This handbook is designed to acquaint the undergraduate student body with the rules, regulations, policies, structure, and services of the University of Pikeville. A tentative calendar has been included in this handbook for your reference. You are encouraged to read the entire handbook and refer to it when you have questions. If any part is unclear, please seek clarification from the Vice President for Student Services or any other University of Pikeville official.

The general policies of the University are established by the Board of Trustees and are administered by the University departments under the responsibility and authority of the President. Administration, faculty and students contribute to policy decisions through a variety of campus committees.

It is the policy of the University that no student shall be excluded from participating in, be denied the benefits of, or be subjected to discrimination in any program sponsored by the University because of age, gender, race, color, creed, religion, handicap, sexual orientation, or national origin. The Student Handbook is not intended to cover every infraction that could occur. Anything that is not covered will be dealt with on a case-by-case basis.
Commitment to Christian Tradition
The University of Pikeville is an independent institution affiliated with the Presbyterian Church (USA). Founded by Presbyterians in 1889, the University stands as an opportunity for quality higher education in the heart of Appalachia. Maintaining its commitment to Christian principles, the University recognizes the infinite worth of each person, respecting and accepting a variety of religious expressions.

Commitment to Students
While the University remains primarily committed to serving students from Appalachia, it encourages and welcomes students from all regions and cultural backgrounds. The University of Pikeville provides an opportunity for students to receive a quality education that focuses on the development of the whole person, including the intellectual, spiritual, social, and physical dimensions.

Commitment to Education
The University of Pikeville offers associate, baccalaureate, and graduate degree programs that prepare students for a variety of professions or careers. The undergraduate curriculum rests on a broad liberal arts foundation, emphasizing communicative and quantitative skills; independent thinking; tolerance of diverse points of view; cultural, historical, and ethical awareness; and preparation for leadership, civic responsibility, and lifelong learning. The University of Pikeville School of Osteopathic Medicine provides graduate students with an osteopathic medical education that emphasizes primary care, encourages research, promotes lifelong scholarly activity, and produces graduates who are committed to serving the health care needs of communities in eastern Kentucky and other Appalachian regions.

Commitment to Community and Region
The University of Pikeville is committed to enhancing the educational, cultural, and economic opportunities for Appalachia through quality academic and continuing education programs as well as involvement in community service and humanitarian efforts.
UNIVERSITY OF PIKEVILLE INSTITUTIONAL GOALS

The University has set the following 10 general goals for carrying out its mission:

I. To maintain a sense of community which stresses ethical and moral values, fosters an appreciation for diversity, and provides an atmosphere that accepts and respects a variety of backgrounds and modes of religious expression within a Christian context.

II. To offer each undergraduate student the opportunity to receive a liberal arts education, emphasizing the value of intellectual development through the promotion of independent and creative thinking as well as the development of basic communication and problem-solving skills.

III. To assist each student in acquiring competence in a chosen professional or career-oriented field based on a broad liberal arts foundation, which encourages lifelong learning.

IV. To enhance each student’s sense of self-worth, self-discipline, and personal integrity while developing social responsibility and leadership potential through a comprehensive co-curricular program.

V. To provide each medical student the personal and professional skills necessary to improve health care services in the Appalachian region.

VI. To maintain a community of high-quality faculty, staff, administrators, and trustees who are dedicated to meeting the individual needs of students and who promote a caring and supportive environment conducive to learning.

VII. To provide necessary resources for a quality education through instructional materials, information technology, library and physical facilities.

VIII. To promote the growth and development of the community at large by encouraging faculty, staff, students, and alumni to serve the community and by encouraging members of the community to serve the University.

IX. To maintain efficient and effective administrative services for institutional and educational support programs.

X. To secure support from private, state, and federal sources to strengthen the University’s viability through sound fiscal policy.
Accreditation Statement
The University of Pikeville is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, baccalaureate, masters, and doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of the University of Pikeville. All other inquiries should be addressed to the University of Pikeville at 147 Sycamore Street, Pikeville, Kentucky 41501 or call 606-218-5250.

The University's program for the associate degree in Nursing is approved by the Kentucky Board of Nursing, and programs in Teacher Education are approved by the Kentucky Education Professional Standards Board. The University's degree program in Social Work has begun the initial accreditation process with the Council on Social Work Education and has been granted candidacy status. The University of Pikeville - Kentucky College of Osteopathic Medicine has been granted accreditation by the American Osteopathic Association's Commission on Osteopathic College Accreditation. This body is recognized by the U.S. Department of Education as the accrediting agency for colleges educating osteopathic physicians.
**Administrative Offices**

**Academic Affairs**
The Academic Affairs Office has administrative responsibilities for academic programs, registration and related academic services. This office is also responsible for the coordination of policies and procedures pertaining to faculty, curriculum, instruction and class scheduling.

**Business Affairs**
Business Affairs is responsible for all business operations of the University and for all University property. Departments operating within this complex include the Business Office, Information and Technology Services, Facilities Management and the University Police Department.

**Student Services**
Student Services is responsible for non-academic life at the University of Pikeville. This office is responsible for residence halls, the dining hall, student lounges, campus activities, intramural sports, student life, campus organizations and career development.

**Admissions and Financial Aid**
The Admissions Office acts as the primary agent for the acceptance of prospective students and develops an admissions program that is responsive to student and University needs. The Financial Aid Office is committed to making the University of Pikeville accessible to qualified students who have financial needs and meet specified guidelines.

**Advancement**
The Office of Advancement includes Public Affairs and Development. The Office of Public Affairs is responsible for alumni affairs, music ensembles, public information, publications, public relations, special events, the University website and is the copy/print center for all departments on campus. The Development Office is responsible for the solicitation of gifts from both private and corporate donors through the use of annual giving, planned giving and prospect research and development.

**Administrative Officers**
Paul E. Patton ...........................................................President
Eric A. Becher ..............................................................Vice President for Development
Boyd R. Buser, D.O. ............................ Vice President for Health Services and Dean of KYCOM
Ron Damron..............................................................Vice President for Student Services
Thomas Hess ..............................................................Vice President for Academic Affairs and Dean of the College of Arts and Sciences
James L. Hurley ......................................................Vice President/Special Assistant to the President
Douglas Lange ........................................................Vice President for Business Affairs
SERVICES FOR STUDENTS

Statement of Non-Discrimination
It is the policy of the University that no student shall be excluded from participating in, be denied the benefits of or be subjected to discrimination in any program sponsored by the University because of gender, race, religion, sexual orientation, age, handicap or national origin. In order to promote a broad learning environment, the University of Pikeville welcomes applications from individuals of diverse backgrounds.

