

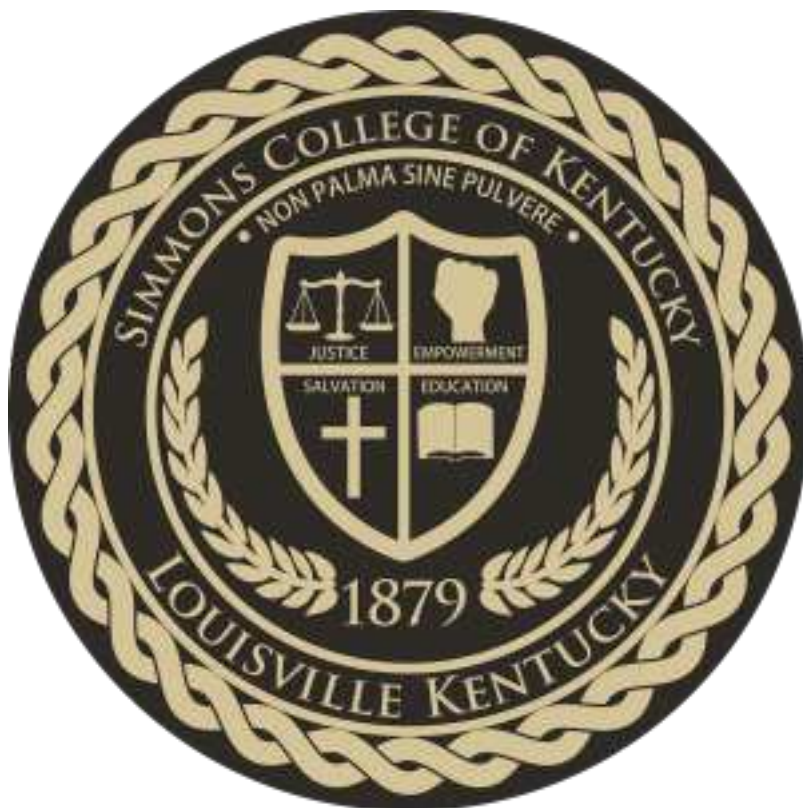
# SIMMONS

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## COLLEGE OF KENTUCKY

**2018-2019**

**STUDENT HANDBOOK**



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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.

**Simmons College of Kentucky**  
**1018 S. 7th Street**  
**Louisville, KY 40203**  
**(502) 776-1443 - Phone**  
**(502) 614-1905 - Fax**

# WHY SIMMONS IS HERE

## **MISSION STATEMENT**

Simmons College of Kentucky is an institution of biblical higher education 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 AND 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 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.

## **HERITAGE**

Simmons will honor its heritage as a historically black college and university ("HBCU") and will provide all students with a safe space in which to explore and express their history and culture, as they respect themselves and others.

# 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-acter 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"

# LICENSES AND INFORMATION

## **GOVERNANCE**

Simmons College of Kentucky is independently owned and operated 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**

Simmons College of Kentucky is licensed by the Council on Post-Secondary Education, Commonwealth of Kentucky.

## **COLLEGE AND UNIVERSITY PARTNERSHIPS**

Simmons College of Kentucky has developed collaborative partnerships with other community agencies and institutions of higher education in the city of Louisville, as we all work together to increase the number of citizens with college degrees and promote the economic growth and stability of Louisville.

## **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. However, at this time, Simmons is not able to process visas for foreign students

## **STUDENT BODY LEADERSHIP**

The student body of Simmons College of Kentucky is organized as a Student Government Association [SGA] and led by elected officers. The students are in charge of their meetings and the operation of their organization. Faculty or administrative staff members are appointed as student organization liaisons and attend the student body meetings regularly. The SGA oversees and coordinates all student associations and clubs. .

## **CONVOCATION**

Attendance at monthly convocations is required for all full-time Simmons students. Convocations are planned jointly by a student committee and faculty-staff leaders to address topics that promote exploration of spiritual, ethical, and moral values and facilitate awareness of our institutional goals.

## **TEXTBOOKS**

Textbooks for the classes offered at Simmons can usually be ordered online. Required and recommended textbooks are provided to students in their course syllabi.



# FINANCIAL INFORMATION

## **SCHEDULE OF CHARGES<sup>1</sup>**

\$25.00	Application Fee (one-time, non-refundable)
\$205.00	Tuition Per Credit Hour
\$175.00	Matriculation Fee (non-refundable)
\$20.00	Student Activity Fee
\$75.00	Late Registration Fee (non-refundable)
\$175.00	Emergency Late Fee (non-refundable)
\$180.00	Auditing Fee
\$75.00	Course Change Fee
\$15.00	Transcript Fee
\$125.00	Graduation Fee
\$50.00	Promissory Note

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

## **PAYMENT PLAN**

For students who are 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 installments being due and payable on or before the fifth (5th) of each succeeding month. All student accounts must be kept current and in good standing before students will be allowed to register for next semester's classes, receive final grades, or receive an official transcript. In its discretion, the college may establish other deferred payment plans as are appropriate under individual circumstances.

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<sup>1</sup> All charges are subject to change.

## **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.

### **QUICK INFORMATION ON PELL GRANTS:**

- A Federal Pell Grant, unlike a loan, does not have to be repaid.
- The amount depends on your financial need, costs to attend school, status as a fulltime or part-time student, and plans to attend school for a full academic year or less.
- This grant is awarded to eligible students who are working on their first bachelor's degree or associate's degree. The amount of this grant is determined by the payment chart published by the U. S. Department of Education according to your official expected family contribution (EFC) calculated from your FAFSA information.

Before awards are granted, students must complete their applications and provide all income verifications as required by the U.S. Department of Education.

### **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. All students receiving federal financial aid must satisfy SAP requirements to continue to remain eligible for aid.

## **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, excluding the initial application fee.
- Three-Day Cancellation:** An applicant who provides written notice of cancellation within three (3) business days, 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. Admission application fees are non-refundable, however.

