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<td>LAST DAY TO DROP/ADD</td>
<td>June 2</td>
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<td>Last Day to Withdraw with 90% Tuition Credit (0-5 days after late registration)</td>
<td>June 3</td>
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<tr>
<td>Last Day to Withdraw with 80% Tuition Credit (6-10 days after late registration)</td>
<td>June 10</td>
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<tr>
<td>Last Day to Withdraw with 50% Tuition Credit (11-15 days after late registration)</td>
<td>June 17</td>
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<td>Last Day of Class</td>
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<table>
<thead>
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<th>Event</th>
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<td>August 24-December 15</td>
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<td>Registration Period (Cancellation Refund Policy in effect)</td>
<td>April 20-August 21</td>
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<td>August 19</td>
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<td>RETURNING STUDENT ORIENTATION (9:00AM-2:00PM)</td>
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<td>FACULTY ORIENTATION (11:00AM-12:30 PM &amp; 6:00PM-7:30PM)</td>
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<td>Classes Begin</td>
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<td>Last Day to Withdraw with 90% Tuition Credit (0-5 days after late registration)</td>
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<td>Last Day of Class</td>
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<td>Reading Day</td>
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WELCOME

Welcome to the historic Simmons College of Kentucky. We are proud of Simmons and we are happy that you will be a part of this historic academic community. The contents of this handbook will increase your understanding of the College, provide policies and procedures that you will need to know and make it easier for you to be an effective student. If you need information not covered in this handbook, please contact the appropriate College department via phone at (502) 776-1443 or via fax at (502) 614-1905.
WHY SIMMONS IS HERE

Mission Statement
Simmons College of Kentucky is an institution dedicated to educating people in the urban context through strong academic and professional programs in order that they may become productive citizens and agents of change in society.

Vision Statement
To be the premier Christian liberal arts institution of higher education in the region, known for the integration of faith and learning, whose graduates lead purposeful lives as productive citizens.

Core Values

ACCESS + QUALITY
Simmons will provide equal education opportunity to increasing numbers of students from underserved and un-served populations residing primarily among the economically and socially bypassed in the Metro Louisville community.

LEADERSHIP
Simmons will stimulate, initiate, and implement programs and services to both inspire and guide its students, faculty, and staff in developing their self-confidence, self-discipline, and self-empowerment to become productive leaders.

RELEVANCE
Simmons will respond to the evolving needs of the economic and political culture—highly literate, well-spoken, technologically competent graduates educated to excel in the 21st century workforce.

DIVERSITY
Simmons will sustain and strengthen its commitment to recruit, enroll, educate, and graduate students and to employ faculty and staff that represent a diverse cross-section of the community.

SOCIAL RESPONSIBILITY
Simmons will promote active participation in constructive social exchange through volunteerism, leadership, and civic action on the part of its students, faculty, and staff.

SIMMONS’ ALMA MATER

Fair Simmons, Our Alma Ma-ter, thy his-t’ry bids us hope
That the fu-ture that’s before may of-fer wid-er scope.
For deeds be-yond at-tain-ment Than an-y in the past,
God will-ing we-ll ac-comp-lish a-chieve-ments that will Last.

Our lives thou hast in-fluenced Our char-ac-ter thou doth Mold;
We’ll fling’ a-loft our banner, high, The Crimson and the Gold.
Long’ may thou lie and pros-per In the work thou has be-gun,
Thy Sons and Daug-h-ters wish thee well, May low descending sun.

Be-stow its radiance on thy shield, with naught to the con-trar,
Our slogan, shall ev-er be “Non Pal-ma Sine Pul-vere
Governance
Simmons College of Kentucky is owned by the General Association of Baptists in Kentucky and is under the control of a board of trustees in accordance with the college’s Articles of Incorporation.

Accreditation
Simmons College of Kentucky holds member status with the Commission on Accreditation of the Association of Biblical Higher Education (ABHE), 5850 T.G. Lee Blvd, Ste. 130, Orlando, Florida, 32822, (407) 207-0808.

License
The Council on Post-Secondary Education, Commonwealth of Kentucky grants our license to operate.

College and University Partnerships
Simmons College of Kentucky has collaborative partnerships with the University of Louisville, Jefferson Community and Technical College, Spalding University, and Campbellsville University for the purposes of increasing college accessibility and affordability for the underserved.

Benefits of the Partnership - UofL
Students will be eligible to co-register in general education courses that result in credit that can be used for either a Simmons or UofL degree. Co-registered students will have access to both Simmons College and UofL services, which will include: library access, TARC transportation, and student services and tutoring. General education course credit earned at Simmons can be applied to a UofL degree. Associate degree completers from Simmons can apply those credits in transfer to a bachelor’s degree at UofL.

UofL Contributions
• Co-registration
• Faculty access
• Educational support (advising, tutoring)

The University of Louisville is a state supported research university. With an enrollment of over 21,000, the university attracts students from every state and from all over the world. The University of Louisville is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, bachelor, master, specialist, doctoral, and first-professional degrees (D.M.D., J.D., M.D.) 2301 S. 3rd Street, Louisville, KY 40208 (502) 852-5555 www.louisville.edu

Foreign Students
Simmons College of Kentucky is approved by the United States Department of Justice or the training of Non-Immigrant status (foreign) students under the INS File number MEM 214 F 0739.

Student Body
The student body of Simmons College of Kentucky [SGA] is organized with elected officers. The students are in charge of their meetings and the operation of their organization. A faculty member will be appointed as a liaison and will attend the student body meetings regularly. The students plan several special programs and/or projects regularly.

Textbooks
Textbooks can be ordered online or through Gray’s College Bookstore (656 South 2nd Street, Louisville, KY 40202). Required and recommended textbooks are provided to students in their course syllabi. A list of required textbooks will also be posted on campus bulletin boards.
FINANCIAL INFORMATION

Schedule of Charges¹

<table>
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<th>Amount</th>
<th>Description</th>
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</thead>
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<tr>
<td>$25.00</td>
<td>Application Fee (one-time, non-refundable)</td>
</tr>
<tr>
<td>$180.00</td>
<td>Tuition Per Credit Hour</td>
</tr>
<tr>
<td>$75.00</td>
<td>Registration Fee (non-refundable)</td>
</tr>
<tr>
<td>$75.00</td>
<td>Late Registration Fee (non-refundable)</td>
</tr>
<tr>
<td>$120.00</td>
<td>Auditing Fee</td>
</tr>
<tr>
<td>$75.00</td>
<td>Technology Services Fee</td>
</tr>
<tr>
<td>$30.00</td>
<td>Online Course Fee</td>
</tr>
<tr>
<td>$25.00</td>
<td>Course Change Fee</td>
</tr>
<tr>
<td>$15.00</td>
<td>Transcript Fee</td>
</tr>
<tr>
<td>$125.00</td>
<td>Graduation Fee</td>
</tr>
<tr>
<td>$35.00</td>
<td>Promissory Note</td>
</tr>
<tr>
<td>$250.00</td>
<td>International Student Fee</td>
</tr>
</tbody>
</table>

NOTE: Registration fee, tuition and any additional fees and/or charges are due and payable at the time of registration. A payment plan is available for students.

Payment Plan
For the student who is unable to pay the total cost of registration and tuition at the time of registration, the following payment plan is available. A student may pay one-third of the total fees and divide the remaining charges in three equal payments with the installments being due and payable on or before the fifth (5th) of each succeeding month. All student accounts must be kept current and all accounts must be paid before the students will be allowed to take final examinations in a given semester. Any student who fails to remain current on their account will not be allowed to register for classes for the following semester.

Federal Financial Aid
Applications for federal financial aid open on January first each year, and students are encouraged to apply before funds run out. The code to use when applying for federal aid to attend Simmons College of Kentucky is 041780. Simmons College of Kentucky has been approved by the federal government to receive the following type of financial aid: CFDA

¹ All charges are subject to change.
Number: 84.063 Also known as: Pell Grants; formerly called Basic Educational Opportunity Grants (BEOGs).

