### Emergency Phone Numbers

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>House Corporation President</td>
<td>____________________</td>
</tr>
<tr>
<td>House Corporation Treasurer</td>
<td>____________________</td>
</tr>
<tr>
<td>Chapter Advisor</td>
<td>____________________</td>
</tr>
<tr>
<td>Chapter Financial Advisor</td>
<td>____________________</td>
</tr>
<tr>
<td>National Headquarters</td>
<td>____________________</td>
</tr>
<tr>
<td>House Director</td>
<td>____________________</td>
</tr>
</tbody>
</table>

**Susan West**  
Director of Fraternity and Sorority Life  
dean.west@uky.edu  
(859) 338-8222

**Emily Britt**  
Assistant Director  
Panhellenic Council Advisor  
emily.britt@uky.edu  
(205) 541-4144

**Jenna Lowe**  
Assistant Director  
National Pan-Hellenic Council Advisor  
United Greek Council Advisor  
jenna.lyons@uky.edu  
(803) 917-9654

**Will Takewell**  
Assistant Director  
Interfraternity Council Advisor  
will.takewell@uky.edu  
(985) 974-3306

**University Police**  
(859) 257-1616

**Lexington Police**  
(859) 258-3600

**Hospital Emergency Room**  
(859) 233-5901

**Fire Marshal**  
*University of Kentucky*  
Greg Williamson  
ggwill2@uky.edu  
(859) 257-6326

**Lexington**  
Capt. Michael Farmer  
farmerm@lexingtonky.gov  
(859) 231-5668
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**Fraternity and Sorority Life**  
*University of Kentucky*

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Important Dates 2019
Fraternity and Sorority Life
University of Kentucky

Spring 2019

January
- **2**: Parking permits required for R11, R12, R14 and R15
- **4**: Parking Spring 2019 Form due at noon on BBInvolved
- **6**: Residence halls and chapter houses reopen at noon
- **7**: Chapter President Retreat
- **9**: First Day of Classes
  - President Orientation 1, 5 p.m. in 233 White Hall
  - Events with Alcohol Training for Presidents, Social Chairs and Risk Managers, 7 p.m. in GSC Ballroom B
  - Parking permits on sale in Parking Structure #6, 721 Press Avenue
- **10**: President Orientation 2, 3:30 p.m. in 233 White Hall
- **11**: **Required Forms Due**
  - Chapter Status Reports due to POT 518 – in mailboxes beginning 12/21
  - Spring Semester Calendars due
  - Chapter Goals due
  - New Member Education Program due
  - Scholarship Plan due
- **14**: President Orientation 3, 4 p.m. in 233 White Hall
- **16**: Student Conduct Training for Presidents, 5 p.m. in 233 White Hall
- **18**: NPHC & UGC Intent of Intake due
- **30**: Developing Marketing & Social Media Plans for Chapters of Chapter Officer Training Series

February
- **17**: FSL 101 for all new members
  - FSL Awards
- **22**: Fire Inspection Reports from Off-Campus Houses due to FSL Office
- **27**: Planning Successful Philanthropy and Service Events of Chapter Officer Training Series

March
- **6**: Facilitation & Presentation Skills of New Member Education Training Series
- **11-15**: Spring Break - Houses close 3/9 at 10 a.m. and reopen 3/17 at noon
- **20**: Campus Resources of New Member Education Training Series
- **27**: Holistic Wellness as an Officer: Taking Care of You of Chapter Officer Training Series
  - Risk Management of New Member Education Training Series

April
- **12**: **Required Forms Due**
  - **Final** Roster Additions/Deletions for Fall semester due
  - Community Service/Philanthropy from Spring 2019 due
    - Chapter Sponsored Service
    - Individual Member Service
    - Chapter Sponsored Philanthropy
  - Campus Involvement & Leadership from Spring 2019 due
- **17**: Apple Polishing with President Capilouto
- **19**: **Required Forms Due**
  - Financial Information due
  - Educational Programs from Spring 2019 due
  - Summer Break Contact Information due
  - Recruitment/Intake Information for Fall 2019 due
  - Intake Deadline
- **26**: Last Day of Classes

May
- **5**: Commencement
  - Chapter houses close at 5 p.m.
**Fall 2019**
*tentative dates*

**August**
- 2: Panhellenic Parking Fall 2019 Form due online at noon
  Panhellenic Chapter Status Reports Due to POT 518 – in mailboxes beginning 7/26
- 7: Parking permits required for R4, R15, R11, R12, and R14
- 9: IFC Parking Fall 2019 Form due online at noon
  IFC Chapter Status Reports due to POT 518 – in mailboxes beginning 7/26
- 17: Residence Halls open
- 21: First Day of Classes
  President Orientation 1
  Events with Alcohol Training for Presidents, Social Chairs and Risk Managers
- 22: President Orientation 2
- 23: **Required Forms Due**
  - NPHC & UGC Chapter Status Reports due to POT 518 – in mailboxes beginning 7/26
  - Fall Semester Calendars due
  - Chapter Goals due
  - New Member Education Program due
  - Scholarship Plan due
  - Chapter Self-Assessment due
- 27: President Orientation 3
- 31: NPHC & UGC Intent of Intake Due

**September**
- 13: BBNvolved Organization Reregistration Due
- 15: FSL 101 for all new members
- 18: Chapter Officer Training Series

**October**
- 4: Fire Inspection Reports from Off-Campus Houses due to POT 518
- 16: Chapter Officer Training Series

**November**
- 13: Chapter Officer Training Series
- 15: **Required Forms Due**
  - **Final** Roster Additions/Deletions for Fall semester due
  - Community Service/Philanthropy from Fall 2019 due
    - Chapter Sponsored Service
    - Individual Member Service
    - Chapter Sponsored Philanthropy
  - Campus Involvement & Leadership from Fall 2019 due
- 22: **Required Forms Due**
  - Financial Information due
  - Educational Programs from Fall 2019 due
  - Winter Break Contact Information due
  - Recruitment/Intake Information for Spring 2020 due Intake Deadline
- 27-1: Thanksgiving Break
  - Residence halls and chapter houses close 27 at 10 a.m. and reopen 12/1 at noon.

**December**
- 6: Last Day of Classes
- 15: Commencement
  - Chapter houses close at noon on December 15
New Member Education is one of the most important aspects of chapter operations. New Member Education provides organizations the opportunities to orient new members to the organizations, membership expectations, and provide them with opportunities for self-growth. The Fraternity & Sorority Life Office will be hosting a series of programs about new member education to help all chapters improve their new member education program.

