

STUDENT HARASSMENT OR DISCRIMINATION GRIEVANCE POLICY

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Revision Summary: Refines and updates format, and reflects changes required under the new Title IX regulations.

Responsible Official: Vice President, Student Services; Vice President, Legal Services

References: [Administrative Procedure 6.6-P](#); [Administrative Policy 3.3.1](#); [Administrative Procedures 3.3.1-P](#) and [3.3.1A-P](#); [Code of Student Conduct](#)

1. Purpose

This Policy describes the processes available to KCTCS students to grieve illegal discrimination or harassment they think they have been subjected to by another student or a KCTCS employee, contractor, or visitor.

2. Scope

This Policy applies to all KCTCS students.

3. Policy

- A. KCTCS has zero tolerance for illegal discrimination or harassment of any kind. KCTCS maintains an educational environment free of illegal discrimination and harassment based on or relating to gender, race, color, religion (or lack thereof), national origin, age, disability, marital status, sexual orientation, gender identity, genetic information, pregnancy, veteran or social status, social origin, indigenous status, political or religious beliefs, political affiliation, or any other characteristic, trait, or identification protected by law.
- B. Any student who thinks he/she may have been discriminated against or subjected to harassment by students or employees because of a legally protected classification has the right to pursue an informal and/or formal grievance by following the steps in [Administrative Procedure 6.6-P](#). In addition, students should consult [Administrative Policy 3.3.1 Anti-Harassment/Discrimination Policy](#), and [Procedure 3.3.1-P](#).

4. Procedure

[Administrative Procedure 6.6-P](#) implements this Policy.

Effective Date: 05/20/2022

revised 12/2/2022 to include additional external assistance contact information

PREAMBLE

The KCTCS Code of Student Conduct (referred to throughout this document as the Code) was developed to ensure students understand the academic and behavioral expectations set by the colleges of the Kentucky Community and Technical College System (KCTCS). The Code includes both the expectations and the consequences for failing to meet those expectations. It also includes students' rights, including rights to appropriate appeals processes, and how to utilize those rights. This Code is documented in KCTCS policy and in the Rules of the KCTCS Faculty.

ARTICLE I FOUNDATIONS AND PRINCIPLES

A. Who We Are

The Kentucky Community and Technical College System ("KCTCS" or "System") was established in 1998 through an act of Kentucky's General Assembly.¹ The System is made up of sixteen colleges with various campuses situated throughout the Commonwealth of Kentucky and dedicated to supplying the educational and training needs of students seeking two (2) year academic or technical degrees as well as other certificate, licensure, and training programs.

B. Our Governing Body

KCTCS colleges are governed by the KCTCS Board of Regents. The membership, role, responsibilities, and authority of the Board of Regents are established by statute. The KCTCS Board of Regents is authorized to adopt rules, regulations, and bylaws governing its members, and this Code is established under their authority to govern student academic and behavioral matters. Nothing contained in this Code should be construed or interpreted as creating a contract between KCTCS and students.

The local college boards of directors have no authority to govern or regulate student conduct and may not act contrary to the authority granted solely to the KCTCS Board of Regents and properly delegated to appropriate academic and administrative bodies within the System.

C. Our Philosophy and Commitment

KCTCS Colleges strive to provide students with education and training in a structured yet free environment that recognizes the dignity and value in all people and all groups. KCTCS is committed to a community of learning where students and ideas do not simply exist but flourish and thrive.

The KCTCS College is the primary institution in accordance with KCTCS policies and procedures. Each KCTCS college is responsible for the enforcement of conduct that permits students to grow academically and

personally as they pursue education and training. To encourage an atmosphere conducive to the education of all students enrolled in KCTCS colleges, KCTCS recognizes that fundamental values, principles, and responsibilities are imperative to the proper functioning of our college community.

D. Our Students and Our Community

Students are members of our academic community as well as our local, state, national, and global communities. KCTCS recognizes the freedoms, rights, and privileges of our students but also demands of our students those responsibilities, obligations, and duties that are part of good citizenship. When students fail to live up to the standards necessary to be responsible and productive members of the KCTCS academic community, those administrators and faculty given authority by the KCTCS Board of Regents to act in accordance with the Code will take measures to protect the community, to preserve property, and to maintain order. KCTCS has the authority to implement any guidance issued by state and local authorities to assure the safety and security of people, property, and resources. At all times, System and college officials will balance the needs of the students involved against the well-being of the academic community.