## **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. The student bears responsibility for officially withdrawing in writing. Failure to do so forfeits any student refunds that may otherwise be due.
2. Students who withdraw during the drop/add period are entitled to a percentage refund of their tuition, but students who withdraw after the period are still responsible for paying the entire semester's tuition. Students should nevertheless officially withdraw when they stop attending in order to prevent their transcripts from showing failing grades.
3. 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.
4. 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.
5. All refund requests must be submitted within forty-five (45) days of the determination of the withdrawal date.

## **RETURN OF FINANCIAL AID (TITLE IV) POLICY**

If a student withdraws from Simmons College of Kentucky, the school, the student, or both, may be required to return some or all of the federal funds awarded to the student for that semester. A student who withdraws from all classes prior to completing 60% of the enrollment term is subject to having his/her eligibility adjusted based on the percentage of the term completed. (For example, a student withdraws from all classes after completing only 20% of the term. Therefore, the student only earned 20% of aid disbursed or received on his/her account. This results in the school or student having to return 80% of the disbursed/received aid that was not earned

The Student Financial Aid Office encourages all students to read this policy carefully. This policy applies to all Title IV federal aid recipients with disbursable aid from any of the following Federal programs: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), and other Title IV Grants.

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, 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 has 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.

The formula used in the Federal Return to Title IV (R2T4) calculation divides the aid disbursed to student accounts into "earned aid" and "unearned aid". The Student Financial Aid Office must complete the "R2T4" withdrawal calculation and return required funds to the Department of Education within 45 days from the date the college determines the student withdrew. Students contemplating withdrawal from all classes PRIOR to completing 60% of the term should please contact the Student Financial Aid Office to discuss how this will affect their financial aid.

For recalculating earned aid, clock hour institutions must use clock hours 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

Aid will be returned to aid programs in the following priority: Federal Pell Grant, and Federal SEOG program, other Title IV or Title VII aid, other federal, state, private, or institutional student

financial aid. If any funds are left on your account after all adjustments to the other aid sources, the credit will be returned to you.

If the Finance Office determines a student owes as a result of returned funds, the student will be sent a new statement of account by the Finance Office. This is the student's financial obligation to the College.

**The Return of Title IV funds calculation is separate from the College's Tuition/Fee Reduction schedule.** Please refer to the Registrar's Office published refund/withdrawal calendar (aka: tuition/fee reduction period). Remember, once the drop/add period has ended, students owe the college for their full tuition for that semester, regardless of whether they must return a portion of their Pell grant to the government. Dropping out of school has severe consequences.

The Financial Aid Office will evaluate tuition/fee reductions to non-title IV aid programs on a case-by-case basis.

The Student Financial Aid Office is required by federal regulation to evaluate students receiving all Failing or Incomplete grades for the semester. It is always in the student's best interest to talk with the Student Financial Aid Office regarding their options to see if it is best for them to go ahead and withdraw from classes early in the semester and for them to know the implications they may face if they did not and earned all 'F' grades. At the end of each semester, the Student Financial Aid Office is required to review all students' grades, but especially those that receive an 'F' grade(s) to determine if the student was an 'Unofficial Withdrawal'. Please refer to the section regarding the All F Grade Recipients and learn what effect earning all 'F' grades has on a student's financial aid account.

Please remember all financial aid recipients will be held accountable under the school's Satisfactory Academic Progress (SAP) policy.

## **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 in accordance with statutory requirements that exist at the time being reported. The refund shall equal the prorated 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 anyone who meets the academic and character requirements necessary for success as a student. 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 accepts applications from anyone who meets the academic and character requirements necessary for success as a student. 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, sexual orientation, gender identity, or disability, in the administration of its educational policies 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:

- An official high school or GED transcript, plus prior college transcripts, if you previously attended other schools—even if you withdrew.
- An autobiographical essay explaining how your unique qualities and faith journey will contribute to a Christian HBCU.
- At least one letter of recommendation from someone who is able to attest to your character, academic maturity, and preparation for the Simmons College of Kentucky. The person cannot be a family member or friend.
- Your official ACT test score results

Note: 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) and be required to attend tutoring sessions in the student learning center as is appropriate.



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 conform to the school's code of conduct and participate in its Christian ministry service program while enrolled the same as are degree students.

For Associate of Arts (A.A.) students/graduates, a minimum GPA of 2.5 is required for progress into a Bachelor of Arts (B.A.) program in one of the five areas: religion, business, sociology, music, and communication. All students seeking to progress into the Bachelor of Arts programs will also be required to successfully complete an interview with the department chair and/or vice president for academic affairs. For A.A. students/graduates with less than a 2.5 GPA, a successful interview with the department chair of the area being pursued and/or vice president for academic affairs will be required before progressing into the program of choice.

## **PLAN SPECIFIC ADMISSION REQUIREMENTS**

### **CERTIFICATE PROGRAMS:**

From time to time, the college may develop and offer certificate programs where a specialized course of study is desired. Requirements for these programs will be established at the time of their offering, and admissions packets made available. Persons enrolled in a Certificate program may transfer to a degree program so long as they otherwise meet the qualifications. 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:

- A completed and signed Application for Admission (online applications are signed electronically)
- A signed verification and agreement to abide by the policies and codes of conduct of Simmons College of Kentucky.
- An official transcript of ACT scores (if you have not taken the ACT before you apply, you must register to do so and scores must be sent to Simmons College of Kentucky).
- An essay as provided on the application.

- \$25.00 (non-refundable) application fee
- A copy of the applicant's High School diploma or equivalent (GED)
- An official High School transcript
- Documentation of any earned post-secondary degrees
- An official transcript from all colleges or universities previously attended
- One Simmons College of Kentucky character reference form

Further steps required for admission:

- Make and attend an appointment with an admission counselor
- Attend an orientation session
- Declare a program of study
- Apply for a student ID and library card
- Sign-up for Christian Community Service
- Register for classes. Registration is a separate process from admission

### **BACHELOR OF THEOLOGY DEGREE:**

- Completion of all standard admissions requirements as listed above.
- A detailed essay discussing why you want to pursue a theology or religious studies degree at Simmons College of Kentucky and your vision of Christian ministry.
- Two (2) Simmons College of Kentucky character reference forms.