Academic Advising
Responsibility for general coordination of the advising system at the University of Pikeville rests with the Dean of the College of Arts and Sciences. When students enter the University they are assigned a faculty advisor. The major objectives of the University advising program are:

1. To provide individual assistance to each student in order to help the student advance within his/her program.
2. To assist with scheduling.
3. To review academic credentials for graduation.
4. To acquaint students with services provided by the University.

ACE Program
The ACE Program (Academic and Cultural Enrichment) is a federally funded program that offers a variety of programs and activities designed to provide comprehensive academic support and improve academic performance and increase student retention and graduation rates. Students interested in becoming a member of the ACE Program must apply and qualify for the program. Students may apply for this program in the ACE offices located in the Armington Learning Center, Rm. 011 or obtain information by calling 218-5701.

Student Sickness and Accident Insurance Plan
The University of Pikeville believes it is essential for students to be protected against unexpected accidents or illnesses and therefore provides an option for students to purchase a Sickness and Accident Insurance plan. Information on this policy can be found in the Student Services office.

Allara Library
Allara Library has collections of books (both circulating and reference), periodicals, databases, microforms and videos and can supply free, on interlibrary loan, books or photocopies of articles it lacks. Special Collections houses the University Archives and a collection of Kentucky/Appalachian history and genealogy. For more information, please check the pamphlets in the library or ask a librarian. See also the Medical Library (Ext. 5150, KYCOM Telemedical Learning and Resource Center) and the Curriculum Center (Ext. 5318, Administration Building 213).

Bookstore
The University Bookstore, located in the lower level of the Pikeville parking garage on Hambley Boulevard, offers books, clothing, school supplies, sports items and
gifts. During final exams of fall and spring semesters, the bookstore buys back textbooks from students. The bookstore was established primarily to meet the needs of students, faculty and staff, but the public is also welcome to make purchases.

Career Development
The Career Development Department is located in the Student Services Office. This service provides assistance with resume writing and holds interview workshops. This office also maintains a list of available part-time jobs for students. For assistance, call 218-5226.

Computing Services
The University of Pikeville maintains several public access facilities located in the following buildings throughout campus: Administration 212, 308 and the Education Resource Center in 213, Allara Library Main Floor, Tutoring Center 001 and 028, ACE Writing Center Armington 011, Armington 115, Record Memorial Nursing Lab 308 and the KYCOM Telemedical Learning and Resource Center third floor, 413 and Community Technology Center 136. To obtain a PCNET account or an ID Card, report to the Information Technology Office located on the second floor of the Community Technology Center Building.

Counseling Service
The Student Services Office provides counseling service for all students. This office serves as an initial point of contact and referral for students with academic, personal or financial problems. If, at any time, the services of a counselor are needed, an appointment can be arranged through the Office of Student Services at 218-5224. An outside counseling agency is also used in certain referral cases.

Dining Hall Policies
All food served should be eaten in the dining hall. Food, plates, silverware, cups and other supplies are not to be removed from the dining hall. To ensure a pleasant dining atmosphere, everyone is requested to refrain from the use of abusive language, boisterous conduct and excessive distractions at meal time. Appropriate dress is expected at all times. For reasons of safety and health, bare feet and other inappropriate dress are not permitted. It is necessary that all diners return dishes, etc., to the busing station.

Disability Services
The Disability Services Office is located on the ground floor of the Administration Building. Students with disabilities must make the disability known to this office and must provide current and comprehensive documentation concerning the nature and extent of the disability in order to be granted accommodations under Section 504 and ADA. For more details see “Students with Disabilities” on page 16 of this handbook. For assistance, call 218-5232 or e-mail kpetot@upike.edu.

Food Service Information
The University food service is operated by Aramark Food Services, Inc., which maintains the University dining hall and Java City, located in Wickham Hall.
Leadership/Community Service Program
The goal of this program is to empower students to become compassionate agents of change, to use their knowledge and abilities to help others, to inspire responsibility and to stimulate service as a life-long conviction. Volunteer efforts completed can be submitted onto a second transcript, which will be kept on file in the Office of Student Services. The second transcript may be obtained for references at the request of the student.

Post Office
The main post office for the entire campus is located in Wickham Hall. Mailboxes are available for all residence hall students and are assigned through the campus post office.

Medical Care
A campus nurse is provided by the University to care for resident and commuting students. The nurse’s office is located on the sixth floor of Record Memorial. The nurse’s services are provided free of charge to University of Pikeville students. For serious medical problems, a student should see a physician. The nurse may be reached by calling the Office of Student Services at 5240. However, the student is responsible for his/her own medication.

Spiritual Life Committee
The Spiritual Life Committee consists of faculty, staff and student members and is responsible for religious activities at the University. They plan and conduct programs, which include weekly chapel services, group experiences, Bible study and community involvement. The Spiritual Life Committee seeks to be sensitive to the religious needs of the entire University community.

Testing Center
The Testing Center is located on the ground floor of the Administration Building. This office serves as an information resource center for all National and In-House testing programs. Proctoring for correspondence, on-line and ADA accommodated testing is also available by appointment. Juniors and seniors in good academic standing may apply for employment as proctors for the National ACT and SAT. For assistance, call 218-5232 or e-mail kpetot@upike.edu.

Tutoring Center
The Tutoring Center provides peer tutoring services in all subjects, computer tutorials in math and English and a videotaped lecture series in math, free of charge for all students. The Tutoring Center is located on the third floor of the Armington Learning Center.

Veterans
The VA Certifying Official acts as point of contact for all Veterans and the dependents of disabled/deceased Veterans who wish to claim educational benefits through the Veterans Administration while attending the University of Pikeville. The Office for Veterans Benefits is located on the ground floor of the Administration Building. For assistance, call 218-5232 or e-mail kpetot@pc.edu.
**Writing Center**
The Writing Center provides individual tutoring, workshops and other resources to motivate students to help themselves become better writers. Located in Allara Library, The Writing Center will be open Monday through Friday with on-call tutors available. Trained peer writing consultants can be provided.

