

Union & You

2012-2013 Student Handbook



Office of Student Development

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unionky.edu

welcome
to one-to-one



Union College Accreditation

Union College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate, Bachelor, and Master level degrees, by the Kentucky State Department of Education, and is approved by the University Senate of the United Methodist Church.

Union's Department of Business has been accredited for all of its degree programs by the International Assembly for Collegiate Business Education.



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STUDENT INVOLVEMENT



"I had a growing sense that I was involved in something so much greater than myself, something of profound historic importance."

- Coretta Scott King

student involvement



Celebrate Successes

We celebrate our people and their successes.

We show respect for each other and the things that make our individual roles and contributions unique.

celebrate:

Union College Student Government Association (SGA)

Union College students have a vital role and a distinct responsibility in the governance of the College. Students, through Student Government, hold responsibility to be self-governing; seek representation from all sectors of the campus community; create fair representative government; project the best aspirations of the community; provide support to the administration for effective enrichment of college life; and to assure the welfare of the student community by identifying important community projects, needs, problems, and solutions. Governance shared with the students, faculty, staff, and administration is how Union College succeeds in its commitment to being student-centered.

The funding base for the SGA is the Activities Fee of \$100 per semester per full-time undergraduate student. Student Government accepts clear responsibility to fairly represent the student body, to set goals and program for each college year, to budget and distribute its resources with consideration for needs of various constituencies, and to promptly expedite all commitments.

SGA is a special forum for the principles set forth by the College's Mission, Core Values, and Strategic Vision statements: it is a forum for learning, for service, for enlarging personal competencies, for exploring and applying values, for practicing stewardship of resources, and for discovering and claiming personal transformation. You can read the entire SGA Constitution in the Important Information section of this handbook.

2012-2013

Student Government Association (SGA)

President:

Richie Mathes

Vice President for Academic Affairs:

Caitlin Scheidt

Vice President for Business Services:

Andrew Long

Vice President for Student Development

Brittany Burchfield

Vice President for Enrollment & Athletics

Aaron McCollum

Vice President for Commuter & Community Relations

Kassondra Patterson

Co-Curricular Transcript

Whether it's in student government, community service, theatre or intercollegiate athletics, Union "tracks" much of your involvement in college clubs and organizations, especially those that involve campus-wide leadership. So, when you're ready to graduate, don't forget to ask the Student Development Staff to place a copy of your Co-Curricular Transcript (or record of involvement) in your Career Services placement file. Students are responsible for updating their activities in MyUnion.

student involvement

Campus Activities

Union College is a member of one national campus activity organization, the National Association of Campus Activities (NACA). NACA is an organization comprised of nearly 1,000 college unions and activities professionals worldwide. Both organizations are dedicated to enhancing campus life through programs, services and publications.

Campus Activities Board (CAB)

The Campus Activities Board (CAB) designs, sponsors, and produces a variety of activities on campus and supports and encourages individuals and organizations to create their own activities. Members help plan and sponsor major events, including homecoming, spring formal, springfest, lip-sync contests, student dinners, dances, bonfires, outdoor recreation, and other campus activities. Membership is open to you so stop by the Student Life Office for more information. Occasionally, the CAB sponsors off-campus events for students. Transportation is provided, however, students are responsible for admission, food, amusement, etc. Examples include: parks, late-night bowling, paintball, minor league baseball, movie night and shopping trips.

Scheduling Events

A campus Calendar of Events is available on the college's web site and is updated weekly. For a student to secure a campus facility for a special event, meeting etc., contact the Student Development Office, upper level campus center or call ext. 1231. Faculty & Staff should contact the Events Coordinator, ext. 1263 to make a reservation. Requests for use of college facilities must be submitted at least one week in advance of the proposed event. All changes or cancellations in scheduled events must be reported immediately.

Student Organizations

You have the opportunity to participate in and develop leadership skills through many campus organizations. Some are departmental, some are limited to honor students in their fields, and most are open to all students. Each is required to have a faculty or staff sponsor and some include faculty and staff in their memberships. To maintain a student-led government, all current clubs and organizations must file a petition for official recognition through the Student Government at the beginning of both the fall and spring academic semesters. In future academic years, it will only be necessary for those interested in founding new organizations to petition for approval and recogni-

tion. Faculty approval may also be required.

Every club or organization involved with planning an event or special activity on or off campus must seek the advice and consent of the Director of Campus Life. This is especially critical if the planned event involves fund-raising. Off-campus fund-raising requires special permission from the Director as well as from the Advancement Office. No club/organization, which includes athletic organizations, may open an account and keep funds off campus.

All signs, posters and flyers posted around campus must meet the following criteria:

- *Must be hung on a campus bulletin board
- *Must be removed within 24 hours of the event
- * May not be hung more than three weeks prior to the date of event.

Spiritual Life

Union College provides an active spiritual life program that provides for fellowship, prayer, Bible study and other discussion and study groups to strengthen faith and encourage spiritual growth. We encourage you to discover and seek a growing and life-affirming spiritual faith.

The Spiritual Life Program is the philosophical and financial commitment of the College to an educational environment in which faith is deliberately present. Through a variety of activities integrated into the college experience, members of the campus community are encouraged to live out values in relationship with themselves, other persons, and the world.

The College Minister is friend, pastor, preacher, and worship leader for the campus community and, as coordinator of religious activities, is involved in the issues that concern the College, foster community, and develop corporate responsibility. The College Minister is also available for discussion and counseling, and can provide more information about faith-based programs.

Worship Services

Worship services are held on campus once a week. These services are led by the campus minister and the students in the spiritual life program. Students are encouraged to attend Sunday worship in the Conway Boatman Chapel or at the local church of their choice throughout the school year.

Spiritual Life Center

The Spiritual Life Center is the primary space for you to gather for meaningful conversations about the things that matter most, and it is also much more. You are always welcome to come by to simply

hang out and relax, rest, have a conversation, study, pray, have informal devotions and worship, share a meal, check e-mail, or work on the computer. The College Minister's office is located there and you are always welcome to stop by and visit.

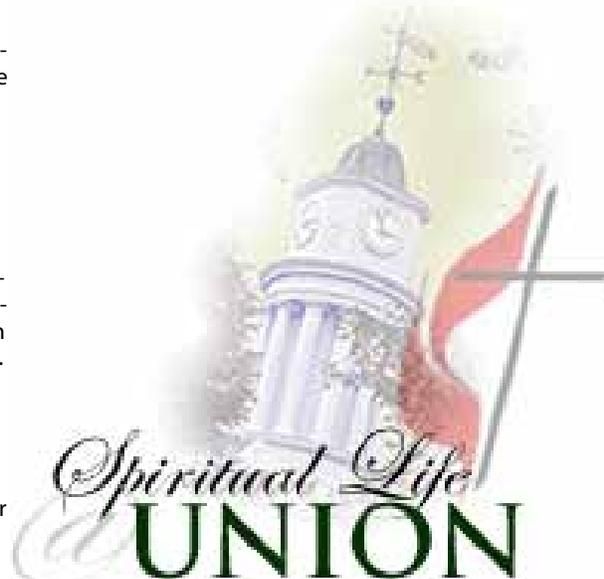
Mission Through Service

During the course of most semesters, Spiritual Life and Common Partners programs work together to provide unforgettable experiences of serving those in need. Helping with the local food pantry or homeless shelter, doing flood cleanup for people in Central Kentucky and assisting with Habitat for Humanity are examples that exemplify mission through service at Union.

Each mid-semester and spring break, serving/learning trips are sponsored. Opportunities in past years have included mission work in Belize, Central America, Flood relief in Eastern North Carolina, hurricane assistance in New Orleans, Habitat trip to Bahamas, and work with a Wildlife Rehabilitation Center.

Study and Spiritual Growth Opportunities

The Spiritual Life Program offers regular faith and study groups, as well as retreats and other trips that challenge you to grow in your faith and as a person. These include fall and spring retreats, regular discussion and study groups as well as adventures that give you the opportunity to join with other persons in living out your faith in experiencing what it is like to be a person who is homeless. You are also challenged to bring your own ideas for groups and activities that will enable students, faculty and staff to grow more in their faith.



student involvement

Lecture Series

The Spiritual Life Program sponsors two lectures each academic year. The Wilson-Gross Fall Lecture seeks to bring distinguished speakers to the campus to discuss vital issues confronting the modern church and society. A recent example includes Dr. Dawn Adams, a paleontologist who lectured on the relationship between science and "not science."

The Spring Staley Lectures seeks to bring to college and university campuses of America distinguished scholars who truly believe in the Gospel of Jesus Christ and who can clearly identify with students. Recent examples include Native American storyteller Dayton Edmonds, and potter Jon Mourglia.

Spiritual and Pastoral Counseling

As a United Methodist School, Union College affirms the whole person. The campus College Minister is available to assist you with your spiritual development, regardless of your particular denomination or faith. You may have specific concerns about beliefs, discipleship or prayer, or you may be exploring your spiritual life for the first time. The College Minister is available for individual or group counseling by appointment or on a drop-in basis. Referrals can also be made in crisis situations and for long-term personal counseling. Pre-marriage and marriage counseling is available. On occasion, small groups are formed for sharing and support on a variety of issues. The College Minister is available also to talk with those who may be called into ministry and mission work and who would like to explore those possibilities.

Intercollegiate Athletics

Union College offers a full intercollegiate athletic program in a wide variety of men's and women's sports. Union is a member of the National Association of Intercollegiate Athletics (NAIA), the North American Off Road Biking Association (NORBA), and the Appalachian Athletic and Mid-South Conferences.

The College promotes athletics for physical, emotional, and social development as a vital part of its program of extracurricular activities.

The College varsity programs for women include basketball, cheerleading, golf, cycling, soccer, softball, cross country, track & field, swimming and volleyball.

In intercollegiate men's competition, Union is represented by varsity teams in basketball, baseball, cheerleading, football, cycling, golf, cross country, track & field, swimming and soccer.



The Varsity Athletics Staff prepares the section of this handbook relating specifically to varsity athletes in the interest of keeping them well informed on NAIA and college regulations and on department expectations, regulations and resources.

Strength and Conditioning Program

The Athletic Department operates a 2,000-square-foot strength facility that provides the most modern equipment available. The College's facility features a variety of free-weights, power stations, benches, and a line of Nautilus and Universal machines.

The strength complex has scheduled hours that allow not only for student-athlete use, but also for the general population of Union College.

Intramural Athletics

Union College provides a program of intramural activities involving both team and individual sports. Union is a member of the National Intramural and Recreational Sports Association (NIRSA) and adheres to their principles and guidelines in governing its intramural program. The Intramural Program is managed by the Student Development Staff.

Students are heavily involved in managing, programming, and officiating the IM program and participate as members on the Intramural Council, an advisory and policy board that governs the IM program. The program caters to the needs of students, is a "sports-for-all" program, and provides a good balance in activities for men and women, including co-educational activities. Typical programs include basketball, volleyball, softball, billiards, ping-pong, swimming, and others.

Please note that participation in intramural programming is a privilege that may be

suspended for violence/poor sportsmanship, fighting, abusive and/or obscene language, and failure to cooperate with officiating decisions. The requirements of the Student Conduct Code apply fully in the intramural context.

WELLNESS ACTIVITIES

Soldiers and Sailors Wellness Center opened in March of 2009. This facility provides equipment for cardiovascular and weight training. Students are welcome to use the facility as long as they present a valid student ID card.

Special Interest Opportunities

Study Abroad!

Union College is a member of the Kentucky Institute for International Studies (KIIS). The college joins with other Kentucky colleges and universities to provide summer study opportunities in ten different locations. The programs in France, Athens and Rome, China, Spain, Mexico, Germany, Austria, Italy, and Ecuador as well as a spring semester program in Segovia, Spain and a fall semester program in Morelia, Mexico are open to Union College students, who may earn credits toward their degree at Union.

Spread the Word!

You can be a major asset in the sharing of information about Union with prospective students. The Admission Office welcomes your referral of a brother, sister, cousin, high-school friend and/or others. Simply provide the name, address and phone number, as well as the name of the individual who referred the prospects names, and the Admission Staff will be pleased to send a packet of materials to them. Pick up packets of materials and deliver them to your high-school guidance office during Fall and Spring breaks. The Admission Office is located in Speed Hall.

CENTER FOR SERVICE & SPIRITUALITY

Common Partners Program

Why should you do community service while at Union College? Ask one of the nearly 200 students who volunteered last year. Together, these students along with faculty and staff, contributed more than 15,000 hours of service to our area! Service experiences impact many areas of your life. Check out these reasons to do service:

- Get experience in your career field working with people in need
- Make new friends both in the community and on campus
- Have fun learning new skills
- Connect what you're learning in the classroom to what you can do for others
- You're making a difference in someones life!

Through the Common Partners Program, you have the opportunity to share your strengths and talents through community service. Housed in the Center for Service & Spirituality, the Common Partners Program allows you to tap into your talent and skills to organize and participate in work that helps the Knox County community.

The core staff of the Common Partners Program includes a director, a graduate assistant, a senior intern, a workstudy and a number of Interns. This team of committed individuals is responsible for helping you develop and participate in one-time and on-going service projects as well as organizing alternative break trips.

The Common Partners Program offers a variety of programs and projects that fits your interests and talents. All of our programs are led by students, so if you are looking for a way to be involved and develop your leadership skills, here is a sampling of how you can get involved:

- Bulldog Buddies Program
- Timeless Tales Reading Center
- Angel Tree
- UC Make a Difference Day
- Alternative Spring Break
- Alternative Fall Break
- Hunger and Homeless Awareness Week
- Knox County Repair Affair
- UC Community Service Day
- UC Children's Art Program

In addition, if you are truly committed to service to others, you can apply for a position in the Bonner Program or the Common Partners Intern Program. Or, if you receive Federal Work Study, and would enjoy fulfilling your hours in the community, the Common Partners Program can help place you with one of our 40 community partners for work that matches your interests.

Stop by Common Partners on the second floor of the Center for Spirituality & Service to find out more about opportunities to serve others in the local and national communities!

student involvement

SERVICE

BULLDOG BUDDIES

Students serve as one on one mentors to community children through tutoring, activities and field trips.

TIMELESS TALES READING CENTER TUTORS

Students, faculty and staff serve as one-on-one tutors in the Timeless Tales Reading Center.

CHILDREN'S ART PROGRAM VOLUNTEERS

A student-led after school program to provide arts and crafts instruction and activities for local children. *Contact: Austin Sebal, ext. 1602*

Experience

SOCIAL WORK CLUB

The purpose of the club is to educate the community about social work, provide service to the community, and provide learning opportunities for students.

Contact: Dr. Martha Ellison, ext. 1313

PSYCH BOWL

This is a Kentucky Psychological Association (KPA) hosted single elimination competition for UG Psychology majors in KY. UC has competed in this even for more than 10 yrs. *Contact: Dr. Adam Prokochak, ext. 1325*

PSI-CHI

This is a national honor society for psychology students based on excellency of academic endeavors. Psi-Chi members can be expected to discuss topics of current interest in the field, network, study, and promote psychology. *Contact: Dr. Constance Crowley, ext. 1225*

SCIENCE CLUB

To promote student interest in the sciences through recreational activities, lecture-discussion, lab exercises, field trips, and academic guidance. *Contact: Dr. Fidelis Achenjang, ext. 1636*

SOCIOLOGY CLUB

Serves a number of different functions: to help students explore the world from a sociological perspective; to encourage sociology majors to celebrate their successes.

Contact: Dr. Linda Silber, ext. 1314

GSA Gay Straight Alliance

An alliance of people from all sexual orientations.
Contact: Dr. Christine Marley-Frederick, ext. 1364

NATIONAL & KENTUCKY EDUCATION ASSOCIATIONS-STUDENT PROGRAM (KEA/NEA-SP)

Acquaints prospective educators with the history, ethics, and programs of the organized teaching profession; provides practical experience by working together in democratic and collaborative ways on the problems and issues of the profession. *Contact: Department of Education, ext. 1279*

Expression

"REFLECTIONS" LITERARY MAGAZINE

Provides encouragement and opportunity for creative writing and publishing.

Contact: Dr. James Garrett, ext. 1244

UC YEARBOOK (Stespean)

The "yearbook" creates the school's yearbook using InDesign, Photoshop, and other creative ware. Students receive one credit hour for work on the yearbook each semester.

Contact: Christine Marley-Frederick, ext. 1364

PEP BAND

Contact: Dwayne Dixon

Faith

SPIRITUAL LIFE TEAM

Serves to plan, set policy and coordinate activities enhancing spiritual awareness and growth.

Contact: Campus Minister, ext. 1291

Greek

ALPHA PSI OMEGA, ZETA CHI CHAPTER

A national honorary theatre fraternity, which serves to promote and encourage theatre activities and to recognize and honor those persons who participate in the production of theatre.

Contact: Dr. Diane Montgomery ext. 1312

Involvement

CAMPUS ACTIVITIES BOARD (CAB)

Seeks to design, sponsor, and produce a broad range of activities on campus; to provide support and encouragement to individuals and organizations seeking to create activities.

Contact: Dustin Adams, ext. 1232

UNION COLLEGE STUDENT AMBASSADORS

A student service organization whose purpose is to assist the Admission Office in introducing new students and guests to campus life and facilities.

Contact: Dustin Adams, ext. 1232 or Meghann Chesnut, ext. 1653

UNION COLLEGE SOCIAL PLAYERS GUILD

A group of students who are interested in a variety of games. The games vary from Xbox games to board games.

Contact: Jared Hirtz, ext. 1601

UCXFIT

A group of students on campus who participate in workouts weekdays. These workouts are a mixture of lifting and running events.

Contact: Jared Hirtz, ext. 1601

Leadership

RESIDENT STUDENT ASSOCIATION

Seek to develop and encourage interest and participation in Residence Hall activities.

Contact: Jared Hirtz, ext. 1602

INTERNATIONAL CLUB

This club was created to bring out international students and domestic students together, to learn from one another.

Contact: TBA

STUDENT GOVERNMENT ASSOCIATION (SGA)

SGA comprises a group of elected student leaders that form a parallel structure to the current administration of the college and serves as the representative voice for all current students.

Contact: Barbara Teague ext. 1219

STUDENT CONDUCT BOARD

Contact: Mike Gray, ext. 1604

NATIONAL & KENTUCKY EDUCATION ASSOCIATIONS-STUDENT PROGRAM (KEA/NEA-SP)

Acquaints prospective educators with the history, ethics, and programs of the organized teaching profession; provides practical experience by working together in democratic and collaborative ways on the problems and issues of the profession.

Contact: Department of Education, ext. 1279

COUNCIL FOR EXCEPTIONAL CHILDREN

Dedicated to improving the purpose, process, and procedures of educational success of individuals that are gifted or talented.

Contact: Yvonne Moore, ext. 1281

Outdoors

APPALACHIAN WILDERNESS CLUB

Seeks to encourage wilderness recreation and exploration through biking, caving, canoeing, hiking, rafting, and white-water rafting.

Contact: Andy Messer, ext. 1348

CAMPUS SERVICES



"Only a life lived for others is a life worthwhile."

- Albert Einstein



people

We advocate civility in all communications. We promote integrity of character by actively listening to each other, openly sharing information that may prove helpful to the situation, doing what is right, and being honest. We accept personal responsibility for our actions. We hold each other and ourselves accountable.

integrity:

Ensuring Academic Success

Important Information on Academic Progress

The College provides you with an assigned Advisor. This person is there to assist you in selecting courses and completing academic requirements in a timely manner. However, smooth and efficient progress to completion of degree is primarily your personal responsibility. You should document each semester on the “Liberal Education Core” worksheet provided by your advisor and also available in the Registrar’s Office. You should consult regularly with your advisor to ensure proper progress toward a degree.

In your junior year, the Registrar will do a curriculum plan with you. This will indicate the courses that you have already completed toward the degree major that is listed on file in the Registrar’s Office. Any problem you may discover should be presented to your academic advisor, department chair, or the Registrar or Academic Dean as soon as possible. You may request a change of advisor through the Office of Special Programs. You should make every effort to keep yourself informed on current academic policy and to correct all errors or misunderstandings quickly. Academic deadlines are very important. Consult the College Catalog carefully for additional information.

Academic Resource Center

The Academic Resource Center (ARC) provides free services to all students in several academic support areas. Tutoring is available for a variety of subject areas in both upper- and lower-division classes. Students may work with a tutor to review for classes, refresh study skills, or prepare for professional examinations. Students may also work independently, using one of the many computer programs or study guides available. The ARC staff is available both day and evening hours.

Freshman Seminar

If you’re a full-time freshman or transfer student with fewer than twelve hours, you will participate in a Freshman Seminar course. The goal of the Freshman Seminar course is to maximize your potential to achieve academic success and adjust responsibly to the individual and interpersonal challenges presented by collegiate life. To accomplish these goals, you will engage in a number of in-class and out-of-class activities and exercises that will prepare you to deal with topics and concerns essential to your success at Union College. Classes for this one-hour course will meet twice a week. This is a graded course. Any student who earns less than a grade of “C,” must repeat the course.

Supplemental Instruction

Supplemental Instruction (SI) is a strategic approach to assist you in succeeding in classes. If you have excelled in a particularly challenging course, you may be selected by the instructor of that course to hold group study sessions at least three times a week outside class. SI leaders attend every class session, model good study strategies, and encourage collaborative learning among the participants. SI sessions are composed of students with varying abilities. No effort is made to segregate based on academic ability. This service is offered at no cost to students. Since it began in 1994 at UC, students who attend 10 or more hours of SI earned an average of a letter grade higher than those students who did not attend.

Career Services

The Career Planning and Placement Office has something for everyone at every step along the way to your career. For those just beginning and looking for a direction to take, the Career Resource Center has a variety of books, assessments, and literature related to major and career opportunities and choices. Career, Planning and Placement provides career counseling services as a means of assisting students with exploring careers and making occupational choices, and assists students in evaluating their interests, abilities and values through career guidance computer programs and vocational interest testing.

If you are farther along in the process, the Career Resource Center has information that will help you in your search for a summer job or internship.

If you are ready to make your next move and find a job, the Career Resource Center is available for assistance. Job Search, Resume Writing, Cover Letters, Interview Skills, and many more workshops are offered.

Career Planning has other services available, some of which include a career resource library, graduate school preparation, annual job fair, various workshops, and alumni resources.

Whatever assistance you need, Career Planning and Placement is here to help.

Library Services

Specific library hours are listed inside the back cover of this handbook.

1. Union College identification cards with a library bar code are necessary for all loans. Card privileges are nontransferable. Do not lend the card to others. Report a lost card to the Information Desk. You are responsible for all items borrowed on your card. There is a replacement charge for lost cards.
2. Loan periods vary depending on the status of the patron and the type of material borrowed. The general collection circulates for a two-week period for undergraduates, four-week period for graduate students and an eight-week period for faculty and staff. The circulation of special collections vary and periodicals must be used in the library. Most items may be renewed except some audiovisual materials. The librarians reserve the right to recall any materials after a one-week period. Borrowing limits vary: undergraduates, 35 items; graduate students, 50 items; faculty and staff, 75 items.
3. Reserve materials are located at the Information Desk. Most reserve materials are limited to LIBRARY USE ONLY. Some items may be checked out during the

last hour the library is open and must be returned the first hour of the next day.

4. The library has wireless laptops which students may check out for both in library use and overnight use. A current student ID is required for checkout. Overnight laptops generally circulate 2pm to 10am. Overnight laptop fines are \$1.00/hour per item (e.g., laptop, power supply, network cable, laptop case). The laptop policy is communicated via email at the beginning of each semester. Students are responsible for adhering to the policy.
5. Books should be returned to the Information Desk when the library is open. When the library is closed, books may be placed in the library's book drop.
6. A fee of 5 cents/day for late materials is charged; late reserve materials are assessed a fine of \$1.00/day. Overnight laptop fines are \$1.00/hour per item (e.g., laptop, power supply, network cable, laptop case). LRC and Curriculum materials are assessed a fine of \$1.00/day. Overdue notices are sent as a courtesy.
7. If you need a book that has been checked out, you may place a "hold" on it via the library online public access catalog (OPAC) which is accessible via the Library's website. You will be notified when it is available for your use. The item will be held at the Information Desk for three days after which it will be returned to the shelves. Students are limited to 5 holds at a time; faculty and staff may have 10 holds.
8. If the library does not have the material you need, the staff can try to obtain it via interlibrary loan. Requests can be made on the Internet via WorldCat, which can be accessed through FirstSearch, available via the library's Subscription Databases webpage. Requests can also be made at the Information Desk. Service is free or includes nominal charge (e.g.; a 5 cent per-page photocopy charge for articles).
9. If you need assistance, please contact a staff member at the Information Desk,



546-1240, or email refdesk@unionky.edu.

10. Use of tobacco products, destruction of materials, and disruptive/distracting behavior is prohibited in the library. NOTE: Drinking and eating are permitted. Group study is not permitted on the upper level as a quiet study environment is to be maintained in that area.

Use of the library, particularly the privilege of circulating materials, is a limited privilege. Failure to respect library rules and adhere to library policies may result in limitation or suspension of privileges. Other discipline under the Student Conduct Code may apply.

Technology at Union

Union College is currently in a period of rapid technological growth and refinement. Information about services found here may be updated during the school year. The college's technology staff will provide information of improved and new services as enhancements come online. For information and assistance, please contact the Computing & Technology helpline at extension 1626 or helpme@unionky.edu.