Quick information on Pell Grants:
- A Federal Pell Grant, unlike a loan, does not have to be repaid.
- The maximum Pell grant for the 2014-2015 award year (July 1, 2014 to June 30, 2015) is $5,730.
- The amount depends on your financial need, costs to attend school, status as a full-time or part-time student, and plans to attend school for a full academic year or less.

Program Description
The Federal Pell Grant Program provides need-based grants to low-income undergraduate and certain post-baccalaureate students to promote access to postsecondary education. Students may use their grants at any one of approximately 5,400 participating postsecondary institutions. Grant amounts are dependent on: the student’s expected family contribution (EFC) (see below); the cost of attendance (as determined by the institution); the student’s enrollment status (full-time or part-time); and whether the students attends for a full academic year or less.

Students may not receive Federal Pell Grant funds from more than one school at a time. Financial need is determined by the U.S. Department of Education using a standard formula, established by Congress, to evaluate the financial information reported on the Free Application for Federal Student Aid (FAFSA) and to determine the family EFC. The fundamental elements in this standard formula are the student’s income (and assets if the student is independent), the parents’ income and assets (if the student is dependent), the family’s household size, and the number of family members (excluding parents) attending postsecondary institutions. The EFC is the sum of: (1) a percentage of net income (remaining income after subtracting allowances for basic living expenses and taxes) and (2) a percentage of net assets (assets remaining after subtracting an asset protection allowance). Different assessment rates and allowances are used for dependent students, independent students without dependents, and independent students with dependents. After filing a FAFSA, the student receives a Student Aid Report (SAR), or the institution receives an Institutional Student Information Record (ISIR), which notifies the student if he or she is eligible for a Federal Pell Grant and provides the student’s EFC.

Federal Pell Grants are directed grants awarded through participating institutions to students with financial need who have not received their first bachelor's degree or who are enrolled in certain post-baccalaureate programs that lead to teacher certification or licensure. Participating institutions either credit the Federal Pell Grant funds to the student’s school account, pay the student directly (usually by check) or combine these methods. Students must be paid at least once per term (semester, trimester, or quarter); schools that do not use formally defined terms must pay the student at least twice per academic year.

Financial Penalties
Students whose accounts are not paid by the established semester deadlines may be subject to financial penalties. Students with unpaid account balances will be placed on Financial
Hold by the Registrar’s Office. Students placed on Financial Hold become ineligible for further registration and transcripts will not be released until the student account is paid in full. A late payment fee of $50.00 may be assessed when student accounts are not paid by the last day to drop/add for the semester. A return payment of $25.00 may be assessed when payment is not honored by the bank on which it was drawn. If restitution is not made within 10 days of notification, the student may be subject to financial penalties and/or legal action. Debtors who do not make satisfactory payment arrangements on their past due accounts may have their accounts placed with a billing service. If not paid through the billing service, the unpaid account may be forwarded to a collection agency. It is the policy of the College that unpaid accounts will be assessed the costs and expenses of collection, including attorney fees.

CANCELLATION REFUND POLICY

Rejection: An applicant rejected by the college is entitled to a refund of all monies paid.

Three-Day Cancellation: An applicant who provides written notice of cancellation within three (3) business day, excluding weekends and holidays, of executing the enrollment agreement is entitled to a refund of all monies paid, excluding non-refundable fees.

Other Cancellations: An application requesting cancellation more than three (3) days after executing the enrollment agreement and making an initial payment, but prior to the first day of class is entitled to a refund of all monies paid, less a maximum tuition fee of 15% of the stated cost of the course or $75, whichever is less.

Withdrawal Procedure:
1. A student choosing to withdraw from the college after the commencement of classes is to provide a written notice to the Registrar. The notice must include the expected last date of attendance and be signed and dated by the student.
2. If special circumstances arise, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave beginning and ending. The withdrawal date will be the date the student is scheduled to return to Simmons College of Kentucky from the leave of absence but fails to do so.
3. A student may be determined to be withdrawn from the institution if the student misses seven consecutive instructional days and all of the days are unexcused.
4. All refund requests must be submitted within forty-five (45) days of the determination of the withdrawal date.

Return of Title IV Policy
The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdrawal, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations. The calculation must be performed even if the student has completed 60% of the payment period to show that the school is determined that the student withdrew. If a student leaves the institution prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on percentage of earned aid. Clock hour institutions must use clock
hours \textit{scheduled} to be completed as of the withdrawal date divided by the total hours in the payment period. Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula: Aid to be returned = (100\% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term. If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution. If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement, which must be paid within 120 days or the date the institution determined that the student withdrew.

**Refunds are allocated in the following order:**
- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Federal Perkins Loan
- Federal Parent (PLUS) Loan
- Federal Pell Grant
- Federal Supplemental Opportunity Grant
- other Title IV assistance
- other state
- private and institutional aid
- the student

**Veterans Refund Policy**
Any person receiving educational assistance from the Veterans Administration (VA) shall be entitled to a pro-rated refund of any charges and/or fees. The refund shall equal the pro-rated cost of the incomplete course. (Students receiving VA entitlements should contact their VA representative for further financial assistance.)

**Students in Arrears**
Students in financial arrears, either to the college, bookstore or to the Library, will not be permitted to register for the subsequent term or receive transcripts, grades, or diplomas until satisfactory arrangements have been made to pay the outstanding financial obligation.

**ADMISSIONS INFORMATION**

**Admissions Policy**
Simmons College of Kentucky accepts applications from men and women who meet the academic requirements necessary for success as a student and the spiritual and character requirements necessary for service. Any student admitted to the college is entitled to all the rights, privileges, programs and activities generally accorded to or made available to students at the college. Simmons College of Kentucky does not discriminate on the basis of race, color, national or ethnic origin, age or sex in the administration of its educational polices or other school administered programs.
General Admission Requirements

Students applying for admission to Simmons College of Kentucky with the intent of pursuing a certificate or degree must meet the following qualifications:

- Clear and convincing testimony of faith.
- At least two letters of recommendation from persons not related to the candidate.
- All students who are admitted without an official ACT score of 18 or higher will automatically be placed in ENG 099 and MAT 099 (Developmental English and Developmental Math).

Students are expected to comply with their placement as designated by Simmons College of Kentucky. Students applying for special status without the intention of completing a diploma or degree must be willing to live by the code of conduct of the college and participate in its ministry service program while enrolled.

Plan Specific Admission Requirements

Certificate:

This non-degree program is designed for the student who either desires a shorter program of study or does not have a high school diploma or its equivalent, the General Educational Development Certificate (GED). Any person wishing to enter the Certificate program must secure an application packet from the admissions office. The applicant must indicate his/her desire to enter the Certificate program. Upon completion, the necessary forms should be forwarded to admissions office of the college. Applicants will be notified of the status of their request for admissions as soon as possible. Persons enrolled in the Certificate program may transfer to a degree program if as some time in the future they obtain a high school diploma or its equivalent (GED). Students wishing to transfer to a degree program must submit the additional documents required for that particular degree program. Any course taken by a student enrolled in the Certificate program is transferable if the student achieved a grade of “C” or better in the course.

Associate of Arts Degree and Bachelor of Arts Degree:

The following is a list of requirements for admission to the Associate of Arts and Bachelor of Arts degree programs. Any person desiring to enter the Associate of Arts (AA) or Bachelor of Arts (BA) program must submit the following documents:

Documents to be completed by the applicant:

1. A completed and signed Application for Admission
3. A two (2) page essay discussing why you want to attend Simmons College of Kentucky.
4. $20.00 (non-refundable) application fee

Documents the applicant must request from other institutions or persons:

5. A copy of the applicant’s High School diploma or equivalent (GED)
6. An official High School transcript
7. Documentation of any earned post-secondary degrees
8. An official transcript from all colleges or universities attended
9. Two (2) Simmons College of Kentucky character reference forms

Further steps required for admission:
10. Make and attend an appointment with an admission counselor
11. Attend an orientation session
12. Declare a program of study
13. Apply for a student ID and library card
14. Sign-up for Community Service with Dr. Dartanya Hill
15. Register for classes. Registration is a separate process from admission.