**POLICIES**

A student in attendance at the University of Pikeville accepts the obligation to conform to the regulations of the University. It is understood and agreed upon by each student that failure to meet this obligation shall justify disciplinary action. These sanctions will be enforced through the Office of Student Services. The University is not limited by this list or other published regulations when it initiates disciplinary action.

**Parental Contact**

As a private university, we reserve the right to contact your parent(s) or guardian for good cause such as an accident or serious illness, disappearance from campus or other serious matters relative to your health or safety and that of the campus community.

**Misconduct Sanctions**

Separation from the University of Pikeville involves removal from programs offered by the University, including resident status, for a minimum of one year. Formal application for re-admission must be made through the Admissions Office and the Vice President for Student Services must approve the re-admission after a conference with the student. The student will be placed on probation for one semester upon readmission.

The following offenses may result in separation from the University:

- Intentional bodily harm
- Distribution, sale, possession or use of drugs deemed illegal by federal or state authorities
- Theft
- Forcible entry, concealment or possession of a deadly weapon
- Sexual assault, sexual harassment, date rape or rape
- Verbal assaults
- Fighting
- Destruction of property
- Misuse of safety equipment
- Obstructing disciplinary procedures or other University activities on University owned property

Disciplinary warnings and fines may be issued by the resident life director, residence hall director, the coordinator of housing or by the Vice President for Student Services. Three such warnings in one academic year could result in separation from the University of Pikeville.
The following offenses may result in disciplinary warnings and fines:

- Misuse of telephone: acceptance of collect calls is prohibited
- Intoxication or possession of alcoholic beverages:
  - a. public intoxication resulting from the use of alcohol
  - b. failure to comply with laws on use and sale of alcoholic beverages
- Failure to pass cleanliness inspection
- Entry into another’s room without permission
- Failure to comply with room inspection
- Unauthorized alteration to building or grounds
- Violation of quiet hours
- Failure to comply with the request of a University official attempting to prevent disorder
- Failure to leave building during fire alarm
- Misuse of a University of Pikeville I.D. card
- Pranks potentially harmful to other people
- Dishonesty (knowingly falsifying written or oral information to a University official)
- Excessive noise
- Hazing
- Other offenses deemed inappropriate by the Vice President for Student Services

**Substance Abuse Policy**
The University of Pikeville Substance Abuse Policy is as follows: The distribution, sale or use of drugs or narcotics deemed illegal by federal authorities including, but not limited to, barbiturates, hallucinogens, amphetamines, cocaine, opium or marijuana on University owned or controlled property may result in separation from the University of Pikeville. Separation from the University is removal from programs offered by the University, including resident status, for a minimum of one year. Formal application for re-admission must be made through the Office of Admissions and the Vice President for Student Services must have a conference with the student and approve this re-admission. The student will then be placed on probation for the first returning semester.

Intoxication or possession of alcoholic beverages will result in disciplinary warnings and/or fines. Continued alcohol abuse could result in probation up to separation from the University. The specific activities will be decided by the Vice President for Student Services as each individual case is reviewed.

**Sexual Harassment**
The University of Pikeville is committed to providing its students with an environment free from implicit and explicit cohesive behavior used to control, influence or affect the well-being of the student. Sexual harassment can include physical conduct or verbal comments of a sexual nature that creates an intimidating, hostile or offensive environment. Sexual harassment of any person is inappropriate and unacceptable and is grounds for disciplinary action up to separation from the University.
Examples of sexual harassment, but not limited to, include the following:

1. Verbal or written harassment or abuse
2. Sexist remarks or suggestive comments, insults, humor or jokes about sex or gender specifications
3. Unnecessary touching, petting or pinching
4. Pressures for sexual activity
5. Constant brushing of another’s body
6. Demanding sexual favors accompanied by implied threats
7. Physical assault
8. Electronic media pornography, including use of the University’s Internet connections.

While matters of sexual harassment are covered under civil rights legislation and under matters of discrimination, the University of Pikeville assumes a position to prevent and eliminate sexual harassment on campus by any faculty, staff, administrator or student. It is the policy of the University that any practice or behavior that constitutes sexual harassment or any other unreasonable interference with performance will not be tolerated. The University of Pikeville is committed to ensuring that the Institution is free of sexual assault or harassment. Students who feel sexual harassment has occurred should file a report with the Vice President for Student Services. Full cooperation will be extended by the University of Pikeville to law enforcement agencies when cases are being investigated.

**Sexual Abuse**

The University urges victims of sexual abuse to contact the Vice President for Student Services or the local law enforcement agency immediately so that the authorities can take whatever action is necessary. Those authorities will inform the victim of the proper procedure to follow. The FBI Uniform Crime Reporting Act as amended by the Hate Crime Statistics Act defines sex offenses as follows: Forcible Sex Offenses are defined as, “Any sexual act directed against another person, forcible and/or against the person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent.” and include rape, forcible sodomy, sexual assault with an object and forcible fondling.

Non-Forcible Sex Offenses: are defined as, “Unlawful, non-forcible sexual intercourse,” and include incest and statutory rape. Full cooperation will be extended by the University of Pikeville to law enforcement agencies when cases are being investigated and/or tried.

**Procedure for Victim**

What you should do if you are raped:

a. First things first, FIND SAFETY.

b. Report it to the Vice President for Student Services or Public Safety.

c. Don’t shower, wash, douche, urinate, defecate, comb hair, change or remove clothing or put on makeup.

d. Don’t straighten up the area where it occurred. You might destroy valuable evidence.
e. Seek medical attention. Even if you don’t think you have been physically injured, you may be in a state of shock and unaware of the extent of injury to your body.

f. Contact a friend. It is your right to have someone there with you.

g. Medical/legal exam: the medical exam is designed to show that recent sexual intercourse has occurred, to document any signs of force and to treat them and to collect evidence for use in identifying the assailant.

**STATEMENT OF STUDENT RIGHTS**

Any student who has been charged with a violation and thus alleged to be involved in an inappropriate behavior is guaranteed the following rights in order to insure fundamental fairness.