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 Admissions

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 or online.

## **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 enrolling at Simmons. It is considered a form of academic dishonesty not to declare these enrollments. The student who applies for admission, readmission 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. School staff or designated committee chairs, in their sole discretion, determine 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 Vice-President for Academic Affairs in consultation with appropriate instructors and other officers.

2. The Vice President for Academic Affairs 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 2018**

The report below provides crime statistics for the Simmons College of Kentucky campus and the surrounding streets and sidewalks for the past three years.

### **CAMPUS SAFETY DIRECTOR**

Charles Nance 502-776-1443 ext. 128, [cnance@simmonscollegeky.edu](mailto:cnance@simmonscollegeky.edu)

Additional authority: Executive Vice-President Frank Smith 502-776-1443 ext. 116 of Kentucky

### **CAMPUS POLICE**

Simmons College of Kentucky does not maintain a security force but relies on Louisville Metro Police Department for law enforcement.

### **BUILDING SECURITY MEASURES**

Both Steward and Parrish Halls, as well as the Administration & Library Building, are equipped with security cameras at all entries. These cameras are monitored throughout normal business hours. All campus buildings have security alarms and motion detectors, which are monitored continually by a private company.

See other sections of this hand book for EMERGENCY communication PROCEDURES

## **STUDENT INITIATED NOTIFICATION**

The primary means of communicating with the entire school should be by using a campus phone to call the front desk. The number for the front desk is 113. All class room telephones are connected to the rest of the campus. The classroom phones can also be used to dial outside responders in case of emergency. NOTE: You must press "8" before pressing "911" in order to get an outside line. Thus, in emergency, press "8911" on any campus telephone.

In the event of that a student is the first to be aware of a potentially widespread emergency on campus, including a fire or a threat of violence, Simmons College of Kentucky authorizes the use of our fire alarm system. All students are encouraged to familiarize themselves with the location of fire alarms and emergency exits throughout the Simmons campus. This will insure prompt attention of medical, law-enforcement and fire-fighting personnel as well as alerting others on campus. Once a Simmons administrator has assessed the type of response required, a further announcement may cause classes and other business to resume.

## **CONFIDENTIAL REPORTING**

If you are the victim of a crime and do not want to pursue action within the college or the criminal justice system, you may still want to consider making a confidential report. With your permission, a member of Student Affairs staff can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, Simmons College of Kentucky can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

## **SECURITY AWARENESS AND CRIME PREVENTION PROGRAMS**

Simmons College of Kentucky does not currently conduct any security awareness programs or crime prevention programs

## **ALCOHOLIC BEVERAGES AND CONTROLLED SUBSTANCES**

Simmons College of Kentucky campus has been designated "Drug free" and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Violators are subject to disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation

of the Simmons College of Kentucky Alcohol Policy for anyone to consume or possess alcohol in any public or private area of campus without prior approval from the college.

## **SUBSTANCE ABUSE EDUCATION**

Upon request, Simmons College of Kentucky provides written information on the diagnosis and treatment of and recovery from substance abuse. The institution also will provide contact information for various recovery groups.

## **DISCLOSURES TO ALLEGED VICTIMS OF CRIMES OF VIOLENCE OR NON-FORCIBLE SEX OFFENSES**

Simmons College of Kentucky will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Simmons College of Kentucky will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

## **PREVENTING AND RESPONDING TO SEX OFFENCES**

Simmons College of Kentucky provides literature to educate the student community about sexual assaults and date rape through literature, which is available in the foyer of Parrish Hall.

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. Simmons College of Kentucky strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to Louisville Metro Police. A Student Affairs staff member will help you contact the police if you request such assistance.

Filing a report with a Student Affairs staff member will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions. Filing a Metro police report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

When a sexual assault victim contacts the Police Department, the Metro Police Sex Crimes Unit will be notified as well. The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and Simmons College of Kentucky, or only the latter.



Both the victim and accused will be informed of the outcome of a college hearing. A student found guilty of violating Simmons College of Kentucky's sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from Simmons College of Kentucky for the first offense. Student victims have the option to change their academic schedules after an alleged sexual assault, if such changes are reasonably available.

## **SEX/CRIMINAL OFFENDER REGISTRY**

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, Simmons College of Kentucky is providing a link to the Kentucky State Police Sex/Criminal Offender Registry Website. You may access this website at <http://kspsor.state.ky.us/>

This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student.

Registry information provided under this section shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular.

Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable as a Class 1 misdemeanor.

## **STUDENT HOUSING SAFETY POLICIES**

Simmons College of Kentucky does not provide student housing. Our students are adults and free to choose to rent from city housing complexes or individual landlords. Simmons does not monitor the policies and procedures of these landlords. Students are responsible for obtaining information on safety measures, security features, and housing policies from their potential landlords and taking that into account when choosing to reside there. Many of our students find housing near the University of Louisville, particularly in apartment complexes known as the Arch and the Bellamy. Policies for that housing are governed by the University of Louisville and available at the respective websites of these complexes.

## **HATE CRIMES**

There were no hate crimes for the years 2015, 2016, or 2017.

## **STUDENT HOUSING ANNUAL FIRE REPORT:**

No fires were reported in any non-campus student housing facility during 2015, 2016, or 2017.