E. Authority to Implement the Code

The Kentucky Revised Statutes give the KCTCS Board of Regents the authority to adopt rules, regulations, and bylaws governing its members. The Code is enacted under that authority to govern student academic and behavioral matters. The KCTCS President uses the authority delegated by the Board of Regents to create, revise, and publish this Code to provide for the safety and well-being of the campus community. The KCTCS President delegates authority to each College President to apply the Code at their respective college, and the College Presidents designate the Chief Student Affairs Officers (CSAO) or Provosts/Chief Academic Officers as the front-line authorities for application of the Code.

This Code may apply to actions or behaviors taking place on or off campus when those acts have a direct impact on the orderly conduct of regular college business. This Code may apply to actions or behaviors occurring in face-to-face or in-person, in virtual spaces, over social media, or by use of any means or medium that allows for violation of the rules in the Code. The Code is written to provide general guidelines for expected student behaviors and penalties for failing to meet those expectations.

F. Proceedings

Disciplinary actions will be conducted under the authority of this Code in accordance with principles of thoroughness, fundamental fairness, and promptness. These disciplinary actions are not legal processes and are not governed by the rules for civil or criminal actions, such as formal rules of evidence, but will be conducted to provide students with appropriate due process. Deviations from the processes outlined in this Code shall not invalidate a proceeding or decision unless such deviation results in significant prejudice to the student or the College.

Jurisdiction for violation of this Code may extend to conduct that occurs off College property if that conduct has adverse effects on or is disruptive of the college community, and if it occurs during a College program or activity taking place off-campus.

G. Who Can Help Students Understand the Code and Implement its Processes

The college Chief Student Affairs Officer is the student's primary resource if the student is accused of violating the Code. Instead of a Chief Student Affairs Office, the college may have a Provost. Either of these positions can assist. The college's Chief Academic Officer may also participate in the process.

Throughout this document, there is a hierarchy noted for any appeals process. The student first works with the instructor. If the student and the instructor disagree, the student next communicates with the instructor's

supervisor. Depending on the college, this person's title may be Division Chair, Program or Discipline Coordinator, Dean, or another title. Students who do not know who to contact should contact the Chief Student Affairs Officer, Provost, or Chief Academic Officer on whom to contact.

ARTICLE II STANDARDS OF CONDUCT

Standard 1: KCTCS students are expected to adhere to the highest standards of academic honesty and integrity and to support a campus environment that is conducive to learning and scholarship.

Students may not withdraw from a class to avoid a failing grade received as a result of academic dishonesty or any substantiated accusation of academic dishonesty.

A. Academic Dishonesty: KCTCS Colleges consider Academic Dishonesty to be a serious issue. The College and its Faculty recognize that students may not fully understand what academic dishonesty means.

Violations or attempted violations may include, but are not limited to:

1. **Cheating** examples include:

- a. Using unauthorized notes, study aids, or information from another student or student's paper on an in-class, hybrid, or virtual examination or assignment.
- b. Trying to gain an advantage by not following the rules or instruction.

2. **Plagiarism** examples include:

- a. Taking the words or specific substance of another and either copying or paraphrasing the work without giving credit to the source.
- b. Submitting a term paper, examination, or other work written by someone else.
- c. Failing to give credit for ideas, statements of facts, or conclusions borrowed from another by not correctly using required documentation.

3. **Fabrication** examples include:

- a. Submitting work containing data not gathered in accordance with guidelines defining the appropriate methods for collecting or generating data.
- b. Failing to include a substantially accurate account of the method by which data were generated or collected.

4. **Aiding and Abetting** examples include:

- a. Providing material or information to another person with knowledge that these materials or information will be used improperly.

5. **Misuse or Student Falsification of Academic Records** (including all paper and electronic versions of the partial or complete academic record) examples include:

- a. Misusing or the attempted falsification, theft, misrepresentation, or other alteration of any official academic record of the college.