Network Services

I. Email

Union College is happy to provide all students with a yourname@unionky.edu email account. This account is available anywhere in the world from an internet-accessible computer. You may access your account by going to the following URL <http://www.unionky.edu/students.asp> and typing in your username and password. These are provided to all students upon enrollment to the college. In addition to the email capabilities provided to you by this service, our email system also includes a global address book, personal address book, calendar, personal folders, and a host of other features.

II. Network Access

Access to network resources is available from within each of the buildings on campus, including individual residence hall rooms. To access, you must have an internet-ready computer equipped with an ethernet card and the appropriate cable. If you need help getting on the network, contact the Computing & Technology Help Desk at extension 1626 or email helpme@unionky.edu.

III. Network Log-ons and Storage

All publicly-accessible computers on the Union College campus require users to log on to the network. Each student at Union, upon arrival, is given a unique username and password that enables him or

campus services

her to logon to any student-accessible computer on the campus network. This username and password is the same as that used for email. Each student is also granted storage space on the network. This space can be accessed by logging on to the network, and opening the "Z:" drive located under "my computer." Union College encourages students to save their work on the Z: drive because it is secure and more reliable than a floppy disk. The Z: drive is also backed up periodically and can be accessed from any computer on the campus network.

IV. USB Flash Drive

All full-time Union College students receive a custom USB flash drive for personal use. You should have received a voucher for this drive along with a tech guide CD during the confirmation process. Please contact the information Technology Help Desk @ x1626, if you did not receive one at that time.

V. Telephone and Voicemail Services

Union College has recently implemented a new telephone system utilizing Cisco Voice over IP technology. More information about the new voicemail system can be found on the technology CD provided to you during the confirmation process.

VI. Cable TV Service

Cable television access is available from within each of the buildings on campus, including individual residence hall rooms, provided by Barbourville Cable. Union College broadcasts two television channels: 62 & 97. Tune it to channel 62 from anywhere on the Barbourville Cable network for Union College TV. Channel 97 delivers KET simulcast

and special Union College programming which is available on campus only.

VII. Virus and Spam Filtration

A new virus and spam filtration system has been purchased and implemented on the Union College network to better protect electronic resources from malicious attacks and ensure greater stability of network resources. In addition, Union College has purchased copies of Symantec antivirus for student use to better protect your PC from harmful viruses. A copy of this software and instructions to install is included on the technology CD provided to you during the confirmation process. An approved, up-to-date antivirus package is required for network connectivity.

VIII. Online Resources

Located at www.unionky.edu, the Union College website is the most comprehensive source of Union College information available. Whether you need to register for a class, see what's happening this week on campus, or look up your professor's email or website address, the Union College website is your one-stop-shop for all your informational needs.

IX. Campus Web

Located at <http://pluto.unionky.edu/campusweb/>, the Campus Web provides access to class schedules, grades, college catalog, etc. You may access this service as a guest or use the ID number and pin provided dur-

ing your advising and registration session. Learning and Information Services staff may not give out pin numbers.

X. Computer Labs

Union College has two computer labs on the main campus including: Hensley Lab, 21 computers and Library Lab, 20 computers. In addition to the labs, computers are available in the Library Reference Center, the Academic Resource Center, and the Campus Center Lounge. Wireless internet access is also provided via several hotspots across campus.

XI. Wireless Access

Union College now offers multiple 802.11G wireless access points in the following facilities/areas on campus: Black Technology Center, Centennial Hall, Patridge Campus Center, Robsion Arena, Sharp Academic Center, and Weeks-Townsend Library.

XII. Multimedia Services

Union College now offers various up-to-date multimedia resources for student-use, including: computer video-editing suites, various media duplication services, audio and video recording, editing, and duplication, graphics, document, and photo editing devices and much more. Access to these services is available in the Multimedia Center, located in the Black Technology Center.

Acceptable Use Policy Code for Computing and Communications

The following describes the privileges and responsibilities of computer users at Union College. All members of the College community are expected to follow the Code. In addition to representing College regulations, the Code also addresses certain issues mandated by Federal and State laws.

I. Using Computer Resources

A. College computer resources are provided to faculty, staff, and students for the purposes of study, research, service, and other work-related activities. Because resources are limited, all computer users are responsible for making sure that at all times the highest priority is assigned to activities related to these purposes.

1. All computer users engaged in activities that are not directly connected to study, research, or College service should be willing to yield public area computers or computer terminals to others without waiting to be asked.
2. Computer accounts and passwords should be protected against unauthorized use. Students should never share their accounts or passwords with anyone. Under special circumstances, faculty and/or staff may share accounts with others working on the same project. Such exceptions will be determined by the system administrator.
3. Faculty and staff members should not share accounts with friends and relatives—unless they fulfill the conditions above.

II. Protecting Union College Computer Resources and Institutional Data

A. Because computer resources are limited and valuable to the life of the academic community, all computer users should assume the responsibility to keep the computing system running and its resources unaltered and protected from damage and illegal access. Computer resources are fragile and vulnerable and all computer users should see themselves as part of an ongoing effort to protect these resources.

1. Computer users should never intentionally destroy or alter accounts, files, software, hardware, to obtain extra resources, or to deprive others of computer resources.
2. All computer users who possess knowledge of "bugs" or other flaws in the system are encouraged to take responsibility and share that knowledge with supervisors of that system.
3. Computer users should never make copies of software for which permission to copy is not explicitly given. Software copyright restrictions may apply and should be adhered to. If the software does not say, they should not be copied.
4. Network managers should ensure that the number of users of any licensed software does not exceed the number of licenses assigned

to the network.

5. Users should follow the license restrictions of the software they use, including the software provided by the college under site license.
6. Faculty and staff members responsible for providing and maintaining data on college servers have a responsibility to ensure the accuracy of the data and the accuracy of the reports and screens displaying data.
7. Faculty and staff members who have been given access to institutional data, reports, and screens must maintain confidentiality of this information. Further, the information should be obtained only for activities and/or research directly related to the individual's job assignments.
8. Faculty and staff who have been given the authority to modify (add, change, and/or delete) institutional data should maintain the confidentiality of their password account. The faculty or staff member assigned the password/account is solely responsible for any and all changes made to institutional data under that account. All modifications to institutional data are logged internally and are audited by appropriate college administrators.

III. Privacy of Computer Accounts

- A. Programs and data stored in computer accounts are the account holder's property. All computer users should respect others' privacy and right to control access to what belongs to them.
 1. All computer users have primary responsibility for protecting their passwords. Users should keep their passwords confidential.
 2. All computer users should assume that if they do not know whether they have access to an account, then they do not have access to that account.

IV. Restrictions on Privacy

- A. There are important College concerns that place some legitimate restrictions on the privacy of others' programs, data, text files, and electronic mail. All computer users should know of these restrictions. Those empowered to examine accounts for specific purposes do not have the authority to examine accounts for any other purpose.
- B. The following are some legitimate reasons for accessing computer accounts without the account holder's permission:
 1. Instructors may monitor class accounts for students in their courses.
- C. Authorized technical personnel may access accounts for the purpose of maintaining computer or communication systems and networks.
- D. If there is reasonable cause to suspect code violations, network supervisors may monitor accounts on their networks.

V. Sharing Information and Communicating with Computers

- A. Computers are particularly valuable resources for the sharing and communicating of programs, data, and texts. Thus, it is a serious matter when computer users take inappropriate advantage of the ease of communication that computers provide.
- B. The use of computers and their associated communication equipment to abuse, harass, or offend others is improper. All computer users should realize that abusive, offensive, and harassing messages communicated or shared through computer resources are no different than similar conduct carried out in person, by telephone, or by mail.
 1. What is considered obscene, abusive, offensive, or harassing when communicated in person, by mail, or by phone is also considered to be obscene, abusive, offensive, or harassing, when communicated by computer resources.
 2. For the sake of clarity, the following are examples of things that should not be done with computers:
 - a. Place obscene materials on electronic bulletin boards.
 - b. Share files in your accounts that are obscene or contain harassing or abusive messages.
 - c. Send obscene material or messages to anyone.
 - d. Send abusive messages to other computer users.
 - e. Make racially or sexually harrasing remarks on electronic bulletin boards or send them to specific users or groups.
 - f. Start or extend chain letters.
 - g. Assume that all material is inoffensive to person(s) receiving the message.

VI. Using Computer Networks

- A. Through the Union College computer system, users can access computers and networks outside the College. When accessing outside computer resources, all Union College users should know that they are representatives of the College. Users accessing outside computer systems become guests in someone else's individuals. No one should attempt to circumvent these restrictions.

VII. Policy Related to the Union College Website and Homepage Development

- A. The Union College Website may be edited, altered, or updated by authorized personnel only. Additional pages, sections, or substantive changes added to the Union College Website must be reviewed by public relations and receive administrative approval prior to posting or uploading.
- B. Any faculty, staff, or administration that posts an educationally or professionally related page must notify the system administrator prior to posting.

VIII. Enforcement

- A. The College considers any breach of the Union College Code for Computing and Communications to be a serious matter. Violations may result in loss of access privileges and/or possible disciplinary action. A violation of these rules resulting in a loss of privileges is an independent action from disciplinary action pursuant to College policy. Other disciplinary sanctions will be issued through appropriate College channels such as through the Student Code of Conduct.
- B. Appeal of sanctions will be handled according to established College Policy through appropriate College channels.

IX. Future Policy Development

- A. Due to the ongoing developments in computer technology, the College reserves the right to develop and distribute interim policies pending official approval.

Living a Healthy Life

Health Center

Union College provides limited health services for current students. The Center is staffed by Registered Nurses from the Knox County Health Department and is under the direction of the Student Development Office. The center is located between the Conway Boatman Chapel and Robison Arena. Call 546-1301 (outside phone) or 1301 (campus phone) to reach the Center. Voicemail is available outside of staffed hours. Health Center hours are on Monday, Tuesday and Thursday from 1:00-3:30. Appointments are welcomed, but not necessary.

Health Services

Services provided include: required physical exams for student teaching, allergy injections (doctor's order will be required), pregnancy test, urinalysis, blood pressure, hemoglobin, and seasonal flu shots. STD and HIV testing and treatment, immunizations, and family planning is also available or can be referred to the Health Department for these services. Nurses may also assess ill or injured students and make appropriate referrals to local doctors for treatment when necessary. A nominal fee is charged for services (\$1-\$5) and for dressing supplies. Any student who is ill and has no money, can apply the fee to their college student account. No student should postpone needed health care due to shortage of funds.

Other Access

Specific information on local physicians, pharmacies, dental services, etc. may be obtained from Health Center staff. Some community health services extend special rates to Union students and may require that appointments be made through the College's health center.

The Knox County General Hospital is within two miles of the campus. Baptist Regional Medical Center is located on 25W in Corbin. Both have emergency room service 24 hours each day. Treatment is normally on a cash or insurance basis only. However, the hospitals will not turn anyone away with an emergency for insufficient means of payment.

Please remember that it is much less costly to arrange for care from doctors and health agencies during regular working hours. Going to an emergency room is one of the more costly ways of obtaining service.

The College requires all full-time students to have basic health insurance coverage. Information on an affordable student health and accident insurance program for part-time students and their families is available from the Business Office. Before visiting a

doctor's office, see the nurse at the health center and she will be glad to give you a referral. This may help save costs on your overall medical bill.

Immunizations & Emergency

Contact Information

All students, both commuting and residential, must provide the college with information of persons to contact in case of an emergency. This information is requested, and kept on file in the Student Development Office. If your emergency contact information changes, please notify the office immediately. If you are a residential student or a commuting international student, you must provide documentation detailing your current immunization status. You must provide an up-to-date immunization certificate showing a record of two (2) MMR vaccines and a tetanus (past 10 years) to the Student Development Office prior to beginning classes. If you are an international student you will also need to bring proof of a recent (within 1 year) PPD (tuberculosis) test. Resident students and commuting international students who due to justifying circumstances are not able to produce this documentation prior to the start of classes will have until Friday, September 21, 2012 to comply with the college's immunization policy.

Special Condition

Requirements

If you have a health problem requiring special care and/or have special circumstances that may in any way be a risk to others, you must provide information about the medical circumstances to the Dean for Student Development. Physical handicaps, AIDS, tuberculosis, hepatitis and special psychiatric history are examples of medical events that may involve special management considerations. Confidentiality will be strictly observed.

Counseling Services

Counseling and psychological services are provided for Union College students and include personal consultation for emotional, interpersonal, family and social concerns, as well as emergency referrals to local area health resources when needed. Our counselor organizes training workshops and programs to stimulate personal development, and develops support groups for the benefit of the student community.

For private consultation or information regarding referrals, please contact Ms. Jodi Carroll upstairs in the Patridge Campus Center. The campus telephone extension 1278. If emergency assistance is needed, Ms. Carroll may also be reached by cell phone at

606-524-7092. A strict policy of confidentiality with regard to all contacts is observed and maintained rigorously.

Social and Residential

Support Services

The Student Development Staff is one of the more visible groups of individuals in a student's daily walk. Each member of the staff is prepared to assist personally or to find a strong resource person within the college community to assist with questions, problems, or conflicts that may arise.

Student Development Staff members, residence hall assistants, activities and intramural staff members, and campus health services staff members provide a wide range of support services and programs on important lifestyle topics throughout the school year.

Student Development Offices are located on the lower and upper levels of the Patridge Campus Center where students can easily and conveniently drop in during the course of daily activities. Student Development Staff offices may be easily reached by phone via extension numbers 1604, 1231, 1601 and 1232.

Campus Dining Services

All resident students receive a meal plan to use in the dining hall. The meals plans are for the student that purchased the meal plan and cannot be shared with other students. The meal plan options are 19 meals per week or 12 meals per week. All first year students are required to purchase the 19 meals per week plan. The barcode located on the student ID serves as a meal pass. The ID card should be treated just as a credit card that affects the student account. The ID card is required for entry into the cafeteria and MUST be presented at the door before being allowed to enter for meals. For protection, report lost or stolen cards to the Director of Housing and Residential Life, so they can be deactivated. There is a \$30.00 replacement charge for replacement of an ID/meal pass. The ID/meal pass that you receive at the beginning of your entrance to Union is expected to stay with you for your entirety. Model citizenship is expected in the dining hall so as to prevent temporary suspension of boarding privileges.

The dining services are dine-in services. To-go boxes are available for special circumstances and will require a five dollar deposit. The decision was made to move to a recyclable to-go box. Student will pay an initial five dollar deposit to receive the box. Students will use the box and then return it the next day to receive a clean box.

The college's dining services offer students the opportunity to purchase "flex dollars." Flex dollars can be used at the

Conversations Coffee Shop or to purchase a meal in the cafeteria. Please see a member of the dining services staff for information on how to purchase this option.

Suggestions, questions, and concerns related to food service should be brought to the Director of Dining Services. Regular meetings are held where students can offer opinions and suggestions about dining services.

A student who requires a special diet should arrange to meet with the Dean for Student Development and/or the Director of Dining Services. A physician's statement may be requested.

Pioneer Inc. also offers a wide variety of special catered food options for on and off-campus activities and special events. Menus can be customized to fit budget and needs. Please see the Director of Dining Services for a copy of the special "Student Catering Guide," for low priced catering options. Items in this catering guide can be purchased with flex dollars as well.

CONFLICT RESOLUTION PROCEDURE

The College has a well-defined process in place for both academic and non-academic judicial services. Specific outlines for each of these areas may be found in the Community Expectations section of this publication. Students who believe they have been treated unfairly, discriminated against or have had their rights abridged in areas of the College may initiate a grievance. The College officials designated to consider all student grievances, are as follows:

- Dr. Larry Inkster
VP for Academic Affairs
- xxxxxx
Dean for Student Development

The above mentioned individuals will serve as the Conflict Resolution Officers for the College. These individuals shall seek to resolve informally as many grievances as possible. If the grievance is not in their area he/she would direct the student to the correct person. These individuals have been designated as the grievance officers to make sure each and every student has an avenue in which to have his/her voice heard. Each student is encouraged to seek out the person he/she feels most comfortable with to discuss issues. That person will then direct the student to the proper conflict resolution officer.

Procedures

To resolve a conflict, the following procedures shall be observed:

1. The student should first discuss the matter with the person involved and at-

tempt to resolve the grievance through informal discussion.

2. If there is no resolution, the student should discuss the matter with the person's supervisor or the individual to whom such person reports, who should attempt to mediate a resolution.
3. If the student still has not been able to obtain a resolution, the student may request the Student Grievance Officer to assist in the informal resolution of the grievance.
4. If the matter has not been satisfactorily resolved through the informal process, the student shall submit a written statement of the grievance to the Conduct Resolution Officer within seven (7) working days after the informal process has ended. The statement shall contain:
 - (a) a brief narrative of the condition giving rise to the grievance, which includes dates, time, and location when the grievance took place;
 - (b) a designation of the parties involved; and
 - (c) a statement of the remedy requested.
5. The Conflict Resolution Officer will notify the appropriate Vice President, Dean, or other administrator that a formal grievance is pending in their area of responsibility.

Conflict Resolution Decision

Once a student has submitted a written statement, the formal grievance process is initiated. The Conflict Resolution Officer will gather any pertinent material deemed necessary for review. The Conflict Resolution Officer will also meet individually with all parties directly related to the grievance for fact and information gathering in order to make a fair and equitable decision. The Conflict Resolution Officer may choose to appoint a committee to hear the case depending on the issues at hand. The Officer will render a decision in writing within seven (7) days after all grievance information has been gathered. A copy of the decision rendered will be sent to the President of the College and the Vice President, or Dean, in the appropriate administrative area. The Officer shall follow-up with the appropriate area and/or persons to ensure that the decision has been implemented.

Appeal

Any party directly involved in a grievance may appeal within fourteen (14) days from the date of the final decision of the Conflict Resolution Officer to the President of the College.

Day to Day Living Campus Center

All operations within the Campus Center fall under the direction of the Student Development Staff except for the Giftshop and the Minton Cafeteria (operated by Pioneer, Inc.) See the inside back cover for Campus Center hours of operation. Appropriate dress is required in all campus buildings.

Switchboard/Information Desk

The College switchboard is located on the lower level of Speed Hall and operates during normal business hours. The main switchboard telephone number is (606) 546-4151. Incoming calls to this number can be transferred to any on-campus extension. The campus switchboard may be reached from any campus extension by dialing "0." When dialed, callers are greeted by an automated prompt that allows callers to be transferred to a particular extension or office, search for an individual by name, or be transferred to an operator. Whenever possible, please utilize the automated service and campus directories rather than consuming the services of the operator.

The College telephone system has Direct Inward Dialing (DID). DID permits off-campus callers to reach most on-campus extensions at any time. This can be done by dialing (606) 546 plus the 4-digit extension number.

There are safety phones located outside of the Campus Center as well as all three residential halls. These phones are for calls to residents and safety only.

Game Room

The Recreation Room is located on the upper level of the Campus Center and contains billiards, table tennis, and video games. The Recreation Room is open for use by all students holding a current Union ID and for staff and faculty of the campus community.

Students with a current Union ID may check out game equipment from the activities office. Children, family members and/or guests of UC students, faculty and staff do not have direct access to the recreation room and/or game equipment and therefore must be accompanied by their UC relative or host. The ID holder assumes full responsibility for the equipment and understands that any damage to the equipment will be charged directly to them. Use of equipment is a privilege limited exclusively to the Union person who checked out the equipment. The ID card will be returned only to the person named on the face of the ID.

Gambling is strictly prohibited and may result in suspension. The Recreation Room is

a designated tobacco-free area. Cooperation is essential for continuing Recreation Room privileges. The Recreation Room closes 15 minutes prior to the closing of the Campus Center.

Soft drinks and snack machines are located in the stairwell lounge. Anyone involved in vandalizing a machine on campus is subject to a minimum fine of \$100. Restitution for damages and other sanctions may also apply. Refunds for all machines are made through the Business Office.

Lost and Found

Lost and found items may be turned in/reported to Campus Safety on the lower level of the campus center or to the Office for Student Development. Items left unclaimed for more than 30 days will be destroyed or donated to a local non-profit organization.

Reserving a College Facility

If you are planning a special event or meeting and would like to ensure that a specific campus facility is available, you must reserve the space by contacting the Events Coordinator, ext. 1263. Groups or individuals reserving space must adhere to all college and building regulations. Parties are held responsible for any damage to college property.

ID Cards

ID Cards are required of all full-time and part-time students and are prepared by the Director of Housing and Residence Life during registration and must be validated each semester during confirmation. A \$5.00 fee will apply for part-time students. Several college services are tied to ID cards such as food and library services and admission to special events. Boarding students must present their ID/bar code at each meal. IDs are also required when checking out recreation equipment, cashing checks, for admission to Fine Arts Association events, and for new services the college adds. College administrative staff and Campus Safety staff members reserve the right to see a student's ID; this applies in particular at such times when rules, violations or any event of special safety concern has taken place.

There is no special charge for the first ID card for full-time students. An ID card will be issued at the beginning of the academic year for new incoming students and you will be expected to have that same card your entire as a student at Union College. All returning students will be expected to have their ID cards upon their arrival back to campus. During registration/confirmation, your card will then be validated with an updated sticker. However, cards that are lost throughout the academic year are to be reported to the Director of Housing and Residence Life's

Office immediately. A replacement card can be obtained for a \$30.00 fee. Altering an ID card results in a \$50.00 fine; other Student Conduct sanctions may also apply. The ID card and any associated privileges are non-transferable to other individuals.

Fax, ATM, Copying

An ATM is located on the lower level of the campus center. You are cautioned to take care when entering a PIN number so that your access code/security is not compromised. Please make sure to remove your receipt when finished. Copy machine service is available in the Library.

The College has fax machines on campus to be used on a limited access basis and require credit or calling cards for long-distance service. If you have pressing needs to use a fax you should visit the Student Development Office for assistance. The fax number for the Student Development Office is (606) 546-1605.

Business Office Services

Students may cash checks in the Business Office from 8:30 a.m. - 3:30 p.m. There is a \$50 limit per check. Checks from parents or personal checks are accepted. A returned-check fee of \$25 is charged on each returned check. Check cashing privileges are canceled after two insufficient funds checks. The College will not accept third party checks.

The student's identification number (school ID #) must be on all checks and correspondence.

Student account print-outs may be obtained from the Business Office upon request. Any questions concerning charges, billing or refunds should be directed to the Director of Student Accounts.

Refunds for overpayment on student accounts may be received after a request has been posted and the account has been cleared for refunds. This procedure takes about five working days to process.

A bookstore charge may be created for students on the UC Virtual Bookstore, if the student reflects a credit balance or if books are to be covered by agencies such as Vocational Rehabilitation.

Workstudy checks are processed the 15th of each month. Students must come to the Business Office each month to pick up the checks.

Financial Aid Office

As you continue your academic pursuits, it is important that you execute careful college financial planning each year. You are encouraged to visit with the financial aid office in January of each year to obtain the necessary information for the next year's planning. The financial aid office manages federal, state and institutional resources and is constantly

aware of changes in the college planning system. The staff's 25+ years of combined experience will be of great benefit to you as you prepare yourself for graduation and the search for the perfect career fit.

Campus Post Office

Students receive mail through the Campus Post Office located on the lower level of the Patridge Campus Center. The hours of operation are from 8:00 a.m. to 4:30 p.m., Monday through Friday. Postal boxes are assigned to students at no charge. Students may purchase postage stamps in the mail room. Campus postal delivery may not be used to advertise private off-campus parties/events, or to distribute commercial advertising/promotions for area businesses. Advertising campus events by means of an all-boxes distribution is given a low posting priority: twenty-four (24) hours advance notice is required. For reasons of effectiveness and ecology, persons providing campus events are encouraged to put up handbills and find other means of advertising.

Giftshop

Union College operates a virtual (online) bookstore in cooperation with *Akademios*. Students can purchase required textbooks as well as clothing and trade books and supplies. The Union College Virtual Bookstore is open 24 hours each day. Students can pay using credit cards and/or financial aid store credit. Please contact the Business Office for additional information regarding financial aid store credit.

Students need to purchase books within the first two weeks of the fall and spring terms. Books will be shipped directly to the student's home or to their campus post office box. Shipping time will vary based upon the method of shipment credit. Students are allowed to return books purchased on the Union College Virtual Bookstore for up to 30 days after purchase with no return shipping charges. A return-shipping label will be provided by *Akademios* as part of the return process.

Cable TV

Each residence hall room and lounge is wired for basic cable TV service. A short connecting cable is necessary for connecting the TV set to the coaxial outlet in the wall box. There is no special additional charge for this service. Students wishing to have HBO and/or Cinemax may negotiate this by contacting Barbourville Cable TV.

Safety

Campus Security/Safety

Union college employs and trains its own campus safety officers. Campus Safety is on duty everyday, 24-hours each day. Campus Safety may be reached by phone at any time by dialing 546-1390. Additionally, residence hall staff is able to contact Campus Safety through 2-way radios.

Union College has an active, continuing concern for safety in all aspects of campus life. Students, faculty, and staff are encouraged to submit their suggestions for reducing risk and to call administration when a safety problem is observed. Students are required to comply with important safety practices: burning incense, candles, and open flame in college buildings are prohibited; electrical cords must be used and placed safely—they may not be placed under rugs; fire and external residence hall doors must be kept closed at all times; possession of weapons, firearms, ammunition, and incendiary/flammable materials is prohibited; compliance with proper disposal of hazardous materials is required.

You are required to keep all keys issued to you in safe, secure manner. You may not transfer keys to another person. If you lose a key, you must report the loss immediately to a member of the residence life staff. The College also works steadily to improve lighting on campus and to improve access for those facing special physical challenges. Additionally, for your safety, the College cautions residents about leaving windows unsecured as they may pose a risk to personal safety.