These programs are mandatory for all new member educators and their committees including assistants or chairs with overlapping responsibilities to new member education

### Spring 2019 Schedule

<table>
<thead>
<tr>
<th>February</th>
<th>Chapter Coaching Meeting</th>
<th>Contact your Chapter Coach</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Each new member educator or intake chair will have a meeting with their chapter coach to review their goals for new member education and outline what to expect in the program series.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>March 6</th>
<th>Facilitation and Presentation Skills</th>
<th>Gatton Student Center 330AB</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Really good new member education programs can fall flat if your presentation skills are lacking. This program will provide participants with specific ways to improve their facilitation and presentation skills.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>March 20</th>
<th>Campus Resources</th>
<th>Gatton Student Center 330AB</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>New Member Educators are a primary resource for their chapters in connecting members with resources for support. This session will highlight some of the most important campus resources and ways that you can incorporate these in the new member education program.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>March 27</th>
<th>Risk Management</th>
<th>IFC: CB 208 PC: CB 212 NPHC/UGC: CB 214</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>All chapter activities include risk, and new member education is not an exception. This program will include experts for each council to talk about hazing, alcohol, and other sources of risk in chapter activities.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>April</th>
<th>Chapter Coaching Meeting</th>
<th>Contact your Chapter Coach</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Each new member educator or intake chair will meet with their chapter coach again to review their new member education plans for Fall 2019. This meeting will discuss how to incorporate the information from the series and the new member educator/intake chair should come prepared with an outline of the program to review.</td>
<td></td>
</tr>
</tbody>
</table>
The required forms are used for maintaining accurate records (rosters, grade reports, etc.), data analysis and comparison, and evaluation of programs and resources provided by the office. You can find all forms via Fraternity and Sorority Life’s BBNvolved Forms tab.

Failure to submit the forms may result in the chapter no longer being in good standing with Fraternity and Sorority Life. This loss of good standing could include a fine, the withholding of chapter grade reports, a hold placed on your student organization registration (which would not allow you to reserve rooms on campus), and/or loss of priority for parking assignments.

Please contact Rachel Eberhart if you have any questions about these forms or their due dates—specific due dates are listed on the Important Dates memo for each semester.

<table>
<thead>
<tr>
<th>Form Title</th>
<th>Description</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Items Due at the Beginning of Each Semester</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Parking Information       | Required information for parking allotments for on-campus fraternity & sorority houses.  
This form is submitted on BBNvolved | Before the start of each semester                                         |
| Chapter Status Report     | Includes chapter membership roster, officers, and advisors.  
This form is submitted in hard copy.                        | First Friday of each semester                                             |
| Chapter Calendar          | Information about events the chapter is planning or hosting during the semester.  
This form is submitted on BBNvolved and should be updated throughout the year using the Events and Calendar module | First Friday of each semester                                             |
| Chapter Goals             | Information about the chapter’s goals for the semester and the action steps planned to achieve the goals  
This form is submitted on BBNvolved | First Friday of each semester                                             |
| New Member Education Program Information | Information about the new member education program  
This form is submitted on BBNvolved | First Friday of each semester                                             |
| Scholarship Program       | Information about the scholarship program the chapter uses to support and encourage academic excellence.  
This form is submitted on BBNvolved | First Friday of each semester                                             |
| Chapter Self-Evaluation   | Self-evaluation of chapter performance, areas of strength, and areas for growth.  
This form is submitted on BBNvolved | First Friday of each semester                                             |
| Membership Intake         | Required details for chapters conducting membership intake  
These forms are submitted on BBNvolved | Second Friday of the semester OR two weeks prior to any activity related to intake |
<table>
<thead>
<tr>
<th><strong>Items Due at the End of Each Semester</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Break Contact Information</strong></td>
</tr>
<tr>
<td>Contact information for chapter officers</td>
</tr>
<tr>
<td>during academic breaks (winter &amp;</td>
</tr>
<tr>
<td>summer)</td>
</tr>
<tr>
<td><em>This form is submitted on BBNvolved</em></td>
</tr>
<tr>
<td><strong>Financial Information</strong></td>
</tr>
<tr>
<td>Information about dues, related</td>
</tr>
<tr>
<td>membership costs, and housing</td>
</tr>
<tr>
<td><em>This form is submitted on BBNvolved</em></td>
</tr>
<tr>
<td><strong>Recruitment/Intake Dates</strong></td>
</tr>
<tr>
<td>Information about events planned for</td>
</tr>
<tr>
<td>recruitment or membership intake</td>
</tr>
<tr>
<td><em>This form is submitted on BBNvolved</em></td>
</tr>
<tr>
<td><strong>Educational Programs</strong></td>
</tr>
<tr>
<td>Provide information about the different</td>
</tr>
<tr>
<td>kinds of educational programs sponsored</td>
</tr>
<tr>
<td>by the chapter either for members or for</td>
</tr>
<tr>
<td>the larger community</td>
</tr>
<tr>
<td><em>This form is submitted on BBNvolved</em></td>
</tr>
<tr>
<td><strong>Fire Inspection Reports</strong></td>
</tr>
<tr>
<td>Submitted by chapters with off-campus</td>
</tr>
<tr>
<td>houses confirming they had a fire</td>
</tr>
<tr>
<td>inspection</td>
</tr>
<tr>
<td><strong>Chapter Sponsored Service Projects</strong></td>
</tr>
<tr>
<td>Information about the project, number</td>
</tr>
<tr>
<td>of members participating, and how many</td>
</tr>
<tr>
<td>total hours of service were conducted</td>
</tr>
<tr>
<td><em>This form is submitted on BBNvolved</em></td>
</tr>
<tr>
<td><strong>Chapter Sponsored Philanthropy Projects</strong></td>
</tr>
<tr>
<td>Information about how much money was</td>
</tr>
<tr>
<td>raised, the agency receiving the funds,</td>
</tr>
<tr>
<td>and the name of the program.</td>
</tr>
<tr>
<td><em>This form is submitted on BBNvolved</em></td>
</tr>
<tr>
<td><strong>Individual Members’ Service Hours</strong></td>
</tr>
<tr>
<td>Number of hours, agency served, and the</td>
</tr>
<tr>
<td>type of service done by individual</td>
</tr>
<tr>
<td>members outside of the chapter sponsored</td>
</tr>
<tr>
<td>projects</td>
</tr>
<tr>
<td><em>This form is submitted on BBNvolved</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Items Due at the End of Fall Semester</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hazing Education Absence Explanation</strong></td>
</tr>
<tr>
<td>Asks for reasons why a new member or</td>
</tr>
<tr>
<td>officer required to attend the Hazing</td>
</tr>
<tr>
<td>Prevention Education session were absent</td>
</tr>
<tr>
<td>and what was done to make sure they</td>
</tr>
<tr>
<td>have the required information.</td>
</tr>
<tr>
<td><em>This form is submitted in hard copy.</em></td>
</tr>
</tbody>
</table>
FSL INFORMATION
Mission and Focus Areas
Fraternity and Sorority Life
University of Kentucky

In order to best serve the members of our community and the University of Kentucky at large, the staff of the Fraternity and Sorority Life Office has created a mission statement. Our mission is:

The Fraternity and Sorority Life Office promotes the success of organizations and students through education, guidance, and advocacy.

In addition to this mission statement, the Fraternity and Sorority Life Office works with chapters to promote success in four primary areas: Academic Excellence, Chapter Growth, Member Development, and Member Wellness. These four areas are the foundation of healthy fraternity and sorority chapters, and advance the missions of each of our chapters in line with the University of Kentucky’s values and goals. Additionally, these four areas are supported by academic literature on the importance of student involvement, especially in fraternities and sororities. Below is a description of each of the focus areas and how they align with the University of Kentucky.

Academic Excellence
- **Academic Excellence** includes academic performance of the membership, supportive and accountability measures implemented by the chapter to promote academic performance, and the work of the chapter done to engage faculty and other university partners.
- **Components:** Achievement, persistence, goal setting and progress, programming, accountability, faculty engagement, housing environment, and career exploration.
- **University Initiatives:** The University of Kentucky has prioritized academic success in its strategic plan (Undergraduate Student Success) and in the Academic Transformation initiatives creating the division of Student and Academic Life. These goals clearly align to the Fraternity and Sorority Life area of Academic Excellence.