**NOTE:** Any exception to the above stated admission policies must be approved by a majority vote of the Faculty Senate. A formal request for an exception must be made in writing and presented to the Admissions Office.

**Readmission Policy**
Up to 24 months after withdrawing from school, a person may return to classes without applying for readmission through the Admissions Office. After 24 months of not being enrolled at Simmons College of Kentucky, a person must apply for readmission through the Admission’s Office. An exception may be made through the Vice President for Student Affairs only in case of a documented medical leave of absence. Application forms may be obtained from the Admissions Office.

**Transfer Students**
Any student admitted having transferred credit from some other institutions of higher education must complete at least forty-five (45) hours of course work at Simmons College of Kentucky in order to be eligible for a degree. In addition twenty-one (21) of the last thirty (30) hours of study must be done at Simmons College of Kentucky. Only course work comparable to courses offered at Simmons College of Kentucky in the Associate, Bachelor or Arts, or Bachelor of Theology programs will be considered for transfer.

Students are required to submit an official transcript for all work passed or failed at any other college or university, prior to or after enrolling at Simmons. *It is considered a form of academic dishonesty not to declare these enrollments.* The student who applies for admission, re-admission or reinstatement to Simmons is responsible for having each institution send an official transcript directly to the Office of Admission.

After entry to the college, transcripts are sent directly to the Office of the Registrar. All college-level coursework completed with a C- or better at an accredited institution of higher education and oriented toward a baccalaureate degree, including dual credit earned while in high school, will be accepted for credit at Simmons College of Kentucky provided that Simmons offers a comparable course in our catalog. Credit will be granted only once for equivalent courses. The registrar or admissions officer determines which transfer credit will
count toward liberal arts requirements. The registrar or admissions officer will evaluate credit that may apply toward a major or minor upon submission of appropriate descriptive information. Courses accepted will be included in the cumulative hours earned but neither grades nor grade points earned at other institutions will be used in the computation of the Simmons College grade point average.

All credit over 20 years old and credit earned at institutions that have non-regional accreditation will be considered for transfer, but only on a course-by-course basis, as approved by the registrar or admissions officer. Transfer credit course toward graduation and is incorporated into the academic record either as elective credit or to count toward specific degree requirements.

Transfer Credit Policy for Coursework

1. All college level coursework completed with a “C-“ grade or better at an accredited institution of higher education and oriented toward a baccalaureate degree will be accepted for credit at Simmons College provided that Simmons offers a comparable course in our catalog. However, not all courses transferred will fulfill specific requirements for a particular degree. Courses accepted will be included in the cumulative hours earned but neither grades nor grade points earned at other institutions will be used in the computation of the Simmons College grade point average. When a transfer student has earned credit at a non-regionally accredited institution, the credit will be transferred only if approved by the registrar or admissions officer in consultation with the appropriate instructor.

2. The registrar or admissions officer will evaluate credit that may apply toward general degree requirements. When appropriate, Liberal Arts codes will be assigned to transfer credit.

3. Credit from a foreign institution of higher education will be evaluated on a case by case basis. It may be in the best interest of the student to have the transcript evaluated by an agency that specializes in foreign academic credentials. In some cases, it will be appropriate to transfer up to 30 semester hours of unspecified credit, without grade points. When Liberal Arts courses can be identified, they will be transferred as such.

4. Credit earned through military or non-traditional programs, that have been evaluated by the American Council on Education and declared to be the equivalent of lower or upper division credit, will be transferred according to the A.C.E. recommendations.

Credit by Examination or Experience

1. Advanced Placement Program – College Board (APP). Students who participate in high school in the Advanced Placement Program (APP) may have score reports sent to the registrar for evaluation. Credit will be awarded for APP scores of 3, 4 and 5. Credit gained through APP will advance the degree program, and when appropriate, may meet liberal arts requirements or count toward a major or minor. APP credit will not affect the grade point average.

2. College Level Examination Program – College Board (CLEP). Students who participate in the College Level Examination Program (CLEP), conducted by the College Board may have score reports sent to the registrar for evaluation. Credit will be awarded for scores at or above the 50th percentile. Credit gained through APP will
advance the degree program, and when appropriate, may meet liberal arts requirements or count toward a major or minor. CLEP credit will not affect the grade point average.

3. American College Testing (ACT) Proficiency Examinations (PEP). Score reports are evaluated against guidelines published by ACT before the registrar awards credit. When appropriate, Liberal Arts codes will be assigned. PEP credit will not affect the grade point average.

4. International Baccalaureate Program. Students who participate in the International Baccalaureate (IB) program and score 4 or better on higher-level IB examinations will be granted credit that advances their degree program at Simmons College. IB credit will not affect the grade point average.

5. Prior Learning. Simmons College of Kentucky does not award credit for Life experience or similar non-academic forms of learning.

SECURITY

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal mandate requiring all institutions of higher education that participate in the federal student financial aid program to disclose information about crime on their campuses and in the surrounding communities.

Simmons College of Kentucky does not maintain a security force but relies on Louisville Metro Police Department for law enforcement. Steward Hall is equipped with security cameras at all entries. These cameras are monitored throughout the business hours. Both Steward and Parrish Halls have security alarms and motion detectors monitored continually by a private company.

The report below provides a crime statistics for the Simmons College of Kentucky campus and the surrounding streets and sidewalks for the past three years.
Annual Campus Security Report
Simmons College of Kentucky 2013

<table>
<thead>
<tr>
<th>Year</th>
<th>Crime Category</th>
<th>Number of Incidents</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>Motor Vehicle Theft</td>
<td>0</td>
</tr>
<tr>
<td>2011</td>
<td>Theft</td>
<td>0</td>
</tr>
<tr>
<td>2012</td>
<td>Burglary</td>
<td>1</td>
</tr>
<tr>
<td>2012</td>
<td>Vandalism</td>
<td>0</td>
</tr>
<tr>
<td>2013</td>
<td>Narcotics</td>
<td>0</td>
</tr>
<tr>
<td>2013</td>
<td>Theft</td>
<td>0</td>
</tr>
<tr>
<td>2013</td>
<td>Wanton Endangerment</td>
<td>0</td>
</tr>
</tbody>
</table>

SOURCES: http://www.yourmapper.com
www.metromapper.org/map-louisville-crime.php
http://datacenter.courier-journal.com/crime/

EMERGENCY PROCEDURES

Emergency Communication
Simmons College of Kentucky will rely upon eight communication systems during a major emergency. All of these methods of mass communications combined make up the Simmons’ Fast Alert. The individual systems are listed below. It is imperative that, upon activation, these systems be used redundantly to maximize the number of people notified in the shortest time possible.

Text Messaging System
As part of our effort to make the Simmons campus as safe as possible, we are setting up an emergency communication system using the cell phones of students and staff. In the event of an emergency, a text message will be sent to the cell phones of all participants in the program. During emergencies, Simmons College of Kentucky will make every reasonable effort to provide necessary information on the current status of the college: the use of text messaging is just one means of conveying information. We may also make use of other tools such as our public address system, college website and paper publishing capabilities to reach everyone we need to. While no student is required to comply, students, faculty, and staff are strongly encouraged to sign up with your name and cell phone number in the registrar’s office to add you name to the program. Writing your name and cell phone number on an Emergency communications sign up sheet constitutes an agreement to receive emergency text messages from Simmons College of Kentucky. Be sure to read the TERMS OF SERVICE prior to registration. If your cell phone service charges fees for text messages, you are responsible for those charges.

Text Messaging System is designed to provide rapid notification via text messages to alert students, faculty and staff of an emergency at or adjacent to the College. A database is kept on file as a simple and reliable means to quickly send messages to many people with text-message capable cellular phones (or other digital devices).
Phone Intercom – Voice Over via Phone Intercom System
Phone Intercom is a system that allows alert administrators to simultaneously send an audio stream to all Simmons’ phones. Activation of the system for emergencies will pass an audible message through phones. Simmons has over 18 phones that could be activated in seconds during an emergency.