The college reserves the right to contact local law enforcement officials in cases that may threaten the safety of any member of the college community. It is important that college officials constantly be aware of who is on campus especially in late hours. If asked, you or any persons accompanying you must provide identification to college officials. Failure to identify yourself could result in contact with local authorities.

For additional and more specific information about the Safety office please visit the web site. There you can find information such as crime statistics, campus map, meet the Safety Team and a lot more.

Campus Parking

You have the privilege of on-campus parking. Any motorized vehicle must be parked within specifically designated parking areas. A map of our parking areas is available at the Safety Office located in the campus center.

All vehicles must display a current parking permit decal. Permit decals may be obtained from the Safety Office.

The license plate number of each vehicle you will be using on campus must be reg-

istered with Campus Safety. You, as well as other members of the campus community, may not park on campus unless the license numbers have been recorded with Campus Safety. A change in vehicle license numbers must be reported to Campus Safety immediately. The parking privilege is limited to those periods directly related to class attendance and campus activities; disabled vehicles are to be reported to the Office as well. You may park on campus only during the school session for which you are registered.

The College provides parking areas at the vehicle owner's risk and is not responsible for any damage that may occur while a vehicle is on campus. Furthermore, the owner of the vehicle may be equally responsible for violations committed by anyone borrowing his or her vehicle.

Parking privileges will be withdrawn for any vehicle used to transport illicit substances or stolen property on/off campus. Withdrawal of parking privileges and other penalties may apply to anyone driving recklessly or carelessly. Driving over curbs, lawns, or sidewalks is prohibited. Blocking fire hydrants, drives, entrances, refuse containers, loading docks, fire lanes, safety access areas, or other vehicles is prohibited.

Motorcycles, scooters, mopeds, or vehicles containing gasoline, oil or other flammable substances are not permitted in any college building.

The college provides designated parking for handicapped persons. To park in these spaces you will need to have a state-issued handicapped decal. A person who is temporarily disabled may apply for a campus handicapped decal by presenting a medical statement to the Safety Office.

Residential students are assigned parking in lots designated by building. These are the only lots residential students are allowed to park. Cars belonging to residential students that are found parked in lots marked for commuters, visitors or open lots will be ticketed.

The College may assess fines for parking code violations. Some fines need to be paid immediately, others would be placed on your student account. An example of amounts of these fines include but are not limited to the following:

\$20.00 fines include:

No Valid Parking Decal

No Parking space or area

\$50.00 fines include:

Parking in a Fire Lane

Parking in Ramsey Circle

Parking in Visitor Parking

\$50.00 fines include:

Reserved/Designated/Visitor Parking

Handicapped Space without I.D.

Blocking driveway or access

Speeding or Reckless Driving

Driving on Lawns/Sidewalks
\$100.00 fines include:

Removal of Vehicle Immobilizer Boot

The interest rate on student accounts is 1.5% per month/18% per year.

Any student who receives a third citation during the academic year will be at risk of having the car towed at the owners expense. A fourth citation will result in the loss of parking privileges for 60 days.

Students who receive four (4) citations per academic year will have their parking privileges suspended for a period of 60 days by a member of the Safety Office. Persons found driving any motorized vehicle on campus while this suspension is in effect will have a Vehicle Immobilizer Boot placed on their vehicle and could have parking privileges permanently revoked.

To remove a boot, you will be required to sign a statement of charges for the \$100.00 fee before the boot will be removed. This charge must be paid to the Business Office within three business days to avoid an increase to \$125.00 and a hold code placed on your student account (non-release of transcript/non-registration). Persons attempting to remove the boot themselves, could be charged with damaging college property.

The college reserves the right to have any vehicle towed. This is an alternative the College would prefer to avoid. However, any vehicle that is found to be interfering with College activity, safety access, handicapped accessibility access, and of delivery or services is subject to immediate towing at the owner's expense.

Campus Safety

546-1390

Ext. 1390

from any

campus phone

Online:

<http://public.unionky.edu/safety>

community expectations



*"Whatever we expect with confidence becomes
our own self-fulfilling prophecy."*

- Brian Tracy

Community Expectations



Civic Responsibility
We advance civic responsibility. We promote leadership and service as a means of achieving civic responsibility. We strive to become servant-leaders.

responsibility:

Student Rights and Responsibilities

A key to success in life as a Union College student is coming to terms with your responsibilities and with the thoughtful, considerate exercise of rights. The College has the responsibility of providing relevant educational opportunities and activities in the classroom, co-curricular and leisure activities, and residential programming. You have the responsibility to learn and to practice strong citizenship, which includes the development and practice of a high standard of personal responsibility. Learning the practice of solid academic skills and of strong citizenship on the Union campus should extend to success in career and other life applications. If you have a concern about rights violations, you should meet with the Coordinator of Student Conduct or read the "Student Grievance Procedures" information in this handbook.

DEFINITIONS

For the purpose of the college policies outlined in this handbook a "student" is defined as any person who is admitted, enrolled, or registered for study at Union College or for programs administered by Union College. Persons who are not officially enrolled for a particular term but who have a continuing student relationship with Union College are considered "students." A person shall be considered a student during any period while the student is under suspension from the institution or when the person is attending or participating in any activity preparatory to the beginning of classes including, but not limited to, welcome weekend, pre-season athletics and student staff training. The term "College official" is defined as any person employed by the institution.

Rights and Responsibilities

Students are to be free to develop and pursue their educational goals. Students are to be free to explore ideas and to learn. Students are to be free to express and to hear wide and well-developed opinions and to explore diversity of thought and diversity of experience.

Students are to enjoy freedom from discrimination on the basis of race, creed, color, religion, gender, nationality, or disability/exceptional challenge.

Students have the right to be provided with clear, specific, accurate information about course requirements/objectives; about baseline academic standing requirements, about graduation requirements, and about fair and impartial judicial processes.

Students shall enjoy the freedom to produce student-directed publications under the auspices of Union College. Students shall have the privilege of setting editorial policy within the parameters of prevailing legal, journalistic and departmental standards. Union College reserves the right to censor and prevent distribution of any material which may prove a danger to property, to individuals, or which is defamatory or that does not support the College's Core Values.

Students have the right to associate freely with others and with interest groups; to form organizations, and to use campus facilities for planned activities as specified by College policy.

The Union College Core Values

Life-Long Learning

We embrace the love of learning and support each other's desire for life-long learning. We foster collaborative, connected, and active learning.

Spiritual Quest

We espouse the spiritual quest. We challenge each other to discover, intellectually articulate and claim a life affirming spiritual faith and/or philosophy of life.

Civic Responsibility

We advance civic responsibility. We promote leadership and service as a means of achieving civic responsibility. We strive to become servant-leaders.

People

We advocate civility in all communications. We promote integrity of character by actively listening to each other, openly sharing information that may prove helpful to the situation, doing what is right, and being honest. We accept personal responsibility for our actions. We hold each other and ourselves accountable.

Celebrate Successes

We celebrate our people and their successes. We show respect for each other and the things that make our individual roles and contributions unique.

Students are entitled to form a democratic, representative, elective student government, and to propose a constitution for this organization.

Students have the right to be heard as part of the process of institutional decision-making.

Students are to enjoy reasonable protection from sanction for violation of a regulation of which the campus community has not been given notice.

Students shall enjoy rights of basic fairness in all judicial disciplinary proceedings and decisions.

Students have responsibility to maintain ethical academic conduct. They are to insure that their work is original and to clearly provide proper acknowledgments; to avoid plagiarism, cheating, or any other form of academic dishonesty; to refrain from obtaining, accessing or altering intellectual properties not their own.

Students are to enjoy reasonable rights of privacy. Students are to enjoy freedom from unwarranted search and seizure. Students shall enjoy the right to be secure as persons while in residence in campus housing, secure in regard to personal property issues, secure in regard to academic materials created in pursuit of their education.

Students are to enjoy freedom from violence, threat of violence, coercion, intimidation, sexual harassment, and entrapment.

Students have responsibility to know, understand, practice and live by the College's Core Values.

Student Protest Policy

As an educational institution, the College recognizes and supports the free and open expression of opinions by students. To ensure the safety of the community and the effective operation of the College, students that are planning or conducting a protest must abide by the following guidelines for the time, place and manner of the protest. First, protests may only take place between 8 AM and 10 PM. Second, protests must be peaceful and protesters must have a civil manner. Third, no protest may cause damage to the property of the College or the property of any member of the College community. Fourth, protesters may not block access to the College, to any building, or any room in a building.

Academic Judicial Services

The chief Academic Judicial Services Coordinator is the Vice President for Academic Affairs. All academic problems (including but not limited to, appeal of final grade, charge of plagiarism, or other forms of academic dishonesty) will be handled through the Academic Affairs Office. For further information, refer to Student Conduct Code section of this publication.

Academic Honesty

Union College has both a responsibility and a right to expect a high standard of academic integrity. Academic dishonesty such as plagiarism, collaboration, or cheating will not be tolerated. Examples of academic dishonesty may include:

- plagiarism: taking ideas/writings/intellectual properties from another and presenting them as one's own;
- writing papers for other students;
- cheating: using illegal notes/copying on examination;
- unauthorized collaboration: unauthorized assistance with oral and/or written material;
- accessing or altering intellectual properties without proper consent of owner/author.

Incidents of academic dishonesty will be dealt with by the individual professor who may consult with the Department Head or Vice President for Academic Affairs. Incidents of academic dishonesty will be reported in writing to the Office of Academic Affairs. Students have the right to request an appeal hearing.

The instructor may impose one of the following penalties:

- another examination or outside assignment;
- a grade of "F" for the examination or outside assignment;
- a grade of "F" for the course; expelling the student from the course.

In severe or repeated incidents of academic dishonesty, the Vice President for Academic Affairs may suspend or expel a student from the College, after appropriate consultation.

I. Definitions

A. PLAGIARISM shall be defined as the appropriation of previously authored material for presentation as one's own work without proper acknowledgment

Community Expectations

of the source of the appropriated material. The appropriated material may not be copyrighted and may include but not necessarily restricted to books, periodicals, newspapers, another student's paper, films, tapes, recordings, maps, charts, diagrams, graphs, disks, scientific experiments, and data.

To avoid plagiarism or the appearance of plagiarism, one must document the following items properly.

1. directly quoted material;
2. indirectly quoted material in the form of summaries, précis, and paraphrases;
3. copied maps, charts, diagrams, graphs, or similar materials;
4. the source of the information from which the student/writer has himself/herself constructed a map, chart, diagram, graph, or similar device through which to present his/her information;
5. any idea or opinion which the student/writer has not reached independently;
6. specific factual material which is not considered "common knowledge." (Common knowledge is usually defined as factual material which is found in a minimum of three (3) reliable, reputable sources.)

B. COLLABORATION shall be defined as two or more students working together explicitly or implicitly, when prohibited by the instructor. Therefore, it must be understood that a tutor has but one function - to supplement the teaching of the classroom instructor. Similarly, a typist does nothing but type. Tutors and typists shall attend to their prescribed tasks and shall do no editing, revising, researching, rewriting, or ghostwriting.

C. CHEATING shall be defined as any act(s) of deceiving, swindling, or fraud to include but not limited to: copying of another student's work; use of unauthorized notes or materials in tests and examinations; use of stolen tests, examinations or other materials; and the purchase or acquisition of papers or intellectual properties to present as one's own work.

II. The Appeal Process

A. A student who chooses to do so may request the resolution of an academic problem within five (5) class days following notification of the problem (not

counting summer terms) to the instructor concerned, with the objective of resolving the problem informally at this level. (Upon notification of a student appeal, the instructor will inform the department chairperson of the facts of the matter. Their opinions and advice should be solicited at this time.) If the problem is not resolved successfully within five (5) class days following the initial request, the student or instructor may appeal for further consideration to the Office of Academic Affairs by completing a letter of appeal and submitting it to the Vice President for Academic Affairs. All charges of academic dishonesty that are serious enough to affect the final grade(s) of a student are to be reported to the Vice President for Academic Affairs.

B. Upon receipt of the completed form, the Vice-President for Academic Affairs will seek to mediate the dispute within five (5) class days.

C. If mediation is unsuccessful, the Vice President for Academic Affairs will appoint an Ad Hoc Hearing Committee to arbitrate the issue. The committee will consist of three (3) faculty members chosen one each from the departments not involved in the original dispute. One of these committee members shall be assigned as chairperson of the committee.

D. A hearing date will be set within ten (10) class days following completion and submission of the request form. Both the student and the instructor shall have ample opportunity to explain and set forth the reasons for their actions.

E. The student may present his/her complaint or designate a person of his/her choosing to appear with him/her at the hearing. The instructor shall have similar rights. All persons involved must be active members of the campus community.

F. Other persons may be called as witnesses by the student, by the instructor, or by the committee including the head of the department and the chairperson of the division involved in the issue.

G. All appeal hearings shall be conducted in private and shall include only such parties directly affected by the outcome,

parties designated by the College to be present or their designated representatives.

H. Within five (5) class days from the close of the hearing, the Ad Hoc Hearing Committee shall advise the student and the instructor of its decision and shall make its decision known in official form to the Vice President for Academic Affairs.

I. The decision of the committee shall be considered final and will represent the terminal act in the appeal procedure.

J. The time lines set forth represent fair process limits to be followed in normal situations and in no way are meant to impair a speedy resolution when required. However, the avenue of appeal must be followed.

III. Decision Process

A. The Vice President for Academic Affairs shall administer the decision of the Ad Hoc Hearing Committee.

B. In cases involving academic dishonesty, a copy of the letter and decisions of the committees shall be kept in confidential files by the Vice President for Academic Affairs. When the student graduates, the file will be destroyed.

C. The Ad Hoc Hearing Committee may determine a penalty up to and including suspension or expulsion if the student is found responsible for a second offense of academic dishonesty.

D. Any student found responsible of academic dishonesty in any form will be subject to forfeiture of his/her right to graduate with honors from Union College, as determined by the Ad Hoc Hearing Committee.

Non-Academic Judicial Services

The Coordinator of Student Conduct serves as the College's chief Non-Academic Judicial Services coordinator. For information relating to academic disciplinary situations, see Academic Judicial Services. The Coordinator of Student Conduct is responsible for

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notifying applicable judicial bodies of cases that need to be adjudicated. The Coordinator of Student Conduct may serve as advisor to judicial bodies, may investigate and file complaints/charges, may counsel with students and assist them in preparation of their cases and appeals, may render decisions, and may take Administrative Action for violations of the Student Conduct Code. By virtue of the position, the Dean of Students may, as well, execute any and all judicial issues/actions.

All references in this handbook to judicial procedures, guidelines, and expectations apply to all aspects of College life at Union College.

The college reserves the right to notify any college personnel it deems having a 'need to know.' This may include coaches, professors, and/or academic or social advisors. The college also reserves the right to contact parents or guardians in disciplinary issues.

The college reserves the right to deny access to disciplinary records to any person or persons without written consent of the accused or responsible or without official summons. The college reserves the right to notify victims of the outcome of any case and in particular those involving violent or destructive behavior or sexual misconduct.

Judicial Services Decision Bodies

The College seeks to conduct its business with a commitment to fairness. If involved in a disciplinary situation, you may go to the Coordinator of Student Conduct for judicial process information and assistance. The following is to be viewed as a limited list of alternatives rather than a lock-step progression.

Administrative Review

The Administrative Review may consist of the Hall Directors, or the Coordinator of Student Conduct. The Chairperson for this panel may be the Coordinator of Student Conduct or someone designated by him/her. The group is empowered to meet for case review, to gather additional evidence and necessary paperwork, to interview those involved, and to reach decisions as may benefit a case. Decisions reached by this panel are submitted to the Coordinator of Student Conduct as recommendations. Judicial decisions will be issued in writing. Students have 3 class days/72 hours to respond to a decision

and contact the Coordinator of Student Conduct in writing to appeal a decision.

Student Conduct Board

The Student Conduct Board is a peer judicial review board that hears cases that are assigned to it by the Coordinator of Student Conduct. The central goal of the Board is to create an environment in which students can hold each other accountable for their actions. The Board is composed of a maximum of seven upper-class students who have completed a training program in judicial procedures, ethics and student development theory. One of these students serves as the chairperson and facilitator of the Board. The Coordinator of Student Conduct serves as advisor to this board.

Special Hearings and Appeals Board

The Dean for Student Development appoints a panel of no less than three (3) and no more than five (5) full-time faculty and staff members to serve as a Special Hearings and Appeals Board. In special cases, a student may be asked to serve on the board. The Dean for Student Development or a person appointed by him/her may serve as the Panel Chairperson. The Panel will hear appropriate cases as brought by College officials or by student request as deemed appropriate through the Dean for Student Development.

This level of judicial process may be used to give first hearing to a case. It may be used to review and decide whether a request for appeal is substantial enough to merit an appeal hearing. It may be used to hear an appeal. It may serve as the highest/final level of the College's judicial process system providing the case has been heard and decided at any other level.

Student Conduct Code

Introduction

The Student Conduct Code has as its central principle the responsible exercise of freedom. Students may play an important role in the formation of student conduct rules and in adjudication of rules violation cases. The concept of self-determination requires students

to accept full responsibility for their choices and for the consequences of their actions. The Student Conduct Code is applicable to any incident involving students, whether on or off campus, which affects the sense of safety and full enjoyment of campus space and services of any another member of the campus community.

Union College may continue to pursue and adjudicate misconduct even if a student is prosecuted in a civil court. Students who make choices that result in violations of the following Conduct Code statements, or any policy as stated in this handbook and/or the college's academic catalog, are subject to review for disciplinary action. (College property is defined as all property owned, leased to, contracted for or operated exclusively by Union College as mandated under the control and regulation of the Board of Trustees of Union College). Note: Articles of the Student Conduct code also apply to Union College groups and/or organizations.

Student Conduct

The code of behavior for Union College students is based on the principles of any strong society of reasonable people: fairness, consideration, the right of all members to enjoy full opportunity to pursue academic goals, to enjoy leisure and quiet as needed, and to experience security and safety of person and property.

Students are expected to exhibit a high standard of personal responsibility. Students are expected to know, understand, practice and live by the College's Core Values. Students are expected to observe a strong and practical sense of stewardship and respect for the physical and human resources of the College and of other students. Students are obligated to comply with all federal, state, and local laws and are obliged to adhere to stated College regulations. Students are free to petition peacefully and lawfully for amendment or modification of various laws as well as of College regulations. However, the rights of the student body as a whole and the authority of the College as an institution of higher education exceed the rights of any individual student or group of students.

The College environment seeks to provide students with a strong opportunity to find their individual voices and to refine skills of reasonable dialogue;

Community Expectations

the College does not attempt to stifle dissent. The College seeks to provide a constant and predictable environment wherein students may peacefully pursue their studies; individuals' choices that result in disruption of normal functions and operations of the College cannot be tolerated. Students who choose to be disorderly or who choose to act in contempt of the rights of others may be required to separate from the College community.

All participants in Union College life must take special note that being part of the College community is a privilege. By the Charter of the College, the Board of Trustees is ultimately responsible for the school and for its operation, and therefore, the College is not legally a political democracy operated with the consent of the governed. Union College is a limited democracy. In general, judicial requirements, except for separation sanctions, are secondary to academic program requirements. Judicial requirements take precedence over athletic or co-curricular requirements.

A. Procedure Code Articles

- A-1 A high standard of personal responsibility is a core value of the college and is required of Union students. Providing false, misleading, or incomplete information during a judicial investigation, hearing, or appeal is dishonest and is prohibited.
- A-2 Students are expected to respond to hearing summons. The College reserves the right to proceed to make a disciplinary determination should the accused fail to respond to charges/summons and to make required declaration of responsibility by the scheduled date.
- A-3 Judicial requirements, except for separation sanctions, are secondary to academic program requirements. Judicial requirements take precedence over all other student commitments such as athletic or co-curricular requirements.
- A-4 In some circumstances, especially regarding violations of state and local laws, the college reserves the right to notify local, state or federal authorities in addition to adjudicating the situation through the college's disciplinary process. Individuals, for example, victims of

code violations, interested in pursuing beyond the College's process should refer to local, state and federal laws.

- A-5 Students are required to complete the judicial sanctions as determined. Failure to complete the sanction requirements may result in the review of the case for appropriate action.

B. Integrity/Academic Code Articles

- B-1 The central purpose for the existence of a college is the pursuit of knowledge and truth; the College environment must be free of dishonesty, deceit, and misrepresentation in its academic life. Any student who chooses to be dishonest in his/ her academic work commits a crucial act of contempt toward the College's purpose. A student who chooses to be dishonest in his/ her academic life seriously interferes with fairness in academic competition. All incidents of academic dishonesty are to be reported to the Vice President for Academic Affairs. Lifting, taking, or acquiring possession of, without permission, any academic material (tests, information, research papers, notes, books, periodicals, intellectual properties) from a member of the College community is considered an act of theft.
- B-2 Union College is committed to the principles of nondiscrimination along the lines of gender, race, religion, national origin, or special challenges/disabilities. Discrimination is defined as denying or attempting to deny a person(s) the full rights and privileges of membership in the College community based on any of the characteristics listed above.
- B-3 The College is determined that the daily academic and work experience of its constituents in no way be contaminated by events of sexual harassment between members of the community. This includes the exchange or attempt to exchange academic advantage, material benefit, or rank for sexual favor, and those behaviors, which create a hostile environment for other members of the community.
- B-4 Falsifying, altering, or forging any

official College records or documents, employing official College documents or records for purposes of misrepresentation, or causing any official College documents or records to be falsified by means of any misrepresentation is considered a serious offense. This regulation applies to alteration of an officially issued Union College Identification Card (ID).

- B-5 Common ethical standards anchored in the college's Core Values apply for all members of the College community, students and employees alike. Breach of trust in agreements and in relationships is an important default.
- B-6 No student shall engage in interference, coercion, or disruption which impedes, impairs or disrupts College missions, processes or functions, or interferes with the rights of others on College property or while they are representing Union College.
- B-7 The commission of acts that constitute a violation of local, state, or federal law on College property is prohibited. Students are specifically directed not to tamper with or participate improperly in local civil matters.

C. Personal Conduct Code Articles

- C-1 All persons present in an area/ room during any incident may be charged and found responsible.
- C-2 Conduct that threatens the safety or property of campus community members or behavior that is exceptional to the principles (Core Values) of the College is prohibited. The threat or commission of physical violence, whether on or off campus, against any person, including oneself, enrolled in or employed by Union College is subject to College and/or civil penalties. The College has special concern about stalking and predatory behavior.
- C-3 No student, acting alone or in concert with others, shall interfere with College personnel in the performance of their official duties and responsibilities. Resident students must cooperate with the reasonable requirements of service people including physical plant and house-

Community Expectations

keeping workers, exterminators and utility personnel.

C-4 Union College's values hold that relationships between students must express strong character, good will, consideration, and responsibility. Involvement in sexual relations between students outside marriage on campus is held as being contradictory to institutional values.

C-5 Non-consensual sexual acts on campus are a matter of the most serious concern. Such acts include rape and sexual assault. The College will provide appropriate assistance to victims of non-consensual sexual acts in a confidential manner.

C-6 Overnight visitation by members of the opposite sex is strictly forbidden in all residence halls and apartments on the campus of Union College. Violations of this policy will result in the following sanctions: 1st violation: five (5) hours of community restitution and loss of visitation privileges for two weeks; 2nd violation: 10 hours and loss of visitation for one month.

C-7 Presence of minors in residential buildings is prohibited unless authorized in writing by a senior staff member of the Student Life Staff. Inappropriate sexual involvement, or strong suspicion of involvement, in any way with a minor leads to review for immediate expulsion and will, by law, be reported to local authorities.

C-8 Lewd, indecent, obscene language or behavior on College property or at College-sponsored functions off-campus is unacceptable. Inappropriate displays of pornographic materials are prohibited, especially in public places. This includes electronic images that may, for example, be displayed on a computer screen.

C-9 Abusive, disruptive or threatening language towards any member of the Union College community, whether on or off campus, and in particular towards individuals and college personnel is prohibited.

C-10 Hazing in any form is not allowed at Union College or in any group, or perceived group, that is part of the College. Hazing is defined as any behavior in which a

person is required to participate in an activity in order to join an organization, group or team, and/or in which the activity does not have a direct and reasonable relationship to the goals and purpose of the organization, group, or team.

C-11 Harassment of any member of the community is a direct violation of the spirit of civility and equality that the College seeks to create. Harassment is defined as repeated, uninvited behavior, in any way, including via forms of communication, which threatens a person's well being or interferes with the person's ability to enjoy the benefits of being a member of the community. This includes harassment through social media and text messaging.

C-12 Gambling in any form is strictly forbidden. Raffles are prohibited. Gambling is defined as gaining or attempting to gain the property of another person by risking one's own property in a game of chance and/or skill.

C-13 Students are encouraged to express their opinions openly to each other and to the faculty and staff of the College. The expression of personal opinions may not be anonymous, may not involve a personal attack on an individual person, and may not violate any section of the Student Conduct Code.

C-14 Abusive, disruptive, or threatening behaviors towards any member of the college community, whether on or off campus is prohibited and considered a serious offense.

D. Alcohol/Substance Use Code Articles

Special Note: The Coordinator of Student Conduct will contact parents or legal guardians of students, under the legal drinking age, who are held responsible for their second alcohol violation. The Coordinator of Student Conduct will contact parents or legal guardians of students who are held responsible for a first offense involving an illegal drug or controlled substance.