Chapter Growth
- **Chapter Growth** includes the recruitment and/or intake efforts of an organization, as well as the retention and engagement of members throughout their career at the institution.
- **Components:** Membership selection practices (non-discrimination, membership criteria, member education on practices), prospective member education, retention of membership, recruitment statistics (growth, council metrics), and roster management.
- **University Initiatives:** Chapter Growth components align with the University of Kentucky strategic plan and Academic Transformation by supporting belonging at the institution. The strategic plan’s goals in Diversity and Inclusivity and in the Academic Transformation initiatives around Sense of Belonging align well with the Chapter Growth focus area.

Member Development
- **Member Development** includes personal and professional development such as career readiness and networking, communication skills, diversity and inclusion, and personal values and leadership.
- **Components:** Educational programming in diversity, communication, and interpersonal relationships; leadership development; member engagement; civic engagement; and development throughout the life of the member.
- **University Initiatives:** Member Development encompasses a wide variety of topics and is clearly aligned with the initiatives of the institution in several key ways. First, the University Strategic Plan has goals in Undergraduate Student Success, Diversity and Inclusivity, and Outreach & Community Engagement. These three areas are represented in our definition and focus on member development. Further, the Academic Transformation seeks to improve student belonging, and creating further opportunities for personal development improves belonging.
**Member Wellness**

- **Member Wellness** includes a holistic approach to personal wellness including traditional risk management areas, stress management, and building healthy relationships.
- **Components:** Accountability and self-governance, risk reduction education (hazing prevention, alcohol and other drugs, fire/life safety), proactive risk reduction efforts, and wellness programming (mental health, emotional well-being, healthy lifestyles).
- **University Initiatives:** Member Wellness is a key component of our work as it serves to support the ability of students to achieve in all other areas. Member wellness is aligned with Undergraduate Student Success from the University Strategic Plan. Additionally, the Academic Transformation process has identified student wellness as another key area of focus for the division of Student and Academic Life.

These focus areas are used in three primary ways. First, they serve as the primary work of our staff in advising and programming for the fraternity and sorority community. We provide guidance to our chapter and council leaders in how to best achieve in these areas, and work to create programming that supports growth in those four areas. Second, they are the basis of our primary assessment work with chapters through the Success Review. This review is conducted on a different area each year as a means to help chapters understand where they are excelling and opportunities for continued growth. Finally, these four areas are the basis of our annual Fraternity and Sorority Life Awards program. We recognize chapters for excellence in these four areas, as well as highlighting outstanding individual awards that relate to these topics.
Staffing Structure
Fraternity and Sorority Life
University of Kentucky

The Fraternity and Sorority Life office at the University of Kentucky includes seven full time staff members who serve the organizations and individual members of the community in a variety of ways. The staff has over 60 years of combined experience working with fraternities and sororities, college students and inter/national organizations that support the success of fraternal organizations. The staff works collaboratively to support the office mission.

Below is the organizational chart for the office that shows the general responsibilities of each staff member. All Fraternity and Sorority Life staff members can be a resource to chapters on issues, but these functional area assignments allow members of the staff to provide more focused and intentional resources to chapters. Additional information about the functional areas that each staff member works with is in the chart on the next page.

Susan West
Director of Fraternity & Sorority Life

Rachel Eberhart
Administrative Staff Associate

Emily Britt
Assistant Director of Fraternity & Sorority Life

Jenna Lowe
Assistant Director of Fraternity & Sorority Life

Will Takewell
Assistant Director of Fraternity & Sorority Life

Travis Buchanan
ΣΔΕ House Director

Benjamin Powell
ΔΣΦ House Director
### Susan West
**Director**

**Strategic Planning, Data Analysis and Statistics:** Oversees FSL strategic planning and goal setting in line with other University departments.

**Campus and Master Planning Liaison:** Coordinates with the University on strategic planning and collaboration with University offices.

**Crisis Management:** Point of contact for students, parents, alumni, and national organizations when the need arises.

**FSL Policies:** Responsible for the implementation of University policies and point of contact for questions about FSL policies.

**Housing Development:** Contact for groups wishing to make changes to their current housing model (i.e. renovations, building new houses, moving into different locations).

**FSL Office Financial Resources:** Develops and administers the FSL budget and the Greek Membership Fee to align fraternity and sorority community priorities. Point of contact for community wide financial development initiatives.

### Rachel Eberhart
**Administrative Support Associate**

**Office Manager:** Provides front line support and management for the FSL office.

**Roster Management:** Updates and maintains membership records including chapter status reports, membership cards and roster updates.

**Greek Fee:** Administers Greek Membership Fee including adding and removing charges and holds.

**Newsletters:** Compiles and distributes newsletters for chapter presidents, advisors and house corporations.

**Event Management System:** Officer contact for access to the University’s EMS to register chapter or council events.

### Primary Support Team

#### Panhellenic Council Advisor:
**Emily Britt**
**Assistant Director**

- Works with Executive Council on plans for all Panhellenic groups; advises Panhellenic council judicial board.

#### NPHC and UGC Council Advisor:
**Jenna Lowe**
**Assistant Director**

- Works with Executive Board on plans for all NPHC and UGC groups; advises NPHC and UGC council judicial board.

#### IFC Council Advisor:
**Will Takewell**
**Assistant Director**

- Works with Executive Board on plans for all IFC groups; advises IFC council judicial board.

#### Leadership Development:
**Will Takewell**

- Coordinates leadership development initiatives for FSL organizations using all campus resources. Oversees FSL 101 for all new members and the Council and Presidents Retreat (CPR).

#### Chapter Officer Training Series:
**Chapter Advisors:**

- Provides support and resources for chapter advisors including communication and training.

#### Student Conduct Liaison:
**House Director Supervision:**

- Supervises the UK managed FSL house directors. Provides training to all house directors.

- Oversees fraternity and sorority community wide programing such as a K Week event and Apple Polishing.

#### Risk Reduction:
- Coordinates with Event Management for registration of chapter events on campus.

#### Member Education:
- Oversees all required membership education including risk reduction/prevention, alcohol, hazing and sexual assault. Oversees the New Member Educator training series.

#### Marketing and Communications:
- Oversees communications for the office; Works with social media interns.

#### Community Wide Programming:
- Oversees fraternity and sorority community wide programing such as a K Week event and Apple Polishing.

#### Community Wide Programing:
- Oversees fraternity and sorority community wide programing such as a K Week event and Apple Polishing.
## Secondary Support Team

<table>
<thead>
<tr>
<th></th>
<th>Travis Buchanan</th>
<th>Benjamin Powell</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ΣAE House Director</td>
<td>ΔΣΦ House Director</td>
</tr>
<tr>
<td><strong>Council Support:</strong></td>
<td>Assists in advising the officers of the United Greek Council.</td>
<td>Assists in advising the officers of the National Pan-Hellenic Council.</td>
</tr>
<tr>
<td><strong>Risk Reduction:</strong></td>
<td>Supports risk reduction education programming including ASTP scheduling, event monitor training, and chapter-based programs.</td>
<td>Leadership Development: Works with Panhellenic officers to advise Junior Panhellenic. Coordinates the New Member Education series</td>
</tr>
<tr>
<td>Chapter</td>
<td>Council</td>
<td>Staff Member</td>
</tr>
<tr>
<td>--------------------------</td>
<td>---------</td>
<td>--------------</td>
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Enhancing member education is one of the primary goals of the Fraternity & Sorority Life Office’s 2018-2021 Strategic Plan. Fraternities and sororities are uniquely positioned to help their members learn and grow as individuals, and the Fraternity & Sorority Life plan supports that growth through intentionally designed educational programs. This includes a particular focus on risk reduction education. Below is a description of the requirements that chapters are asked to complete, including specific requirements for the 2018-2019 academic year. Questions can be directed to Emily Britt at emily.britt@uky.edu.