B. Classroom Misconduct: To support a campus environment that is conducive to learning and scholarship, classroom behavior that disrupts or interferes with the learning experience is not acceptable. Persistent classroom disruptions may result in a referral to the college's Behavioral Intervention Team (BIT), Community of Care/Concern (COC), Chief Student Affairs Officer (CSAO), Provost, or Chief Administrative Officer (CAO).

Violations or attempted violations may include, but are not limited to:

1. Sleeping in class.

2. Moving in a way that is considered horseplay, rough, or boisterous.
3. Using a cell phone when prohibited.
4. Entering or leaving class without permission while it is in session.
5. Failing to exhibit respect and consideration to faculty, staff, and fellow students during class or class experiences.

To better understand the faculty member's policies regarding such matters as academic dishonesty and classroom misconduct, students are expected to read the syllabus for each course.

Standard 2: KCTCS students are expected to respect and preserve the health, safety, welfare, privacy, and rights of all members of the campus community.

Violations or attempted violations may include, but are not limited to:

1. Physical violence, such as hitting, pushing, using a weapon, beating or other such activity resulting in or intending to cause harm.
2. Making a threat(s) of violence (including verbal, written, or virtual communication) that does or could cause(s) a reasonable expectation of harm to the health or safety of a specific person or persons.
3. Substantial or repeated acts directed toward a person or group of people that would cause a reasonable person to feel fearful, including but not limited to:
 - a. Bullying, defined as repeated and/or severe behavior that is aggressive and likely to intimidate or intentionally hurt, control, or degrade another person physically or mentally.
 - b. Stalking, defined as engaging in two or more acts directed at a specific person that would cause a reasonable person to fear for the individual's safety or the safety of others, or suffer substantial emotional distress.
 - c. Hazing, defined as acts likely to cause physical or psychological harm or social exclusion or humiliation.
4. Failure to follow reasonable requirements, closures, limitations, or other measures put in place by the college or the System in response to crisis or emergency situations such as natural disasters, acts of terrorism, pandemics, public health crises, or any other plans necessary to address any and all safety, health, or other security situations.
5. Any form of retaliation towards a complainant or a participant in an investigation or conduct process. Retaliation will not be tolerated.

Title IX Sexual Harassment and Misconduct allegations are not governed by the Code, but are instead subject to [KCTCS Administrative Policy 3.3.1 Anti-Harassment and Discrimination Policy](#), [Administrative Procedure 3.3.1-P](#), and [Administrative Procedure 3.3.1A-P](#).

Students who wish to grieve illegal discrimination or harassment they think they have been subjected to by another student or a KCTCS employee, contractor, or visitor should see [KCTCS Administrative Policy 6.6 Student Harassment or Discrimination Grievance Policy](#) and [Administrative Procedure 6.6-P](#).

Standard 3: KCTCS students are expected to respect the property of others, and the property, facilities, resources, and reputation of the College.

Violations or attempted violations may include, but are not limited to:

1. Illegal or unauthorized possession or use of weapons, including but not limited to: firearms, explosive devices, knives longer than three inches, or any other object used to threaten or cause harm. The full policy is available at [KCTCS Administrative Policy 3.3.23 Weapons on Campus Policy](#).
2. Making a threat of violence (including verbal, written, or virtual communications) that causes a reasonable expectation of harm to the health or safety of the campus.
3. Behavior that can put physical safety at risk, including but not limited to:
 - a. Reckless driving.
 - b. Possessing flammable chemicals or fireworks or tampering with smoke detectors.
 - c. Climbing on roofs, buildings, or other structures.
 - d. Leaving minors unattended on campus.
 - e. Knowingly or recklessly putting others at risk of a contagious disease or exposure to infectious materials.
 - f. Failing to follow KCTCS or College directives aimed at:
 - i. Reducing the spread of a contagious disease, or
 - ii. Limiting campus access to ensure safety and security following a disaster impacting campus property, or
 - iii. Other rules or protocols put in place to protect people and property.
4. Misuse, theft, or unauthorized use of College services or property.
5. Trespassing or unauthorized access to physical or virtual/cyber property or services of the College.
6. Attending classes without being registered for them, other than with permission by the instructor.
7. Theft of the property of a member of the College community.
8. Intentional destruction of property.
9. Use of recreational or outdoor equipment indoors (such as skateboards and hover boards), or reckless use of equipment outdoors.
10. Having an animal in a campus building other than in accordance with campus policy and ADA laws, such as permissible service animals trained to perform tasks for the benefit of an individual with a disability or illness or animals in the course of being trained as service animals. The full policy is found at [KCTCS Administrative Policy 3.3.24 Live Animals on Campus](#).
11. Unauthorized or irresponsible use of College computer, network, or other technology system resources as described in [KCTCS Administrative Policy, 4.2.5 Information and Information Technology Responsible Use Policy](#). KCTCS reserves the right to review and investigate activity of any sort on any machine or technology resource belonging to KCTCS, including reviewing email accounts, documents, hard drives, cloud-based accounts, or any other resource or method of use.