D-1 Alcohol Possession:

First Violation - Conduct probation for remainder of semester, completion of a alcohol education program within three weeks, and a presentation on the effects of alcohol use. The presentation must be approved

by a student development staff member. Failure to complete the above sanctions will result in a \$300 fine.

Second Violation - Conduct probation for remainder of current semester and all of next semester; 7 day suspension; parents will be contacted.

Third Violation - Suspension for one full semester. If the violation occurs after the mid-term of a semester, the suspension will include the remainder of the current semester and the semester following. No student shall possess, use or be under the influence of alcoholic beverages or illegal substances when on College property or in College-approved facilities off campus, or when away from the campus representing the College in any way, such as when being a participant in or spectator at a College athletic event or other College function.

D-2 Drug Possession and Possession of Drug Paraphernalia: **First Offense** - 1 week suspension and mandatory room searches and drug testing. **Second Offense** - Suspension for remainder of the semester. Trafficking in or distribution of illegal or controlled substances referred to local authorities and expulsion from Union College. The sale, possession, or use of stimulant, depressant, narcotic, hallucinogenic, steroid, or other drugs or substances in violation of federal, state, or local laws is prohibited. The College reserves the right to contact local authorities.

D-3 Paraphernalia includes bongos, pipes, water pipes and other smoking or usage devices that are designed for the consumption of illegal substances. The possession of drug paraphernalia will ??

D-4 No student shall possess empty alcohol or illegal substance containers on or in college property for decoration or any other purpose.

D-5 No person on campus shall host a party or gathering in which alcohol is present. A party is defined as five (5) or more persons gathered in a living area other than their own, where alcohol is present. In the event of a party, all persons assigned to the living area will be held

Community Expectations

responsible and a fine of \$600.00 will be assessed to the occupants of the particular room or apartment.

E. Safety and Fire Code

Articles

- E-1 Firearms, air/gas guns, weapons, archery equipment, and flammables are forbidden on college property. Fireworks of any kind are prohibited in the residential buildings or on campus unless provided as part of a planned, college-sponsored event and/or approved by Campus Safety. All weapons and ammunition discovered must be surrendered to Campus Safety without question. The College reserves the right to confiscate and/or destroy firearms and fireworks. Concealed firearms are expressly prohibited.
- E-2 No student will tamper with or interfere with the fire safety system of any building. Misuse means turning in a false alarm, causing a system to be inoperative in any way, or removing/ emptying an extinguisher. Every member of the College community must cooperate with the execution of fire drills.
- E-3 Candles and Incense. Unauthorized setting of fire on College property is prohibited. Flammable containers/ burning materials such as candles, incense, oil lamps, and votive pot-pourri pots are not permitted.

F. Residential Living Code

Articles

- F-1 The College has a community damage restitution policy and reserves the right to assess damage restitution charges to all members of a residence hall or floor, apartment(s) or building (s), or other group(s), which occur where the actual perpetrator(s) is not identified. Individual students are responsible for all repair costs to their own rooms.
- F-2 Fire drills are required by law, take place at least once each semester and are conducted by Campus Safety and the Residence Life Staff. Students must leave the building whenever the fire alarm sounds.
- F-3 There must be direct access from your bed to the door. Do not block the window in any manner. Never tamper with or disconnect your

smoke detector. Absolutely nothing can be left in the hallway.

- F-4 Students are not allowed to play sports inside of residential buildings. Bikes must be kept in room or on a bike rack outside of the building and are not to be ridden in any building on campus.
- F-5 Lounge furniture is common property and may not be taken into student rooms. The possession of lounge furniture by a student is considered theft.
- F-6 The only pets that students are allowed to have in residential buildings are fish.
- F-7 The College believes that each resident should have a reasonable opportunity to rest and to study without intrusion while in his/her room at any time. Consideration for your neighbor is a basic rule. Noise is defined as any sound that can be heard outside of a room. Quiet hours extend from 10:00 PM until 9:00 AM from Sunday until Thursday and 11:00 PM until 10:00 AM on Friday and Saturday. 24-Hour Quiet Hours are in effect during Finals Week. This holds true for traditional residence halls and student apartments.
- F-8 Residential building, room and apartment inspections will be conducted at regular intervals. These are conducted to determine needed improvements in college buildings and also to assure that residents are living in a safe and healthful manner. Good personal hygienic practices are considered a basic and necessary aspect of community life.
- F-9 A student is held responsible for the behavior of any guest(s) he/she brings to the campus. Guests must be a minimum of 18 years of age. Guests are obligated to live by the standards of the Union community and the entire contents of the Student Handbook. All guests must be registered with a Residence Life staff member.
- F-10 The College prohibits the presence of members of the opposite sex in residence hallways, rooms, and common areas except as provided for by the conditions of the Personal Responsibility Statement/ Contract in the student handbook.

Room visitation for traditional residence halls is from 12:00 noon until 12:00 am, Sunday - Thursday and 12:00 noon until 2:00 am Friday and Saturday. Lounge visitation is from 10:00 a.m. until 2:00 a.m., seven days per week. All guests must be signed in at the residence halls. If a guest is not signed in, the guest is in violation of the visitation policy and will be asked to leave. If members of the hall accumulate three visitation violations within a semester, the visitation privileges will be removed. Each semester will begin with a clean slate. Residence hall lounge visitation will continue as 10:00 a.m. until 2:00 a.m, seven days a week.

- F-11 Residents are prohibited from accessing roofs, terraces and ledges, unless an area is specifically designated for use by residents such as student apartment balconies and Pfeiffer Hall's upper deck.
- F-12 Smoking or the use of tobacco products is NOT permitted in any residential building or residence room. Smoking or the use of tobacco products is prohibited on all campus properties. Students must leave campus property to use tobacco products.

G. Vehicle Use Code Articles

- G-1 Violation of College rules regarding the operation and parking of motorized vehicles will be implemented and reviewed by the Campus Safety team. Unacceptable, abusive behavior related to this implementation may be referred to the Coordinator of Student Conduct and may lead to immediate suspension and/or judicial review.

H. Property Code Articles

- H-1 Good stewardship involves good housekeeping in shelter provided by the College. The College reserves the right to enter, inspect, and sanction for unhygienic or unsafe conditions.
- H-2 Union College seeks to protect in spirit and in fact the properties placed on campus by purveyors. These include vending machines, telephones, telephone lines, cable TV lines, ATMs, video games, etc. Tampering with equipment and service lines is strictly prohibited.

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Phone/TV utility lines may not be extended beyond room to which those utilities are assigned.

- H-3 Stealing, moving, or using the property or services of an individual, group or the College without the authorization of the owner is strictly prohibited.
- H-4 Defacing, disfiguring, damaging or destroying public, private or College property is subject to cost of restitution and disciplinary action.
- H-5 Unauthorized entry or use of College facilities, such as staff and faculty offices, is prohibited. Where entry to or occupation of facilities was initially authorized, opportunity to comply with the order to leave the premises must be given.
- H-6 Passing a worthless check or money order to the College or to a member of the College community is prohibited.
- H-7 Solicitation of any kind must be approved by the Dean for Student Development and/or the Office of Advancement.

Search and Seizure

The College recognizes that a room or vehicle search is an intrusive act. However, the College reserves the right to conduct a search on campus at any time; the College reserves the right to also search vehicles. The College seeks not to be arbitrary in performing a search. A search may be conducted to dispel suspicion.

College staff members, in the course of carrying out their duties, are authorized to respond to any illicit item which may be in plain view anywhere on campus including student rooms and vehicles. The concepts of plain view and assumption of intent apply to those items visible in the course of performing normal staff duties—items that are clearly visible without moving things within that space.

General Guidelines

Searches are typically conducted by two staff members. Only the occupants of the room may be present during the search. The door to the room or apartment is closed during the search. Any search will be reported to the Coordinator of Student Conduct or the Dean for Student Development within two hours by voice message and within 24 hours in writing. It is generally preferred that

the resident(s) of the room be present during the search. If the residents of the room are not present at the time of the search, they are to receive written notice that a search was conducted and what items were confiscated. While this notice is usually provided at the time of the search, it must be provided within 24 hours of the search.

Plain View Search

A plain view search is a search of a student room, apartment, or vehicle that may be conducted by any single Student Development Staff member. Anything that can be seen in the student's space without moving anything may be confiscated.

Search to Dispel Suspicion

If a Student Development Staff member suspects the presence of an illicit item or of prohibited activity or if such items or activities have been observed during a plain view search, then that staff member may conduct a search to dispel suspicion. Furniture and property may be moved in order to conduct this type of search.

Thorough Search

A thorough search is a complete and total search of a student's room, apartment or vehicle. Every part of the room and all of the student's property is closely examined. A search of this type is conducted by two staff members and must be approved by the Coordinator of Student Conduct or the Dean for Student Development prior to conducting it.

Student Conduct Code for Off-campus Activities

Any student who is involved in any activity under the name of Union College while off campus is expected to obey all local, state and federal laws and is still governed in his/her behavior by the Student Conduct Code as stated in the student handbook. This special condition includes a student traveling as an individual or a student participating as part of a group. A student is expected to uphold the name of Union College in all behavior choices and is to make every effort to enlarge and enrich the perception of Union College in the eyes and minds of others. The character of Union College is one of its most impor-

tant assets; all students are expected to work deliberately to preserve and strengthen this resource.

Although a student's off-campus conduct ordinarily will not affect his/her college status, there may be occasions in which off-campus conduct is so destructive to the College or of such a nature as to indicate to the community that College disciplinary action must be taken. Even if civil/criminal action is pending, the College may take action if this appears to best serve the interests of the College and/or the members of its community.

Special consideration is involved when trusted with a College vehicle. Drivers must observe state and civil laws in the use of a vehicle. A college vehicle, or a rented vehicle, may not be used to transport unauthorized persons or materials. Kentucky requires the use of seat belts by all passengers. Anyone driving a College vehicle must comply with safety requirements and civil laws. A driver must have current valid driver's license and good driving history, and must be approved by the college to operate the vehicle.

The above expressly applies for behavior among members of any Union College group. Student Conduct Code Sanctions will be used in determining disciplinary action for violations. Student off-campus behavior should always express the core values of the college.

The College reserves the right to review any complaint about behavior among/between students, particularly if that behavior involves predatory acts, or acts which interfere with any student's sense of safe and unimpeded access to all campus locations and services. The College reserves the right to suspend or prohibit access to the campus to any student or person posing a threat to member(s) of the College community.

Non-Academic

Judicial Procedures

The following statement on judicial procedures serves to complement the Student Conduct Code and Sanctions statements. Perceived ambiguities or inadequacies are to be clarified by the Coordinator of Student Conduct. The design and tone of College's judicial

Community Expectations

process is to be that of information gathering: it is not to be adversarial. There is no requirement that accused and accuser face each other.

A. Complain Accusation:

The Coordinator of Student Conduct, as the chief judicial services coordinator, may be the person of first reference for receiving a complaint/accusation from students, faculty, administrators, or staff members. The Coordinator of Student Conduct may conduct a preliminary investigation to determine probability and specific nature of a Conduct Code violation and to determine the presence of sufficient evidence to warrant further action. Written notice is then prepared and served on the accused as to the charges and the judicial proceedings. The Coordinator of Student Conduct may initiate a complaint/accusation.

B. Administrative Disposition:

1. If the Coordinator of Student Conduct makes a finding that there is no violation or that there is insufficient evidence to proceed with the case, the Coordinator of Student Conduct, then he/she or his/her designee documents, reports, and files the finding.
2. If the Coordinator of Student Conduct makes a finding that there is potential probability of intent and sufficient evidence of a Student Conduct Code violation, the judicial process will begin.
3. A required or suggested counseling program may be initiated by the Coordinator of Student Conduct if it is judged to be appropriate and useful.

C. Judicial Levels:

There are three (3) different judicial bodies available to review and/or hear cases. These are not in order. The Coordinator of Student Conduct determines which body is to hear a case. (Additional detail on these judicial bodies is provided elsewhere in this section.) These bodies are: ADMINISTRATIVE HEARING; STUDENT CONDUCT BOARD; SPECIAL HEARINGS AND APPEALS BOARD

D. Entitlements of the Accused:

1. To be provided with a fair and

timely hearing.

2. To be presented with full knowledge of the charges and the evidence.
3. To be free from fear of unreasonable search and seizure.
4. To be provided with adequate time to prepare a defense. Pending action on charges or during an appeal, the status of a student may not be altered, meaning that his/her right to be present on campus and to attend classes will not be suspended except for reasons relating to his/her physical or emotional safety and well-being, for reasons relating to the safety and well-being of other students, staff, or College property, or if campus official strongly feels as though it is in the best interest of the student(s).
5. To be able to present evidence and statements from supporting witness(es) from the College community.
6. To have one (1) representative from the College community to serve as advisor in preparation for and during a hearing. The accused must speak for himself/ herself; advisors shall not be vocal during hearings. Only current active full-time members of the Union College community are permitted to participate in the judicial process. This special advisor may be a student or faculty/staff/administrative member. Any student seeking an advisor should contact the Coordinator of Student Conduct. Attorney or outside counsel is not permitted.
7. To receive a copy of the disposition of the case.
8. To be provided the privilege to request an appeal as provided by code.
9. To have the privilege to waive any of these entitlements.

E. Options of the Accused:

1. Student may choose to accept responsibility to the charge(s) and request, in writing, the Coordinator of Student Conduct consider Administrative Action. If the Coordinator of Student Conduct grants Administrative Action, he/ she will provide careful consultation and review of the case will come to a determination of applicable sanctions.

Case is closed. If circumstances merit, the Coordinator of Student Conduct may deny Administrative Action and refer the case to one of the judicial bodies.

2. If student does not accept responsibility, the Coordinator of Student Conduct may choose to hear the case himself/ herself or refer the case to a judicial panel. If fault is found, the student will be given the appropriate sanctions.
3. A student may choose not to respond to charge(s) and the required interviews; the student thus forfeits fair process options, including appeal, as outlined in the Community Expectations section of this book. Sanction(s) will be determined and the student will be notified of the results in writing by the committee's chairperson, the Coordinator of Student Conduct, or his/ her designatee.

F. Order for Hearings: Preliminary Procedures

1. The Chairperson calls the hearing to order.
2. Chairperson introduces all persons present at the hearing. Only the following persons may be present: members of the Judicial Body; Judicial Services Coordinator(s); the accused; the person filing the complaint/accusation; college advisor for the Accused, if engaged; witnesses or persons who have been asked to offer statements for/ against the accused. The Chairperson will decide if the Complainant and the Accused are to be present at the same time or on the same day.
3. The Chairperson states the following requirements of confidentiality and the conditions for member disqualification from any hearing: if any member is currently under serious disciplinary status; if any member is involved in the case(s) to be heard as the accused party or as a witness; if any member is in a position where he/she for any reason may not be able to observe absolute confidentiality about the proceedings; if any member has knowledge, involvement, or predisposition in the case that would prevent him/ her from giving the case a

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full and fair hearing. If any member of the Board can be disqualified from the case, then that person must leave the hearing at this point and have no further involvement in the case.

4. The Chairperson explains the nature and purpose of the hearing to all persons present. Hearings are closed to the public and to media-related individuals/groups. All persons sitting to hear a case must commit to keeping all content of the hearing in absolute confidence. Hearings are to be viewed as information sessions for all persons. The spirit of a hearing is to be in the nature of an inquiry to determine facts; a hearing is not to be considered an adversarial proceeding. The Chairperson is to indicate whether the case to be heard is an original hearing of a case or if it is an appellate hearing.
5. The accused is brought in and asked if she/he is knowledgeable about his/her entitlements in the judicial code. If the student seems to be uninformed, the Chairperson may choose to review entitlements with the accused. The accused is asked if he/she has received a copy of the charges. A 'Yes' answer allows the hearing to continue. A 'No' answer requires that the Chairperson present the student with a copy of the charges.
6. The Chairperson explains the goal of the review is to come to a determination as to whether it is more likely than not that a Student Conduct Code violation occurred and to administer appropriate sanctions.

Hearing Procedure

1. The Chairperson presents the charges against the Accused. The Chairperson may distribute copies of the charges and case history; these copies must be collected at the close of the hearing and filed/securely or disposed of.
2. The Chairperson requires that the accused state a plea. The student may plead "Responsible" or "Not Responsible" for the charges. If the student pleads "Responsible," then the Board may ask questions of the Accused for clarification and move to the Sanction Procedure part of the hearing. If the student pleads "Not Responsible," the Board will proceed with the rest of the hearing.
3. The Complainant presents information related to the case while providing documents, supporting evidence, and witnesses as judged appropriate.
4. Board members ask questions of the Complainant and his/her witnesses;

particular attention is to be given to discrepancies.

5. The Accused presents a response to the charges while providing documents, supporting evidence and witnesses as judged appropriate.
6. Board members ask questions of the Accused and his/her witnesses; particular attention is to be given to discrepancies. At no time may an advisor to a student address anyone except that student.
7. The Chairperson shall decide whether to call in witnesses for further questioning and shall decide whether to permit any dialogue between witnesses or principals by a panel member. Either side may submit questions to the Chairperson to be asked of the opposing side. It is the Chairperson's discretion to ask these.
8. The Accused is asked to make a final statement.
9. The Complainant is asked to make a final statement.
10. In the course of the hearing, the Board may determine that the accused student should be charged with additional violations that were not included in the original charges. If the Board decides to bring additional charges, the student must receive an amended hearing referral that includes the new charges and be provided with at least three days to prepare to respond to these new charges. The student may choose to waive the requirement for an amended referral and the three-day preparation period, and respond to the charges immediately.

Decision Procedure

1. The Chairperson excuses from the deliberation all persons other than the members of the judicial panel and, if applicable, the judicial services coordinator(s). Each member of the panel must be present at all sessions involving the accused or Complainant in order to participate in the final decision. Panel deliberation and decision shall follow immediately upon the close of the hearing or at the earliest possible time thereafter. While a decision is pending, members of the panel shall not be approached by any person unless such contact is a requirement of a potential decision by the panel. Any unauthorized contact must be reported to the Chairperson.
2. The Chairperson is to instruct the panel as follows: The Judicial Body is to determine in its deliberations if there was clear and convincing evidence adequate to determine whether or not it is more likely than not that the Accused is responsible for those things with which

he or she is charged. The decision will rest solely on evidence presented at the hearing or taken in depositions. All pertinent questions are to be raised and clarified before the panel's proceeding to a decision. Decisions are to be made by majority vote; the Chairperson votes only in the event of a tie. A decision of "Responsible" requires that the Panel begin deliberations about appropriate sanctions. A decision of "Not Responsible" exonerates the Accused of the charges and the student is informed about the decision as soon as possible. A decision of "NO DECISION" requires an explanation and an assessment of need/plan for further judicial process.

Sanction Procedure

1. If the student either pleads or is held "Responsible" for the charges, then the Board will begin deliberation about appropriate sanctions. The student's previous disciplinary record may be considered in determining the sanction.
2. The decision will normally be announced by the Chairperson to the accused in the presence of the panel. However, it is noted that the decision may have to be given to the student at a separate time by the Chairperson. Chairperson may request that the decision be delivered by the Chief Judicial Services Coordinator or someone designated by the Coordinator. Every effort should be made for the decision to be delivered in person and that a copy of the decision be given to the student at the time the decision is rendered or as quickly after the hearing as possible. It is prudent for the Chairperson to have at least one other member of the panel present at the time the decision is given to the student. It is acknowledged that this may not be possible during summers and/or off-school intervals. All matters sent by mail are to be sent certified with return receipt.
3. The Coordinator of Student Conduct is to be advised of the decision at the earliest possible moment, particularly in cases where the decision may produce special management challenges. In cases that are clearly hostile and threatening to property or persons, the Coordinator of Student Conduct is to be informed before the accused is given the decision. It may be prudent for the Coordinator of Student Conduct to be present when the decision is given to the student.
4. Copies of the decision are to be given to the principals in the case and to the Coordinator of Student Conduct. Chairperson's record and report of the hearing is to be filed with the Coordina-

Community Expectations

tor of Student Conduct.

5. The Coordinator of Student Conduct must review all sanctions that will involve the suspension or expulsion of the student from the College. The Coordinator of Student Conduct and the professional members of the Student Development staff will take appropriate steps to carry out the sanction in a timely and effective manner.

G. Appeal Process

The responsible party/accused is to be informed of his/her entitlements to request an appeal unless the case is in final hearing by a panel. Any appeal must be filed with the Dean for Student Development within 72 hours/three class days or within one week if the student is not on campus at the time the decision is issued.

An appeal is not automatically granted. Any appeal request must be written and signed; reasons for requesting the appeal are to be stated in the student's written appeal request. Facts supporting grounds for appeal are central to the granting of an appeal. The Dean for Student Development or the appropriate judicial panel may consider granting an appeal for reasons such as procedural errors, evidence not available at the time of the hearing, misinterpretation of College policies and regulations by the hearing official(s), a sanction or sanctions disproportionate to the offense. An appeal will not be granted simply because a student is unhappy with the sanction.

If the Dean for Student Development decides to grant an appeal hearing, the implementation and/or enforcement of the sanction will be suspended until the completion of the appeals process.

Sanctions

Introduction

The College lives with the hope and expectation that students will generally make good decisions; however, sanctions, when they must be used, exist for several reasons:

- To assure that College expectations are clear.
- To assure that a sense of safety is preserved/restored for all including any victims.

- To assure that a student makes good on the consequences of a bad choice.
- To assure that all persons involved have had opportunity to learn from the experience and to have a clear measure of the potential for a second chance.

General Sanctions

Persons seated for judicial review may choose from the following list of sanctions and select one or a combination of sanctions in deciding a case. The Union College judicial process is to be deliberately fair, is to assure equitable treatment of each student, and is to give thoughtful regard to precedent/consistency. Care must be taken to assure that the student has a potential appeal route and that fair play principles are reasonably applied.

Students facing judicial action may contact the Coordinator of Student Conduct with questions, concerns, information, or need for assistance when preparing for judicial hearing or an appeal of decision.

NOTE: Any Sanction prefaced by an asterisk (*) can only be used by the Dean for Student Development, or another of the college's vice presidents in his/her stead or absence, or by the Special Hearings and Appeals Board.

1. WARNING: A warning is the first disciplinary contact between a student and a Student Development Staff member. The warning statement must clearly advise the student about the nature of the inappropriate behavior/rule violation. This verbal statement must clearly indicate to the student that a WARNING has been given. The Student Development Staff member must file a copy of this action with a Head Resident if the student is residential.
2. WRITTEN REPRIMAND: A written reprimand is the second level of disciplinary contact. The disciplinary incident must be documented and filed with the Coordinator of Student Conduct; it is a formal and official recognition of misconduct.
3. LOSS OF PRIVILEGES AND/OR FINANCIAL AID: Being part of Union College is viewed as being a participant in a group of privileges, services, and agreements. There are contractual obligations on all parties. Privilege to participate in or benefit from many nonacademic co-curricular/extracurricular activities, events, or services may be withdrawn. (A student may be reassigned to

another room within a residential hall, if circumstances warrant this option.) A pattern of disciplinary problems may result in a reduction or cancellation of institutional financial aid. A written statement of this restriction is placed on file with the Coordinator of Student Conduct as well as with other staff members with a need to know. The College reserves the right to deny participation/privilege to hold office or leadership positions on teams, clubs, or organizations as a result of conduct code violations.

4. RESTITUTION REQUIREMENT: Student will be required to make financial restitution for damage caused to public, private, or College property. This sanction in no way replaces or affects any civil action authorities that may be involved in. Restitution for damages is separate from determination of a monetary fine. Restitution may be distributed proportionately among a group of offenders. A fixed number of hours of community restitution work may be assigned and must be completed under the supervision of a staff person. No compensation may be solicited or accepted during this assignment. Duties are not to involve degrading activity.
5. MONETARY FINE: Monetary fines may be imposed as a result of judicial processes and range from \$10 to \$300. Restitution for damages that may be involved is separate from determination of a monetary fine.
6. SOCIAL SUSPENSION: Student is placed under a set of written conditions/restrictions for a stated period of time. Complex cases may require conditions of probation and can result in the extension of probationary period, further disciplinary action, and/or dismissal. Any subsequent judicial involvement for new offenses will take into account a student's probationary status. This may include but not limited to athletic team practices, meetings or games, club meetings or events, theatre practices and productions, etc.
7. GOOD CONDUCT BOND: A student may be required to post a cash Good Conduct Bond. The amount is determined by the judicial body reviewing the case and may not exceed the amount of \$200. The bond must be for a fixed period of time and should not run past the close of the Spring Semester unless special conditions are noted. The bond is to be released if the student leaves school without further incident. The student is to receive a receipt for the bond; the bond is to be sealed and placed in the custody of the Dean of Student's Office. The bond automatically becomes a fine if terms of posting bond are not met.

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Failure to meet terms of disciplinary action results in forfeiture of bond and further disciplinary action including possible dismissal. The minimum bond judgment is \$50.

8. **DIRECTED EDUCATIONAL SANCTIONS:** Directed Educational Sanctions allow for creative design in determining judicial requirements. Examples include: directed conversation with designated staff person; referral to or requirement to attend alcohol/drug/gambling use/abuse classes, meetings or awareness experiences; letters of explanation, admission, apology; preparing campus information, bulletin boards on designated topics; organization of programs to present to other students; research papers; conference with health/safety officials or other campus resource persons; conducting surveys on designated related topic; behavioral contract; psychological evaluation. Where disrespectful behavior toward faculty or staff is involved, a special conference between parties may be ordered.
9. **RESIDENCE HALL PROBATION:** This is an official warning that further violation could constitute grounds for loss of the privilege to reside in College residence facilities. Appropriate staff members will be notified. Specific conditions may be requested of the student and must be met.
10. **TERMINATION OF HOUSING AGREEMENT:** Hearing panel may recommend that a student have her/his Housing Agreement terminated. Approval of such a recommendation automatically denies the student privilege to be in or around residence halls for the remainder of the academic year. As a matter of policy, the College reserves the right not to issue/offer a housing agreement to a student based on a disciplinary outcome or the student's overall judicial history.