Each student has the right to:

1. Be informed in writing of the specific violation and inappropriate behavior in which the student is suspected of involvement and informed that the judicial process is stated in the *University of Pikeville Student Handbook*.
2. Know the nature of the evidence against the accused and to be able to state his or her position.
3. Offer a defense by presenting material and/or witnesses on behalf of the accused student.

If there is an appeal of any disciplinary action, the student has the right to:

1. Be present throughout all judicial proceedings concerning the particular case except the deliberation process of the hearing body.
2. Be informed both orally and in writing of the results of the hearing.
3. Appeal any decision made and/or action taken by any individual or hearing body within the judicial process until a final appeal is made to the President of the University.

**UNIVERSITY OF PIKEVILLE STUDENT JUDICIAL SYSTEM**

*Purpose*

This system is a vehicle giving students the responsibility of protecting their individual rights while demanding due respect and awareness of the rights of all members of the University of Pikeville community. It provides a method of peer review and regulation unique to the University of Pikeville. More importantly, students under this system have the right to appeal separation from University of Pikeville or dismissal from the residence hall to an alternate autonomous body.

The system is designed to be both educational and practical, based on the concepts of fundamental fairness, which signify a procedure that maximizes equal and just treatment of all parties involved, with due respect for all individual rights and privileges.

The authority of this document is vested in the authority of the University of Pikeville and the Student Government Association. Decisions made by the student
Judicial system will be upheld and enforced with the authority of the Office of the President and administered by the Vice President for Student Services.

Jurisdiction of the student judicial system includes all cases concerning separation from the University of Pikeville or removal from the residence halls. The University of Pikeville Judicial Review Board (J-Board) consists of five (5) student members elected by the student body, a chairperson appointed by the president of SGA and two (2) faculty members elected by the University of Pikeville faculty.

**Appeals Procedure**

1. A student or students may appeal to the Judicial Board (J-Board) any actions or decisions made by the administration against that person.
2. The student has one week after the decision of the accuser to appeal (in writing) to the J-Board.
3. The student must appeal in writing giving reasons and decisions of why the appeal is being made. The student must include name(s) of the accuser, those involved in the incident(s) and all witnesses.
4. The J-Board Chairperson will designate a time for a meeting within one week after receiving an appeal. All members of the J-Board, the accuser and all persons involved, including witnesses, must attend the hearing called by the J-Board.
5. It is the duty of the J-Board Chairperson to contact all persons involved.
6. The J-Board shall hear all evidence from each side and with a majority vote come to a decision on the appealed matter.
7. The J-Board’s decision will be final and may not be appealed again to the J-Board.

If any new evidence is brought forth after review by the J-Board, a final appeal may be made to the President of the University. The President’s decision is final and no further appeals can be made.

**ACADEMIC HONESTY**

The University of Pikeville is an academic community and like all other communities, it can function properly only if its members adhere to clearly established goals and values. Essential is the commitment to the principles of truth and academic honesty. In order to articulate fully its commitment to academic honesty and to protect members of its community from the results of dishonest conduct, the University of Pikeville has adopted the following policies to deal with cases of academic dishonesty. Academic dishonesty includes, but is not limited to, the following acts:

1. Cheating: intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise.
2. Plagiarism: the deliberate or accidental taking of another’s ideas, work or words as one's own without properly documenting or crediting the original source in any academic exercise.
3. Fabrication: the deliberate falsification or invention of any information or citation in an academic exercise.
4. Facilitating Academic Dishonesty: intentionally or knowingly helping or attempting to help another violate any provision of this policy. If an act of academic dishonesty is determined to have occurred, sanctions will be imposed depending on the perceived intent and extent of the offense. Possible sanctions may include, but are not limited to the following:

1. Giving a warning.
2. Reducing the grade for the academic exercise.
3. Giving an “F” or zero for the academic exercise.
4. Giving a failing grade in the course with the inability to withdraw.
5. Reporting the matter to the Dean of the College of Arts and Sciences for further possible action.

**FINAL COURSE GRADE APPEAL PROCEDURE**

1. **Meeting with Faculty Member:** A student who seeks appeal of a final course grade will first speak with the instructor concerned. If the instructor determines that a miscalculation resulted in an incorrect grade or that new and compelling evidence warrants a different grade, the instructor will submit a request for a change of grade to the Division Chair. If this request is approved by the Division Chair, it will be forwarded to the Dean of the College of Arts and Sciences for final approval and action by the Office of the Registrar.

2. **Meeting with Division Chair:** A student wishing to proceed further with an appeal will then speak to the Division Chair. The Division Chair should keep a written record of all discussions and forward a copy to the Dean of the College of Arts and Sciences. If there is any question about the decision reached in this conference, the aggrieved student will request a meeting with the Dean of the College of Arts and Sciences.

3. **Conference:** Upon receiving a student’s request, the Dean of the College of Arts and Sciences will call a conference with the student, the instructor and the Division Chair. If a satisfactory solution is not found, the appeal will continue. The Dean of the College of Arts and Sciences will keep a written record of this conference.

4. **The Hearing**
   a. If the student wishes to proceed further on the appeal, he/she will register his/her grievance on a “Request for Hearing” form obtained from the Registrar’s Office. The “Request for Hearing” form must be filed within 60 calendar days following the beginning of the next regular fall or spring semester after the grade in question was assigned. Grade appeals will normally be heard only during fall or spring semesters, although the Executive Committee may determine to hear an appeal during summer or during school breaks if, in its judgment, the student’s academic situation warrants it and if the necessary faculty members are available.
   b. **The Committee:** The Committee shall consist of the elected members of the Executive Committee and two students selected by the Student Government Association. In any proceeding, faculty and
student representatives from the Division involved in the grievance shall be excluded. In addition, either the student or the faculty member may request the removal of any person from the Committee. The Committee will decide if a reasonable basis exists for this request.

c. **Selection of Chair:** The Chair of the Executive Committee will sit as Chair of the Committee unless disqualified; in which case, the Committee will select a Chair by a simple majority of votes in a secret ballot.