Standard 4: KCTCS students are expected to observe the rules, regulations, policies and procedures of the College as well as local, state and federal laws.

Violations or attempted violations may include, but are not limited to:

1. Prohibiting classroom instruction or learning from occurring.
 2. Prohibiting College sponsored events from occurring.
 3. Infringing on the rights of other members of the College community, including violations of policies or procedures pertaining to expressive activity.
 4. Leading or inciting others to interrupt scheduled or normal activities within any campus building or area.
 5. Leading or inciting others to interrupt scheduled or normal activities within any campus building or area.
 6. Willful misrepresentation or providing a false statement to any faculty, staff, or administrator at the college.
 7. Illegal or unauthorized possession, manufacturing, use, or distribution of marijuana, heroin, narcotics, synthetic drugs as determined by [KRS Chapter 218A](#), and any other illegal or controlled substance or look-alike drug except as expressly permitted by law and College policy.
 8. Illegal or unauthorized possession, manufacturing, use, or distribution of alcohol, except as expressly permitted by College policy. No person under 21 years of age may possess or consume alcoholic beverages, under any circumstances.
 9. Illegal possession or use of prescription medications.
 10. Public intoxication, vomiting, or other effects of irresponsible substance consumption.
 11. Smoking or using tobacco products, including e-cigarettes or any other violation of the College's Smoke-Free campus policy as found in the [KCTCS Administrative Policy 3.3.14 KCTCS Tobacco Free Policy](#).
 12. Failure to comply with
 - a. the Code.
 - b. Directions of an authorized College representative who is performing his/her duties.
 - c. Any reasonable guidelines for the use of labs, offices, waiting areas, classrooms, common areas, etc.
 - d. Any finding made and disciplinary action taken based on this Code.
 - e. Any local, state or federal law.
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ARTICLE III PROCEDURES FOR REPORTING AND INVESTIGATING CODE VIOLATIONS

Any student, faculty or staff member, or visitor to the college may make a report to the Chief Student Affairs Officer (CSAO) or designee (referenced in this Article as CSAO) of suspected violations of the Code. A written complaint is not required but is preferred. Individuals making reports are generally expected to participate in proceedings related to the report and to provide information during the process.

A. Administrative Review

1. **Preliminary Review.** Upon receiving a report of an alleged violation of this Code, the CSAO may conduct a preliminary review to determine if there is credible information to proceed with an

investigation and/or to formally charge a student with a violation of this Code. As part of the preliminary review, the CSAO may meet with affected parties and/or witnesses. The CSAO will notify any interviewees of the preliminary nature of the review and that it may result in formal misconduct charges.

The assessment will be based on such information as: the nature of the violation, the likelihood of repetition, and the impact upon the campus community. The three possible actions are below:

- a. **Case Not Pursued** – If the CSAO does not find sufficient evidence that a violation of this Code has occurred, the CSAO will not pursue a formal conduct process. The CSAO will maintain documentation of the receipt of an allegation that is separate from the formal student record. The CSAO will notify the student that the matter has been closed and no further action will be taken.
- b. **Informal Response** – If the CSAO finds information that is concerning but is not a violation of this Code, the College may still take reasonable action, such as requiring a student to meet with a staff member prior to registering for courses, or a verbal or written warning.
- c. **Formal Response** – If there is sufficient credible information that a student has violated this Code, then the CSAO will initiate the conduct process.

