board will hear grievances only after unsuccessful resolution by the employee's supervisors.

PERSONNEL ISSUES

The Board will not hear any grievance concerning personnel actions taken by the Superintendent/designee, unless the grievance is based on an alleged violation of constitutional, statutory, regulatory, or policy provisions.

Before accepting a grievance appeal, the Board shall seek the advice of the University Counsel as to whether the appeal falls within the requirements of this policy. Any personnel grievance not falling within the requirements shall be appealed only to the level of the Superintendent.

The Board shall not hear grievances concerning simple disagreement or dissatisfaction with a personnel action.

EXCEPTION

Harassment/Discrimination allegations shall be governed by policy 03.262.

REFERENCE:

OAG 78-204

RELATED POLICY:

03.262

Adopted/Amended:
Order #:

- NON-FACULTY -

Harassment/Discrimination

Refer to the Eastern Kentucky University Policies and Regulations webpage for complete details on the harassment/discrimination policy at the link below:

<https://policies.eku.edu/policies>

Adopted/Amended:

Order #:

- NON-FACULTY -**Staff Development**

The Superintendent/designee shall develop and implement a program for continuing training for selected non-faculty personnel.

EMPLOYEE RESPONSIBILITIES

Unless on leave, employees shall attend staff meetings, at which their attendance has been requested.

Employees shall complete two (2) weeks in advance an absence form for all professional development trips. Forms can be found on the University's Form website: <https://forms.eku.edu/>

ACTIVE SHOOTER SITUATIONS

By November 1, annually, a minimum of one (1) hour of training on how to respond to an active shooter situation shall be required for all school employees with job duties requiring direct contact with students. The training shall be provided either in person, by live streaming, or via a video recording prepared by the Kentucky Department of Education in collaboration with the Kentucky Law Enforcement Council and the Center for School Safety and may be included in the four (4) days of professional development under KRS 158.070. When a staff member subject to the training requirements of this subsection is initially hired after the training has been provided for the school year, the school shall provide materials on how to respond to an active shooter situation.

REFERENCES:

KRS 156.095; KRS 158.070

P. L. 114-95, (Every Student Succeeds Act of 2015)

34 C.F.R. 200.58

Adopted/Amended:

Order #:

Student Teachers

The Superintendent/designee shall approve and assign student teachers. Student teacher shall follow the School's policies and procedures.

Faculty members must remain in the classroom and supervise the students and student teachers appropriately, both inside and outside the classroom (playground, field trips, etc.).

REFERENCES:

KRS 161.010

KRS 161.042

16 KAR 5:040

Adopted/Amended:

Order #:

Substitute Teachers

QUALIFICATIONS

All substitute teachers shall meet background records check requirements (including a letter from the Cabinet for Health and Family services stating that there are no findings of substantiated child abuse or neglect on record) and medical examination requirements as specified by University policy. In addition, substitutes serving in a position on a long-term/extended basis must meet all certification requirements established by the Education Professional Standards Board.

Link to DPP-156 Central Registry Check and more information on the required Cabinet Letter:

<http://manuals.sp.chfs.ky.gov/chapter30/33/Pages/3013RequestfromthePublicforCANChecksandCentralRegistryChecks.aspx>

SUBSTITUTE LIST

The Superintendent or designee shall maintain a list of qualified substitute teachers. The Superintendent or designee shall engage substitutes from this list. Refusal of assignment as a substitute shall be documented, along with any reason provided.

RETIRED TEACHERS

Retired teachers may be reemployed as a part-time, temporary, or substitute teacher in keeping with requirements of the Teachers' Retirement System.

LENGTH OF DUTY

Substitute teachers shall observe the same hours of duty as the regular teacher. The substitute will continue to report for duty until relieved by the Superintendent or designee.

LESSON PLANS

Substitute teachers shall follow daily lesson plans as outlined by the regular teacher and leave a written record of the work completed during their length of duty.

POLICIES AND PROCEDURES

Substitute teachers will follow policies and procedures for classroom teachers. Information related to classroom supervision, discipline, dress code, procedures will be provided annually.

SUBSTITUTE SALARY AND PAYMENT SCHEDULE

Substitutes shall be paid in accordance with the Model Laboratory School Salary Schedule.

REFERENCES:

KRS 17.160; KRS 17.165; KRS 156.106; KRS 160.380; KRS 161.605; KRS 161.611
16 KAR 2:030; 16 KAR 2:120; 102 KAR 1:030
702 KAR 1:035; 702 KAR 3:075; OAG 69-296

RELATED POLICY:

03.121; 03.1326; 09.221; 09.438

Adopted/Amended:
Order #:

Paraprofessionals

SUPERINTENDENT MAY EMPLOY

The Superintendent may employ paraprofessionals for supplementary instructional and non-instructional duties in the education program in positions authorized by the Superintendent.

DEFINITION

As used in this policy and in relation to required training and qualifications for instructional personnel, the term “paraprofessional” is interchangeable with the term “paraeducator,” which means an adult school employee who works under the direction of the professional administrative and teaching staff in performing, within the limitations of training and competency, certain instructional and non-instructional functions in the school program.¹

Existing and new paraprofessionals who provide instructional services or support in programs supported by Title I funds shall satisfy educational requirements specified by federal law.¹

SUPERVISION

Paraprofessionals shall be under the direct supervision of certified teachers.¹ Each paraprofessional shall have a job assigned which outlines duties aligned to the individual’s competencies.

The Superintendent may also utilize the services of volunteers to perform these supplemental duties.² The same requirements for supervision and job descriptions shall be required for volunteers. (For additional information on volunteers, refer to policy 03.6.)

EVALUATION

The Superintendent/designee shall develop and implement procedures for an annual evaluation and professional development of paraprofessionals. Evaluation results shall be a factor in future employment decisions.

WORK SCHEDULE

Exact number of workdays is determined annually.

1. All student attendance days (If school is canceled and the day is not made up within the academic calendar, paraeducators are not paid for the day.)
2. Opening day and one (1) training day.
3. Closing day and additional training days (if any) will be determined annually.

HOLIDAYS

1. Paraeducators will be paid for any University holidays that fall within the School’s academic calendar (opening day through closing day) that Model students are not in attendance. Note: Paraeducators are not paid for any holidays outside the School’s academic school year calendar.
2. Paraeducators will be paid for any “President” days when Model students are not in attendance and that fall within the School’s academic year calendar.

VACATION

All vacation days must be approved in advance and may only be taken as vacation days on any non-school day (school holidays, breaks, during the summer).

Paraprofessionals

REFERENCES:

¹P. L. 114-95, (Every Student Succeeds Act of 2015); KRS 161.010

²KRS 161.148

KRS 17.160; KRS 17.165

KRS 156.095; KRS 160.38; KRS 161.044; KRS 161.180

34 C.F.R. 200.58; OAG 73-206; OAG 76-555; OAG 86-43

Kentucky High School Athletic Association (KHSAA)

RELATED POLICIES:

03.21; 03.232; 03.6

Adopted/Amended:
Order #:

Volunteers

DEFINITION

Volunteers are persons who do not receive compensation for assisting and are encouraged to use their time and effort to support the school programs. The Superintendent shall develop procedures that encourage volunteers to assist in school and to facilitate effective communication with persons who volunteer.

Teacher education students or students enrolled in an educational institution and who participate in observations and educational activities under direct supervision of a local school teacher or administrator in a school shall not be considered volunteers.

SUPERVISION

All volunteers shall provide assistance only under the direction and supervision of a member of the professional administrative and teaching staff.¹

Volunteers who assist in the school on a scheduled and/or continuing basis shall be provided with the same liability insurance coverage as an school employee and shall be provided with a written task description detailing responsibilities and expectations, as well as specific qualifications that may be required.

RECORDS CHECK

The School shall annually conduct a state criminal records check on all volunteers who have contact with students on a regularly scheduled and/or continuing basis, or who have supervisory responsibility for children at a school site or on school-sponsored trips.

Pursuant to KRS 160.380, the Superintendent/designee also may require volunteers to submit to a state and national criminal (fingerprint) history background check and to provide a clear CA/N check. With prior approval of the Superintendent/designee, the background checks will be conducted at school expense. Otherwise, except as stated previously, the volunteer must pay for the background checks.

No volunteer shall be utilized to supervise students, or deemed to have the authority to supervise students, unless the volunteer has been designated to supervise students by the Principal and approved by the Superintendent/designee, and the volunteer has undergone the required records check..

Link to DPP-156 Central Registry Check and more information on the required CA/N check:

<http://manuals.sp.chfs.ky.gov/chapter30/33/Pages/3013RequestfromthePublicforCANCChecksandCentralRegistryChecks.aspx>

WORK-BASED SITE SUPERVISORS

Work-based learning site supervisors are considered volunteers. Pursuant to KRS 160.380 and KRS 161.148, prior to being assigned to supervise a student for more than one (1) day in a work-based learning experience, the site supervisor shall have undergone a state criminal background check either as required by their employer at time of employment or within the past twelve (12) months, whichever is the more recent.

Volunteers**WORK-BASED SITE SUPERVISORS**

Work-based learning site supervisors are considered volunteers. Pursuant to KRS 160.380 and KRS 161.148, prior to being assigned to supervise a student for more than one (1) day in a work-based learning experience, the site supervisor shall have undergone a state criminal background check either as required by their employer at time of employment or within the past twelve (12) months, whichever is the more recent.

ORIENTATION

The Superintendent/designee shall develop orientation materials to be provided to all volunteers who have contact with students on a regularly scheduled or continuing basis. These materials shall include, but not be limited to, pertinent policies, confidentiality, and safety and emergency procedures.

REFERENCES:

¹KRS 161.148
KRS 160.380
KRS 161.044

RELATED POLICIES:

08.113; 08.1131

Adopted/Amended:
Order #:

04	Fiscal Management
04.1	Budget Planning
04.12	Internal Account Budgets
04.31	Authority to Encumber and Expend Funds
04.3111	Issuance of Funds
04.312	School Activity Funds
04.41	Fraud Prevention
04.61	Gifts and Grants
04.7	Inventories

Budget Planning**REVIEW/INPUT**

The budget is developed with input from Principals and program directors.

PLANNING

The Superintendent shall establish procedures for budget development based on:

- Strategic plan;
- State and University allocations;
- Student needs and interests; and
- Faculty and staff development needs.

SUBMISSION OF BUDGET

The budget shall be presented for approval to the University by March 1 of each year.

Adopted/Amended:

Order #:

Internal Account Budgets**PREPARATION OF BUDGETS**

Each Principal shall prepare a budget for all accounts for the school year. The budget shall include a complete financial forecast of anticipated receipts and expenditures for the school year for each activity fund.

DUE DATE

Each club and organization shall prepare a tentative budget of receipts and expenditures for the next school year to be submitted to the Principal by April 15 on the state required form. The Principal shall submit the internal accounts budgets to the Superintendent no later than May 15.

REFERENCES:

KRS 160.160

KRS 160.290

KRS 160.340

OAG 60-1149

702 KAR 3:130; Accounting Procedures for Kentucky School Activity Funds

RELATED POLICY:

04.312

Adopted/Amended:
Order #:

Authority to Encumber and Expend Funds**FINANCIAL STATEMENT**

The daily administration of the budget shall be the responsibility of the Superintendent.

EXPENDITURE OF FUNDS

Expenditures from any School fund shall be made in accordance with the budgets allocated by the University. All purchases shall require the prior approval of the Superintendent or the Superintendent's designee and shall follow the purchasing procedures of the University.

AUTHORITY TO OBLIGATE

Administrators designated by the Superintendent may initiate a purchase order, subject to the limits of their designated budgeted funds within their organization code.

The School/University shall not be responsible for expenditures not properly authorized and not made according to the purchasing procedures developed by the Superintendent.

CREDIT CARD TRANSACTIONS

Model employees will follow the University policies regarding credit cards.

REFERENCES:

KRS 160.340; KRS 160.370; KRS 160.390
KRS 160.530; KRS 160.550

RELATED POLICIES:

04.3111

Adopted/Amended:
Order #:

Issuance of Funds

Funds will be issued through approved methods in accordance with University procedures.

PARENT ORGANIZATION

Faculty may request funds from the Parent Organization for special purchases using an approved form. The requesting faculty member must be present at the Parent Organization meeting at which the fund request will be considered.

Adopted/Amended:

Order #:

School Activity Funds

School activity funds may be expended for purposes which contribute generally to the benefit of the students, provided expenditures are consistent with requirements set out in Accounting Procedures for Kentucky School Activity Funds.

DEFINITION OF SCHOOL ACTIVITY FUNDS

School activity funds refer to all school funds including funds derived from fund-raising activities sponsored under the auspices of the school. Funds raised or received by organizations that do not come under the direct supervision of school authorities shall not be considered activity funds.

UNIFORM ACCOUNTING

All personnel shall comply with the uniform financial accounting system¹ and activity fund accounting procedures set out in Kentucky Administrative Regulation.²

PURCHASE ORDERS

Activity funds may only be expended as authorized in the Accounting Procedures for Kentucky School Activity Funds. Activity fund purchases will follow the University's procurement process.

Because no school activity fund is permitted to end the fiscal year with a deficit balance, the school shall not expend or commit to expend any activity fund in excess of revenue received for the fiscal year. Should this occur, the employee(s) responsible shall be subject to appropriate disciplinary action, and the Superintendent may require the Principal or school to present a plan for reimbursement of any deficit amount.

FINANCIAL REPORTS

Each month the Principal shall provide the Superintendent with a financial report for activity fund accounts. On or before July 25, following the end of the fiscal year, the Principal shall submit to the Superintendent an annual financial report for those accounts.

AUDIT OF FUNDS

All school activity funds shall be audited following University policy. All audit reports shall be reviewed and appropriate action taken as required by Kentucky Administrative Regulation.¹

FUND-RAISING PROJECTS

All schoolwide fund-raising activities, including the proposed use of the funds, must be approved by the Superintendent. Requests must be channeled through the Principal.

All other fund-raising activities, including the proposed use of the funds, shall be approved by the Principal/designee.

Proof of general liability insurance for external support/booster organizations must be submitted to the Principal prior to commencing any fund-raising activities.

All fund-raising activities conducted by school-sponsored groups shall be for the benefit of the entire school or group or stated purpose and be approved by the Principal.

School Activity Funds**SUPPORT/BOOSTER CLUBS**

Parent-teacher associations and booster club funds are not subject to deposit and accounting procedures as school activity funds.³ However, each year the Principal shall be provided the following from all support/booster club organizations as required by state activity fund accounting procedures:

1. Within the first thirty (30) days of the school year or within thirty (30) days of the first transaction for the group:
 - a. Names of club officers;
 - b. Federal Employer Identification Number (FEIN); and
 - c. A copy of the annual budget.
2. An annual financial report by July 15 for the year ending June 30 reporting receipts, expenditures, and beginning and ending balances;¹ and
3. All other information required by Accounting Procedures for Kentucky School Activity Funds.

All booster groups wishing to be recognized by and/or affiliated with the School shall comply with the following:

- Adhere to applicable state and federal laws, including taxable income reporting requirements, when conducting fund-raising activities to benefit the school; and
- Conduct fund-raising activities to benefit the entire group and not permit credit to be earned through fund-raising for an individual student in lieu of participation fees or related activity costs.
- Secure/possess appropriate licenses and approval for any event or activity.
- Provide proof of liability insurance.

External support/booster organizations shall obtain prior Superintendent approval to establish and lend support, seek assistance, and/or raise funds in the name of the School or students or a school program.

Although they may be general members, School and University employees shall not serve as the treasurer or any other officer with check-signing authority on a bank account for an external support/booster organization. Employees may serve as a member of the executive board of an organization.

REFERENCES:

¹702 KAR 3:130; Accounting Procedures for Kentucky School Activity Funds

²702 KAR 3:120

³OAG 79-556

KRS 158.290

KRS 139.497; KRS 156.070; KRS 160.290; KRS 160.340

RELATED POLICY:

04.12; 09.33

Adopted/Amended:
Order #:

Fraud Prevention

All employees, consultants, vendors, contractors and other parties maintaining a business relationship with the School shall act with integrity and due diligence in matters involving fiscal resources.

DEFINITION

As used in this policy, “fraud” refers to intentionally misrepresenting, concealing, or misusing information in an attempt to commit fiscal wrongdoing. Fraudulent actions include, but are not limited to:

- Behaving in a dishonest or false manner in relation to School assets, including theft of funds, securities, supplies, or other properties.
- Forging or altering financial documents or accounts illegally or without proper authorization.
- Improper handling or reporting of financial transactions.
- Personally profiting as a result of insider knowledge.
- Disregarding confidentiality safeguards concerning financial information.
- Violating conflict of interest policies.
- Mishandling financial records or assets (destroying, removing, or misusing).

STAFF RESPONSIBILITIES

Employees who suspect that financial fraud, impropriety or irregularity has occurred shall immediately report those suspicions to their immediate supervisor and/or the Superintendent/designee who shall have the primary responsibility for initiating necessary investigations. If the Superintendent is an alleged party in the fraud complaint, provision shall be made for addressing the complaint to the University Counsel.

Investigations shall be conducted in coordination with legal counsel and other internal or external departments and agencies as appropriate.

The Superintendent/designee shall inform employees with financial/accounting responsibilities of the following anti-fraud standards:

1. The School shall operate in a culture of honesty and ethical behavior with employees doing all within their power to further that goal.
2. Employees shall comply with all laws, rules, professional codes of ethics, and court orders of the Commonwealth of Kentucky and of the United States, as well as policy addressing fiscal matters.
3. Employees shall practice good stewardship of School and University financial resources, including timely reporting of fraudulent expenditures.
4. Employees with financial/accounting responsibilities shall support and follow sound business practices to the best of their ability and in keeping with their assigned responsibilities and job-related training by:
 - a. Maintaining and protecting financial records;
 - b. Performing one’s job with the highest attention to detail to minimize and prevent error, falsification of accounting records, and omission of transactions;

Fraud Prevention**STAFF RESPONSIBILITIES (CONTINUED)**

- c. Reporting knowledge of fraud or suspected fraud, including intentional misstatements and omissions of amounts or disclosures;
- d. Guarding against misappropriation of assets; and
- e. Resisting incentives, pressures, and negative attitudes that detract from performance of assigned responsibilities.

INTERNAL CONTROLS/INVESTIGATIONS

The University shall be responsible for developing internal controls to aid in preventing and detecting fraud or financial impropriety or irregularity within the School. Reports of suspected fraudulent activities shall be investigated in a manner that protects the confidentiality of the parties and avoid unfounded accusations. Employees involved in the investigation shall be advised to keep information about the investigation confidential.

If an investigation substantiates occurrence of a fraudulent activity, the Superintendent/designee shall issue a report to appropriate personnel and to the University Counsel. Final disposition of the matter and any decision to file a criminal complaint or refer the matter to the appropriate law enforcement and/or regulatory agency for independent investigation shall be made in consultation with legal counsel. Results of the investigation shall not be disclosed to or discussed with anyone other than those individuals with a legitimate need to know.

REFERENCES:

Governmental Accounting Standards
KRS 7.410; KRS 158.155
725 KAR 1:030; KRS 171.420
Records Retention Schedule, Public School District

Adopted/Amended:
Order #:

Gifts and Grants

The School may accept gifts, grants and devises subject to the provisions of [KRS 160.580](#) and with the understanding that the purpose must be consistent with policies and programs approved by the School.

All gifts/donations of physical property, service or money are subject to approval by the Superintendent and/or the President. Grants shall be submitted to the Eastern Kentucky University Office of Sponsored Programs.

A listing of all donations shall be submitted to the University at year-end.

REFERENCES:

KRS 160.580

Accounting Procedures for Kentucky School Activity Funds (Redbook)

RELATED POLICY:

04.312

Adopted/Amended:
Order #:

Inventories**EQUIPMENT AND ASSETS**

The School shall adhere to the property inventory procedures developed by the University. Principals and other supervisors designated by the Superintendent are accountable for inventory, control and maintenance of all assets and equipment in their area of responsibility.

Each school year, results of inventories shall be reconciled, coordinated and reported to the Superintendent. Permission shall be received from an administrator before moving furniture, equipment, and/or materials.

The Superintendent shall develop procedures and forms for the annual inventory and be responsible for maintaining the inventory. Teachers shall maintain an inventory of school assets to include technology, equipment, and textbooks issued to students.

TRANSFER AND DISPOSAL

Fixed assets no longer needed or useable shall be returned to a designated central location and transferred or disposed of in compliance with University policy and applicable legal requirements.

REFERENCES:

KRS 160.290

Accounting Procedures for Kentucky School Activity Funds

RELATED POLICIES:

05.21

Adopted/Amended:
Order #:

05	School Facilities
05.11	Alterations of Buildings and Grounds
05.21	Responsibility for School Property
05.22	Compliance with FCC Regulations
05.3	Community Use of School Facilities
05.4	Safety (Facilities)
05.41	Fire Drills
05.411	Building Lockdowns
05.42	Severe Weather/Tornado Drills
05.43	Bomb Threats
05.45	Crowd Control
05.47	Earthquakes
05.48	Weapons
05.5	Security (Facilities)
05.7	Recycling

Alterations of Buildings and Grounds**APPROVAL NEEDED**

No structural changes, painting, or addition of furniture to halls and classrooms may be done without prior, written approval from the Superintendent/designee.

INTEGRATED PEST MANAGEMENT

The University will provide Integrated Pest Management (IPM) with the primary goal of controlling pests, general pests, and wood-destroying organisms with judicious use of pesticides.

The IPM program shall include, but not be limited to, the following components:

- Persons who apply pesticides in any school building shall be certified in keeping with applicable statutes and regulations.
- Notification in compliance with Kentucky Administrative Regulation.

REFERENCES:

KRS 158.447

KRS 160.290

KRS 162.060

302 KAR 29:010; 302 KAR 29:020

302 KAR 29:050; 302 KAR 29:060

702 KAR 4:180

Adopted/Amended:
Order #:

Responsibility for School Property**BUILDINGS AND GROUNDS**

The Principal/designee, under the direction of the Superintendent, shall have charge of and be responsible for the assigned school buildings, the furniture, books, technology, equipment, apparatus, and supplies belonging thereto. Inspection of playgrounds and equipment shall be performed by the Superintendent's designee.

PLAYGROUNDS AND EQUIPMENT

The Superintendent's designee shall monitor the condition of all playgrounds and play apparatus at the school, periodically inspect playgrounds and play apparatus, and report the results in writing to the Superintendent.

School personnel shall work with this individual to assure that playground equipment to be purchased by, or donated to, the school meets standards and is approved prior to installation. Only commercial grade equipment, suitable for use by children and accompanied by appropriate surface materials, shall be installed in school playgrounds.

MAINTENANCE

As the Principal observes or is notified of needed maintenance of the building, equipment and grounds, s/he shall report it to the University's Facilities or Risk Management in writing.

REFERENCES:

KRS 160.290

KRS 160.340

702 KAR 1:160

Handbook for Public Playground Safety, U.S. Consumer Product Safety Commission

Adopted/Amended:

Order #:

Compliance With FCC Regulations

ELECTRONIC

The use of technology shall comply with Federal Communication Commission (FCC) Rules and Regulations regarding Radio Frequency (RF) emission limits to provide an interference free radio frequency spectrum.

REFERENCES:

Kentucky Education Technology System (KETS)
Federal Communication Commission (FCC) Rules and Regulations

Adopted/Amended:
Order #:

Community Use of School Facilities

The School will follow the University's Policy 7.1.1.P and guidelines for the use of school facilities.

Adopted/Amended:

Order #:

Safety

EASTERN KENTUCKY UNIVERSITY EMERGENCY PLANNING

The Principal shall implement an emergency management plan for the school that has been developed by the EKU Office of Emergency Management that shall include procedures to be followed in cases of fire, severe weather, earthquake or a building lockdown as defined in KRS 158.164. A copy of the emergency plan, including a diagram of the facilities shall be given to first responders, including local fire, police, and emergency medical personnel.

Following the end of each school year the Principal and first responders shall review the emergency plan and revise it as needed.

The school emergency plan shall address staff responsibilities for safely evacuating students needing special assistance during safety drills and actual emergency situations, including students with disabilities and those with 504 plans. The Principal shall discuss the emergency plan with all school staff prior to the first instructional day annually and shall document the date and time.

Whenever possible, first responders shall be invited to observe emergency response drills.

In addition, the Principal shall:

1. Establish and distribute primary and secondary evacuation routes in each room by any doorway used for evacuation;
2. Identify the best available severe weather safe zones, in consultation with local and state safety officials and informed by guiding principles set forth by the National Weather Service and the Federal Emergency Management Agency, and post the location of the safe zones in each room;
3. Develop school procedures to follow during an earthquake; and
4. Develop and adhere to practices to control access to the school. As soon as practicable but no later than July 1, 2022, practices shall include but not be limited to:
 - Controlling outside access to exterior doors during the school day;
 - Controlling the main entrance of the school with electronically locking doors, a camera, and an intercom system;
 - Controlling access to individual classrooms;
 - Requiring classroom doors to be equipped with hardware that allows the door to be locked from the outside but opened from the inside;
 - Requiring classroom doors to remain closed and locked during instructional time;
 - Requiring classroom doors with windows to be equipped with material to quickly cover the window during a building lockdown;
 - Requiring all visitors to report to the front lobby of the building, provide valid identification, and state the purpose of the visit; and
 - Providing a visitor's badge to be visibly displayed on a visitor's outer garment.

Safety**EASTERN KENTUCKY UNIVERSITY EMERGENCY PLANNING (CONTINUED)**

No later than November 1 of each school year, the Superintendent shall send verification to the Kentucky Department of Education that all schools are in compliance with school emergency planning requirements.

PRECAUTIONS

Precautions will be taken for the safety of the students, employees, and visitors.

- Check and lock doors and windows when exiting your room.
- Close and lock all outside exits when you leave after school hours.
- Do not leave keys in your office unprotected.
- Do not loan keys to students.
- Do not keep money or valuables in your office or classroom.

REPORTING HAZARDS

Each employee observing a potential safety or security hazard shall report such hazard in writing to his/her immediate supervisor who shall cause the situation to be remedied or reported to the proper authority for remedy.

COMMUNICATION SYSTEM

The School shall establish a process for a two-way communication system for employees to notify the Principal, supervisor or other administrator of an existing emergency. The process may include, but is not limited to, use of intercoms, telephones, and two-way radios.

DEFIBRILLATORS

The School maintains automatic external defibrillators (AED) in designated locations throughout the buildings. All forms documenting certification training, report of use, and inspection shall be kept in the nurse's office for each location an AED is available.

REFERENCES:

KRS 158.148; KRS 158.162; KRS 158.164; KRS 158.445
KRS 160.290; KRS 160.445
KRS 311.667; KRS 411.148

RELATED POLICIES:

05.21; 05.41; 05.411; 05.42; 05.45; 05.47
09.22; 09.221; 09.4 (entire section); 10.5

Adopted/Amended:
Order #:

Fire Drills**MONTHLY DRILLS**

There shall be at least two (2) fire exit drills the first two (2) weeks of a school term and one each calendar month thereafter while school is in session. The route of exit is to be posted in all classrooms and other areas where students assemble.

MONTHLY REPORT

On forms provided by the Safety Coordinator/designee, a monthly fire drill report is to be sent to the Safety Coordinator/designee.

IMPLEMENTATION

The Principal is responsible for implementing this policy.

REFERENCES:

Life Safety Code Handbook, Chapters 14 & 15

KRS 158.162

KRS 227.220(3)(e)

RELATED POLICY:

05.4

Adopted/Amended:

Order #:

Building Lockdowns**DEFINITION**

Building lockdown means to restrict the mobility of building occupants to maintain their safety and care.

ANNUAL PRACTICES

A building lockdown practice shall be implemented at least twice during each school year. At a minimum, lockdown drills are to be held during the first thirty (30) instructional days of the school year and in January. As directed by the Superintendent, the Principal or other building supervisor shall document that the practice has occurred.

PROCEDURE REQUIRED

The Principal shall establish procedures to perform a building lockdown, including protective measures to be taken during and immediately following the lockdown. Local law enforcement agencies shall be invited to assist in establishing lockdown procedures. Each school year, the school shall provide appropriate notice of building lockdown procedures to students, faculty and non-faculty staff.

REFERENCES:

KRS 158.162

KRS 158.164

RELATED POLICY:

05.4

Adopted/Amended:
Order #:

Severe Weather/Tornado Drills**PROCEDURE SYSTEM**

To maintain the safety and care of students and employees, a severe weather/tornado emergency procedure system shall be established to include, but not be limited to, the following components:

1. A school building disaster plan that provides for a drop procedure and safe area evacuation practices;
2. Designation of the best available safe zones for each facility, in consultation with local and state safety officials and informed by guiding principles set forth by the National Weather Service and the Federal Emergency Management Agency as part of the school emergency planning process and posted in each room of the school;
3. Protective measures to be taken before, during, and following severe weather/tornado; and
4. Training of staff and students in the system, including use of a drop procedure.

TIMES FOR DRILLS

Severe weather/tornado and safe area evacuation drills are to be held during the first thirty (30) instructional days of the school year and in January. Designated school primary and secondary evacuation routes are to be posted by any doorway used for evacuation.

IMPLEMENTATION

The Principal is responsible for implementing this policy.

REFERENCES:

KRS 158.162
KRS 158.163

RELATED POLICY:

05.4

Adopted/Amended:
Order #:

Bomb Threats

The Superintendent shall develop procedures to promote the safety of students and personnel in the event of a bomb threat.

REFERENCES:

OAG 77-254
KRS 508.075
KRS 508.078

Adopted/Amended:
Order #:

Crowd Control

The Superintendent or designee shall develop procedures to promote the orderly conduct and safety of students and other spectators who attend school-sponsored events.

Crowd control procedures shall include supervision by appropriate school officials in all cases. In case of events where it is anticipated that the nature of the crowd may pose conduct or safety problems (e.g. large or emotional crowds), procedures shall call for the posting of adequate police or security personnel.

REFERENCES:

KRS 518.090

OAG 90-11

RELATED POLICY:

09.35

Adopted/Amended:
Order #:

Earthquakes

The Superintendent shall develop written procedures to promote the safety of students and personnel in the event of an earthquake.

Written procedures shall include a building disaster plan, a "drop procedure" for all staff and students, protective measures and a method of instructing staff and students of these procedures.

REFERENCE:

KRS 158.163

Adopted/Amended:
Order #:

Weapons

This policy applies to students, staff members, and visitors to the school.

WEAPONS PROHIBITED

Except where expressly and specifically permitted by Kentucky Revised Statute, the carrying, bringing, using, or possessing any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited.

Violation of this policy by staff members shall constitute reason for disciplinary action, including possible termination.

Violation of this policy by students shall require that the Principal immediately make a report to the Superintendent, who shall determine if charges for expulsion from the School should be filed under Policy 09.435. In addition, when they have reasonable belief that a violation has taken place, principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a firearm in violation of the law or assault involving the use of a weapon.

Violations by visitors shall be reported to a law enforcement agency.

Exceptions:

- An exception may be made for students participating in an authorized curricular or extracurricular activity or team involving the use of firearms and to those persons listed in KRS 527.070.
- Law enforcement officials, including peace officers and police as provided in KRS 527.070 and KRS 527.020, are authorized to bring weapons onto school property in performance of their duties.

FEDERAL REQUIREMENTS REGARDING STUDENTS

The penalty for students possessing a firearm at school or bringing a firearm or other deadly weapon, destructive device, or booby trap device to school or onto the school campus/property under jurisdiction of the School shall be expelled for a minimum of twelve (12) months under Policy 09.435. However, the Board may modify expulsions on a case-by-case basis. Any case-by-case modification of the one (1)-year expulsion requirement, including those made for students with disabilities to meet the requirements of IDEA and Section 504, shall be in writing and may be based upon a recommendation of the Superintendent/designee.

Any student who possesses a firearm at school or brings to school a firearm or other deadly weapon, destructive device, or booby trap device shall be referred to the criminal justice or juvenile delinquency system.

STATE POSTING REQUIREMENTS

The Superintendent shall post the following notice in prominent locations in the schools, including, but not limited to, sports arenas, gymnasiums, stadiums, and cafeterias. The notice shall be at least six (6) inches high and fourteen (14) inches wide and shall state:

Weapons**STATE POSTING REQUIREMENTS (CONTINUED)**

UNLAWFUL POSSESSION OF A WEAPON ON SCHOOL PROPERTY IN KENTUCKY IS A FELONY PUNISHABLE BY A MAXIMUM OF FIVE (5) YEARS IN PRISON AND A TEN THOUSAND DOLLAR (\$10,000) FINE.¹

The above criminal penalty shall not apply to those persons listed in KRS 527.070 (3).

STATE REPORTING REQUIREMENTS

Employees of the School shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the carrying, possession, or use of a deadly weapon on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event.

For state reporting purposes, a deadly weapon shall be defined as:

1. a weapon of mass destruction;
2. any weapon from which a shot, readily capable of producing death or serious physical injury, may be discharged;
3. any knife other than an ordinary pocket knife or hunting knife;
4. billy, nightstick or club;
5. blackjack or slapjack;
6. nunchaku karate sticks;
7. shuriken or death star; or
8. artificial knuckles made from metal, plastic, or other similar hard material.

Employees who receive information from a student or other person regarding conduct required to be reported shall report the conduct in the same manner as stated above.

ENFORCEMENT

In the enforcement of this policy, principals may authorize, if they have reasonable suspicion, searches in compliance with applicable Board policies.

REFERENCES:

¹KRS 527.070; KRS 158.150; 20 U.S.C. §7141 (Gun-Free Schools Act)
18 U.S.C. §921(a)
KRS 158.154
KRS 158.155; KRS 160.290; KRS 160.340; KRS 161.790
KRS 237.106; KRS 237.110; KRS 237.138 to KRS 237.142
KRS 500.080; KRS 508.075; KRS 508.078; KRS 527.020
Individuals with Disabilities Education Improvement Act (IDEA)
Section 504 of the Rehabilitation Act of 1973, as amended

RELATED POLICIES:

09.435; 09.436; 09.4361

Adopted/Amended:
Order #:

Security

RESPONSIBILITY

The Principal has general oversight of school property under his or her supervision and shall use good judgment for the reasonable security of such property.

