



STUDENT HANDBOOK
2021-2022

DIVISION OF STUDENT AFFAIRS
147 SYCAMORE STREET
PIKEVILLE, KY 41501
606-218-5224

Dear UPIKE Students,

The University of Pikeville's Student Handbook is the guide to your rights and responsibilities as a UPIKE community member (including undergraduate, graduate, and online students). Please read this document carefully and if you have any clarifying questions, please contact a member of the Student Affairs professional team. It is each student's responsibility to read and be familiar with the information contained in the Student Handbook and ignorance of a policy is not an acceptable excuse for violating it. Enrollment at UPIKE implies acceptance of these policies and procedures and makes them binding on all students. The Academic Catalog is an equally important source of institutional policies, expectations, and deadlines typically related to academic affairs. You need to be familiar with it as well. Students are expected to exemplify responsible behavior wherever they may be; as a result, the Student Code of Conduct applies to students both on and off campus.

Along with understanding your rights and responsibilities of being a member of the UPIKE Family, you should also understand your rights and resources under Title IX. Look for ongoing educational opportunities throughout the year to learn more about how you can be an active bystander to respond to incidents of unlawful discrimination. It is the policy of the University to not discriminate on the basis of race, ethnicity, color, sex, gender, gender identity, sexual orientation, religion, national origin, age or disabilities in its programs, activities, hiring, or the admission of students. The student code of conduct handbook is not intended to cover every infraction or issue that may occur, but rather be used as a tool for providing general information and to set expectations. I know you will join me in upholding this standard for yourself and others.

Finally, we are committed to your educational and personal development and want to help you get the most out of your time at UPIKE. To do so, we invite you to take advantage of the countless opportunities to enhance your UPIKE experience by actively engaging the resources that are available to you. Many opportunities are available for leadership and fun through varsity, intramural, cocurricular clubs and programs, and opportunities to serve and connect with causes that interest you on the local, national, and global level. On behalf of the Division of Student Affairs, have a great year!

Sincerely,



Christopher Robinson
Assistant Dean of Student Affairs

TABLE OF CONTENTS

Mission, Accreditation, and Other Policies	3
Mission Statement.....	3
University Leadership	3
Accreditation Statement	3
FERPA Statement	3
Notice of Non-Discrimination	4
Interpretation and Revision	4
Inclement Weather Plan	5
Missing Student Notification Policy	5
Student Grievances	5
Disability Services And Accommodations	5
University Services.....	7
Administrative Offices/Services	7
Important Phone Numbers	12
Student Activities & Leadership Development	13
Student Government Association (SGA)	13
National Honor Societies	13
Clubs and Organizations	14
Student Organization Conduct	14
University of Pikeville Athletic Teams	14
Men’s and Women’s Intramurals	14
Student Publications	14

MISSION, ACCREDITATION, AND OTHER POLICIES

Mission Statement

The University of Pikeville is the leading higher education institution of Central Appalachia. Founded in 1889, UPIKE remains steadfast in our commitment to preparing students for the future while creating intellectual, cultural and economic opportunities for Appalachia. Maintaining our commitment to Christian principles, UPIKE recognizes the infinite worth of each person, respecting and accepting a variety of religious expressions.

UPIKE Achieves its Mission by:

- Creating a pathway to higher education for all students who desire to embark upon that journey and attracting and retaining high caliber students who will be future regional, national and global leaders.
- Preparing graduates through quality academic programs, grounded in the liberal arts, and through involvement in community service, experiential learning, research, athletics, humanitarian efforts and global outreach.
- Achieving academic excellence by maintaining academic rigor and relevancy in undergraduate, graduate and professional degree programs.
- Attracting and retaining distinguished faculty, staff, administrators, trustees and alumni who are dedicated to meeting the individual needs of students, promoting a caring and supportive environment conducive to learning, and meeting the needs of an evolving university; and
- Providing superior infrastructure with state-of-the-art classrooms, clinics, instructional materials, physical facilities, technological infrastructure and campus amenities through sound fiscal policy and efficient and effective administrative services.