**Alcohol Education**
Our first step in the strategic plan is to implement the Alcohol Skills Training Program (ASTP) with all chapters in the 2018-2019 academic year. ASTP is an advanced alcohol education program that focuses on equipping members with better information to make their own decisions around alcohol. The 90-minute program has been shortened to fit in a 60-minute block chapters will be able to select a version that is customized to your chapter’s specific needs. Beginning in 2019-2020 academic year all new members of each chapter will receive the program the semester in which they join.

Chapter presidents will be notified of the semester they are assigned to complete ASTP, as well as how to sign up for the appropriate number of sessions for their chapter. It is the responsibility of the chapter to make appropriate room reservations and ensure technology set up requirements are met.

**Hazing Prevention Education**
Hazing prevention education will be required for all chapters to complete in the 2019-2020 academic year. This program is being developed in the 2018-2019 year and some chapters will be selected to participate in a pilot program. These selections will be made based on previous completion of ASTP, as well as indicated interest. This program will be facilitated in a 45-minute session by a member of the Fraternity & Sorority Life staff. Beginning in 2020-2021 academic year, sophomore members of each chapter will complete the hazing prevention program in the fall semester.

**Sexual Misconduct Prevention Education**
Sexual misconduct education will be provided to chapter officers beginning in 2018-2019. This program will be required for all chapters to complete in 2020-2021 as a core component for comprehensive risk reduction education for members.

Chapters wishing to provide education about this topic to their members in the 2018-2019 school year should contact the Fraternity & Sorority Life Office for resources and referrals.
Fraternity and Sorority Life hosts the annual Fraternity and Sorority Life Awards Program that celebrates the accomplishments of our chapters and members in the previous year. Below is a description of each award given and the requirements for submission of each award.

**Academic Excellence Awards**

**Outstanding Professor Award**

**Purpose:** The Outstanding Professor award seeks to recognize a member of the University of Kentucky faculty who has made outstanding contributions to the growth and development of UK students, and in particular fraternity and sorority members.

**Definition:** Any University of Kentucky faculty member will be considered for this award. Teaching Assistants will not be eligible.

**Application Materials:**
- One page, single spaced letter of recommendation from the education/scholarship chair (or other appropriate chapter officer)
- 1-3 one page, single spaced member testimonials of the professor’s impact
- Resume/CV of the faculty member that highlights their contributions and accomplishments.

**Outstanding Educational Program**

**Purpose:** The Outstanding Educational award seeks to recognize chapters for a single educational program that provided members and/or the community with important information through an innovative, engaging, and interactive format.

**Definition:** Educational programs that will be considered for this award are any program organized and presented by the chapter for members, other fraternities and sororities, the university, or the Lexington community. Co-sponsored events will be considered as long as there is clear evidence of the chapter’s involvement in planning and presentation. Programs that are results of judicial sanctions (either from the University or inter/national organization) will not be eligible.

**Application Materials:**
- Detailed outline of educational event
- Two page, single spaced essay illustrating the need for the educational program and how the chapter benefited (i.e. what was the purpose of the program)
- 1-3 one page, single spaced member and/or participant testimonials of experience, and a letter from campus partner/program who presented (if applicable).

**Outstanding Academic Excellence**

**Purpose:** The Outstanding Academic Excellence award seeks to recognize chapters who promote life-long learning, commitment to scholastic excellence, and engagement with the academic mission of the University of Kentucky.

**Definition:** Academic excellence includes academic performance of the membership, supportive and accountability measures implemented by the chapter to promote academic performance, and the work of the chapter done to engage faculty and other university partners.
Application Materials:
- two page, single spaced essay illustrating how the chapter ensures academics are a priority for the members (i.e. what is the purpose of all programs being implemented, such as study hours, incentive programs, and accountability measures)
- scholarship program outline
- 1-3 one page, single spaced member testimonials of academic support from the chapter

Chapter Growth Awards

Fraternity and Sorority Life Man & Woman of the Year

Purpose: The Fraternity and Sorority Life Man and Woman of the Year recognition awards seek to highlight the outstanding contributions of one man and one woman in the University of Kentucky community. These students exemplify the mission, values, and purpose of their own organization and have made a significant impact in the fraternity and sorority community overall.

Definition: Any current member of the fraternity and sorority community who is in good standing with their respective organization is eligible for the award. Preference will be given to graduating seniors.

Application Materials:
- One page, single spaced letter of support from the advisor
- One page, single spaced letter of support from a faculty/staff member
- One page single spaced letter of support from an additional advisor of another on campus organization
- Resume
- Two page, single spaced personal essay of your personal values and how being a member of the chapter as affected those values and personal development.

Alumni Hall of Fame

Purpose: The Alumni Hall of Fame seeks to recognize alumni members of the fraternity and sorority community who exemplify life-long membership and have made outstanding contributions to their chapter, inter/national organization, and the community.

Definition: Any alumnus/alumna of the University of Kentucky fraternity and sorority community is eligible for nomination to the Hall of Fame. Candidates must have graduated no later than 2008 prior to nomination to the Hall of Fame.

Application Materials:
- 1 one page, single spaced letter of support from a member of the chapter advisory team
- 1 two page, single spaced letter of support from the chapter
- Resume/CV of nominee

Outstanding Chapter Growth

Purpose: The Outstanding Growth award seeks to recognize chapters who demonstrate excellence in the recruitment, education, and retention of members to promote growth and stability of their organization at the University of Kentucky.

Definition: Chapter Growth includes the recruitment and/or intake efforts of an organization, as well as the retention and engagement of members throughout their career at the institution.
Application Materials:
- Two page, single spaced essay outlining what growth means for the chapter (i.e. what growth looks like and how it benefits the chapter)
- outline of chapter education for recruitment/intake events
- calendar of recruitment/intake events, including workshops and education sessions for current members
- outline of chapter retention plan (should include new members and current)
- 1-3 member testimonials of recruitment experience

Member Development Awards

Outstanding Service Event
Purpose: The Outstanding Service award seeks to recognize chapters who have conducted a program in the University of Kentucky and/or Lexington, Kentucky community that demonstrates a commitment to generosity and personal engagement with others.
Definition: Service Events that will be considered for this award include any project organized by the chapter that provides direct interaction of members with an agency, community, or service that needs assistance through the time and talent of members. Philanthropic events will not be considered. Programs that are results of judicial sanctions (either from the University or inter/national organization) will not be eligible.

Application Materials:
- Detailed outline of service event, including individual responsibilities
- Letter from the agency benefiting from the service
- 1-3 one page, single spaced member testimonials of experience
- Two page, single spaced essay illustrating how the experience was mutually beneficial for the chapter and the agency

Outstanding Philanthropy Event
Purpose: The Outstanding Philanthropy Event award seeks to recognize chapters who hosted an event in the University of Kentucky and/or Lexington, Kentucky community that collected funds and/or goods to support a charity, program, or agency.
Definition: Philanthropy Events that will be considered are any event organized and conducted by the organization as a means to raise funds and/or goods for a philanthropic effort. Co-sponsored organizations will be considered as long as there is clear evidence of the chapter’s participation in the program. Programs that are results of judicial sanctions (either from the University or inter/national organization) will not be eligible.