2. **Interim Measures.** During or after the preliminary review, the KCTCS College reserves the right to enact any interim measures it deems necessary to protect the rights, well-being, and personal safety of KCTCS employees, students, guests, or visitors. Interim measures may be imposed regardless of whether formal disciplinary action is sought or pursued against the Respondent. Such measures may include, but are not limited to, one or more of the following:

- o referral to counseling services and other resources
- o rescheduling of exams or assignments (in conjunction with appropriate faculty)
- o no-contact order(s)
- o limited access to college facilities or organizations pending resolution of the report
- o temporary work study or other college work reassignment
- o temporary class schedule reassignment
- o administrative leave from work study or other college work assignments during the investigation and resolution
- o report of the matter to local law enforcement in the jurisdiction in which the college is located.
- o The KCTCS College further reserves the right to apply any other remedy that can be tailored to the involved individuals to achieve the goals of this Code.

3. **Immediate Temporary Suspension.** The College may place a student on immediate temporary suspension under certain circumstances following the processes below.

- a. If, in the judgment of the College President or designee (upon consultation with CSAO and/or the college Behavioral Intervention Team (BIT) or Community of Care Team (COC), there is reasonable cause to believe that the presence of the student poses a serious threat to persons and/or property, or the student has been charged with a crime so serious as to threaten the welfare of the college community, the College President or designee may impose temporary sanctions, including temporary suspension and ban from campus.
 - The College President or designee shall issue a written notice to the student of the temporary suspension and/or ban from campus. This written notice shall include the student's right to appeal the decision to the College Appeals Board (CAB).
- b. Except in the case of emergency circumstances, the student will be provided an informal opportunity to discuss the matter and possible resolution.
- c. The student may be temporarily banned from campus for refusing to cease disruptive behavior or for conduct in violation of the Code or other KCTCS policies or procedures after direct

orders from the College President or designee (upon consultation with the CSAO and/or BIT/COC).

- d. When such suspension is involved, the student must leave campus immediately. Law enforcement will be called if the student refuses to comply.

4. Right to Appeal an Immediate Temporary Suspension

- a. The student may file a written appeal with the College Appeals Board (CAB) within 20 business days. If requested in the written appeal, the CAB shall schedule a hearing of the case within two (2) business days, or as soon as possible. The CAB shall consider the student's academic needs to attend class, use the library, and fulfill other academic commitments.
 - i. The CAB has three (3) available responses to an appeal:
 1. Uphold the immediate temporary suspension,
 2. Overturn the decision and return the student to regular status, or
 3. Enact other remedies and/or sanctions in consultation with the College President or designee and/or CSAO. The alternative remedies/sanctions may be more extensive than the temporary suspension, such as expulsion or other appropriate sanctions.
 - ii. The CAB shall communicate its findings to the College President and the student within three (3) business days of the decision. Should the CAB uphold the immediate temporary suspension, it shall remain in effect until such time as the student can prove that the circumstances have changed and they can resume attendance without being a threat to the campus community. The CAB's decision is final except in cases of long-term suspension or expulsion that are subject to appeal to the KCTCS Board of Regents.
- b. If the student's circumstances change, they may make a written request to the College President to be readmitted to the college.
- c. The College President or designee will consult with the CSAO and/or BIT/COC to determine if the student has demonstrated that their dangerous or threatening behavior has been remediated.
- d. The College President or designee may require the student to enter into a behavioral contract that establishes specific terms and limitations for the student's conduct and consequences for failure to abide by those terms as a condition of readmission.