University Leadership

The following link outlines the administrative leadership for the University of Pikeville:

<http://www.upike.edu/About/executivestaff>

Accreditation Statement

The following link outlines the University Accreditation:

<https://www.upike.edu/about/accreditation-and-disclosures/>

FERPA Statement

The University of Pikeville's Family Educational Rights and Privacy Act of 1974 (FERPA) Statement can be found at the following link:

<https://www.upike.edu/wp-content/uploads/2019/04/FERPA-Policy.pdf>

Notice of Non-Discrimination

The University of Pikeville does not discriminate on the basis of race, ethnicity, color, sex, gender, gender identity, sexual orientation, religion, national origin, age or disabilities in its programs, activities, hiring, or the admission of students.

The following person has been designated to handle inquiries regarding non-discrimination policies under Title IX, including but not limited to incidents of sexual misconduct as defined by the University's **Sexual Misconduct Policy**:

Bethany Bowersock
Title IX Coordinator
University of Pikeville
Rm. 203 Administration Building
147 Sycamore Street, Pikeville, KY 41501
bethanybowersock@upike.edu
606-218-5344

The following person has been designated to handle inquiries regarding other non-discrimination policies:

Michael Pacheco
Human Resources Director
University of Pikeville
147 Sycamore Street, Pikeville, KY 41501
michaelpacheco@upike.edu
606-218-5216

If either official is unavailable, inquiries concerning any non-discrimination policy may be directed to the other individual.

Interpretation and Revision

Any question of interpretation or application of the Student Handbook shall be referred to the Dean of Student Affairs and/or his/her designee. The Student Handbook shall be reviewed and updated as necessary annually under the direction of the Dean of Student Affairs and his/her designees. Neither this handbook nor anything in it is meant to be a contract between the University and its students. The University reserves the right to edit the Student Handbook at any time; any such revisions will be posted to and noted in this online version of the Student Handbook. When revisions require immediate changes to actual policy and/or procedures, students will receive written notification of such changes via University email. Policies and procedures may change due to necessity and/or at the discretion of the Dean of Student Affairs or his/her designee.

Inclement Weather Plan

In the event of extreme weather conditions, the University of Pikeville will defer to the Inclement Weather Plan which can be found on the university website. 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. Announcements will be made over local radio and TV stations and notices will be posted on campus should weather conditions require the cancellation of evening classes. Please review the following [inclement weather plan](#) for more information.

Missing Student Notification Policy

The purpose of this policy is to establish procedures for the University's response to reports of missing students, as required by the Higher Education Opportunity Act of 2008. This policy applies to students who reside in campus housing. The policy is published on the university website: <https://www.upike.edu/undergraduate/student-affairs/public-safety/policies-safety/>

Student Grievances

If, at any time, any student feels that he or she has been wrongfully treated by a member of the university community in violation of University policy or community standards, the student may submit a grievance to a designated university official by completing the [Academic and Non-Academic Issues Compliant Form](#).

A student's grievance concerning a faculty member will be forwarded to the Dean responsible for the staff member's department. If the concern is regarding the Dean of the department, these concerns will be reviewed by the Provost. A grievance concerning another student behavior will be reviewed by the Dean of Student Affairs in the undergraduate program. KYCO and KYCOM Students complaints will be reviewed by the Assistant Dean of Student Affairs for Graduate and Health Professions. After a grievance is received, a response to the grievance will be issued within five business days unless an extension is reasonably needed, in which case the office responsible for responding to the grievance will provide the parties with notice of the need for an extension and a new date by which a response will be issued.

Disability Services and Accommodations

The University of Pikeville seeks to provide equal opportunity for success for qualified students with disabilities without compromising the caliber of instruction. The Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1974 prohibit discrimination against individuals with disabilities. The following policy statement describes the procedures the university will follow in providing reasonable accommodations to qualified persons with disabilities:

Prior to admission an applicant seeking accommodations should arrange an interview with the Disability Student Services office to discuss how projected accommodations will interface with degree program requirements. A student having a disability requiring accommodation must provide the university with documentation from a qualified health care provider.