Application Materials:
- Detailed outline of philanthropy event, including how money was collected
- Letter from the agency benefiting from the donation
- 1-3 one page, single spaced member testimonials of how the cause and experience influenced individuals' drives to serve
- Two page, single spaced essay outlining chapter's purpose for supporting the cause
Chapter Advisor of the Year

Purpose: The Chapter Advisor of the Year award seeks to recognize a chapter advisor who exemplifies the mission, values, and purpose of their organization, contributes significantly to the success of the local chapter, and demonstrates superb mentorship for members of the chapter.

Definition: Chapter Advisors who are eligible for this award are any member of a chapter advisory or house corporation board. There is no requirement for length of years involved with the chapter or position on either board.

Application Materials:
- Appointment letter from the inter/national organization
- Outline of responsibilities of the advisor position
- 1 one page, single spaced letter of recommendation from chapter president
- 1 one page, single spaced letter of recommendation from a fellow advisor
- 1 one page, single spaced letter of recommendation from a member of the chapter
- Resume must be included with information about current involvement in the chapter and inter/national organization and professional roles.

Outstanding Membership Development

Purpose: The Outstanding Membership Development award seeks to recognize chapters who are engaged in the mission of building better men and women through their involvement with their organization at all ages and stages of membership.

Definition: Membership Development includes personal and professional development such as career readiness and networking, communication skills, diversity and inclusion, and personal values and leadership.

Application Materials:
- outlined membership education plans, ranging from new member ed., current member ed., and senior member ed.
- two page, single spaced essay outlining how the member development program integrates and achieves the goals of the inter/national organization
- documentation from programs completed
- 1-3 one page, single spaced member testimonials demonstrating what they learned throughout member education

Member Wellness Awards

House Director of the Year

Purpose: The House Director of the Year award seeks to recognize the impact and contribution of a fraternity and sorority House Director on the chapter that they serve.

Definition: Any house director of houses recognized by both the university and inter/national organization will be considered, including university employed house directors.

Application Materials:
- Appointment letter from the house corporation and/or university
- Outline of responsibilities of the position
- 1 one page, single spaced letter of support from the chapter focusing on the house director’s involvement with the chapter, as well as any in-chapter programming provided to members by the house director.
- 1-3 one page, single spaced testimonials from in house members illustrating the impact of the house director
• 1-3 one page, single spaced testimonials from out of house members regarding the accessibility and care of the house director.

**Outstanding Member Wellness**

**Purpose:** The Outstanding Member Wellness award seeks to recognize chapters who provide well-rounded and engaging education for members to improve their personal physical, emotional, and mental wellness as a part of a larger community of care.

**Definition:** Member Wellness includes a holistic approach to personal wellness including traditional risk management areas, stress management, and building healthy relationships.

**Application Materials:**
• two page, single spaced essay outlining how member wellness is a priority for the chapter and how it is implemented (i.e. what does member wellness look like within the chapter and how are members being developed as well rounded individuals)
• documentation from programs completed
• 1-3 one page, single spaced member testimonials demonstrating how they have benefited holistically from chapter efforts
• written risk management plan

**Dean's Cup**

The Dean's Cup is given to one chapter in each council by their respective council advisor. This award is designed to highlight an organization who has made significant improvement from the previous year, outstanding contribution to the community, and/or exemplified the values and principles of that organization in an extraordinary way. **Chapters wishing to apply for this award should submit an essay describing how the chapter is fulfilling the values of the inter/national organization as well as describing what the chapter has done to achieve the purpose of the organization.**
## IFC Council Officers and Presidents

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<thead>
<tr>
<th>Office</th>
<th>Name</th>
<th>Phone Number</th>
<th>Email</th>
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<tbody>
<tr>
<td>President</td>
<td>Parker Robinson</td>
<td>(443) 909-8919</td>
<td><a href="mailto:UKYIFCPresident@gmail.com">UKYIFCPresident@gmail.com</a></td>
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<tr>
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<tr>
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<tr>
<td>VP Expansion and Growth</td>
<td>Nick Wise</td>
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<td>VP Interfraternal Relations</td>
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<tr>
<td>Judicial Board Chairman</td>
<td>Daniel Hales</td>
<td>(859) 630-2997</td>
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<tr>
<td>Chief of Staff</td>
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<tr>
<td>VP Philanthropy</td>
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## Chapter Phone Numbers

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<tr>
<td>Alpha Gamma Rho</td>
<td>Dagan Montgomery</td>
<td>(859)753-4260</td>
<td><a href="mailto:dwmo224@uky.edu">dwmo224@uky.edu</a></td>
</tr>
<tr>
<td>Alpha Sigma Phi</td>
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<tr>
<td>Beta Theta Pi</td>
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<td><a href="mailto:andrew.edgington@uky.edu">andrew.edgington@uky.edu</a></td>
</tr>
<tr>
<td>Chi Psi</td>
<td>Andrew Moak</td>
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</tr>
<tr>
<td>Delta Sigma Phi</td>
<td>Harrison Fields</td>
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</tr>
<tr>
<td>Delta Tau Delta</td>
<td>Harrison Kurz</td>
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<tr>
<td>FarmHouse</td>
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<td>Kappa Alpha</td>
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<td>(859) 391-1577</td>
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<tr>
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<tr>
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<tr>
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### NPHC Council Officers and Presidents

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<th>Office</th>
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<tbody>
<tr>
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<tr>
<td>Vice President</td>
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### Chapter Presidents

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Name</th>
<th>Phone Number</th>
<th>Email</th>
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<tr>
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### UGC Council Officers and Presidents

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<tr>
<td>Beta Upsilon Chi</td>
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### Panhellenic Council Officers and Presidents

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<tr>
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### IFC Council Officers

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<tbody>
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### NPHC Council Officers

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<td><a href="mailto:ukypanhellenicpublicity@gmail.com">ukypanhellenicpublicity@gmail.com</a></td>
</tr>
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<td><a href="mailto:ukyjpanhellenic@gmail.com">ukyjpanhellenic@gmail.com</a></td>
</tr>
<tr>
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<td><a href="mailto:ukypanhellenicleadership@gmail.com">ukypanhellenicleadership@gmail.com</a></td>
</tr>
<tr>
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<td><a href="mailto:ukypanhellenicphilanthropy@gmail.com">ukypanhellenicphilanthropy@gmail.com</a></td>
</tr>
<tr>
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<td>Melanie Gelernter</td>
<td>(404) 987-2284</td>
<td><a href="mailto:ukypanhellenicinclusion@gmail.com">ukypanhellenicinclusion@gmail.com</a></td>
</tr>
<tr>
<td>VP Member Education</td>
<td>Anastasia Pixler</td>
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</tr>
<tr>
<td>Graphic Designer</td>
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</tr>
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<td>Taylor Lennon</td>
<td>(515) 574-9493</td>
<td><a href="mailto:ukypanhellenicsfliaison@gmail.com">ukypanhellenicsfliaison@gmail.com</a></td>
</tr>
<tr>
<td>Intersorority Chair</td>
<td>Serenity Bailey</td>
<td>(502) 417-3827</td>
<td><a href="mailto:ukypanhellenicsisterhood@gmail.com">ukypanhellenicsisterhood@gmail.com</a></td>
</tr>
</tbody>
</table>
UNIVERSITY RESOURCES
### Guide to University Offices