B. Formal Conduct Review Process.

1. When the CSAO finds sufficient credible information, a formal conduct process will be initiated. The CSAO will present the respondent (the student whose conduct is under review) with formal written notice of the alleged violations of this Code and provide an opportunity for the respondent to make a formal statement to the CSAO, and to provide any evidence and any witnesses pertinent to the alleged violation. The CSAO shall review the evidence and conduct witness interviews. When the CSAO is satisfied that a full review has been conducted, the CSAO shall notify the respondent in writing of the findings. If the CSAO's investigation shows that it is more likely than not that the respondent has violated this Code, the report of findings shall also notify the respondent of the sanctions imposed, and with notice of the rights to appeal.
2. The CSAO will seek to resolve the formal conduct review process within 30 business days of the initial report. Extenuating circumstances may arise that require the extension of time frames, including extension beyond 30 business days. Extenuating circumstances may include the complexity and scope of the allegations, the number of witnesses involved, the availability of the parties or witnesses, the effect of a concurrent criminal investigation, any intervening school break

or vacation, or other unforeseen circumstances. If the investigation and resolution exceed this time frame, the CSAO will notify affected parties of the reason(s) for the delay and the expected adjustment in time frames. Best efforts will be made to complete the process in a timely manner by balancing principles of thoroughness and fundamental fairness with promptness.

ARTICLE IV SANCTIONS FOR STANDARDS OF CONDUCT VIOLATIONS

A. Faculty Academic Sanctions

For instances of academic dishonesty related to earning grades, the College may utilize these three (3) steps:

1. Step 1

Within ten (10) business days of the occurrence or discovery of the alleged student academic offenses, the instructor shall submit to their supervisor and chief academic officer a written description of the activity that resulted in the accusation of academic dishonesty and the sanction implemented as a result. The specific sanction depends upon the weight of the assignment in satisfying the requirements for the course.

2. Step 2

The instructor shall notify the student in writing of the academic offense, explain the sanctions, and inform the student of their right to appeal the fact of guilt and/or the severity of the sanction when a failing grade is assigned.

3. Step 3

Students may appeal an academic sanction using the process in [Administrative Procedure 6.0-P, Section 3.2\(C\) Appeals of Student Academic Offenses](#).

Sanctions/penalties for a finding of academic dishonesty or misconduct include but are not limited to:

1. Require the student to resubmit the assignment;
2. Give the student a lower grade on the assignment or in the course;
3. Give the student a zero for the assignment or exam;
4. Give the student a failing grade in the course;
5. Recommend the student be removed from the course; or
6. Refer the student for disciplinary actions beyond the above sanctions.

A student who receives an academic penalty because of academic dishonesty or misconduct may not withdraw from the course in order to avoid the academic penalty.

The instructor may also recommend that the student be suspended for academic offenses.

Any student found guilty of a second academic violation may be expelled from the college and may not be allowed to enroll at any of the other KCTCS colleges for one (1) academic year.

The minimum sanction for misuse or falsification of an academic record including the omission of information or attempted falsification or other misuse of academic records is suspension for one (1) semester.

B. Non-Academic/Behavioral Sanctions

Sanctions are designed to protect the College's educational mission, to promote the safety and security of the College community, and to deter students from behavior that harms, harasses, or threatens people or property. More than one (1) sanction may be imposed in a case. The following factors are generally considered when determining sanctions for a particular case:

- The nature of the violation(s)
- Prior findings of responsibility and sanction(s)
- Mitigating circumstances surrounding the violation
- The student's motivation(s) for engaging in the behavior
- Impacts of the behavior
- Sanctions which have been imposed in similar cases in the past
- The developmental and educational impact on the student

1. Standard sanctions are listed below. This list is not exhaustive, and the College is not limited to only this list. A student who receives a non-academic penalty because of their behavior may not withdraw from the College in order to avoid the sanction. Sanctions tailored to the particular violation may be enacted by the College.