## CLERY CRIME STATISTICS: 2015-2017

OFFENSE	YEAR	ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
MURDER /NON-NEGLIGENT MANSLAUGHTER	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
NEGLIGENT MANSLAUGHTER	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
SEX OFFENSES, FORCIBLE	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
SEX OFFENSES, NON-FORCIBLE	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
ROBBERY	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
AGGRAVATED ASSAULT	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
BURGLARY	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
MOTOR VEHICLE THEFT	2015	0	0	0	0
	2016	0	1	0	0
	2017	0	0	0	0
ARSON	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC.	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
DISCIPLINARY REFERRALS: WEAPONS	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0

OFFENSE	YEAR	ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
ARRESTS: DRUG ABUSE VIOLATIONS	2015	0	0	0	3
	2016	0	0	0	0
	2017	0	0	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0

## OFF CAMPING HOUSING SAFETY TIPS

### SELF PRESERVATION

**Get Out** -Take all fire alarms seriously and get out.

**Don't Stop** - If you become aware of a fire or hear a fire alarm, leave the building immediately. Do Not Stop.

**Feel It** -Feel door handles. If they are warm, do not open them. Find another way out of your room. If you can't get out, signal for help. Phone for help. Go to a window and wave a white piece of cloth to attract the attention.

**Take Your Key** -While making your exit, take your room key in case you are forced to re-enter the room due to impassible heat, smoke, or fire.

**Close It** -Close your room door behind you to prevent unnecessary smoke damage to your room.

**Stay Low and Go** -Stay low in smoke where the cleaner and cooler air is found near the floor.

**Find the Door** -Always use closest exit or stairway as an exit route; never use elevators.

**Pull It** -Activate the alarm pull station if you should pass it on your way out of the building.

**Don't Go Back** -Once Outside, don't go back inside! Call 911.

**Stop-Drop-Roll** -If your clothes are on fire, stop, drop and roll.

**Cool It** -Cool burns with cool water and seek medical attention.

## SMOKE DETECTORS REQUIRED

**Detectors Required** -Smoke detectors are required in all housing units and especially in sleep quarters. A smoke detector is recommended for all bedrooms.

**Install It** -Smoke detectors should be installed on the ceiling or sidewall of the room at a common area, such as a sitting room, that is jointly accessible by a group of bedrooms. For questions about installation, call Louisville Fire Dept. (502) 574-3701

**Can You Hear It** -When activated, the smoke detector should sound an alarm that can be clearly heard while in the sleeping areas.

**Test It** -Most smoke detectors have a test button, that when depressed, will sound the alarm. However, the detector may be a single station type and wired to sound only in your room and others may not be made aware of the problem.

**That Chirping Sound** -A chirping sound being emitted from a detector usually indicates a low-battery signal. If you hear the detector sounding off intermittently, advise your landlord to check and/or replace the batteries.

**Replace Batteries** -Alkaline batteries should be replaced at least annually, lithium batteries can last up to 10 years and may only be used in certain models of detectors. Remember to test the alarm by depressing the test button monthly.

## EXITS

**Know Another Way Out** -It is important to be able to identify more than one exit route from the building. Locate and mentally map out your emergency paths of egress options. Do not assume that your usual path of egress will be passable. Locate all doors that lead to outside of the building and attempt to open them. Make note of any special locking or security hardware on the door.

**Keep It Clear** -All hallways and stairways should be clear of any materials that may create trip hazards or obstructions during an evacuation. In case of a fire, bikes, flower planters, and other items stored in halls and on stairs may create trip hazards, move them or have them removed now! Hallways and stairways are not the place for storage according state fire code (4-1.9.1, 4-4.1, 4-9.1, 2000 NFPA-1) "All exits shall be kept available for immediate use at all times during occupancy hours".

**Can You Open It** -In many cases windows may be the only way out of a building the event of an emergency evacuation. This is especially true in sleeping quarters. Be sure to check that all windows open fully and easily and have not been painted shut.

**Release It** -If your windows are equipped with theft deterrent bars, they should have a release mechanism reachable while standing on the surface of the floor, usually there is a foot or hand release device that may be pulled or pushed to release the locking device. Test this device and be sure that the window can be fully opened.

## FIRE AND LIFE SAFETY EQUIPMENT

**Locate the Fire Extinguisher** -If the building is equipped with fire extinguishers, make sure you are familiar with where they are located. Check the gauge to see if it indicates a normal charge level. Only use fire extinguishers if you have been trained and the fire is a small one. Never allow the fire to get between you and your way out of the building.

**Locate the Pull Station** -If you are in a multi-unit building; locate the fire alarm pull stations between your room and along your exit path out of the building.

## COMMON FIRE HAZARDS

Excessive and incorrect use of extension cords may cause a fire.

Overloaded electrical outlets are hazardous when too many items are plugged into one wall outlet.

Improper housekeeping habits that create blocked egress paths and excessive combustibles create life safety hazards.

Floor/space heaters should be equipped with an automatic tip-over shut-off function and should not be positioned closer than 3 feet to things that will burn.

Heaters should be plugged directly into the wall outlet without the use of an extension cord. Extension cords used in conjunction with space heaters tend to get very hot and may cause a fire.

Torchier lamps with quartz halogen bulbs are not recommended for use due their excessively high operating bulb temperatures and unprotected bulb design.

## HOUSE PARTIES AND SOCIAL EVENTS

**Overcrowding** -Limit the number of invited guest to avoid overcrowding.

**Remember** -Many fires start after the party has ended so please remember to do the following:

**Safety Monitors** -Ask a few friends to help with monitoring the house for safety, before, during and after the event.

**Inspect After A Gathering** - Sofa cushions and other living areas should be inspected for fire safety after the gathering has concluded.

**Empty the Trash** -Place accumulated garbage and trash outside of the building after the event.

## CONTRIBUTING FACTORS AND CAUSES OF FIRE

**Don't Drink in Excess** -Excessive consumption of alcohol is often a key factor causing over 50% of unintentional fires.

**Don't Burn it** -Unattended cooking, smoking, and candle burning are amongst the leading causes of fire related injuries.

Barbecue coals and fireplace ashes can stay hot up three days. After cooking with charcoal completely cover the hot coals in water for ten minutes and do not discard the coals in dumpsters, on the ground, or near buildings.