RELATED POLICY:

05.4

Adopted/Amended:

Order #:

Recycling

Employees will practice waste reduction by participating in the University's recycling program.

Adopted/Amended:

Order #:

06	Transportation
06.0	Transportation
06.12	Maintenance (Bus)
06.2	Safety (Transportation)
06.22	Bus Drivers' Responsibilities
06.221	Bus Drivers' Use of Tobacco and Other Substances
06.23	Driver and Substitute Driver Training
06.34	Conduct on Bus (Transportation)
06.342	Hazards in and on Bus

Transportation

The Superintendent/designee shall develop and administer the necessary administrative procedures to implement the pupil transportation system, subject to review by the Board and consistent with 702 Kentucky Administrative Regulations, Chapter 5.¹

Employees are subject to the Policies and Procedures related to Safety, Security and Environment (Volume 9, Chapter 5, Section 1).

REFERENCES:

¹702 KAR 5:010
702 KAR 5:020; 702 KAR 5:030
KRS 158.110; KRS 158.115

Adopted/Amended:
Order #:

Maintenance**INSPECTION**

At least once each month when school is in session, all school buses shall be thoroughly inspected and road-tested by a state-approved inspector to ensure satisfactory mechanical conditions. Any safety defects found shall be repaired before the bus is placed back into operation.

REPORTING DEFECTS

The Superintendent shall develop rules and regulations for the reporting of mechanical defects of school buses, by their drivers, and for the repair of such defects.

REFERENCES:

KRS 158.110
702 KAR 5:030
702 KAR 5:130

Adopted/Amended:
Order #:

Safety**DEVELOPMENT OF PROGRAM**

The Superintendent/designee shall develop a transportation safety program as required by applicable law and administrative regulation. Appropriate safety information shall be disseminated annually in writing to employees, parents, and pupils of the School.

BOOSTER SEATS

When students who are under eight (8) years old and between forty (40) and fifty-seven (57) inches in height are transported in School-owned or leased vehicles designed for nine (9) or fewer passengers, they shall be properly secured in a child booster seat. Per KRS 189.125, a child of any age who is greater than fifty-seven (57) inches in height is not required to be secured in a booster seat.

REFERENCES:

KRS 158.110
KRS 189.125
702 KAR 5:030
702 KAR 5:060
702 KAR 5:080

RELATED POLICY:

06.12

Adopted/Amended:
Order #:

Bus Drivers' Responsibilities

All bus drivers shall meet the qualifications of and be in compliance with the responsibilities noted in Kentucky Administrative Regulations.¹

WALKTHROUGH AT END OF RUN

Bus drivers shall conduct a walkthrough of their buses at the end of each run to ensure that all students have disembarked at their designated stops.

DISCIPLINARY ACTION

Bus drivers who fail to observe/perform their responsibilities shall be subject to appropriate disciplinary action.

REFERENCES:

¹702 KAR 5:080; 702 KAR 5:150

KRS 189.370

KRS 189.375

KRS 189.380

KRS 189.450

KRS 189.540

KRS 189.550

KRS 281A.175

KRS 281A.205

Adopted/Amended:

Order #:

Bus Drivers' Use of Tobacco and Other Substances**TOBACCO, ALTERNATIVE NICOTINE, OR VAPOR PRODUCTS**

The use of any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 is prohibited for all persons and at all times on or in all property, including any vehicle, that is owned, operated, leased, or contracted for use by the University and while attending or participating in any school-related student trip or student activity and is in the presence of a student or students.¹

Adequate notice shall be provided to students, parents and guardians, school employees, and the general public.

Signage shall be posted on or in all property, including any vehicle that is owned, operated, leased, or contracted for use by the University, clearly stating that the use of all such products is prohibited at all times and by all persons on or in the property.

School employees shall enforce the policy.

DEFINITIONS

The following definitions apply for purposes of drug and alcohol testing required by federal and state law:

"Drugs" refers to controlled substances as prohibited by the Omnibus Act, including but not limited to, marijuana, cocaine, opiates, amphetamines and phencyclidine (PCP).

"Alcohol" refers to the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols, including but not limited to, methyl and isopropyl. Alcohol use includes the consumption of any beverage, mixture, or preparation, including any medication containing alcohol.

USE PROHIBITED

All employees subject to commercial driver's license (CDL) requirements shall be prohibited from:

1. The use of any drugs, that may affect the employee's ability to safely drive a school bus or perform other job responsibilities;
2. The use of alcohol:
 - a. While on duty;
 - b. Four (4) hours before driving;
 - c. Eight (8) hours following an accident; or
 - d. Consumption resulting in prohibited levels of alcohol in the system.

REQUIRED REPORTS

- Drivers taking medication either by prescription or without prescription shall report to the immediate supervisor and shall not drive if that medication may affect the driver's ability to safely drive a school bus or perform other driver responsibilities.²
- Drivers shall immediately report to the Superintendent or designee any traffic violation specified in Kentucky Administrative Regulation.²

Bus Drivers' Use of Tobacco and Other Substances**TESTING**

All covered applicants and employees shall be subject to pre-employment testing (controlled substances only), and reasonable suspicion, random and post-accident testing for drugs and alcohol. Return-to-duty and follow-up testing shall also be required.

All offers of employment with the University shall be made contingent upon testing results. An applicant who tests positive shall not be employed.

Current employees who test positive shall be subject to immediate disciplinary action up to and including dismissal in accordance with policy and administrative procedures. A school bus driver, substitute driver, school bus mechanic or anyone performing safety-sensitive pupil transportation duties who tests 0.02 percent or higher on the confirmation alcohol test immediately before, during, or immediately following the performance of these duties shall be relieved of these duties immediately. (Drivers found under the influence of alcohol or any illegal drugs while on duty or with remaining driving responsibilities that same day shall be dismissed from employment in accordance with Kentucky Administrative Regulation and University policy and shall not be eligible for reemployment for five [5] years.)

Employees who test positive shall be notified of referral services. Additionally, employees shall be subject to CDL prohibitions and penalties under the Omnibus Act and applicable Federal Motor Carrier Safety Regulations.

Applicants who refuse drug testing shall be eliminated immediately from employment consideration. Current employees who refuse to comply with testing requirements will be regarded as insubordinate and shall be subject to disciplinary action, up to and including dismissal.

Refusal to submit to an alcohol or controlled substance test means that the individual demonstrated noncompliance, including but not limited to the following actions:

- Failed to appear for any test within a reasonable period of time as determined by the employer and consistent with applicable Department of Transportation agency regulation;
- Failed to remain at the testing site until the testing process was completed;
- Failed to provide a sample specimen for any required test;
- Failed to provide a sample in an amount sufficient for testing without an adequate medical reason for the failure;
- Failed to undergo a medical examination as directed by the Medical Review Officer as part of the verification process for the previous listed reason;
- Failed or declined to submit to a second test that the employer or collector has directed the driver to take;
- Failed to cooperate with any of the testing process; and/or
- Adulterated or substituted a test result as reported by the Medical Review Officer.

Bus Drivers' Use of Tobacco and Other Substances**TESTING COSTS**

Pre-employment drug testing costs shall be paid for by the University. All current employee drug and alcohol testing including reasonable suspicion, random and post-accident testing costs shall be paid for by the University.

MATERIALS TO BE PROVIDED

The Superintendent/designee shall distribute educational materials to explain state and federal legal requirements for alcohol and controlled substance testing of CDL drivers and the University's policies and procedures to implement it and answer questions about the materials. Materials shall meet content requirements of state and federal regulations and shall be distributed to each driver prior to the start of alcohol and controlled substances testing each year and to each driver subsequently hired or transferred into a position requiring driving a commercial motor vehicle. Each employee is required to sign a statement certifying that s/he has received a copy of these materials. If the University recognizes an organization to represent bus drivers, the University shall provide written notice to representatives of the organization of the availability of this information.¹

REFERENCES:

¹KRS 438.050; KRS 438.305; New Section of 438

²702 KAR 5:080

³49 C.F.R. Part 382

Omnibus Employee Testing Act of 1991, Public Law 102-143, Title V

RELATED POLICIES:

03.13251; 03.1327

03.23251; 03.2327

09.4232; 10.5

Adopted/Amended:
Order #:

Driver and Substitute Driver Training**SUPERINTENDENT RESPONSIBILITY**

The Superintendent shall be responsible for providing the annual required in-service school bus driver training in accordance with 702 KAR 5:030 and 702 KAR 5:080.

All training requirements include both regular and substitute drivers.

COMMERCIAL DRIVER'S LICENSE

The School may pay the fee for the commercial driver's license required for all bus drivers and substitute bus drivers. Any license certification beyond what is required to drive school buses must be paid for by the individual.

REFERENCES:

KRS 189.370
KRS 189.375
KRS 189.380
KRS 189.450
KRS 189.540
KRS 189.550
KRS 189.580
KRS 189.635
702 KAR 5:030
702 KAR 5:080
702 KAR 5:010

Adopted/Amended:
Order #:

Conduct on Bus**PRINCIPAL AUTHORITY**

Consistent with the School's handbook, the Principal/designee has authority to discipline pupils who ride school buses/transportation.

REPORTING OF VIOLATIONS

Bus drivers, coaches and faculty members shall promptly report any violation of School policy or rules to the Principal.

WITHHOLDING OF RIDING PRIVILEGES

The Principal is authorized to withhold bus-riding privileges up to a maximum of ten (10) school days per occurrence in the case of habitual or serious conduct violations. The Principal shall notify the parents in cases where bus-riding privileges have been withheld.

The Superintendent or the Superintendent's designee may withhold bus-riding privileges up to the remainder of the school year.

RESTITUTION OF DAMAGES

The parents or guardians may be held responsible for restitution of any damages, beyond normal usage, inflicted by their child.

STUDENTS WITH SPECIAL NEEDS

Students with special needs who exhibit inappropriate conduct shall be managed in accordance with their Individual Education Plan (IEP) and/or 504 Plan and the legal obligations and standards adopted by the Board.¹

REFERENCES:

¹Individuals with Disabilities Education Improvement Act of 2004; Section 504 of Rehabilitation Act of 1973
KRS 158.110; KRS 160.705; 702 KAR 5:100

RELATED POLICIES:

09.226; 09.425; 09.434

Adopted/Amended:
Order #:

Hazards in and on Bus**PROHIBITED ITEMS**

Passengers shall not bring an object on the school bus that may block the bus aisles or exits.

A driver shall not knowingly permit any of the following to be transported on the bus:

1. Firearms or weapons, either operative or ceremonial;
2. Fireworks or other explosive materials of any type;
3. Live animals; Note: animals that are not a risk to other bus riders and that are necessary to enable a person to safely utilize the bus transportation as documented by adequate medical evidence, or required by a student's Individual Education or Section 504 Plan, or a service animal shall be allowed on the bus.
4. Preserved specimens that would likely frighten a pupil or cause a commotion on the bus;
or
5. Glass objects or helium balloons.

REFERENCES:

KRS 158.110

702 KAR 5:080

702 KAR 5:150

Individuals with Disabilities Education Improvement Act of 2004

Section 504 of Rehabilitation Act of 1973

Americans with Disabilities Act

Adopted/Amended:

Order #:

07	Support Services
07.1	Food Services
07.111	Competitive Foods
07.12	Vending Machines

Food Services**MEALS**

Meals are provided through an external vendor approved by Eastern Kentucky University Dining and meal costs are posted in the cafeterias.

PREPAYMENT

Payment procedures are proposed by the external vendor and approved by the Superintendent and the University.

SPECIAL DIETARY NEEDS

Students whose dietary needs qualify them for an adaptation under law shall be provided accommodations in keeping with local procedures.

The Superintendent will develop a process for grievances.

NUT-SAFE SCHOOLS

Model Laboratory School is designated as a nut-safe building. The Superintendent/designee shall inform parents, staff and students of this designation.

REFERENCES:

KRS 160.290

Section 504 of Rehabilitation Act of 1973, Americans with Disabilities Act

Adopted/Amended:

Order #:

Competitive Foods**COMMERCIALLY PREPARED FOODS**

There shall be no delivery of commercially prepared restaurant foods to students at school during the school day other than those provided by the school, sold as part of an approved school entrepreneurship program or specifically approved by the Superintendent/designee.

For class parties, celebrations and instructional program involving food, only commercially prepared items may be served to students.

RELATED POLICIES:

07.12

Adopted/Amended:
Order #:

Vending Machines

REQUEST

Vending machines will be installed in the school only at the request of the Superintendent or the Principal and subject to approval by the University.

BIDDING

The School shall follow the Eastern Kentucky University's procurement procedures for the procurement and servicing of vending machines.

RELATED POLICY:

07.111

Adopted/Amended:

Order #:

08	Curriculum and Instruction
08.1	Curriculum
08.11	Course of Study
08.1121	Pre-College Curriculum
08.113	Graduation Requirements
08.1131	Alternative Credit Options
08.12	Instructional Organization
08.1211	Basic Classroom
08.1212	Exceptional Classes
08.1213	Career and Technical Education
08.131	Students With Disabilities
08.1312	Home/Hospital Instruction
08.132	Gifted and Talented Students
08.133	Extended Learning
08.1341	Essential Workplace Programs
08.1345	Federal Programs
08.13452	English as a Second Language
08.1346	Physical Education
08.1351	Pledge of Allegiance
08.1353	Controversial Issues
08.1354	Voter Registration and Participation
08.14	Counseling
08.141	Students At-Risk
08.211	Homework
08.212	Lesson Plans
08.22	Acceleration, Promotion and Retention
08.221	Grading
08.2211	Academic Honors Program
08.222	Assessment
08.232	Instructional Resources
08.2321	Copyrighted Materials
08.2322	Review of Instructional Materials
08.2323	Access to Electronic Media
08.233	Library Media Centers
08.234	Previewing Materials

08	Curriculum and Instruction
08.3	School Calendar
08.31	School Attendance Day
08.32	School Term
08.33	Emergency Closings
08.5	Program Evaluation and Strategic Plan

Curriculum

The curriculum in each school shall be designed to achieve the school goals established by KRS 158.6451 and competencies. The curriculum shall comply with all applicable state and federal statutes and regulations.

WORLD CLASS EDUCATION

The School guarantees a world-class education for K-12 students through a viable curriculum that:

- Provide opportunities for students to develop as leaders and entrepreneurs.
- Develops transferable, transportable skills through practice with feedback.
- Requires students to think critically, creatively, computationally, and quantitatively.
- Challenges students to develop creative solutions to authentic and relevant real-world problems.
- Provides opportunities for students to make cross-curricular and interdisciplinary connections.
- Provides opportunities for school-wide and grade-level shared experiences and courses.
- Emphasizes persistence through sustained inquiry, capstone projects, and presentations.
- Develops strong written and oral communicators.
- Facilitates students' abilities to engineer, design, perform, innovate and create.
- Promotes participation in civic activities as an informed citizen.
- Fosters community through service (learning) and teamwork.
- Fosters individual physical and emotional well-being.
- Builds ability to communicate in a second language and engage in culturally appropriate interactions.

COMPETENCIES

The School's curricular program for studies shall provide a world-class education that prepares students for college and career by addressing the following competencies, known as *The Model Core*:

Inquiry, Communication, and Data Analytics

- Plan and conduct sustained research investigations using appropriate tools and media.
- Read, analyze, synthesize evaluate, and cite sources and information in qualitative, non-fiction texts.
- Analyze and interpret quantitative data represented in tables, charts, graphs, maps, and infographics.
- Analyze quantitative data and perform statistical tests on the data to draw conclusions.
- Represent quantitative data and information visually through tables, charts, graphs, maps, and infographics.
- Develop evidence-based written arguments.
- Communicate orally a perspective using appropriate media to a targeted audience for a particular situation.
- Strategically select and employ purposeful rhetorical and correct syntactical choices.

Curriculum**COMPETENCIES (CONTINUED)****Quantitative and Computational Reasoning**

- Analyze a real-world mathematical problem and determine a method and the tools needed for solving it.
- Reason abstractly and quantitatively.
- Translate mathematical information from a single representation or across multiple representations.
- Construct viable mathematical arguments.
- Evaluate the reasoning and validity of a mathematical argument or method.
- Look for and make use of structure and patterns in authentic mathematical contexts.
- Attend to precision, using appropriate notation and mathematical conventions.
- Write and implement code by applying logic and rules to achieve outcomes or results.
- Analyze program code to explain the behavior and conditions that produce results in a program.

Scientific Inquiry

- Determine a scientific question and method for answering it.
- Analyze and explain scientific concepts, processes, and models in real-world contexts.
- Analyze and explain visual representations of scientific concepts and processes in real-world contexts.
- Create visual representations and/or models of scientific concepts and processes.

Global Communication and Understanding

- Contextualize and compare perspectives.
- Analyze current events through cultural comparison.
- Read, analyze, and evaluate primary and secondary sources, including images, to draw conclusions about historical, political, social, economic, and geographic developments.
- Analyze geographic patterns and spatial relationships.
- Communicate ideas effectively in discourse to a variety of audiences demonstrating cultural sensitivity and understanding while emulating native speakers.

Civic Engagement, Entrepreneurship, and Financial Literacy

- Analyze and evaluating economic and financial options and choices.
- Analyze options and explain choices related to family life and consumer skills.
- Apply political and economic theories, perspectives, and models in authentic contexts in order to make sound economic and financial decisions.

Curriculum**Humanities**

- Read/view/listen to, analyze, and interpret a work of art (literature, music, visual art, drama, dance).
- Explain the historical and cultural significance of a work of art (literature, music, visual art, drama, dance).
- Analyze historical and social events and developments.
- Analyze the broader context related to a historical event, development, or process.
- Analyze connections and/or patterns between historical events, developments, and/or processes.

Creating, Performing, Designing, and Engineering

- Create works of art, (literature, music, visual art, drama, dance).
- Perform, present, or publish works of art (literacy, music, visual art, drama, dance).
- Apply theories and principles when creating, performing, designing, or engineering.
- Apply recursive processes that emphasize practice and persistence and that incorporate collaboration, iteration, critique, reflection, and revision.
- Design innovative and creative solutions (products, algorithms, program code, lighting designs, stage sets) that solve a problem or achieve a purpose.

Fitness and Wellness

- Analyze choices and behavior on fitness, physical health, and emotional and mental wellness.
- Participate in activities that promote lifelong physical activity and wellness.
- Demonstrate individual strategies and effective teamwork.

STUDENTS WITH DISABILITIES

The Board shall operate programs for students with disabilities in accordance with the legal obligations contained in the School's policy and procedures manual relating to such programs.

REFERENCES:

KRS 156.160; KRS 156.162; KRS 158.075
KRS 158.183; KRS 158.188
KRS 158.301; KRS 158.302; KRS 158.305
KRS 158.6451; KRS 158.6453
704 KAR 3:303; 704 KAR 3:305; 704 KAR 3:440
Kentucky Academic Standards

Adopted/Amended:
Order #:

Course of Study

DEVELOPMENT

The Superintendent shall develop and disseminate to the schools a course of study for primary school through twelfth grade that will include minimum statutory and regulatory requirements¹ and additional requirements as specified by the Board.

ASSESSMENT OF STUDENT WORK / NONDISCRIMINATION

Consistent with School policies addressing assessment of student progress and grading, and policies relating to the determination of curriculum and assignments, instructional staff are expected to issue grades or assessments of student assignments, including in the classroom, based on responsiveness to the assigned task(s), accuracy, and quality of work, utilizing sound pedagogical judgment and providing modifications for students with disabilities as required by law, free from discrimination or penalty based on constitutionally protected expressions of religious or political views in otherwise responsive student submissions.

IMPLEMENTATION

Each teacher shall implement the course of study prescribed for the assigned grade and subject area.²

SYLLABUS

Teachers at all levels shall develop a syllabus for each course, grade/level or subject (single and/or interdisciplinary area) they teach to communicate to students and parents the following information:

For K-5

- Contact information;
- Overview of the grade, including subjects and general schedule;
- Teacher and contact information;
- Model Core Competencies addressed and assessed;
- Transfer tasks;
- Major topics and timelines; and
- Resources to be used.

For 6—12

- Contact information;
- Official description of the course, prerequisites for the course requirements;
- Model Core Competencies;
- Topics to be covered;
- Resources to be used;
- Planned testing points; and
- Grading procedures and methods.

Course of Study**SYLLABUS (CONTINUED)**

Each year teachers shall distribute a current syllabus to their students and the students' parents/guardians as directed by the Superintendent/designee.

The Principal/designee shall make pertinent student achievement data available to each teacher and monitor the process of reviewing and updating syllabi in response to such data.

RESEARCH/INQUIRY/DESIGN ASSIGNMENTS

Teachers who assign research, inquiry or design projects shall provide instruction in research methods and standards related to intellectual property, especially requirements of ECU Institutional Review Board (IRB).

REFERENCES:

¹704 KAR 3:303

²KRS 161.170

KRS 156.160

KRS 158.100; KRS 158.183; KRS 158.645; KRS 158.6451

KRS 160.345

702 KAR 7:125; 703 KAR 4:060; 704 KAR 3:305

RELATED POLICY

09.4

Adopted/Amended:
Order #:

Pre-College Curriculum

In order to be admitted to baccalaureate degree programs at a Kentucky public university the students shall be required to complete the Pre-College Curriculum established by the Kentucky Council on Postsecondary Education, graduate from high school, and take an authorized college admissions assessment.

All students who graduate from Model Lab School have met Kentucky's Pre-College Curriculum requirements through courses required as part of the graduation requirements.

A pre-college curriculum course may be waived by the Superintendent/designee for a student who cannot complete the course due to a physical handicap. In such instances, the student shall complete a course substituted by the School in accordance with 704 KAR 3:305.

ADDITIONAL

Each university may require additional preparation for its entering students.

REFERENCES:

13 KAR 2:020
704 KAR 3:305

RELATED POLICY:

08.113

Adopted/Amended:
Order #:

Graduation Requirements

In support of student development goals set out in KRS 158.6451 and the Kentucky Academic Standards, students must complete a minimum of twenty-two (22) credits, including demonstrated performance-based competency in technology, and all other state and local requirements in order to graduate from Model Laboratory School.

Graduation requirements encompass the requirements of Model Laboratory School and the Kentucky's Pre-College Curriculum. Students receiving a diploma from Model Laboratory School have fulfilled graduation requirements of the school and of the Kentucky's Pre-College Curriculum.

Beginning with the Class of 2023

1. Earn twenty-three (23) specified credits (see below) with at least four (4) credits in an academic area or career pathway.
2. Actively participate in service-learning activities that benefit the global or school community. Students must have documented at least forty (40) service hours by the time of graduation. No one activity is to fulfill the forty-hour requirement.

Students are encouraged to complete ten (10) service hours per academic year. Service hours completed as part of a course may apply toward the requirement. Students must complete the Activities and Service Hours Verification Form for each service they participate in and then submit the completed form to the Counseling Office.

3. Actively participate in at least one (1) school-sponsored activity (club/sport) during each year of his/her high school career. Students must submit the Activities and Service Hours Verification Form to the Counseling Office each year.
4. Complete the senior research project, paper, presentation, and defense successfully.
5. Earn a passing score on Kentucky's civics exam.
6. Submit a complete digital communications and career portfolio.
7. Score Apprentice or higher on Kentucky's Grade 10 assessments in reading and mathematics.
8. Complete an Individual Learning Plan (ILP).

Note: Students who earn a diploma from the school have met all requirements for Kentucky's Pre-College Curriculum established by the Council on Postsecondary Education.

Inquiry, Communication, and Data Analytics

5 credits

Informatics, Media Literacy, and Data Analysis (2 credits)

Analysis, argumentation, and Communication (2 credits)

Research Methods and Sustained Inquiry (1 credit)

Graduation Requirements

Quantitative and Computational Reasoning	4 credits
Mathematics (3 credit)	
Algebra I, Geometry, Algebra II or Pre-Calculus	
Coding and Logic (1 credit)	
Scientific Inquiry	3 credits
Life Science (1 credit)	
Natural/Physical Science (1 credit)	
Applied Laboratory Science (1 credit)	
Humanities	5 credits
History and Appreciation of Visual and Performing Arts (1 credit)	
History (2 credits)	
Literature (2 credits)	
Global Communication and Understanding	3 credits
Second Language Proficiency (2 credits)	
Two (2) YEARS of the SAME World Language	
Cultural Comparison (1 credit)	
Civic Engagement and Entrepreneurial Thinking	1 credit
Civics and Government (0.5 credit)	
Entrepreneurship, Economics, and Financial Literacy (0.5 credit)	
Creating, Performing, Designing, Engineering	1 credit
Fitness and Wellness	1 credit
Health and Physical Education (1 credit)	

ADVANCED PLACEMENT

Advanced Placement (AP) enables willing and academically prepared students to pursue college-level studies while still in high school. College-level courses will be offered, and exams will be administered once a year. Students and their parents are responsible for the cost of the exam and the fee will be billed separately from tuition and fees in the fall semester.

Students that do not take the exam will not receive the AP designation on their transcript. Students who earn qualifying scores on AP exams will have the opportunity to earn scholarships for use at Kentucky colleges or universities.

Graduation Requirements

DUAL CREDIT

Credits will be awarded at the end of each semester for grades of A, B, C, and D. All courses taught at Model are worth 0.5 credits per semester. Dual credit courses that are 3-4 credit hours will earn 0.5 credit toward graduation requirements and courses that are 1-2 credit hours will earn 0.25 credit toward graduation requirements.

MIDDLE SCHOOL COURSES FOR HIGH SCHOOL CREDIT

Middle school students may take designated courses and the high school shall accept for credit toward graduation and completion of high school course requirements, however the following requirements shall apply:

- Middle school students taking such courses must earn at least a “C” average for each semester and have passed the semester exams in the class for the course to count toward graduation.
- Credits earned in middle school will be posted to the high school transcript but shall not be used in the calculation of the high school grade point average (GPA).

DIPLOMA

Students receiving a diploma from Model Laboratory High School shall fulfill graduation requirements that:

- Prepare graduates to become world class leaders by addressing the World Class Competencies;
- Meet or exceed graduation expectations established by the Kentucky Board of Education; and
- Meet or exceed Kentucky’s Pre-College Curriculum established by the Council of Postsecondary Education.

ADVANCED PLACEMENT CAPSTONE DIPLOMA

Students who meet the following requirements can earn the Advanced Placement (AP) Capstone Diploma or certificate awarded by The College Board. Students who have met all the requirements and have submitted the final AP research paper and completed the presentation will be recognized as AP Capstone Diploma candidates at graduation.

- AP Capstone Diploma
Earn AP exam scores of “3” or higher on each of four (4) AP assessments AND earn a score of “3” or higher on the AP seminar assessment AND earn a score of “3” or higher on the AP research assessment.
- AP Capstone Certificate
Earn a score of “3” or higher on the AP seminar assessment AND earn a score of “3” or higher on the AP research assessment.

Graduation Requirements

OTHER PROVISIONS

The School may award a diploma to a student posthumously indicating graduation with the class with which the student was expected to graduate.

The Superintendent, Principal, or teacher may award special recognition to students.

Consistent with the Board's graduation practices for all students, an alternative high school diploma shall be awarded to students with disabilities in compliance with applicable legal requirements. In addition, former students may submit to the Superintendent a request that the School provide them with an alternative high school diploma to replace the certificate of attainment they received at time of graduation from the School.¹

A student who is at least seventeen (17) years of age and who is a state agency child, as defined in KRS 158.135, shall be eligible to seek attainment of a High School Equivalency Diploma.

EARLY GRADUATION CERTIFICATE

Students who meet all applicable legal requirements shall be eligible for early graduation in relation to receipt of a graduation diploma and an Early Graduation Certificate. Students wishing to follow an early graduation pathway shall notify the Principal of their intent prior to the beginning of grade nine (9) or as soon thereafter as the intent is known, but within the first thirty (30) school days of the academic year in which they wish to graduate. A Letter of Intent to Apply shall be entered into the student information system by October 1 of the year the student declares intent to graduate early.²

Students working toward receipt of an Early Graduation Certificate shall be supported by development and monitoring of an ILP to support their efforts.

To graduate early and earn an Early Graduation Certificate, a student shall:

1. Score proficient or higher on the state-required assessments; and
2. Meet the college readiness exam benchmarks established 13 KAR 2:020 for placement in credit-bearing courses without the need for remediation.

A student who has indicated an intent to graduate early may participate in the student's state administration of the college readiness exam prior to the junior year, if needed. Students who meet all applicable legal requirements shall be awarded a diploma and an Early Graduation Certificate.

CERTIFICATE OF ATTENDANCE

Seniors who are foreign exchange students are eligible for a certificate of attendance during commencement.

Graduation Requirements

REFERENCES:

¹KRS 156.160; 20 U.S.C. sec. 1414

²KRS 158.142; 704 KAR 3:305

KRS 156.027; KRS 158.135

KRS 158.141; KRS 158.1411; KRS 158.143; KRS 158.183; KRS 158.281

KRS 158.302; KRS 158.645; KRS 158.6451

KRS 158.860

13 KAR 2:020; 702 KAR 7:125; 703 KAR 4:060

704 KAR 3:303; 704 KAR 3:306; 704 KAR Chapter 8

OAG 78-348; OAG 82-386

Kentucky Academic Standards

RELATED POLICIES:

08.1131; 08.14; 08.22; 08.222

09.126 (re requirements/exceptions for students from military families)

Adopted/Amended:

Order #:

Alternative Credit Options

In addition to regular classroom-based instruction, students may earn credit through the following means.

VIRTUAL/ONLINE COURSES

High school students may apply and earn academic credit to be applied toward graduation requirements by completing virtual/online courses.

As determined by school policy, students applying for permission to take an online course shall complete prerequisites and provide teacher/counselor recommendations to confirm the student possesses the maturity level needed to function effectively in an online learning environment.

Credit from a virtual/online course may be earned only in the following circumstances:

1. The approved elective course is not offered at the high school;
2. Although an elective course is offered at the high school, the student will not be able to take it due to an unavoidable scheduling conflict;
3. The course will serve as a supplement to extend homebound instruction;
4. The student has been transferred to the school and needs the course credit to stay on track for graduation; or
5. The Principal, with agreement from the student's teachers and parents/guardians, determines the student requires a differentiated or accelerated learning environment.

The School shall recognize only those online courses that meet the international standards for online teachers, courses, and programs that have been adopted by the Kentucky Department of Education.

Online courses may be subject to review by the Superintendent/designee for conformance with Kentucky Academic Standards and graduation requirements. In addition, the express approval of the Principal/designee shall be obtained before a student enrolls in an online course. The school must receive an official record of the final grade before credit toward graduation will be recognized.

DUAL-CREDIT SCHOLARSHIP PROGRAM

The School may offer the opportunity for students to earn dual-credits through the Kentucky Dual-Credit Scholarship Program and follows the guidelines outlined in the “Kentucky Council on Postsecondary Education and Kentucky Department of Education Dual Credit Policy for Kentucky Public and Participating Postsecondary Institutions and Secondary Schools,” located on the Kentucky Department of Education website.

DUAL-CREDIT CLASSES

Juniors and Seniors are eligible for dual-credit classes if they meet the following eligibility:

- Have a 3.0 or higher-grade point average (weighted or unweighted);
- Meet college readiness in English (ACT 18 in English, equivalent KYOTE, ECU Placement Test score, ENG 101 AP credit).

Refer to procedure 08.1131 AP.1 for complete Dual Credit Guidelines.

Alternative Credit Options

REFERENCES:

KRS 158.622

KRS 164.786

RELATED POLICIES:

08.113; 08.2323; 09.1221; 09.3; 09.435

Adopted/Amended:
Order #:

Instructional Organization**PHYSICAL ORGANIZATION**

Schools may be physically organized as follows: Kindergarten through grade five (K-5) shall be considered elementary, and grades six through twelve (6-12) shall be considered secondary.

CURRICULAR ORGANIZATION

For curricular purposes, grades Kindergarten through third (K-3) shall be considered primary, grades fourth – fifth (4-5) shall be considered intermediate, grades sixth – eighth (6-8) shall be considered middle and grades nine through twelve (9-12), high school.

REFERENCES:

KRS 157.3175
KRS 157.320
KRS 158.030
KRS 158.110

Adopted/Amended:
Order #:

Basic Classroom

The School shall maintain academic class sizes in accordance with state law and Kentucky Board of Education administrative regulations.

Grade Level	Maximum Class Size # of Students*
K-3	24
4	28
5-6	29
7-12	31

Vocal and instrumental music and physical education classes are exceptions to the above maximum class size.

*The Superintendent may exceed maximum class size by one (1) based on guidelines in Policy 09.12.

REFERENCES:

KRS 157.360; 702 KAR 3:190
OAG 83-383

RELATED POLICY:

09.12

Adopted/Amended:
Order #:

Exceptional Classes

EXCEPTIONAL CLASSES

Membership per class for each category of exceptionality shall be in compliance with applicable statutes, regulations, and federally mandated legal obligations.

REFERENCES:

707 KAR Chapter 1
KRS 157.360

RELATED POLICY:

08.1312

Adopted/Amended:
Order #:

Career and Technical Education**MAXIMUM ENROLLMENT**

The maximum enrollment of students in career and technical education classrooms, laboratory or shop settings, and out-of-school settings shall be in compliance with Kentucky Administrative Regulations.

PROGRAMS PROVIDED

Career and technical education programs shall meet all requirements established by governance authorities.

REFERENCES:

KRS 156.488; KRS 157.072; KRS 157.360

KRS 158.810; KRS 158.812; KRS 158.814; KRS 158.816; KRS 158.818

705 KAR 4:231

Adopted/Amended:

Order #:

Student with Disabilities**LEGAL OBLIGATIONS**

The Board shall operate programs for students with disabilities in accordance with the legal obligations contained in the special education and section 504 procedures relating to such programs.