   The Chair will:
   i. have full voting rights,
   ii. determine the status of all observers,
   iii. set reasonable time limits for presentation and discussion,
   iv. rule on the admissibility of evidence and
   v. be responsible to rule on such other questions as may arise.

d. **Notice of Hearing:** The Committee Chair will call the hearing within 10 working days after the receipt of the “Request for Hearing” form. Either the student bringing the appeal or the faculty member concerned may request, in writing, a time extension of up to thirty calendar days. The extension will automatically be granted. Further time extensions may also be granted, but only with the approval of the Executive Committee. Notices of date, time and place will be sent to the Executive Committee, the student, the instructor, the Division Chair and the Dean of the College of Arts and Sciences.

e. **Conducting the Hearing:** The hearing will be conducted in an orderly impartial manner. The student bringing the complaint and the faculty member involved will have the right to participate in the discussion. Each will have the right to be accompanied by an advisor from the college community (current student, faculty member or administrator). The advisor may verbally participate in the proceedings.

f. **Recording the Hearing:** The hearing will be recorded and the recording retained by the Dean of the College of Arts and Sciences. This recording will be kept in confidence and will be destroyed one calendar year after the decision of the Hearing Committee.

g. **Committee Deliberations:** The Committee, in closed session, will carefully consider all of the evidence. In reaching its findings and recommendations, the Committee will consider the reliability of the witnesses and the authenticity and accuracy of the documented evidence regarding the point at issue. The Committee will make its decision solely on the basis of the evidence presented at the hearing. The decision of the Committee shall be final.

h. **Committee Report:** The Committee will prepare and sign a written report of its findings and decision. The report will be sent to the Executive Committee and copies of the report will be sent to the Dean of the College of Arts and Sciences, the Division Chair, the instructor and the student.
5. **Conclusion:** The Registrar will inform the student and the instructor of the decision’s effect upon the grade.

**ADMINISTRATIVE WITHDRAWAL**

Class attendance policies are set by the instructor for the course in which the student is enrolled. Policies are printed on the course syllabi, which are presented during the first two weeks of class. Students are expected to adhere to such policies. Failure to attend class as prescribed may result in grade reduction, class failure or administrative withdrawal. Instructors are expected to document and report excessive absences to the Administrative Assistant to the Dean of the College of Arts and Sciences. The attendance record is necessary to document last date of attendance for financial aid purposes.

Students who accumulate excessive absences (six consecutive MWF class meetings; four consecutive TR class meetings or two consecutive weekly class meetings) will receive a warning of pending administrative withdrawal. If the student fails to return to class or to complete the official withdrawal form within one week of the warning, an administrative withdrawal will be initiated. A student who is administratively withdrawn at any point during the semester will receive a grade of “Q” to indicate an administrative withdrawal. This grade will be calculated by zero quality points divided by hours attempted.

Faculty members will report excessive consecutive absences on the Attendance Report Form. Upon receipt of the report, the Administrative Assistant to the Dean of the College of Arts and Sciences will determine if the student has stopped attending other classes. Then, warning of pending administrative withdrawal will be issued for all courses that the student is not attending. A follow-up will be done one week later to determine if the student has returned to class or withdrawn. If the student has done neither, the administrative withdrawal takes place. Students will be notified that they have been withdrawn and that they have the right to appeal and present appropriate documentation. Copies of the administrative withdrawal will be sent to the instructor, the Academic Advisor, the business office, financial aid, student services and the Registrar.

Students who are subject to an administrative withdrawal will also be subject to the Refund Policy/Return of Title IV Funds Policy as outlined earlier. The student is responsible for all charges on account through the date of administrative (or self) withdrawal which are not covered by financial aid. These charges are comprised of tuition in addition to any charges incurred for room and board, parking fines, bookstore charges, etc. Room charges will accumulate through the week that a residence hall checkout sheet is completed with residence hall director or resident assistant. All students who withdraw (self-withdrawal or administrative withdrawal) before a semester is complete must arrange to settle business office accounts.

Because there are instances when the student has a legitimate reason for not completing the withdrawal, students have the right to appeal an administrative withdrawal by presenting a written request and supporting documentation (doctor’s
Reinstatement to the University does not mean an automatic return of student financial aid. Because the reinstatement of financial aid may vary due to the differences in financial aid program regulations and satisfactory academic progress requirements, a student must consult the Office of Student Financial Services for more information regarding financial aid status before returning to class.

**STUDENTS WITH DISABILITIES**

The University of Pikeville is committed to providing students with disabilities the same educational programs and services offered other students, in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. Under Section 504, a student has a disability if that individual has a physical or mental impairment that substantially limits major life activities such as walking, seeing, hearing, speaking, working or learning. Section 504 further requires that institutions make appropriate and reasonable adjustments for students with disabilities to ensure accessibility to academic and nonacademic activities. Under ADA, all institutions of higher education must comply with government policies, procedures and employment practices that impact the treatment of students.

Each student brings a unique set of strengths and experiences to the academic setting. Even though students learn in different ways, it is not necessary to dilute curriculum or to reduce course requirements for individuals with disabilities. Special accommodations may be needed, however, as well as modifications in the way information is presented and in methods of testing and evaluation. Faculty will be assisted in these efforts by drawing upon the student’s own prior learning experiences, using available institutional resources and collaborating with the Disabilities Services Office adjacent to Student Services. An individual with a disability is not required to accept an accommodation if the individual has not requested one and does not believe one is needed. However, if the individual refuses accommodation necessary to perform in that area of study and, as a result, cannot meet established requirements, the individual may not be considered qualified.

In order to be granted protection under Section 504 and ADA, students with disabilities must make the disability known to appropriate University officials (Disabilities Services Office) and must provide current and comprehensive documentation concerning the nature and extent of the disability. A student with a disability may make known his/her disability and seek verification for it at any point in his/her academic career. Upon verification, the Disabilities Resources Office will work with the instructor and the student to determine reasonable accommodations. With the student’s written permission, a written description of accommodations will be forwarded to the instructor by the Disabilities Services
Office. Students with verified disabilities should contact the Disabilities Services Office and inform faculty very early in the semester if they wish to exercise their rights to reasonable accommodations. Accommodations necessary for ensuring complete access and full participation in the education process do not require the instructor to adjust evaluations of academic performance nor absolve the student from personal responsibility for class attendance, assignments and other course requirements. Rather, accommodations make it possible for a student with a disability to learn the material presented and for the instructor to fairly evaluate the student’s performance.