SEPARATION SANCTIONS

The following special group of sanctions may be imposed as a result of the College's judicial process and can only be imposed by the Dean for Student Development. A "Stop Code" designation will be placed on the student's permanent academic record/file during such time as these sanctions apply and may be removed at the close of the sanction period. All of the following restricts the student from the campus during the period of sanction on penalty of further disciplinary action including civil trespass action. The College reserves the right to make a disciplinary determination should the accused fail to respond to charges/summons and to make required declaration of responsibility by the required date and the student is responsible for all monetary

expenses accrued.

1. ***WITHDRAWAL:** A student may request the option of withdrawing from school. If approved, a designation of "withdrawn" is entered in his/her discipline file. A "Stop Code" note is placed in the student file in the Registrar's Office to prevent the student from readmission/registration at Union and to require that the student interview with the Dean for Student Development before being permitted to re-enroll. The length of the withdrawal period is a minimum of two semesters and may range to permanent withdrawal or expulsion depending on the offense involved. The College reserves the right to attach special conditions to the re-entry decision as determined by a judicial panel and/or the Dean for Student Development. If readmitted, a student returns to school on Conduct Probation. The request for "Withdrawal" option is to be submitted in writing to the Dean for Student Development and must be received in advance of a judicial body's being seated to hear the case and within five class days after the delivery of summons. The college reserves the right to note "withdrawal under judicial review" on the student's academic transcript. This option does not supercede the "Expulsion" Sanction.
2. **SUSPENSION:** A suspension may be issued in the event of ongoing, repeated violations of the Student Code of Conduct. Student is required to leave the institution for a specific period of time. Suspension is associated with serious acts of misconduct and/or may be used as a cooling-off period in certain incidents. The student is not allowed to be on campus, attend classes, live in the residence halls, eat in the dining hall, participate in athletic practices or games, participate in extra curricular/non academic events, or be involved in College-sponsored events off-campus. A student may return to the campus under Conduct Probation. A student who represents a threat to persons or property may be put on immediate suspension; judicial hearings are to be scheduled as soon as possible. The suspension will be delivered in person and by letter from the Coordinator of Student Conduct or Dean for Student Development. For extended suspensions the college reserves the right to note "suspension through judicial action" on the student's academic transcript.
3. ***DISMISSAL:** A student is asked to leave Union College. The student may apply for readmission only after a minimum

of one full semester of absence. Re-admission to school is conditional on the approval of the Dean for Student Development or a judicial review panel. Sanctions may be attached at time of re-entry. If re-admitted, a student resumes student status under Conduct Probation. Student typically may visit the campus during dismissal period only with the written consent of the Dean for Student Development. Other restrictions may apply. The college reserves the right to note "dismissal through judicial action" on the student's academic transcript.

4. ***EXPULSION:** Expulsion is the permanent severing of relationship between the College and a student. Expulsion is the permanent loss of privilege to be part of the College community and to be on college property. Expulsion status can be altered only by the President of the College. Student may not apply for review until (5) years after expulsion action. A permanent "Stop Code" note is attached to the student's academic and electronic files. The college reserves the right to note "expulsion through judicial action" on the student's academic transcript.

Schedule of Common Monetary Fine Sanctions

Following are examples of common Student Conduct Code violations and the minimum fines that may apply. Severity of violation and previous disciplinary history determine final amounts. Monetary fines can range from \$10 up to \$300. Residential judicial process is coordinated by the Coordinator of Student Conduct. The Coordinator may choose to decide a case and to assign sanctions. In most cases a student may appeal a decision. An appeal must be received in writing by the Dean for Student Development within 72 hours/3 class days after decision is delivered.

Alcohol\$100.00 (1st offense)
 Suspension (2nd offense)
 Dismissal (3rd offense)

Tobacco---Written Warning (1st offense)
 \$100.00 (2nd offense)
 \$150.00 (3rd offense)

Fire Safety Violations ..\$100minimum
 possible suspension
 review for dismissal

Gambling.....\$75

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Unauthorized Room Change	\$50
Unauthorized Furniture Moving..	\$50
Weapons.....	\$100 (plus confiscation; meeting with Dean for Student Development; review for dismissal)
Vandalism.....	\$100 (plus restitution)
Pet Policy	\$100 (plus extermination fees)
Tampering With ID Card.....	\$50
Unauthorized Solicitation	\$50
False/Misleading Testimony	\$25
Missing A Required Meeting.....	\$10

Policy on Management of Student Disciplinary Records

To minimize the risk of improper disclosure, disciplinary records are kept in the Office of the Coordinator of Student Conduct, separate from the student academic records in the Registrar's Office. Transcripts of academic records contain only information about a student's academic performance and status. Counseling files are also kept in a discreet and separate location. Information from disciplinary or counseling files is highly restricted and is not available to unauthorized persons on campus, or to any person off campus without the express written consent of the student involved except under legal compulsion or in cases where the safety of persons or property is involved. Disciplinary files resulting from academic due process cases are kept in confidential files by the Vice President for Academic Affairs. Academic Division discipline files are destroyed when a student graduates. No records are kept which reflect the political activities or beliefs of students. It is a professional expectation of all administrative staff and faculty members that they respect confidential information about students that they acquire in the course of their work. Any concern about confidentiality should be brought to the attention of the Dean for Student Development at the earliest possible

convenient moment.

Disciplinary file information relating to disciplinary history involving actions under the 'A' and 'B' Code Articles of the Student Conduct Code will generally be purged within two (2) years after the date of that student's graduation. Union College reserves the right to hold disciplinary files up to five (5) years after graduation, or separation, if a student's file shows excessive disciplinary history or serious code violations. The college reserves the right to hold a student's disciplinary file up to ten (10) years after graduation if he/she has been administered action under one or more of the following Code Articles of the Student Conduct Code: C-2, C-5, C-6, C-8, C-10, D-2. Special written application may be made to the Dean for Student Development for review and possible earlier purging of disciplinary history. A student receiving action under Sanction 4, "Expulsion," remains on file permanently; a note indicating this disciplinary determination is placed in the student's file at the Registrar's Office as an official "Stop Code" to prevent the student from ever enrolling again at Union.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the Registrar receives a request for access. Parents or eligible students should submit to the Registrar a written request that identifies the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college Registrar,

clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the college decides not to amend the record as requested by the parent or eligible student, the college will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent. (Also noted in the academic catalog) One exception that permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the college as an administrator, supervisor, instructor, or support staff person (including health or medical staff and law enforcement personnel); a person serving on the school board; a person or company with whom the college has contracted to perform a specific task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility.
4. The college will release directory information to the general public in response to a legitimate request unless the student concerned files a written request with the Registrar within three weeks of the beginning of the term that such information is to be withheld from the public. Directory information includes student name, address, dates of attendance, date of birth, degree(s) earned, and previous educational institutions attended.
5. Union College will, however, release records and accounts pertaining to veterans, as well as to other students, to appropriate U.S. Government representatives. The exception to all other federal laws is found in Title 38 of the U.S. Code, Section 1790 (c).
6. The college will contact parents after a second alcohol violation if the student is under 21 years of age or over 21 years of age and a dependent.
7. Although the Family Educational

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Rights and Privacy Act (FERPA) does not prohibit the college from releasing personally identifiable information to the parents of dependent students (as defined by the Internal Revenue Code), it is the policy of the college to require all students to sign a waiver for the release of such information.

8. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

*Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605*

Residence Life at Union

The College offers a wide variety of residential living options. Unless approved otherwise, all undergraduate students must live on campus. Pfeiffer, Stevenson and Lakeside Halls are considered traditional residence halls and house first-year and upper-class students. The college pays particular attention to the needs and interests of residents of these buildings through innovative programming, ongoing communication, and student input and involvement. If you are interested in becoming a part of residence life leadership, contact the Director of Residence Life for more information. We're always looking for great leaders!

The Stewart Apartment building only houses approved upper-class students who have successfully met minimum grade point average and credit hour requirements. (Normally, a waiting list exists for this building so it is important to apply early in the second semester of your sophomore year!) Stewart Apartments are designed to offer state of the art living space, full Internet access, a spectacular view, and an opportunity for students to gain a sense of independent style living and learning at a cost less than traditional space affords. Living in this particular space is a privilege and is only afforded to those students who can consistently demonstrate a high level of personal responsibility and social integrity. Although substance use and abuse of any kind is not tolerated at Union College, it is fair to note that

in situations where the Student Code of Conduct addresses alcohol and illegal substances, students in Stewart are particularly vulnerable to losing this housing privilege even after a first offense. All residential buildings are non-smoking facilities. Senior Courts is an option for those students who have lived on campus for three consecutive years or have significant leadership involvement around campus, plus no substantial disciplinary history.

Community Living

(Within Your Room or Apartment)

Insurance

The College is not responsible for the loss or theft of personal property. You should consider purchasing renter's insurance or discussing with your family how your parent's homeowner's policy addresses or covers the personal items you bring to campus.

Maintenance Requests

Contact a member of the Residence Hall Staff with any maintenance requests so that a work order may be completed and submitted to the Physical Plant Department. Your request must be as specific as possible. If the request is not completed within one week (24 hours for emergencies), contact your Hall Director. Physical Plant will accept work orders that are submitted directly by Residence Assistants and Hall Directors.

Appliances & Furniture

The following appliances are permitted in your room: fan, radio, stereo, television, hair dryer, coffee maker, popcorn popper, dorm-sized refrigerator (max. 2 cu. ft.), and microwave oven (under 600 watts). Any appliances you bring must be recorded on your Check-In Report. Appliances not on the preceding list (such as hot plates, ovens, deep fryers) may be removed from your room and held by Hall staff until arrangements can be made for the item to be returned home. Usually there are two rooms on each electrical circuit. Residents must work together to prevent overloading and inconveniencing their neighbors.

Stewart Apartments are fully furnished. Additionally, pieces of furniture may not be taken into Stewart. Patio furniture is allowed on decks. BBQ grills must be approved by Residence Hall

Staff before placing on decks or balconies.

Cordless phones may not exceed 900 megahertz. 2.5 gigahertz cordless phones are prohibited because they interfere with the computer network and the radio system used by Safety and Physical Plant

Room Decorations/Souvenirs

We encourage people to personalize their living space to feel at home. S-hook and fishing line is approved for hanging as well as double-sided scotch tape; anything else may result in a fine. No scotch tape, masking tape, double-faced tape, hooks, nails, tacks, putty, or anything that will leave a permanent mark may be used. No use of contact paper is permitted. The College views graphic posters that promote the use of alcohol, tobacco, or pornographic/erotic/violent material as being in bad taste. Display of such materials in a manner that they are visible from outside a building is strictly prohibited.

Windows

Union College does not place a curfew on resident students. Visiting through residence hall windows can be disturbing to other residents. Students are not permitted to sit on ledges or window sills; students may not throw objects out of windows or at a building; students may not use windows as a means of entry to gain someone's attention. Talking to anyone from your window is not permitted from dark until noon each day. Campus Safety is instructed to move anyone along who is hanging around residence hall windows - particularly if this form of visitation is taking place after dark. Campus Safety is authorized to demand a person's I.D. Card. The Campus Safety staff may confiscate an I.D. card, if necessary, and forward it to the Coordinator of Student Conduct.

Residential Building Keys

Each residential student is issued a key to his or her room. Students are responsible for their own keys and may not transfer their keys to another person. The cost for key replacement could range from \$50.00 to \$350.00. The Student's ID card will grant them access to the Residence Hall in which they live. If a student loses his/her ID card, that student is responsible for the cost of the

replacement of that card.

Residential Building Outside Doors

The main entrance door of the residence halls are locked 24 hours per day, 7 days per week. Students are strictly prohibited from propping open the outside doors or tampering with door hardware. The exterior doors are equipped with security access database that is computer monitored.

Holiday Decorations in the Residence Halls/Apartments

1. No live trees, wreaths or garlands may be kept in a student's room.
2. No real candles or open flames may be used for decoration. Candles that employ an electric light bulb are acceptable.
3. No decorations may be placed on or across the ceiling. Students may hang lights along the walls of the room.
4. No student may do any re-wiring in the process of putting up decorations. Extension cords for lights must be a three-prong grounded cord.
5. No decorations may interfere with the opening and closing of the doors or windows.

Communication Harassment

Any willful, intentional, and/or persistent act that annoys, degrades, or embarrasses another individual may be considered harassment and is prohibited. Any intentional and/or persistent telephone calls or computer communications (i.e. email, chat programs, text messaging, social media, etc.) designed to or having the effect of annoying another member of the College community will result in disciplinary action and may result in criminal and/or civil action.

Community Living (Within Your Residential Building)

Student Fire Drill Procedures

1. Leave the lights on, windows closed, drapes and curtains open, and door closed.
2. Wear shoes and a coat.
3. Evacuate the building by proceeding to the nearest fire exit in an orderly and rapid manner.

4. Remain in single file, hold on to the banister and handrails to avoid accidents.
5. Report to the designated meeting area outside the building.
6. Remain outside until an all-clear signal is given.

Actual Fire Instructions

1. Make an assessment. Do you see smoke or flames? Do you smell smoke or sense heat?
2. Sound Fire Alarm (pull the closest alarm box).
3. Call Campus Safety (X1390 or X1520) to report fire. Give the exact location and the extent of the fire.

If you can Exit

1. If the door is cool, open it a crack. Be ready to close if you discover smoke or flame.
2. Walk to the nearest stairwell. Go down the stairwell to the outside door and leave the building.
3. If it is dark or smoky, crawl on the floor.
4. Pound on doors and shout to other people on your floor or wing.
5. Help people that may be disoriented because they are just waking up.
6. Assist disabled persons.
7. Close all doors behind you.
8. Do not use the elevators. Use the stairs and hold the handrails. Turn back if you encounter heavy smoke.

If you are trapped in your room

1. If the door is hot or if smoke is seeping in, do not open it. Stay in your room.
2. Seal the crack around the door with tape, clothes or sheets.
3. Open window slightly if there is no smoke outside.
4. Tie a wet cloth over nose and mouth to aid with breathing.
5. Stay low where the air is fresher. Smoke and fire gases rise up.
6. Signal rescuers by waving a sheet or clothing out the window for help.
7. Do not jump if you are higher than two stories.

If your clothing catches fire.

1. STOP, DROP, AND ROLL.
2. Drop and roll another person to the ground if their clothing catches fire.
3. Use a rug, blanket or coat to smother flames.

When you get outside

1. Stand clear of the building when you get outside.

2. Go to your designated meeting place.
3. Do not go back into the building until instructed to do so.

Basic Fire Policies

1. Do not place any furniture directly across a window.
2. Do not block direct access from the bed(s) to the door or the window.
3. Do not tamper with or disconnect your smoke detector.
4. Do not stay in the building when the fire alarm sounds.
5. Do not have the following items in your room: incense, space heater, exposed heating elements, or burning or previously burned candles.
6. Do not cover more than 50% of your walls with posters or tapestries.
7. Do not put anything on or across the ceiling.
8. Do not have excessive garbage in your room.

Noise

Since students live in a setting in which everyone is in close proximity with one another, residents of all buildings must be aware of the amount of noise they make. Excessive noise is considered a serious offense. Student Development Staff has been instructed to handle noise concerns with the following policy guidelines. Students who receive a noise contact during the Quiet Hour period (see next section) will receive a written notice from a member of the Student Development Staff. It is the responsibility of each resident, in addition to staff, to encourage each other to be considerate of the people around them when it comes to noise. The following are the action that may be taken by staff:

1st/2nd Contact:

Written Warning

3rd Contact:

\$10 fine

4th Contact:

Residential Probation; \$25 fine

5th Contact:

Placed under review/recommendation to the Coordinator for Student Conduct for termination of housing agreement/suspension.

Noise contacts do not carry over to the next semester but do remain part of a student's discipline history.

Quiet Hours

In order for residential building space to best meet the needs of all students,

Community Expectations

all residents must show strong consideration for their neighbor's personal needs for quiet to study and rest. Quiet Hours apply to all areas of the residential building. Any noise or behavior, such as loud televisions, stereos, conversations etc., which infringes on the rights of other students are considered inappropriate.

Quiet Hours are from 10 p.m. until 9 a.m. Sunday thru Thursday and 11 p.m. until 9 a.m. Friday and Saturday. A 24-hour quiet hour period will be in force during Mid-term and Final Exam periods. The Quiet Hour policy is set by the Residence Hall Staff with advice and consent of the Director of Residence Life. It is a vital courtesy to respect other students' rights to peace and quiet at all hours of the day. The college may at times designate a section of a residential building as having a 24-hour quiet policy in response to student needs and wishes.

Music

The main issue about you and your music should be consideration for your neighbor. Resolution of any invasion of privacy or conflict over music/noise will be based on the principal of consideration. A student may not play a musical instrument (amplified or un-amplified) in a residential building without permission from the Director of Residence Life. Students may play their instruments in the Fine Arts Building on campus. Students with stereos must play them in a way so as not to invade other students' privacy - headphones may be the avenue to pursue. Students who continuously infringe on other student's rights with music may be required to remove their musical equipment from the building.

Co-ed Visitation

The Union College co-ed Visitation Policy represents collaboration initiated by the Student Government Association (SGA) and approved by the College Administration. This personal responsibility agreement assumes that all parties have the maturity and integrity to respect the promises, privileges, high ideals, hopes and expectations therein stated. Questions and consequences resulting from this policy will be resolved in the context of the Student Conduct Code which is based on the principles of fairness, consideration, opportunity to pursue academic goals, stewardship of resources, and security and safety of persons and property. In general, the behavioral norms expected of a Union

College student are those of common decency and decorum; recognition of and non-infringement upon the rights and property of others and of the college; honesty in academic work and all other activities; and observance of local, state and federal laws. Currently, a visitation policy applies to residents of the following halls: Pfeiffer, Lakeside, and Stevenson. Student Government, in an effort to encourage students in Stewart Apartments and College Courts to collaboratively develop their own parameters for co-ed visitation, has chosen not to recommend strict rules. Apartment residents who develop such parameters are encouraged to provide a copy of the agreement to the Residence Life staff to assist with potential conflict mediation.

Any visitation privilege, contract or agreement affirms the vital importance of opportunity for students to have privacy in their personal space to study as well as to pursue and form relationships and friendships. This policy seeks to extend the opportunity for students to socialize, study, and enrich their personal histories at Union. Student conduct is not considered in isolation from the college community, but as an integral part of the education process. Students are expected to honor the trust and intent of this privilege.

As a church-related college, Union recognizes the Social Principles of the United Methodist Church. Within these principles are guidelines for human relationships. Specifically, "the Church affirms that men and women have equal worth in the eyes of God... and rejects that one gender may receive love, power and esteem only at the expense of another... Sexuality is recognized as God's good gift to each person. Each person is called to the disciplined, responsible fulfillment of themselves, others and society in the stewardship of this gift. United Methodist doctrine holds that sexual relations are only clearly affirmed in the marriage bond... (furthermore)... sexual relations where one or both partners are exploitative, abusive, or promiscuous are beyond the parameters of acceptable behavior and are ultimately destructive to individuals, families, and the social order."

Co-ed Visitation Personal Responsibility Contract

Residents in traditional residence halls (Pfeiffer, Lakeside Hall, Stevenson) may have opposite-gender guests in the main lower-level lounges from noon-midnight and guests in their

rooms from noon - midnight, Monday-Thursday, noon-2:00am on Friday and Saturday.

Common sense and consideration must apply at all times regarding roommate's needs for security, privacy, quiet, safety of personal belongings, and equal opportunity to entertain in the room. Residents must call and check in their visitor between 12:00 noon and 2am. You must use the sign-in sheet provided in the lobby of each building. Your visitor should be signed in as he/she arrives AND when your visitor leaves. If you have visitors that are not recorded on the hall's sign-in sheet, you will be documented for a visitation violation. If members of the hall accumulate three visitation violations within a semester, visitation privileges will be removed. Each semester will begin with a clean slate.

All participants must be at least 18 years of age. Exceptions require written consent from the Director of Residence Life. Hosts are held accountable for the behavior of guests.

Guests must enter and leave through designated main entrances.

Guests must use designated guest restrooms only.

Student Conduct Code requirements and sanctions apply as stated in the Student Handbook. Breach of promises made here results in sanctions including loss of privileges, fines, review for termination of housing agreement or separation from college services.

Overnight Guests

For reasons of campus safety, ANY AND ALL OVERNIGHT GUESTS MUST BE REGISTERED WITH AND APPROVED BY the Director of Residence Life, before the guest may stay in any residential building. Residents in traditional residence halls (Pfeiffer, Stevenson, Lakeside Hall) may have overnight guests of the same gender only in their rooms. There is no charge for having an overnight guest. Overnight guest forms may be picked up from the Director of Residence Life in the Robson Arena. The College has to know at all times who is staying in the residential buildings. Failure to register a guest will result in a \$50 fine per guest per night. There is a limit of two guests per room per night. No one may stay more than two nights, in either traditional residence halls or apartments, without specific approval of the Director of Residence Life.

free

Institution

Union College is committed to providing a safe and healthy environment for all its

Special permission is required from the Director of Residence Life to have a guest under the age of 18. For under-aged visitors, parental permission letter may be required and guest must have health insurance coverage information and written authorization for host or other local person to make medical decisions if needed.

Use of the guest privilege must always take into account the rights of your roommate(s) and must show careful consideration for the property, privacy, and convenience of your roommate(s). A host is responsible for the behavior of a guest at all times, and must inform the guest of college policies. Should a problem occur, the guest privileges of the guest could be terminated immediately.

Infractions of regulations by guests may be charged to the discipline record of the resident being visited.

Residents or guests may not sleep in the lounges. Guests should be well-hosted. If a bed is not available, the Hall Director or Director of Residence Life should be consulted for options. A guest room may be available if residents do not have space in their room for a visitor. Check with the residence life staff to make arrangements for this service. A three day notification is required to insure that guest space is available. Coed Visitation privileges do not extend to guest rooms.

Roommate Rights

Students in private rooms have full responsibility for those rooms as designated in the Union College Housing Contract. Roommates share equal responsibility and rights for the room they occupy and for the safety and security of each other's personal property. Apartment-mates share equal responsibility and right for the apartment they occupy and for the safety and security of each other's personal property. Roommates and apartment-mates could be equally responsible for College rule violations; all residents may be up for disciplinary review in the event that there is a violation. This rule is intended to protect a roommate's rights to fair judicial process in regard to any violation within the resident's room. Any student who has knowledge of rules violations in his/her room or apartment and fails to notify residence life staff, shares equal responsibility for violations. A student is granted 48 hours/two class days to report the violation and clear himself/herself of rules' violations for which he/she is not responsible. The rights and needs of the roommate and apartment-mates must always be kept in mind. A roommate or apartment-mate may not be displaced by a visitor or a guest.

Use of the guest privilege must always take into account the rights of a resident's room or apartment-mates and must show careful consideration for the property, privacy, and convenience of others.

The resident is expressly responsible for the behavior of a guest; infractions of regulations of the discipline record of the resident being

visited. Violations may lead to immediate termination of special visitor's privilege and of resident's general guest privilege for an extended period of time.

Living Units Closing

Students are not allowed to live in the traditional residence halls during Thanksgiving Break, Christmas Break, Spring Break, or August Break (for summer students). Students must make other living arrangements for these times during the academic school year. The only students that are allowed to stay in the traditional residence halls are those students that have official reasons that are directly connected to the College. These persons include students that have to stay for athletic games and practices, students that are doing student teaching, students that are involved in staff training, and students whose homes are in foreign countries.

Permission for official reasons must be sought and obtained from the Director of Residence Life. Students may be assigned to a different room for a break to consolidate the residents and close entire buildings. All conditions stated in the Residence Life Agreement and in the Student Handbook apply to students that stay during breaks. If you reside in College Courts and Stewart Apartments and want to stay over a break, you must notify the Director of Residence Life, in writing, at least one week prior to the break.

There is no room or lounge visitation during all vacation periods. All outside doors must be locked at all times. Students are responsible for their own meals. The use of residence hall kitchens is permitted. Campus Safety is informed about the students who are approved to stay and their locations.

Those present on campus after 6:00pm on the date of closing, and who have neglected to obtain permission, or provide notification for apartment residents, will be fined, requested to vacate immediately, and may be subject to judicial action.

Extended Stay Requests

Students who request extended stay in College housing must apply to the Director of Residence Life by submitting a request form. Letters of verification from student's workplace and/or College department on letterhead are also required. All conditions stated in the Residence Life Agreement and in the Student Handbook apply to students that stay during extended stay. Extensions in campus housing are in no way guaranteed. If approval of extended use in campus housing is granted, the student will be assessed a charge of \$25.00 per night. All extended stay requests must be submitted to the Director of Residence Life one week prior to the requested date. Failure to submit the request one week prior could result in an additional charge or denial of request.

Summer Housing

The campus officially closes from the day of commencement through the official opening of school the following fall. Due to maintenance work, renovations to buildings, and a busy Summer Conference schedule, summer housing is not guaranteed. Students who need summer housing must apply for a space during housing renewal in the spring semester. The college only considers approval for summer housing for students who are enrolled as full-time academic summer students and who do not have a judicial history with Union or any previous institution. Consideration may also be given to students who are providing services to the community and/or college through a program such as the Bonner Scholars Program or Summer Employment Program or for students who are involved in an on or off-campus academic internship.