In situations involving students with disabilities, the Board shall determine whether to file for due process hearings, or appeals therefrom, on behalf of the School, except in the following situations: The Superintendent/designee is authorized to request due process hearings and to file for extensions and appeals therefrom, and to request injunctive relief, due to substantial likelihood of harm/danger/likelihood of injury by or of a student. The Superintendent/designee is authorized to file for mediation on behalf of the Board and to file appeals from the Kentucky Department of Education Special Education Complaint decisions on behalf of the Board.

ASSESSMENT

School special education programs and related services shall meet all requirements established by governance authorities.

(See the above referenced procedure information for students with disabilities.)

REFERENCES:

Individuals with Disabilities Education Improvement Act of 2004

School 504 procedures

KRS 157.200

707 KAR Chapter 1

A complete listing of pertinent legal references is contained in the School's special education and section 504 procedures, which are incorporated herein by reference.

RELATED POLICY:

09.126 (re requirements/exceptions for students from military families)

Adopted/Amended:

Order #:

Home/Hospital Instruction

PURPOSE

Home/hospital instruction provides educational services to students who cannot attend school for extended periods due to temporary or recurring conditions, including fractures, surgical recuperation, or other physical, health, or mental conditions. An “extended period” refers to an absence for more than five (5) consecutive school days.

Home/hospital instruction will be a minimum of two (2) visits per week with one (1) hour of instruction per visit, which is equivalent to one (1) child’s attendance in school for five (5) days. Students on extended placement in home/hospital instruction may receive virtual/online instruction, which would be in addition to the minimum two (2) one (1)-hour visits per week. A parent or responsible adult must be present in the home/hospital room during the time the home/hospital teacher is present.

ELIGIBILITY

Determination of a student’s eligibility and provision of services for home/hospital instruction shall be made in compliance with applicable statutes and regulations. In accordance with KRS 159.030(2), the Superintendent/designee shall require evidence for students exempted from school attendance more than six (6) months. An exemption shall be reviewed annually.

At any time based on changes in the student’s condition, the home/hospital review committee may schedule a review of the student’s continued eligibility for home/hospital instruction.

The Admissions and Release Committee (ARC) shall determine homebound placement for a student with disabilities. The 504 Team for a student may facilitate submission of an application to the review committee.

SECONDARY STUDENTS

A high school student placed on home/hospital instruction for extended periods may carry all appropriate credits during the first semester of placement. Except for students with an Individual Education Plan (IEP) or a 504 plan, the number of credits to be carried during all subsequent semesters of placement shall be determined on a case-by-case basis by the review committee, based on the following criteria:

1. The student's ability to work independently during extended periods without direct assistance.
2. The student's capacity to complete assignments within a reasonable time frame.
3. The likelihood that the student will be able to complete course criteria required for graduation, as required by the Kentucky Academic Standards.
4. When considering the student's condition, should s/he take a full or reduced course load? (If a reduced course load is appropriate, the committee shall determine the number of courses the student may take.)

Home/Hospital Instruction**STUDENTS WITH DISABILITIES**

Based on documentation of student need, including medical or mental health evaluation information, a student with disabilities may be placed in the home/hospital instructional program if his/her individual education plan (IEP) specifies such placement is the least restrictive environment for providing services. The ARC Chair shall provide written notice of eligibility and documentation to the Superintendent for purposes of program enrollment.

The Admissions and Release Committee (ARC) or 504 Team shall determine on a case-by-case basis the type and extent of homebound services for a student, including the number of credits a student at the secondary level will be permitted to earn while on home/hospital instruction.

REFERENCES:

KRS 157.270; KRS 157.360

KRS 159.030

704 KAR 3:303

704 KAR 7:120

707 KAR 1:320

707 KAR 1:350

Individuals with Disabilities Education Improvement Act (IDEA)

Section 504 of the Rehabilitation Act of 1973

34 C.F.R. 104.35

RELATED POLICIES:

09.122

09.123

Adopted/Amended:
Order #:

Gifted and Talented Students

SCHOOL PROVIDES

The School shall formally identify students in grades four through twelve (4-12) for participation in the Gifted and Talented program. Students in the primary program (1-3) who display gifted or talented characteristics shall be selected through an informal process, be placed in a talent pool and receive services that allow continuous progress.

In compliance with applicable statutes and administrative regulations, the School shall provide appropriate multiple service options in an environment that addresses the abilities, interests and needs of students eligible for services in one (1) or more of the following categories: general intellectual aptitude; specific academic aptitude; creative or divergent thinking; psychosocial or leadership skills; and visual or performing arts.

The definitions specified in 704 KAR 3:285 shall be used in the operation of the School's programs for gifted and talented students.

IDENTIFICATION/DIAGNOSIS AND ELIGIBILITY

In compliance with 704 KAR 3:285, the Superintendent/designee shall develop strategies to address identification and diagnosis of the strengths, behaviors and talents of these students. Determination of eligibility for gifted and talented services shall be based on the student's individual needs, interests and abilities and shall be designed to address environmental and cultural factors that may contribute to the student being overlooked, such as whether the student is economically disadvantaged, or underachieving, is a member of a racial or ethnic minority or has a disability.

The School's plan for identifying gifted and talented students shall:

1. Employ a multi-faceted approach and utilize on-going and long-term assessment;
2. Be based on a variety of valid and reliable measures to include both informal and formal techniques and other data specific to each category of giftedness, consistent with standards established by Kentucky Administrative Regulation;
3. Screen students for all areas of giftedness as defined by KRS 157.200.

Based on data gathered by the Gifted/Talented coordinator or gifted education teacher, a selection/placement committee shall determine those students who are eligible for gifted education services and the level of the services to be provided. This committee shall consist of the Principal or designee, the Gifted/Talented Coordinator and/or the gifted education teacher, classroom teacher(s), teacher(s) of students with disabilities, counselor(s), and consulting professional(s), as appropriate.

Prior to selection or formal identification and placement of a student, the School shall obtain parental or guardian permission before administering an individual test to the student given as a follow-up to a test routinely administered to all students and used in formal identification. If it is determined that their child is eligible for gifted education services, parents/guardians also shall be notified, at least once annually, of the services included in the gifted and talented student services plan and shall receive a copy of the procedures to be followed should they wish to appeal the appropriateness of services.

Gifted and Talented Students

SERVICES

Gifted and talented students shall be provided with a student services plan that meets requirements set out in administrative regulation.

The school shall adjust its curriculum to meet the needs of gifted and talented students. Gifted and talented students shall be served in a manner that:

1. Extends learning beyond the standard curriculum;
2. Provides flexible curricular grouping and differentiated curriculum experiences commensurate with the student's interests, needs and abilities; and
3. Helps the student to attain, to a high degree, the goals established by statute and the Advisory Committee.

Procedures and strategies to implement this policy shall identify the following:

- A variety of appropriate options for grouping by ability, interest and/or need,
- Multiple service options reflecting continuous progress through a logical sequence of learning,
- Means of obtaining parental input for use in determining appropriate services,
- A gifted and talented student services plan format that provides for matching a formally identified gifted student's interests, needs, and abilities to differentiated service options, and
- A plan for reporting to parents, at least once each semester, regarding their child's progress in services included in the student's services plan.

Neither the primary program, nor any grade level shall be served by only one (1) gifted education service option. The Gifted/Talented Coordinator will develop annual procedures and implementation plans. These procedures shall be available for parents and teachers.

PERSONNEL

The Superintendent shall appoint a Gifted/Talented Coordinator who shall oversee the operation of the School's Gifted and Talented program and assist schools in implementing the provisions of this policy. The Gifted/Talented Coordinator shall oversee the expenditure of funds for gifted education to ensure they are used to provide direct services to identified students.

Teachers of gifted and talented students shall meet requirements for certificate endorsement as established in Kentucky Administrative Regulation. Through professional development activities, all teachers shall receive training on identifying and working with gifted and talented students.

PROGRAM EVALUATION

The Gifted/Talented Coordinator shall coordinate the annual, on-going process of evaluating all aspects of the gifted education program and make recommendations for upgrading those areas found to be deficient. Data collected in the annual evaluation shall be used in the comprehensive improvement planning process, and results of the evaluation shall be presented to the Advisory Committee who shall determine if School goals are being accomplished.

Gifted and Talented Students**GRIEVANCES**

Students or parents who wish to file a grievance or appeal concerning the following areas may do so under the process outlined in administrative procedures:

1. The School's process for selecting students for talent pool services;
2. The School's process for formal identification of gifted and talented students or
3. The appropriateness and/or adequacy of talent pool services or services addressed in a formally identified student services plan.

This policy and the procedures to implement it shall be made available for public inspection.

REFERENCES:

KRS 157.196; KRS 157.200; KRS 157.224
KRS 157.230; KRS 158.6451; KRS 161.052; KRS 161.095
16 KAR 2:110; 16 KAR 4:010
704 KAR 3:285
P. L. 114-95, (Every Student Succeeds Act of 2015)

RELATED POLICY:

09.126 (re requirements/exceptions for students from military families)

Adopted/Amended:
Order #:

Extended Learning

The school offers, for a fee, extended learning program for students Kindergarten through eighth (K -8) grades. Based upon sufficient enrollment a summer enrichment program may be offered.

Adopted/Amended:

Order #:

Essential Workplace Programs**INDICATORS**

Beginning with the 2019-2020 school year, the School shall implement essential workplace ethics programs that promote characteristics that are critical to success in the workplace. Each student in elementary and high school shall receive essential workplace ethics instruction that includes but is not limited to the following characteristics:

- a) Adaptability, including an openness to learning and problem solving, an ability to embrace new ways of doing things, and a capability for critical thinking;
- b) Diligence, including seeing a task through to completion;
- c) Initiative, including taking appropriate action when needed without waiting for direct instruction;
- d) Knowledge, including exhibiting an understanding of work-related information, the ability to apply that understanding to a job, and effectively explain the concepts to colleagues in reading, writing, mathematics, science, and technology as required by the job;
- e) Reliability, including showing up on time, wearing appropriate attire, self-control, motivation, and ethical behavior;
- f) Remaining drug free; and
- g) Working well with others, including effective communication skills, respect for different points of view and diversity of coworkers, the ability to cooperate and collaborate, enthusiasm, and the ability to provide appropriate leadership to or support for colleagues.

The School shall use these characteristics when creating or choosing an existing program. By January 1, 2019 and every two (2) years thereafter, the Board shall collaborate with the local workforce investment board, in conjunction with local economic development organizations and other economic, workforce, or industry organizations the workforce investment board deems necessary, to establish essential workplace ethics indicators for middle and high school students that are aligned with the characteristics listed above.

ATTAINMENT

The Board shall design and adopt a diploma seal, certificate, card, or other identifiable symbol to award students deemed as having minimally demonstrated attainment of the Board's essential workplace ethics indicators.

REPORTING REQUIREMENT

By September 1, 2019, and every two (2) years thereafter, the Superintendent shall provide a report to the Commissioner of Education, in a format specified by the Commissioner, describing the School's essential work ethics programs and their implementation at each school.

REFERENCE:

KRS 158.1413

Adopted/Amended:
Order #:

Federal Programs

The School may participate in federal programs which in the judgment of the administrative staff shall be beneficial to the total school program. All projects written to secure federal funds shall be on the recommendation of the Superintendent and approval of the Board.

In keeping with the requirements of the Every Student Succeeds Act (ESSA), the School via Madison County School District shall provide the Kentucky Department of Education with a written assurance that the School has established and implemented:

1. School-wide salary schedules;
2. A policy to ensure equivalence among schools in teachers, administrators, and other staff; and
3. A policy to ensure equivalence among schools in the provision of curriculum materials and instructional supplies.

The School shall comply with all federal and state certification requirements for alcohol and drug abuse education and prevention programs.

REFERENCES:

704 KAR 3:292

34 C.F.R. 200

P. L. 101-226

P. L. 114-95, (Every Student Succeeds Act of 2015)

RELATED POLICIES:

03.13251; 03.23251

09.423

Adopted/Amended:

Order #:

English as a Second Language

The School shall provide an English language program to assist English learners, including immigrant children and youth, to attain English proficiency, develop high levels of academic achievement in English, and achieve the same high standards in the same challenging state academic standards that all students in the School are expected to meet.

The Superintendent/designee, through consultation with teachers, researchers, administrators, parents and family members, community members, public or private entities, and institutions of higher learning shall direct the development of English language instruction educational program guidelines for the School:

- *Survey of Primary and Home Language* - At the time of initial enrollment, the parent/guardian of every student in the school (whether potential English learners or not) shall be asked to complete a home language survey.
- *Annual Assessment of Proficiency* – Students whose primary or home language is other than English shall be administered an initial English language proficiency assessment to determine whether they are English learners according to the federal definition in ESSA, Title III.

Students identified as English learners shall receive an annual assessment of English language proficiency in reading, writing, speaking, and listening to measure progress and modify the individual Program Services Plan.

- *Individual Program Services Plan* – Assessment, placement, and the design of an individual Program Services Plan for English learners shall be made in compliance with appropriate state and federal education requirements.

Instructional and related services shall be designed to meet the English language and academic needs of students while assisting them to participate in the general education curriculum and to overcome language barriers to grade promotion or high school graduation. Students identified as English learners shall be provided the opportunity to participate in the school's English language instructional program.

- *Parental Notification* – As required by law, the Principal shall send written notification to parents of English learners addressing the following:
 - (a) Student's need for placement in the program;
 - (b) Student's level of English proficiency;
 - (c) How such level was assessed;
 - (d) Methods of instruction used in the program;
 - (e) Student's lack of progress in the program;
 - (f) How the program will meet the individual learning needs of the student;
 - (g) How the program will help the student learn English;
 - (h) How the program will help the student meet achievement standards necessary for grade promotion and high school graduation;
 - (i) Specific exit requirements for students in the program;

English as a Second Language

- *Parental Notification* (continued)
 - (j) How such program meets the objectives of the individualized education program of the child (in the case of a child with a disability); and
 - (k) Information pertaining to parental rights that;
 - 1. detail the right to have their child immediately removed from such program;
 - 2. detail the option to decline enrollment of their child in such program or to choose another program or method of instruction if available; and
 - 3. assist parents in selection among various programs and methods of instruction if more than one (1) program is offered.

This notification shall be sent as follows:

- For students already participating in, or identified for participation in, a program for English learning, parents shall be notified no later than thirty (30) calendar days after the beginning of the school year;
- For students identified after the beginning of the school year, parents shall be notified no later than fourteen (14) calendar days following the student's placement in the program.

Parents also shall be informed how they can be involved, including how to help the student attain English proficiency, achieve at high levels in academic subjects, and meet challenging State's academic achievement (content and performance) standards.

Parents shall receive annual notification of their child's progress on the state's English proficiency objectives and required state assessments.

- *Parental, Family and Community Participation* – Parents, family, and community members of English learner children shall be given the opportunity to participate in and make recommendations for the School's language instruction educational programs.
- *Provision of Services* – Once their parent/guardian has received notification, English learners shall be provided services consistent with effective language instruction educational programs and curricular for teaching English learners, guidelines set out in the *Kentucky Academic Standards*, and national, state, and local standards for English language proficiency and academic performance.

Services necessary for the student to access and be involved in the general education curriculum shall be provided by faculty general education teachers and English as a Second Language staff, trained bilingual instructional assistants, and/or volunteers.

- *Assessments* – English learners who have not attained English language proficiency shall be assessed during state-wide testing in a valid, reliable manner and provided appropriate accommodations including, to the extent practicable, assessments in the language and form most likely to yield accurate data regarding student knowledge and ability in academic content areas.
- *Evaluation of Progress* – English language instructional programs shall be evaluated on a regularly scheduled basis to determine whether progress is being made toward removing language barriers and to identify changes that need to be made in School program services. School staff shall monitor student access to equal educational opportunities, both instructional and extracurricular.

English as a Second Language

- *Program Exit Criteria* – The program guidelines shall include an evaluation process that includes establishment of objective exit criteria to indicate when students:
 - (a) Have developed the required proficiency in using English to speak, listen, read, and write with comprehension;
 - (b) Can enter and successfully participate in classrooms not tailored for English learners; and
 - (c) Can expect to graduate from high school.

REFERENCES:

P. L. 114-95 (Every Student Succeeds Act of 2015); Title III
Title VI of the Civil Rights Act of 1964; Equal Educational Opportunities Act of 1974
Title VII of Improving America's Schools Act of 1994
703 KAR 5:070; 704 KAR 3:305; Kentucky Academic Standards
Lau v. Nichols, 414 U.S. 563, 94 S.Ct. 786, 39 L.Ed.2d 1 (1974)
20 U.S.C. § 6318

RELATED POLICIES:

09.13
09.126 (re requirements/exceptions for students from military families)

Adopted/Amended:
Order #:

Physical Education

All elementary and secondary school pupils shall receive organized physical education instruction as recorded in the Kentucky Academic Standards and in the minimum unit requirements for high school graduation set forth in 704 KAR 3:305.

In the event that a high school student's physical condition or religious convictions prohibit participation in the one-half (1/2) unit physical education course, the Superintendent may authorize a variance in or exempt the student from graduation requirements for the course. Upon presentation of a certificate from a licensed physician or an affidavit from the pastor of the church to that effect, a course may be substituted that is within the student's capabilities as specified by the physician or the student may be exempted from the course.

REFERENCES:

KRS 156.160; KRS 158.302
704 KAR 3:305; 704 KAR 4:010

RELATED POLICIES:

08.113

Adopted/Amended:
Order #:

Pledge of Allegiance**STUDENT'S OPPORTUNITY TO PARTICIPATE**

Each student shall be afforded the opportunity to begin each school day with the Pledge of Allegiance to the Flag of the United States.¹

No student shall be required to participate in the Pledge against the student's or the parents' wishes.²

REFERENCES:

¹KRS 158.175(2)

²OAG 80-456

Adopted/Amended:

Order #:

Controversial Issues**JUDGMENT**

Teachers are expected to exercise reasonable and prudent judgment in the selection and use of materials and discussion of issues in their classrooms.

MATERIALS

All classroom materials shall be current, relevant, and significant to the instructional program. Materials shall be appropriate for and within the range of the knowledge, understanding, age and maturity of students.

NOT DISRUPTIVE

Neither issues nor materials that have a potentially disruptive effect on the educational process shall be discussed or chosen.

CONFERENCE WITH PRINCIPAL

Teachers who suspect that materials or a given issue may be inconsistent with this policy shall confer with the Principal prior to the classroom use of the materials or discussion of the issue. If the Principal is in doubt, he shall confer with the Superintendent.

REFERENCES:

KRS 158.183

RELATED POLICIES:

08.2322

08.234

Adopted/Amended:
Order #:

Voter Registration and Participation

Each high school shall provide twelfth (12th) grade students information on how to:

1. Register to vote;
2. Vote in an election using a ballot; and
3. Vote using an absentee ballot.

This information may be provided through classroom activities, written materials, electronic communication, Internet resources, participation in mock elections, and other methods identified by the Principal after consulting with teachers.

REFERENCES:

KRS 116.045
KRS 158.183
KRS 158.6450

Adopted/Amended:
Order #:

Counseling

Counseling services shall be provided for students. Counselors may perform mental health services and provide implementation and training on trauma-informed practices as addressed in law.¹

SERVICES

Services provided by the guidance program shall consist of educational planning, interpretation of test scores, college or career planning, individual graduation plan, study help, help with personal, school and/or social concerns, or any questions students may feel he/she would like to discuss. Students should contact the high school counselor to arrange meeting a meeting time.

INDIVIDUALIZED LEARNING PLAN

The Individualized Learning Plan (ILP) is a comprehensive framework for advising students in grades six (6) through twelve (12) to engage in coursework and activities that will prepare them to realize college and career success and become contributing members of their communities. Each student's ILP shall be maintained by the school and be readily available to the student and parent/guardian. ILP's shall be reviewed and approved at least once per year by the student, parent/guardian, and school officials. The ILP shall specifically address the content as provided in the Kentucky Academic Standards for career studies.

The ILP will assist students in:

- Exploring careers that match their skills and interests;
- Creating education plans;
- Establishing personal goals and revisiting these as students progress throughout their academic careers;
- Creating, maintaining, and changing resumes;
- Tracking and reflecting on community service experiences, work experiences, career-planning activities, and extra-curricular and organization activities;
- Exploring colleges and postsecondary opportunities that match career, postsecondary and life goals;
- Connecting to the Kentucky Higher Education Assistance Authority (KHEAA) website (www.kheaa.org) for help with college planning, tuition assistance information, and applications;
- Collecting personal information like assessment results, advising activities, demographic information, and educational history.

CONFIDENTIAL MATERIAL

All records and counseling information shall be kept in confidence as provided by applicable law.²

SUPERINTENDENT TO REPORT

No later than November 1, 2019, and each subsequent year, the Superintendent shall report to the Kentucky Department of Education the number and placement of school counselors in the District. The report shall include the source of funding for each position, as well as a summary of the job duties and work undertaken by each counselor and the approximate percent of time devoted to each duty over the course of the year.

Counseling

REFERENCES:

¹New Section of KRS 158

²KRE 506 (Kentucky Rules of Evidence); KRS 158.154; KRS 158.155; KRS 158.156
KRS 61.878; KRS 620.030

703 KAR 4:060; 704 KAR 3:303; 704 KAR 3:305; 704 KAR Chapter 8

RELATED POLICIES:

08.113; 09.14

Adopted/Amended:
Order #:

Students At-Risk

The Superintendent/designee shall develop and implement a plan to identify and assist students at risk of academic failure, engaging in disruptive and disorderly behavior, or dropping out of school.

This plan shall address, but not be limited to:

1. Providing school-day instructional support;
2. Utilizing available resources to identify appropriate strategies to use with students at-risk, including intervention services, analysis of School data, and coordination of efforts with related agencies, both within and outside the School;
3. Training of personnel and, when appropriate, parents and community members;
4. Coordinating staff efforts to identify and assist students at-risk and to focus on improving the learning environment;
5. Designing work-related programs for students who require a career and technical emphasis;
6. Encouraging parent involvement in their children's education; and
7. Developing a system of recognition and rewards for attendance and academic success.

REFERENCES:

KRS 156.488; KRS 157.072; KRS 158.440
KRS 158.810; KRS 158.812; KRS 158.814; KRS 158.816; KRS 158.818
KRS 159.040; KRS 159.150

RELATED POLICIES:

03.19
08.133; 08.14
09.123

Adopted/Amended:
Order #:

Homework**PURPOSE OF ASSIGNMENTS**

Homework shall be assigned for the improvement of learning and to benefit the student. Homework allows the student to practice utilizing core concepts and skills covered in class and provides course instructors the opportunity to provide personalized feedback. Curriculum related assignments shall be purposeful and related to current content and shall not be used for disciplinary purposes.

When appropriate, homework assignments should be individualized according to the needs and skills of the student. Instructors should make every effort to allocate time for students to begin the homework assignments under their supervision. Homework assignment should be graded and returned within a reasonable time.

REFERENCES:

KRS 158.183

Adopted/Amended:
Order #:

Lesson Plans**PREPARATION**

Lesson plans, classroom activities, and all instruction shall include appropriate differentiation for all students and will follow education plans in place for students.

Lesson plans should provide opportunities for students to practice and receive feedback before summative assessments. Formative assessment should be used to monitor student progress toward transfer goals and understanding.

Although there are many appropriate videos which may be used for instructional purposes, video should not be a primary part of a course, but instead should be justified as the integrated part of a lesson plan and aligned to core instructional content and learning goals.

AVAILABILITY

Faculty members shall leave a substitute folder with class rolls, lesson plans, emergency procedures, confidential information that is needed to perform the substitute duties (such as modifications for IEP students, severe allergy information, etc.). Substitute folders should be marked confidential and be updated frequently for accuracy.

REFERENCE:

KRS 160.345

Adopted/Amended:

Order #:

Acceleration, Promotion and Retention**CERTIFICATE AND TRANSFERS**

When a pupil in any public school completes the prescribed program of studies of the eighth grade, they are entitled to a certificate of completion signed by the teacher. The certificate shall entitle the pupil to admission into any public high school. Any promotions or credits earned in attendance in any approved public school are valid in any other public school. In case a pupil transfers from one school to another, they may not be assigned to a lower grade or course until the pupil has demonstrated that they are not suited for the work in the grade or course to which they have been promoted.¹

A student who has completed the requirements established by the State Department of Education for a vocational program shall receive a vocational certificate of completion specifying the areas of competence.¹

DIPLOMAS

Upon successful completion of all state and School requirements, the student shall receive a diploma indicating graduation from high school.

PROMOTION/RETENTION

Each school shall determine criteria for student progress through the school's program. The criteria shall reflect mastery of state-required capacities and be aligned with the Kentucky Performance Rating for Educational Progress (K-PREP).

A student may advance through the primary program without regard to age if the School determines they have acquired the academic and social skills taught in kindergarten and that advancement would be in their best educational interest. Successful completion of the primary program, as determined by methods set out in Kentucky Administrative Regulations, shall be a prerequisite for a child's entrance into the fourth grade.

No student may be retained without prior consultation with the parents and approval of the Principal.

Parent conferences may be scheduled as needed, especially if academic and other concerns have not been resolved with in-class interventions.

STUDENTS WITH DISABILITIES

In cases which involve students with disabilities, the procedures mandated by federal and state law for students with disabilities shall be followed.¹

ACCELERATION PROGRAM

Acceleration may be considered for students who demonstrate proficiency in achievement beyond their grade level in the basic skills, maturity in physical and social development, and superior intellectual ability. Acceleration will be considered when the student needs an advanced placement to receive the appropriate academic challenge for continued success. The Superintendent shall develop acceleration procedures for the school.

Acceleration, Promotion and Retention

REFERENCES:

¹P. L. 105-17
KRS 158.031; KRS 158.140; KRS 158.645; KRS 158.6451
KRS 158.6453; KRS 158.860; KRS 160.1592; KRS 160.345
OAG 82-473

RELATED POLICIES:

08.113; 08.222; 08.5; 09.121

Adopted/Amended:
Order #:

Grading

Under no circumstances shall students be used to grade the work of other students. Student scores shall not be posted in public locations.

Mid-term progress reports will be issued every nine (9) weeks, available midway through the 1st, 2nd, and 3rd nine-week reporting periods. Report cards will be issued four (4) times per school year.

Teachers shall post and distribute mid-term and final grades on a schedule and timeline developed by the Superintendent/designee.

ELEMENTARY GRADING

Each elementary teacher shall provide parents with a comprehensive report based on the School's goals and competencies.

SECONDARY GRADING

Beginning with the 2019-2020 school year, grades shall be posted in Infinite Campus. The following grading scale shall be used for grades six through twelve (6-12):

90-100	A	
87-89	B+	
80-86	B	
77-79	C+	
70-76	C	
67-69	D+	
60-66	D	
50-59	F1	(Eligible for credit recovery)
0-49	F2	(Not eligible for credit recovery)

Incomplete (I) grades transfer to a grade of "F" either two (2) weeks after the grading period ends or at the end of the contracted period.

Grades prior to 2019-20 at Model or grade transferred into Model will be in accordance with the grade scale in effect at the time and from the institution credit was earned.

SEMESTER EXAMS/ASSESSMENTS

Semester exams/assessments shall be given in all courses, shall be cumulative and evaluate the content and skills covered during the semester. Courses that fulfill graduation requirements will use common assessments and grading procedures in order to ensure consistency. The semester grades are weighted 40% and the semester exams/assessments are weighted and count as 20% of each semester grade.

Grading**SECONDARY CLASSIFICATION**

Students are classified in high school according to the number of credits accrued at the beginning of each school year. The following is the minimum number of credits required at each level:

10th grad	6 credits
11th grade	12 credit
12th grade	17 credits

GRADE POINT AVERAGE

Grade point averages (GPA) are calculated at the end of the second, fourth, sixth, and eighth semesters. This calculation shall be based on performance in all courses taken during the high school years. All dual credit grades will be used when computing the GPA. The GPA is computed by dividing the total credits attempted by the sum of all quality points earned and is calculated to the hundredth place with rounding applied.

Quality points shall be assigned as follows:

4.00	A
3.50	B+
3.00	B
2.50	C+
2.00	C
1.50	D+
1.00	D
0.00	F

CREDIT RECOVERY

Provided a student has achieved a minimum grade of F1 in a course, he/she may enroll in credit recovery options through correspondence, virtual online, or face-to-face courses. Only courses offered by accredited agencies and institutions will be accepted. All correspondence or online coursework must be completed outside the regular school day and off the school campus.

The approval of the Principal/designee shall be obtained before the course is taken and an official record of the final grade must be received by the school before a diploma may be issued to the student. The cost of the approved course shall be paid by the students or the parent/guardian.

ACADEMIC PROBATION

A student may be placed on academic probation if referred by a teacher and approved by a committee consisting of the student's teacher(s), administrator(s), counselor(s), and parent(s)/guardian(s).

Grading**GRADE REPLACEMENT/REPEATING COURSE**

Only courses indicated that they may be repeated may be repeated for credit. A student may elect to repeat a course not eligible to be repeated to improve their grade or to earn credit. However, only one credit may be awarded toward graduation for the repeated course. The student will be awarded the higher of the two grades, and upon successful completion of the course, they will be awarded credit. No student may be awarded more than the maximum number of credits for a course.

GRADE/CREDIT TRANSFER

A student who transfers classes and credits from an accredited institution to the school shall have those classes and credits transferred using the grading scale from that institution. Grades will be credited using a 4.00 scale. For transferred AP classes to be credited with the AP district, the student must have taken the AP course and the national exam.

DROP CLASSES

No student who has enrolled in a course, including dual credit, shall be permitted to drop the course without first acquiring the consent of the student's parent/guardian, teacher and the Principal/designee. If a drop/withdraw is approved, the student must be placed in another class for audit credit.

REFERENCES:

KRS 158.140; KRS 158.645; KRS 158.6451; KRS 158.860
KRS 160.345
KRS 161.200

RELATED POLICIES:

08.113
08.22
08.222
08.5

Adopted/Amended:
Order #:

Academic Honors Program**HONORS AND RECOGNITIONS**

	Grades 9-12	Grade 12
Dean's List and Graduation	A Dean's List will be published each semester recognizing academic achievement for those students earning a GPA of 3.50 or higher for that semester.	At commencement, students may be honored based on their cumulative GPA for all coursework attempted during high school. Valedictorian: 4.00 GPA These students will receive commemorative medals. Summa Cum Laude: 4.00 – 3.75 GPA These students will wear gold honor cords. Magna Cum Laude: 3.50 – 3.74 GPA These students will wear white honor cords. AP Capstone Diploma candidates will wear red honor cords.
Academic Letters and Pin	Academic letters are awarded annually to students who have earned a 3.50 cumulative GPA or higher at the end of an academic year. Students who maintain a 3.50 GPA or higher in subsequent years will receive an honor bar for each year earned.	Students who have met all college readiness benchmarks on the Kentucky Commonwealth's mandated national assessments will receive an academic excellence pin.

Adopted/Amended:
Order #:

Assessment**CONTINUOUS ASSESSMENT**

The Superintendent shall adopt and implement a continuous assessment program in accordance with applicable statutes and regulations. In addition, a nationally norm referenced assessment shall be administered to students in grades K-9, and a college readiness assessment shall be administered to students in grades 10-11. If utilized, formative or interim assessments of students shall be administered so as to minimize any reduction in instructional time.

NOTICES

The School shall make widely available through public means for each grade served, information on each assessment required by the state to comply with Every Student Succeeds Act of 2015 (ESSA), other state required assessments, and if information is available and feasible to report, School-wide required assessments. In posting this notice, the School shall provide the information designated by federal law.

TEST MATERIALS

Materials and scores must be kept in a locked and secure location. Under no circumstances should tests, scores and/or materials be removed from school grounds. Only individuals with an educational need shall have access to a student's assessment results. Teachers may discuss or inform parents of their child's performance at conferences. No student is to view or have access to test scores other than their own.

REFERENCES:

KRS 158.645; KRS 158.6451; KRS 158.6453; KRS 158.6459
KRS 158.860; KRS 161.795
16 KAR 1:020; 703 KAR 5:010; 703 KAR 5:270
P. L. 114-95 (Every Student Succeeds Act of 2015)

RELATED POLICIES:

08.1213; 08.131; 08.13451; 08.221
09.126 (re requirements/exceptions for students from military families)
09.14; 09.21

Adopted/Amended:
Order #:

Instructional Resources**FEES**

The Board shall establish rental fees annually for students.

RESPONSIBILITY

Students or parents shall compensate the School for instructional resources that are lost, damaged, or destroyed while in the student's possession.

SECTARIAN TEXTS

No book or other publication of a sectarian, infidel, or immoral character or one that reflects on any religious denomination shall be used or distributed in any school.¹

This does not prevent a teacher, consistent with his or her assigned duties, from using or distributing books or other publications that reflect any religious denomination to teach the secular study of religion as permitted by the Constitutions of the United States of America or the Commonwealth of Kentucky.

REFERENCES:

¹KRS 158.190

KRS 156.162; KRS 156.433; KRS 156.439; KRS 157.110; KRS 158.188

704 KAR 3:455

RELATED POLICIES:

09.15

Adopted/Amended:
Order #:

Copyrighted Materials

The use of copyrighted material for educational purposes, by school personnel, shall be within the generally accepted uses delineated by applicable law. The Superintendent shall develop procedures for informing appropriate personnel of the fair use of copyrighted material for educational purposes.

ELECTRONIC MATERIALS

All employees shall use electronic materials only in accordance with the license agreement under which the electronic materials were purchased or otherwise procured. Electronic materials are defined as computer software, databases, video tapes, compact and laser disks, electronic textbooks or any other copyrighted material distributed in electronic form.

Any duplication of copyrighted electronic materials, except for backup and archival purposes, is a violation of the law, unless the license agreement explicitly grants duplication rights. The archival copy is not to be used on a second computer at the same time the original is in use. In addition, illegal copies of copyrighted software shall not be used on school equipment.

Through appropriate professional development activities, the technology coordinator shall inform all employees of their compliance responsibilities with electronic materials licensing agreements and of the penalties for violating these agreements.

The Superintendent and appropriate University personnel shall sign all software license agreements. Each school using licensed software shall have on file a copy of the executed agreement, the original software or the original documentation.