Inclement Weather Procedures
Decisions to cancel classes will be announced by the Vice President of Academic Affairs or the President. Cancellation decisions for classes will be made and posted as soon as decisions are warranted. Cancellation decisions will be announced over local media (WLKY – Channel 32, 1610 AM, & NOAA Weather Radio Channel will be the first notified). No notification will be made unless classes are canceled.

Weather Radio – NOAA
NOAA Weather Radio is an “All Hazards” radio network making it a single source for comprehensive weather and emergency information. In conjunction with Local Emergency Management and the Louisville Office of the National Weather Service, NWR broadcast warnings and post-event information for all types of emergencies – including natural disasters, environmental emergencies and public safety situations.

Bulk E-Mail – E-Mail to all Simmons addresses
A mass E-Mail can be sent to everyone who has an E-Mail account on the Simmons College of Kentucky network. This E-Mail is initiated in the Information Technology Office and is accessible to any account holder whether they are accessing it from campus or remotely.

Trimarc Signs – Message signs on interstate highways
Signs are strategically placed on I-64, I-65 and I-71 that can be used to provide a short digital message. These signs are owned and operated exclusively by Trimarc under a contract with the Kentucky Department of Transportation. These signs are digitally controlled and have the ability to display 128 characters of text. Simmons has an arrangement to access these signs during an emergency to stop drivers from coming to campus.

1610 AM Radio – Local government radio for emergency announcements
1610 AM radio is a Louisville Metro owned radio station that can be used during an emergency. This radio station is operated by the staff of MetroSafe. Staff personnel would request MetroSafe place an announcement on the radio system and Trimarc would direct drivers to tune to the station.

Website
The Office of IT has prepared an optimized website with minimal graphics to provide information to the college during emergencies.

Media – Press Conference
Senior Leadership will provide advisories to the media via a formal media advisory, or news release, or in response to media inquiries. Once the activation of mass communication systems is initiated and the public becomes aware of a situation occurring at the College, the
media will begin to inquire about the nature of the emergency. As time allows, a press conference may be scheduled for university leadership to address the media.

STUDENT LIFE

Activities
The Student Government Association is responsible for choosing and supporting most student events at Simmons. Popular annual events at Simmons include a festive barbecue, an open-mic dinner and the graduation banquet. Simmons students participate in a variety of community service activities ranging from social advocacy to feeding the hungry. All students are encouraged to join the student government association and help shape future activities.

BEHAVIORIAL POLICIES

Code of Conduct
Students who enter Simmons College of Kentucky are expected to maintain a high standard of conduct. The use of intoxicating beverages or substances inside or outside of school premises will not be tolerated. The evidence of such or other infractions could lead to immediate expulsion. A high standard of moral ethics is meant to pervade all segments of the life of this institution of higher learning for both its students and faculty. To this end, we expect all to be just in their dealings with each other, the college and the employees of the college. This includes, but is not restricted to, honesty and integrity in study, courtesy in speech, the satisfying of all obligations to the College, financial and/or otherwise. Students that fail to conduct themselves according to this code will be recommended to the Office of Student Affairs for counseling or disciplinary action. Repeated displays of poor conduct will result in expulsion from the college.

Dress Code
Simmons College of Kentucky does not specify a particular type, style or form of clothing, as long as the manner of dress is modest and reflects a Christ-like character. Students are expected to dress appropriately for special events such as convocation services.

POLICIES CONCERNING EQUITY, DIVERSITY AND HARASSMENT

Simmons College of Kentucky endeavors to maintain a teaching and learning environment that promotes sensitivity to diverse individuals and groups. Behavioral patterns appropriate to the religious commitments of Simmons College of Kentucky are expected. Acts of racism, sexism, bigotry, harassment, and violence are not acceptable behaviors from either employees or student of Simmons College of Kentucky. Persons involved in such behaviors will be disciplined and may be asked to leave the institution.

Any persons who believe they are the objects of such behavior should speak to division chairpersons, Vice Presidents, or supervisors. If satisfactory resolution is not found, grievance may be filed in the manner indicated in the Faculty or Student Handbook.
Sexual Harassment

Sexual harassment, for purposes of this policy, is defined as including unwelcome sexual advances, verbal or physical conduct with unwanted sexual implications such as sexual kidding, remarks about one’s anatomy, patting, touching, display sexually suggestive visual material or requests for sexual favors.

Under no circumstances will the college all such behaviors to continue. The College will not allow such behaviors to create a work or study atmosphere where workers or students are offended or intimidated.

Any persons enrolled or employed by Simmons College of Kentucky who believes that they have been victims of some form of harassment should bring these unacceptable behaviors to the attention of their immediate supervisor. If the complaint involves someone in the direct line of authority a report should be submitted to the Chief Operations Officer. In all cases, the College will promptly commence and impartial investigation.

All parties should take special care to such complaints, since relationships can be misinterpreted and/or abused by either party can be damaging. The context of all such events must be examined and judged, since offensive behaviors can range from a friendly pat to explicit sexual sentiments and actions.

Simmons College of Kentucky will not permit retaliation against one who complains of sexual harassments. The College will maintain confidentiality of elements of the sexual harassment investigation to the greatest extent possible. A finding of sexual harassment does not depend on finding that the complaint has been harmed in terms of loss of advancement, positions, status, or grades. A finding that one has created a continuing offensive verbal, visual, or behavioral environment is adequate justification for a finding of harassment. When the investigation is completed, persons found guilty of harassment activities, will be dismissed from employment and enrollment.

Sexual Assault Victims’ Bill of Rights

In accordance with Section 485 of the Higher Education of 1965, Simmons College of Kentucky has established in conjunction with its written Sexual Harassment Policy, a policy which provides that the following rights are accorded, by all campus officers, administrators, employees and students, to victims of campus related sexual assaults:

1. The right to have any and all sexual assaults against them treated with seriousness; and the right, as victims, to be treated with dignity; and the right from SCKY organizations, which assist such victims to be recognized.

2. The right to have sexual assaults against them investigated by SCKY Vice President for Student Affairs and the right to the full and prompt cooperation and assistance of personnel in notifying the proper authorities. This action shall be in addition to the disciplinary proceedings established by SCKY.

3. The right to be free from any kind of pressure from SCKY entity that victims (a) not report crimes committed against them to SCKY officials or to disciplinary officials for civil or criminal actions; or (b) report crimes as lesser offenses than the victims perceive them to be.
4. The right to be free from any kind of suggestion that sexual assault victims not report, or under-report, crimes committed on campus because:
   a. victims are somehow “responsible” for the commission of crimes against them;
   b. victims were contributively negligent or assumed the risk of being assaulted; or
   c. by reporting crimes they would incur unwanted personal publicity.
5. In any campus disciplinary hearing, the accused and accusers have the right to have someone accompany them at the hearing, and both the accused and accuser have the right to be notified of the hearing outcome. The sanctions for the accused in cases of sexual assault will be determined by the individual or body hearing the charges. Sanctions may include any sanction deemed appropriate in the Student Handbook or Faculty Handbook.
6. The right to full and prompt cooperation from SCKY personnel in obtaining, securing, and maintaining evidence (including medical examination) as may be necessary for proof of criminal sexual assault in subsequent legal proceedings.
7. The right to be made aware of and assisted in exercising any options as provided by State and Federal laws or regulations with regard to mandatory testing of sexual assault suspects for communicable diseases and with regard to notification to victims of the results of such testing.
8. The right to counseling from any mental health services previously established by SCKY, by other victim-service entities, or by services acquired by victims themselves.
9. After campus assaults have been reported, the victims of such crimes shall have the right to require that SCKY authorities take the necessary steps or actions reasonably feasible to prevent any unnecessary or unwanted contact with or proximity to reported assailants.
10. In addition, students, whether sexual assault victims or not, have a right to habitability (*) in on-campus housing accommodations for which SCKY may receive any compensation, direct or indirect. Substantiated violations of the provisions shall be corrected by campus personnel with relocation of the complainant to acceptable, safe, and secure alternative housing as soon as possible, unless conditions warrant other immediate action by campus personnel. (* Habitability shall be defined as an environment free from sexual or physical intimidation, or any other continuing disruptive behavior by persons sharing rooms or roommates' guests that is of such a serious nature as would prevent a reasonable person from attaining their educational goals.)
11. Other appropriate personnel will be contacted as needed by the individuals responding to the victim of the assault. Education and awareness programs will be conducted by appropriate campus personnel on the topics of sexual assault and victims' rights on a regular basis.