Requirements for Living Off Campus

The College requires all unmarried (those with no dependent children) full-time undergraduates to live on campus. Commuting students are exempt from this policy if living with parent(s) or legal guardian(s) who are over the age of 21 and reside in Knox, Clay, Bell, Whitley, Laurel, or Harlan counties. may also be given to students who are providing services to the community and/or college through a program such as the Bonner Scholars Program or for students who are involved in an on-or off-campus academic internship. Students in this category may be asked to provide proof of residency.

To live off-campus at any point in a student's academic career at Union, she/he must apply for off-campus housing status.

To apply, a student must meet the following criterion/follow guidelines:

- (1) Have attended four (4) semesters of college and have a minimum of a 2.8 cumulative grade point average on a 4.0 scale.
 - (2) Current returning students must complete and return the off-campus housing application and required documentation to the Coordinator of Residence Life by the April 1st deadline for the fall semester. December 1st is the last day to apply to live off-campus in the spring semester. (Off-campus housing forms are available in the Coordinator for Residence Life's office.)
 - (3) If you do not apply to live off campus you will be housed and charged to live in a campus facility.
 - (4) Must provide an itemized living budget of expected expenses and income.
 - (5) Must provide a letter of support from parent(s) approving the concept of living off-campus.
- FAILURE TO ADHERE TO THESE GUIDELINES COULD RESULT IN LOSS OF INSTITUTIONAL AID.

Important Notes:

- Moving off campus will likely affect financial aid in some way. Students are encouraged to check with the Financial Aid Office prior to making plans to move.
- Students who do not apply or who do not receive approval to live off campus, will be charged and will be expected to pay the full amount of room, and in some cases board, appropriate to their housing privilege (traditional or apartment).
- Institutionally funded financial aid, grants and scholarships of any kind are available only to those who adhere to the college's housing policy.
- Any student approved to live off campus is automatically removed from the reservation list for a residence hall room or apartment.
- Once approved for off-campus living, it may not be necessary to reapply each semester or year.

Special Guest Regulations Regarding Dances & Other Campus Functions

All dances must be sponsored and paid for, if applicable, by a campus organization. The staff sponsor of that organization must be present throughout the event. Sponsoring organization(s) must officially schedule the event through the Coordinator for Student Life. Sponsors also must insure good care of the facilities involved, as well as or setting up and cleaning up after the dance is over. Staff sponsor(s)' name(s) must be on file with Campus Center staff and Campus Safety at least 48 hours in advance of the event. Dances typically are restricted to the Patridge Campus Center. Dances close by midnight on nights proceeding a class day.

The Union College community respects your personal values. The College recognizes that dance settings can easily change in character, placing people at risk and compromising civility. Immoral and/or obscene expression is not permissible in college-sanctioned activities. This expression includes (but is not limited to), profane, vulgar, or explicitly sexual language, placing hands on one's own or someone else's genital/private areas, undressing, and simulated sexual acts.

Minors (persons under age 18) are not permitted at regular college dances. The College reserves the right to restrict the number of guests to one, and reserves the right to issue and/ or require guest passes. Union College students may be required to show their current College ID at the door. Guests must be prepared to present personal identification. You are for the behavior of his/her guest. Guests must be in good social and legal standing with the College. Acts of poor citizenship by guests may result in immediate suspension of your guest privilege.

Union College dances must be held on campus. The only exceptions are for major college events, and must be approved by the Dean for Student Development. Exception requests must be made at least one week in advance of an event.

Managing and Cleaning Your Athletic Gear

Clean your athletic gear before entering the Residence Hall. The men's side of Pfeiffer Hall has utility sinks available for use by the residents in that building. The bathroom sinks are not the place to clean gear, particularly cleats/spikes. Do not leave ice bags in the hallways, as they will damage the carpet. Please dispose of ice bags in the proper manner. Do not hang clothes out of windows to dry. Keep your gear inside your room.

Community Damage

Students are financially responsible for damage/vandalism to lounges, corridors, bathrooms, and other commons areas under Union College's "Community Damage" policy. If the person(s) responsible for commons areas damage cannot be determined, repair costs will be billed equally among all residents of the area where the damage occurred. Use of college equipment, TV's, VCR's, etc. is prohibited in lounges or rooms for purpose of viewing X-rated, pornographic, discriminatory, degrading and/or inflammatory materials.

Charges for Damages to Residential Buildings

\$100 charges include:

- Closet door off its hinge
- Dirty room
- Damaged/missing outlet covers
- Writings/markings on furniture
- Small insert screen not returned/damaged
- TV cable damaged/not returned

\$75 charges include:

- Damaged window screen
- Damaged/missing shade
- Broken mirror/window
- Writing on walls/ceiling
- Damaged thermostat cover
- Tape/putty markings on walls/ceilings
- Small spill on carpet
- Contact paper on walls/ceilings

\$75 charges include:

- Holes in walls/ceilings
- Altering door peep hole
- Failing to exit building during fire alarm
- Damage to mattress
- Replacing blinds

Charges for Damages to Residential Buildings con't

\$250 charges include:

- Repair room
- Disabled/damaged smoke detector
- Disabling/altering lights
- Installing ceiling fan
- Dirty common space in apartment
- Discharging fire extinguisher
- Theft of fire extinguisher
- Large spill on carpet
- Repair common space in apartment
- Replacing, adding to, or altering in any way locks or hinges on room doors

These are minimum charges.

Extra service charges may apply.

Community Expectations

Union College as a Drug-free Institution

Union College is committed to providing a safe and healthy environment for all its community members: students, faculty, and staff. In support of local, state, and federal laws, Union College has specific definitions of conduct in relation to the unlawful possession in unacceptable risk and disregard for the health, safety, and welfare of members of the College community. Violations may result in suspension, dismissal, or expulsion.

As a recipient of federal grants and contracts, Union College hereby declares to students, faculty, and staff that it is in compliance with the Drug-free Workplace Act of 1988 and the Drug-free Schools and Communities Act Amendment of 1989. Due notice is hereby given of standards of conduct which shall be applicable while one is on Union College property, while one is conducting business for the College, and/or while one is in attendance at any College-sponsored activity at any location.

Sanctions

Under Kentucky law, it is unlawful to:

1. operate a motor vehicle while one is under the influence of any substance which may impair one's driving ability (drugs or alcoholic beverages);
2. possess or consume alcoholic beverages if one is under the age of 21;
3. misrepresent one's age for the purpose of purchasing alcoholic beverages;
4. procure any alcoholic beverages for anyone under 21 years of age;
5. drink or be drunk in a public place.

Civil law stipulates penalties according to classification of the controlled substance, type of activity involved (possession, trafficking, manufacture, sale, possession with intent to sell), and frequency of conviction. Of these, under Kentucky state law, the most severe penalties apply for those involved with trafficking: first offense may be up to \$10,000 in fines and up to 10 years in the penitentiary; penalties double for subsequent offenses. Possession can result in one year in jail and/or \$1000 in fines under federal law. Federal penalties can range up to \$8 million in fines, life sentence in prison, loss of property/possessions, and the death penalty.

Under state law, violations of alcohol laws range up to \$2,000 in fines, 12 months in jail, and suspension of operator's license.

Under Union College disciplinary policies for students as outlined in the Student Handbook, penalties range from strict conduct probation, to termination of housing agreement, to financial penalty, to expulsion, depending on the severity of the offense.

Termination of the housing contract may be part of the disciplinary action for a student living in College housing. Residents of Stewart Apartments should take special notice of language used under the heading Residence Life at Union.

Notice of Drug-related Conviction

In compliance with the Federal Drug-free Workplace Act of 1988, any employee shall notify the immediate supervisor if the employee is convicted of a criminal drug offense occurring in the workplace or while one is on College business within five days of the conviction. The College shall take appropriate sanction and remedies in accordance with its policies. The provisions of this section are applicable to students who are employees of the College. This section of this policy is also applicable to students who receive a Pell Grant (federal grant).

Training and Counseling

Union College and the Student Government take a serious and deliberate view of the need for lifestyle education in regard to use/abuse of alcohol and controlled substances. Literature is readily available in the Campus Center and educational events are held throughout the year to help educate students. The Student Development Staff, in partnership with the Coordinator of Counseling Services, head up this effort. Students seeking counseling and/or assistance and information should contact the Student Development Offices/Residence Hall Staff members. Union College will arrange for psychological services when needed.

The College recognizes drug dependency as an illness and major health problem. The College also recognizes drug abuse as a potential health, safety, and security problem. Any student needing counseling or other professional support is urged to seek help through confidential campus or community health services as soon as possible.

Other Information and

Assistance Sources Include:

Toll-free Drug Information Services for:	
Kentucky (DISK)	1-800-432-9337
Comprehensive Care	(606) 546-3104
Alcoholics Anonymous	(606) 546-3104
Crossroads	(606) 864-6332
Narcotics Anonymous	(859) 253-4673

The Coordinator for Student Conduct should be contacted for additional information and sources. You may also check the yellow pages in your local directory under "Social Services," "Alcoholism," or "Community Service Guide" (at front of directory). Students may contact the Coordinator of Counseling Services at extension 3978.

Communicable Disease Management

Union College shall treat AIDS the same way as any other disease that may be contracted by students and staff. Victims of AIDS (Acquired Immune Deficiency Syndrome) or other diseases will be permitted to work and/or enroll in courses unless the student or staff member's personal physician or state or federal public health officials declare that the disease represents a substantial risk to the health and safety of other members of the community. In such instances, appropriate measures will be taken to protect the institution and the individual.

Legal and ethical considerations argue against the adoption of any policies or courses of action that would deny ordinary privileges and rights, including privacy, to students, faculty, or staff members who are known or suspected to be infected with the AIDS virus.

Students, faculty, and staff identified as HIV infected or having AIDS or any other communicable disease will not be barred from working, teaching, attending classes, or participating in College-sponsored activities unless the appropriate Vice President, in consultation with the individual's personal physician or state health department official, determines that he/she presents a clear and present danger to the public health. All such decisions will be made on a case-by-case basis, will remain open to re-examination in light of new information, and will consider facts such as the individual's state of health and occupation.

Union College is committed to providing students, faculty, and staff with a comprehensive educational program concerning AIDS based upon currently available medical information. The identity of the individual having AIDS will remain confidential. In the event that a personal physician or state health-department officials determine that an individual's medical condition represents a public health hazard and warrants limitation of activities, only essential administrative personnel will be informed on a need-to-know basis.

Housekeeping staff and food-service workers will follow the guidelines issued by the Center for Disease Control for the prevention of transmission of AIDS and other communicable diseases.

Community Expectations

Disabilities Act (ADA)

Federal laws prohibit discrimination under programs and activities receiving federal financial assistance. There are differences in the requirements for compliance between private and public institutions. Text from Section 504 of the Rehabilitation Act of 1973 reads in part: "No otherwise qualified individual with a disability in the United States shall, solely by reason of disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Private colleges and universities are covered under Title III of the Rehabilitation Act as public accommodations. Private colleges are required to make services available through alternate methods where it is "readily achievable." For example, a private college is required to remove an architectural barrier where removal is ".....easily accomplishable and able to be carried out without much difficulty or expense." Union College seeks to evaluate each circumstance individually and to deal deliberately with service access problems. Union College examines barrier problems each year and works steadily to make campus services easily accessible or to locate needed services in spaces that are accessible. Students with disabilities are encouraged to visit campus and to discuss special needs with appropriate college staff. The Director of Special Programs is the college's ADA officer. A prospective student may wish to contact the Office of Admission and the Dean for Student Development's Office for information and to arrange a campus tour.

Minger/Clery Acts

Union College's policy in regards to the House Bill 321 (Minger Act) is:

1. If a student has a disability or injury, and would like assistance in leaving the residential facility during an emergency, they should contact the Director of Residence Life. The Director of Residence Life will then inform the campus and local authorities of individuals who are in need of assistance.

2. We provide an appeals process available to students, parents, or advocates for an independent and impartial review of an institutional policy of housing assignments that does not accommodate the student disability or endangers the student's safety.

In accordance with the Clery Act, we provide an annual report disclosing campus security

policies and crime statistics and make timely warnings to the community about crimes considered to be a threat to other students and employees. This report is managed and published by the Coordinator for Student Conduct and can be found on our internet site at <http://mars.unionky.edu/safety/> or can be obtained through the Admission and Dean for Student Development offices.

Environmental Concerns

We must be careful to respect others with whom we share our campus. Likewise, we must respect and be conscious of the earth's environment. Recycling is a piece of the large puzzle to be put together in order to protect, heal, and save our environment.

As always, students are encouraged to vocalize their concerns about issues, which they deem important. The best place to start is with student organizations such as SGA, CAB and the Residence Student Association.

Policy on Consensual Relationships and Sexual Misconduct

Union College's educational mission is promoted by professionalism in employee-student relationships. Professionalism is fostered by an atmosphere of mutual trust and respect. Union College is committed to maintaining an academic and professional environment in which all members of the college community can freely work together, both in and out of the classroom and in all other locations in which college business is conducted. Actions of college employees (faculty, administrators, staff, advisors, coaches, residential staff members, and graduate assistants) that harm this atmosphere undermine professionalism and hinder fulfillment of the college's educational mission. Trust and respect are diminished when those in positions of authority abuse, or appear to abuse, their power. Those who abuse, or appear to abuse, their power in such a context violate their duty to the college community.

Behavioral, oral, and written actions that are intellectually, ethically, and socially inappropriate regarding gender, sexual preference, race, religion, disability, or ethnicity constitute serious affronts to human dignity and are interpreted as violations of the basic rights of members of the Union College community.

The following is intended to inform individuals of the college's view on consensual relationships and sexual misconduct—which includes, but is not limited to, sexual harassment and sexual assault—and to provide procedures for responding to violations of this policy. It is hoped that no Union College student or employee will feel he/she is without recourse when experiencing an abusive event.

Consensual Relationships

Amorous relationships that might be appropriate in other circumstances are deemed extremely unwise when they occur between a college employee and a person for whom that member has professional responsibility. College employees exercise power over students, whether in giving them praise or criticism, evaluating them, mentoring, making recommendations for their further study or their future employment, or conferring any other benefits on them. The choice to pursue amorous relationships between college employees and students are unethical when the employee has professional responsibility for the student. Such situations greatly increase the chances that the employee will abuse his or her power and sexually exploit the student. Voluntary consent by the student in such a relationship is suspect, given the fundamentally asymmetric nature of the relationship. Moreover, other students and employees may be affected by such unprofessional behavior because it places the employee in a position to favor or advance one student's interest at the expense of others and implicitly makes obtaining benefits contingent on amorous or sexual favors. Therefore, Union College will view it as unethical if employees engage in amorous relations with students in classes, students subject to their supervision, or students receiving services, even when both parties appear to have consented to the relationship, obtaining benefits contingent on amorous or sexual favors.

Community Expectations

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests, and other verbal or physical conduct of a sexist or sexual nature. This has specific application where submission to or rejection of such conduct has the purpose or effect of unreasonably interfering with an individual's performance, or of creating an intimidating, hostile, or offensive employment or educational environment.

Sexual harassment has occurred when an individual submits to such conduct as an implicit or explicit term or condition of his/her employment or education or when submission to or rejection of such conduct is used as a basis for employment or educational decisions affecting grades, academic progress, rate of pay, status, level, and/or working conditions.

Although sexual harassment is usually thought of as action from a male toward a female, these same conditions apply if roles are reversed, or if parties are of the same gender.

Union College embraces the definition of sexual harassment as defined by the American Association of Colleges' Project on the Status on Education of Women as:

- verbal harassment or abuse
- subtle pressure for sexual activity
- sexist remarks about a person's clothing, body, or sexual activities
- unnecessary touching, patting, or pinching
- leering at or stare flirtatiously at a person's body
- constant brushing of another's body
- demanding sexual favors accompanied by implied or over threats
- physical/sexual assault

Sexual Assault/Rape

Sexual Assault is defined by the Kentucky Penal Code as sexual intercourse or sexual contact with another person by forcible compulsion or without consent. Absence of protest is not consent. Furthermore, valid consent cannot be obtained if the individual is coerced or substantially impaired, such as by alcohol or drug consumption. The same definition holds whether the assailant is a stranger or an acquaintance. The College policy is that a person has the right to say "no" to sexual activity and that "no" means "no." It is the College's position that every human being is entitled to privacy and respect and that rape is a crime of hostility and aggression, as well as a violation of human dignity. A complete copy of the "Kentucky Penal Code" is available through the Director of Counseling Services or via the world wide web.

After a Sexual Assault

If a person does become a victim of sexual assault, there are several important steps to follow:

1. Seek medical attention. Do not shower, bathe, change clothing, or douche.
2. Prepare a thorough, detailed report about the incident and responses, actions taken, date and times decisions made for purposes of recalling accurately when a case proceeds.
3. Call a friend, the police, or a rape crisis center for additional support.
4. Secure legal advocacy.
5. Obtain information regarding crime reporting, medical treatment, victim's rights and assistance, and criminal and disciplinary proceedings.

Procedures

Students are encouraged to seek advice, information, or counseling on matters related to ethical violations at the earliest possible stage. The cardinal principles which guide the management of all such violations are: 1) to protect the privacy, confidentiality, and safety of all parties involved, and 2) to assist students in overcoming any obstacles to their progress, and to resume the normal daily patterns of their college experience.

A. Informal Complaint Resolution

A complaint that one or more provisions of this policy have been violated may be brought to the attention of an appropriate member of the college community, such as the Coordinator of Counseling Services or the Dean for Student Development. Students are encouraged to seek advice, information, or counseling on matters related to ethical violations at the earliest possible stage and prior to initiation of a formal grievance procedure.

The person to whom the complaint is brought will advise the complainant as to the options available under this policy and, at the complainant's request, 1) may help the complainant resolve the complaint informally, and/or 2) help the complainant draft a formal complaint if the complainant decides to do so.

The person to whom the informal complaint is brought will attempt to resolve the complaint at the lowest possible level, and will make every effort to insure the privacy and protection of the complainant.

The aim of informal complaint resolution is to respond to complaints swiftly, to protect the complainant from continuing harassment or exploitation, to limit recrimination, and to mediate with both parties when appropriate. Use of the informal complaint resolution process is voluntary, and no disciplinary action is taken in resolving complaints informally. To provide an

historical foundation, a note of the informal resolution is made in a confidential file.

B. Formal Complaint Resolution

In order to file a formal complaint, the complainant(s) may request the assistance of any appropriate member of the college community, such as the Coordinator of Student Conduct, the Dean for Student Development, or the Coordinator of Counseling Services.

- If the individual accused is a student, the report will be filed through the Office of the Dean for Student Development and the published college judicial process for students will apply.

- If the individual accused is an employee of Union College, the report will be filed through the Vice President or Dean with oversight of the employee. For complaints about members of the college's executive leadership team, reports should be provided directly to the president of the college.

The formal complaint procedures will be initiated only with the complainant's consent. The individual is encouraged to file a formal report, not only to deter such violations from happening to others, but also to engage services that enhance recovery.

All reasonable action will be taken to assure that the complainant and those testifying on behalf of the complainant or supporting the complainant in other ways will suffer no retaliation as a result of their activities in regard to the process. Further, to the extent possible, the proceedings will be conducted in a way calculated to protect the privacy and confidentiality interests of both parties. Upon completion of the formal hearing both parties shall be notified of the decision of the hearing panel. At that time both parties will be advised of their rights to appeal the decision and the process and grounds for such appeal. Throughout the investigation and after its conclusion, Union College will do its best to offer care to all persons affected by any type of sexual assault.

important info



"Information is the currency of democracy."

- Thomas Jefferson



Union College Student Government Association

Constitution and By-Laws

Preamble:

We the Student Government of Union College herein establish the Constitution of the Student Government Association of Union College wherein is defined the vision, authority, range, and ideological foundation for this organization. The mission of the Union College Student Government is to represent the student opinion and voice to the faculty, staff, administration, and each other while fully understanding the importance representing student welfare on and off campus.

Article I:

Name of Organization

Section 1. Naming

- i. The name of the Student Government shall be the Union College Student Government Association.

Article II: Purpose

Section 1. Purpose

- i. The Student Government Association Constitution and Bylaws direct the purpose, planning, decisions, and activities of student governance. The language and spirit of this document must be in harmony and in compliance with the Union College Mission, Core Values, and Strategic Vision Statements. It must also be compliant with the content of the student handbook and the Catalog for the year of the same date.

ii. Student Government Association is the representative, deliberative, and consultative voice for all current Union College Students. All Current full-time, undergraduate students, which shall be defined as those enrolled in 12 or more credit hours per semester, shall have one vote on all matters requiring a popular polling of the student body.

Section 3. Funding

i. Funding for Student Government Association is provided through the Student Activity Fee of \$100.00 per semester per full time student, of which 50 percent goes to the Campus Activities Board.

Article III: Meetings

Section 1. Meetings

i. The Student Government Association shall meet no less than three times a month during the academic semester.

ii. The President of the Student Government Association will serve as the chairman of the meetings.

iii. The Student Government will operate meetings under the guidelines of Roberts Rules of Order. This will be by reserving the right to remove any person from such meeting who does not present him or herself in a controlled decorum.

iv. Full meetings of the Student Government Association are open to the public, defined as any full time student, and will be posted at minimum a week in advance by the Vice President for Public Relations.

v. Cancellation of any meeting will be done so with a minimum of 24 hours' notice by the Vice President for Public Relations, with the exception of a weather related campus closing coming the day of a meeting.

Section 2. Fund Request

i. In the case of fund requests, a representative of the group requesting funds is asked to present the case of the group for consideration of the Student Government Association. Upon completion of a presentation, a question and answer session may take place to resolve questions of the Executive Committee or from general students present. After this time; the representative shall be excused, so that the membership of the Executive Committee may vote. The party requesting funds will then be notified within 48 hours of the decision of the counsel.

Section 3. Quorum

- i. A minimum of 50 percent of the Executive Committee plus one will be required to be present at a meeting in order for a quorum to be present.

Section 4. Majority Vote

- i. Before a vote can be taken, a quorum must be met. Once the quorum is met, 50 percent of the voting membership plus one must be present to declare a decision valid.

Article IV: Officers

Section 1. Officers

- i. The officers of the Student Government Association shall be the president, executive vice president for student development, vice president for business affairs, vice president for academic affairs, vice president for athletics, and vice president for public relations.
- ii. The President of the Student Government Association has no voting privileges, with the exception being in a tie amongst a quorum of voting members where the President would serve as the tiebreaker.
- iii. All Vice Presidents of the Student Government association bear full voting privileges.

Section 2. Officer Responsibilities

- i. President
 - a. Shall meet with the Student Government Association Advisor weekly to collaborate on current issues.
 - b. Shall lead the officers the successful creation and completion of goals and initiatives for the elected term.
 - c. Shall support, direct, and oversee the efforts of the officers of the Student Government Association.
 - d. Shall lead in creating a leadership-training program for the officers of the Student Government Association to be completed prior to the beginning of the academic calendar year.
 - e. Shall collaborate with the College President in creating and sustaining a working relationship with the President's Cabinet and the Student Associate Trustees.
 - f. Student Associate Trustees will meet with the Student Government Association President and President of the college on all matters pertaining to the Student Government Association.
 - g. Shall administer the requirements of this constitution, leading in reviews and refinements, as necessary, to this document.
 - h. Shall examine this document with the officers during the first meeting of a collegiate year to ensure proper use.
 - i. Shall provide or delegate leadership and representation as may be required at special events which may include but are not limited to new-student orientations, special convocations, Board of Trustee meetings, and travel/appearances for the college.
 - j. Shall staff and manage the Student Government Association office and the service that office provides to the student body.

- k. Shall develop agendas for all general session meetings and coordinate with the Vice President for Public Relations to publish those before the meetings.
- l. Shall develop agendas for Executive Committee meetings for the Student Government Association officers' use.
- m. Shall work for greater communication between the students, faculty and administration.
- n. Shall preside as chairman over the Executive Committee meetings.
- o. Shall maintain day-to-day operations of the Student Government Association. ii.

Executive Vice President for Student Development

- a. Shall serve the Executive vice president of the Student Government Association and assume the duties of the president in his/her absence and/or the office of the president in the event it is vacated.
- b. Shall advise and inform the Student Government Association on matters relating to the overall life and general welfare of the undergraduate student body.
- c. Shall collaborate with the Vice President of Student Development once a month in creating and sustaining areas of student life including but not limited to campus activities, student health services, campus center services, food services, campus housing and programming, intramural/wellness programming, and programming for new-students.
- d. Shall be responsible for enforcement of guidelines set forth through The Union College Student Clubs and Organizations Handbook of all Clubs and Organizations on campus, and act as the liaison between the Clubs and Organizations and the Student Government Association.
- e. Shall collaborate with the Vice President for Business Affairs to insure that clubs and organizations receive funding and other resources in support of planned events.
- f. Shall report information concerning Campus Activities Board to the Student Government Association.
- g. Shall meet with Campus Activities Board director within the first two weeks of the beginning of each semester, and subsequently once a month with the Student Assistant for the Campus Activities Board following this up with a report to the Executive Committee.
- h. Shall hold a monthly open student forum in preservation of the student voice on campus.

iii. Vice President for Business Affairs

- a. Shall lead in preparing a budget for the Student Government Association, to be presented to the Executive committee within two weeks after the Add/Drop date.
- b. Shall work collaboratively with the college's Vice-President for Business Services in managing the business and finances for Student Government Association.
- c. Shall work collaboratively with the Union College Vice President for Advancement in maintenance and perpetual care of the Student Government Association's campus projects.
- d. Shall bring a weekly report of current financial information to the Executive Committee meetings.
- e. Shall collaborate with the College's Vice-President for Business Services in producing an audit of Student Government Association funds at the close of each semester.
- f. Shall disburse funds as per Student Government Association approval, keeping a proper documentation record, reconciling all disbursements, and prepare procedural information on fund management and in compliance with the constitution of the Student Government Association.