1. The documentation provided by a physician or a certified psychologist must indicate the nature and extent of the student's limitation(s) and recommended accommodation(s).
2. The documentation must be not more than three years old. More current documentation may be required on a case-by-case basis.
3. It is the student's responsibility to inform the institution through the Disability Student Services Office of his or her limitations and of the need for accommodation. Such disclosure should be done no later than two weeks before the first day of classes for any academic term.
4. Documentation of the need for reasonable accommodations should be submitted to the Disabilities Student Services Office two weeks prior to the first day of classes for which the student is requesting accommodation. The accommodations officer will keep the documentation in a separate file.
5. The Disabilities Student Services office, upon review of the relevant documentation of the disability, will determine reasonable accommodation in each particular case and for each individual class. The student and relevant professor may be consulted during this process.
6. The Disabilities Student Services office will communicate to the relevant faculty member, the Registrar and the student, elements of accommodation for each particular class.
7. Requests for accommodation must be made each term. The student should make this request in writing no later than two weeks before the first day of classes, and present this written request for accommodation to the Disabilities Student Services office.
8. Records concerning a student's requests for reasonable accommodations will be maintained separate and apart from a student's official file with the Registrar's office.
9. Specific information about the use of animals as reasonable accommodations may be found in the Service and Assistance Animal Policy found later in this handbook.

UNIVERSITY SERVICES

Administrative Offices/Services

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, Dining Services, and Facilities Management.

Student Affairs

Student Affairs is responsible for Residence Life and engagement at the University of Pikeville. This office is responsible for the Student Government Association, Residence Life, student lounge, health services, campus activities, intramural sports, spiritual life, campus clubs and organizations, Greek Life, career counseling, Trio programs, testing, disability services, student conduct and public safety.

Title IX Coordinator

Title IX Coordinator leads the efforts to prevent and address sex discrimination, including all forms of gender-based violence and harassment. Our mission is a safe environment for all students, faculty, staff and visitors at UPIKE. Title IX prohibits all forms of sex discrimination, including sexual harassment, sexual violence, dating violence, domestic violence, stalking, and retaliation against individuals reporting sex discrimination. Title IX protects female and male students, and students who identify as heterosexual, gay, lesbian, bisexual, and/or transgender.

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. In addition, the Financial Aid office has a full time Veterans Services Certified official to work with veterans at every stage of the college process.

Public Affairs

The Office of Public Affairs is responsible for public relations, brand management, special events, graphic design and publications, the university Web site and the copy/ print center for all departments on campus.

Advancement

The Office of Advancement is responsible for the solicitation of gifts from both private and corporate donors through the use of annual giving, alumni affairs, planned giving and prospect research and development.

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 on the second floor of the Administration Building or obtain information by calling 218-5701.

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.

Career & Professional Development

Career and Professional Development is located in the Student Affairs office. This service provides assistance with resume writing, job seeking skills and finding a job after college. This office also maintains a list of available jobs for students.

Computing Services

Information Technology Services provides support for our campus community technology needs. To obtain a PCNET account or an ID Card, report to the Information Technology Office located on the Ground floor of the Armington Hall. The University of Pikeville maintains several public access facilities located in the following buildings throughout campus. The following table outlines these facilities.

University Building	Instructional Labs	Open-access Labs
Administration Building	306 & 308	Student Success
Armington Science Center	421, 458; & Math, Science, Physics Labs	Education Resource Lab and Spanish Lab
Coleman College of Business	N/A	Student Business Center
Community Technology Center	125 & 136	N/A
Allara Building	N/A	Transitional Studies
Wickham Hall	N/A	Student Lounge

THRIVE Counseling Service

Counseling services are provided through the on campus THRIVE Center. These services provide an initial point of contact for students in crisis/distress as well as for students who may be facing academic, financial or personal issues. Students may contact the office at 606-218-4357.

Food Services

The University of Pikeville has partnered with Aramark Food Services Inc. to provide a variety of food options for our community. The City View Café (university dining hall) is located in the Coal Building. The University Food Court, located on the 6th floor of the Health Professions Education Building provides the following dining options: Chick-fil-a, Einstein Bros. Bagels, and the POD Market (Provisions on Demand).

Dining Hall Hours

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

Meal	Days	Opens	Closes	Cost*
Breakfast	Monday-Friday	7:00AM	9:30AM	\$6.00
Lunch	Monday-Friday	11:00AM	2:00PM	\$8.00
Brunch	Saturday-Sunday	11:30AM	1:30PM	\$9.00
Dinner	Monday-Thursday	4:30PM	8:00PM	\$9.00
	Friday- Sunday	4:30PM	6:30PM	

*Individual meal costs for those students who do not live on campus

Please note: Meal plans are available for non-resident students.