REFERENCES:

Kentucky Educational Technology System (KETS)
17 U.S.C. §106, 107, 110

RELATED POLICY:

08.2323

Adopted/Amended:
Order #:

Review of Instructional Materials

A review of instructional materials on the basis of citizen concerns shall be conducted in response to a properly filed written request under procedures developed by the Superintendent. Instructional materials shall include textbooks, supplementary materials, and library books. Forms for such requests may be obtained from the school at the Superintendent's office. The request shall include a written reason for objection and a statement of the desired action regarding the material under consideration.

Employees receiving a written request for review of instructional materials shall notify the Principal of the complaint, who shall then notify the Superintendent.

REFERENCES:

KRS 158.183

Board of Educ., *Island Trees v. Pico*, 102 S.Ct. 2799 (1982)

Adopted/Amended:

Order #:

Access to Electronic Media

(Acceptable Use Policy)

The School supports reasonable access to various information formats for students and employees and believes it is incumbent upon users to utilize this privilege in an appropriate and responsible manner as required by this policy and related procedures, which apply to all parties who use School technology.

SAFETY PROCEDURES AND GUIDELINES

The Superintendent shall develop and implement appropriate procedures to provide guidance for access to electronic media. Guidelines shall address teacher supervision of student computer use, ethical use of electronic media (including, but not limited to, the Internet, e-mail, and other technological resources), and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit utilization of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data.

Students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.

Internet safety measures, which shall apply to all School-owned devices with Internet access or personal devices that are permitted to access the School's network, shall be implemented that effectively address the following:

- Controlling access by minors to inappropriate matter on the Internet and World Wide Web;
- Safety and security of minors when they are using electronic mail, chat rooms, and other forms of direct electronic communications;
- Preventing unauthorized access, including "hacking" and other unlawful activities by minors online;
- Unauthorized disclosure, use and dissemination of personal information regarding minors; and
- Restricting minors' access to materials harmful to them.

A technology protection measure may be disabled by the School's designee during use by an adult to enable access for bona fide research or other lawful purpose.

The School shall provide reasonable public notice of, and at least one (1) public hearing or meeting to address and communicate its initial Internet safety measures.

Specific expectations for appropriate Internet use shall be reflected in the School's Code of Conduct including appropriate orientation for staff and students.

PERMISSION/AGREEMENT FORM

A written parental request shall be required prior to the student being granted independent access to electronic media involving School technological resources.

Access to Electronic Media

(Acceptable Use Policy)

PERMISSION/AGREEMENT FORM (CONTINUED)

The required permission/agreement form, which shall specify acceptable uses, rules of on-line behavior, access privileges, and penalties for policy/procedural violations, must be signed by the parent or legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Superintendent with a written request.

EMPLOYEE USE

Employees shall not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. (Authorization is not required each time the electronic media is accessed in performance of one's duties.) Each employee is responsible for the security of his/her own password.

Employees are encouraged to use electronic mail and other School technology resources to promote student learning and communication with the home and education-related entities. If those resources are used, they shall be used for purposes directly related to work-related activities.

Technology-based materials, activities and communication tools shall be appropriate for and within the range of the knowledge, understanding, age and maturity of students with whom they are used.

School employees and activity sponsors may set up blogs and other social networking accounts using School resources and following School guidelines to promote communications with students, parents, and the community concerning school-related activities and for the purpose of supplementing classroom instruction.

Networking, communication and other options offering instructional benefits may be used for the purpose of supplementing classroom instruction and to promote communications with students and parents concerning school-related activities.

In order for School employees and activity sponsors to utilize a social networking site for instructional, administrative or other work-related communication purposes, they shall comply with the following:

1. They shall request prior permission from the Superintendent/designee.
2. If permission is granted, staff members will set up the site following any School guidelines developed by the Superintendent's designee.
3. Guidelines may specify whether access to the site must be given to School technology staff.
4. If written parental consent is not otherwise granted through AUP forms provided by the School, staff shall notify parents of the site and obtain written permission for students to become "friends" prior to the students being granted access. This permission shall be kept on file at the school as determined by the Principal.

Access to Electronic Media

(Acceptable Use Policy)

EMPLOYEE USE (CONTINUED)

5. Once the site has been created, the sponsoring staff member is responsible for the following:
 - a. Monitoring and managing the site to promote safe and acceptable use; and
 - b. Observing confidentiality restrictions concerning release of student information under state and federal law.

Staff members are discouraged from creating personal social networking sites to which they invite students to be friends. Employees taking such action do so at their own risk.

All employees shall be subject to disciplinary action if their conduct relating to use of technology or online resources violates this policy or other applicable policy, statutory or regulatory provisions governing employee conduct. The Professional Code of Ethics for Kentucky School Certified Personnel requires certified faculty staff to protect the health, safety, and emotional well-being of students and confidentiality of student information. Conduct in violation of this Code, including, but not limited to, such conduct relating to the use of technology or online resources, must be reported to Education Professional Standards Board (EPSB) as required by law and may form the basis for disciplinary action up to and including termination.

UNIVERSITY CODE OF ETHICS FOR COMPUTING AND COMMUNICATIONS

All faculty, staff and students shall also abide by Policy 11.2.2P Code of Ethics for Computing and Communications.

DISREGARD OF RULES

Individuals who refuse to sign required acceptable use documents or who violate School rules governing the use of School technology shall be subject to loss or restriction of the privilege of using equipment, software, information access systems, or other computing and telecommunications technologies.

Employees and students shall be subject to disciplinary action, up to and including termination (employees) and disenrollment (students) for violating this policy and acceptable use rules and regulations established by the School.

RESPONSIBILITY FOR DAMAGES

Individuals shall reimburse the School for repair or replacement of School property lost, stolen, damaged, or vandalized while under their care. Students or staff members who deface a School web site or otherwise make unauthorized changes to a web site shall be subject to disciplinary action, up to and including disenrollment and termination, as appropriate.

RESPONDING TO CONCERNS

School officials shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning access to specific databases or other electronic media.

Access to Electronic Media

(Acceptable Use Policy)

AUDIT OF USE

Users with network access shall not utilize School resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system.

The Superintendent/designee shall establish a process to determine whether the School's education technology is being used for purposes prohibited by law or for accessing sexually explicit materials. The process shall include, but not be limited to:

1. Utilizing technology that meets requirements of Kentucky Administrative Regulations and that blocks or filters internet access for both minors and adults to certain visual depictions that are obscene, child pornography, or, with respect to computers with Internet access by minors, harmful to minors;
2. Maintaining and securing a usage log; and
3. Monitoring online activities of minors.

RETENTION OF RECORDS FOR E-RATE PARTICIPANTS

Following initial adoption, this policy and documentation of implementation shall be retained for at least ten (10) years after the last day of service in a particular funding year.

CHECKOUT OF SCHOOL OWNED ELECTRONIC DEVICES

Electronic devices may be made available for student checkout but shall be the responsibility of the person to whom the device is issued and be subject to all provisions set out in the policy and related procedures. In addition, a signed AUP form must be on file at the school before an electronic device is issued to a student. Participants in the School's 1:1 Program shall refer to the user agreement for program guidelines and details.

REFERENCES:

KRS 156.675; KRS 365.732; KRS 365.734
701 KAR 5:120
16 KAR 1:020 (Code of Ethics)
47 U.S.C. 254/Children's Internet Protection Act; 47 C.F.R. 54.520
Kentucky Education Technology System (KETS)
47 C.F.R. 54.516
15-ORD-190
Code of Ethics for Computing and Communications

RELATED POLICIES:

03.13214/03.23214
03.1325/03.2325
08.1353; 08.2322
09.14; 09.421; 09.422; 09.425; 09.426; 09.4261
10.4; 10.5

Adopted/Amended:
Order #:

Library Media Centers

The Board shall establish, maintain and staff a library media center in every school in keeping with statutory requirements.

SELECTION OF MEDIA MATERIALS AND EQUIPMENT

The librarian and media personnel shall be responsible for coordinating the selection and recommending to the Principal for the purchase of materials and equipment based on the existing collection, the curriculum, and the needs of the school.

GIFTS

Gifts to the library shall be reviewed by and accepted or rejected at the discretion of the librarian, subject to approval by the Superintendent.

REVIEW

The librarian shall inventory and review the collection at least every two (2) years for wear and obsolescence and, with the approval of the Principal, dispose of materials which are no longer suitable for use for these reasons.

REFERENCES:

KRS 158.102

KRS 160.345

Adopted/Amended:

Order #:

Previewing Materials

All materials presented for student use or viewing shall be reviewed by the teacher before use.

Exceptions shall be current events programs and programs provided by Kentucky Educational Television.

Unless the Principal grants an exception clips of videos, instead of the entire video, should be used to highlight core content concepts.

Adopted/Amended:

Order #:

School Calendar

CALENDAR COMMITTEE

The Superintendent shall establish a school calendar review committee.

RELATED POLICIES:

08.31

Adopted/Amended:
Order #:

Student Attendance Day**STUDENT ATTENDANCE DAY**

The length of the student attendance day designated by the School shall provide students with no less than the minimum number of student attendance days/hours required by law. The School may request approval of an alternative school calendar based on procedures set out in Kentucky Administrative Regulation.

EXCEPTIONS

Kindergarten (entry level of the primary program) shall be provided no less than the equivalent of one-half (1/2) day, five (5) days a week for a full school year for each kindergarten student.

Students with disabilities and students attending primary school may attend less than six (6) hours per day under programs approved by the Board and the Commissioner of Education.¹

MASTER SCHEDULE

An up-to-date master (bell) schedule shall be on file in each school and up-to-date master (bell) schedules for each school shall be on file in the School's central office.

REFERENCES:

- ¹KRS 158.060
- KRS 157.320
- KRS 157.360
- KRS 158.030; KRS 158.070
- 702 KAR 7:125
- 702 KAR 7:140

RELATED POLICIES:

08.3

Adopted/Amended:
Order #:

School Term

The school term shall include at least four (4) days to be used for professional development and collegial planning activities for the professional staff as directed by statute, regulations, and policy. Additional days permitted by statute and authorized by the Board may be used for professional development and planning activities for the professional staff. Four (4) days may be used for holidays, and two (2) days may be used for planning activities.

If schools are scheduled to operate during days designated for statewide professional meetings, the School shall permit employees who are delegates to attend in keeping with statutory requirements.¹

REFERENCES:

¹KRS 158.070
KRS 2.110; KRS 156.095
702 KAR 7:125; 702 KAR 7:140; 704 KAR 3:035
OAG 97-25

Adopted/Amended:
Order #:

Emergency Closings

When, in the judgement of the President of the University or the Superintendent, an emergency exists, he shall close the schools or reduce the hours of the school day as appropriate in the interest of the health and safety of the pupils.

REFERENCE:

702 KAR 7:125

Adopted/Amended:

Order #:

Program Evaluation and Strategic Plan**DEVELOPMENT OF STRATEGIC PLAN**

The Superintendent shall develop and implement a multi-year strategic plan that encompasses school-wide needs, assesses alignment with the University strategic plan and emphasizes the mission, vision and goals of the school and University. This plan shall include both objective and subjective measures of student outcomes in relation to goals and education objectives outlined in the strategic plan. The plan shall be filed with the ECU Office of Institutional Effectiveness.

REVIEW OF NEW PROGRAMS

The Superintendent will consider new programs based on the stated purposes of the School:

- To acquaint college students with the methods of teaching and serve as a practice school;
- To further the School's mission to research, experiment and advance educational innovation;
- To provide a world-class education for its students

REFERENCES:

KRS 158.645; KRS 158.6451; KRS 158.6453
703 KAR 5:230

RELATED POLICIES:

04.1; 08.222

Adopted/Amended:
Order #:

09

Students

09.111	Transfers and Withdrawals
09.12	Admissions and Attendance
09.121	Entrance Age
09.122	Attendance Requirements
09.1221	Part-Time Students
09.1223	Persons Over Compulsory Attendance Age
09.123	Absences and Excuses
09.1231	Dismissal from School
09.12311	Release of Students to Divorced, Separated, or Single Parents
09.124	Tuition and Student Fees
09.126	Students of Military Families
09.13	Equal Educational Opportunities
09.14	Student Records
09.21	Health Requirements and Services
09.211	Health Care Examinations (Students)
09.213	Contagious Diseases and Parasites
09.22	Student Health and Safety
09.221	Supervision of Students
09.2211	Employee Reports of Criminal Activity
09.2212	Use of Physical Restraint and Seclusion
09.223	Motor Vehicle Use
09.224	Emergency Medical Treatment
09.2241	Student Medication
09.225	Safety Patrols
09.226	Conduct on School Bus
09.227	Child Abuse
09.23	Student Insurance
09.3	Student Activities
09.31	Athletics and Sport Activities
09.311	Safety (Athletics)
09.313	Eligibility (Athletics)
09.32	Student Organizations
09.321	Clubs
09.3211	Use of School Facilities by Noncurriculum-Related Student Groups

09	Students
09.322	Student Government
09.33	Fund-Raising Activities
09.34	Student Media and Speakers
09.35	Special and Social Events
09.36	School-Related Student Trips
09.4	Student Behavior and Academic Integrity
09.41	Pregnant and Married Students
09.42	Student Conduct
09.421	Care of School and Personal Property
09.422	Bullying/Hazing
09.423	Use of Alcohol, Drugs and Other Prohibited Substances
09.4232	Tobacco
09.425	Assault and Threats of Violence
09.426	Disrupting the Educational Process (Students)
09.4261	Telecommunication Devices
09.427	Dress and Appearance (Students)
09.4281	Grievances (Student)
09.42811	Harassment/Discrimination (Students)
09.4294	Driver's License Revocation
09.43	Student Disciplinary Processes
09.431	Due Process
09.432	Detention/Saturday School
09.433	Corporal Punishment
09.434	Suspension
09.435	Disenrollment
09.436	Search and Seizure
09.4361	Police Officers in the School
09.438	Student Discipline Code

Transfers and Withdrawals**TEACHER TO ASCERTAIN REASON**

When a pupil of compulsory school age withdraws from school, the Director of Admissions shall ascertain the reason.¹

REPORT TO SUPERINTENDENT

The teacher shall immediately notify the withdrawal and the reason for it to the Superintendent's office.

CHANGE OF RESIDENCE

If the child has withdrawn because of residence, the next residence shall be ascertained and included in the report. The School shall notify the Kentucky Department of Education when a new student enrolls.¹

MISSING CHILDREN

The Superintendent shall notify the Justice Cabinet of any request for the records of a student who has been flagged as missing.¹

PERMISSION

No written permission for withdrawal shall be required after the student's eighteenth (18th) birthday.²

Students between the ages of six (6) and eighteen (18) shall enroll and be in regular attendance in the schools to which they are assigned and shall be subject to compulsory attendance.²

REFERENCES:

¹KRS 159.170; KRS 158.032

²KRS 159.010; KRS 159.020

RELATED POLICY:

09.122

Adopted/Amended:
Order #:

Admissions and Attendance

ADMISSION

The School offers tuition-supported enrollment for students Kindergarten through twelfth (K-12) grades through an admission process, designed to promote fairness and non-discrimination. Offers of acceptance are based on the date the application was received with limited exceptions. If the number of admission applications exceed the student capacity of the school, a wait list will be established, and students will be placed in accordance with procedures developed by the Superintendent.

DEFINITIONS

Seat – an available opening for a student within the class section maximums established for that graduating class.

Graduating Class – the entire population of a grade level expected to graduate in a projected year with students making normal progression. The number of seats available for a graduating class is determined annually.

Class Section – a group of students assigned to an individual teacher or faculty member for the day (in elementary grades) or for an instructional period (secondary).

Class Section Maximum (or cap) – class section maximums are defined in KRS 157.360. Except for vocal and instrumental music and physical education classes, the maximum number of pupils enrolled in a class shall be as follows:

Primary (K-3)	24 students
Grade 4	28 students
Grades 5-6	29 students
Grades 7-12	31 students

Application – an application is considered complete and submitted when the form is completed in its entirety and the application fee is remitted. Applications are accepted on an ongoing basis beginning when the prospective student is age two (2).

Disenrolled – removed from the active list of enrolled students.

NONRESIDENTS

Nonresident pupils may be admitted to the school in accordance with the Madison County Memorandum of Agreement and upon approval of the Superintendent.

Written nonresident pupil contract information shall be kept on file at both the attending school and the resident district.

TRANSFER OF ADA

Nonresident pupils may be admitted to the School upon payment of tuition and/or transfer of the pupil's average daily attendance as defined under Kentucky's public school fund.

Admissions and Attendance**EXPELLED/CONVICTED STUDENTS**

The parent, guardian, Principal, or other person or agency responsible for the student shall provide to the school prior to admission, a sworn statement or affirmation concerning any of the following that have occurred in or outside Kentucky:

1. If a student has been expelled from school; or
2. If a student has been adjudicated guilty/convicted of, homicide, assault, or an offense in violation of state law or school regulations relating to weapons, alcohol, or drugs.

Assault shall mean any physical assault, including sexual assault.

The sworn statement or affirmation shall be on a form provided by the appropriate state agency and shall be sent to the receiving school within five (5) working days of official notification that a student has requested enrollment in the new school.¹

If a student is suspended or expelled for any reason, or faces charges that may lead to suspension or expulsion, but withdraws prior to a hearing from any public or private school in Kentucky or any other state and then moves and seeks to enroll, the Superintendent/designee shall review the details of the charges, suspension, or expulsion and determine if the student will be admitted, and if so, what conditions may be imposed upon the admission. Prior to a decision to deny admission, the School shall offer the student, parent/guardian, or other persons having legal custody or control of the student a hearing.

REINSTATEMENT

The Superintendent may reinstate a student disenrolled for cause and may require one or more of the following:

- Prepayment of tuition/fees;
- Behavioral contract; and/or
- Agreement of parental engagement.

REFERENCES:

¹KRS 158.155; KRS 157.330; KRS 158.150
KRS 157.320; KRS 157.360; KRS 158.120
702 KAR 7:125; 704 KAR 7:090
OAG 80-47; OAG 79-327; OAG 75-602; OAG 91-171
8 U.S.C. Sections 1101 and 1184; 8 C.F.R. Section 214
Plyler v. Doe, 457 U.S. 202 (1982)
Equal Educational Opportunities Act of 1974 (EEOA)

RELATED POLICIES:

09.121; 09.1223; 09.123; 09.124
09.126 (re requirements/exceptions for students from military families)
09.14; 09.211; 09.435

Adopted/Amended:
Order #:

Entrance Age

PRIMARY SCHOOL

A child who is five (5) or who may become five (5) years of age by August 1 may enter primary school and may advance through the primary program without regard to age in accordance with KRS 158.031. A child who is six (6) years of age, or who may become six (6) years of age by August 1, shall attend public school or qualify for an exemption as provided by KRS 159.030.¹

The School shall establish guidelines to determine a student's level of academic and social skills when that student is being considered for advancement through the primary program.² A student who is at least five (5) years of age, but less than six (6) years of age, may be enrolled in the second level of the primary program in keeping with the process set out in Kentucky Administrative Regulation.^{2 & 3}

PETITION PROCESS

Parents/guardians may petition the Board to allow their child to enter school earlier than permitted under statutory age requirements. On receipt of a petition, the School shall conduct an evaluation process to help determine a student's readiness to engage in and benefit from early entry to school. The process shall be established in accordance with the following:

1. The School shall establish guidelines to determine a student's readiness for entry, including the date by which petitions must be submitted to the Central Office.
2. Developmentally appropriate measures, which may include state-approved screening instruments, shall be used to determine a student's level of developmental, academic and social readiness.
3. Based on staff recommendations, the Superintendent shall make a final determination.
4. Considerations may include availability of space and funding.

Tuition amounts charged to students permitted early entry under this Policy shall be the same as that charged to other tuition paying students who meet statutory age requirements.¹

PROOF OF AGE

Upon enrollment for the first time in any elementary or secondary school, a student or student's parent shall provide:

- A certified copy of the student's birth certificate, or
- Other reliable proof of the student's identity and age with an affidavit explaining the inability to produce a copy of the birth certificate.⁴

Entrance Age

REFERENCES:

¹KRS 158.030

²702 KAR 7:125

³KRS 158.031

⁴KRS 158.032; KRS 158.035; KRS 214.034

KRS 158.990; KRS 159.010; KRS 159.030

702 KAR 1:160; 704 KAR 5:070

OAG 82-408; OAG 85-55

P. L. 114-95, (Every Student Succeeds Act of 2015), 20 U.S.C. § 6301 et seq.

McKinney-Vento Act, 42 U.S.C. 11431 et seq.

RELATED POLICIES:

08.22

09.124

09.126 (re requirements/exceptions for students from military families)

Adopted/Amended:

Order #:

Attendance Requirements

EXCEPTIONS TO PRESENCE AT SCHOOL

Students must be physically present in school to be counted in attendance, except under the following conditions:

1. Students shall be counted in attendance when they are receiving home/hospital, institutional,¹ or court-ordered instruction in another setting.
2. Participation of a pupil in 4-H activities that are regularly scheduled and under the supervision of a county extension agent or the designated 4-H club leader shall be considered school attendance.²
3. Students may participate in cocurricular activities and be counted as being in attendance during the instructional school day, provided the Principal/designee has given prior approval to the scheduling of the activities. Approval shall be granted only when cocurricular activities and trips are instructional in nature, directly related to the instructional program, and scheduled to minimize absences from classroom instruction.³
4. Students participating in an off-site virtual high school class or block may be counted in attendance in accordance with requirements set out in Kentucky Administration Regulation.³
5. Students having an individual education plan (IEP) that requires less than full-time instructional services shall not be required to be present for a full school day.³
6. Students who attend classes for moral instruction at the time specified and for the period fixed shall be credited with the time spent as if they had been in actual attendance in school, and the time shall be calculated as part of the actual school work required by law. Students shall not be penalized for any school work missed during the specified moral instruction time.⁴
7. Students participating as part of a school-sponsored interscholastic athletic team, who compete in a regional or state tournament sanctioned by the Kentucky Board of Education or KHSAA, that occurs on a regularly scheduled student attendance day shall be counted and recorded present at school on the date or dates of the competition, for a maximum of two (2) days per student per school year. Students shall be expected to complete any assignments missed on the date or dates of the competition.⁵
8. The pupil is participating in standards-based, performance-based credit that is awarded in accordance with 704 KAR 3:305, and that falls within one (1) or more of the categories of standards-based course work. A pupil may be counted in attendance for performance-based credit for a class or block for the year or semester in which the pupil initially enrolled in the class or block if the pupil demonstrates proficiency in accordance with local policies.^{3 & 6}
9. Students attending basic training required by a branch of the United States Armed Forces shall be considered present for all purposes for up to ten (10) days.²

Attendance Requirements

REFERENCES:

¹KRS 159.030
²KRS 159.035
³702 KAR 7:125
⁴KRS 158.240
⁵KRS 158.070
⁶704 KAR 3:305
KRS 158.030; KRS 158.143
KRS 159.020; KRS 159.180; KRS 159.990
704 KAR 5:060
OAG 79-68; OAG 79-539; OAG 87-40; OAG 97-26

RELATED POLICIES:

08.131; 08.1312
09.111; 09.121; 09.123; 09.36

Adopted/Amended:
Order #:

Part-Time Students

The Superintendent will consider a shortened school day for students with an individual education plan or 504 plan that medically supports a shortened day.

REFERENCES:

KRS 339.210

KRS 339.220

KRS 339.230

KRS 339.360

702 KAR 7:125

Section 504 of Rehabilitation Act of 1973, Americans with Disabilities Act

Individuals with Disabilities Education Improvement Act (IDEA)

RELATED POLICIES:

08.131

08.31

09.13

Adopted/Amended:

Order #:

Persons Over Compulsory Attendance Age**PROHIBITIONS**

Persons over twenty-one (21) years of age shall not be admitted to or served by the elementary or secondary school.

Students under age twenty-one (21) who already have graduated from an accredited or four (4) year high school shall be considered to have completed high school and shall not be permitted to enroll in the Schools. Students who have earned a High School Equivalency Diploma shall be permitted to enroll to work toward completion of graduation requirements.

EXCEPTION

The School may provide an approved high school program to a student who is a refugee or legal alien until the student graduates or until the end of the school year in which the student reaches the age of twenty-one (21), whichever comes first.

STUDENTS WITH DISABILITIES

In cases which involve students with disabilities, the procedures mandated by federal and state law for such students shall be followed.¹

REFERENCES:

¹P. L. 105-17
KRS 157.200
KRS 157.360
KRS 158.100
KRS 158.140
KRS 159.010
KRS 159.030
704 KAR 3:305

Adopted/Amended:
Order #:

Absences and Excuses

Pupils are required to attend regularly and punctually the school in which they are enrolled. Recording of absences and tardies shall be made in compliance with the requirements of 702 KAR 7:125.¹

TRUANCY DEFINED

Any student who has attained the age of six (6), but has not reached his/her eighteenth (18th) birthday, who has been absent from school without valid excuse for three (3) days or more, or tardy without valid excuse on three (3) days or more, is a truant.

Any student enrolled in a public school who has attained the age of eighteen (18) years, but has not reached his/her twenty-first (21st) birthday, who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is a truant.

A student who has been reported as a truant two (2) or more times is an habitual truant.

For the purposes of establishing a student's status as a truant, a student's attendance record is cumulative for an entire school year. When students transfer from one Kentucky school to another, attendance information from the previous school shall become part of their official attendance record for that school year.

EXCUSED ABSENCES

An excused absence or tardiness is one for which work may be made up, such as:

1. Death or severe illness in the pupil's immediate family,
2. Illness of the pupil,
3. Religious holidays and practices,
4. One (1) day for attendance at the Kentucky State Fair,
5. Documented military leave,
6. One (1) day prior to departure of parent/guardian called to active military duty,
7. One (1) day upon the return of parent/guardian from active military duty,
8. Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave,
9. Ten (10) days for students attending basic training required by a branch of the United States Armed Forces, or
10. Other valid reasons as determined by the Principal/Superintendent, including trips qualifying as educational enhancement opportunities.

Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value. This opportunity may include, but not be limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts. Educational enhancement opportunities require, at the minimum, a five (5) day advanced approval and cannot be taken during testing.

Absences and Excuses**EXCUSED ABSENCES (CONTINUED)**

Unless the Principal determines that extenuating circumstances exist, requests for date(s) falling within State or School testing periods shall not be granted.

The Principal's determination may be appealed to the Superintendent/designee.

Students receiving an excused absence under this section shall have the opportunity to make up school work missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the excused absence.

NOTES REQUIRED

Students returning to school following an absence must obtain an admission slip. A note signed by a parent/guardian is to be presented, explaining the absence. The note must also provide the student's name, grade, date(s) missed, reason, as well as the phone number of the parent/guardian. Based upon the information received, the absence will be declared excused or unexcused in accordance with school policy.

MAKE-UP WORK

When a student has an excused absence, students are given a minimum of one (1) week or the total number of days absent, whichever is greater, to complete any missed classwork. Student must confer with individual course instructors to complete make-up work.

UNEXCUSED ABSENCES

Work may be made up for unexcused absences at the discretion of the teacher involved.

Guidelines concerning unexcused absences shall be published in the School's Discipline Code and the Parent/Student Handbook.

REFERENCES:

¹702 KAR 7:125

KRS 36.396, KRS 38.470, KRS 40.366

KRS 158.070, KRS 158.183, KRS 158.293, KRS 158.294

KRS 159.035, KRS 159.140, KRS 159.150, KRS 159.180

OAG 76-566, OAG 79-68, OAG 79-539, OAG 91-79, OAG 96-28

RELATED POLICIES:

09.111, 09.122, 09.4281

09.126 (re requirements/exceptions for students from military families)

Adopted/Amended:
Order #:

Dismissal from School

RELEASE OF STUDENTS

At any time students are dismissed from school, they shall be released according to the written instructions provided by the custodial parent/guardian. The instructions, which shall be requested at the time the student registers/enrolls for the school year, shall include the student's regular mode of transportation at the end of the day and a list of persons, in addition to the custodial parent/guardian, who are authorized to pick up the child from school. Any deviation from the authorized release process must be approved by the Principal/designee prior to the student departing school in another manner.

It shall be the responsibility of the custodial parent/guardian to notify the school in writing if release instructions are to be revised. If written instructions are not provided to the school, the student shall only be released to the after-school care provider or with the custodial parent/guardian.

Any student who leaves the school grounds at any time without proper authorization shall be subject to appropriate disciplinary action.

RELEASE PROCESS

If the student is to be picked up early, the custodial parent/guardian or designee shall report to the Attendance Clerk/designee and sign for the student's release.

Each school shall maintain a daily entry and exit log of students signing in late or signing out early and shall require proof of identification from individuals (visual identification by an employee, driver's license, picture identification, etc.) to assure that they are authorized to pick up the student.

Those students who are not on record as being under the care or control of a parent/guardian may sign for their own dismissal.

EXCEPTIONS

A student may be released to a person with lawful authority to take custody of the student, e.g., a police officer with a warrant or the person authorized by the Cabinet for Health and Family Services when the student is committed to the Cabinet or when the Cabinet is granted custody of the student by a court order. In such case, the student's parent shall be notified at the earliest opportunity except as otherwise provided by a court order or law.¹

When custody of a student is granted to the Cabinet by a court order as a result of dependency, neglect, or abuse, the Cabinet shall notify the Principal, or any Assistant Principal, of the school in which the child is enrolled, and the Director of Pupil Personnel, of the names of persons authorized to contact the child at school or remove the child from school grounds.

The notification shall be provided to the school by the Cabinet:

- a) By written notice via email or fax on the day that a court order is entered and again on any day that a change is made with regard to persons authorized to contact or remove the child from school. Verbal notification shall occur on the next school day immediately following the day a court order is entered or a change is made if the court order or change occurs after the end of the current school day; and
- b) By email, fax, or hand delivery of a copy of the court order within ten (10) calendar days following the Cabinet's receipt of the court order of a change of custody or change in contact or removal authority.

Dismissal from School

EXCEPTIONS (CONTINUED)

In addition, the School authorizes emergency release of students for illness or other bona fide reasons, as determined by the Principal.

REFERENCES:

¹OAG 85-134; OAG 92-138
KRS 620.146
702 KAR 7:125

RELATED POLICIES:

09.12311; 09.227; 09.3; 09.31; 09.432
09.434; 10.5

Adopted/Amended:
Order #:

Release of Students to
Divorced, Separated, or Single Parents

The School shall release the student to either parent, guardian, or legal custodian unless the school has been informed and provided with evidence that there is a state law or court order governing such matters as divorce, separation or custody, or a legally binding document which provides instruction to the contrary.

REFERENCES:

20 U.S.C. 1232g, 34 C.F.R. 99.1 – 99.67
OAG 85-130; OAG 90-52

RELATED POLICIES:

01.0
09.1231
09.14

Adopted/Amended:

Order #:

Tuition and Student Fees

TUITION AND FEES TO BE CHARGED

Tuition and fees are established annually by the Board. Tuition is billed monthly, August through May. Holds may be placed on the release of transcripts until all tuition and fees have been paid and all university property returned.

Students who have outstanding balances as of June 30 may be disenrolled for the next school year. Students with outstanding balances may be restricted from participating in commencement exercises.

The school may charge a non-refundable tuition deposit for the upcoming school year. The school may charge an application fee. A late payment fee will be assessed for tuition payments not received by the due date.

For families with multiple students enrolled at Model, the oldest student's tuition (only) will be reduced by five percent (5%). Tuition (only) for Model students whose parent(s)/payers are assigned to Model for more than 60% FTE will be reduced by ten percent (10%). Fees are not discounted.

FINANCIAL AID

Families may apply for financial aid each school year. Financial aid awards, through a designated clearinghouse, are limited and an offer of aid in one school year does not guarantee an offer of aid in future school years.

NON-PAYMENT/DEFAULT

The Superintendent/designee may work with parents/payers of delinquent accounts on a payment plan to bring the account in good standing by June 30. ECU Billings and Collections will seek remedy in accounts after June 30.

APPROVAL REQUIRED

Fees for rental or purchase of instructional resources may be charged. All student fees and charges shall be adopted by the Board, including any class/course, tuition, test and assessment fees. Approved fees shall remain in place until modified or removed by Board resolution.

Student activity fees or membership fees for clubs, sports, or extracurricular activities shall be approved by the Principal.

Fees collected for a specific purpose shall be used for that purpose only. This does not apply to extracurricular activities.

REFERENCES:

KRS 158.120
237 S.W. 2D 65 (1951)
OAG 80-47; OAG 91-75
KRS 157.350; KRS 158.135
702 KAR 7:125

STUDENTS

09.124
(CONTINUED)

Tuition and Student Fees

RELATED POLICIES:

08.232

09.12;

09.126 (re requirements/exceptions for students from military families)

Adopted/Amended:
Order #:

Students of Military Families

The following are key provisions that apply to students from military families that are based on the compact agreed upon by states belonging to the Interstate Commission on Educational Opportunity for Military Children:

ENROLLMENT

A child of a military family may pre-enroll or participate in pre-admission in the School if the parent or guardian of the child is transferred to or is pending transfer to a military installation within the state while on active military duty pursuant to an official military order. The School shall accept an application for enrollment and course registration by electronic means for the child, including enrollment in a specific school or program within the School.

The parent or guardian of a child of a military family shall provide proof of residence to the School within ten (10) days after the arrival date provided on official documentation. The parent or guardian may use, as proof of residence, the address of:

1. A temporary on-post billeting facility;
2. A purchased or leased home or apartment; or
3. Any federal government housing or off-post military housing, including off-post military housing that may be provided through a public-private venture.

Until actual attendance or enrollment in the School, the child of a military family shall not:

1. Count for the purposes of average daily attendance;
2. Be charged tuition pursuant to KRS 158.120; or
3. Be included in the state assessment and system.¹

Students from a household of an active duty service member who are moving shall be enrolled and appropriately placed as quickly as possible based on information provided in the student's unofficial records pending validation by the official record that the School shall request from the sending school.

Special power of attorney, relative to the guardianship of a child of a military family and executed under applicable law shall be sufficient for the purposes of enrollment and all other actions requiring parental participation and consent. A transitioning child of a military family who is placed in the care of a non-custodial parent or other person standing in loco parentis and living in a jurisdiction other than that of the custodial parent may continue to attend the school in which s/he was enrolled while residing with the custodial parent.