**Fireworks** -Pyrotechnics are dangerous and should be used only in accordance with local ordinances and fire codes.

**Candles** - Caution should be exercised and candles monitored when in use. **Smoke Detectors** - The Louisville Fire Prevention Bureau may be contacted at (502)574-3731 should you have questions or comments regarding any aspects of fire and life safety in off-campus dwellings.

## **ADA EVACUATION POLICY**

Issued: January 27, 2005 - ADA Evacuation Assistance List For Mobility Impaired Building Occupants

## **EMERGENCY EVACUATION PROCESS**

The process of safely negotiating an emergency evacuation route can often present difficulties to building occupants who are physically challenged. Whether the impairment is temporary or permanent, a specific evacuation plan of action tailored to the occupant's special needs should be developed and practiced. The names of transient students and visitors should not be included on the list except upon their request.

## **BUILDING EMERGENCY COORDINATORS (BEC)**

Building Emergency Coordinators (BEC) will be designated to assist disabled occupants to predetermined safe locations during an emergency evacuation. This procedure was devised to enhance the personal safety of those who may be physically challenged and may require the assistance of others in the event of an emergency evacuation.

## **PURPOSE**

The purpose for developing the ADA list is to provide another opportunity for persons experiencing temporary or permanent disabilities to receive assistance during emergency situations. Upon receiving a name, the BEC shall record and forward the names within 24 hours to the University Fire Marshal/DPS where the name(s) will be placed on the master "ADA Evacuation Assistance List" and retained at the DPS telecommunications center. The BEC will provide leadership for planning and practicing evacuation drills for these persons. Remember... Each individual is ultimately responsible for their own safety, so Plan Ahead

## **VOLUNTARY PARTICIPATION**

Occupant participation is voluntary and under no circumstances shall an individual be required to have their name placed on the ADA Evacuation Assistance List.

## **CONFIDENTIALITY**

Confidential information appearing on the ADA list will include the individual's name, building/room location, and physical condition/special needs (see sample below). This information should be forwarded to the Department of Public Safety to be used those purposes described herein.

# 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 their name and cell phone number in the registrar's office to add their names and mobile phones 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.

The 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 campus phones. Simmons has a campus-wide phone system that can be activated in seconds during an emergency, provided that internet connections are working.

## **INCLEMENT WEATHER PROCEDURES**

Decisions to cancel classes will be announced by the Executive Vice President, the Vice President for Academic Affairs, the Provost 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**

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. College emails are 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 college leadership to address the media.

# BEHAVIORAL POLICIES

## **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 a graduation banquet. Simmons students participate in a variety of community service activities ranging from social advocacy, church ministry activities, and mentoring. All students are encouraged to join the student government association and help shape future activities.

## **CODE OF CONDUCT**

Students who enter the Simmons College of Kentucky community of scholarship are expected to maintain a high standard of ethical conduct compatible with biblical principles. Bearing in mind that the actions of a few can damage the hard-earned positive reputation of the many, we covenant to honor both our HBCU heritage and our Simmons Nation pride by respectfully upholding this code of conduct. Student use of intoxicating beverages or controlled substances on school premises will not be tolerated (exceptions only for legitimately prescribed medications). Public displays of drunkenness, use of prohibited substances, underage drinking, public disorderly conduct, public intoxication, or criminal conduct on or off campus will not be tolerated. The evidence of such or other infractions may lead to immediate expulsion.

A high standard of ethics is meant to pervade all segments of the life of this institution of higher learning for both its students and faculty, as we interact with each other in person and online. To this end, we expect all to be just in their dealings with others, the college, and the employees of the college. This includes, but is not limited to, honesty and integrity in study, courtesy in speech, the satisfying of all obligations to the College, financial and/or otherwise. Students who fail to conduct themselves in a high manner 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 moral character. Students are expected to dress

appropriately for special events such as convocation services, banquets, graduation, career days, and the like. Students who lack resources to acquire appropriate clothing should contact the office of the Vice-president for Student Affairs, which will work with college leadership to help ameliorate the situation.

## **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 students 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 object of such behaviors 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 Student Handbook (for students) or Employee Manual (for employees).

### **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 allow 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 believe 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 Title IX Officer (who is also the HR Manager for employees). In all cases the College will promptly begin an impartial investigation.

Special care should be taken by all parties to such complaints, since relationships can be misinterpreted and/or abused by either party and 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 statements and actions.

Simmons College of Kentucky will not permit retaliation against one who complains of sexual harassment. 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 complainant has been harmed in terms of loss of advancement, position, 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.

Sanctions and remedies will vary according to the severity of the harassment offense and may include verbal and written reprimands, mediation, notice of placement on probation, suspension, and termination/expulsion. College sanctions do not preclude or include legal remedies that the parties may also have by operation of law. When the investigation is completed, persons found guilty of a pattern of continuing harassment activities, will be dismissed from employment or 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.
12. Simmons College of Kentucky hereby certifies that it complies with the requirement of Section 485.

## **STUDENT GRIEVANCE POLICY**

In the event of a 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, detailed 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 Provost. It will then be sent through the appropriate administrative departments until the grievance is brought to resolution. The Provost is normally the final arbiter in the grievance process.

## **STUDENT'S 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:

- a. Name, address, telephone number, dates of attendance, class, photography and religious affiliation.
- b. Previous institution(s) attended, major field of study, awards, honors, and degree(s) conferred including dates.
- c. 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' intentions for publishing an Acceptable Use Policy are not to impose restrictions that are contrary to the established culture of openness, trust and integrity, but to protect employees, students, partners and the college 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, student, 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, volunteers, 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 college systems remains the property of Simmons College and is subject to review and inspection. Because of the need to protect Simmons College, management cannot guarantee the confidentiality of information stored on any network device belonging to Simmons College.

**Because all communications on Simmons College's networks remains the property of the college, all employees and students should be aware that there is no guarantee of privacy in the use of Simmons electronic networks.** If students, employees, or other individuals choose to make occasional personal use of Simmons' network, those communications are subject to review. Simmons College reserves the right to audit networks, systems, and communications on a periodic basis to ensure compliance with this policy.