For More Information, Please Contact:

- University of Pikeville Dining Service Director of Food Service: (606) 218-5032
- Or visit our website: <https://pc.campusdish.com/>

Disability Services

The Disability Services office is located on the second floor of the Administration Building next to the Student Success office. Students with disabilities should make the need for reasonable accommodations known to this office and 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 assistance, call 606-218-5232.

Post Office

The mailroom/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. For assistance, call 606-218-5700.

Health Services

The Pike County Health Department provides Health Services to UPIKE students. Services available include: Treatment of minor medical issues; wellness service; family planning; male health clinic; providing of limited over the counter medication; dental referrals; and limited access to a physician. Students are responsible for all prescription medication. Health services is located in the Coal Building, Room 515. The phone number is 606-218-5187.

Spiritual Life Committee

The Spiritual Life Committee consists of the campus chaplain, 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.

Student Lounge

The university's Student Lounge is located on the ground floor of Wickham Hall. It offers an opportunity for students to relax, study and enjoy time with fellow students. A pool table is located in the lounge and pool cues may be checked out in the office of Student Affairs. There are also televisions, couches, gaming consoles, computer stations, an air-hockey table, arcade games, tables and chairs for students to use at their leisure. The university asks that all students respect the property of the university so that all students may enjoy the Student Lounge. Destruction of university property is grounds for disciplinary action up to and including separation from the university.

Fitness Center

The UPIKE Fitness Center is a health, recreational, and social facility geared towards exercise, health, and physical activities. Membership at the Fitness Center is open to all

UPIKE students, faculty and staff. The facility is conveniently located on Hambley Boulevard, directly across the street from the HPE Building, below the parking garage. The Fitness Center offers aerobic and strength training equipment an area for pre- and post-workout stretching. It also provides Fitness on Demand which allows individuals to watch workouts similar to P90x and Beach Body. Campus Community members will need their ID card to sign in and out of the Fitness Center.

Student Success

The Office for Student Success serves as a student advocate and campus liaison. Student Success can assist students with a variety of topics related to academic success: time management and study skills, calculating GPA, properly communicating with faculty and staff, getting involved on campus, and using campus resources. In addition, the office provides academic recovery workshops for students on academic probation and monitors academic progress of those not in good academic standing. For more information on these services, Walmart Wednesday, or What's Up Wednesday, contact Student Success at 606-218-5626 or 606-218-5259 or email studentsuccess@upike.edu. The Office for Student Success is located on the second floor of the Administration Building.

Testing Center

The Testing Center is located on the second floor of the Administration Building next to the Office of Student Success. 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 606-218-5232.

Academic Excellence

The University of Pikeville Center for Academic Excellence strives to provide services that will allow our students to excel, a space to safely hone the necessary skills to become leaders, and to assist students in unlocking their full academic potential. The Center has the goal of ensuring our students are prepared to succeed and fully utilize the expansive knowledge and wide-ranging opportunities afforded to them by the University of Pikeville curriculum. The director and tutoring and supplemental instruction coordinators have created an environment of inclusivity and enthusiasm within a collegiate setting, thus allowing tutors and supplemental instructors the independence to serve University of Pikeville students using each of their respective skill sets. The space offers three unique study areas, individual spaces for privacy, and classrooms to foster group learning. The Center endeavors to continuously progress its pedagogical approach to those who utilize the services, as well as interact with each student to positively impact their educational journey. **Contact:** Allara Library, room 016; 606-218 5622

Important Phone Numbers

Question	Office	Location	Ext.
ACE Program	ACE Offices	ADM 2nd Floor	5701
Add/Drop a class	Academic Affairs	ARM 218	5221
Athletics	Athletic Director	GYM	5361
Bill Payment	Business Office	ADM 002	5200
Campus Chaplain	Chaplain's Office	ARM 460	5762
Campus Post Office	Post Office	W-Ground	5700
Declaration/Change of Major	Academic Affairs	ARM 218	5221
Financial Aid	Financial Aid	ADM 002	5253
Food Services	Dining Hall	CB 5th Floor	5032
Health Problems	Campus Nurse	CB 515	5187
Housing	Student Affairs	ADM 003	5228
I.D. Cards	Business Office	ADM 002	5200
Intramurals	Student Affairs	W Ground	5222
Jobs: Off campus	Career Counseling	ADM 004	5229
Library	Allara Library	Allara	5605
Lost & Found	Public Safety	CH-LL	5940
Parking & Safety Issues	Public Safety	CH-LL	5940
Scholarship	Financial Aid	ADM 002	5253
Student Activities	Student Affairs	W Ground	5222
Student Government	Student Affairs	W Ground	5226
Student Loans	Financial Aid	ADM 002	5253
Title IX	Title IX	ADM 203	5344
Residence Life	Student Affairs	ADM 003	5228
Student Success Coordinator	Student Success	AD 201	5626
Withdrawal from school	Academic Affairs	ARM 218	5221