IMMUNIZATION REQUIREMENTS

Students from military families shall have thirty (30) days from the date of enrollment to obtain required immunizations or additional time as may be determined by the Interstate Commission Compact rules.

Students of Military Families**PLACEMENT**

Kindergarten and first grade students from a household of an active duty service member from an accredited school in another state shall be allowed to continue placement at their current grade level, regardless of age.

Decisions about placement of students from military families in educational programs shall be based on current educational assessments conducted at the sending school or participation/placement in like programs in the sending state. Such programs include, but are not limited to the following programs:

1. Gifted and talented; and
2. English as a second language (ESL).

This shall not preclude the school from performing subsequent evaluations to ensure appropriate placement of a student.

SPECIAL EDUCATION SERVICES

The School shall initially provide comparable services to a student with disabilities based on his or her current Individualized Education Program (IEP).

The School shall make reasonable accommodations and modifications to address the needs of incoming students with disabilities, subject to an existing Section 504 (Title II) Plan*, to provide the student with equal access to education. This does not preclude the school in the receiving state from performing subsequent evaluations to ensure appropriate placement of the student.

* In Kentucky, a student Title II Plan is the same as a Section 504 Plan.

DEPLOYMENT-RELATED ABSENCES

Students whose parent or legal guardian is an active member of the uniformed services, as defined by this compact, and has been called to active duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting, shall be granted additional excused absences at the discretion of the Superintendent to visit with their parent or legal guardian relative to such leave or deployment.

EXTRACURRICULAR PARTICIPATION

The School shall facilitate the opportunity for transitioning children of military families to participate in extracurricular activities to the extent they are otherwise qualified, regardless of application deadlines.

GRADUATION REQUIREMENTS

The School shall waive specific courses required for graduation if similar course work has been satisfactorily completed in another school or shall provide reasonable justification for denial. Should a waiver not be granted to a student who would qualify to graduate from the sending school, the School shall provide alternative means of acquiring required coursework so that graduation may occur on time. Otherwise, the School shall ensure receipt of a diploma from the sending school district if the student completed graduation requirements of that district.

Exit exam scores from sending schools shall be accepted in accordance with the Interstate Commission Compact.

Students of Military Families**CHILDREN OF CIVILIAN MILITARY EMPLOYEES**

Children of civilian military employees shall be afforded the same rights as children of military families under KRS 156.730 if the parents are required to move to perform their job responsibilities resulting in the students having to change schools.

REFERENCES:

¹New Chapter of KRS 159
KRS 156.730; KRS 156.735; KRS 158.020
Individuals with Disabilities Education Improvement Act of 2004
Section 504 of the Rehabilitation Act; District 504 procedures
Americans with Disabilities Act

RELATED POLICIES:

08.113; 08.131; 08.132; 08.13452; 08.222
09.12; 09.121; 09.123; 09.124; 09.211; 09.3; 09.313

Adopted/Amended:
Order #:

Equal Educational Opportunities**DISCRIMINATION PROHIBITED**

No pupil shall be discriminated against because of age, color, disability¹, race, national origin, religion, sex, or veteran status.

STUDENTS WITH DISABILITIES

The School shall provide a free, appropriate public education to each qualified student with a disability, as defined by law, within its jurisdiction.

The School shall operate its programs in accordance with the procedures addressing requirements of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

Parents of students who have a temporary or permanent disability may request the School supervisor to provide appropriate accommodations necessary for them to participate in instructional and extracurricular activities, as required by law. Students who are at least eighteen (18) years of age may submit their own requests.

STUDENT RELIGIOUS ACTIVITIES OR POLITICAL EXPRESSION

The School shall observe the rights of students to voluntarily engage in religious activities. Students may express religious or political viewpoints while at school to the same extent and under the same circumstances as other permitted activities or expression. Consistent with the Constitutions of the United States and the Commonwealth of Kentucky and law, students shall be permitted to engage in these activities and express these viewpoints, provided they do not:

1. Infringe on the rights of the school to:
 - a. Maintain order and discipline;
 - b. Prevent disruption of the educational process; and
 - c. Determine education curriculum;
2. Harass other persons or coerce other persons to participate in the activity; or
3. Otherwise infringe on the rights of other persons.

Student complaints concerning possible violations of their religious rights shall be addressed in keeping with legal requirements. Their complaints shall be directed to the Principal, who shall investigate and take appropriate action within thirty (30) days of receipt of the written notification.

REFERENCES:

¹Bd. of Educ., etc. v. Rowley 102 S.Ct. 3034 (1982)
District special education policy and procedures manual; District 504 procedures
KRS 157.200; KRS 157.224; KRS 157.230; KRS 157.350
KRS 158.183; KRS 160.295; Age Discrimination Act of 1975
Section 504 of Rehabilitation Act of 1973, Americans with Disabilities Act
Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972
Vietnam Era Veterans Readjustment Assistance Act of 1974
Kentucky Education Technology System (KETS); 28 C.F.R. Section 35.101 et seq.

RELATED POLICIES:

05.11; 08.131; 09.3211

Adopted/Amended:
Order #:

Student Records

Data and information about students shall be gathered to provide a sound basis for educational decisions and to enable preparation of necessary reports.

PROCEDURE TO BE ESTABLISHED

The Superintendent shall establish procedures to promote effective notification of parents and eligible students of their rights under the Family Educational Rights and Privacy Act (FERPA) and to ensure compliance with applicable state and federal student record requirements.

DISCLOSURE OF RECORDS

Student records shall be made available for inspection and review to the parent(s) of a student or to an eligible student on request. Legal separation or divorce alone does not terminate a parent's record access rights. Eligible students are those 18 years of age or older or those duly enrolled in a post-secondary school program. In general, FERPA rights pass to the eligible student upon either of those events. Parents may be provided access to the educational records of an eligible student 18 years old or older if the student is dependent under federal tax laws.¹

Upon written request, parents or eligible students may be provided copies of their educational records, including those maintained in electronic format, when necessary to reasonably permit inspection. Such copies shall be provided in a manner that protects the confidentiality of other students. A reasonable fee may be charged for copies.

School personnel must use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other parties to whom the School discloses personally identifiable information from education records.

In addition, considering the totality of the circumstances, the School may disclose information from education records to appropriate parties, including parents of eligible students, whose knowledge of the information is necessary to protect the health or safety of a student or another individual, if there is an actual, impending, or imminent articulable and significant threat to the health or safety of a student or other individual. In such instances, the basis for a decision that a health or safety emergency existed shall be recorded in the student's education records.

Authorized School personnel also may disclose personally identifiable information to the following without written parental consent:

- Officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll or is already enrolled, so long as the disclosure is for purposes related to the student's enrollment or transfer;
- Authorized representatives of a Kentucky state child welfare agency if such agency presents to the School an official court order placing the student whose records are requested under the care and protection of said agency. The state welfare agency representative receiving such records must be authorized to access the child's case plan.
- School officials (such as teachers, instructional aides, administrators, including health or medical staff and law enforcement unit personnel) and other service providers (such as contractors, consultants, and volunteers used by the School to perform institutional services and functions) having a legitimate educational interest in the information.

School officials/staff may only access student record information in which they have a legitimate educational interest.

Student Records**DISCLOSURE OF RECORDS (CONTINUED)**

Contractors, consultants, volunteers, and other parties to whom the School has outsourced services or functions may access student records provided they are:

- Under the School's direct control with respect to the use and maintenance of education records; and
- Prohibited from disclosing the information to any other party without the prior written consent of the parent/eligible student, or as otherwise authorized by law.

DISCLOSURE TO REPRESENTATIVES FOR FEDERAL OR STATE PROGRAM PURPOSES

Personally identifiable student information may be released to those other than employees who are designated by the Superintendent in connection with audit, evaluation, enforcement, or compliance activities regarding Federal or State programs. Such designation must be executed in writing with the authorized representative and specify information as required by 34 C.F.R. Part 99.35.

DUTY TO REPORT

If it is determined that the School cannot comply with any part of FERPA or its implementing regulations due to a conflict with state or local law, the School must notify the Family Policy Compliance Office (FPCO) within forty-five (45) days of the determination and provide the text and citation of the conflicting law.

DIRECTORY INFORMATION

The Superintendent/designee is authorized to release Board-approved student directory information. Approved "directory information" shall be: name, address, phone number, date and place of birth, student's school email address, major field of study, participation in officially recognized activities and sports, photograph/picture, grade level, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, and most recent educational institution attended. Any eligible student or parent/guardian who does not wish to have directory information released shall notify the Superintendent/designee in writing within thirty (30) calendar days after receiving notification of FERPA rights.

Information about the living situation of a student designated as homeless is not to be treated as directory information and is not to be disclosed unless prior written consent is given or unless the information meets one of FERPA's exceptions to required consent. The living situation is not considered directory information.

The School allows for disclosure of directory information only to specific parties for specific purposes. Such limitations are specified in the student directory information notification.

Unless the parent/guardian or student who has reached age 18 requests in writing that the School not release such information, the student's name, address, and telephone number (if listed) shall be released to Armed Forces recruiters and institutions of higher education upon their request.

Student Records

SURVEYS OF PROTECTED INFORMATION

The School shall provide direct notice to parents/guardian to obtain prior written consent for their minor child(ren) to participate in any protected information survey, analysis, or evaluation, if the survey is funded in whole or in part by a program of the U.S. Department of Education.

Parents/eligible students also shall be notified of and given opportunity to opt their child(ren) out of participation in the following activities:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Parents/eligible students may inspect, upon written request and prior to administration or use, materials or instruments used for the collection, disclosure, or use of protected information.

PPRA requirements do not apply to evaluations administered to students in accordance with the Individuals with Disabilities Education Improvement Act (IDEIA).

STUDENTS WITH DISABILITIES

The School's special education policy and procedures manual shall include information concerning records of students with disabilities.

RECORDS RELEASE TO JUVENILE JUSTICE SYSTEM

Once a complaint is filed with a court-designated worker alleging that a child has committed a status offense or public offense, schools shall provide all records specifically requested in writing, and pertaining to that child to any agency that is listed as part of Kentucky's juvenile justice system in KRS 17.125 if the purpose of the release is to provide the juvenile justice system with the ability to effectively serve, prior to adjudication, the needs of the student whose records are sought. The authorities to which the data are released shall certify that any educational records obtained pursuant to this section shall only be released to persons authorized by statute and shall not be released to any other person without the written consent of the parent of the child. The request, certification, and a record of the release shall be maintained in the student's file.

JUVENILE COURT RECORDS

Records or information received on youthful or violent offenders shall not be disclosed except as permitted by law. When such information is received, the Superintendent shall notify the Principal of the school in which the child is enrolled. The Principal shall then release the information as permitted by law. Only the Superintendent and school administrative, transportation, and counseling personnel or teachers or other school employees with whom the student may come in contact, shall be privy to this information, which shall be kept in a locked file when not in use and opened only with permission of the administrator. Notification in writing of the nature of offenses committed by the student and any probation requirements shall not become a part of the child's student record.²

Student Records**RECORDS OF MISSING CHILDREN**

Upon notification by the Commissioner of Education of a child's disappearance, the School in which the child is currently or was previously enrolled shall flag the record of such child in a manner that whenever a copy of or information regarding the child's record is requested, the School shall be alerted to the fact that the record is that of a missing child. Instead of forwarding the records of a child who has been reported missing to the agency, institution, or individual making the request, the School shall notify the Justice Cabinet.

COURT ORDER/SUBPOENA

Prior to complying with a lawfully issued court order or subpoena requiring disclosure of personally identifiable student information, school authorities shall make a documented effort to notify the parent or eligible student. In compliance with FERPA, notice to the parent is not required when a court order directs that disclosure be made without notification of the student or parent, or when the order is issued in the context of a dependency, neglect, or abuse proceeding in which the parent is a party. If the School receives such orders, the matter(s) may be referred to local counsel for advice.

REFERENCES:

¹Section 152 of the Internal Revenue Code of 1986

²KRS 158.153; KRS 610.320; KRS 610.340; KRS 610.345

KRS 7.110; KRS 15A.067; KRS 17.125; KRS 158.032; KRS 159.160; KRS 159.250

KRS 160.990; KRS 161.200; KRS 161.210; KRS 365.732; KRS 365.734; KRS 600.070

702 KAR 1:140; 702 KAR 3:220

20 U.S.C. 1232g et seq., 34 C.F.R. 99.1 - 99.67

20 U.S.C. 1232h (Protection of Pupil Rights Amendment); 34 C.F.R. 98

OAG 80-33; OAG 85-130; OAG 85-140; OAG 86-2; OAG 93-35

Kentucky Family Educational Rights and Privacy Act (KRS 160.700; KRS 160.705

KRS 160.710; KRS 160.715; KRS 160.720; KRS 160.725; KRS 160.730)

Individuals with Disabilities Education Improvement Act of 2004

Kentucky Education Technology System (KETS)

P. L. 114-95, (Every Student Succeeds Act of 2015)

42 U.S.C. 11431 et seq. (McKinney-Vento Act)

RELATED POLICIES:

09.111; 09.12311; 09.43

Adopted/Amended:
Order #:

Health Requirements and Services

HEALTH AND SAFETY

The Superintendent shall develop procedures to ensure compliance with all health and safety governance requirements.

The protocols and guidelines for health procedures performed by health professionals and school personnel shall be accessible to school personnel.¹ Policies and related procedures for these policies in the 09.2 section of this Manual, as referenced in the Health Services Reference Guide, are incorporated herein.

REQUIRED

All pupils shall undergo preventive health care examinations as required by Kentucky Administrative Regulation.²

REFERRAL

Referral and appropriate follow-up of an abnormality noted by screening or teacher observation shall be recorded on school health records.

EMERGENCY CARE

Schools shall have emergency care procedures, a copy of which shall be on file in the Central Office.

HEALTH RECORD

Each school shall initiate a cumulative health record for each pupil entering school. Such record shall be maintained throughout the pupil's attendance on forms prescribed by the Kentucky Administrative Regulation or maintained electronically in the student information system.

REFERENCES:

¹KRS 156.501

²702 KAR 1:160

KRS 158.297; KRS 159.150

Health Services Reference Guide

RELATED POLICIES:

08.1213; 08.131; 08.222; 09.2 (entire section)

Adopted/Amended:
Order #:

Health Care Examination

All pupils shall undergo preventive student health care, dental, and vision examinations as required by Kentucky Administrative Regulation, which shall be reported on the state forms or an electronic medical record that includes all of the data equivalent to that on the appropriate forms required by state regulation.^{1&4}

IMMUNIZATIONS

The immunization certificate form required by 702 KAR 1:160 shall be on file within two (2) weeks of a student's enrollment in school.^{1, 2 & 3}

A current immunization certificate shall be required for home-schooled students prior to attending one (1) or more in-school classes or participating in sports or other school-sponsored extra-curricular activities.

Forms relating to exemptions from immunization requirements shall be available at each school.

Immunization certificates shall be kept current.¹

The parent/guardian shall provide a current immunization certificate at enrollment in kindergarten, seventh grade, eleventh grade, and new enrollment at any grade; upon legal name change; and at a school required examination pursuant to 702 KAR 1:160.

REFERENCES:

¹KRS 156.160; 702 KAR 1:160

²KRS 214.034; KRS 214.036

³KRS 158.035

⁴902 KAR 2:060

902 KAR 2:090

OAG 82-131

Health Services Reference Guide, Kentucky Department of Education

P. L. 114-95, (Every Student Succeeds Act of 2015), 20 U.S.C. § 6301 et seq.

McKinney-Vento Act, 42 U.S.C. 11431 et seq.

RELATED POLICIES:

09.121

09.126 (re requirements/exceptions for students from military families)

Adopted/Amended:

Order #:

Contagious Diseases and Parasites

NOTIFICATION

A parent, legal guardian, or other person or agency responsible for a student shall notify the student's Principal if the student has any medical condition which is defined by the Cabinet for Health and Family Services in administrative regulation as threatening the safety of the student or others in the school. The notification shall be given as soon as the medical condition becomes known and upon each subsequent enrollment by the student in a school.¹

The Principal or designee shall notify the student's teachers in writing of the nature of the medical condition.

INFECTION CONTROL

If any student is known or suspected to have or be infected with a communicable disease or condition for which a reasonable probability for transmission exists in a school setting, the Superintendent may order the student excluded from school. The time period the student is excluded from school shall be in accordance with generally accepted medical standards which the Superintendent shall obtain from consultation with the student's physician, the local health officer¹, or the Kentucky Department for Public Health.

EPIDEMICS

In the event of a dangerous epidemic as determined by the Kentucky Department for Public Health, the School may close.¹

SCHOOL TO REPORT

School authorities shall report immediately all known or suspected cases of communicable disease to the local health department. Diseases to be reported shall not include those considered confidential, such as AIDS/HIV, as set forth in Kentucky Administrative Regulation.²

MEDICAL CONFIDENTIALITY

Unless otherwise permitted by law, signed parental consent designating School personnel to be informed of a student's medical condition shall be on file prior to informing identified School personnel.

The Superintendent shall identify which employees are to have access to student medical information. This determination shall be made on a need-to-know basis.

CLEANUP PROCEDURES

The Superintendent shall develop procedures to promote adequate and proper cleanup details and measures to aid in the prevention of infection and communicability of contagious diseases.

REFERENCES:

¹KRS 158.160

²702 KAR 1:160; 902 KAR 002:020; KRS 214.181; KRS 214.625

Kentucky Department for Public Health; Centers for Disease Control and Prevention
KRS 214.185

Adopted/Amended:
Order #:

Student Health and Safety

PRIORITY

Student health, welfare and safety shall receive priority consideration by the Board.

Rules and regulations on health and safety promulgated by the Kentucky Board of Education under Kentucky statute and by local and state boards of health relating to student safety and sanitary conditions shall be implemented in each school.

HEALTH SERVICES TO BE PROVIDED

In keeping with applicable legal requirements, only licensed medical professionals or school employees who have been appropriately trained and authorized to do so shall provide health services to students.

Employees to whom health service responsibilities have been delegated must be approved in writing by the delegating physician or nurse. The approval form shall state the employee consents to perform the health service when the employee does not have the administration of health services in his/her contract or job description as a job responsibility, possesses sufficient training and skills, and has demonstrated competency to safely and effectively perform the health service. The approval form shall be maintained as required by law. Delegation of health service responsibilities shall be valid only for the current school year.¹

If the delegation involves administration of medication, the School will maintain proof that the employee has completed the required training provided by the Kentucky Department of Education (KDE) or as allowed under KRS 158.838.

Employees to whom health service responsibilities have been delegated shall notify their immediate supervisor by April 15 of each year if they are not willing to perform the service(s) during the next school year.

SAFETY PROCEDURES

The Superintendent shall develop procedures designed to promote the safety of all students. Said procedures shall specify specific responsibilities for line positions having responsibility for student supervision.

SUICIDE PREVENTION

All employees with job duties requiring direct contact with students in grades six (6) through twelve (12) shall complete a minimum one (1) hour of high-quality suicide prevention training, including the recognition of signs and symptoms of possible mental illness. Such training shall be in-person, by live streaming, or via video recording and may be included in the four (4) days of professional development required by statute. The District shall provide suicide prevention materials for review by any employee subject to training hired during a year in which the in-person, live streaming, or video recording training is not required.³

By September 15 of each year, each public school shall provide suicide prevention awareness information to students in grades six (6) through twelve (12), as provided by the Cabinet for Health and Family Services or a commercially developed suicide prevention training program.²

Student Health and Safety**SEIZURE DISORDER MATERIALS**

All principals, guidance counselors, and teachers shall complete at least one (1) hour of self-study review of seizure disorder materials no later than July 1, 2019. At least one (1) hour of self-study review of seizure disorder materials shall also be required for all principals, guidance counselors, and teachers hired after July 1, 2019.³

REFERENCES:

¹KRS 156.501; KRS 156.502; 702 KAR 1:160

²KRS 156.095

³KRS 158.070

KRS 156.160

KRS 158.836; KRS 158.838

702 KAR 5:030

RELATED POLICY:

09.2241

Adopted/Amended:
Order #:

Supervision of Students

Students will be under the supervision of a qualified adult, when in attendance at school or a school-sponsored activity. All students must have an assigned class for all periods of the school day. No student may have open periods in the schedule. Each student must have a teacher assigned for each period. No student shall be assigned as an instructional aide.

Each teacher and administrator shall hold pupils to a strict account for their conduct on school premises and on school-sponsored trips and activities.¹ No faculty, nonfaculty employee, or volunteer shall ask a student to leave the ECU campus to attend to errands, personal or school-related, during the school day.

A School Administrator or teacher must accompany students on all school-sponsored or school-endorsed trips. Persons designated to accompany students shall be at least twenty-one (21) years old.

A nonfaculty coach or a nonfaculty assistant may accompany students on athletic trips as provided in statute.¹

ACCESS TO SCHOOL PROPERTY DURING THE SCHOOL DAY

Unless they are authorized visitors, only those students who are enrolled in the School and on property for an official school purpose, such as receiving instruction or participating in a school sponsored extracurricular activity, shall be permitted on the property during the school day. If a student who is officially absent or on home/hospital instruction wishes to come onto property during the school day, the student shall first go to the Principal/designee, seek permission to be on the property, and check in. Permission may be granted for the student to be on school property if the purpose relates to educational needs of the student that cannot be accomplished outside of school hours, and the student remains on the property only for the time needed to accomplish that purpose. This requirement is necessary to address supervision and safety concerns of students who come on property during the school day.

STUDENT REGISTRANTS

The Principal is authorized to set supervision requirements and limitations, as appropriate, that apply to students enrolled in the school who are registrants as defined in KRS 17.500. If the Principal has set limitations, restrictions or requirements, they shall be put into writing and a copy provided to the student/guardian.

REFERENCES:

- ¹KRS 161.180
- KRS 161.185
- KRS 17.545; 702 KAR 5:030

RELATED POLICIES:

- 09.36
- 10.5

Adopted/Amended:
Order #:

Employee Reports of Criminal Activity

To promote the safety and well-being of students, the School requires employees to make reports required by state law in a timely manner. Supervisors and administrators shall inform employees of the following required reporting duties:

KRS 158.154

When the Principal has a reasonable belief that an act has occurred on school property or at a school-sponsored function involving assault resulting in serious physical injury, a sexual offense, kidnapping, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a controlled substance in violation of the law, or damage to the property, the Principal shall immediately report the act to the appropriate local law enforcement agency. For purposes of this section, "school property" means any public school building, bus, public school campus, grounds, recreational area, or athletic field, in the charge of the Principal.

KRS 158.155

An administrator, teacher, or other employee shall promptly make a report to the local police department, sheriff, or the Department of Kentucky State Police, by telephone or otherwise, if:

- 1 The person knows or has reasonable cause to believe that conduct has occurred which constitutes:
 - a. A misdemeanor or violation offense under the laws of this Commonwealth and relates to:
 - i Carrying, possession, or use of a deadly weapon; or
 - ii Use, possession, or sale of controlled substances; or
 - b. Any felony offense under the laws of this Commonwealth; and
- 2 The conduct occurred on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school-sponsored or sanctioned event.

KRS 158.156

Any employee of a school who knows or has reasonable cause to believe that a school student has been the victim of a violation of any felony offense specified in KRS Chapter 508 committed by another student while on school premises, on school-sponsored transportation, or at a school-sponsored event shall immediately cause an oral or written report to be made to the Principal of the school attended by the victim. The Principal shall notify the parents, legal guardians, or other persons exercising custodial control or supervision of the student when the student is involved in an incident reportable under this section. The Principal shall file a written report with the University and the local law enforcement agency or the Department of Kentucky State Police or the county attorney within forty-eight (48) hours of the original report.

KRS 209A.100

Upon the request of a victim, school personnel shall report an act of domestic violence and abuse or dating violence and abuse to a law enforcement officer. School personnel shall discuss the report with the victim prior to contacting a law enforcement officer.

Employee Reports of Criminal Activity**KRS 209A.110**

School personnel shall report to a law enforcement officer when s/he has a belief that the death of a victim with who s/he has had a professional interaction is related to domestic violence and abuse or dating violence and abuse.

KRS 620.030

Any person who knows or has reasonable cause to believe that a child is dependent, neglected, or abused, or is a victim of human trafficking shall immediately cause an oral or written report to be made to a local law enforcement agency or the Department of Kentucky State Police; the cabinet or its designated representative; the Commonwealth's Attorney or the County Attorney; by telephone or otherwise. Any supervisor who receives from an employee a report of suspected dependency, neglect, or abuse shall promptly make a report to the proper authorities for investigation.

REFERENCES:

KRS 158.154
KRS 158.155
KRS 158.156
KRS 209A.100
KRS 209A.110
KRS 525.070; KRS 525.080
KRS 527.070; KRS 527.080
KRS 620.030

RELATED POLICIES:

03.13251; 03.23251
03.13253; 03.23253
05.48
09.227
09.422
09.423
09.425
09.426
09.438

Adopted/Amended:
Order #:

Use of Physical Restraint and Seclusion

Use of physical restraint or seclusion by school personnel is subject to 704 KAR 7:160. However, nothing in this policy prohibits the exercise of law enforcement duties by sworn law enforcement officers.

DEFINITIONS

- *Physical Restraint* means a personal restriction that immobilizes or reduces the ability of a student to move the student's torso, arms, legs, or head freely.
- *Seclusion* means the involuntary confinement of a student alone in a room or area from which the student is prevented from leaving, but does not mean classroom timeouts, supervised in-school detentions, or out-of-school suspensions.

PHYSICAL RESTRAINT

All School Personnel

Use of physical restraint by all school personnel is permitted when a student's behavior poses an imminent danger of physical harm to self or others in clearly unavoidable emergency circumstances. In such situations, staff who have not had core team training may physically restrain students, but shall summon core trained school personnel as soon as possible.

In all situations involving use of physical restraint (including restraint by core trained personnel):

- The student shall be monitored for physical and psychological well being for the duration of the restraint.
- Personnel shall use only the amount of force reasonably believed necessary to protect the student or others from imminent danger of physical harm.

Core Trained Personnel

School personnel who have undergone core team training may also use physical restraint after less restrictive behavioral interventions have been ineffective in stopping misbehavior as noted below:

1. In nonemergency circumstances when a student's behavior poses an imminent danger of physical harm to self or others;
2. As provided in KRS 503.050 (including when personnel believe physical restraint is necessary to protect themselves against the use or imminent use of unlawful physical force);
3. As provided in KRS 503.070 (including when personnel believe physical restraint is necessary to protect a third person against the use or imminent use of unlawful physical force);
4. To prevent property damage as provided in KRS Chapter 503 (including when personnel believe physical restraint is immediately necessary to prevent intentional or wanton property destruction, theft, or a felony involving the use of force); and
5. As provided in KRS 503.110 (including when personnel believe physical restraint is necessary to maintain reasonable discipline in a school, class, or other group, and the force used is not designed to cause or known to create a substantial risk of causing death, serious physical injury, disfigurement, extreme pain, or extreme mental distress).

Use of Physical Restraint and Seclusion**SECLUSION**

Seclusion may be implemented only if: the student's behavior poses an imminent danger of physical harm to self or others; less restrictive interventions have been ineffective in stopping the imminent danger of physical harm; the student is monitored visually for the duration of the seclusion; and staff are appropriately trained to use seclusion.

PARAMETERS

The Board has established this policy and related procedures addressing use of physical restraint and seclusion that are designed to promote the safety of all students, school personnel, and visitors. As required by 704 KAR 7:160, school personnel and parents shall be made aware of how to access this policy and related procedures. Methods of notification may include, but are not limited to, publication in the School's Code of Conduct and School employee handbooks.

TRAINING

Training of personnel on use of physical restraint and seclusion shall be provided as required by 704 KAR 7:160:

- All school personnel shall be trained annually to use an array of positive behavioral supports and interventions and as further required by 704 KAR 7:160.
- A core team of selected school personnel designated to respond to dangerous behavior and to implement physical restraint of students shall receive additional yearly training in the areas required by 704 KAR 7:160. (Exception: Core team members who are school resource officers or other sworn law enforcement officers are not required to undergo this training.)

REQUIRED PROCEDURES

The Superintendent/designee shall develop procedures to be followed during and after each use of physical restraint or seclusion to include the following:

1. Documentation of the event in the student information system;
2. Notice to parents; and
3. A process for the parent or emancipated youth to request a debriefing session.

NOTIFICATION REQUIREMENTS

The Principal of the school shall be notified as soon as possible when seclusion or physical restraint is used, but no later than the end of the school day on which it occurs.

Following each incident of physical restraint or seclusion of a student and if the student is not an emancipated youth, the parent of the student shall be notified of the incident either verbally or through electronic communication as soon as possible within twenty-four (24) hours of the incident. If the parent cannot be reached during that time frame, a written communication shall be mailed via U. S. mail.

If death, substantial risk of death, extreme physical pain, protracted and obvious disfigurement or protracted loss or impairment of the function of a bodily member, organ, or mental faculty results from use of physical restraint or seclusion, the Superintendent/designee shall notify the Kentucky Department of Education and local law enforcement within twenty-four (24) hours.

Use of Physical Restraint and Seclusion**DEBRIEFING SESSION**

If the parent or emancipated student requests a debriefing session following use or parental notification of the use of physical restraint or seclusion, individuals who are to participate shall be those specified by state regulation.

A requested debriefing session shall occur as soon as practicable, but no later than five (5) school days following receipt of the request from the parent or emancipated youth, unless a meeting is delayed by written mutual agreement of the parent/emancipated student and the school.

The debriefing session shall address elements specified by state regulation, and all documentation used during the session shall become part of the student's education record.

PARENT COMPLAINTS

Parents may submit a complaint regarding the physical restraint or seclusion of their child using the University's grievance policy and procedures. On receipt of a complaint, the School shall investigate the circumstances surrounding the physical restraint or seclusion, make written findings, and, where appropriate, take corrective action.

STATEMENTS FROM PHYSICIAN

The Superintendent/designee shall review and respond to any statement received from a student's licensed physician that the student is not to be subjected to physical restraint.

DOCUMENTATION

All incidents involving physical restraint or seclusion shall be documented by a written record of each use by the end of the next school day, and the documentation shall be maintained in the student's education record. In addition, each entry shall be informed by an interview with the student and include information required by 704 KAR 7:160.

Specified data related to incidents of physical restraint and seclusion shall be reported in the state student information system.

At the end of each school year, the Superintendent/designee shall review data on School use of physical restraint and seclusion to identify any recommendations to be made to the Board for policy and procedure revisions.

REFERENCES:

704 KAR 7:160

KRS Chapter 503: KRS 503.050, KRS 503.070, KRS 503.080, KRS 503.110

Individuals with Disabilities Education Improvement Act of 2004

Section 504 of Rehabilitation Act of 1973

RELATED POLICIES:

09.4281; 10.2

Adopted/Amended:
Order #:

Motor Vehicle Use**CONDITIONS FOR USE**

With parental request and under conditions prescribed by the school Principal,¹ high school pupils may be permitted to drive motor vehicles onto the school grounds. Vehicles shall be parked in designated areas on the school campus and are not to be visited or moved during the school day unless permission is given by the Principal.

PRIVILEGE MAY BE REVOKED

Driving on the school grounds is a privilege which may be revoked if conditions are violated.²

REFERENCES:

¹KRS 161.180

²OAG 74-783

KRS 160.290

Adopted/Amended:

Order #:

Emergency Medical Treatment

FIRST AID TO BE PROVIDED

First aid shall be provided to all pupils in case of an accident or sudden illness until the services of a health care professional become available.

FIRST-AID ROOM

A first-aid area with appropriate equipment, supplies and provisions for the child to recline shall be designated in each school. At least two (2) adult employees in each school, at least one (1) of whom shall be present at the school at all times during school hours, shall have completed and been certified in a standard first aid course that includes CPR for infants and children.

The School shall have employees trained in accordance with the law to administer or help administer emergency medications.

When enrolled students, for whom documentation under KRS 158.838, including seizure action plans, has been provided to the school, are present during school hours or as participants in school-related activities, a school employee who has been appropriately trained to administer or assist with the self-administration of glucagon, insulin, seizure rescue medications, or medication prescribed to treat seizure disorder symptoms approved by the FDA and administered pursuant to a student's seizure action plan, shall be present.

INFORMATION NEEDED

A number at which parents can be reached and the name of the family physician shall be maintained at each school for all its pupils.¹ Parents will be notified in the event of an accident.

EMERGENCY CARE PROCEDURES

Schools shall have emergency care procedures comporting with regulation¹ and may utilize the Kentucky Department of Education's Health Services Reference Guide (HSRG) as a resource.

When an emergency arises and the student's parent/guardian or designee cannot be reached in a timely manner, the school will take action necessary to maintain the student's health, such as calling emergency medical personnel or taking the student to a health care facility. In such instances, school personnel shall notify health professionals of any medications that they are aware the student is taking.

REFERENCES:

¹702 KAR 1:160

KRS 156.160; KRS 156.502

KRS 158.836; KRS 158.838

Kentucky Department of Education Health Services Reference Guide (HSRG)

RELATED POLICIES:

09.21; 09.22; 09.2241

Adopted/Amended:

Order #:

Student Medication

School personnel authorized to give medications must be trained in accordance with KRS 158.838, KRS 156.502 and 702 KAR 1:160.

Antiseptic and appropriate other emergency medications shall be maintained in the first-aid kit.

Provided the following condition are met and once a completed authorization form from the parent/guardian is on file, pupils may take prescription and/or non-prescription medications which are brought from home:¹

- Medication shall be brought to school in the original prescription container or in the original over-the-counter medicine container.
- Information listed on the container shall include the student's name, date dispensed, the name and prescribed dosage of the medication, directions including frequency, duration and route of administration, prescriber's name, and pharmacy name, address, and phone number.

All medications dispensed to students by authorized school personnel shall be kept in a safe, secure place designated by the Director. In addition, authorized school personnel shall document the dispensing of medications to students on approved forms.