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<thead>
<tr>
<th>Absences</th>
<th>Who (Department)</th>
<th>Offices</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Class Absences (prior to class)</td>
<td>Instructor</td>
<td>Varies</td>
<td></td>
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<tr>
<td>Class Absences (after class)</td>
<td>Instructor</td>
<td>Varies</td>
<td></td>
</tr>
<tr>
<td>Absences due to illness</td>
<td>Instructor</td>
<td>Varies</td>
<td></td>
</tr>
<tr>
<td>Emergency Notification and Hospitalization</td>
<td>Dean of Students Office</td>
<td>513 POT</td>
<td>(859) 257-3755</td>
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<table>
<thead>
<tr>
<th>Academic and Student Support</th>
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<tbody>
<tr>
<td>Advisor</td>
<td>Academic Advisor</td>
<td>Central, Donovan Hall. North, Jewel Hall. 257-1356</td>
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<tr>
<td>Transformative Learning</td>
<td>Student Records</td>
<td>100 Funkhouser</td>
<td>257-7157</td>
</tr>
<tr>
<td>Office of Admissions</td>
<td>Student Records</td>
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<tr>
<td>University Registrar</td>
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<table>
<thead>
<tr>
<th>Accident</th>
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<tbody>
<tr>
<td>Auto Accident (on campus)</td>
<td>University Police</td>
<td>305 Euclid Ave.</td>
<td>257-8573</td>
</tr>
<tr>
<td>Auto Accident (off-campus)</td>
<td>Metro Police</td>
<td>305 Euclid Ave.</td>
<td>257-8573</td>
</tr>
<tr>
<td>Injury-Minor</td>
<td>Student Health Service</td>
<td>B-163 Kentucky Clinic</td>
<td>323-5823</td>
</tr>
<tr>
<td>Injury-Major</td>
<td>Medical Center</td>
<td>Emergency Room - 1000 S. Limestone</td>
<td>323-5901</td>
</tr>
<tr>
<td>Emergency (on campus)</td>
<td>University Police</td>
<td>305 Euclid Ave.</td>
<td>911</td>
</tr>
<tr>
<td>Emergency (off-campus)</td>
<td>Metro Police</td>
<td>150 E. Main St.</td>
<td>911</td>
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<table>
<thead>
<tr>
<th>Activities</th>
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<td>Student Programming Bodies</td>
<td>Student Activities Board</td>
<td>Gatton Student Center</td>
<td>257-8868</td>
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<td>Student Programming Bodies</td>
<td>Student Government</td>
<td>Gatton Student Center</td>
<td>257-3191</td>
</tr>
<tr>
<td>Student Involvement</td>
<td>Student Organizations</td>
<td>Gatton Student Center</td>
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<tr>
<td>Campus Recreation</td>
<td>Director</td>
<td>177 Johnson Center</td>
<td>257-3928</td>
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<tr>
<td>University Athletics</td>
<td>General Office</td>
<td>Joe Craft Center</td>
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<td>Tickets</td>
<td>Ticket Office</td>
<td>111 Memorial Coliseum</td>
<td>257-1818</td>
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<thead>
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<tbody>
<tr>
<td>Financial</td>
<td>Director of Financial Aid</td>
<td>128 Funkhouser Bldg.</td>
<td>257-3172</td>
</tr>
<tr>
<td>Mental and Emotional Health</td>
<td>Counseling Center</td>
<td>201 Frazee Hall</td>
<td>257-8701</td>
</tr>
<tr>
<td>Mental and Emotional Health</td>
<td>Student Mental Health</td>
<td>B-163 Kentucky Clinic</td>
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</tr>
<tr>
<td>Physical Health</td>
<td>Student Health Service</td>
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</tr>
<tr>
<td>Students of Concern</td>
<td>Community of Concern</td>
<td>513 Patterson Office Tower</td>
<td>257-3155</td>
</tr>
<tr>
<td>Undergraduate Studies</td>
<td>Central Advising</td>
<td>109 Miller Hall</td>
<td>257-3383</td>
</tr>
<tr>
<td>Violence Intervention Prevention Center</td>
<td>VIP</td>
<td>Frazee Hall, Lower Level</td>
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<table>
<thead>
<tr>
<th>Disability Services</th>
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<tbody>
<tr>
<td>Disability Resource Center</td>
<td>Disability Resource Center</td>
<td>Multidisciplinary Science Building</td>
<td>257-2754</td>
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<table>
<thead>
<tr>
<th>Diversity Education</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Center for Academic Resources and Enrichment Services</td>
<td>104 McVey Hall</td>
<td>323-6347</td>
<td></td>
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<tr>
<td>Diversity Education and Community Building</td>
<td>Gatton Student Center</td>
<td>257-1109</td>
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<td>MLK Cultural Center</td>
<td>Gatton Student Center</td>
<td>257-4130</td>
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<tr>
<td>Student Support Services</td>
<td>Multidisciplinary Science Building, Suite 4</td>
<td>257-9797</td>
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# Guide to University Offices

## Drug Information

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<tr>
<th>Substance Education and Responsibility</th>
<th>Treatment</th>
<th>Student Health Service</th>
<th>B-163 Kentucky Clinic</th>
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<tr>
<td>Treatment</td>
<td>Treatment</td>
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<td>Emergency Treatment</td>
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<td>University Medical Center</td>
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## Employment and Career Placement

<table>
<thead>
<tr>
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<th>Career Services</th>
<th>Stuckert Bldg.</th>
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</thead>
<tbody>
<tr>
<td>Student Work (part-time)</td>
<td>Student Employment</td>
<td>115 Scovell Hall</td>
<td>257-9555</td>
</tr>
<tr>
<td>Work-Study</td>
<td>Student Financial Aid</td>
<td>128 Funkhouser Bldg.</td>
<td>257-3172</td>
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</table>

## Facilities

| Academic space | Registrar's Office | 100 W. D. Funkhouser Bldg | 257-7157 |
| Seay Auditorium | Management Operations | N-3 Ag. Science N. Bldg. | 257-7567 |
| Alumni House   | Alumni Association | King Alumni House | 257-8905 |
| Alumni Gym     | Campus Recreation | 145 Seaton Bldg. | 257-1426 |
| Medical Center Auditor. | Hospital Adm. | N106 Medical Center | 323-5767 |
| Memorial Coliseum | Athletics Association | 200 Memorial Coliseum | 257-8000 |
| Memorial Hall  | Event Management | Gatton Student Center, Suite A151 | 257-5781 |
| Parking lots/structures | Parking Services | 721 Press Ave. | 257-5757 |
| POT 18th Floor | Vice President | 369 Service Bldg. | 257-8200 |
| Singletary Center | General Office | 405 Rose Street | 257-1706 |
| University grounds | Event Management | Gatton Student Center, Suite A151 | 257-5781|

## Fee Payment

| Fee Payment | Student Billing Services | 18 Funkhouser | 257-3406 |

## Financial Aid

| Financial Aid | Student Financial Aid | 128 Funkhouser | 257-3172 |

## General Information

| General Information | Dean of Students Office | 513 POT | 257-3755 |

## Health Fee

<table>
<thead>
<tr>
<th>Health Fee</th>
<th>Payment</th>
<th>Student Billing Services</th>
<th>18 Funkhouser</th>
<th>257-3406</th>
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<tbody>
<tr>
<td></td>
<td>Information</td>
<td>Student Health Services</td>
<td>B-163 Kentucky Clinic</td>
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</table>