Located in the Student Services Counselor’s Office on the ground level of the Administration Building, the Disabilities Services Office is under the supervision of the Office of the Vice President for Student Services. The Disabilities Services Office maintains various publications regarding reasonable accommodations under Section 504 and ADA and serves both students and University employees with assistance in regard to appropriate services for students with disabilities. For assistance, call 218-5232.

**STUDENT WRITTEN GRIEVANCES**

If, at any time, any student feels that he or she has been wrongly treated by a member of the University community, the student may present a written grievance to a designated University official as follows:

A student’s grievance concerning a faculty member should be made to the head of the faculty member’s department, the Vice President for Academic Affairs or the President.

A grievance concerning a staff member should be made to the Vice President responsible for the staff member’s department or to the President.

A grievance concerning another student should be made to the Vice President for Student Services in the undergraduate program, the Associate Dean of Student Services in the Osteopathic School or the President.

After a written grievance is received, a response to the grievance will be issued within five (5) business days.

**INCLEMENT WEATHER POLICY**

In the event of extreme weather conditions, the University of Pikeville will either have school on a regular schedule or will cancel all classes. However, we recognize that road conditions vary on isolated mountain roads and hollows. No one should jeopardize his/her safety on hazardous roads. Notices of the closing of the University will be made over local radio and TV stations. Should weather conditions require the cancellation of evening classes, announcements will be made over local radio and TV stations and notices will be posted on campus.
STUDENT PUBLICATIONS

The University of Pikeville respects the basic principles of free speech, but will not approve the use of institutional publications or organizations for partisan political purposes or the dissemination of material which denigrate or offend any group or individual because of age, gender, race, color, creed, religion, handicap, sexual orientation or national origin.

The institution publishes a weekly newsletter entitled, The Bear Facts. This publication includes items of interest concerning campus activities, sports, chapel programs, special guests and other campus news. In addition, the Humanities Division of the University publishes Voices from the Hill, a collection of writings by students enrolled in the English classes at the University. All students are urged to read and contribute to these publications.

Other student publications may be useful and necessary from time to time. Students wishing to publish under the name of the University of Pikeville must receive prior approval from the Student Services Office and the Office of Public Affairs. This prior approval is necessary for all types of publications, including electronic or computer-aided publications. The Office of Student Services may be able to assist or provide funds for worthy student endeavors.

STUDENT ROLE IN DECISION MAKING

The University of Pikeville recognizes that students have innovative ideas and can offer constructive suggestions which, when implemented, improve the general welfare of the students. The University encourages students to become an integral part of the decision making process by affording students the opportunity to take part in various standing committees. These students chosen by the Student Government Association (SGA) have full voting rights on the following standing committees: Curriculum Committee, Instructional Resource Committee, Teacher Educational Committee, Student Services Committee, Spiritual Life Committee and the Special Events Committee. The SGA president and vice president serve as non-voting student representatives to the Board of Trustees. Also the SGA may provide additional student forums for other ideas concerning student welfare.

STUDENT ORGANIZATIONS

Student Government Association

The Student Government Association (SGA) works in cooperation with the faculty and administration to build a better and stronger University of Pikeville. SGA is responsible for sponsoring many of the activities on campus and takes the lead in establishing desirable patterns of campus and community citizenship. The SGA Senate is made up of elected representatives of the student body and campus organizations. Elections are held in the fall of each school year and the student body is encouraged to vote for their representatives. All students are considered members; but to be considered an active member, the student needs to attend the monthly
meetings, which are posted on bulletin boards around campus. The SGA office is located on the Second Floor of the Marvin Student Center and the phone number is 218-5227.

**National Honor Societies**
Qualified students are provided the opportunity to participate in the following honor societies:

**Alpha Mu Gamma**
Alpha Mu Gamma is a national collegiate foreign language honor society. The aims of Alpha Mu Gamma are to (1) recognize achievement in foreign language study, (2) nurture an interest in the study of foreign languages, literatures and civilizations, (3) stimulate a desire for linguistic attainment and (4) foster sympathetic understanding of other peoples through the medium of language. Membership is generally offered to students who have a 3.0 overall Grade Point Average and who have earned two A’s in one foreign language. Students may be admitted at any stage in their university careers. Upon initiation a member receives a parchment certificate of membership and may wear the scroll-shaped gold pin or key.

**Beta Beta Beta**
Beta Beta Beta (Tri-Beta) is the National Biological Honor Society. It has more than 500 chapters in colleges and universities across the United States. Founded in 1922 at Oklahoma State University, Tri-Beta promotes the enrichment of the undergraduate experience in biology through activities, research and other means that complement the formal instruction received in the classroom.

**Lambda Pi Eta**
Lambda Pi Eta is the national honor society for communication scholars. As an accredited member of the Association of College Honor Societies it represents what Aristotle described in his book, Rhetoric, as the three ingredients of persuasion: Logos (Lambda) meaning logic, Pathos (pi) relating to emotion and Ethos (Eta) defined as character credibility and ethics. Lambda Pi Eta is focused on simulating, fostering, encouraging and rewarding scholastic achievement in communication studies.

**Lambda Sigma**
Lambda Sigma is a national honor society for second-year college students dedicated to fostering leadership, scholarship, fellowship and service among its members as they promote the interests of the colleges and universities they represent. Candidates for membership are those first-year students who have placed in the top 35 percent of the class academically at the time of selection and who have shown strong evidence of leadership. Students meeting these qualifications are eligible for selection in the spring term following completion of at least one academic term. Members are selected in the spring and are active members during their second year. Membership consists of not more than 50 students nor fewer than 15 students.
**Phi Alpha Theta**
Phi Alpha Theta is a professional society whose mission is to promote the study of history through the encouragement of research, good teaching, publication and the exchange of learning and ideas among historians. This honor society seeks to bring students, teachers and writers of history together for intellectual and social exchanges that promote and assist historical research and publication by members in a variety of ways. Members must have taken at least 12 hours in history and have an overall GPA of at least 3.0 and a GPA in history of 3.1.