- a. Reprimand: Official written notice to the student that the behavior is not acceptable at the College and that additional incidents may result in more severe sanctions. This notice exists in the student conduct file and is not reflected on an academic transcript.
- b. Disciplinary Probation: A period of time (which may be indefinite) during which a student is under warning that any other violation of College policy may result in suspension. Disciplinary probation may also prohibit a student from participating in certain College activities or programs, as it is considered notice that the student is not in good standing due to behavior. This notice exists in the student conduct file and is not reflected on an academic transcript.
- c. Eviction: Forced removal from a classroom or other College property. This notice exists in the student conduct file and is not reflected on an academic transcript.
- d. Suspension: A defined period of time during which a student is not permitted to engage in any of the privileges, courses, organizations, events, or activities associated with being a student at the KCTCS College. A student on suspension may not come onto any property owned or operated by the College. During the period of suspension, a Student Dean Hold service indicator will be placed on the student's PeopleSoft account to prevent enrollment at any other KCTCS college. The Student Dean Hold may only be removed by the home college where the service indicator was applied. Once the period of suspension has been completed, the student may request that the Student Dean Hold service indicator be removed.
- e. Expulsion: Permanent, forced withdrawal from the College as determined by the hearing body.

2. In addition to the standard sanctions above, individualized sanctions may be imposed that are designed to maximize the learning of a specific student. These sanctions take into account the student's learning style and stage of development, as well as the unique factors of a given situation. Multiple individualized sanctions may be imposed, including but not limited to one (1) or more of the following:

- a. Reflective Activity: An activity designed to promote reflection by the student about his/her behavior and its impact. Examples can include: writing assignments, interviews, research projects, etc. Completion will be based on fulfilling the objective requirements of the assignment, not on whether the student adopts or expresses a particular perspective or point of view.
- b. College/Community Service: Service to the College or community with a minimum of 20 hours to be served within a specified time frame. The College has the discretion to determine

if more or fewer hours are required.

- c. Educational Sanction: An educational sanction requiring attendance or participation in a pre-arranged class, program, or activity designed to prevent or deal with high-risk behavior.
- d. Counseling Assessment: Student may be referred to an external counseling evaluation. Counseling referrals and any suspension, expulsion, or readmission shall all be consistent with state and federal law and shall include the CSAO, the BIT/COC, and/or the College President's consultation with Disability Services if appropriate and at all times with the KCTCS Office of Student Services.
- e. Restitution: Payment to a harmed party, such as to repair or replace vandalized property.
- f. Meetings with College Resources: Meeting with a College employee or office to learn about resources offered to support students, both on and off campus.

C. Notice and Right to Appeal

A student may appeal a Code violation finding by submitting a written request for appeal to the College President or designee. The appeal may ask for reconsideration of guilt or innocence and/or the severity of the sanction. Please see Administrative Policy and Procedure 6.0 and 6.0-P for The Rights of Students and the Appeals Process.

[Suspension or expulsion decisions may be appealed to the KCTCS Board of Regents. \(See section 3.5\).](#)

ARTICLE V STUDENT ORGANIZATIONS

KCTCS recognizes that organized activities serve to augment and improve the educational experience of the members of the College community. Membership in student organizations shall be limited to students, faculty, and staff of the College except Honor, Leadership, and Recognition Societies that may include other persons as provided for in their national constitutions. See Appendix A for more information.

A. Conduct of Student Organization

If a Student Organization fails to abide by any College policy, procedure, or standard, the Student Organization as a whole as well as individual members may face disciplinary action pursuant to this Code.

The following sanctions may be imposed against a Student Organization as a whole for the violation of College conduct regulations or failure to file required financial statements each year. This list is neither exhaustive nor in order of severity and may be enlarged upon or modified to meet the particular circumstances of any given situation.

1. Recommendation for charter revocation: An official request to a national office that the local chapter's charter be revoked.
2. Revocation of College Registration: Permanent severance of the organization's relationship with the College.
3. Suspension of College registration: Temporary severance of the organization's relationship with the College for a specific period of time. The period of time and any requirements, which must be satisfied prior to re-registration.

4. Probation: Notice that further finding of responsibility for the violation of College conduct regulation(s) as specified in the decision of the hearing officer will likely result in the suspension or revocation of College registration.
5. Reprimand: College disapproval or warning issued to the student organization.
6. Restrictions: Restriction of some or all of the organization's activities or privileges, including the right to recruit new members.
7. Other educational sanctions: Projects, assignments, programs with the effect of educating the organization's members.

Student Organizations are not individuals entitled to due process and shall not be entitled to procedures nor shall they have appeal rights equivalent to individual student rights. The right to recognize and register a Student Organization falls within the authority granted to each College President.