## Housing

<table>
<thead>
<tr>
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<th>Applications/assignment (undergraduates)</th>
<th>Housing Office</th>
<th>125 Funkhouser</th>
<th>257-1866</th>
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<tr>
<td></td>
<td>Graduate and Family (Housing)</td>
<td>Auxiliary Services</td>
<td>Cooperstown C Bldg.</td>
<td>257-3721</td>
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<td></td>
<td>Greg Page Stadium (Housing)</td>
<td>Housing Office</td>
<td>125 Funkhouser</td>
<td>257-1866</td>
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<tr>
<td></td>
<td>Payment of fees</td>
<td>Student Billing Services</td>
<td>18 Funkhouser</td>
<td>257-3406</td>
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<tr>
<td></td>
<td>Residence Halls Prog.</td>
<td>Residence Life</td>
<td>537 POT</td>
<td>257-4784</td>
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<tr>
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<td>Resident Advisers</td>
<td>Residence Life</td>
<td>537 POT</td>
<td>257-4784</td>
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## Identification Cards

<table>
<thead>
<tr>
<th>Identification Cards</th>
<th>Photo</th>
<th>Student ID Office</th>
<th>Gatton Student Center</th>
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<tbody>
<tr>
<td></td>
<td>Lost</td>
<td>Student ID Office</td>
<td>Gatton Student Center</td>
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</table>
## Guide to University Offices

### Insurance

<table>
<thead>
<tr>
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<th>Location</th>
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<tbody>
<tr>
<td>Employee Insurance</td>
<td>Employee Benefits Office</td>
<td>Scovell Hall</td>
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<tr>
<td>Student Health Insurance</td>
<td>Student Health Services</td>
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### Medical Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Location</th>
<th>Phone Numbers</th>
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</thead>
<tbody>
<tr>
<td>General Information</td>
<td>Student Health Services</td>
<td>830 South Limestone</td>
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<tr>
<td>Illness or accident</td>
<td>Student Health Services</td>
<td>830 South Limestone</td>
</tr>
<tr>
<td>Student Pharmacy</td>
<td>Student Health Services</td>
<td>830 South Limestone</td>
</tr>
<tr>
<td>Contraception</td>
<td>Student Health Services - Health and Wellness Nurse</td>
<td>830 South Limestone</td>
</tr>
<tr>
<td>Billing</td>
<td>Student Health Billing Services</td>
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</tr>
<tr>
<td>Insurance</td>
<td>Student Health Services</td>
<td>830 South Limestone</td>
</tr>
<tr>
<td>Phone Information Nurse</td>
<td>Student Health Services</td>
<td>830 South Limestone</td>
</tr>
<tr>
<td>Request Presentation</td>
<td>Student Health Services</td>
<td>830 South Limestone</td>
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<tr>
<td>Women’s Health Clinic</td>
<td>Student Health Services</td>
<td>830 South Limestone</td>
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### Organizations and Clubs

<table>
<thead>
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<th>Category</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Organizations and Clubs</td>
<td>Student Involvement</td>
<td>Gatton Student Center</td>
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</table>

### Physical Plant Division

<table>
<thead>
<tr>
<th>Service</th>
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<tbody>
<tr>
<td>Physical Plant Division</td>
<td>PPD Main Office</td>
<td>211 Peterson Service Bld</td>
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### Postal Service

<table>
<thead>
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<th>Service</th>
<th>Location</th>
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<tbody>
<tr>
<td>Postal Service</td>
<td>University Post Office</td>
<td>Classroom Bldg. Basement</td>
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### Risk Management

<table>
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<tr>
<th>Service</th>
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<th>Phone Numbers</th>
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<tbody>
<tr>
<td>Risk Management</td>
<td>Office of Risk Management</td>
<td>306 Peterson Service Building</td>
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</table>

### Scholarships

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<tr>
<th>Category</th>
<th>Location</th>
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<tr>
<td>First Scholars Program</td>
<td>217 Funkhouser</td>
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<td>Robinson Scholars Program</td>
<td>217 Funkhouser</td>
<td>257-0041</td>
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<tr>
<td>Singletary Center</td>
<td>General Office</td>
<td>405 Rose Street</td>
</tr>
<tr>
<td>Theatre</td>
<td>Guignol/Briggs/Workshop</td>
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<tr>
<td>WCP Scholarship Office</td>
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### Traffic

<table>
<thead>
<tr>
<th>Service</th>
<th>Location</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regulations</td>
<td>University Police</td>
<td>305 Euclid Ave.</td>
</tr>
<tr>
<td>Violations</td>
<td>Parking Services</td>
<td>721 Press Ave.</td>
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<td>Parking Permits</td>
<td>Parking Services</td>
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</tr>
<tr>
<td>Parking lots/structures</td>
<td>Parking Services</td>
<td>721 Press Ave.</td>
</tr>
</tbody>
</table>
BBNvolved Organization Registration Instructions
Fraternity & Sorority Life
University of Kentucky

All chapters are required to renew their BBNvolved organization each semester to verify information and update officers. This can be done by the primary contact, being the President, or any of the officers. There are visuals available at bit.ly/bbnvolvttutorials that will assist in navigating the site. Rachel.Eberhart@uky.edu can also be contacted for any specific questions or concerns.

Step One: Log in to BBNvolved at www.uky.campuslabs.com/engage by entering your LinkBlue email address and password

Step Two: You will be in the Explore view, where you can see your memberships. Select which organization you need to reregister (your chapter).

Step Three: Select “manage organization” in the top right corner.

Step Four: You will have the option to re-register your organization if a previous registration has been approved or denied. If you do not see the option to re-register, then you have a prior submission waiting review.

Step Five: There are seven sections in the re-registration process that will allow your organization to be registered.

1. General chapter information.
2. Select “Greek” as your organizational category.
3. Select your organization’s interests from the list provided.
4. Upload a profile picture that makes your organization easily recognizable, like a crest or letters.
5. Assign positions to members – Remember changing EMS contacts is done separate from reregistration.
6. Provide meeting information, identify advisors that work with your chapter and give contact information for your officers. Each officer’s personal Lexington address is required. The FSL office address is not considered valid and housing rosters will be reviewed.
7. Upload your constitution/bylaws.

Step Six: Review your submission and click “submit for approval” in the bottom blue box

Setting EMS Contacts
- Registering your organization does not change your roster, where EMS contacts are set. To get to your roster, view the tutorials at the link above or take the following steps.
  - Log in and select your organization you want to add or change EMS contacts for
  - Select “Manage Organization” in the upper right.
  - Select the three lines beside your organization’s name in the upper left to open the tool box.
  - Select “Roster” from that list. There can only be three EMS contacts and each position can only be assigned to one person.
    - To Remove an EMS Contact: Type the person’s name in the search bar you want to remove from the list and select the pencil beside their name. Uncheck the person you do not want to have access.
    - To Add an EMS Contact: Type the person’s name you want to add. Select the pencil beside their name. Assign them a contact number that is not used. EMS pulls new contacts at 9 a.m. Monday, Wednesday and Friday.
  - To see which people are assigned EMS contact, use the “next” button towards the bottom of the page and go through your entire roster.