SELF-ADMINISTRATION

A student may be permitted to carry medication that has been prescribed or ordered by a health care practitioner to stay on or with the pupil due to a pressing medical need.

Provided the parent/guardian and health care practitioner files a completed authorization form each year as required by law, a student under treatment for asthma, diabetes, or at risk of having anaphylaxis shall be permitted to self-administer medication.²

In accordance with KRS 158.836, students with a documented life-threatening allergy or designated staff shall be permitted to carry an epinephrine auto-injector in all school environments. The auto-injector shall be provided by the student's parent/guardian, and a written individual health care plan shall be in place for the student.³

Students with serious allergies or other serious health conditions may be permitted to self-administer medication as provided in an individualized education program, Section 504 Plan or Health Plan.

Students shall not share any prescription or over-the counter medication with another student. Each year, the School shall notify students in writing of this prohibition and that violations shall result in appropriate disciplinary action.

CONFIDENTIALITY

All medical records are the property of the School and protected under FERPA. No other agency will have access to these records without parental/guardian written permission.

Student Medication

REFERENCES:

¹OAG 73-768
²KRS 158.834; KRS 158.838
³KRS 158.836
KRS 156.502; KRS 158.832
702 KAR 1:160
Americans with Disabilities Act
Section 504 of the Rehabilitation Act of 1973
OAG 77-530; OAG 83-115

RELATED POLICIES:

09.22, 09.224

Adopted/Amended:
Order #:

Safety Patrols

PRINCIPAL MAY ORGANIZE

The Principal in each school, in cooperation with ECU Campus Security, traffic safety and/or the police department, may organize safety patrols to assist students to cross safely at street corners near the school.

PARENTAL CONSENT

To serve on safety patrol, pupils must have written consent of parent.

REFERENCE:

OAG 70-657

Adopted/Amended:
Order #:

Conduct on School Bus**PUPILS' RESPONSIBILITIES**

Pupils shall conform to transportation rules and regulations prescribed under state statutes¹ and under state and local regulations.

INSTRUCTION IN BUS CONDUCT AND SAFETY

Instruction in bus conduct and safety shall be provided to all transported students. Instruction shall include the following rules:

PUPILS TO WAIT

Pupils shall wait until the driver has stopped the bus, opened the entrance door, and signaled the pupils to enter the bus.

CROSSING ON DRIVER'S SIGNAL

Pupils shall not cross the roadway when entering the school bus until signaled to do so by the bus driver.

CROSSING IN DRIVER'S VISION

When students are required to cross the roadway when entering or leaving the school bus, crossings shall be made in front of the bus. Pupils shall cross approximately ten (10) feet in front of the bus in order that they may be seen by the bus driver.

SEATING

When pupils enter the bus, they shall proceed directly to a seat.

SEATED UNTIL COMPLETE STOP

Pupils shall remain seated until the bus has come to a complete stop.

BODY NOT TO PROTRUDE FROM WINDOW

Pupils shall not extend their arms, legs, or heads out the bus windows.

CHANGING SEATS

Pupils shall not change from one seat to another while the bus is in motion unless given permission by the bus driver.

PUPIL NOISE

Pupils shall not create noise on the bus to the extent that it might distract the bus driver or to the extent that it might interfere with the driver's ability to hear the signals of emergency vehicles or an approaching train.

REFERENCES:

¹KRS 156.160, KRS 156.070, KRS 189.540, KRS 160.340, KRS 160.290

RELATED POLICY:

06.34 (bus disciplinary policy)

Adopted/Amended:

Order #:

Child Abuse

REPORT REQUIRED

Any teacher, school administrator, or other school personnel who knows or has reasonable cause to believe that a child under age eighteen (18) is dependent, abused or neglected¹, or a victim of human trafficking shall immediately make a report to a local law enforcement agency or the Kentucky State Police, the Cabinet for Health and Family Services or its designated representative, the Commonwealth's Attorney or the County Attorney in accordance with KRS 620.030.²

After making the report, the employee shall notify the Principal of the suspected abuse, who then shall also promptly make a report to the proper authorities for investigation. If the Principal is suspected of child abuse, the employee shall notify the Superintendent/designee who shall also promptly report to the proper authorities for investigation.

Only agencies designated by law are authorized to conduct an investigation of a report of alleged child abuse. Therefore, the School shall not first investigate a claim before an employee makes a report to the proper authorities. However, in certain situations, reports involving claims made under state and federal laws, such as Title IX, shall require the School, after making the required report, to conduct an independent investigation of the allegations in order to determine appropriate personnel action.

WRITTEN REPORT

The person reporting shall, if requested, in addition to the report required above, file with the local law enforcement agency or the Kentucky State Police or the Commonwealth's or County's Attorney or the Cabinet for Health and Family Services or its designated representative within forty-eight (48) hours of the original report a written report containing specific information regarding the child, the child's parents or guardians, and the person allegedly responsible for the abuse or neglect.

WRITTEN RECORDS

Copies of reports kept by the School that are submitted to authorities in compliance with the child abuse law are educational records and subject to inspection by the parents of the alleged victim of child abuse. Whether the records are considered "internal records", and not maintained with the students' "permanent records", is immaterial if such records are directly related to students and are maintained by the School.

INTERVIEWS

If the student is an alleged victim of abuse or neglect, school officials shall follow directions provided by the investigating officer or Cabinet for Health and Family Services representative as to whether to contact a parent³ and shall provide the Cabinet access to a child subject to an investigation without parental consent.⁴

AGENCY CUSTODY

If, as a result of dependency, neglect, or abuse, a child has been placed in the custody of the Cabinet, the Principal, or any Assistant Principal, of the school in which the child is enrolled, and the Superintendent shall be notified of the names of persons authorized to contact the child at school, in accordance with school visitation or communication policy, or remove the child from school grounds.

Child Abuse**AGENCY CUSTODY (CONTINUED)**

The notification shall be provided to the school by the Cabinet:

- a) By written notice via email or fax on the day that a court order is entered and again on any day that a change is made with regard to persons authorized to contact or remove the child from school. Verbal notification shall occur on the next school day immediately following the day a court order is entered or a change is made if the court order or change occurs after the end of the current school day; and
- b) By email, fax, or hand delivery of a copy of the court order within ten (10) calendar days following the Cabinet's receipt of the court order of a change of custody or change in contact or removal authority.

REQUIRED TRAINING

All current school administrators, faculty personnel, office staff, instructional assistants, coaches, and extracurricular sponsors shall complete School selected training on child abuse and neglect prevention, recognition, and reporting by January 31, 2017, and every two (2) years thereafter. School administrators, faculty personnel, office staff, instructional assistants, coaches, and extracurricular sponsors hired after January 31, 2017, shall complete the training within ninety (90) days of being hired, and every two (2) years thereafter.

OTHER

Each school shall prominently display the statewide child abuse hotline number administered by the Cabinet for Health and Family Services and the National Human Trafficking Reporting Hotline number administered by the United States Department for Health and Human Services. The telephone numbers are also listed in the employee handbook.

REFERENCES:

¹KRS 600.020 (1)(15)

²KRS 620.030; KRS 620.040

³OAG 85-134; OAG 92-138

⁴KRS 620.072

KRS 17.160; KRS 17.165; KRS 17.545; KRS 17.580

KRS 156.095; KRS 199.990; KRS 209.020

KRS 620.050; KRS 620.146

OAG 77-407; OAG 77-506; OAG 80-50; OAG 85-134

34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights
Regulations Implementing Title IX

RELATED POLICIES:

09.1231; 09.3; 09.31; 09.42811; 09.4361; 10.5

Adopted/Amended:
Order #:

Student Insurance**SECONDARY INSURANCE PROGRAM TO BE PROVIDED**

The School provides secondary accident insurance coverage for pupils in supervised school activities. Claims must be submitted through the parent/guardian's primary insurance first. Secondary insurance claim forms may be obtained in the main office.

RELATED POLICY:

09.312

Adopted/Amended:

Order #:

Student Activities**TO BE ENCOURAGED**

Student activities of an educational nature shall be encouraged and maintained, based upon the needs and interests of pupils.

CONTROL

All school-sponsored student activities shall be under the direction of the Principal and faculty of the school, except that a nonfaculty coach or nonfaculty assistant may accompany students on athletic trips as provided in statute.¹

The Principal may suspend a student's eligibility to participate in extracurricular and cocurricular activities, based on established criteria or pending investigation of any allegation that the student has violated the School's behavior standards for participation.

STUDENTS WITH DISABILITIES

Students with disabilities shall have an equal opportunity to participate in nonacademic and extracurricular services and activities, including, but not limited to, extracurricular athletics, intramural athletics, and clubs.

NOTE: The School may require a level of skill or ability of a student in order for that student to participate in a selective or competitive program or activity, so long as the selection or competition criteria are not discriminatory.

REFERENCES:

¹KRS 161.185
KRS 158.153
KRS 158.183; KRS 161.180; KRS 620.146
702 KAR 7:125; 702 KAR 7:140; OAG 57-40812
Section 504 of the Rehabilitation Act of 1973

RELATED POLICIES:

09.126 (re requirements/exceptions for students from military families)
09.3211; 09.36; 09.438

Adopted/Amended:
Order #:

Athletics and Sport Activities

All interscholastic and intramural athletic and sport activity competition shall be in compliance with the constitution, bylaws, and competition rules of the Kentucky High School Athletic Association (KHSAA) and Title IX requirements. As a condition to KHSAA high school membership, each member high school and Superintendent shall annually submit a written certification of compliance with 20 USC Section 1681 (Title IX).

PROGRAM EQUITY

Policy adopted by the School relating to evaluation of the athletic program shall address program equity for both male and female athletics and sport activities. The Principal shall establish policy for program evaluation.

To assist the Principal, the Superintendent/designee shall develop and oversee implementation of procedures to promote compliance with Title IX requirements.

AGE RESTRICTION /REQUIRED RECORD CHECKS

All coaches, including volunteer and nonfaculty coaches and assistant coaches, shall be at least twenty-one (21) years of age and submit to a criminal record check as required by KRS 160.380 and KRS 161.185.¹

MIDDLE SCHOOL RULES AND LIMITATIONS

Unless the School opts to follow rules established by other conferences or associations, the School shall establish student participation rules and limitations for school sports or sport activities to reflect the following:

1. A defined age limitation for participating students;
2. A policy regarding the participation of students below grade six (6);
3. A limitation on practice time prior to the season in any sport or sport activity;
4. A limitation on the number of school based scrimmages and regular season, school based contests in each sport or sport activity;
5. A limitation on the length of the competitive season in each sport or sport activity, including any post season activities.

NOTE: Limitations set relative to items three (3) through five (5) shall not exceed the limits in the following areas established for a sport or sport activity at the high school level:

- Limits on practice time;
- Number of contests; or
- Length of the playing season.

REFERENCES:

¹KRS 156.070; KRS 160.380; KRS 161.185
KRS 160.345; KRS 160.445; KRS 620.146
702 KAR 7:065

Kentucky High School Athletic Association Handbook; 20 U.S.C. Section 1681 (Title IX)

RELATED POLICIES:

09.3

Adopted/Amended:
Order #:

Safety (Athletics)

School policy and procedures shall be developed to conform with statutory and regulatory requirements designed to protect the safety of the students in all athletic practices and events.

SUPERVISION

All athletic practices and events shall be under the direct supervision of a qualified employee of the School.

TRAINING

All persons employed as a coach for any interscholastic athletic activity or sport shall meet statutory training requirements. Training shall include how to recognize the symptoms of a concussion and how to seek proper medical treatment for a person suspected of having a concussion.

In addition, at least one (1) person who has completed the required course shall be present at every interscholastic athletic practice and competition.¹

Any middle or high school coach (head or assistant, paid or unpaid) shall successfully complete training as required by the School, the Kentucky Board of Education, the Kentucky High School Athletic Association, and state law and regulation. This shall include safety and first aid training and providing the school documentation of successful completion of a C.P.R. course that includes the use of an automatic defibrillator and first aid training, conducted by an instructor or program approved by a college or university, the American Red Cross, American Heart Association, or other bona fide accrediting agency. Initial certification shall use in-person instruction with certification updated as required by the approving agency.⁴

Nonfaculty coaches and nonfaculty assistants shall complete School training provided by the Athletic Director that includes information on the physical and emotional development of students of the age with which they will be working, the school's discipline policies, procedures for dealing with discipline problems, safety and first aid training, school email account procedures, supervisor of students, and duty to report. Follow-up training shall be provided annually.³

EMERGENCY ACTION PLAN

In keeping with rules established by Kentucky Board of Education (KBE) or the Kentucky High School Athletic Association (KHSAA), each school participating in interscholastic athletics shall develop and implement a venue-specific, written emergency action plan and submit annual written verification of the plan to the designated agency. The school plan shall be reviewed, distributed, posted, and rehearsed annually as provided in statute.¹

CONCUSSIONS

When an interscholastic coach, school athletic personnel, or contest official suspect that a student athlete has sustained a concussion during an athletic practice or competition, the student shall be removed from play and evaluated by a physician or licensed health care provider, as specified in statute, who shall determine if a concussion has occurred. Upon the completion of the required evaluation, the coach may return the student to play if it is determined that no concussion has occurred. If no physician or licensed health care provider is present to perform the required evaluation, the coach shall not return the student to play or participation in subsequent practices or athletic competitions until written clearance is provided.

Safety (Athletics)**CONCUSSIONS (CONTINUED)**

A student athlete deemed to be concussed shall not be permitted to participate in any athletic practice or competition occurring on the day of the injury or, unless a physician provides written clearance, participate in any practice or athletic competition held on a subsequent day.

MEDICAL EXAMINATION

Each student seeking eligibility to participate in any school athletic activity or sport must pass an annual medical examination performed and signed by a medical practitioner as required by law.²

The required physical examination and parental authorization shall include acknowledgement of receipt of information on the nature and risk of concussion and head injury, including the continuance of playing after concussion or head injury.¹

REFERENCES:

¹KRS 160.445

²KRS 156.070

³KRS 161.185

⁴702 KAR 7:065

RELATED POLICIES:

03.1161

03.2141

Adopted/Amended:
Order #:

Eligibility (Athletics)

Determination of athletic eligibility shall be made in compliance with School guidelines, applicable administrative regulations and Kentucky High School Athletic Association requirements.

Standards for playing up from middle school (grades seven and eight [7 & 8]) to high school in sports other than football and soccer may include, but are not limited to, considerations related to safety, physical readiness, use of school space after the school day, transportation, funding, the student's disciplinary status and record, any substance testing restrictions, and equitable opportunities for participation.

To be eligible to try out and participate at the high school level, middle school students must meet all applicable KHSAA, and School requirements. The Superintendent/Designee in cooperation with principals, coaches, and athletic directors, as deemed appropriate, may develop guidelines for approval addressing playing up standards.

REFERENCES:

KRS 156.070

702 KAR 7:065; OAG 15-022

Kentucky High School Athletic Association (KHSAA)

RELATED POLICIES:

09.126 (re requirements/exceptions for students from military families)

09.423

Adopted/Amended:

Order #:

Student Organizations**SECRET ORGANIZATIONS**

The Board does not support or sponsor the establishment or operation of any secret or socially exclusive societies, fraternities, or sororities under School auspices.

School groups' affiliation with state and national organizations must be approved by the Superintendent.

All school-sponsored student organizations shall be under the direction of a faculty advisor.

REFERENCES:

KRS 158.183

KRS 161.185

RELATED POLICIES:

09.321

09.3211

09.36

Adopted/Amended:

Order #:

Clubs**MEMBERSHIP**

Groups such as honor clubs, athletic clubs or other groups where membership is determined by scholarship, special curricular-related interests, or other such qualifications, may restrict membership to pupils who qualify according to bylaws of the organization approved by the Principal or published eligibility criteria.

REFERENCES:

KRS 160.290

KRS 158.183

RELATED POLICIES:

09.3; 09.3211

Adopted/Amended:
Order #:

Use of School Facilities by Noncurriculum-Related Student Groups**APPROVAL REQUIRED**

Noncurriculum-related secondary student groups may be provided meeting space on application to and approval by the Principal. Space shall be provided only during noninstructional time either before the beginning or after the conclusion of the school day.

PROVISIONS

All meetings of noncurriculum-related student groups shall be voluntary. No meeting shall be sponsored by the School or any of its employees. A salaried employee (volunteers or assigned) must supervise students during said meeting. All such meetings shall be student initiated, directed, conducted, and controlled. Nonschool personnel may not regularly attend such meetings nor attempt to direct, control, or conduct the same. Agents or employees of the School may attend religion-related meetings only in a nonparticipatory capacity.

PERMISSION MAY BE DENIED

Permission to use school facilities may be denied where reasonable cause exists to believe the meeting will materially and substantially interfere with the orderly conduct of the educational activities of the school or pose a danger to the health, safety, or welfare of the students in attendance or to school property.

REFERENCES:

20 U.S.C. § 7905 (Boy Scouts of America Equal Access Act)
KRS 158.181; KRS 158.183

RELATED POLICIES:

09.3
09.32
09.321

Adopted/Amended:
Order #:

Student Government

The development of a student government organization shall be at the discretion of each school.

Adopted/Amended:

Order #:

Fund-Raising Activities

APPROVAL REQUIRED

All schoolwide fund-raising activities, including the proposed use of the funds, must be approved by the Superintendent. Requests must be channeled through the Principal.

Schoolwide fundraisers are defined as fundraisers benefiting all students of a school, not a specific class, group, club, organization or team.

All other school fund-raising activities, including the proposed use of the funds, shall be approved by the Principal or a designee.

All funds raised for a specific purpose shall be used for that purpose.

SUBSCRIPTION SALE OF PRINTED MATERIAL

The Superintendent shall provide written approval to the county clerk for all subscription sales of printed materials. This approval shall identify the product(s) being sold, the students involved as solicitors and the duration of sales.¹

GAMING ACTIVITIES LICENSE

Schools and individual classes planning to conduct charitable gaming activities, as defined by law and Accounting Procedures for Kentucky School Activity Funds, shall obtain and display the appropriate license.²

PUPIL NOT COMPELLED

No student shall be compelled to participate in or meet any kind of quota in a fund-raising activity.¹ Students choosing not to participate in a fund-raiser shall not be excluded from benefitting from the fund-raiser or otherwise penalized in any way.³

CONDUCT OF ACTIVITIES

All school-sponsored groups and any booster group wishing to be recognized by and/or affiliated with the School shall conduct fund-raising activities to benefit the entire group and shall not permit credit to be earned through fund-raising for an individual student in lieu of participation fees or related activity costs.

Employees shall not collect money from students for non-school sponsored activities.

REFERENCES:

¹KRS 367.515 (3)

²KRS 238.505; KRS 238.535; KRS 238.540

³Accounting Procedures for Kentucky School Activity Funds

KRS 156.160; KRS 158.290; KRS 158.854; OAG 78-508; OAG 79-330; OAG 79-556

RELATED POLICY:

04.312

Adopted/Amended:
Order #:

Student Media and Speakers

SPONSOR PROVIDED

A designated faculty sponsor shall be provided for all student media.

PRIOR SUBMISSION

Materials to be published shall be submitted to the Principal three (3) days before printing, displaying, posting and/or distribution.

The Principal shall have the right to edit all materials for legitimate educational reasons including, but not limited to, items which could be reasonably expected to create a material and substantial disruption of school activities or operations or which may cause harm to others.

APPEAL

A student or author may appeal in writing to the Superintendent the Principal's decision.

STUDENT SPEAKERS

Selection of students to speak at official events shall be made in a viewpoint-neutral manner. If the prepared remarks of the student are reviewed by school personnel, the prepared remarks of the student shall not be altered prior to delivery, except in a viewpoint-neutral manner, unless requested by the student. However, student speakers shall not engage in speech that is, for example, obscene, vulgar, offensively lewd, or indecent. If the content of the student's speech is such that a reasonable observer may perceive affirmative institutional sponsorship or endorsement of the student speaker's religious or political viewpoint, the institution shall communicate, in writing, orally, or both, that the student's speech does not reflect the endorsement, sponsorship, position, or expression of the institution.

REFERENCES:

KRS 158.183

KRS 160.290

Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988)

RELATED POLICIES:

08.11

09.426

Adopted/Amended:
Order #:

Special and Social Events

SPECIAL EVENTS

All celebrations, parties or other special events must be approved in advance by a Principal, limited in time taken from instruction, and kept to a minimum number each school year. Faculty members need to notify cafeteria staff if event will impact food services.

Faculty members are encouraged to design special cultural or academic events and to identify special programs and speakers for inclusion in the program.

To promote a Peanut/Nut Safe environment, no peanut or nut products will be served or used for cooking. Model students, faculty, staff, University students, and volunteers are requested to refrain from bringing any peanut/nut products to school in packed lunches, snacks or for any events.

SOCIAL EVENTS MAY BE APPROVED

Student social events may be approved by the Principal under the following conditions:

1. The door shall be controlled and admission limited to eligible students, guests, chaperones, and school personnel. Middle school students may not attend high school dances and high school students may not attend middle school dances. Students enrolled in other schools may be permitted to participate in social events or activities provided they meet criteria established by the Principal and obtain prior approval.
2. No one under the influence of alcohol or drugs shall be in attendance.
3. Adequate administrator and/or faculty supervision shall be provided.
4. A policeman shall be present for any event where it is anticipated that the nature of the crowd may pose conduct or safety problems.
5. In case of any disturbance which would jeopardize the safety of students present or threaten to deface or destroy school property, the Principal or the Principal's designee shall immediately close the event and send pupils from the campus.
6. The Principal may impose additional regulations as needed.¹

REFERENCES:

¹KRS 161.180
KRS 160.290

RELATED POLICIES:

03.6
05.45
07.1

Adopted/Amended:
Order #:

School-Related Student Trips

EXTENSION OF CLASSROOM

The School encourages school-related trips that are of significant educational value. Such trips are to be an extension of the regular classroom work and an integral part of the educational program. School-related student trips shall include all tips, excursions and events under the sponsorship of the school, including those during which a student represents the School.

PRINCIPAL TO APPROVE

Prior approval of the Principal/designee is required for all trips. The Principal/designee shall have the authority to approve school-related trips which fall into the following categories:

1. All regularly scheduled competitive events within the state;
2. All trips which are part of a tournament or play-off within the state in which the school is a participant;
3. All on-campus trips; and
4. All school-related trips of less than one (1) day duration and those with destinations within the state.

Any trip approved by the Principal's designee shall then be reported to the Principal.

PRIOR APPROVAL

Trip request must be submitted ten (10) days prior to the date of the trip. The Principal will approve or reject the request seven (7) days prior to the date of the trip.

SUPERINTENDENT/DESIGNEE APPROVAL

Any school-related trips not falling within the guidelines above shall require prior approval of the Principal/designee and the Superintendent/designee, including overnight and international trips and those made outside the state.

Any trip approved by the Superintendent's designee shall then be reported to the Superintendent.

DRIVERS/VEHICLES

All University-owned and insured vehicles shall be driven by an adult duly qualified and licensed to operate the vehicle. Drivers of University vehicles shall be in compliance with requirements specified in applicable statutes and administrative regulations.¹ Refer to Policy 06.342 Hazards in and on Bus for a list of prohibited items that cannot be transported on the bus.

Students and their parents/guardians shall be responsible for providing their own transportation for such trips in compliance with procedures adopted by the School in the event the School does not provide transportation.

If the school provides transportation to the event, all students are required to travel to the event on school-provided transportation. Exceptions can apply if approved by the Principal. Parents may sign students out at the end of the event via a sign-out sheet maintained by the school event sponsor. If a parent signs a student out, the parent accepts responsibility for the student.

School-Related Student Trips**INSURANCE**

Only University insured vehicles or appropriately certificated common carriers shall be used for transporting students.³

Use of certificated common carrier service shall be authorized by the Board on a case-by-case basis, and the reasons to justify such use shall be approved by the Superintendent.

SUPERVISION

A University employee must accompany students on all school-sponsored or school-endorsed trips. For athletic trips, a nonfaculty coach or a nonfaculty assistant may accompany students as provided in statute. Persons designated to accompany students shall be at least twenty-one (21) years old.²

The number of chaperones (age 21 or older) shall be determined by the Principal but shall be no less than one (1) per fifteen (15) students, unless additional chaperones are needed based on destination of trip.

MEDICATION

Administration of medication to students during field trips shall comply with applicable law, regulation and medication administration training developed by the Kentucky Department of Education.

When students will be travelling outside the state, the Superintendent's designee shall do the following:

1. Determine applicable legal requirements concerning delegation of student medication responsibilities in states through which students will be travelling; and
2. Assign staff to accompany students on the field trip to address student medication needs; and
3. **Ensure at least one (1) chaperone who has completed the required medication training is accompanying students on the trip.**

SAFETY OF STUDENTS

The safety of students shall be the primary concern of all individuals participating in school-related student trips. The Principal/designee shall notify the school nurse of the trip and obtain from the nurse essential first aid supplies and materials to be taken on the trip.

PARENTS' APPROVAL

Parents are to be informed of the purpose of the trip, the approximate departure and return times, means of transportation, cost, supervision, and any other relevant information. Parents must give written approval for students to participate in school-sponsored trips.

STUDENT EXPECTATIONS

Only students currently enrolled in the School may participate in school-related or endorsed trips. Each student shall be expected to accept responsibility for his/her actions and follow all code of conduct rules. Complete field trip rules and regulations may be found in the Student Code of Conduct handbook.

School-Related Student Trips

REFERENCES

¹KRS 156.153
²KRS 161.185
³702 KAR 5:060
702 KAR 7:125
KRS 158.110, KRS 158.838
KRS 160.340, KRS 189.125, KRS 189.540
702 KAR 1:160, 702 KAR 3:220
702 KAR 5:030, 702 KAR 5:080, 702 KAR 5:130

RELATED POLICIES:

03.1321; 03.2321; 06.342
09.15; 09.122; 09.221; 09.2241

Adopted/Amended:
Order #:

Student Behavior

The School requires high standards of personal conduct from all pupils and embraces the concept that each pupil shall respect the rights of others and abide by the administrative procedures of the school and the laws of the community and state.¹

ACADEMIC INTEGRITY

Academic integrity is a fundamental value of Model Laboratory School. It should be clearly understood that academic dishonesty is not tolerated and incidents of it will have serious consequences. Anyone who knowingly assists in any form of academic dishonesty shall be considered as responsible as the student who accepts such assistance and shall be subject to the same sanctions. Academic dishonesty can occur in different forms, some of which include cheating, plagiarism, and fabrication.

You are in violation of Academic Integrity if you:

- Copy, fax, or duplicate assignments that will be turned in as your “original” work.
- Exchange assignments by print-out, disk transfer, or modem, then submit the work as your “original” work.
- Write formulas, codes, key words on your person or objects for use in a quiz or a test.
- Use hidden reference sheets during a quiz or test.
- Use programmed material in watches, calculators or tablets when prohibited.
- Exchange answers with others (either give or receive answers).
- Take someone else’s assignment and submit it as your own.
- Submit material (written or designed by someone else) without giving the author/artist name and/or source (e.g. plagiarizing or submitting work created by family, friends, or tutor).
- Obtain/transmit or attempt to obtain/transmit secure assessment or materials, tests, or answer keys;
- Take credit for group work when little contribution was made.
- Do not follow additional specific guidelines on cheating established by department, class, or specific teacher. These guidelines must be communicated to the student in writing as part of the course description/syllabus or posted as part of the class rules.

A violation of Academic Integrity will result in the student’s receiving no credit on the assignment and can also include other consequences such as detention, parent conference, meeting with an administrator, removal from class, suspension, or Saturday School.

RESEARCH

Students who are conducting research will comply with the University’s IRB policy.

REFERENCES:

- ¹KRS 160.290
- KRS 161.180

Adopted/Amended:
Order #:

Pregnant and Married Students

Married and/or pregnant pupils shall be permitted the same rights and privileges as other pupils.¹
Pregnant students may not participate in activities which will endanger the student or fetus.

REFERENCES:

¹34 CFR 106.40
OAG 93-37
OAG 97-26

Adopted/Amended:
Order #:

Student Conduct

The Superintendent/designee shall be responsible for overall implementation and supervision of the School's Code of Student Conduct, and each Principal shall be responsible for administration and implementation of the Code within each school. The Principal shall apply the Code uniformly and fairly to each student without partiality or discrimination.

The Principal of each school shall establish procedures for implementation of the Code of Conduct within the school.

REFERENCES:

KRS 158.148

KRS 160.290

KRS 161.180

RELATED POLICY:

08.11

09.438

Adopted/Amended:

Order #:

Care of School and Personal Property**PUPILS RESPONSIBLE**

Pupils shall be held responsible for damage to school property.

SCHOOL PROPERTY

Any pupil, organization, or group of pupils participating in activities who destroys, defaces, damages or removes school property shall be subject to disciplinary action and liability for the cost of restoring the property.

In addition, when they have reasonable belief that a violation has taken place, principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves damage to school property. For the purposes of determining when to make this report, damage to school property shall refer to instances involving:

1. Intentional harm, and
2. Damage beyond minor loss or breakage, excluding normal wear and tear.

PERSONAL PROPERTY OF SCHOOL PERSONNEL

Any pupil, organization, or group of pupils who steals or willfully or wantonly destroys, defaces, or damages the personal property of school personnel on school property, off school property, or at school-sponsored activities shall be subject to suspension or disenrollment from school.²

STUDENTS' PROPERTY

Any pupil, organization, or group of pupils participating in activities who destroys, defaces, damages or steals the personal property of students shall be subject to disciplinary action.

PARENTS LIABLE

Parents shall be liable for property damage caused by their minor children.¹

REFERENCES:

¹KRS 157.140 (Textbooks); KRS 405.025 (Willful Damage)

²KRS 158.150

KRS 158.154; KRS 160.290

704 KAR 3:455

RELATED POLICY:

09.438

Adopted/Amended:
Order #:

Bullying/Hazing

In order to effectively participate in the democratic process as adults, students must learn to respect the rights of others and to interact with them in a civil manner. Therefore, students are required to speak and behave in a civil manner toward students, staff and visitors to the schools.

ACTIONS NOT TOLERATED

The use of lewd, profane or vulgar language is prohibited. In addition, students shall not engage in behaviors such as hazing, bullying, menacing, taunting, intimidating, verbal or physical abuse of others, or other threatening behavior.¹ This policy extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods. Such behavior is disruptive of the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered.

These provisions shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

Students who violate this policy shall be subject to appropriate disciplinary action.

BULLYING DEFINED

Bullying means any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:

1. That occurs on school premises, on school-sponsored transportation, or at a school-sponsored event: or
2. That disrupts the education process.

This definition shall not be interpreted to prohibit civil exchange of opinions or debate or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process.²

REPORTS

As provided in the School Code of Conduct, students that believe they are victims of bullying/hazing shall be provided with a process to enable them to report such incidents to School personnel for appropriate action.

Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including following School policy requirements for intervening and reporting to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party.

Students who believe they have been a victim of bullying or who have observed other students being bullied shall, as soon as reasonably practicable, report it.

Bullying/Hazing**REPORTS (CONTINUED)**

The School Code shall specify to whom reports of alleged instances of bullying or hazing shall be made. In serious instances of peer-to-peer bullying/hazing/harassment, employees must report to the alleged victim's Principal, as directed by policy 09.42811. The Principal/designee shall investigate and address alleged incidents of such misbehavior.

In certain cases, employees must do the following:

1. Report bullying and hazing to appropriate law enforcement authorities as required by policy 09.2211; and
2. Investigate and complete documentation as required by policy 09.42811 covering federally protected areas.

OTHER CLAIMS

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 09.426 and/or 09.42811. Harassment/discrimination allegations shall be governed by Policy 09.42811.

REFERENCES:

¹KRS 158.150

²KRS 158.148

KRS 158.156

KRS 160.290

KRS 525.080

Bethel School District No. 403 v. Fraser, 478 U.S. 675, 106 S.Ct. 3159, 92 L.Ed.2d 549 (1986)

Tinker v. Des Moines Independent School District, 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)

RELATED POLICIES:

03.162; 03.262; 09.13; 09.421; 09.425; 09.426; 09.4281; 09.42811; 09.438
09.2211 (re reports required by law)

Adopted/Amended:
Order #:

Use of Alcohol, Drugs and Other Prohibited Substances

DRUGS, ALCOHOL AND OTHER PROHIBITED SUBSTANCES

No pupil shall purchase, possess, attempt to possess, use, be under the influence of, sell, or transfer any of the following on or about school property, at any location of a school-sponsored activity, or en route to or from school or a school-sponsored activity:

1. Alcoholic beverages;
2. Controlled substances, prohibited drugs and substances and drug paraphernalia; and
3. Substances that "look like" a controlled substance. In instances involving look-alike substances, there must be evidence of the student's intent to pass off the item as a controlled substance.

In addition, students shall not possess prescription drugs for the purpose of sale or distribution.

DEFINITIONS

Controlled substance means any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance added by regulation under KRS 218A.010.

Prohibited drugs include, but are not limited to, any substance that an individual may not sell, possess, use, distribute or purchase under Federal or Kentucky law.

Prohibited substances include:

1. All prescription drugs obtained without authorization, and
2. All prohibited substances however taken or used, including but not limited to, inhaling, ingesting, and/or injecting. These include, but are not limited to, prescribed and over-the-counter drugs, prohibited volatile substances as defined in KRS 217.900 or synthetic compounds/substances that are used or intended for use for an abusive and/or intoxicating purpose.

AUTHORIZED MEDICATION

Use of a drug authorized by and administered in accordance with a prescription from a physician or dentist shall not be considered in violation of this policy.

PENALTY

Violation of this policy shall constitute reason for disciplinary action including suspension or disenrollment from school and suspension or dismissal from athletic teams and/or other school-sponsored activities.

REPORTING

Employees shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. In addition, when they have reasonable belief that a violation has taken place, Principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a controlled substance on school property in violation of the law.