- g. Shall monitor Student Government Association costs of operation and recommend controls as needed.
 - h. Shall be responsible for recording minutes of the general session meetings and through collaboration with the Vice President for Public Relations distributing the minutes of general session meetings to the student body.
 - i. Shall be responsible recording minutes of Executive Committee meetings for limited distribution to the Executive Committee.
- iv. Vice President for Athletics
 - a. Shall collaborate in discussions and programming related to collegiate athletics.
 - b. Shall meet with the Athletic Director within the first two weeks of school and discuss semester plans
 - c. Shall receive grievances from student-athletes and report them to the Athletic Director
 - d. Shall serve as an ex-officio member of the Student Athletic Advisory Committee.
 - e. Shall collaborate with the Sports Information Director and Vice President for Public Relations in the encouragement of student support of all Athletic events.
 - f. Shall provide a report of the position and its actions each month in correspondence with the rest of the Student Government Association officers.
- v. Vice President for Academic Affairs
 - a. Shall collaborate with the Vice President for Academic Affairs at the minimum once a semester.
 - b. Shall host a monthly student forum on critical issues including but not limited to design of the academic weekly schedule, academic due process, academic integrity, internship/externship/cooperative programming, grade inflation, and academic traditions.
 - c. Shall provide a report of the student forum meeting each month in correspondence with the rest of the Student Government Association officers during a General Session meeting.
 - d. Shall maintain the right to attend APC meetings once a month with the Vice President for Academic Affairs.
 - e. Shall work in collaboration with the Union College Retention Committee.
 - f. Shall keep updated and report upon all changes in academic policy.
- vi. Vice President for Public Relations
 - a. Shall be responsible for all publicity of the Student Government Association including but not limited to events, managing the My Union Student Government Association group page, social network accounts, posters, and electronic media.
 - b. Shall collaborate with each Student Government Association officer in promoting and advertising for his or her individual offices.
 - c. Shall collaborate at least twice a month with the director of college communications.
 - d. Shall submit a list of all Student Government Association events and activities for the master calendar.
 - e. Shall collaborate with all Student Government Association officers on all official Student Government Association statements, speeches, and Public Relations activities.
 - f. Shall collaborate with the Dean of Student Development in promoting and conducting fair and proper elections for office.

Section 3. Officer Qualifications

- i. The candidate must be a current full-time undergraduate student during the semester of candidacy and elected term of service.
- ii. The candidate is required to submit an application, resume, and an essay of not more than 250 words, describing that person's interest, reasoning, and/or passion for running, and qualifications for that position.
- iii. The candidate must have a cumulative GPA of 2.5 or higher at the time of the election and maintain this requirement throughout the elected term of service.
- iv. Candidates seeking the offices of President, Executive Vice President for Student Development, and Vice President for Business Services, or Vice President for Public Relations a requirement of 64 completed coursework hours is imposed, by the close of the semester of the election. The remaining positions require 24 completed hours coursework, also by the close of the semester of the elections.
- v. Candidates interested in the offices of President or Executive Vice President for Student Development is advised that they cannot hold offices of leadership in other campus clubs.
- vi. Candidates interested in serving as the President of the Student Government Association must have served a previous tenure as a representative of or office directly relating to the Student Government Association.
- vii. Candidates interested in serving as Vice President for Athletics must be a current member of an athletic team, manager of an athletic team, or athletic training major.
- viii. Candidates interested in the office of Vice President for Business affairs must be a Business or Accounting major.
- ix. Candidates interested in the office of Vice President for Athletics must be an athlete, athletic training major, or manager for a varsity sports team.
- x. All candidates must be available to serve and attend regular Student Government Association meetings throughout the fall and spring semesters of the elected term of service, as well as summer orientation functions, fall welcome activities and regularly scheduled training and enrichment programs.

Section 4. Election of Officers

- i. The election of officers shall be completed by April 1 of each year.
 - ii. Each candidate's application and other required documents necessary to run for office are posted a minimum of one week ahead of the election.
 - iii. The time and place of voting shall be publicized to the student body a minimum of one full week prior to the election.
 - iv. A simple majority in each race shall determine the winner.
 - v. On the day(s) of polling, candidates are not permitted to administrate the polls, and are not allowed to campaign inside the building of polling that day.
- ### Section 5. Removal of Officers
- i. In the case that a Vice President is found to be negligent in the completion of their duties, a process of impeaching that officer is herein established.
 - ii. The President shall inform the Dean of Student Development, as well as the corresponding elected official, providing each with a copy of an official report. In cases of presidential negligence a Student Associate Trustee will draft the report.
 - iii. A vote of impeachment of a Vice President shall then be taken in a meeting of the Executive Committee, by a vote among the officers. A vote of absolute majority is required of the officers to remove the person.

- iv. If the vote passes, establishment of voting procedure will take place to fill the vacancy for the duration of the remaining office days. The election of a replacement should take place within two weeks of an impeachment.
- v. Provisional powers are given to the President of Student Government Association to appoint another officer to the position on a temporary basis, for the preservation of order.
- vi. In the case of a President impeachment a petition with 50 signatures of current undergraduate students in good standing will warrant a vote of impeachment, a special election will be held, and a simple majority of voting students will be required to pass the vote of impeachment.
- vii. In the case of Presidential Impeachment any student in good standing can petition for the President's removal to either the Student Government Association Vice President of Student Development, the college's Vice President for Student Development, or the President of the College. Upon hearing the complaint, a simple majority of voting students is necessary to remove the Student Government Association President from office.
- viii. In the case that the President is impeached, the Executive Vice President for Student Development will assume the role of President. Establishment of voting procedure will take place to fill the vacancy for the duration of the remaining office days. The election of a replacement should take place within two weeks of an impeachment.
- ix. A general attendance requirement is imposed on all elected officers. The Student Government Association President shall oversee the attendance. In the case of unexcused absence from regularly scheduled Student Government Association functions, the officer will first receive a verbal warning, followed at the next instance with a written warning, followed at the next instance with a month's stipend docked, and in the case of a fourth instance, the officer will be removed from office and barred for running for that position again all of which will be enforced by the Advisor and President.

Article V: Advisor

Section 1. Advisor

- i. The Union College Vice President for Student Development will be the advisor to the Union College Student Government Association.

Section 2. Advisor's Duties

- ii. The advisor shall work closely with the organization in coordinating activities to insure that they are conducted in compliance with Union College policies.

Article VI: Committees

Section 1. Executive Committee

- i. Duties of Executive Committee are inclusive of the following, but not limited to those listed.

- ii. The Executive Committee is responsible for providing the campus community with updated information regarding membership, contact numbers, meeting schedules, open positions, election information and other information that may be deemed important.
- iii. Responsibilities may be redistributed in part to respond to changes that Student Government Association may face each year.
- iv. All positions include ombudsman roles in campus life.
- v. Each Executive Committee Member has the collegiate duty of keeping other members well informed on issues and projects they are involved with.
- vi. If structure warrants consideration of an additional officer, the Executive Committee shall have the right to propose a process for appointing or electing such an officer to the executive Committee. The proposal would pass with a majority vote of the Executive Committee and approval from the Vice President Student Development.
- vii. The Executive Committee of the Student Government Association shall consist of the six elected officers and the two Student Associate Trustees. A financial stipend is provided to each of these positions, except the Student Associate Trustees, which is to be directly drawn from the Student Government Association budget. Stipends, as they are listed, reflect the amount for a year of service. A majority Executive Committee Vote and approval from the Vice President of Student Development can modify stipends.
 - a. President \$1,300
 - b. Executive Vice President for Student Development \$1,100
 - c. Vice President for Business Affairs \$1,000
 - d. Vice President for Academic Affairs \$1,000
 - e. Vice President for Athletics \$1,000
 - f. Vice President for Public Relations \$1,000

Section 2. Ad-hoc Committees

- i. The President or Vice Presidents of the Student Government Association and Student Associate Trustees reserve the right to create or remove any ad-hoc committee to assist in the successful creation and/or completion of any goals of the Student Government Association.

Article VII: Student Associate Trustee

Section 1. Student Trustee

- i. At minimum one member of the Student Government Association will be required to be a Student Associate Trustee of Union College.
- ii. In the case that one Student Associate Trustee is not an officer of the Student Government Association they will be required to attend all Student Government Association meetings to remain better informed of the state of campus and the student body.
- iii. The Student Associate Trustees answer directly to the President of Union College and the Board of Trustees.
- iv. Shall be members of the Executive Committee of the Student Government Association.

Section 2. Student Development Committee

- i. It will also required here within that each officer of the Executive Committee of the Student Government Association will be required to attend the Union College Board of Trustees Student Development Committee meeting held during the fall and spring board sessions.

Article VIII: Amendments

Section 1. Policy and Procedure Amendments

- i. Any student or officer may draft and suggest an amendment be made to the constitution.
 - a. Following the presentation of a change a majority vote of the Executive Committee or a petition signed by 50 full time current undergraduate students and approval from the college's Vice President for Student Development is required to gain further action.
 - b. If a majority is attained the amendment must be posted in a public area, placed on the general session meeting agenda, and available to any student wishing to review it for a period of two weeks.
 - c. At the end of the two-week period a majority of the students participating in a special vote rules in approving or denying the change.

Section 2. Revision and Ratification

- i. This constitution having been approved by the Student Government Association will take effect July 1, 2012.
- ii. This current version of the constitution will remain valid through the 2014-2015 academic year, expiring June 30, 2015 during which it will be required that this document be revised for another three year period.
 - a. Ratification of the revised constitution will be by a majority vote of the voting students in a special addition to the 2015-2016-officer election ballot.
 - b. Revisions are required to be publically posted for a two-week period prior to the election in 2015.
- iii. Any revision to correct grammar must be presented in a general session Student Government Association meeting for a period of two weeks.

Article IX: Finance

Section 1. Funding

- i. Funding for the Student Government Association is set forth in Article II, Section 3, sub-section i in the constitution.

Section 2. Fund Request

- i. The process for any active Union College Club or Organization, as defined in the Union College Club and Organization handbook, is set forth Article III, Section 2, subsection i.
- ii. Under no circumstances are Student Government Association funds to be given to an individual, however the officers of the Student Government Association may assist the individual in receiving monies from departmental budgets elsewhere on campus.

Section 3. Officer Stipends

i. The stipend amounts for each office are detailed in Article VI, Section 1, and sub-section vii of this document.

Section 4. Budget

i. The rough budget for the Student Government Association will be set forth for the validity of this document here within.

ii. The budgeted percentages detailed here reflect the monies the Student Government Association possesses after 50 percent of the Student Activities fee has been removed as well as the Executive Committee stipends, detailed in Article VI, Section 1, and sub-section vii.

a. 40 percent of the Student Government Associations semester budget will be set aside solely for the use of Clubs and Organizations. These uses include but are not limited to: fund requests, new club or organization start-up money, and academic year startup money.

b. 10 percent of the Student Government Association semester budget will go towards community service. The distributions of these funds falls to the discretion of the Executive Committee, but are to be used as donations or gifts in kind to charitable organizations or events.

c. 5 percent of the Student Government Association semester budget will go towards funding the Union College Spring Formal. This event is the closing event of the academic year for the student body, in appreciation to the student body and celebration for the completion of another academic year.

d. 30 percent of the Student Government Association semester budget will be set aside for Special projects. The use of this money also falls to the discretion of the Executive committee, the use of this money is intended for but not limited to; the furthering of improvements upon existing Student Government Association as well as creating new campus improvement projects sponsored by the Student Government Association.

e. 15 percent for a Student Government Association discretionary fund.

i. The Student Government Association discretionary fund will be monies set aside for miscellaneous use during the semester. The use of this fund may include but is not limited to; hospitality items for Student Government Association meetings, promotional items provided by the Student Government Association, and any roll over money to assist in the following years Executive Committee funding a leadership retreat and beginning of the year activities.

ii. 1 percent of this discretionary fund will be available to each of the Executive Committee officers to use, pending majority committee approval, for any special projects or events they feel inclined to support through their elected office.

iii. The public release of any dollar amount spent by the Student Government Association is left to a unanimous vote of the Student Government Association and approval of the Student Government Association advisor.

iv. Any change to this format must be voted to change by a two thirds vote of the Executive Committee, remains on the meeting agenda for two regularly scheduled meetings, and then voted to adopt by a majority of the Executive Committee and approved by the Student Government Association advisor.

Section 5. Transfer of Funds

- i. The transfer of funds from the Student Government Association must be approved by a majority vote of the Executive committee, followed by documentation signed by the Vice President for Business Affairs, President, and advisor for Student Government Association.
- ii. A Union College credit card will be kept in the Office for Student Development for the explicit use of the Student Government Association, following funding regulations set forth within this document.

Article X: Clubs and Organizations

Section 1. Policy and Procedure

- i. The Union College Club and Organization Handbook are the officially recognized policy and procedure manual recognized by the Student Government Association. Thus it will remain as an extension of the policies and procedures set forth here within this document and will require the same expiration, revision, and amendment procedures as set forth for the Student Government Association constitution.
- ii. Any Club or Organization wishing to operate in association with Union College will be required to follow the guidelines set forth by this governing body in the Union College Club and Organization Handbook.

Section 2. Funding

- i. Any Union College Club or Organization wishing to seek funding from the Student Government Association must be found to be operating under the policy and procedures set forth in the Union College Club and Organization Handbook garnering the status of active, as defined in the handbook.
- ii. Failure to operate in this manner will result in the Student Government Association reserving the right to refuse funding to said club or organization.
- iii. A representative from each active club must be present at one hundred percent of the Student Government Associations Clubs and Organizations meetings to be eligible to receive funding.

Section 3. Liaison

- i. As previously stated in Article IV, Section 2, sub-section ii, sub-section f, the Executive Vice President for Student Development shall serve as the enforcing body on the Executive Committee for regulation of all clubs and organizations as well as the liaison between those groups and the Student Government Association.

Clubs and Organizations Handbook



Clubs and Organization Guide

Categories of Clubs and Organizations: Below is a system to help identify the purpose/goal of each club / organization.

- Academic: groups associated with a particular major or subject area, membership is by invitation only.
- Activity: variety of groups assembled to pursue a particular interest.
- Admissions: groups assembled for the purpose of assisting the Admissions department with recruiting and welcoming new students to Union College.
- Curriculum: groups associated with a specific department, major, or subject area, membership is open to all those interested.
- Religious/Spiritual: groups affiliate with a particular belief system or denomination.
- Service/social action: groups interested in providing service to the community at-large and bringing awareness to a particular issue and providing opportunities for social interaction based on similar interests.
- Student Government Association: governing council of the student body.
- Student Media: student-run, student-based, media with formats ranging from the newspaper, World Wide Web, television, radio, and yearbook.

Privileges of Union College Clubs:

1. The club's name will be listed in Club/Organizations Resource Guide and on the official roster of registered clubs and organizations.
2. The club may be assigned a club mailbox in the Student Leadership Office.
3. The club may participate in the annual Club Fair.
4. The club will be included in the organizations sections of the yearbook.
5. The club may reserve certain campus facilities.
6. The club may use the College's name in the title of the organization.
7. The club may use the College's name in the advertising of an event being sponsored by the club.
8. The club may request funds from Student Government Association.
9. The club may sponsor events for the entire campus and use the resources available.
10. Active Clubs will have the ability to apply for funding from the Student Government Association during a window set forth at the beginning of each semester by the Student Government Association Officers.
11. Active Clubs will have the ability to receive yearly start-up money from the Student Government Association.

Privileges of Organizations:

1. The organization's name will be listed in Club/Organizations Resource Guide and on the official roster of registered clubs and organizations.
2. The organization may be assigned a club mailbox in the Student Leadership Office.
3. The organization may participate in the annual Club Fair.
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7. The organization may use the College's name in the advertising of an event being sponsored by the organization.
8. The organization may request funds from Student Government Association.
9. The organization may sponsor events for the entire campus and use the resources available.
10. Active organizations will have the ability to apply for funding from the Student Government Association during a window set forth at the beginning of each semester by the Student Government Association Officers.
11. Active organizations will have the ability to receive start up money from the Student Government Association.

Responsibilities of Clubs and Organizations:

1. Conduct all activities in compliance with college policies and procedures. Any policies applying to individuals also apply to recognized student clubs and organizations

2. Annually submit to the Student Government Association and Student Development Office a list of officers with their name and telephone number and an advisor by midterm of the fall semester as well as an updated roster of active members
3. Obtain approval from the appropriate agents (advisor and/or Coordinator of Student Activities) for all club-sponsored events.
4. Clubs should submit for review annually any changes or amendments to the club's constitution to the Student Government Association and Office of Student Development.
5. Organizations should maintain and submit a copy of its national charter and constitution if part of a nationally recognized organization.
6. Clubs and organizations will also be responsible for submitting a revised constitution to the Student Government Association and Office of Student Development yearly to maintain active status by midterm of the fall semester.
7. Clubs and organizations will be required to have a representative present at The Student Government Association's first meeting of the month which will be specifically set aside for the clubs and organizations on campus.
8. Any organization seeking to establish a chapter of a nationally recognized organization at Union College must be approved by the national organization before seeking approval from The Student Government Association to operate on campus.
9. Information deemed necessary in this document by the Student Government Association should be submitted by the President of the club or organization rather than the advisor.
10. All student clubs and organizations must have an advisor who is a full time or adjunct faculty or staff member at Union College. Clubs and organizations are responsible for the recruitment and selection of their advisor. The advisor's name, campus address and phone number must be listed with the Coordinator of Student Activities and Student Government Association Executive Vice President for Student Development. If a change in advisor occurs during the year, the organization must revise the Club registration form that is on file.
 - a. Club advisors are encouraged to attend club meetings and club-sponsored events, provide training for officers and help ensure a smooth transition when new officers
 - b. The advisors are encouraged to maintain a file of financial reports, minutes, club constitution and other official matters to ensure that this information will be available to new officers from year to year. In the event that a new advisor is appointed, this file should be given to the new advisor.

c. The advisor's signature should be included along with that of one or more officers of the club for all accounts established by the organization.

d. Advisors are expected to work closely with their club or organization in coordinating club activities to enhance the quality of the program and the leadership and membership skills of the club participants.

Regulation:

1. Failure of any Union College club to follow the guidelines set forth in the entirety of this document will be disbanded by the Student Government Association and prevent from operating on or associated with Union College.

a. In this instance it is the right of the Student Government Association Executive Vice President for Student Development to call for a hearing of the club.

i. Both the President and Advisor to the club will be required to be in attendance at the meeting. The Student Government Association Advisor will be present as well.

ii. Action taken from this hearing will be resolved by the Student Government Association and include but are not limited to the suspension of a club for a given time frame, removal of leadership of a club, or recommendation for the case to be passed on to the Student Disciplinary Board. These actions will be validated by a majority vote of the Executive Committee of the Student Government Association, which will rule in this hearing and for the purpose of the hearing be chaired by the Executive Vice President for Student Development.

2. Failure of any organization to follow the guidelines set forth in the entirety of this document will result in the action of the Student Government using its right to withhold funding or formal recognition of any such organization until it returns into compliance with the policy and procedure of this handbook.

3. Failure of any club or organization to maintain an active membership of at least 80 percent students will fail to meet active status qualification.

4. Clubs or organizations that do not submit a list of officers and advisor name by the deadline will be issued a notice of impending removal of active status. This notice will be sent to the last listed officer and advisor. Two weeks from the date the notice is mailed will be allowed for a response before the organization becomes inactive.

a. Inactive status is defined as a club or organization, which has failed to meet its obligations, set forth in this document, or which has not maintained regular activities during any given year. This status also warrants the right of the Student Government Association to withhold any funding from the club or organization.

b. Active status is defined as any club or organization, which is operating in full compliance with this document in its entirety and is eligible to receive funding from the Student Government Association.

OPERATIONS

First Month of the Semester “To Do” List for Clubs and Organizations:

1. Complete and submit a Club and Organization Registration form. (Schedule elections if necessary)
2. Make contact with the Student Government Association Executive Vice President for Student Development..
3. Register for Club Fair.
4. Make a contact with Faculty/Staff advisor.
5. Establish time and reserve space for meetings on campus.
6. Advertise meeting time and place during Club Fair.
7. Check the club mailbox in the Student Leader Office, located downstairs in the Patridge Campus Center.
8. Make a contact with the membership.
9. Review the organization’s constitution.
10. Advertise meeting time and place during Club Fair.

CLUB FAIR

All clubs and organizations are required to participate in the annual Club Fair that is held at the beginning of each semester. The Fair is designed to give Union College clubs and organizations an opportunity to present displays and information to students concerning club activities and to recruit new members. Only Union College recognized organizations that are registered with the Student Government Association and the Student Development Office can participate.

How To Register? An e-mail requesting a table at the Club Fair must be sent to both the Student Government Association Executive Vice President for Student Development and the Office of the Coordinator of Student Life. To register for Club Fair, the club/organization must first submit a Club Fair registration form. The form asks for the following information: President’s name, E-mail, mailing addresses, phone number, and advisor contact information.

Once a registration form is completed, the student organization is assigned a table in the Patridge Campus Center for the day of Club Fair. Student organizations may request certain accommodations (i.e. electricity, specific location); however, request are not guaranteed. Tables for the Club Fair are assigned by the Coordinator for Student Life.

How to Begin A New Student Organization

Step #1 – Contact the Student Government Association Executive Vice President for Student Development

- Make an appointment with the Student Government Association Executive Vice President for Student Development. Through consultation, you will be provided appropriate information regarding your group. You will receive a “How to Kit” that walks you through the beginning stages. The Student Government Association and the Faculty must approve all new clubs/organizations before they become an official club/organization. This process could take up to a semester.
- In order to be first approved by Student Government Association, student organizations must have at least five full time undergraduate student members, officers such as president, vice president, secretary, and treasurer (or a similar leadership structure), and have an advisor who is a current fulltime or adjunct faculty/staff member at Union College.

Step #2 – Constitution

- All clubs and organizations must maintain on file in the Coordinator of Student Activities office and with the Student Government Association Executive Vice President for Student Development a current and accurate copy of their constitution. Constitutions must be reviewed and updated at least every year.

Step #3 – Student Government Association

- All potential clubs and organizations will then be required to present their constitution, membership, officer, and advisor list to the Student Government Association in order to receive probationary standing.

Step #4 – Probationary Standing

- If approved by the Student Government Association the club or organization will be granted a 30-day period in which the club will be required to hold 3 general interest meetings at the end of which the President of the club will be required to present minutes from these meetings before the Student Government Association in order to gain final approval to go before the faculty.
- Clubs seeking to return to active status whether off of probation or coming out of a period of disinterest or inactivity will regain active status at this point, only new clubs will need to be presented before the faculty.

Step #5- Submit for approval through Faculty

- Once a constitution has been written, supportive student members have conducted at least three general interest meetings, and final approval has been granted from the Student Government Association your organization will begin the formal process of being voted upon by the Faculty.

Constitutional Guidelines

All constitutions (or by-laws) must address specific topics. While they do not have to follow this outline exactly, the following is a format that can and should be used. The following statements under each section must be included:

Article I: Name of Organization

Name of Organization and National Affiliate (if applicable): If the organization has a National affiliate, copies of their by-laws and constitution must be presented for review and to be added to your group's folder.

Article II: Purpose

The purpose should state why the organization exists and specifically state the objectives (without listing specific activities) of the organization. The activities of the organization must relate to the purpose.

Article III: Membership

Section 1. General Requirements

A statement defining who is eligible for membership must be included. Membership can be open to all UC students, faculty, and staff; however the organization is free to decide, what they believe and who may be part of their organization.

Section 2. Categories of Membership

The types of membership (active, inactive, Alumni, honorary, etc.) in use must be listed. Voting membership of recognized campus shall consist only of matriculated students, faculty and staff of this institution. A majority of the voting members must be students.

Nonvoting membership, if any, must be comprised of the following categories:

1. Inactive members – persons who have been but no longer are, voting members of the organization, for reason as defined by the organization's constitution and/or by-laws.
2. Alumni of the organization who are no longer enrolled at Union College.
3. Special members – a limited number of persons who qualify for membership according to specifically stated criteria established for special membership. Criteria for special membership must be sufficiently specific and appropriate to meet with the approval of Student Government Association.

Section 3. Qualification and Privileges

The qualifications and privileges (e.g., voting and non-voting) of each membership category must be included. Statement must be made that the majority of voting members must be students.

Section 4. Selection Process

The selection process must be listed for each type of membership.

Section 5, Removal procedures

The reasons for removal and process must be listed for the membership.

Article IV: Meetings

Section 4. Selection Process

The selection process must be listed for each type of membership.

Section 5, Removal procedures

The reasons for removal and process must be listed for the membership.

Article IV: Meetings

Section 1. The number of meetings (e.g., per month/semester/year) should be listed.

Section 3. Quorum defined – A quorum is the minimum number of members who have to be at a meeting for the group’s business to be legally conducted. A quorum is generally either the average attendance at the meetings or the largest number of members who can be depended on to attend regular meetings.

Section 4. Majority defined – For most organizations, decisions are brought to the membership for a vote. Before a vote can be taken, a quorum must be met. Once the quorum is met, most groups use a simple majority (50% + 1) to declare a decision valid.