Simmons College of Kentucky hereby certifies that it complies with the requirement of Section 485.

Student Grievance Policy
In the event of an incident, event or complaint that is of such substance that a student desires
to file a grievance the student must first write out a comprehensive incident/grievance report. That report should consist of, at least, the grievance, the issue(s) and/or people involved, the desired action, date of incident, date of report and signature of the student filing the grievance.

The report is to go directly to the Vice President for Student Affairs. In the event that the Vice President for Student Affairs is directly involved in the incident being grieved, the report may be submitted to the Vice President of Academic Affairs. It will then be sent through the appropriate administrative departments until the grievance is brought to resolution. The Vice President of Academic Affairs is normally the final arbiter in the grievance process.

**STUDENTS’ RIGHT TO PRIVACY**

The College complies with the Family Education Rights and Privacy Act of 1974 and as it appears in final form in June 1976. The law protects the rights of students to review their own records and to challenge any of the content of the record. Grade records are kept in the Records Office, discipline records are kept in the Office of the Vice President for Student Affairs, and financial records are kept in the Financial Aid and Accounting Office. Simmons students’ personal records are kept in Academic Dean’s Office. Students may request access to their records in these offices.

The law also protects students from the unlawful disclosure of information about their academic performance, personal campus discipline, or financial status. The law allows the disclosure of three classes of “directory information” as follows:

1. Name, address, telephone number, dates of attendance, class, photography and religious affiliation.
2. Previous institution(s) attended, major field of study, awards, honors, and degree(s) conferred including dates.
3. Past and present participation in officially recognized sports and activities, physical factors (height and weight) of athletes, and date and place of birth.

A student may request in writing to the Records Office that one or all three categories of directory information be restricted from publication. In no case will grade, discipline, or financial information be disclosed except in those cases that are in keeping with the law.

**ACCEPTABLE USE OF TECHNOLOGY**

**Overview**

Simmons’s intentions for publishing an Acceptable Use Policy are not to impose restrictions that are contrary to Simmons College’s established culture of openness, trust and integrity. Simmons is committed to protecting Simmons College’s employees, students, partners and the company from illegal or damaging actions by individuals, either knowingly or unknowingly.

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP, are the property of Simmons College. These
systems are to be used for business purposes in service the interests of the school, and of our students in the course of normal operations. Please review Human Resources policies for further details.

Effective security is a team effort involving the participation and support of every Simmons College employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

**Purpose**
The purpose of this policy is to outline the acceptable use of computer equipment at Simmons College. These rules are in place to protect the employee and Simmons College. Inappropriate use exposes Simmons College to risks including virus attacks, compromise of network systems and services, and legal issues.

**Scope**
This policy applies to students, employees, contractors, consultants, temporaries, and other workers at Simmons College, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by Simmons College.

**General Use and Ownership**
While Simmons College’s network administration desires to provide a reasonable level of privacy, users should be aware that the data they create on the corporate systems remains the property of Simmons College. Because of the need to protect Simmons College’s network, management cannot guarantee the confidentiality of information stored on any network device belonging to Simmons College. Employees are responsible for exercising good judgment regarding the reasonableness of personal use. Individual departments are responsible for creating guidelines concerning personal use of Internet/Intranet/Extranet systems. In the absence of such policies, employees should be guided by departmental policies on personal use, and if there is any uncertainty, employees should consult their supervisor or manager.

Simmons recommends that any information that users consider sensitive or vulnerable be encrypted. For guidelines on information classification, see Simmons’ Information Sensitivity Policy. For guidelines on encrypting email and documents, go to Simmons’s Awareness Initiative. For security and network maintenance purposes, authorized individuals within Simmons College may monitor equipment, systems and network traffic at any time, per Simmons’s Audit Policy. Simmons College reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

**Security and Proprietary Information**
The user interface for information contained on Internet/Intranet/Extranet-related systems should be classified as either confidential or not confidential, as defined by corporate confidentiality guidelines, details of which can be found in Human Resources policies. Examples of confidential information include but are not limited to: company private, corporate strategies, competitor sensitive, trade secrets, specifications, customer lists, and research data. Employees should take all necessary steps to prevent unauthorized access to
this information.

Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts. System level passwords should be changed quarterly; user level passwords should be changed every six months. All PCs, laptops and workstations should be secured with a password-protected screensaver with automatic activation feature set at 10 minutes or less, or by logging-off (control-alt-delete for Win2K users) when the host will be unattended. Use encryption of information in compliance with Simmons’s Acceptable Encryption Use policy. Because information contained on portable computers is especially vulnerable, special care should be exercised. Protect laptops in accordance with the “Laptop Security Tips”. Postings by employees from a Simmons College email address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of Simmons College, unless posting is in the course of business duties.

All hosts used by the employee that are connected to Simmons College Internet/Intranet/Extranet, whether owned by the employee or Simmons College, shall be continually executing approved virus-scanning software with a current virus database unless overridden by departmental or group policy. Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, e-mail bombs, or Trojan horse code.

Unacceptable Use
The following activities are, in general, prohibited. Employees may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services). Under no circumstances is an employee of Simmons College authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing Simmons College-owned resources. The lists below are by no means exhaustive, but attempt to provide a framework for activities, which fall into the category of unacceptable use.

System and Network Activities
The following activities are strictly prohibited, with no exceptions:

Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of “pirated” or other software products that are not appropriately licensed for use by Simmons College.

Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for with Simmons College or the end user does not have an active license is strictly prohibited.

Exploring software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should
be consulted prior to export of any material that is in question. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.). Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.

Using a Simmons College computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user’s local jurisdiction. Making fraudulent offers of products, items, or services originating form and Simmons College account. Making statements about warranty, expressly or implied, unless it is a part of normal job duties. Effecting securing breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, “disruption” includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes. Executing any form of network monitoring which will intercept data not intended for the employee’s host, unless this activity is a part f the employee’s normal job/duty.

Circumventing user authentication or security of any host, network or account. Interfering with or denying service to any user other than the employee’s host (for example, denial of service attack). Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable a user’s terminal session, via any means, locally or via the Internet/Intranet/Extranet. Providing information about, or lists of, Simmons College employees to parties outside Simmons College.

Email and Communications Activities
Sending unsolicited email messages, including the sending of “junk mail” or other advertising material to individuals who did not specifically request such material (email spam). Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages. Unauthorized use, or forging of email header information. Solicitation of email for any other email address, other than that of the poster’s account, with the intent to harass or to collect replies.

Creating or forwarding “chain letters”, “Ponzi” or other “pyramid” schemes of any type. Use of unsolicited email originating from within Simmons College’s network of other Internet/Intranet/Extranet service provides on behalf of, or to advertise, any service hosted by Simmons College or connected via Simmons College’s network. Posting the same or similar non-business related messages to large numbers of Usenet newsgroups (newsgroup spam).

Blogging
Blogging by employees, whether using Simmons College’s property and systems or personal computer systems, is also subject to the terms and restrictions set forth in this Policy. Limited and occasional use of Simmons College’s systems to engage in blogging is acceptable, provided that it is done in a professional and responsible manner, does not otherwise violate Simmons College’s policy, is not detrimental to Simmons College’s best
interests, and does not interfere with an employee’s regular work duties. Blogging from Simmons College's systems is also subject to monitoring.