Use of Alcohol, Drugs and Other Prohibited Substances**PREVENTION PROGRAM**

The Superintendent shall establish a comprehensive and on-going drug-free/alcohol-free prevention program for all students which shall include notice to students and parents of the following:

1. The dangers of drug/alcohol/substance abuse in the schools;
2. The policies and related procedures on drug-free/alcohol-free schools;
3. The requirement for mandatory compliance with the School's established standards of conduct, including those that prohibit use of alcohol, drugs and other controlled and prohibited substances;
4. Information about available drug/alcohol counseling programs and available rehabilitation/student assistance programs; and
5. Penalties that may be imposed upon students for violations of this policy.

REFERENCES:

KRS 158.150; KRS 158.154; KRS 158.155

KRS 160.290; KRS 161.180

KRS 217.900; KRS 218A.020; KRS 218A.1430; KRS 218A.1447

OAG 82-633; OAG 93-32

Clark County Board of Education vs. Jones, KY. App., 625 S. W. 2d 586 (1981).

Board of Ed. of Tecumseh Public School District, Independent School Dist. No. 92 of Pottawatomie Cty. v. Earls, ___ U.S. ___, 242 F.3d 1264 (2002)

RELATED POLICY:

09.2241

Adopted/Amended:
Order #:

Tobacco

Students shall not be permitted to use or possess any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 on or in all University property at all times, including any vehicle, owned, operated, leased, or contracted for use by the University/Model School, and while attending or participating in any school-related student trips or student activity.

Adequate notice shall be provided to students, parents and guardians, school employees, and the general public.

Signage shall be posted on or in all property, including any vehicle that is owned, operated, leased, or contracted for use by the University, clearly stating that the use of all such products is prohibited at all times and by all persons on or in the property.

School employees shall enforce the policy. Students who violate these prohibitions while under the supervision of the school shall be subject to penalties set forth in the Code of Student Conduct.

REFERENCES:

KRS 160.290; KRS 160.340; KRS 161.180
KRS 438.050; KRS 438.305; KRS 438.350; New Section of KRS 438
OAG 81-295; OAG 91-137
P. L. 1114-95, (Every Student Succeeds Act of 2015)

RELATED POLICIES:

03.1327; 03.2327; 06.221; 10.5

Adopted/Amended:
Order #:

Assault and Threats of Violence

For purposes of this Policy, a “threat” shall refer to a communication made by any means, including, but not limited to, electronic and/or online methods.

PUPILS

Any pupil who threatens, assaults, batters or abuses another pupil shall be subject to appropriate disciplinary action, including suspension or disenrollment.¹

Students may also be subject to prosecution or juvenile justice interventions for assault, threats, or other abusive conduct.

The Principal shall provide written notice to all students, parents, and guardians of students within ten (10) days of the first instructional day of each school year of the provision of KRS 508.078 and potential penalties under KRS 532.060 and KRS 534.030.²

SCHOOL PERSONNEL

Any pupil who threatens, assaults, batters or physically or verbally abuses a teacher or other school personnel shall be subject to appropriate disciplinary action¹ up to and including disenrollment from school and/or legal action.

REMOVAL OF STUDENTS

School administrators, teachers, or other school personnel may immediately remove or cause to be removed threatening or violent students from a classroom setting or from School transportation pending any further disciplinary action that may occur. Threatening or violent behavior shall include, but not be limited to:

1. Verbal or written statements or gestures by students indicating intent to harm themselves, others or property.
2. Physical attack by students so as to intentionally inflict harm to themselves, others or property.

Removal of students from a bus shall be made in compliance with 702 KAR 5:080.

Each school shall designate the site(s) to which employees may remove students from a classroom setting and the employee(s) who will supervise the student at the site.

When teachers or other personnel remove a student, they shall complete and submit a form to document the removal and the causes as soon as practicable. The Principal/designee shall review the removal as soon as possible to determine if further disciplinary action is warranted or if the student is to be returned to the classroom.

REPORT TO LAW ENFORCEMENT AGENCY

When they have reasonable belief that a violation has taken place, principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves assault resulting in serious physical injury, a sexual offense, kidnapping or each instance of assault involving the use of a weapon.

Assault and Threats of Violence**DOMESTIC/DATING VIOLENCE REPORTING AND EDUCATION**

Upon the request of a victim, school personnel shall report an act of domestic violence and abuse or dating violence and abuse to a law enforcement officer. School personnel shall discuss the report with the victim prior to contacting a law enforcement officer.

School personnel shall report to a law enforcement officer when s/he has a belief that the death of a victim with whom s/he has had a professional interaction is related to domestic violence and abuse or dating violence and abuse.

These reporting requirements covering domestic violence and abuse or dating violence and abuse do not relieve school personnel of the duty to report any known or suspected abuse, neglect, or dependency of a child pursuant to KRS 620.030. This separate reporting requirement covers abuse, neglect or dependency of a child committed or caused by a parent, guardian, other person exercising control or supervision, or a person in a position of authority or special trust.

If individual school personnel has reasonable cause to believe that a victim with whom s/he has had a professional interaction has experienced domestic violence and abuse or dating violence and abuse, s/he shall provide educational materials to the victim relating to such form(s) of abuse and including information on access to regional domestic violence programs or rape crisis centers and how to access protective orders. These materials shall be made available to school personnel in print form or on the web by the primary domestic violence, shelter, and advocacy service provider designated by the Cabinet for Health and Family Services to serve the school's area.

NOTIFICATIONS

As soon as the Superintendent/designee confirms that a serious threat has been confirmed, designated personnel shall attempt to notify staff members and/or students who have been threatened and parents of students who are the subject of a threat. Such notification shall observe and comply with confidentiality requirements of applicable law including, but not limited to, state and federal Family Educational Rights and Privacy Act (FERPA) laws.

Any School employee assigned to work directly with, or who comes in contact with, a student with a documented history of physical abuse of a school employee or of carrying a concealed weapon on school property or at a school function, shall be notified in writing of the student's history by the Principal or designee, guidance counselor or other official who has knowledge of the student's behavior prior to the assignment or contact.

REFERENCES:

¹KRS 158.150

²New Section of KRS 158

KRS 158.154; KRS 160.290

KRS 161.155; KRS 161.190; KRS 161.195

KRS 209A:020; KRS 209.160

KRS 209A.100; KRS 209A.110; KRS 209A.130

KRS 211.160; KRS 403.720; KRS 456.010

KRS 508.025; KRS 508.075; KRS 508.078; KRS 525.080

KRS 532.060; KRS 534.030; KRS 620.030

702 KAR 5:080

STUDENTS

09.425
(CONTINUED)

Assault and Threats of Violence

RELATED POLICIES:

03.13253; 03.23253; 05.4
06.34; 09.14; 09.2211; 09.422; 09.429

Adopted/Amended:
Order #:

Disrupting the Educational Process

Behavior that materially or substantially disrupts the educational process, whether on school property or at school-sponsored events and activities, shall not be tolerated and shall subject the offending pupil to appropriate disciplinary action. For purposes of this section, behavior which disrupts the educational process shall include, but not be limited to:

1. Conduct which threatens the health, safety, or welfare of others;
2. Conduct which may damage public or private property, including the property of students or staff;
3. Illegal activity;
4. Conduct that materially or substantially interferes with another student's access to educational opportunities or programs, including the ability to attend, participate in and benefit from instructional and extracurricular activities; or
5. Conduct that materially or substantially disrupts the delivery of instructional services or interferes with the orderly administration of the school and school-related activities or School operations.

OTHER CLAIMS

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 09.422 and/or 09.42811, which address harassment/discrimination allegations.

REFERENCES:

KRS 158.150; KRS 158.165; KRS 160.290

RELATED POLICIES:

09.13; 09.422; 09.42811; 09.438

Adopted/Amended:
Order #:

Telecommunication Devices

POSSESSION AND USE

While on school property or while attending school-sponsored or school-related activities, whether on or off school property, students shall be permitted to possess and use personal telecommunications devices as defined by law¹ and other related electronic devices however the following conditions shall apply:

1. Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, use that:
 - a. Poses a threat to academic integrity, such as cheating;
 - b. Violates confidentiality or privacy rights of another individual. This includes, but is not limited to, taking photographs, video, or audio recordings of others without the permission of the Principal/designee and the affected individual(s). An exception may be made for events considered to be in the public arena (e.g. sporting events, academic competitions, or performances to which the general public is admitted) where the activity does not materially disrupt the event, prevent others from observing the event, or otherwise violate legal rights. School social events for students, activities sponsored by student clubs, and activities during the school day that are not open to the public are not considered to be in the public arena;
 - c. Is profane, indecent, or obscene;
 - d. Constitutes or promotes illegal activity or activity in violation of school rules; or
 - e. Constitutes or promotes sending, sharing, or possessing sexually explicit messages, photographs, or images using any electronic device.

These restrictions shall not be interpreted to prohibit material protected under the state or federal constitutions where such material does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

2. Unless an emergency situation exists that involves imminent physical danger or a faculty employee authorizes the student to do otherwise, devices shall be turned on and operated only before and after the regular school day and during the student's lunch break. High school students may also use their telecommunication devices during their lunch period.
3. When students violate prohibitions of this policy, they shall be subject to disciplinary action, including losing the privilege of bringing the device onto school property and being reported to their parent/guardian. A violation also may result in a report being made to law enforcement. In addition, an administrator may confiscate the device, which shall only be returned to the student's parent/guardian.
4. Students are responsible for devices they bring to school. The School shall not be responsible for loss, theft, or destruction of devices brought onto school property.
5. Students shall comply with any additional rules or procedures developed by the school concerning appropriate use of telecommunication or other electronic devices.
6. Students shall not utilize a telecommunication or similar electronic device in a manner that would violate the School's Acceptable Use policy or procedures or its Code of Student Conduct.

Telecommunication Devices

NOTICE OF POLICY

Notice of this policy and penalties for violating it shall be published annually in the School's Code of Student Conduct.

REFERENCES:

¹KRS 158.165
KRS 525.080

RELATED POLICIES:

08.2323; 09.426; 09.436; 09.438

Adopted/Amended:
Order #:

Dress and Appearance

The wearing of any item, including hairstyle, that materially or significantly disrupts the educational process or threatens the health or safety of other students or staff members is prohibited.

CAPS

No caps may be worn at the middle school level. At the high school level, the wearing of caps will be determined by individual teacher discretion.

CLOTHING

No attire will be worn with the following items visible:

- Promotion of illegal substances or conduct;
- Items associated with illegal or prohibited organizations;
- Messages with violent, sexual or offensive language, picture, or symbols; and
- Promotion of hatred, intolerance, or discrimination.

The dress code shall be set out in the School's Code of Acceptable Behavior and Discipline.

Examples of unacceptable items shall include, but not be limited to, the following:

1. Revealing, suggestive, obscene, see-through or mesh, or lewd clothing;
2. Shirts, blouses, or tops must extend completely to the lower garment;
3. Midriff, cleavage, and back must always be covered. Clothing in this category includes but is not limited to: halter tops, spaghetti straps, tube tops, muscle shirts, cut-off t-shirts, and off-the-shoulder garments;
4. Short, skirts, or dresses must measure at or below the student's fingertips in normal stance with arms at the side and have no split/cut to the hip; and
5. Exposed undergarments.

SHOES

All students shall wear shoes that always cover the soles of the feet.

REFERENCE:

KRS 158.183

Adopted/Amended:
Order #:

Grievances

GENERAL

Any student or parent action on behalf of the student who wishes to express an educational concern or grievance shall observe the following order of appeal:

1. Teacher;
2. Principal;
3. Superintendent;
4. Board (when the grievance concerns expulsion or disenrollment).

The order of appeal shall not be construed to mean that students are not free to confer with the Principal or Superintendent whenever they so wish. If there is a question as to whether the grievance is within the Board discretion or authority, the Board will consult with legal counsel.

PROCEDURES

Grievance procedures shall address, but not be limited to, the conditions for filing a grievance, time limitations for the filing and the appeal of a grievance, and a process for the orderly review and appeal of each individual grievance.

EXCEPTIONS

Harassment/Discrimination allegations shall be governed by Policy 09.42811.

RELATED POLICIES:

07.1
09.42811
10.2

Adopted/Amended:
Order #:

Harassment/Discrimination

DEFINITION

Harassment/Discrimination is unlawful behavior based on race, color, national origin, age, religion, sex or disability that is sufficiently severe, pervasive, or objectively offensive that it adversely affects a student's education or creates a hostile or abusive educational environment.

The provisions of this policy shall not be interpreted as applying to speech otherwise protected under the state or federal constitutions where the speech does not otherwise materially or substantially disrupt the educational process, as defined by policy 09.426, or where it does not violate provisions of policy 09.422.

PROHIBITION

Harassment/Discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students. (Acts of harassment/discrimination based on sex may be committed by persons of the same or the opposite sex.)

School staff shall provide for a prompt and equitable resolution of complaints concerning harassment/discrimination.

DISCIPLINARY ACTION

Students who engage in harassment/discrimination of an employee or another student on the basis of any of the areas mentioned above shall be subject to disciplinary action, including but not limited to suspension and disenrollment.

GUIDELINES

Students who believe they or any other student, employee, or visitor is being or has been subjected to harassment/discrimination shall, as soon as reasonably practicable, report it. In each school building, the Principal is the person responsible for receiving reports of harassment/discrimination at the building level. Otherwise, reports of harassment/discrimination may be made directly to the Superintendent. Additionally, if student to student sexual discrimination or harassment is being alleged, reports may be made directly to the School's Title IX Coordinator. If allegations of sexual harassment are teacher to student, student to teacher, parent/other school-related adult to student is alleged, the School's Title IX Coordinator and the University's Title IX Coordinator shall be notified.

Complaints of harassment/discrimination, whether verbal or written, shall lead to a documented investigation and a written report.

Employees who believe prohibited behavior is occurring or has occurred shall notify the victim's Principal, who shall immediately forward the information to the Superintendent.

Harassment/Discrimination**GUIDELINES (CONTINUED)**

The Superintendent shall provide for the following:

1. Investigation of allegations of harassment/discrimination to commence as soon as circumstances allow, but not later than three (3) school days of receipt of the original complaint, regardless of the manner in which the complaint is communicated to a School administrator. A written report of all findings of the investigation shall be completed within thirty (30) calendar days, unless additional time is necessary due to the matter being investigated by a law enforcement or governmental agency.
The Superintendent/designee may take interim measures to protect complainants during the investigation.
2. A process to identify and implement, within five (5) school days of the submission of the written investigative report, methods to correct and prevent reoccurrence of the harassment/discrimination. If corrective action is not required, an explanation shall be included in the report.
3. A process to be developed and implemented to communicate requirements of this policy to all students, which may include, but not be limited to, the following:
 - written notice provided in publications such as handbooks, codes, and/or pamphlets; and/or
 - such other measures as determined by the Superintendent/designee.Method(s) used shall provide a summary of this policy, along with information concerning how individuals can access the School's complete policy/procedures and obtain assistance in reporting and responding to alleged incidents. Students, parents or guardians, as appropriate, will be directed to sign an acknowledgement form verifying receipt of information concerning this policy as part of the School's Code of Student Conduct.
4. Age appropriate training during the first month of school to include an explanation of prohibited behavior and the necessity for prompt reporting of alleged harassment/discrimination; and
5. Development of alternate methods of filing complaints for individuals with disabilities and others who may need accommodation.

When student to student sexual harassment is alleged, the School's Title IX Coordinator, as designated in the student handbook/code, shall be notified.

If allegations of sexual harassment are teacher to student, student to teacher, parent/other school-related adult to student is alleged, the School's Title IX Coordinator and the University's Title IX Coordinator shall be notified.

Refer to the Eastern Kentucky University Policies and Regulations webpage for complete details on the harassment/discrimination policy at the link below:

<https://policies.eku.edu/policies>

Harassment/Discrimination**NOTIFICATIONS**

Within twenty-four (24) hours of receiving a serious allegation of harassment/discrimination, School personnel shall attempt to notify parents of both student victims and students who have been accused of harassment/discrimination.

In circumstances also involving suspected child abuse, additional notification shall be required by law. (See Policy 09.227.)

In applicable cases, employees must report harassment/discrimination to appropriate law enforcement authorities in accordance with law.¹

PROHIBITED CONDUCT

Depending on the circumstances and facts of the situation, and within the definition of harassment/discrimination contained in this policy, examples of conduct and/or actions that could be considered a violation of this policy include, but are not limited to:

1. Any nicknames, slurs, stories, jokes, written materials or pictures that are lewd, vulgar, or profane and relate to any of the protected categories listed in the definition of harassment/discrimination contained in this policy;
2. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors;
3. Instances involving sexual violence;
4. Causing a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity or that an educational decision will be based on whether or not the student submits to unwelcome sexual conduct;
5. Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories;
6. Seeking to involve students with disabilities in antisocial, dangerous or criminal activity where the students, because of disability, are unable to comprehend fully or consent to the activity; and
7. Destroying or damaging an individual's property based on any of the protected categories.

CONFIDENTIALITY

School employees involved in the investigation of complaints shall respect, as much as possible, the privacy and anonymity of both victims and persons accused of violations.

APPEAL

Upon the completion of the investigation and correction of the conditions leading to the harassment/discrimination, any party may appeal in writing any part of the findings and corrective actions to the Superintendent.

If a supervisor is an alleged party in the harassment/discrimination complaint, procedures shall also provide for addressing the complaint to a higher level of authority.

Harassment/Discrimination**APPEAL (CONTINUED)**

Failure by employees to report, notify, and/or initiate an investigation of alleged harassment/discrimination as required by this policy, or to take corrective action shall be cause for disciplinary action.

RETALIATION PROHIBITED

No one shall retaliate against an employee or student because s/he submits a grievance, assists or participates in an investigation, proceeding, or hearing regarding the charge of harassment/discrimination of an individual or because s/he has opposed language or conduct that violates this policy.

Upon the resolution of allegations, the Superintendent shall take steps to protect employees and students against retaliation.

FALSE COMPLAINTS

Deliberately false or malicious complaints of harassment/discrimination may result in disciplinary action taken against the complainant.

OTHER CLAIMS

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 09.422 and/or 09.426.

REFERENCES:

- ¹KRS 158.156
- 42 USC 2000e, Civil Rights Act of 1964, Title VII
- Racial Incidents and Harassment Against Students at Educational Institutions;
- Investigative Guidance (U.S. Department of Education)
- U. S. Supreme Court - Franklin vs. Gwinnett County
- 29 C.F.R. 1604.11, Equal Employment Opportunity Commission (EEOC)
- Regulations Implementing Title VII
- 20 U.S.C. 1681, Education Amendments of 1972, Title IX
- 34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights
- Regulations Implementing Title IX
- Gebser v. Lago Vista Independent School Dist., 118 S. Ct. 1989 (1998)
- Davis v. Monroe County Bd. of Educ., 119 S. Ct. 1661 (1999)

RELATED POLICIES:

- 03.162; 03.262
- 09.13; 09.2211; 09.227
- 09.422; 09.426; 09.438

Adopted/Amended:
Order #:

Driver's License Revocation

Students who are sixteen (16) or seventeen (17) years old who become academically deficient or deficient in attendance shall be reported to the Transportation Cabinet for driver's license, permit or driving privilege revocation.¹

ACADEMIC AND ATTENDANCE DEFICIENCIES

Academic and attendance deficiencies for students age sixteen (16) or seventeen (17) enrolled in regular, alternative, part-time, and special education programs shall be defined as follows:

1. They shall be deemed academically deficient if they have not received passing grades in at least four (4) courses, or the equivalent of four (4) courses, taken in the preceding semester.
2. They shall be deemed deficient in attendance when they accumulate nine (9) unexcused absences for the preceding semester. Suspensions shall be considered unexcused absences.

REINSTATEMENT OF DRIVING PRIVILEGE

Students whose driving permits are revoked, but later meet the statutory standards for reinstatement, must then apply to the Superintendent to have their standing confirmed. The School shall make the required report to the appropriate agency.

REFERENCES:

¹KRS 159.051, KRS 186.470
601 KAR 13:070
OAG 77-419

RELATED POLICIES:

08.221
09.123

Adopted/Amended:
Order #:

Student Disciplinary Processes

STUDENT CODE OF CONDUCT

The Student Code of Conduct will be approved by the Superintendent and University Counsel.

SCHOOL-RELATED ACTIVITIES

The authority of the School in matters of student behavior is not limited to school buildings and grounds but extends to any activity which is school-related or school-sponsored.

TREATMENT OF PUPILS

Student disciplinary measures should not be administered in a manner that is humiliating, degrading, or unduly severe or in a manner that would cause the pupil to lose status before his/her peer group. Teachers should guard against making remarks to other pupils concerning a student's shortcomings.

Faculty members should make every effort to resolve disciplinary issues in their classrooms before referring students to an administrator. An office referral form is available in the main office to document infractions of school or classroom rules. Students who are sent to the office for disciplinary reasons should bring the form with them before seeing an administrator. Faculty and staff should avoid sending a student to the office without notification and verification/acceptance that the student is to arrive. Each referral/incident and outcome will be recorded in the student management software.

Unless an administrator acts under authority of KRS 158.150, no school, school administrator, teacher, or other school employee shall expel or punish a student based on juvenile court information received by the employee from any source. Administrators may act to protect staff and students when the student's conduct, as reflected by the information, indicates a substantial likelihood of an immediate and continuing threat of harm to students or staff. In cases where such actions are necessary, the following provisions shall apply:

1. Restrictions imposed on the student shall represent the least restrictive alternative available and appropriate to remedy the threat.
2. Supporting material shall be documented in and kept with the student's juvenile court record.
3. The student and/or parent/guardian may appeal actions taken to the Superintendent or to the Circuit Court with appropriate jurisdiction.¹

SERIOUS PROBLEMS

Serious disciplinary problems shall be promptly reported to the Principal and to the parent(s) of the student.

RESPONSIBILITY

The Principal, in compliance with policy, shall select and implement discipline and classroom management techniques for the school. The discipline policies shall provide for involvement of parents in disciplinary situations involving their children.

Student Disciplinary Processes**REPORTING**

Each school shall annually provide to the Department of Education, using the student information system, an assessment of school incidents relating to disruptive behaviors resulting in a criminal or juvenile status offense or public complaint, including whether:

1. The incident involved a public offense or noncriminal misconduct;
2. The incident was reported to law enforcement or the court-designated worker and the charge or type of noncriminal misconduct that was the basis of the referral or report; and
3. The report was initiated by a school resource officer.

CHILDREN AND YOUTH WITH DISABILITIES

Discipline for children and youth with disabilities shall observe, and be in conformity with, federal and state procedures and guidelines.

REFERENCES:

¹KRS 158.153
KRS 158.150; KRS 158.449
KRS 160.290; KRS 160.340; KRS 160.345
KRS 161.180; KRS 610.345
P. L. 105-17

RELATED POLICY:

09.14

Adopted/Amended:
Order #:

Due Process**RIGHT TO DUE PROCESS**

Before being punished at the school level with suspension for violation of school regulations, a pupil shall have the right of the following due process procedures.¹

1. The pupil shall be given oral or written notice of the charge(s).
2. If the pupil denies the charge(s), s/he shall be given an explanation of the evidence.
3. The pupil shall be given an opportunity to present their own version of the facts concerning the charge(s) and a list of witnesses.

STUDENTS WITH DISABILITIES

In cases which involve students with disabilities, procedures mandated by federal and state law shall be followed.²

REFERENCES:

¹KRS 158.150

²P. L. 105-17; 707 Chapter 1; Honig v. Doe, 108 S.Ct. 592 (1988)

RELATED POLICIES:

09.43

09.433

09.434

Adopted/Amended:

Order #:

Detention/Saturday School**AFTER-SCHOOL**

Detention will be conducted on a schedule established by the Principal of each school week. Unless there are extenuating circumstances, detention must be served on the assigned day and failure to do so will result in additional consequences.

SATURDAY SCHOOL

Under procedures developed by the Superintendent, Principals may utilize assignment to Saturday School as an alternative disciplinary method for students.

NOTICE TO PARENTS

A pupil's parent/guardian shall be notified prior to the detention/Saturday school so that transportation may be arranged by the parent.¹

REFERENCES:

¹KRS 160.290

KRS 160.340

Adopted/Amended:

Order #:

Corporal Punishment

Employees shall not utilize corporal punishment as a penalty or punishment for student misbehavior. Corporal punishment shall refer to the deliberate infliction of physical pain on a student by any means.

REFERENCES:

KRS 160.290
KRS 160.340
KRS 161.180
704 KAR 7:160

RELATED POLICIES:

09.2212
09.43

Adopted/Amended:
Order #:

Suspension

WHO MAY SUSPEND

In accordance with KRS 158.150, a Principal or assistant Principal may suspend a pupil up to a maximum of five (5) days per incident.

The Superintendent may suspend a pupil up to a maximum of ten (10) days per incident.

LENGTH OF SUSPENSION

A pupil may not be suspended for more than a total of ten (10) days per incident.

Suspension of primary school students shall be considered only in exceptional cases where there are safety issues for the child or others, as determined by the Superintendent/designee.

PRIOR DUE PROCESS REQUIRED

A pupil shall not be suspended until due process procedures have been provided as described in KRS 158.150 (09.431)¹, unless immediate suspension is essential to protect persons or property or to avoid disruption of the educational process. If the Superintendent lengthens the period of suspension imposed by the Principal, additional due process shall be provided.

IMMINENT DANGER

In such cases, due process shall follow the suspension as soon as practicable, but no later than three (3) school days after the suspension.

WRITTEN REPORT REQUIRED

The Principal or assistant Principal shall report any suspension in writing¹ immediately to the Superintendent and to the parent of the pupil being suspended. The written report shall include the reason for suspension, the length of time of the suspension, and the conditions for reinstatement.

STUDENTS WITH DISABILITIES

In cases which involve students with disabilities, the procedures mandated by federal and state law for students with disabilities shall be followed.²

REFERENCES:

¹KRS 158.150

²20 U.S.C. Sections § 1400 et seq; 707 Chapter 1; Honig v. Doe, 108 S.Ct. 592(1988)

OAG 77-419; OAG 77-427; OAG 77-547

OAG 78-392; OAG 78-673

707 KAR 1:340

Goss v. Lopez, 419 US 565 (1975)

RELATED POLICIES:

09.43

09.431

Adopted/Amended:

Order #:

Expulsion and Disenrollment

Students may be expelled or disenrolled from the School for the following reasons:

- Non-payment of tuition – outstanding prior year(s) tuition balance by June 30th of each year;
- Non-payment of annual deposit by June 30th. Current students must submit the annual deposit by June 30th to secure a seat for the next school year. The annual deposit is deducted from the tuition fee.
- Poor attendance/truancy; and
- Failure to maintain a 2.5 grade point average or its equivalent.

Students may be expelled from school for the following reasons:

- Level 3 or 4 disciplinary action, as defined in the Student Code of Conduct.

UNIVERSITY MAY EXPEL

The Board may expel or disenroll any pupil from the regular school setting for misconduct as defined by law.

Behavior that may be determined to pose a threat shall include, but not be limited to, the physical assault, battery, or abuse of others; the threat of physical force; being under the influence of drugs or alcohol; the use, possession, sale, or transfer of drug or alcohol; the carrying, possessing, or transfer of weapons or dangerous instruments; and any other behavior that may endanger the safety of others.

HEARING AND RECORDS REQUIRED

Action to expel or disenroll a pupil for misconduct shall not be taken until the parent of the pupil has had an opportunity for a hearing before the Board.¹ The special education and disciplinary records of IDEA eligible students shall be sent to the Board for review before the decision is made to expel or disenroll.³

STUDENTS WITH DISABILITIES

In cases which involve students with disabilities, procedures mandated by federal and state law for students with disabilities shall be followed. (Students with disabilities who are eligible for services under federal law may be disenrolled for behavior unrelated to their disabilities, as long as legally required procedural safeguards are followed. Educational services must continue for IDEA eligible students who are disenrolled.)^{1&3}

TRANSFER OF RECORDS

Records transferred to another school must reflect the charges and final action of a disenrollment hearing if the student was disenrolled for homicide, assault, or an offense in violation of state law or school regulations governing weapons, alcohol or drugs. Records of a student facing a disenrollment hearing on charges described above shall not be transferred until the disenrollment hearing process is completed.²

Expulsion and Disenrollment

REFERENCES:

¹KRS 158.150

²KRS 158.155

³Individuals with Disabilities Education Improvement Act of 2004; 707 Chapter 1; Section 504 of the Rehabilitation Act of 1973, as amended.

Honig v. Doe, 108 S.Ct. 592(1988); OAG 78-673

RELATED POLICIES:

05.48; 08.221; 08.113; 09.12; 09.423; 09.425; 09.43; 09.431; 09.434

Adopted/Amended:

Order #:

Search and Seizure

REASONABLE SUSPICION

No pupil's outer clothing, pockets, or his or her personal effects (e.g., handbags, backpacks, etc.) shall be searched by authorized school personnel unless there are reasonable grounds to believe the search will reveal evidence that the pupil has violated or is violating either a school rule or the law.¹ Search of a pupil's person shall be conducted only with the express authority of the Principal/designee.

AUTHORIZED PERSONNEL

Searches of a pupil's person or his or her personal effects shall only be conducted by a faculty member directly responsible for the conduct of the pupil or the Principal/designee of the school which the student attends. However, when an immediate threat to the health or safety of others occurs off site with no faculty employee reasonably available, a non-faculty person (i.e., bus driver or coach/sponsor) that is responsible for the students is authorized to conduct the search of a student or his/her personal effects. Examples of immediate threats would include reasonable suspicion of the presence of illegal drugs or a weapon.

WITNESS/PERSONAL SEARCHES

When a pat-down search of pupil's person is conducted, the person conducting the search shall be the same sex as the pupil; and a witness of the same sex as the pupil shall be present during the search. In addition, no search of a pupil shall be conducted in the presence of other students.

These restrictions shall not apply to situations involving an imminent threat to students or staff where immediate action is required to prevent harm to health and safety.

STRIP SEARCHES

No strip searches of students shall be permitted.

FAILURE TO COOPERATE

Students who fail to cooperate with school authorities when requested to shall be subject to other disciplinary action.

REGULAR INSPECTION

School property, such as lockers, desks, and network systems, technology resources and accounts owned or supplied by the School are jointly held by the school and the pupil. School authorities have the right to conduct general inspection of all such property and resources on a regular basis. During these inspections, items which are school property, such as overdue library books, may be collected. Students should not expect privacy for items and information left in such locations. A single desk, locker or a technology resource/account may be searched if reasonable grounds exist to believe that evidence of a violation of the law or a school rule is contained therein.

ILLEGAL ITEMS

Illegal items (e.g., weapons, drugs, etc.) or other possessions reasonably determined by proper school authorities to be a threat to the pupil's safety or to others' safety and security may be seized by school officials.

Search and Seizure**OTHER DISRUPTIVE ITEMS**

Items which may be used to disrupt or interfere with the educational process may be temporarily removed from the pupil's possession by a staff member. Such items may be returned to the pupil by the staff member or through the Principal's office.

DISPOSITION OF ITEMS

All items which have been seized shall be turned over to the proper authorities or returned to the true owner.

USE OF TRAINED DOGS

The Superintendent may request law enforcement officials to bring trained dogs onto school property to search for contraband (prohibited items). Use of trained dogs shall be subject to the following conditions:

1. The dogs shall be certified as never having been trained as attack dogs.
2. The Principal or designee shall be present.
3. Searches involving dogs shall be conducted only when students are in classrooms or other designated safe area; no student shall be in the vicinity of lockers or other area of school property being searched.
4. All dogs shall be on a leash and will not be allowed to come in close proximity to any student.

The alert of trained dog to an item or area shall qualify as reasonable grounds on which to base a further search.

REFERENCES:

¹New Jersey vs. T.L.O., 105 S.Ct. 733 (1985)
KRS 161.180; KRS 531.335
Safford Unified School Dist. No. 1 v. Redding, 129 S.Ct. 2633 (2009)

RELATED POLICIES:

08.2323; 09.4261

Adopted/Amended:
Order #:

Police Officers in the School

School officials shall cooperate with law enforcement agencies in cases involving students (i.e., serving of subpoenas, juvenile petitions or warrants, or taking students into custody.) As soon as possible, officials shall endeavor to notify the parents of students who are arrested.¹

When students are arrested at school, the Principal/designee shall make a written record of the identity of the officer making the arrest, the nature of the offense charged, the name of the issuing authority of any arrest warrant, and the place of custody.

CRIMES OFF SCHOOL PROPERTY

In the interest of the student's welfare, the following requirements shall be followed when police officers ask to question or remove a student from the school whom they suspect of committing a crime off school property:

1. Parents/guardians shall be notified by school officials as soon as possible.
2. If the parent(s) come to the school or consent to permit the officer(s) to interview the student, a private place for the interview shall be provided.
3. If the parent(s) cannot come to the school and do not consent to the interview, the police should be advised to either bring a warrant, court order, or juvenile petition or arrange to interview the student off the school grounds.
4. If the student is an alleged victim of abuse or neglect, school officials shall follow directions provided by the investigating officer or Cabinet for Health and Family Services representative as to whether to contact a parent² and shall provide the cabinet access to a child subject to an investigation without parental consent.³

CRIMES ON SCHOOL PROPERTY

Except in cases of emergencies involving threats to health and safety as determined by the Superintendent, when the School calls law enforcement officials to question students concerning crimes committed on school property, the Principal/designee shall make an effort to notify their parent(s) and be in attendance.

REFERENCES:

¹OAG 76-129

²OAG 85-134, OAG 92-138

³KRS 620.072

RELATED POLICIES:

02.31; 09.1231; 09.227

Adopted/Amended:
Order #:

Student Discipline Code**DEVELOPMENT**

In accordance with KRS 158.148 and 704 KAR 7:050, the School shall develop a student discipline code that shall be posted at each school, referenced in all school handbooks, and provided to school employees, parents, legal guardians, or other persons exercising custodial control or supervision. As required by KRS 158.148, a process shall be developed to provide information to those parties and to train employees.

The code shall prohibit bullying and establish standards of acceptable student behavior and discipline and may include School-wide standards of behavior for students who participate in extracurricular and co-curricular activities.

The code also shall include a process addressing how students can report code violations and incidents of bullying to School personnel for appropriate action and information regarding the consequences of bullying and violating the code and violations reportable under KRS 158.154, KRS 158.156, or KRS 158.444.