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 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 as it now exists or may be amended.

## **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.

## **STUDENT EMAILS**

Upon registration and continuing enrollment, students will be assigned a college email. Be sure to change your password as soon as you get your email so that information sent to you remains private. DO NOT GIVE OTHERS YOUR PASSWORD unless you have authorized that person to act on your behalf.

## **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.

## **PROHIBITED 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 from and Simmons College account.
- Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
- Effecting or 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 of 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 of a sensitive or confidential nature about Simmons College's financial data, administrative operations, employee information, student information, other sensitive matters, other what is published through official college channels and posted on Simmons College web page.

## **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 or 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, and may be further subject to civil sanctions as allowed by law.

## **DEFINITIONS**

*Bloggng*: 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

## **ACADEMIC CALENDAR**

See the current calendar at [www.simmonscollegeky.edu](http://www.simmonscollegeky.edu).

## **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 from the Vice President for Academic Affairs or the appropriate designee.)

## **CLASSIFICATION ACCORDING TO SEMESTER HOURS EARNED**

Freshman 0-29

Sophomore 30-59

Junior 60-89

Senior 90+

## **CATALOG JURISDICTION**

Students dropping out of Simmons College of Kentucky at any time during their 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 their return. The academic rules and programs in this catalog are effective for all students who enter Simmons College of Kentucky during the **Fall 2018** 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 **then current** catalog.

Students are subject to the rules published in the current Student Handbook and Academic Catalog each semester they attend. Should there be a conflict of policy, the policy of the Student Handbook supersedes that of the Catalog. No academic 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 Vice-President for Academic Affairs to adopt the academic rules, degree programs, and jurisdiction of a catalog in current publication after the Fall 2018 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 Vice-President for Academic Affairs.

## **CONVOCATIONS**

Convocations are held monthly throughout the semester. They will convene as called by the President, Provost, or any Vice President. All students are required to attend convocations. Convocations are intended to strengthen our individual spiritual journeys and application of Christian principles in our current world.

## **CLASS ATTENDANCE**

Regular attendance and punctuality in all classes are expected. One cannot learn and benefit from college coursework without being present. Students who are not dedicated to attending class on time have no business pretending to go to college.

Each faculty member is responsible for establishing specific attendance rules for each particular class. Students are expected to comply with each instructor's attendance policies. Attendance policies must be explained in the class syllabus.

The college monitors attendance only to the extent required for awarding federal financial aid, but otherwise, it has no mandatory attendance policy.

Each instructor's attendance policy should address the number of unexcused absences; make-up work required, regardless of the reason for the absence; whether and how grades are lowered as a result of the absence, particularly if students do not complete make-up work assignments; extenuating circumstances that may dictate some deviation from this policy; whether to allow tardy students to enter the class after it has begun; whether being tardy a number of times equals an absence.

## **COURSE SYLLABI**

All professors will provide all students enrolled in their course with a course syllabus at the beginning of the semester. This syllabus represents an agreement between the instructor and the students. The student's continued enrollment in the course constitutes acceptance of the requirements of the syllabus.

A professor may revise the syllabus appropriately and reasonably throughout the semester so long as such revisions are in writing and fair notice is given. Students are responsible for complying with those revisions.

Students will refer to the syllabus throughout the semester for information on class attendance policies, grading, assignments, and deadlines.

Since course syllabi are often used by educational institutions in determining transfer credits, students are strongly advised to keep their course syllabi 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:

**A = 100-90**

**B = 89-80**

**C = 79-70**

**D = 69-60**

**F = 59 or below**

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:

A=4

B=3

C=2

D=1

F = 0 (no credit)

## **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 recent editions (within the last two years) of the Publication Manual of the American Psychological Association (APA) or at the instructor's option another standardized manual such as the Modern Language Association (MLA) or Chicago Manual of Style (CMS).

## **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 Vice-President for Academic Affairs to take a make up examination.

## **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.

1. 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.
- 2. 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.
- 3. 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.
- 4. Procedures for Challenging a Grade
  - a. Discussion with and 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 for 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 unusual circumstances. The instructor should submit the change of grade form to the Registrar for recording 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. After discussing the challenge with 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 written challenge statement: one to the chair of the department in which the course was offered and one to the Vice President for Academic Affairs.
    - ii. The Vice President for 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.
- vi. 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 department chair, the instructor, and the student.

Decisions by the Grade Challenge Review Board 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 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, in quizzes or tests, and in all other aspects of their dealings with Simmons College. 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 includes, but is not limited to, 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 that are not previously authorized for use during examinations, other misrepresentations of academic achievement submitted for evaluation and a grade, and plagiarism.

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 discovered to have cheated and charged with cheating, including plagiarism, during his or her college matriculation, is subject to sanctions.

The current policy adopted by the faculty senate is as follows:

Where the facts show that students committed plagiarism by careless research and citation methods and merely failed to credit sources they were otherwise allowed to cite, for the first offence, students will be referred to the Student Learning Center, where they will be briefed on plagiarism and instructed on how to take a test or an online tutorial (such as <https://www.indiana.edu/~academy/firstPrinciples/certificationTests/index.html>) to obtain certification of their understanding of plagiarism.

Students who do not receive certification within three weeks of their offense will be assigned an F for the course. Those receiving the certification will be allowed to continue in the course and any penalty shall be at the discretion of the professor. Once certification is received and shared with the professor, the professor will notify the office of Academic Affairs of the infraction and the certification. It shall be the responsibility of the office of Academic Affairs to maintain a list of students who have been required to complete this certified training.

## **SUBSEQUENT OFFENSES AFTER RECEIVING CERTIFICATION.**

1. First offense: Student fails the assignment and Academic Affairs is notified.
2. Second offense (which can be a second offense in the original course or a first offense in any course during their academic career at Simmons), student fails the assignment and is required to meet with the VP for Academic Affairs.
3. Third offense, student fails the course.
4. Fourth offense, student fails the course and a disciplinary hearing is held to determine whether student should be expelled.