Simmons College’s Confidential Information policy also applies to blogging. As such, employees are prohibited from revealing any company confidential or proprietary information, trade secrets or any other material covered by company’s Confidential Information policy when engaged in blogging. Employees shall not engage in any blogging that may harm or tarnish the image, reputation and/or goodwill of Simmons College and/or any of its employees. Employees are also prohibited from making any discriminatory, disparaging, defamatory or harassing comments when blogging or otherwise engaging in any conduct prohibited by Simmons College’s Non-Discrimination and Anti-Harassment policy. Employees may also not attribute personal statements, opinions or beliefs to Simmons College when engaged in blogging. If an employee is expressing his or her beliefs and/or opinions in blogs, the employee may not, expressly or implicitly, represent themselves as an employee or representative of Simmons College. Employees assume any and all risk associated with blogging. Apart from following all laws pertaining to the handling and disclosure of copyrighted or export controlled materials, Simmons College’s trademarks, logos and any other Simmons College intellectual property may also not be used in connection with any blogging activity.

Enforcement
Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Definitions
Blogging: Writing a blog. A blog (short for weblog) is a personal online journal that is frequently updated and intended for general public consumption.

Spam: Unauthorized and/or unsolicited electronic mass mailings.

ACADEMIC POLICIES

Classification of Students
Any student enrolled in twelve (12) semester hours or more is classified as a full-time student. Any student enrolled in less than twelve (12) semester hours is classified as a part-time student. The maximum number of semester hours for which a freshman can enroll is seventeen (17). The maximum course load for an upper-class student is 18 semester hours. (Some exceptions may be granted with the written permission of the Office of Academic Affairs.)

Classification According to Semester Hours Earned
Freshman 0-32
Sophomore 33-64
Junior 65-96
Senior 96+
Catalog Jurisdiction
A student dropping out of Simmons College of Kentucky at any time during his/her college career for a period of one year or more shall be considered to be under the jurisdiction of the current catalog in use at the time of his/her return.

The academic rules and programs in this catalog are effective for all students who enter Simmons College of Kentucky during the Spring 2011 semester for no more than six consecutive years from the time of initial matriculation. If a student has not completed a degree program within this time frame, he or she will be under the jurisdiction of the 2016 – 2017 catalog. Students are subject to the rules published in the current Student Handbook each semester they attend. Where there is a conflict of policy, the policy of the student handbook supersedes that of the catalog. No program changes will be made in the Student Handbook.

Any student in good academic standing may choose in writing and with the approval of the Academic Affairs office to adopt the academic rules, degree programs, and jurisdiction of a catalog in current publication after the Spring 2011 catalog. This request must be made during the academic year of the catalog in question. Any exceptions to the above policy must be obtained by the student in writing from the Academic Affairs office.

Convocations
Convocations are held monthly throughout the semester. They will convene as called by the Vice President for Faith and Community Relations and/or the Vice President for Student Affairs. All students are required to attend convocations.

Class Attendance
Regular attendance and punctuality in all classes is expected. It is the responsibility of each faculty member to establish specific guidelines regarding class attendance. These guidelines should be addressed early in the semester during the explanation of the class syllabus. A student may be determined to be withdrawn from the institution if the student misses seven consecutive instructional days and all of the days are unexcused.

A student enrolled in a three (3) credit hour course is allowed a total of three un-excused absences. A student enrolled in a two (2) credit hour course is allowed a total of two un-excused absences, and a student enrolled in a one (1) credit hour course is allowed one unexcused absence. Each successive absence following those stated above will result in a qualitative point reduction of the student’s overall grade. If the point reduction places the student’s overall grade below a 2.00 he or she may be referred to the Office of Academic Affairs for instructions or be placed on probation. If the student has been placed on probation and the absences continue, that student will be suspended from that class. Extenuating circumstances may dictate some deviation from this policy.

Three (3) tardy occurrences will be equaled to one (1) absence.

Course Syllabi
Professors will provide all students enrolled in their course with a course syllabus at the beginning of the semester. This syllabus represents a contract between the instructor and the students. Students will refer to the syllabus throughout the semester for information on policy and assignments. Since course syllabi are often used by educational institutions in determining transfer credits, students are strongly advised to keep the course syllabus on file
after the completion of each course.

**Classroom Environment**
Simmons College of Kentucky is a Christian liberal arts college that upholds high standards of personal and professional conduct. This includes a classroom that promotes a positive learning environment and a professional instructional climate. Students are encouraged to conduct themselves in a professional manner with respect for the rights of both students and faculty. The College or its representatives reserve the right to act in situations where student behavior violates established policy or detracts from the ability of students or faculty to function effectively in the classroom. Such action may include disciplinary procedures issued by the faculty or may lead to suspension from the program.

**Grading and Evaluation**
The minimum passing mark in any class is a grade of D. When percentage equivalents are used as a basis for assigning letter grades, the following will prevail:

\[
\begin{align*}
A &= 100-90 \\
B &= 89-79 \\
C &= 79-70 \\
D &= 69-60 \\
F &= \text{69 or below}
\end{align*}
\]

The unit of credit is a semester hour. The 4 point system is used to compute grade point standing. The quality point value per credit hour for each letter grade is as follows:

\[
\begin{align*}
A &= 4 \\
B &= 3 \\
C &= 2 \\
D &= 1 \\
F &= 0 \text{ (no credit)}
\end{align*}
\]

**Grading for Written Work**
Students in all courses at Simmons College of Kentucky are expected to submit written work without misspellings or grammatical errors. While the focus of assessing written work in most classes is upon content, spelling and grammar performance will be reflected in the final grade for written assignment. Research papers and essay formats should follow the 5th or 6th edition of the Publication Manual of the American Psychological Association (APA).

**Final Examinations**
Examinations may be taken only at the hour scheduled for each particular course in the regular examination schedule. Students who are unavoidably prevented from taking final examinations at the appointed times must report to the Academic Affairs Office and may receive permission through the Academic Dean to take a make up examination. No student will be permitted to take final exams until his or her financial obligation to the college has been paid or payment arrangements have been made.

**Grade Challenges**
A student may submit two kinds of challenge to a grade. A student’s bringing to the attention of the instructor a clerical error in entering a grade on the student’s record is not a “challenge” in the sense used here, and the policies and procedures for “grade challenge” do not apply.

A. A student may challenge their final grade in a course on the grounds that:

a. The methods or criteria for evaluating academic performance as stated by the instructor at the beginning of the course were not actually applied in determining the final grade, and/or
b. The instructor applied predetermined criteria unfairly: the evaluation of academic performance so exceed the reasonable limits of the instructor’s discretion as not to be acceptable to the instructor’s peers.

B. A student may challenge a final grade on a grade component of a course on the ground that the instructor made the grade unjustly low as a penalty for alleged violation of academic integrity.

C. Policies Regarding a Grade Challenge
   a. Procedures for challenging a grade should meet the ordinary criteria of due process.
   b. The student who challenges a grade bears the full burden of proving that there are sufficient grounds for changing a grade.

D. Procedures for Challenging a Grade
   a. Explanation to the instructor.
      i. A student who is considering a grade challenge must discuss the grade with the instructor before the end of the following regular semester (Spring Semester and Summer Session challenges must be made before the end of the Fall Semester). This instructor is expected to discuss the grading with the student. Only if the instructor is neither at the college nor accessible by normal means of communication (telephone or email) during the following regular semester after the grade was issued, may the student proceed to challenge the grade without explaining the matter to the instructor. The instructor should document the discussion with the student and their determination of whether the grade would be changed or not. Copies of that documentation should be forwarded to the Vice President of Academic Affairs and the Registrar.
      ii. The instructor may, on his or her own authority, change the grade that is questioned. This should be done only in unusually circumstances. The instructor should submit the change of grade form to Records, and submit to the Vice President a copy of it alone with a written explanation for the grade change.
   b. Submission of written challenge.
      i. Beyond his or her explanation to the instructor, the student may challenge a grade by submitting a written statement before the end of the following regular semester, giving in detail the reasons for the challenge. By the end of the semester, the student must submit two copies of the challenge to the dean of the college in which the course was offered and the Vice President of Academic Affairs. The Vice President of Academic Affairs will meet with the student to outline the review process. After meeting with the Vice President, should the student desired continue review of the grade challenge, the Vice President will forward one copy of the grade challenge to the Grade Challenge Review Board and one copy to the instructor. The Grade Challenge Review Board will also request any documentation from the Vice President regarding the outcome of the student’s discussion with the instructor regarding the grade challenge or the resolution of an alleged violation of academic integrity.
   c. Procedures for Review
i. Grade challenges will be heard by the college Grade Challenge Review Board.

ii. Annually, at the end of the spring semester, the faculty senate will insure that the names of four faculty members from the Student Programs and Admissions Committee (SPA Committee) have been forwarded to the Records Office. The Grade Challenge Review Board will be comprised of three faculty members, selected from the pool of faculty designated to serve on the SPA Committee. No member of the Grade Challenge Review Board hearing a given case can be the instructor whose grade is being challenged.

iii. The Grade Challenge Review Board will select its own chair and determine its own procedures for handling student grade challenges. The review procedures will meet the ordinary criteria of due process.

iv. Decisions of the Grade Challenge Review Board are to be determined by a majority vote.

v. Normally, within two weeks after accepting the student’s challenge, the Grade Challenge Review Board is to reach one of the three following decisions:

1. Challenge affirmed and settled by consent. The Grade Challenge Review Board devises conciliation mutually acceptable to the student and the instructor who gave the grade. Should the acceptable conciliation involve a change of grade, the instructor will submit a change of grade card to the dean of the college in which the course was taught.