**Phi Eta Sigma**
Phi Eta Sigma is a society for the recognition of freshmen honor students. Founded at the University of Illinois in 1923, the society now has chapters on more than 200 campuses. The University of Pikeville chapter was established in the spring of 1983. Freshmen who are full-time degree students may join the society if they achieve a 3.5 grade point average in their first semester or a cumulative 3.5 grade point average in their freshman year. Phi Eta Sigma members assist other students by disseminating information on how to study and by serving as tutors. Senior members are qualified to apply for scholarships, which the national society gives to aid those continuing with graduate or professional education.

**Psi Chi**
Psi Chi is the National Honor Society in Psychology, founded in 1929, for the purpose of encouraging, stimulating and maintaining excellence in scholarship and advancing the science of psychology. Psi Chi has chapters located in more than 940 colleges and universities. The University of Pikeville chapter was installed in the fall of 2000. Membership is open to psychology majors and minors who have completed 9 semester hours of psychology, achieved a cumulative and psychology GPA of at least 3.0 and ranked in the upper 35 percent of their class in general scholarship.

**Sigma Beta Delta**
Sigma Beta Delta is an international honor society that recognizes, encourages and rewards scholarship, accomplishments and character among students of business. A candidate for membership must have completed at least one-half of the degree program in which he or she is enrolled, rank in the upper 20 percent of the junior and senior classes, possess a GPA of at least 3.0 in both his or her major and overall and be selected by majority vote of the business faculty. The principles of Sigma Beta Delta are wisdom, honor and pursuit of meaningful aspirations. Membership is limited to those of high scholarship and of good moral character.

**Sigma Tau Delta**
Sigma Tau Delta’s central purpose is to confer distinction upon students of the English language and literature in undergraduate, graduate and professional studies. Established in 1924, Sigma Tau Delta provides opportunities to members to be recognized for their outstanding achievements to enrich their education, help them make career choices and advance their careers. Students with a minimum of a B average in English and in general scholarship and who have completed at least three semesters of college work are eligible to participate.
**Sigma Zeta**

Sigma Zeta is a national honor society that encourages and fosters the attainment of greater knowledge in the fields of science and mathematics and recognizes outstanding scholastic achievement through active, graduate and honorary memberships. The Beta Xi Chapter was installed in the spring of 1999. Membership is open to students who have declared majors in Mathematics, Computer Science and Natural Science, completed at least 15 semester hours in these areas with at least a 3.0 GPA and earned an overall GPA of 2.75.

**Theta Alpha Kappa**

This Religion Honor Society is the only national honor society serving the needs of those involved in the study of religion and/or theology at both the baccalaureate and post-baccalaureate levels of higher education. Honoring excellence in these academic fields is its purpose and it currently hosts over 200 local chapters throughout the United States at institutions large and small, public and private. Undergraduate students who have been enrolled in an institution with a TAK chapter for 3 semesters, have completed 12 hours in Religion, have a 3.5 GPA in their Religion courses and a 3.0 overall and are in the top 35 percent of their class qualify. The Alpha Eta Chapter was installed at the University of Pikeville in the spring semester of 2004.

**Clubs and Organizations**

All clubs and organizations that wish to remain active must complete an annual organization form. These forms are available in the Student Services office.

- Academic Team
- Archery Club
- Art Club
- Baptist Campus Ministry
- Blessed Unity of God
- College Republicans
- Fellowship of Christian Athletes
- History Club
- Kentucky Education Association-Student Program
- Mountain Bikers Club
- Phi Beta Lambda
- Pre-Professional Club
- The Round Table
- Rotaract Club
- Rowdy Bears Pep Club
- Speech Team
- Student Nurses at the University of Pikeville
- Young Democrats

**Fraternities and Sororities**

The University has two fraternities and sororities housed on campus. Students are encouraged to attend recruitment week to become interested in these social organizations.

**Sororities**
- Delta Delta Nu
- Zeta Omega Chi

**Fraternities**
- Delta Alpha Lambda
- Gamma Sigma Chi
**Forming a New Club or Organization**

Students interested in forming a new organization must pick up an Annual Organizational Approval Form from the Office of Student Activities and secure a member of the University faculty or staff who will serve as advisor to the organization. The Director of Student Activities must be presented with a completed Organizational Approval Form as well as a copy of the organization’s Statement of Purpose or Constitution.

**Student Organization Conduct**

Student organizations are expected to conform to the rules and regulations established by the University of Pikeville. Members representing the University of Pikeville at off campus events are to conform to the rules and regulations established by the University. Student organizations traveling under the banner of the University of Pikeville are expected to obey all University rules. If damages to University owned property are the result of any student activity, the damages will be assessed and billed to the organization.

All fundraising projects must have the approval of the Vice President for Student Services and the Vice President for Development.

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**ATHLETICS**

**University of Pikeville Athletic Teams**

The University offers intercollegiate competition in the following sports: basketball, baseball, softball, golf, bowling, soccer, tennis, football, women’s volleyball, women’s lacrosse, cross country and cheerleading. The Bears and Lady Bears are members of the National Association of Intercollegiate Athletics (NAIA) and the Mid-South Athletic Conference. All full-time students enrolled in four-year programs are encouraged to compete for positions on the various teams. NAIA by-laws do not permit students enrolled in two-year programs to compete in intercollegiate competitions at four-year institutions.

**Men’s and Women’s Intramurals**

The Intramural Program is open to all students and has as its primary function organizing and promoting competitive and recreational activities for voluntary participation by the entire student body, faculty and staff. Flag football, basketball and softball are just a few of the sports offered.

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**PARKING**

Campus parking at the University of Pikeville is a privilege that entails certain responsibilities. It is the vehicle operator’s responsibility to know and abide by the University’s parking regulations as well as state and local laws. The following regulations have been established to ensure the proper maintenance, control and use of all University parking facilities.
General Guidelines
(Note: These guidelines are in effect 24 hours a day, 365 days a year, including all holidays.)

Vehicle Registration
The University of Pikeville requires that all vehicles parked on campus be registered with the University of Pikeville Police Department. To register your vehicle you must complete a vehicle registration form located in the police department office. All vehicles must have a valid parking permit visible in the window at all times while parking on campus.