5. If a student is not expelled after the fourth offense, and a fifth offense occurs, a recommendation to dismiss the student will be sent to the Faculty Senate.

Because cheating cumulatively leads to dismissal, faculty are required to report each observed case to the Vice President for Academic Affairs as noted above. Final decisions to expel a student will also involve the Vice President for Student Affairs.

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 with the alleged violation.

## **INCOMPLETE COURSE WORK**

Incompletes 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. During the drop/add period, students may drop or add classes (within the limits otherwise noted herein) at their sole discretion. After the drop/add period has passed, 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. Students must pay for any class for which they withdrew after the drop/add period.

## **WITHDRAWAL FROM CLASS/COLLEGE**

When students find it necessary to withdraw from a class or the college before the routine completion of the semester, they should discuss the matter with their 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 and Business Office. Second, the student must go to the Registrar's 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, students may be able to avoid a failing grade on their academic record.

**Note: Students must initiate a withdrawal.** This is not the responsibility of the college. 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. Students must pay in full for all classes from which they withdraw after the drop/add period. Withdrawal may also have severe consequences for students' future financial aid.

## **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 course if the student misses five (5) consecutive instructional days and all of the days are unexcused. 4. All refund requests must be submitted within 45 days of the determination of the withdrawal date.

## **ACADEMIC STANDING**

The academic standing of students is determined by their cumulative grade point average. To achieve and remain in good standing, all students 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.

Students on academic probation will be limited to a maximum of twelve (12) semester hours enrollment per semester until they improve their academic standing. Students who remain on academic probation for three consecutive semesters and do not raise their cumulative average

by the conclusion of the third semester to at least 2.00 will be suspended. Student 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 Vice-President for Academic Affairs.

## **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 three (3) years to complete an Associates degree, and five (5) years to complete a Bachelor's degree. Additional time requirements may apply to specific degree programs. Failure to finish programs within these specified times may result in removal from these programs.

## **LEAVE POLICY**

Students must move through their program at an acceptable speed and complete an annual evaluation with their Academic Advisor. Students who do not make satisfactory progress are allowed one semester to get back on track. With a written recommendation 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 returning to register for the next semester, students 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 that violates generally acknowledged canons and standards of scholarship or professional practice.
3. Behavior that is disruptive to the educational process.

Note: ANY STUDENT WHOSE BEHAVIOR POSES A SERIOUS THREAT TO LIFE OR PROPERTY MAY BE IMMEDIATELY BANNED FROM THE CAMPUS AND PROHIBITED FROM RETURNING UNTIL THE DISCIPLINARY COMMITTEE CAN MEET AND REVIEW THE SITUATION.

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 Faculty Senate on recommendation of the Discipline Committee. The committee may also impose lesser penalties such as reprimand or probation. The Faculty Senate 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**

Each 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, or the then current transcript fee. These are issued only on the basis of written authorization by the student. (Only a student's final grade is entered on the permanent record.) The student's permanent records are maintained in the Registrar's office in the division 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 Senate for graduation.

## **STATEMENT ON ACADEMIC RIGOR**

### **100-LEVEL COURSES**

100-level courses are foundational and assume that the student has little to no knowledge of the subject matter. The focus is on the introduction to terms, concepts, techniques and ways of thinking/learning within discipline, typically in the context of a relatively broad survey of topics.

**READING:** Most instructors of 100-level courses assign readings from textbooks (if a suitable text is available) as well as from a range of supplementary readings that may include both primary and secondary source material. Weekly assignments consist typically of approximately 100 pages divided among texts, secondary readings, and primary source materials.

**STUDENT WRITING:** At least 8-10 pages (standard font, double-spaced, with references), excluding exams.

**EXAMS:** Typically a midterm and a final exam.

**PARTICIPATION:** It is recommended that section participation count at least 10% toward the final grade.

### **200 LEVEL COURSES**

200-level courses continue with introduction to terms and concepts within the discipline, although typically within a more narrowly defined topic. The learner has been exposed to related topics but not necessarily to the specifics of the subject matter.

**READING:** Most instructors of 200-level courses combine textbooks with supplemental primary, and secondary readings. As with the 100 level, about 100 pages are typically assigned weekly.

**WRITING:** Typically 8-15 pages (standard font, double-spaced, with references), excluding exams.

**EXAMS:** Typically a midterm and final exam

**PARTICIPATION:** Should the course be structured to allow for student participation, it should make up part of the grade.

### **300-LEVEL COURSES**

300 level classes facilitate the development of specialized terms, concepts, techniques, and approaches pertaining to a narrowly defined topic within the discipline. The learner has advanced to in-depth familiarity with basic terms, concepts, techniques, and approaches of the discipline.

READING: Weekly assignments typically include at least 120 pages divided between primary source readings and scholarly treatments.

WRITING: Student papers should develop well-supported arguments on the basis of research in primary sources and on the interpretation of texts. Most courses require a paper or papers totaling at least 10-15 pages.

EXAMS: Typically a midterm and final exam.

PARTICIPATION: Should count at least 10% of grade.

## **400-LEVEL COURSES**

400 level classes are advanced and involve critical analysis of the most current terms, concepts, techniques and approaches shaping the discipline. The learner has become proficient in critical thinking and the ability to solve problem

WRITING: Typically a research paper of at least 10-20 pages.

READING: Weekly assignments are typically at least 120 pages divided between secondary and primary sources.

EXAMS: Typically, a midterm and a final.

PARTICIPATION: Minimum 10% of grade.

## **500-LEVEL COURSES**

500 level classes are pre-graduate level and involve the fairly independent initiation of effort toward proposing and solving problems, creating new scholarship, and/or producing a new intellectual product. This level makes use of seminars and critical student dialogue with the professor largely as mentor/facilitator. There is a high degree of interest in self-education and self-direction within the discipline.

WRITING: Usually a research paper or papers of at least 20-25 pages.

READING: Weekly assignments are typically 130-150 pages divided between tertiary, secondary and primary scholarly resources.