2. Challenge affirmed and the Grade Challenge Review Board recommends a change of grade to the Vice President for Academic Affairs, who will notify the instructor in which the course was taught.

3. Challenge denied; original grade stands.

The decision recommended by the Grade Challenge Review Board is to be communicated in writing by the Board chair directly to the Vice President for Academic Affairs, who will implement the recommendation by notifying the dean, the instructor and the student. Decisions by the Vice President for Academic Affairs on academic grade challenges are final and binding on all parties. These policies and procedures will be reviewed during the Spring semester every third year by the deans and the Faculty Senate, in the expectation that necessary and desirable revisions will be proposed to the Vice President for Academic Affairs.

**Academic Honesty and Plagiarism**

Students are expected to exhibit honesty in the classroom, in homework, in papers submitted to the instructor, and in quizzes or tests. Any deviation from ordinary standards such as the permitted use of notes for an examination or an “open book” test should be stated clearly by the instructor.

Cheating is defined as submitting work for academic evaluation that is not the student’s own, copying answers from another student during an examination, using prepared notes or materials during an examination, or other misrepresentations of academic achievement submitted for evaluation and a grade.

Plagiarism in research writing is considered cheating. Plagiarism is defined as “the act of
using another person’s ideas or expressions in writing without acknowledging the source. . .
to repeat as your own someone else’s sentences, more or less verbatim.”

A student apprehended and charged in cheating, including plagiarism, during his or her college matriculation, is subject to the following discipline:

1) First Incident of Cheating: failure in paper or exam; failure in the course involved; 3) Third Incident of Cheating: expulsion from the college.

Because cheating cumulatively leads to dismissal, faculty are required to report each observed case to the Vice President of Student Affairs office before taking any action against the student. Unquestionable evidence must be in hand before any action will be taken to confront and accuse a student of cheating, and faculty members must provide the details of the situation to the administration before confronting the student of the alleged violation.

Incomplete Course Work
Incomplete are only granted when a student can demonstrate sufficient cause for not completing regularly scheduled course work during the regular semester or session in which it is scheduled. The student seeking an incomplete must submit a written request to both the Academic Dean and the instructor(s) stating specifically the reasons for the request. The request must be submitted prior to the official last day of classes. (See academic calendar.) All incomplete work must be submitted five (5) weeks or twenty-five (25) working days after the last day of classes. Any incomplete course work after the twenty-fifth day automatically becomes a failing grade (F.)

Changes in Registration
No classes may be added after the late registration period has passed. Any students desiring withdrawal from a course must complete a Withdrawal Request form and submit it to the office with the signature of the instructor. The request must be submitted at or before 4 p.m. on the date designated as the last day to withdraw for the semester. (See Academic Calendar.) Failure to complete and submit the request form to the office before the designated date and time will result in an automatic failing grade “Withdrew Failing” (WF). The grade, Withdrew Passing (WP) will only be assigned when a student has properly and officially filed a request for withdrawal from the course.

Withdrawal From Class/College
If a student finds it necessary to withdraw from a class or the college before the routine completion of the semester she should discuss the matter with her advisor and take official action before withdrawing. Withdrawal cannot be finalized until two prerequisites are first met. First, financial obligations must be met or suitable arrangements made with the Financial Aid office. Second, the student must go to the Academic Affairs-Records Office and fill out a Course Withdrawal Form for each registered class. The Course Withdrawal Form must be returned to the Office of Academic Affairs and the Financial Aid Office. By doing this, the student may be able to avoid a failing grade on her academic record. If a student does not officially withdraw from college or drop a class or classes, the student will be financially liable for the class or classes. Withdrawal after the last day of withdrawal published in the academic calendar will only be permitted for extreme situations and must be approved by the Academic Affairs Office. There are no exceptions to this policy.
Withdrawal Procedure:
A. A student choosing to withdraw from the college after the commencement of classes is to provide a written notice to the Registrar. The notice must include the expected last date of attendance and be signed and dated by the student.
B. If special circumstances arise, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave beginning and ending. The withdrawal date will be the date the student is scheduled to return to Simmons College of Kentucky from the leave of absence but fails to do so.
C. A student may be determined to be withdrawn from the course if the student misses five (5) consecutive instructional days and all of the days are unexcused.
D. All refund requests must be submitted within 45 days of the determination of the withdrawal date.

Academic Standing
The academic standing of a student is determined by the student’s cumulative grade point average. In order for a student to achieve and remain in good standing, he must have a cumulative grade point average of at least 2.00. Any student whose cumulative grade point average falls below 2.00 will be placed on academic probation. Students placed on probation will continue on probation until their cumulative grade point average has been raised to at least 2.00. Any student on academic probation will be limited to a maximum of twelve (12) semester hours enrollment per semester until the student improves his academic standing.

Any student who remains on academic probation for three consecutive semesters and does not raise his cumulative average by the conclusion of the third semester to at least 2.00 will be suspended. A student who has been placed on academic suspension may return following the lapse of one complete semester.

Repeat Options
Each student enrolled in an educational program at Simmons College of Kentucky will be allowed three (3) repeat options. A repeat option is an aid to the student who, in the event of some difficulty in a course, does not achieve a passing or satisfactory grade. If a student does not achieve a satisfactory grade in a class the student may exercise her repeat option in order to improve the grade. If a student receives a failing grade in a core course, the student must repeat the failed course. Repeat options must be approved by the Academic Dean.

Academic Progress
Students are expected to conform to the academic standards of Simmons College of Kentucky and make progress towards the completion of one of the academic programs listed in this catalog. Students who do not demonstrate adequate progress may be recommended by the faculty to be placed on academic probation, until the student’s academic performance improves regardless of GPA. Students are expected to make continual progress towards an academic program listed in this catalog. Students are given a two (2) year period of time to finish a certificate program, three (3) years in order to complete a diploma program, and five (5) years to complete a Bachelors degree. Additional time requirements may apply to specific degree programs.

Leave Policy
Students must move through their program at an acceptable speed and complete an annual evaluation with their Academic Advisor. If a student does not make satisfactory progress, he is allowed one semester to get back on track. With a written recommendation of an appropriate physician and with the approval of the Office of Academic Affairs, a student who must interrupt study temporarily because of physical or psychological illness may be granted a medical leave of absence for one term of one academic year. Students who are granted a medical leave in the course of a term will have their tuition adjusted according to the refund policy. Before registering, a student on medical leave must secure written permission from an appropriate physician and must follow the school’s procedure for readmission.

**Termination**

A student’s relationship with the school may be terminated for the following reasons:

1. Failure to maintain a satisfactory academic record
2. Behavior which violates generally acknowledged cannons and standards of scholarship or professional practice
3. Behavior which is disruptive to the educational process.

Disciplinary action is initiated by the Discipline Committee. The concerned student has a right to appear before the committee. The decision to terminate the relationship of a student with the school is made by the General Faculty on recommendation of the Discipline Committee. The committee may also impose lesser penalties such as reprimand or probation. The faculty reserves the right to withhold a degree from a candidate where there is compelling evidence of serious moral misconduct, or while disciplinary actions or criminal proceedings are pending.