Parking on Campus
1. The lots on campus are reserved 24 hours a day for VALID PERMIT HOLDERS ONLY.
2. Within these lots are a few specific reserved spaces including residence hall directors, disabled parking. The individual spaces are clearly marked with “RESERVED” signs. Violators will be ticketed or towed.
3. All disabled parking on campus is reserved 24 hours a day for vehicles with a valid state-issued handicap parking placard. The placard must be displayed in the window and the owner of the placard must be present.
4. The lot located behind Allara Library is reserved for fleet vehicles, vendor parking and reserved parking for staff.
5. The lot located behind Derriana Hall is designated for visitors and reserved parking. One-hour visitor spaces are NOT to be used by students during business hours (Mon.-Fri. 7 a.m. to 5 p.m.) These parking spaces are reserved for visitors who need short-term (one hour or less) parking.

Permit Guidelines
1. Permits are issued on a graded basis. Grades are as follows:
   a. Original permit is included in comprehensive fee
   b. Subsequent permits or replacement permit are $1
2. All University of Pikeville resident student permits are valid for one year beginning July 1 and expire on June 30 of the following year.
3. Permits are issued under the following designations:
   a. Orange - Resident student parking (one-year expiration)
   b. Silver - College Square Apartments parking lot (included in lease terms, no expiration)
   c. Red - Fleet vehicle or specialty lots (no expiration)

Penalties

General Policies
1. Vehicles without permits will be wheel-locked and towed at the owner’s expense.
2. Illegally parking – even for a moment – may result in a ticket from the University of Pikeville Police Department.
3. If a vehicle is disabled, it is the responsibility of the operator to contact campus police prior to receipt of any citation.
4. All violations are the responsibility of the person registering the vehicle.
5. Excessive violations will result in the loss of parking privileges.
List of Fines

1. Disabled Parking $100
2. Fire Lane $100
3. Visitor Only $50
4. Reserved Parking $50
5. Overtime Parking $20

Fines
1. Fines are added to the account of the person registering the vehicle.
2. Parking fines must be paid with cash, check or credit card. They may not be deducted from scholarship or grant money.
3. All fines are to be paid in the Business Office located in the Administration Building.

Towing/Immobilization
1. Vehicles not authorized to park on University of Pikeville property (no permit) will be subject to immediate towing 24 hours a day, seven days a week. Once a tow truck has been called towing fees will apply.

Appeals
1. Parking appeals may be made in the University of Pikeville Police Department or online on the campus police web page before the next Parking Appeals Committee meeting, no exceptions.
2. The University of Pikeville Parking Appeals Committee meets twice a semester, once near mid-terms and again the week before finals.
3. There are five members on the committee.
   1. The chief of police or designee (Chair)
   2. The director of facilities or designee
   3. The dean of students or designee
   4. A faculty member appointed by the vice president of Academic Affairs
   5. The Student Government Association president or designee
4. Appeals are not to be considered granted or denied until written notification is received from the committee.
5. No person sitting on the committee can appeal his/her own citation and may elect to designate someone to sit on the committee while his/her appeal is heard.
6. The committee’s decision is final and cannot be appealed again.

RESIDENCE HALLS

The University of Pikeville consists of five residence halls. Each student will be given an opportunity to request his/her choice of resident rooms and roommates and that request will be considered as much as possible when making assignments. All freshmen will be assigned to freshmen residence halls if available. If single rooms are available, priority will be based on seniority. The University of Pikeville has the final approval on assignment of rooms or roommates. A copy of the residence hall regulations will be given to all students living on campus.
**CAMPUS DINING FACILITIES**

**Dining Hall Hours**
- Breakfast: Monday–Friday 7 a.m.–9:30 a.m.
- Continental Breakfast: Monday–Friday 9:30 a.m.–10:30 a.m.
- Lunch: Monday–Friday 11 a.m.–4:00 p.m.
- Dinner: Monday–Friday 4:30 p.m.–8:00 p.m.
- Brunch: Saturday and Sunday 11:30 a.m.–2 p.m.
- Dinner: Saturday and Sunday 5 p.m.–7:30 p.m.

The hours listed above are adhered to during the fall and spring semesters. Summer hours vary at the need of those on campus.

**Meal Costs**
For those students who do not live in the resident halls, the individual meal costs are:
- Breakfast: $4.50
- Lunch: $6
- Dinner: $6.75

**Java City Hours**
- Mon.-Thur. 7 a.m.-11 p.m.
- Fri. 7 a.m.-4 p.m.

For more information call:
University of Pikeville Dining Service
Director of Food Service
(606) 218-5032
## HELP IS ONLY A PHONE CALL AWAY

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**KEY:**
- **AD**–Administration Building
- **ARM**–Armiton Learning Center
- **CH-LL**–Condit Hall Lower Level
- **CTC**–Community Technology Center
- **RM**–Record Memorial
- **SA**–Spilman Apartments
- **W**–Wickham Hall

## EMERGENCY NUMBERS

**In the event of an emergency, DIAL 911**

- Public Safety ...........606-218-5940
- Pager .......................606-433-3945
- Cell ........................606-477-0262
Fall Semester 2011

August 18-19  Open registration
22        Classes begin
25        Last day to add a class
September 5     Labor Day (No classes)
28        Last day to receive a grade of “W”
October 5      Last day to file for December 2011 graduation
13-14     Fall Holiday (No classes)
19        Midterm grades due
November 2-18    Early registration for Spring 2011 begins
23-25     Thanksgiving recess (No classes)
28        Classes resume
December 6     Last day of classes
               (last day to receive a grade of “WP” or “WF”)
               7        Study day
               8        Begin final exams
               14       Last day of final exams

Spring Semester 2012

January 17   Open registration
18        Classes begin
23        Last day to add a class
February 24    Last day to receive a grade of “W”
March 2      Last day to file for May 2012 graduation
14        Midterm grades due
19-23     Spring Break
April 6       Good Friday (No classes)
9        Easter Holiday (No classes)
11-26    Early registration for Summer/Fall 2012 begins
May 7       Last day of classes
              (last day to receive a grade of “WP” or “WF”)
              8        Study day
              9        Begin final exams
              15       Last day of final exams
              19       Commencement