KEY:

ADM–Administration Building **ARM**–Armington Learning Center **CB**–Coal Building
CH-LL–Condit Hall Lower Level **CTC**–Community Technology Center,
REC–Record Memorial, **SA**–Spilman Apartments, **W**–Wickham Hall

EMERGENCY NUMBERS

In the event of an emergency, DIAL 911
 Public Safety: 606-218-5940
 Cell: 606-477-0262

Student Activities & Leadership Development

Student Government Association (SGA)

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. SGA is made up of two components: the Executive Board and the Student Senate. The Executive Board is charged with the organization of Student Government and all the operations of Clubs and Organizations. The Senate is made up of representatives from each class and at-large.

Elections for upper-class students are typically held in the Spring of each school year and the student body is encouraged to vote for their representatives. First-year students who wish to run for Freshmen Class Officer will have the ability to do so in the Fall semester.

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 SGA have full voting rights on the following standing committees: a) curriculum committee, b) instructional resource committee, c) teacher educational committee, d) Student Affairs committee, e) spiritual life committee, and the f) special events committee. The SGA president and vice president serve as non-voting student representatives to the Board of Trustees. In addition, the SGA may provide additional student forums for other ideas concerning student welfare. All students are welcomed to all public SGA meetings!

National Honor Societies

Qualified students are provided the opportunity to participate in the following honor societies:

- **Alpha Mu Gamma:** National Collegiate Foreign Language Honor Society.
- **Beta Beta Beta (Tri-Beta):** The National Biological Honor Society
- **Kappa Sigma Chi:** Criminal Justice Honor Society
- **Lambda Pi Eta:** National Honor Society for Communication Scholars
- **Lambda Sigma:** National Honor Society for Second-year College Students
- **Phi Alpha Theta:** Professional Society for History
- **Phi Eta Sigma:** Freshmen Honor Students
- **Psi Chi:** National Honor Society for Psychology
- **Sigma Beta Delta:** International Honor Society for Business.
- **Sigma Tau Delta:** Honor Society for English Language and Literature
- **Sigma Zeta:** National Honor Society for Science and Mathematics
- **Theta Alpha Kappa:** National Honor Society for Religion

Clubs and Organizations

All clubs and organizations that wish to remain active must complete an annual organization form, which will be communicated through the Center for Student Engagement (CSE). All events and meetings are to be placed in [CampusGroups](#), which is our platform for managing and organizing Clubs and Organizations, events, and official communications regarding co-curricular activities.

Students interested in forming a new organization can work with the Office of Student Activities & Leadership Development along with Student Government Association. Creating a club or an organization is simple, just requires 6-students and a Club/Organization Advisor, who must be an employee of the University.

Visit <https://upike.campusgroups.com/cse/> for more information!

Student Organization Conduct

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

University of Pikeville Athletic Teams

The University offers intercollegiate competition in the following sports: archery, basketball, baseball, bowling, cheer, cross country, dance, eSports, football, golf, soccer, softball, swimming, tennis, track & Field, and volleyball. The UPIKE Bears are members of the National Association of Intercollegiate Athletics (NAIA) and the Mid-South Athletic Conference. Full-time students enrolled in four-year programs may 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. Such sports may include flag football, basketball, ultimately Frisbee, dodgeball, Whiffle ball, and volleyball. As always, the Office of Student Activities & Leadership Development is open to exploring other intramural seasons, as well as weekend tournaments.

Student Publications

The institution publishes a monthly newsletter entitled "The Bear Facts." This publication includes items of interest concerning campus activities, sports, chapel programs, special guests and other campus news. 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 Affairs Office and the Office of Public Affairs. This prior approval is necessary for all types of publications, including electronic or computer-aided 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 that discriminates on the basis of race, ethnicity, color, sex, gender, gender identity, sexual orientation, religion, national origin, age or disabilities.