EXAMS: Taught in seminar fashion, students are evaluated based on writing, reflection, qualitative contributions and group projects.

PARTICIPATION: The seminar style weights participation much higher. Minimum of 30% of grade.



# SPECIAL ASSISTANCE

## **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 you 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 caseworker 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.

Throughout the course of each semester, 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**

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, including testing accommodations, must provide documentation from a physician or qualified psychologists specifying the nature of the disability or disabilities. They must also provide documents from 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 five years old. Simmons College of Kentucky will evaluate, but may reject, documentation over five years old.

### **PSYCHIATRIC DISABILITIES**

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. Students should provide documentation from a licensed professional qualified to diagnose and treat psychological disorders. The documentation should include a diagnosis, the treatment, the prognosis, and 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's file.

# FACULTY

The faculty of Simmons College of Kentucky are committed to providing a quality and unique educational experience for all students. The faculty hold degrees from a wide range of educational institutions and represent diverse perspectives. Over ninety percent (90%) of full-time faculty of Simmons College of Kentucky possess or are candidates for a graduate degree in the area in which they teach. Most full-time faculty hold earned doctoral degrees.

## **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. At the end of each semester, students anonymously rate their instructors on a number of attributes and functions. Students are invited to make narrative comments regarding their assessment of each instructor's strengths and encouraged to suggest ways that class instruction could be improved.

These forms are tabulated by the staff and the results are mailed or electronically communicated to the instructor, without disclosing the identity of the students who made the ratings and comments, (unless a student expressly put his name on the assessment form).

## **FACULTY DEVELOPMENT**

The Provost, the Vice-President for Academic Affairs, and the Department Chairs from time to time set faculty development activities, policies, and procedures to promote excellence in teaching and learning. These activities include peer mentoring, classroom visits by administrators, department chairs, or peers, mandatory attendance at training workshops, and one-on-one coaching.

# SIMMONS STAFF

## EXECUTIVE LEADERSHIP TEAM

### **Kevin W. Cosby, President and Chief Executive Officer**

B.A. - Eastern Kentucky University, Richmond, KY  
M. Div. - Southern Baptist Theological Seminary  
D. Min. - United Theological Seminary, Dayton, OH

### **Barbara Young, Provost, Director of Title III Program**

B.A., M.A., J.D. - University of Louisville  
Ed.D. - Indiana University Bloomington

### **Caldwell, Chris, Vice-President for Academic Affairs and Chair, Religious Studies**

B.A. - English, Rhodes College, Memphis, TN  
M. Div. - Southern Baptist Theological Seminary, Louisville, KY  
Ph.D. - Religion, Baylor University, Waco, TX

### **Cosby-Gaither, Christine, Vice-President for Student Affairs**

B.S. - Psychology - Northern Kentucky University  
M.A. - Business Communication - Spalding University, Louisville  
Ed.D. - Leadership Education - Spalding University, Louisville

### **Smith, Frank, Executive Vice-President and Special Assistant to the President**

B.A. - Bible and General Communications, Freed-Hardeman University, Henderson, TN  
M.S. - Management, Indiana Wesleyan University, Louisville, KY

### **Jobst, Kenneth, Vice-President for Assessment and Advancement**

B.S. - Family Studies, Purdue University, West Lafayette, IN  
M.Div. - Pastoral Ministry, Asbury Theological Seminary, Wilmore  
D.Min - Advanced Practice, Louisville Presbyterian Theological Seminary

## FACULTY AND ACADEMIC LEADERSHIP

### **Abell, Ritta, Chair Cross-cultural Communications**

B.A. - Speech and Theatre, Morehead State University, Morehead, KY  
M.A. - Communication, Morehead State University, Morehead, KY  
Ph.D. - Interpersonal Communication, University of Kentucky, Lexington, KY

**Butts, Jimmy**, Instructor in Residence

Th.M. – Islamic Studies, Southern Baptist Theological Seminary, Louisville, KY

**Caldwell, Chris**, Vice-President for Academic Affairs and Chair, Religious Studies

B.A. – English, Rhodes College, Memphis, TN

M. Div. – Southern Baptist Theological Seminary, Louisville, KY

Ph.D. – Religion, Baylor University, Waco, TX

**Davenport, Kevin**, Chair Music

B.S. – Music Education, Tennessee State University

M.A. – Music Education, Hampton University, Hampton, VA

Ed.S. – Educational Administration and Supervision, Tennessee State University, Nashville

Ed.D. – Educational Administration and Supervision, Tennessee State University, Nashville

**Hayes, Charles**

B.M. – Music Education, Cornell College, Mt. Vernon, IA

M.A. – Music, Choral Conducting, University of Iowa, Iowa City, Iowa

**Meaux, Wayne**, Chair Business Entrepreneurship

B.A. – Business Administration, McKendree University, Louisville, KY

M.B.A. – Webster University, St. Louis, MO

Ed.D. – Interpersonal Communication, Spaulding University, Louisville, KY

**Nelson-Yarbrough, Edith**, General Studies Instructor and Faculty Development Coordinator

M.A.T. – Education, University of Louisville, Louisville, KY

**Seay, Nancy**, Chair Sociology and General Studies

B. A. – History, University of Toledo, Toledo OH

M. A. – Educational Theory and Social Foundations, University of Toledo, Toledo OH

Ph. D. – Educational Psychology, University of Toledo, Toledo OH

**Whetstone, Randy**, Student Learning Center Coordinator and Christian Community Service Coordinator

M.A. – Leadership, Southern Baptist Theological Seminary, Louisville, KY

**Wilson, Brendan**, Math instructor and Computer Lab coordinator

B. S. – Mathematics, Wright State University, Detroit MI

M. S. – Mathematics, Wright State University, Detroit MI

## **ADMINISTRATIVE OFFICES**

For a detailed directory of Simmons College staff and offices, go to [www.simmonscollegeofky.edu](http://www.simmonscollegeofky.edu)