Article V: Dues(optional)

Section 1. How dues will be decided and who will be involved in the decision. It is best not to specify the exact amount of dues, but rather explain how the dues will be calculated.

Section 2. When dues will be collected, who will collect the dues, and the checks and balances system.

Article VI: Officers

Section 1. List of the officers (President, Vice-President, Secretary, Treasurer, etc.) must be listed and their specific duties and responsibilities must be stated.

Section 2. All qualifications for holding an office must be stated, including the statement “Only full-time students (12 semester hours) may serve as officers.”

Section 3. Duties of each officer explained.

Section 4. A specific method of election must be explained. Include the term/year of election, length of service, and month of officer transition. Transition is recommended for mid-semester which allows the new and old officers an opportunity to work together for a brief period of time.

Section 5. A statement explaining the reasons for removal of an officer and the specific procedure must be included.

Article VII: Advisor

Section 1. A statement requiring the designation of a faculty or staff advisor(s) from Union College must be included. The advisor must be a current fulltime or adjunct faculty or staff member at Union College.

Section 2. The advisor's duties must be stated. The following statement must be included: "The advisor shall work closely with the organizations in coordinating activities to insure that they are conducted in compliance with Union College policies."

Section 3. A specific method of election must be explained.

Section 4. A statement explaining the reasons for removal of an advisor and the specific procedure must be explained.

Article VIII: Committees (optional) Section 1. Executive Committee

Some organizations require meetings of officers, and advisor(s), and certain representatives for executive sessions. If this is applicable, the membership, a quorum, and specific responsibilities must be listed.

Section 2. Standing Committees

Many organizations establish regular standing committees to handle needs such as membership, publicity and social events. These committees are lead by one Executive Board member and consist of active members.

Section 3. Special Events Committees

These committees are formed and dissolved as a specific need is addressed. Once the project is complete the Special Events Committee is dissolved.

Article IX: Responsibilities

The following statement must be included: "The organization will adhere to the College policies."

Article X: Amendments

Section 1. A statement listing the specified proposal requirements for amendments must be listed. Be sure to list the exact steps for amendment presentation and the number of votes needed for a proposal to be considered.

Section 2. The statement must be included that, "Any revisions to the constitution and/or by-laws must be approved by the Student Government Association."

Conduct Procedures

If an organization is alleged to have violated the Standards of Student Conduct, they will be referred to the Coordinator of Student Conduct, following an investigation and hearing by the Student Government Association. The Coordinator of Student Conduct will generally follow the procedures listed below; however, the procedures can be amended if it is deemed appropriate. All findings and sanctions made by Coordinator of Student Conduct and/or the Student Conduct Boards are recommendations to the Dean for Students who has final approval of all decisions made in the organizational conduct process. The Dean for Students may take administrative action and bypass the listed procedures if necessary to take necessary and appropriate action to protect the safety and the well being of the campus community and its members.

Procedures for Handling Conduct Charges for Violations of the Standards of Student Conduct.

1. Any individual may refer an organization to the Office of the Dean for Students for Conduct charges. Conduct referrals generally will be delivered to the appropriate office within 10 College business days after identification.
2. Upon the receipt of a Conduct Referral, the Coordinator for Student Conduct will determine if sufficient evidence is present for charges to be filed against the alleged organization. If charges are filed, then the alleged organization's president, faculty advisor, and/or chapter advisor will typically be delivered the charges within 15 College class days of the alleged organization being identified, or completion of the investigation.
3. Procedures for Resolving Conduct Charges for Violations of the Standards of Student Conduct.
4. Case Resolution: The Coordinator of Student Conduct may offer an alleged organization a case resolution. The Coordinator of Student Conduct will assign the sanction(s). If the alleged organization does not agree with the sanction(s) they may request that the Dean for Students, review the sanction(s) to determine appropriateness. Requests for review of sanction(s) must be delivered in writing to the Dean for Students Office with 48 hours of being assigned the sanction(s) or by 9:00 am on the next College business day if the deadline falls on a weekend.
 - a. If an alleged organization accepts responsibility for the alleged offense then the Coordinator of Student Conduct will assign the sanction(s). If the alleged organization does not agree with the sanction(s) they may request that the Dean for Students, review the sanction(s) to determine appropriateness. Request for review of sanction(s) must be delivered in writing to the Dean for Students office with 48 hours of being assigned the sanction(s) or by 9:00 am on the next College business day if the deadline falls on a weekend.
 - b. If the alleged organization does not accept responsibility for the alleged offense a Conduct Hearing will then be conducted to determine if the alleged organization is in violation and if so to determine the sanction(s).
5. Conduct Hearing: If an alleged organization rejects or does not attend the Case Resolution or if the Coordinator of Student Conduct does not feel that a Case Resolution is appropriate then a Conduct Hearing will be convened. The Coordinator of Student Conduct will determine if the Conduct Hearing is dealt with as an administrative hearing or a conduct hearing. The same procedure will be followed for a club as for a student.

a. Sanctions: All sanctions are recommendations to the Dean for Students. If found responsible, the following sanctions may be instituted:

- b. Censure or Warning
- c. An educational or service task
- d. Restitution
- e. Removal of privileges of facility usage
- f. Conduct probations. Conduct probation indicates that further violations of college regulations may result in more serious actions. Conduct probation cannot exceed a period of 32 weeks.
- g. Prohibit or place restrictions on activities.

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- d. Restitution
- e. Removal of privileges of facility usage
- f. Conduct probations. Conduct probation indicates that further violations of college regulations may result in more serious actions. Conduct probation cannot exceed a period of 32 weeks.
- g. Prohibit or place restrictions on activities.
- h. Removal of individual membership in the organization.
- i. Suspension of organizational status for a specific period of time
- j. Revocation of organizational status.
- k. Social Suspension. Social suspension indicates that a student can not participate in co-curricular activities. This includes athletic events.

6. Appeals:

- a. An organization found responsible for a violation of college policy during a Conduct Hearing may request an appeal for one of the following reasons:
 - i. Insufficient evidence that a policy was violated.
 - ii. A procedural error in resolving the case.
 - iii. Sanction inappropriate for the circumstances of the violation.
- b. An appeal to the Dean for Students must be made in writing within 72 hours, of receipt of the original written decision, or by 9:00 am on the next College business day if the deadline falls on a weekend. Typically a decision will be rendered within five to ten College Business days, unless the sanction includes suspension, removal of members or revocation of status. After review, the Dean for Students may:
 - i. Affirm the finding(s) of the original hearing authority;
 - ii. Reverse finding(s) of the original hearing authority;
 - iii. Alter the sanctions(s) of the original hearing authority;
 - iv. Refer the case to an appeal hearing.

The Office of the Dean for Students is the final authority in defining and interpreting the Standards of Student Conduct and conduct procedures for both organizations and individuals. The decision of the Dean for Students or designee in all organizational conduct matters is the final decision for the College.

1. Advisor's Role in the Hearing Process

- a. Attend the Initial Meeting and or Notification of the Charges meeting with the Organization's president and the Coordinator of Student Conduct.
- b. Observe or advise the Organization's president in the Hearing.
- c. Assist and Support the Organization through out the Conduct Process
- d. Ask questions of all involved to make sure that the Organization understands the process, the charges, and the ramifications of sanctions.

STATEMENT ON HAZING

Hazing or allowing hazing, by any organization or by any individual on behalf of an organization or group of an individual, organization or visitor within the Union College Community, is a violation of the Student Conduct Code.

Hazing, encouraging, facilitation or allowing hazing, by any organization or by any individual on behalf of an organization or group (recognized or not recognized by the college), of an individual, organization, or visitor within the Union College community is prohibited. Hazing is any action or dangerous, demeaning, humiliating, ridiculing, or degrading activities, regardless of intent or consent of the participant(s), by a group(s) or a member of a group(s) on an individual as part of membership or as part of initiation is a violation of the Student Conduct Code.

Any individual or organization found responsible for a hazing violation is subject to sanctioning as stated in the Student Conduct Code. This includes, but is not limited to suspension of an individual or organization, removal of specific members of the organization and/or revocation of organizational status.

Statement on Discrimination

The Union College Student Government Association does not discriminate against any person on the basis of race, religion, color, gender, sexual orientation, age, national origin, disability, veteran status, or any other status or condition protected by law, nor does it tolerate such discrimination against any member of the student body by any persons, clubs, or organizations on campus.

CAMPUS COMMUNICATIONS

Campus Mail

The College post office provides a box for the deposit of unstamped mail that is to be delivered to college faculty, staff or students who live in the residence halls.

Registered clubs and organizations may use the campus mail service for the delivery of official club correspondence to the following:

- Club members who live or work on campus
- Club advisor or prospective members who have asked to be contacted by the club.

Mass Mailing On-Campus

Clubs and organizations are not eligible to use the campus mail services to send mass mailings to residence hall students and/or college faculty and staff unless a special exception is granted by Coordinator of Student Life or the Dean for Students (in the case of Student Government Association). Such request are rarely approved due to the burden that the distribution of mass mailings places on the post office staff.

E-Mail and Web Pages For Student Organizations

UC's student organizations are provided with a campus E-mail address and services free of charge. Organizations can apply for an account through the The Student Government Association.

Guidelines For E-Mail

1. The student organization maintaining an E-mail account are required to check mail at least once a week and to respond to mail in a prompt and professional manner.
2. The Student Government Association and Office of Student Development will use electronic communication to keep all student organizations informed of upcoming events and supportive information.

Guidelines for Web Pages

The Student Government Association encourages all student organizations to create and maintain web sites. All Web sites must be approved by the Technology staff.

RESERVING COLLEGE FACILITIES AND SCHEDULING ACTIVITIES ON CAMPUS

Campus organizations that wish to reserve a campus facility or sponsor fundraising or extra-curricular activities on campus must first contact the Campus Activities Board. Scheduling is done on a first-come, first-serve basis. Once you have received approval from the Campus

Activities Board, the next step is to contact the Events Coordinator (ext. 1263), to finalize the reservations for facilities.

The following information is necessary to schedule an activity:

- Specific date, starting and ending times
- Type of activity
- Expected attendance
- Room set-up (row, lecture style, etc.)
- Equipment (multimedia, podium, sound system, chairs, tables, etc.)

Cancellation/Changes

Please notify the Campus Activities Board and the Events Coordinator of any cancellations as soon as possible. A minimum of 48 hours is required for cancellation notices.

Inclement Weather Cancellation Policy

The Campus Activities Board will consider all reservations cancelled when the college is closed due to inclement weather unless notified. Call ext. 1232

Social Functions

Organizations planning to sponsor a social event on campus should contact the Campus Activities Board.

Advisors

The advisor of a student organization hosting any fundraising or extra-curricular events should be aware of and approve the event. Also, the advisor or another fulltime or adjunct faculty/staff member at Union College must be present at any major event sponsored by the organization.

REQUEST FOR APPROVAL OF CLUBS AND ORGANZATIONS

This form is to be used for approval of a new club or organization. Student clubs and organizations wishing for approval are expected to complete this form. All requests must be submitted to faculty for approval in advance of establishing the club/organization.

Club or Organization Name:

Time club/organization will meet on routine basis:

Faculty or staff member to serve as advisor for this club/organization:

Signature of President of Club/Organization: Date

Signature of Club Advisor (indicating approval) Date

Action Taken: Date

Signature of Student Government Executive Vice President for Student Development Date

Signature of College Vice President for Student Development: Date

Date club/organization will become active, if approved:

Revised: 09/11

important information

Fall 2012

August 3

Confirmation for athletes - 8:00 a.m.-12:00noon

August 13

Meeting for new faculty members - 8:30 a.m.

August 15

Breakfast for all faculty and staff - 8:30 a.m.

August 16

Meeting for NEW faculty members - 8:15 a.m.

August 16

Full faculty meeting - 1:30 p.m.

August 16

Residence halls open 8:00 a.m. for NEW students only. First meal - lunch

August 17

Confirmation for FR - 8:00 a.m. - 12:00 noon.

August 16-20

Welcome Weekend activities for new students

August 19

Residential buildings open at 12:00 noon for returning students 6:00 p.m. - Picnic on the front lawn for All Students, Faculty & Staff

August 20

Confirmation for NEW & RETURNING undergraduate students. 8:00 a.m. - 1:30 p.m.; all advising and registration for returning students, see Advisor. Advising/registration for new students not previously registered 9:00 -11:00 a.m.

August 20

C.I.R.C.L.E.S. Freshman class & guests 6:30 p.m. - dinner / 8:00 p.m. - Ceremony

August 21

Classes begin; confirmation continues on an individual basis

August 24

Last day to register and confirm Fall 2012 classes

August 28

Constitutes the first week for refund purposes

August 28

Last day for schedule changes (drop/add)

August 30

Opening Fall Convocation 9:30 a.m. (required attendance by all full-time students) faculty process in academic regalia

September 3

Labor Day Holiday - Offices CLOSED, no classes

September 28

Last day to apply for December graduation

October 5

UG mid-term grades due by 4:00 p.m.

October 23

Seniors and graduate students register for Spring 2013 semester

October 24

Juniors and Seniors register for Spring 2013 semester

October 25

Registration for all students continues through December 10

October 26

Homecoming

November 5

Student evaluation of faculty/courses

November 16

Last day to elect credit/fail option; last day to withdraw from a course with a grade of "W". Last day to withdraw from Union College.

November 20

Last meal served is evening meal

November 21

Residential buildings close at 9:00 a.m. for Thanksgiving - Dining services closed

November 21-23

Thanksgiving vacation - NO CLASSES, OFFICES CLOSED

November 25

Residential buildings reopen at 12:00 noon; first meal is evening meal

November 26

Classes resume

November 30

Last day of fall semester day classes

December 3

Final Exams Begin

December 6

Last meal served is evening meal

December 7

Final grades for Fall Semester due by 4:00 p.m.; residential buildings close at 10:00 a.m.

December 10

Winter Term classes begin

important information

Spring 2013

January 6

Residential buildings open at 12 noon; first meal is evening meal

January 7

8:30-4:00 Confirmation for undergraduate students (required); advising and registration for returning undergraduate students not previously registered; 9:00 a.m. - 11:00 a.m. Orientation, advising, and registration for new undergraduate students. NIGHT CLASSES BEGIN

January 8

DAY CLASSES BEGIN

Undergraduate confirmation continues on individual basis

January 11

Last day to register and confirm for Spring 2013 classes

January 17

Opening Spring Convocation 9:30am (required by all full-time students)

January 15

Constitutes the first week for refund purposes

January 15

Last day for schedule changes (drop/add)

January 21

Martin Luther King Day - No classes/offices closed

February 22

Undergraduate grades due by 4:00 p.m. NO CLASSES

March 5

Seniors and Graduate Students register for May, Summer and Fall 2013 terms

March 6

Juniors and Seniors register for classes

March 7

Registration for all students continues through April 29

March 11

Spring break begins; Residence Halls close at 9:00 a.m.

March 17

12:00 residence halls re-open, first meal - evening meal

March 18

Classes resume

April 2

Assessment Day - No DAY classes - Night classes meet as scheduled

April 12

Last day to elect credit/fail option; last day to withdraw with a grade of "W".

April 18

Honors Convocation (CBC) 9:30 a.m. - Faculty march in academic regalia

April 26

Last day to pre-register for May, Summer, Fall sessions

April 26

Last day for spring semester day classes

April 29

Final Exams Begin

May 2

Last meal served for spring semester-evening meal

May 3

Grades due for spring semester by 12:00 noon; residential buildings close at 12:00 noon for non-graduates

May 3

Baccalaureate service 7:30 p.m.

May 4

Commencement services 10:30 a.m.

Residence halls close at 5:00 p.m. for May graduates

May 5

Housing open at 10:00 a.m. for May students

local & regional resources



"What's right about America is that although we have a mess of problems, we have great capacity - intellect and resources - to do some thing about

- Henry Ford

local & regional resources

Accommodations

Barbourville

Apple Tree Inn Bed & Breakfast
(606) 546-5328

Towne Square Place Bed & Breakfast
(606) 545-7256

Best Western Wilderness Trail Inn
(606) 546-8500 • (800) 528-1234

Corbin

Best Western
(606) 528-2100

Baymont Inn
(606) 523-9040

Days Inn
(606) 528-8150

Fairfield Inn
(606) 528-7020

Holiday Inn Express
(606) 523-4000

Knights Inn
(606) 523-1500

Quality Inn
(606) 528-4802

LandMark Inn
(606) 528-7100

Super 8
(606) 528-8888

London

Comfort Suites Hotel
(606) 877-7848
(800) 228-5150

Days Inn of London
(606) 864-7331
(800) 329-7466

Pineville

Pine Mountain Lodge
(800) 325-1712

Sunday picnic with the family, a lazy day of fishing with friends or a relaxing afternoon in the Lazy River...

Sounds great but need something a little more exciting? How about a ride down the Brickyard Waves Waterslide or the thrills & spills of BMX racing at our new BMX Bicycle Track?

Cumberland Falls State Park

Cumberland Falls State Resort Park is located in the Daniel Boone National Forest. Known as the "Niagara of the South," the waterfall forms a 125-foot wide curtain that plunges 60 feet into the boulder-strewn gorge below. The mist of Cumberland Falls creates the magic of the moonbow, only visible on a clear night during a full moon. This unique phenomenon appears nowhere else in the Western Hemisphere!

Cumberland Gap National Historic Park

Carved by wind and water, Cumberland Gap forms a major break in the formidable Appalachian Mountain chain. First used by large game animals in their migratory journeys, followed by Native Americans, the Cumberland Gap was the first and best avenue for the settlement of the interior of this nation. In the late 1700s more than 200,000 men, women, and children crossed the Gap into the unknown land of Kentucky.

Levi Jackson Wilderness Road State Park

Levi Jackson Wilderness Road State Park honors both the first judge in Laurel County, and the road that has been termed by some to be the most significant trail in the westward flow of English colonization. The park encompasses over 800 acres and

includes the Defeated Camp Pioneer Burial Ground, McHargue's Mill, and the Mountain Life Museum. The Wilderness Road and Boone's Trace, both thoroughfares for many a pioneer coming from the East, pass through the park.

Pine Mountain State Resort Park

Pine Mountain State Resort Park is a destination for all seasons. The first Kentucky State Park, created in 1924, has its lodge and trails embellished by beautiful rockwork crafted by stonemasons of the Civilian Conservation Corps of the 1930s. Located in the heart of the Kentucky Ridge State Forest in Kentucky's southeastern mountains, the setting of this modern resort features some of the most beautiful mountain scenery in the state.

Grocery Stores

Williams's Stop & Go Manchester Street
546-3612

Hospitals

Baptist Regional Medical Center Corbin
(606) 528-1212
Knox County General Hospital Barbourville
546-4175

Pizza Pickup/Delivery

Little Caesar's Parkway Plaza
546-2525
Oasis Pizza (delivers) N. Main Street
546-9239
Pizza Hut US 25E
546-2311

Attractions

Barbourville Recreation Park

The Barbourville Recreation Park offers a little something for everyone. Enjoy a

Inclement Weather Policy

Union College has a responsibility to all parties concerned to meet classes on a regular basis as listed in the academic schedule. However, it is also recognized that inclement weather may create risks that are not conducive to safe travel, causing classes to be cancelled or adjusted. Following is the Inclement Weather Plan. Although classes may be scheduled for part of the day, students and faculty are still cautioned to use good judgement in regard to their own safe travel.

Plan A:

Monday, Wednesday, Friday
8:00 and 9:00 am classes cancelled
10:00 am classes meet on time

Tuesday, Thursday

8:00 am classes cancelled
10:30 am classes meet on time

Plan B:

Monday, Wednesday, Friday
10:00 am and 11:00 am classes cancelled
8:00 am and 9:00 am classes meet at 10:00 am and 11:00 am, respectively

Tuesday, Thursday

10:30 am classes cancelled
8:00 am classes meet at 10:30 am

Evening classes will be adjusted as needed and will be announced by 2:30 p.m..

- Notification to students and faculty will be made through the media (radio, television, etc.), on universal voicemail and the Union College Hotline (546.1600).
- If classes are cancelled for the entire day, the statement in the media and on the Hotline will be just that "Classes cancelled."

local & regional resources



- 1. Special Field Instructional Center
- 2. Sharp Academic Center
- 3. Commons Field Academic Center
- David and Susan Jones Family Alumni Center
- 4. Lloyd E. Webb Memorial Library
- 5. Thomas Center
- 6. Edward H. Hunt Technology Center
- 7. William A. Miller Fitness and Wellness Center
- 8. Walker & Palmer Research Operations
- 9. Young Business Center
- 10. Practice Teaching / Future Educators
- 11. Learning Commons Complex
- 12. John M. Pollock Science & Technology Hall
- 13. Practice Center Center & Museum Collection
- 14. Center for Spirituality Initiatives

- 15. John P. Ford Union Hall
- 16. Lawrence Teaching Hall
- 17. Learning Commons 200
- 18. Science Building
- 19. College Center
- 20. College Administration
- 21. North-West Hall
- 22. Jerry W. Gray Building / Old and Newer Hall
- 23. Powell Pavilion Hall
- 24. Tower Hall
- 25. Hall 200 Hall
- 26. Walker West Academic Center
- 27. Physical Plant
- 28. Teaching / IT / Facility Center

CAMPUS MAP

local & regional resources

Campus Offices

Academic Resource Center

Centennial 105
Ext. 1318
Hours: Monday - Friday
8 a.m. to Noon
1 p.m. to 4:30 p.m.
evenings and weekends by appointment

Giftshop

Lower Level, Patridge Campus Center
Hours: Varied; see posting

Business Office

Second Floor, Speed Hall
Ext. 1202
Hours: Monday - Friday
8 a.m. to 4:30 p.m.

Student Activities and Leadership Office

Lower Level, Patridge Campus Center
Ext. 1232
Hours: Monday - Friday
8 a.m. to 4:30 p.m.

Career Planning and Placement

Centennial 105-A
Ext. 1258
Hours: Monday - Friday
8 a.m. to Noon
1 p.m. to 4:30 p.m.

Common Partners

Second Floor, Spiritual Life
Ext. 1602
Hours: Monday - Friday
8 a.m. to 4:30 p.m.

Financial Aid

First Floor, Speed Hall
Ext. 1223
Hours: Monday - Friday
8 a.m. to 4:30 p.m.

Health Center

Robson Arena side of Pfeiffer Hall
Ext. 1301
Hours: Varied; see posting

Library

Ext. 1240
Hours: Monday - Thursday
7:30 a.m. to 11 p.m.
Friday
7:30 a.m. to 5:30 p.m.
Saturday
10:00 a.m. to 4:00 p.m.
Sunday
2 p.m. to 11 p.m.

Minton Cafeteria

Lower Level, Patridge Campus Center
Ext. 1255
Hours:
Monday - Thursday (Fall ONLY)
Breakfast: 7:30 a.m. to 9 a.m.
Lunch: 11 a.m. to 1:15 p.m.
Dinner: 5 p.m. to 6:30 p.m.
Monday-Friday
Continental Breakfast: 9-10 a.m.
Friday
Dinner: 5 p.m. to 6:30 p.m.
Saturday - Sunday
Brunch: Noon to 1 p.m.
Dinner: 5 p.m. to 6 p.m.
Monday - Friday (Spring ONLY)
Breakfast: 7:30 a.m. to 9 a.m.
Continental Breakfast: 9-10 a.m.
Lunch: 11 a.m. to 1:15 p.m.
Dinner: 5 p.m. to 6:00 p.m.
Saturday - Sunday
Brunch: Noon to 1 p.m.

Post Office

Lower Level, Patridge Campus Center
Ext. 1623
Hours: Monday - Friday
8 a.m. to 4:30 p.m.

Registrar

First Floor, Speed Hall
Ext. 1208
Hours: Monday - Friday
8 a.m. to 4:30 p.m.

Safety

Lower Level, Patridge Campus Center
Ext. 1390 or 1520

Special Programs

Centennial 104
Ext. 1257
Hours: Monday - Friday
8 a.m. to Noon
1 p.m. to 4:30 p.m.

Student Development

Upper Level, Patridge Campus Center
Ext. 1231
Hours: Monday - Friday
8 a.m. to Noon
1 p.m. to 4:30 p.m.

Conversations Coffee Shop

Sharp Academic Center
Hours: Monday - Thursday
7:30 a.m.-6:00 p.m.
Friday: 7:30 a.m. - 5:00 p.m.

2012-2013 Union College Undergraduate Student Handbook

This Handbook is a companion document to the Union College Academic Catalog covering the same time interval.

This handbook is provided to inform students on the college's vision, core values, operating principles, opportunities and expectations. Contents of this handbook are placed here to direct each student in the pursuit of an orderly and informed campus lifestyle; to guide individual choice of action; to promote personal responsibility; to guide orderly resolution of disagreement or conflict; to define student conduct regulations and fair judicial process.

Union and You is published by the Student Development Office of Union College. The specific period of time that the information in this student handbook applies for begins August 2012. In the event of printing delays, the previous issue of the student handbook applies and is available for review via the college's web site. Special questions, problems, or conflicts that may arise should be brought to the Dean for Student Development. Resolution may be based on precedent and literature/experience of previous year(s).

This issue of Union and You is prepared on the basis of the best information available at the time of publication. All information—including statements, dates, events—is subject to change; the College reserves the right to make and to apply changes and/or addendums contingent on providing adequate reasonable notice to the college community.

Special thanks to those who contributed in production of this issue: Assistant Dean for Student Development; Director of Public Relations; various staff members for photographic content.