REVIEW

The Superintendent shall update the student discipline code at least every two (2) years. The student discipline code will be approved by the Superintendent and University Counsel.

REPORTING OF DATA

As directed by the Kentucky Department of Education (KDE), the School shall report to the Center for School Safety when a student has been disciplined by the school for a serious incident, as defined by KDE; charged criminally for conduct constituting a violation under KRS Chapter 508; or charged criminally under KRS 525.070 or KRS 525.080 in relation to a serious incident.

Data collected on an individual student committing a reportable incident shall be placed in the student's disciplinary record.

REFERENCES:

KRS 158.148; KRS 158.153; KRS 158.154; KRS 158.156; KRS 158.165
KRS 158.444; KRS 160.295
KRS 525.070; KRS 525.080

RELATED POLICIES:

09.2211; 09.3; 09.42; 09.421; 09.422; 09.426; 09.42811

Adopted/Amended:
Order #:

10	Community Relations
10.1	Public Information
10.11	Access to Public Records
10.12	Alumni Hall of Fame
10.2	Citizen Suggestions and Complaints
10.21	Civility
10.3	Relationships with Community Organizations
10.4	Advertising
10.5	Visitors to the Schools

Public Information**RIGHT TO BE INFORMED**

The School recognizes the rights of the school community to be fully and accurately informed about its school. The School shall, through the Superintendent and the Superintendent's designees:

1. Communicate regularly through available media such as School web sites, social media, email, bulletins, newspapers, and radio and/or television releases;
2. Provide speakers for PTO, church, civic, and other community groups who have an interest in the schools; and
3. Work cooperatively with the news media in their efforts to inform the public.

RELEASE OF INFORMATION

Public statements concerning controversial or potentially disruptive matters shall be issued only by the Superintendent or the Superintendent's designee.

REFERENCES:

KRS 61.805

KRS 61.850

Adopted/Amended:

Order #:

Access to Public Records**PUBLIC INFORMATION**

In accordance with the Kentucky Open Records Law, the School will make accessible to the public those public records identified in KRS 61.872 as available for public inspection. Inspection may be made during the regular office hours of the custodian of the records and/or under the conditions and restrictions specified in KRS 61.872. Citizens may, upon proper application and as specified in KRS 61.872 – KRS 61.884, make abstracts, memoranda, and obtain copies of records which are available to the public. Fees shall be charged to cover the cost of making copies and postage, if any; such fees will not exceed the actual copying and mailing costs. Staff costs shall not be included in the fee. Inspection of records shall be made under the supervision of the custodian of the records or the custodian's designee, and copies shall be made only by properly authorized School employees.

EXCEPTIONS

Records protected by KRS 61.878 shall not be made available to the public, except under court order as provided by KRS 61.878, KRS 61.880, and KRS 61.882.

The School will not release information from educational records except in conformity with the provisions of the Family Educational Rights and Privacy Act, as amended.

REFERENCES:

KRS 61.870; KRS 61.872; KRS 61.874; KRS 61.876
KRS 61.878; KRS 61.880; KRS 61.882, KRS 61.884
KRS 171.410
725 KAR 1:010
Art. 6252-17A, Sec. 14(e), V.A.T.S.
OAG 76-375; OAG 80-207; OAG 85-109; OAG 89-90
1996 Open Records Decision 159
Kentucky Family Educational Rights and Privacy Act
Kentucky Education Technology System (KETS)

RELATED POLICY:

09.14

Adopted/Amended:
Order #:

Alumni Hall of Fame

The Hall of Fame is to honor graduates of Model Laboratory School who have achieved distinction, exceptional accomplishment or substantial contribution to Model, education, their career or profession, and/or community; and to provide role models in leadership for current and future Model students. Recipients will be recognized for induction at the spring graduation ceremony. The Superintendent shall develop procedures for nomination and selection.

Adopted/Amended:

Order #:

Citizen Suggestions and Complaints**SUGGESTIONS**

The School believes that a continuing two-way dialogue between the schools and the public is necessary. Citizens wishing to make suggestions should submit them in writing to the appropriate school administrator or the Superintendent.

COMMITTEES

From time to time, the School may appoint committees composed of citizens to advise on specific matters. The Superintendent shall appoint employees to serve on these committees as necessary. Such committees shall be ad hoc in nature and will serve at the pleasure of the School.

Committees appointed shall comply with requirements of the Open Meetings Law.

PUBLIC HEARINGS

The School will arrange for public hearings when the consideration of important issues requires a public forum. These shall be for the dual purpose of informing the public about the issue(s) and for receiving information from the public about the issue(s). The School shall give prior notice for public hearings.

COMPLAINTS

The School welcomes constructive criticism when such is motivated by a sincere desire to improve effectiveness. Complaints regarding policy matters should be directed to the Superintendent. All other complaints should be directed to the administrative unit in which the problem arises. The proper channel for complaints is as follows:

1. Teacher,
2. Principal,
3. Superintendent, and
4. University President/designee.

Complainants should initially address the problem at the lowest level of involvement and may appeal to higher levels if satisfaction is not achieved.

REFERENCES:

KRS 61.800; KRS 61.805; KRS 61.810; KRS 61.815; KRS 61.820; KRS 61.823
KRS 61.826; KRS 61.835; KRS 61.840; KRS 61.846; KRS 61.848; KRS 61.850
OAG 75-3

Adopted/Amended:
Order #:

Civility

SCHOOL INTENT

The School invites parental and community member involvement and recognizes that the vast majority of input received will be of a constructive and civil nature. This policy is designed to address those rare instances where that is not the case.

While it is not the School's intent to deny an individual's right to freedom of expression, it has the responsibility to maintain, to the extent possible and reasonable, safe, harassment-free schools, school activities, and workplaces for students and staff and to minimize disruptions to the programs.

PREPARATION OF EMPLOYEES

The Superintendent/designee shall implement intervention and response training to notify employees of this policy and their corresponding responsibilities and to prepare them to deal with incidents of incivility.

BEHAVIOR STANDARDS

Persons coming onto School property shall be under the jurisdiction of the site administrator or designee.

School employees shall be courteous and helpful in interacting and responding to parents, visitors, and members of the public. In turn, individuals who come onto School property or contact employees on school business are expected to behave accordingly. Specifically, actions that are discouraged and may warrant further action include, but are not limited to:

1. Cursing and use of obscenities,
2. Disrupting or threatening to disrupt school or office operations,
3. Acting in an unsafe manner that could threaten the health or safety of others,
4. Verbal or written statements or gestures indicating intent to harm an individual or property, and
5. Physical attacks intended to harm an individual or substantially damage property.

Employees who fail to observe these standards in their own behavior shall be subject to appropriate disciplinary measures, up to and including dismissal.

EMPLOYEE OPTIONS

In cases involving physical attack of an employee or imminent threat of harm, the first priority shall be for employees to take immediate action to protect themselves and others. In absence of an imminent threat, employees shall attempt to calmly and politely inform the individual of the provisions of this policy and/or provide him/her with a copy. However, if the individual continues to behave in a discourteous and uncivil manner, the employee may respond as needed, to include, but not be limited to, the following options:

Civility**EMPLOYEE OPTIONS (CONTINUED)**

1. Hang up on a caller;
2. End a meeting;
3. Ask the individual to leave the school;
4. Call the site administrator or designee for assistance; and/or
5. Call the police.

Employees shall submit to their immediate supervisor, as soon as possible, a written incident report for all such occurrences. The Superintendent/designee, on advice from the University's Attorney, shall determine whether an incident indicates the need for a restraining order or pursuit of other legal options on behalf of the University. Individual employees are free to pursue other legal courses of action.

REFERENCES:

KRS 161.190; KRS 503.110; KRS 518.090

RELATED POLICIES:

03.1325; 03.2325; 09.425; 10.2; 10.5

Adopted/Amended:
Order #:

Relationships with Community Organizations and the University**COMMON GOALS**

The University recognizes that other community organizations and other governmental agencies share common goals with Model Laboratory School. It shall be the policy of the Board for all Model Laboratory School employees to work cooperatively and collaboratively with the larger University community and with other community organizations in matters that promote the well-being of the schools and the community.

RELATED POLICY:

05.3

Adopted/Amended:
Order #:

Advertising**PROHIBITION**

No advertising shall be allowed in the facilities or on the grounds of school property, except as expressly approved by the Superintendent/designee.

EXCEPTION

Nothing herein shall be construed to prevent advertising in publications which are published by student organizations, PTO, booster club, or other parent groups.

BRANDING

The Superintendent will develop branding guidelines. Outside vendors, faculty and staff will follow the established guidelines.

SOCIAL MEDIA

The school will own official social media sites for the school and school-sponsored clubs and organizations.

RELATED POLICY:

08.2323

REFERENCES:

KRS 158.183
OAG 68-452

Adopted/Amended:
Order #:

Visitors to the Schools

The School encourages parents, professional educators, and others who have legitimate educational interests pertaining to the school program to visit the schools. To ensure that school personnel are aware of visitors' presence, visits to classrooms shall be scheduled in advance unless authorized by the Principal/designee and all visitors must report immediately to the Principal's office upon entering the school and identify themselves, as well as declare their purposes for visiting.

All visitors, including volunteers, must sign in, provide valid photo identification, state the purpose of their visit and may be photographed prior to entering the school. The school shall provide a visitor's badge to be visibly displayed on a visitor's outer garment.

OBSERVATION

Observation by college students in conjunction with college classes from various departments may occur. The following guidelines are in place for those observations:

- No individual or group is permitted to observe in the school without giving notice in writing to the Principal's office at least three (3) days in advance; and
- Specific participation experiences are organized/facilitated by the College of Education (COE) Field Experience Office.

CONDUCT/PROHIBITION ON RECORDING

All visitors to the schools must conduct themselves so as not to interfere with the daily operation of the school program.

Due to privacy concerns, and except for emergency situations, personally owned recording devices are not to be used to create video or audio recordings or to take pictures except with prior permission from the Principal/designee and the affected individual(s).

An exception may be made for events considered to be in the public arena (e.g. sporting events, academic competitions, or performances to which the general public is admitted) where the activity does not materially disrupt the event, prevent others from observing the event, or otherwise violate legal rights. School social events for students, activities sponsored by student clubs, and activities during the school day that are not open to the public are not considered to be in the public arena.

Such devices include, but are not limited to, personal cell phones and tablets.

REGISTRANTS

No registrant, as defined in KRS 17.500, nor any person residing outside of Kentucky who would be required to register under KRS 17.510 if the person resided in Kentucky, shall be on the clearly defined grounds of a school, except with the advance written permission of the Principal or the Board that has been given after full disclosure of the person's status under KRS 17.510 as a registrant or sex offender from another state and all registrant information as required in KRS 17.500.

A registrant is defined as:

1. Any person eighteen (18) years of age or older at the time of the offense or any youthful offender, as defined in KRS 600.020, who has committed:
 - a. A sex crime; or
 - b. A criminal offense against a victim who is a minor; or

Visitors to the Schools**REGISTRANTS (CONTINUED)**

2. Any person required to register under KRS 17.510; or
3. Any sexually violent predator; or
4. Any person whose sexual offense has been diverted pursuant to KRS 533.250, until the diversionary period is successfully completed.

A registrant, who is the parent/legal guardian, or the person designated by the parent/legal guardian to have access to a student, must request and receive prior permission from the Principal to come onto school grounds. The Principal shall determine whether the requesting registrant is permitted to come onto school grounds for the following reasons:

- To pick up or drop off their child each day.
- To pick up the child who is injured or ill.
- To confer with school staff concerning academic, disciplinary or placement issues involving the student, including matters required by federal or state law.
- To attend a school activity, including athletic practices and competition, in which the student is a participant.
- To vote when the school has been designated as a polling place.

Depending on the facts of the particular request, the Principal's response options may include, but are not be limited to the following:

- Requiring the registrant to provide additional information needed;
- Specifying check-in and check-out requirements;
- Requiring the registrant to be directly supervised by an individual designated by the Principal while on school grounds;
- Restricting the registrant to a designated location on school grounds;
- Limiting the time the registrant will be permitted to be on school grounds; and
- Denying the request to come onto school grounds.

The Principal shall notify the Superintendent/designee of each request from a registrant and the response made to the registrant. If questions arise about a request, the Principal shall consult with the Superintendent concerning requests from registrants, and the Superintendent may seek further advice from the Board Attorney.

For all other reasons and for all individuals making a request other than parent/legal guardian/designee, the Principal shall consult with the Superintendent as the executive agent of the Board before making a final determination.

Visitors to the Schools**ACCOMMODATION**

Visitors with disabilities shall be accommodated as required by law. Individuals requesting accommodation shall contact the Schools ADA/504 Coordinator for assistance and guidance. Accommodations may include, but are not limited to, the following considerations:

- Effective communication
- Use of power driven mobility devices
- Event ticket sales accommodation
- Use of service animals
- Companion seating at events

The School shall notify the public of any requirements and/or deadline for requesting such accommodation.

WEBSITE ACCESSIBILITY

The School is committed to ensuring accessibility of its website for students, parents, and members of the community with disabilities. All pages on the School's website will conform to the W3C WAI's Web Content Accessibility Guidelines (WCAG) 2.0, Level AA conformance, or updated equivalents.

Under developed administrative procedures, students, parents, and members of the public may present a complaint regarding a violation of the Americans with Disabilities Act (ADA), Section 504 related to the accessibility of any official School web presence which is developed by, maintained by, or offered through the School or third party vendors and open sources.

USE OF TOBACCO, ALTERNATIVE NICOTINE, OR VAPOR PRODUCTS PROHIBITED

The use of any tobacco product, alternative nicotine, or vapor product as defined in KRS 438.305 is prohibited for all persons and at all time on or in all property, including any vehicle that is owned, operated, leased, or contracted for use by the University and while attending or participating in any school-related student trip or student activity and in the presence of a student or students.¹

Adequate notice shall be provided to students, parents and guardians, school employees, and the general public.

Signage shall be posted on or in all property, including any vehicle that is owned, operated, leased, or contracted for use by the University, clearly stating that the use of all such products is prohibited at all times and by all persons on or in the property.

School employees shall enforce the policy. Persons in violation of this policy, in addition to fines which may be imposed by law², are subject to verbal warnings to refrain from use of the subject product. Refusal to refrain from such use or repeated instances of prohibited use after prior warnings may subject the individual to a ban from school property as permitted by law and corresponding civil and criminal penalties.³

Visitors to the Schools

REFERENCES:

¹New Section of KRS 438

²KRS 438.050

³KRS 511.070; KRS 511.080; OAG 90-11

KRS 17.545; KRS 17.500; KRS 17.510

KRS 160.380; KRS 211.394, KRS 211.395; KRS 438.305; KRS 600.020; KRS 620.146

OAG 91-137

P. L. 114-95, (Every Student Succeeds Act of 2015)

29 U.S.C. 794, Rehabilitation Act of 1973, (Section 504)

42 U.S.C. 2000, Civil Rights Act of 1964, Titles VI and VII

42 U.S.C. 12101 et seq., Americans with Disabilities Act

RELATED POLICIES:

03.1327; 03.162; 03.2327; 03.262; 05.3; 06.221

09.1231; 09.227; 09.3211; 09.4232; 09.426; 09.42811; 10.2

Adopted/Amended:
Order #:

Recommendations for Faculty Emeritus

College of Business & Technology

Lana Carnes

Management, Marketing, & International Business

EASTERN KENTUCKY UNIVERSITY
Board of Regents
By-Laws

1. DEFINITION

The Board of Regents (hereinafter “Board”) of Eastern Kentucky University (hereinafter “University”) was created by the Kentucky General Assembly (KRS 164.310) and vested with the power of governance (KRS 164.350). The Board constitutes “a body corporate, with the usual corporate powers and, with all immunities, rights, privileges and franchises usually attaching to the governing bodies of educational institutions” (KRS 164.350).

2. DUTIES

Pursuant to the Kentucky Revised Statutes, the Board is the legal body with specific authority over the institution and exercises fiduciary oversight, and as such, shall adopt bylaws, rules and regulations for the governance of its members, officers, agents and employees, and shall periodically evaluate the institution’s progress in implementation of its missions, goals and objectives to conform to the strategic agendas.

The powers and responsibilities of the Board include the regular review of the University’s mission, the establishment of policies and the delegation of appropriate authority and responsibility to the administration, faculty, and staff to implement such policies, the hiring and review of the President of the University, defining and addressing any conflict of interest, a fair process for removal of a board member, protecting the University from undue influence by external persons or bodies, and regularly evaluating its responsibilities and expectations. The Kentucky Revised Statutes include the following specific provisions:

A. General Power of Board of Regents (KRS 164.350)

The government of the University is vested in its Board of Regents. The Board of Regents, when its members have been appointed and qualified, shall constitute a body corporate, with the usual corporate powers, and with all immunities, rights, privileges and franchises usually attaching to the governing bodies of educational institutions. The Board may:

- (1) Receive grants of money and expend the same for the use and benefit of the University;
- (2) Adopt bylaws, rules and regulations for the government of its members, officers, agents and employees, and enforce obedience to such rules;
- (3) Require such reports from the president, officers, faculty and employees as it deems necessary and proper, from time to time;
- (4) Determine the number of divisions, departments, bureaus, offices and agencies needed for the successful conduct of the affairs of the University; and

(5) Grant diplomas and confer degrees upon recommendation of the President and faculty.

B. Appointment and Removal of President, Faculty and Employees (KRS 164.360)

(1) The Board of Regents may appoint a President, and on the recommendation of the President may, in its discretion, appoint all faculty members and employees and fix their compensation and tenure of service, subject to provisions of subsection (2) of this section.

(2) No person shall be employed for a longer contractual period than four (4) years. No person shall be employed who is related to any member of the Board of Regents.

(3) The Board may remove the President of the University, and upon the recommendation of the President may remove any faculty member or employee, but no President or faculty member shall be removed except for incompetency, neglect of or refusal to perform his duty, or for immoral conduct. A President or faculty member shall not be removed until after ten (10) days' notice in writing, or more if required by University policy, stating the nature of the charges preferred, and after an opportunity has been given him to make defense before the Board by counsel or otherwise, and introduce testimony which shall be heard and determined by the Board. Charges against a President shall be preferred by the Chair of the Board upon written information furnished to him, and charges against a faculty member shall be preferred in writing by the President unless the offense is committed in his presence.

C. Evaluation of President (KRS 164.321(11))

The Board shall evaluate the President annually. In conducting the evaluation, the Board may use the procedures recommended by the American Association of State Colleges and Universities, the Association of Governing Boards, and/or Southern Association of Colleges and Schools Commission on Colleges.

D. Board Has Exclusive Control of Employment, Tenure and Official Relations of Employees. (KRS 164.365)

Anything in any statute of the Commonwealth to the contrary notwithstanding, the power over and control of appointments, qualifications, salaries, and compensation payable out of the State Treasury or otherwise, promotions, and official relations of all employees of Eastern Kentucky University shall be under the exclusive jurisdiction of the Board.

E. Suspension or Expulsion of Students (KRS 164.370)

The Board of Regents may invest the faculty or a representative committee of designated faculty, staff, and students with the power to suspend or expel any student for disobedience to its rules, or for any other contumacy, insubordination or immoral conduct. In every case of suspension or expulsion of a student, the person suspended or expelled may appeal to the Board

of Regents. The Board of Regents shall prescribe the manner and the mode of procedure of appeal. The decision of the Board of Regents shall be final.

F. Practice Schools (KRS 164.380)

The Board of Regents may maintain, in connection with the University, a model and practice school under the supervision of thoroughly trained teachers for the purpose of giving observation and practice work to student teachers.

G. Acquisition and Sale of Property and Disposition of Surplus Property (KRS 164.410)

The Board may purchase or lease land, and may receive by any legal mode of conveyance, purchase, and hold property that the Board deems necessary for the purposes of the University and as set forth in the Kentucky Revised Statutes, and may build and construct improvements and hold or sell same.

H. Police Departments and Officers Authorized (KRS 164.950)

The Board is authorized to establish a police department and appoint police officers and other employees for the University, to prescribe distinctive uniforms for police officers of said institution, and to designate and operate emergency vehicles. Police officers so appointed shall take an appropriate oath of office, in the form and manner consistent with the Constitution of Kentucky, and shall serve at the pleasure of the Board.

I. Other Authority

The Board may exercise the full extent of authority granted to it under the Kentucky Revised Statutes, as the same might be amended or modified from time to time.

3. MEMBERSHIP (KRS 62.010; KRS 164.289; KRS 164.321)

A. The Board consists of eight (8) members appointed by the Governor, one (1) member of the University teaching faculty, one (1) member of the University staff, and one (1) member of the University student body.

(1) Appointed Members

i. Each member of the Board shall serve for the term appointed and until a successor is appointed and qualified, unless a member is removed by the Governor pursuant to KRS 63.080(2), (3), or (4).

(2) Elected Members

i. The faculty member shall be a teaching or research member of the faculty of the rank of assistant professor or above. The faculty member shall be elected by secret ballot of all

faculty members of the University of the rank of instructor, assistant professor, or above. The faculty member shall serve for a term of three (3) years and until a successor is elected and qualified.

ii. The faculty member shall be eligible for re-election for a second term of three (3) years, but shall not be eligible to continue to serve as a member of such Board if he or she ceases being a member of the teaching staff of the University. Elections to fill vacancies for the unexpired term shall be in the same manner as provided for the original election. The faculty member of the Board shall have the right to vote on all matters except that of faculty compensation.

iii. The nonteaching staff member shall be any full-time staff member excluding the president, vice presidents, academic deans, and academic department chairpersons and members of the teaching and research faculty. The staff member shall represent all non-teaching university employees including, but not limited to, building facilities and clerical personnel. The staff member shall be elected by secret ballot by the non-teaching employees. No one eligible to vote in the election for faculty regent may also vote in the election of the non-teaching member.

iv. The nonteaching staff member shall serve a term of three (3) years and until a successor is elected and qualified. The nonteaching personnel shall be eligible for reelection, but shall not be eligible to continue to serve as member of the board if he/ she cease being an employee of the university. Elections to fill vacancies shall be for the unexpired term in the same manner as provided for the original election.

v. The student member shall serve a one year term beginning on July 1 after being elected and sworn in as student body president and ending on the following June 30. If the student member does not maintain the position as student body president or the status as a full-time student at any time during the academic year, a special election shall be held to select a full-time student member. The elected student member shall serve for the remainder of the unexpired term.

B. Removal of Members

(1) Any Board member may be removed by the Governor for cause as prescribed in KRS 63.080(2) or may be removed and replaced as prescribed in KRS 63.080(3) to meet the proportional representation requirement.

(2) All appointed members of the Board may be removed for cause as prescribed in KRS 63.080(4) if the board is no longer functioning according to its statutory mandate as specific in the enabling statutes applicable to the board, or if the board membership's conduct as a whole constitutes malfeasance, misfeasance, incompetence, or gross neglect of duty, such that the conduct cannot be attributed to any single member or members.

(3) The inability of the board to hold quarterly meetings, to elect a chairperson annually, to establish a quorum, to adopt an annual budget, to set tuition rates, to conduct an annual evaluation of the president of the university, to carry out its primary function to

periodically evaluate the university's progress in implementing its mission, goals, and objectives to conform to the strategic agenda, or to otherwise perform its duties under KRS 164.350 shall be cause for the Governor to remove all appointed members of the board and replace the entire appointed membership pursuant to KRS 63.080(4).

C. Oath of Office

Each member appointed to the Board shall take the oath of office within thirty (30) days after receiving notice of appointment.

4. BOARD ORIENTATION (KRS 164.321(9))

All appointed and elected members of the Board are required to attend and complete an orientation and education program as a condition of their service and eligibility for appointment or election to a second term.

5. CONFLICT OF INTEREST (KRS 45A.340(7))

No member of a board of trustees or regents shall have an interest in any contract with a state university unless such contract shall have been subjected to competitive bidding in compliance with KRS Chapter 45A, unless such trustee or regent shall have been the lowest bidder and unless such trustee or regent shall have first notified in writing the remaining members of the board, and to the newspaper having the largest circulation in the county in which the state university is located, of his intention to bid on such contract.

6. MEETINGS (KRS 164.330 to 164.340; KRS 61.805 to 61.850)

A. The Board shall meet at least quarterly at the University or at such other place as is agreed upon as required by KRS 164.340. The board shall release a schedule of regular meetings. The dates of any regular meetings may be changed at the discretion of the Chair of the Board, subject to compliance with KRS 164.340. The Board shall also meet within thirty (30) days of the appointment of a new member (KRS 164.330).

B. Upon written request of the President of the University, or of two (2) members of the Board, the Chair of the Board shall call a special meeting at a place designated by the Chair, and the Board may at such special meeting transact any or all business that it may transact at a regular meeting. A majority of the members of the Board shall constitute a quorum for the transaction of business, but no appropriation of money or any contract that requires an appropriation or disbursement of money shall be made, or no teacher employed or dismissed, unless a majority of all the members of the Board vote for it. (KRS 164.340)

C. Except when the Board has authorized a member or a committee to act on its behalf for a specific purpose, Board action must result from a decision of the whole. When a member or committee has been empowered to act for the Board, such action shall be reported to next regular meeting of the Board for confirmation and recording in the minutes.

D. Prior to each quarterly and special Board meeting, the President and/or Chair of the Board shall decide what shall be placed on the Consent Agenda. The following items will not be placed on the Consent Agenda: Audit (KRS 164.350); Budget and budget guidelines (KRS 164.350); acquisition and sale of property (KRS 164.410); and recommendations for Promotion and Tenure (KRS 164.360).

E. The Agenda, including Consent Agenda, will be sent to all members a minimum of seven (7) days before the meeting. Any individual Board member shall have the right to remove any item from the Consent Agenda and place it on the Agenda for separate consideration by the Board.

F. The meetings of the Board are considered as open meetings of a public agency as defined in KRS 61.805 and are subject to provisions of KRS 61.800 through 61.850 inclusive.

G. Meetings of the Board will be conducted in conformance with the following provisions and procedures:

(1) A majority of the members of the Board constitutes a quorum.

(2) Routine Board action is taken by a voice vote, but a roll call will be taken on matters involving appropriations and disbursements of money, the granting of tenure, and on dismissal of personnel. Actions requiring roll call votes require affirmative votes from a majority of the membership. A roll call may be requested by any Board member on other items of business.

(3) All meetings shall be conducted in accordance with Robert's Rules of Order.

(4) The Board will conduct closed sessions from time to time as necessary and in accordance with state law, KRS 61.800 et seq.

7. OFFICERS (KRS 164.321, KRS 164.330, KRS 164.450; KRS 61.835)

The Board elects a chair, vice chair, secretary and treasurer. The chair must be elected annually (KRS 164.321) and all other officers at the first meeting following the Governor's appointment of a new member. No member of the Board may serve as treasurer (KRS 164.330). The secretary shall maintain all records and reports of the Board and a journal of Board proceedings. Provided however, the secretary may designate the Office of the University Counsel as the custodian of record.

8. COMMITTEES

Members of the following committees are to be appointed by the Chair of the Board of Regents. In making these appointments, the Chair shall appoint a chair of each committee, with the exception of the Executive Committee, which shall be chaired by the Chair of the Board. In each area of assigned responsibility, the appropriate committee is charged with presenting reports and recommendation to the full Board, except in the case of the Audit and Compliance Committee when it is acting in its capacity as a hearing body for student disciplinary and employee appeals,

as it is empowered to act on behalf of the Board. Each committee is empowered to call upon the members of the University community for support or input to the committee's works and should coordinate requests for such support and input through the Office of the President. The Chair of the Board may appoint, on an as needed basis, other ad hoc committees of the Board. The Chair serves as an ex-officio member of every committee.

A. Executive Committee & Academic Affairs

The Executive Committee shall be comprised of the Chair and Vice Chair of the Board of Regents and the chairs of the other standing committees. The Chair of the Board of Regents will also serve as Chair of the Executive Committee. The Executive Committee shall:

- (1) Review and approval of academic and support service program and proposals which have bearing on the quality of the educational programs and services;
- (2) Review and approval of the President's recommendations based on the Report of the Council on Academic Affairs, with particular concern for the quality of educational programs and services;
- (3) Review and approval of recommendations for recipients of honorary degrees from members of the University community;
- (4) Perform other duties as may be assigned, from time to time, by the Board of Regents and/or the Chair.

B. Organizational Performance, Enrollment Growth and Student Success Committee

The Organizational Performance, Enrollment Growth and Student Success Committee shall be comprised of a Chair and at least three other members of the Board. Functions of the Committee include:

- (1) Review and evaluate the manner in which the University is fulfilling its mission and strategic plan;
- (2) Assist the President, as necessary, in the relationships of the institution with the various agencies of local, state, and federal government;
- (3) Periodic review of the enrollment management reports and strategies;
- (4) Review and approve all academic and administrative policies as recommended by the University administration;
- (5) Review administration reports related to efficiency, effectiveness, and accountability;

- (6) Receive reports on the University's progress on performance-based funding;
- (7) Develop, direct and approve the University's strategic plan;
- (8) Perform other duties as may be assigned, from time to time, by the Board of Regents and/or the Chair.

C. Finance and Administration Committee

The Finance and Administration Committee shall be comprised of a Chair and at least three (3) other members of the Board. Functions of the Committee include:

- (1) Receive regular reports on the financial affairs of the University from the President and Treasurer and advise the full Board of the nature of these reports;
- (2) Provide input on behalf of the Board of Regents into the determination of strategic planning goals and strategic directions, review those goals and directions prior to their submission to the Board of Regents, and consult with the President on the proposed allocation of resources intended to fulfill the objectives of the strategic plan prior to development of an annual operating budget for the University;
- (3) Review of long-range plans, priorities, and fiscal resources of University prior to presentation of biennial budget requests to the Commonwealth of Kentucky and of the annual operating budget to Board of Regents;
- (4) Review and authorize expenditures from the Board of Regents Faculty and Staff Innovation Fund;
- (5) Review of quarterly reports from the University Foundation;
- (6) Review and approve plans for the general management of the endowment funds of the University;
- (7) The consideration of other honors which the institution might, from time to time, bestow, including the naming of facilities for individuals and other forms of special recognition;
- (8) Perform other duties as may be assigned, from time to time, by the Board of Regents and/or the Chair.

D. Audit and Compliance Committee

The Audit and Compliance Committee shall be comprised of a Chair and at least three independent members of the Board. Each Committee member will be both independent and financially literate. At least one member shall be designated as the "financial expert."

The responsibilities of the Audit and Compliance Committee are broadly summarized as follows:

- (1) Monitor the effectiveness of management's system of internal control to prevent and detect fraud;
- (2) Ensure open communications among management, internal auditors, external auditors, and the Board;
- (3) Recommend to the Board the certified public accountants to be contracted to serve as independent auditor and the scope of their annual audit and approve any services other than audit and audit-related services provided by the certified public accountant;
- (4) Discuss the annual audit report and other external audit issues with the certified public accountants as required by relevant professional standards;
- (5) Present the annual financial audit to the full Board;
- (6) Review the annual internal audit plan and discuss the extent to which it addresses high risk areas with the Director of Internal Audit. Solicit feedback from management on specific internal audit findings or issues as deemed necessary by the Audit and Compliance Committee;
- (7) Review and submit the Internal Audit Charter to the Board for approval on a routine basis to include changes needed to ensure that the audit function is complying with professional standards, best practices, and addressing emerging audit issues;
- (8) Provide oversight as needed to ensure that the compliance and ethics program effectively prevents and detects instances of noncompliance by employees and officers of the University;
- (9) Assess the effectiveness of management's system for receiving and resolving allegations pertaining to non-compliance with law, policy, and procedure;
- (10) Hear and act on appeals of students and/or employees from sanctions imposed by committees charged with such sanctioning power as set forth in Board policy governing such matters;
- (11) Perform other duties as may be assigned, from time to time, by the Board of Regents and/or the Chair.

E. Student Life and Athletics Committee

The Student Life and Athletics Committee shall be comprised of a Chair and at least three (3) members of the Board. The functions of the Academic Affairs and Student Success Committee include:

- (1) Consideration of matters which affect the quality of student life and student services at the University;
- (2) Consideration of proposed changes to charters and constitutions of the student body;
- (3) Review of the level, scope, and representative nature of intercollegiate athletic competition sponsored by the University.
- (4) Review and approval of the Athletics Strategic Plan and the Gender Equity Plan;
- (5) Review of policy recommendations from the Faculty Athletic Committee;
- (6) Perform other duties as may be assigned, from time to time, by the Board of Regents and/or the Chair.

F. Diversity and Inclusion Committee

The Diversity and Inclusion Committee shall be comprised of a Chair and at least three (3) members of the Board. The functions of the Diversity and Inclusion Committee include:

- (1) Review and approval of the University's Diversity Plan prior to submission to the Council on Postsecondary Education;
- (2) Review and monitor, periodically, the University's Affirmative Action Plan;
- (3) Support and encourage University programs that create and foster a community of inclusiveness that appreciates, celebrates, and respects diversity in all forms;
- (4) Perform other duties as may be assigned, from time to time, by the Board of Regents and/or the Chair.

9. RECORDS OF THE BOARD (KRS 61.835, KRS 61.870 – 61.884, KRS 164.450).

For purpose of the Kentucky Open Records Act, the Secretary of the Board is the official custodian of the Records of the Board. The secretary of the Board or the secretary's designee shall keep and prepare all records, books and papers belonging to the Board and shall keep a journal of the proceedings of the Board. The minutes of action taken at every meeting of the Board, setting forth an accurate records of votes and actions at much meetings, shall be promptly recorded and such records shall be open to public inspection at reasonable times no later than immediately following the next meeting of the body.

10. COMMUNICATIONS

All communication by members of the University Community to the Board shall be transmitted through the Office of the President or as assigned by the President. While individual

Board members may speak as to their opinion as an individual member, all official statements on behalf of the Board shall be issued by the Board Chair.

11. AMENDMENTS TO BY-LAWS

These By-laws may be changed or amended at any meeting of the Board of Regents by a two-thirds vote of those present, providing notice of the substance of the proposed amendment is sent to all members two (2) weeks before the meeting.