**Official Transcripts**

Every student is entitled to one unofficial transcript of his/her work, provided all financial accounts with the college are paid in full. Official transcripts are issued upon receipt of fifteen dollars ($15.00) per transcript. These are issued only on the basis of written authorization by the student. (Only a students’ final grade is entered on the permanent record.) The student’s permanent records are maintained in the office of Student Affairs.

**Graduation Requirements**

Each student must fulfill the following requirements in order to graduate:

1. Successful completion of course work with a minimum cumulative GPA of 2.0
2. Completion of six (6) community service program credits
3. Demonstrated ethical character and worldview as defined in the Student Handbook
4. Approved by a vote of the faculty for graduation

**SPECIAL ASSISTANCE**

**Notification and Documentation Policy**

Simmons College of Kentucky is committed to meeting the needs of all students who qualify for special assistance. It is Simmons College of Kentucky’s policy to comply fully with federal and state law regarding students with disabilities and, where inconsistencies exist between these guidelines and federal and/or state law, the provisions of the law will apply.
Help Us Help You!
If you are seeking accommodations for a disability, here are the steps you should follow:

1. Contact the Vice President for Student Affairs. Please introduce yourself, let us know what services you will need, and let us get to know you. Let us know who will be sending your documentation, and when we can expect it. Since it may take as many as six weeks for us to provide some type of accommodations, please contact us as soon as possible.

2. Have your documentation of your disability sent from your doctor, psychologists, or other medical professional who provides your care for your disability. If you have received accommodations at another school within the last three years, you may have the disability office there send your documentation. If you are served by Vocational Rehabilitation, your case worker there may be able to send your documentation. Contact information is shown below. In order for us to serve your needs best, please be sure your documentation includes the following:
   a. A diagnosis of the disability.
   b. A summary of how the disability will affect your performance in an academic setting, including effects of medication that may impact your performance.
   c. A description of the accommodations needed to help you be successful in college work.

3. Contact the Vice President for Student Affairs each new term. To inform us of your new schedule and the accommodations you will need in this term. Important: if your accommodations include books on tape, special physical facilities, adaptive equipment, or the hiring of note takers, please contact us early as these types of accommodations may take time to arrange. Please keep in touch with us to let us know how you are doing, and inform us immediately if you need additional assistance. Please remember that your disability information is CONFIDENTIAL. We will inform the appropriate faculty or campus personnel of the accommodations you require, but we do not disclose the nature of your disability. In some cases, you may find that sharing this information with your instructors may help them understand you better, but that choice is up to you.

Guidelines for Students with Permanent Disabilities
Notification of Disability: In order to allow time for necessary arrangements before classes convene, students must submit notifications of disability at least six (6) weeks prior to the beginning of classes in the academic term the student wishes to attend. Students with any condition that may put the Simmons College students, faculty or staffs’ safety at risk are required to disclose their condition to the Vice President for Student Affairs at least four weeks prior to the beginning of classes in the academic term the student wishes to attend. Documentation should be submitted to Dr. Christine Cosby-Gaither, Vice President for Student Affairs, Parrish Hall (502) 776-1443 ext. 127. An additional copy will be retained by the Registrar’s Office in the student file.

Physical Disabilities: Students wishing to receive special accommodations must provide documentation from a physician specifying the nature of the disability or disabilities. They must also provide documents from a qualified specialists prescribing all appropriate accommodations. This information should be as current as possible. Simmons College of Kentucky reserves the right to request updated verification of disability and necessary
accommodations.

Learning Disabilities (LD): Students must provide supporting diagnostic test results from a licensed psychologist or certified specialist in learning disabilities. This evaluation must detail the specific learning disability or disabilities. All needed accommodation should be detailed. This information should be as current as possible, but not more than ten years old. Simmons College of Kentucky will evaluate, but may reject, documentation over ten years old.

Psychiatric Disabilities: Students with any condition that may put the Simmons College students, faculty or staff's safety at risk are required to disclose their condition to the Vice President for Student Affairs at least four weeks prior to the beginning of classes in the academic term the student wishes to attend. Students should provide documentation from a licensed professional qualified to diagnosis and treat psychological disorders. The documentation should include a diagnosis, the date of the prognosis. Documentation should describe how the psychiatric condition functionally interferes with or impacts the student’s ability to participate in an educational setting, and should give suggestions of the academic accommodation that may be appropriate in an educational setting.

Auxiliary Aids: Appropriate aids will be selected only after consultation with the student who will use them.

Guidelines for Students with Temporary Disabilities
In case of temporary disabilities, every effort will be made to provide reasonable accommodations for the duration of any disability. To insure prompt and appropriate action, the Vice President for Student Affairs should be notified immediately of the arrangements believed to be necessary to accommodate a given temporary disability. Documentation should be submitted to Dr. Christine Cosby-Gaither, Vice President for Student Affairs, Parrish Hall (502) 776-1443 ext. 127. An additional copy will be retained by the Registrar's Office in the student file.

Faculty
The faculty of Simmons College of Kentucky is composed of a group of individuals who are committed to providing a quality and unique educational experience for the students. The faculty is interracial and represents a wide range of educational institutions and perspectives. Over ninety percent (90%) of the faculty of Simmons College of Kentucky possess or are candidates for a graduate degree in the area in which they teach. Over fifty percent (50%) possess a terminal degree in their field(s) of teaching.

Faculty Performance Evaluations
Timely and relevant feedback is recognized as an important element in the enhancement of learning and instruction. With this in mind, the administrative staff of Simmons College has provided a variety of measures to provide feedback to instructors.

End-of-Course Surveys: At the end of each semester, students rate the instructor on a number of attributes and functions. Students are invited to make narrative comments regarding their assessment of the instructor's strengths and are given the opportunity to make suggestions for improvement in instruction. These forms are tabulated by the staff and
the results are mailed to the instructor.

Peer Evaluations: Peer coaches will conduct evaluations of beginning faculty members by scheduling a class visit. Faculty Counseling: Advice and comments are offered through appropriate academic department. Instructors are encouraged to initiate conversations regarding feedback, which concerns them. Developmental materials are offered in the form of books or videos to address particular concerns.

In-Class Administrative Reviews: Periodically, administrative staff will make classroom visits. Visits are conducted in order to evaluate instructor performance. This evaluation is based on an observation of the classroom instruction. Each instructor will receive a written report. The intention of Simmons College of Kentucky is to conduct classroom visitations annually for each instructor. Teaching assignments are made on the basis of classroom evaluations to provide the best possible instructors for Simmons students.

SIMMONS STAFF

Senior Leadership Team
Kevin W. Cosby, D.Min., President and Chief Executive Officer
Robert S. Harvey, Executive Vice President and Chief Operating Officer
Brian J. Wells, D.Min., Vice President of Academic Affairs
Christine Cosby-Gaither, Ed.D., Vice President for Student Affairs
Sharon Adams, Vice President of Finance
Frank M. Smith, Jr., Vice President for Faith and Community Relations
Lacey T. Smith, J.D., Vice President of Institutional Advancement

Academic and Student Affairs (alpha)
Anthony Bowles, Financial Aid Coordinator
Jessica Farrell, Financial Aid Advisor
Denise Dukes, Program Assistant
Cierra S. Pickens, Academic Advisor
Deborah Thomas, Registrar
Ouida Trabue, Librarian
Dartanya Hill, D.Min., Director of Community Service Program

Research, Institutional Effectiveness, and Assessment
Kenneth B. Jobst, D.Min., Director of Institutional Effectiveness
Kathleen Brown, Senior Research Editor

Institutional Operations (alpha)
Sandra Bartell, Environmental Services
Rebecca Bland, Finance Office Manager
Sharon Crawford, Receptionist
Kevin Gilchriest, Maintenance
Carla Kelley, Accounts-Receivable Collections Specialist
Claudette Linder, Executive Assistant to the Chief Operating Officer
Zack Rogers, Environmental Services