COMPLIANCE WITH REGULATIONS/EXTERNAL ASSISTANCE

Compliance with Regulations

Kentucky Community and Technical College System is an equal educational and employment opportunity institution and does not discriminate on the basis of race, religion, color, sex/gender, sexual orientation, gender identity or expression, national origin, age, disability, family medical history, or genetic information. Further, we vigilantly prevent discrimination based on sexual orientation, parental status, marital status, political affiliation, military service, or any other non-merit-based factor.

Compliance with Title IX of the Educational Amendments of 1972, which prohibits sex discrimination, and Title VI of the Civil Rights Act of 1964, is coordinated by the KCTCS Office of General Counsel, 300 North Main Street, Versailles, KY 40383. Each college has a Title IX Coordinator serving the college community.

Efforts to comply with the laws and regulations applicable to people with disabilities, as required by Section 504 of the Rehabilitation Act of 1973 (revised 1992) and the Americans with Disabilities Act of 1990, are coordinated through the Office of Disability Support Services at each KCTCS College.

Questions concerning compliance with college policies and procedures should be directed to the Chief Student Affairs Officer at the college.

The Kentucky Community and Technical System is in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989. Questions may be directed to the Chief Student Affairs Officer or the Director of Human Resources' office at each KCTCS College.

Questions about admissions to any KCTCS College should be directed to the appropriate Admissions Office.

External Assistance

External remedies are available for students through the following:

U.S. Department of Education Office for Civil Rights

Wanamaker Building, Suite 515
100 Penn Square East
Philadelphia, PA 19107
Telephone: 215-656-8541
FAX: 215-656-8605;

U.S. Department of Justice Civil Rights Division

950 Pennsylvania Avenue, NW

Washington, DC 20530

800-514-0301 (Voice)

1-833-610-1264 (TTY)

[Online DOJ complaint form](#)

APPENDIX A STRUCTURE OF STUDENT ORGANIZATIONS

A. **Types of Organizations.** The College recognizes and encourages students to participate in the following types of organizations:

1. Honor, Leadership, and Recognition Societies;
2. Divisional Organizations and Professional Fraternities;
3. Political Organizations;
4. Governmental Organizations; and
5. Specialty Organizations (religious, athletic, military, etc.)

B. **Registration.** The registration of any student organization is at the discretion of the College and is dependent upon the completion of the required application form and compliance with the rules and additional criteria, such as a probationary period, the College may set forth. Such criteria shall be established and published by the College and made uniform for all similar types of organizations. Only those student organizations officially recognized and registered with the colleges may enjoy the rights and privileges associated with recognition. Student organizations must be registered before they may use College facilities or properties. Unrecognized and unregistered student organizations may use College facilities or properties in the same manner that external or unaffiliated organizations access and use facilities or properties.

C. **Use of KCTCS Facilities.** Student organizations may use KCTCS facilities for sanctioned meetings and events in accordance with [KCTCS Administrative Policy 3.3.16 Kentucky Community and Technical College System Policy and Procedural Guidelines for the Management and Use of Facilities](#). Student organizations must request the use of space through the College's published procedures.

D. **Advisors.** Student organizations are required to have two advisors. Advisors must be members of the college faculty or staff. College staff may only serve as advisors if that service is incorporated into their job duties and if their service is in alignment with the policies and procedures of KCTCS Human Resources.

Advisors are chosen by the members of the organization and submitted for approval to the College President or designee for approval. If approval is not granted or advisors leave their position, the President or designee may appoint advisors consistent with KCTCS Human Resources policies and procedures.

Advisors are responsible for:

1. Providing support and guidance to the organization in carrying out the purposes of the organization.
2. Counseling and advising the officers of the organization as to their powers and responsibilities.

3. Attending all meetings of the organization.

The College President or designee may make an exception to permit a student organization only one advisor when appropriate or necessary. Registered, recognized student organizations must abide by all policies and procedures relevant to affiliated organizations. Volunteers associated with recognized, registered student organizations shall be used only as the law permits and shall be the responsibility of the student organization, not KCTCS.

Failure to have an approved advisor will result in suspension of college registration and recognition until an approved advisor is in place.