Note: This process is also how you get your officer list to appear on your organization’s front page to the rest of the BBNvolved community. We also do not make status changes based on the roster. You will still need to submit a chapter status report or submit the Roster Update form on Fraternity and Sorority Life’s organization page.
Adding Members to the Org

Adding members to your organization allows you to easily communicate with all members from one platform. You can add members three ways!

Option 1: FSL import
FSL will import new members in September and February, but we can also import members throughout the year. Link-Blue and first and last name are needed for each student you would like imported. Please allow one business day to complete the import and send the request to Rachel Eberhart, Rachel.Eberhart@uky.edu.

Option 2: Send invitations
- Once logged in, select “Manage Organization” in the upper right, then to the left of the organization name, click the three lines. This will open a menu, where you select “Roster”.
- Input one address per line, select “Add e-mail Addresses” then “Send Invitations”.
  Only invite members using their official UK email.

Option 3: Member Joins Independently
Members can find your org on BBNvolved and request to join. The primary contact (president) will be able to approve the request.

Creating Forms

Forms are an easy way to collect important information from your members, create applications, & more.

Step 1: Go to Forms
Once logged in, select “Manage Organization” in the upper right, then to the left of the organization name, click the three lines. This will open a menu, where you select “Forms”.

Step 2: Select Create a Form
This option is a blue box in the upper right hand side of the screen.

Step 3: Create Your Form
The “Forms” tool allows you to create customized forms that have logic, varying types of questions & text blocks. You can also include an option to upload excel forms, documents, PDFs and images.

Step 4: Publish Your Form
The form will only be visible to your officers until you make the form active. Once you mark as active anyone in the portal can complete the form. You can share it using the link provided under “publish” on the forms homepage.

Submitting an Event

Step 1: Go to Events
- Once logged in, select “Manage Organization” in the upper right, then to the left of the organization name, click the three lines. This will open a menu, where you select “Events”.

Step 2: Select Create an Event
This option is a blue box in the upper right of the screen.

Step 3: Complete Event Form
- General event information: Event title, theme, give a description, add in any campus organizations that are co-hosting the event, start and end times, location and set RSVP settings.
- Additional Information: Asks specific details depending on the type of event. Be sure to have officer contact information handy!
- Risk Reduction Planning: Depending on the type of event, risk reduction information may be needed. Have the chapter’s risk management policy ready to upload, along with a schedule for risk/event monitors, an invitation and the guest list.

Taking Attendance with BBNvolved

Tracking participation can assist in knowing which members are actively pursuing a full chapter experience. To begin, go to the Events page through the menu tab under “Manage Organization”.

Option 1: Tracking Participation Manually
a. Invitations: On the invitations tab, you can send invitations to members or see the ones who RSVP’d. Then, select the appropriate level of attendance for each member.

b. Text Entry: You can enter the attendees’ student ID, without the 9, in bulk by copying and pasting the IDs from any document, then mark the appropriate attendance status.

c. File Upload: You can swipe or hand enter IDs into a .csv or .txt file, then upload the document with the appropriate attendee status.

Option 2: Tracking Attendance Using Card Swipe
- On the Track Attendance page, copy the Swipe Access Code. Then, click the URL to go to the swipe page. Enter the access code and click Submit. You are ready to begin swiping.
- When you are finished, return to the Track Attendance page to view all of the cards that have been swiped.
Office of Student Conduct
University of Kentucky

The Office of Student Conduct (OSC) exists within the Dean of Students Office. OSC serves the UK community to provide an equitable and inclusive system that promotes awareness of students' and student organizations' rights and accountability to student conduct. They continuously work to foster the growth and development of students and student organizations, while promoting an inclusive environment that supports students' rights through the enforcement of the Code of Student Conduct.

The student conduct process impacts and applies to all currently enrolled students and to all registered student organizations. Its major purpose is to help create a fair, just and disciplined university community. The process is based on the assumption that students/student organizations have the capacity to assume responsibility for their actions and that the university has the authority to establish an internal structure for the enforcement of its policies and procedures that students have agreed to accept by enrolling in the university.

Pertinent Information for Student Organizations

- A student group or organization may be charged with potential violations of the code, in addition to individual members.
- Outcomes of policy violations range from warning to suspension or dismissal from the University. It is never a goal to remove student organizations from campus, but to help them make smart choices and preserve the educational nature of UK. Outcomes typically reside with opportunities that reflect education and positive decision-making. Suspensions and dismissals derive from extreme behaviors that threaten the health and safety of the campus community and/or repeated violations.
- Student organization leaders/officers are ultimately responsible for taking reasonable actions to prevent or end behaviors within the organization that violate the code and to inform University officials when potential violations occur.
- The code applies to all students during their tenure at UK, from enrollment to graduation, on and off-campus.
- University officials must be informed of behaviors that threaten the health or safety of the campus community, such as high-risk drinking behaviors, drug usage, sexual assault and misconduct, and mental health concerns immediately. Student organization leaders/officers role are to report, not investigate, these types of incidents.
- For specific details regarding the student conduct process, visit the Office of Student Conduct website at uky.edu/studentconduct.

To Report a Potential Violation of the Code of Student Conduct

- uky.edu/studentconduct > Reporting Information > Report a Potential Student Code Policy Violation
- uky.edu/studentconduct > Reporting Information > Report a Hazing Incident
Student Conduct Investigation Process

Incident Occurs

Incident Report to OSC

Student Conduct Process

No Action/No Policy Violation

No Policy Violation/Warning Letter

*For student organizations, Investigation Letter is sent prior to the Charge Letter to gather more details regarding the incident

Charge Letter Generated

Informal Resolution Meeting

No Policy Violation

Informal Resolution Agreement

Formal Hearing

Decision Final

Hearing Outcome

Decision Final

Appeal to University Appeals Board

Decision Final
Violation of Code of Conduct Process
University of Kentucky

The primary mission of the Office of Student Conduct (OSC) is to ensure a safe campus environment through providing an educational process in which students can be afforded due process and education pertaining to University expectations.

You will always be contacted through your University of Kentucky email. Expect a notification letter for scheduled meeting times and an outcome letter after a meeting occurs. Read letters thoroughly and follow any instructions and/or suggestions. Choosing to not engage in the process does not eliminate your chapter’s responsibility and the process will move forward without your involvement. Any reports provided will be redacted in accordance with FERPA and standard practice of OSC.

During any meeting with OSC you will be able to have two advisors of your choosing. Your advisors will not be able to represent you and/or your organization and will not be able to speak during the informal meeting and hearing. They are present to guide and advise you.

The following outlines information you need when contacted by OSC.

Investigation Request
The following checklist will be in your letter. OSC strongly suggest you follow the instructions. You will need to identify any incidents that may have occurred based on the letter and report back to OSC with your findings.

Violation Report Checklist:
• Call a meeting of the organization or individuals present at the alleged violation.
• Contact your organization Advisor and/or (Inter)national headquarters.
• Individually interview those present or involved to ascertain their level of involvement and individual knowledge of the events in question.
• Determine if and when information regarding events was communicated to chapter.
• Where was the event(s) held?
• Who knew about the event(s) in question?
• How many members were present? Were any of those members executive officers? Who were they?
• How was the event funded?
• Establish a timeline leading up to the event(s), during the event(s), and after the event(s).
• What was the organization’s response after the fact?
• Did you notify an advisor that is your contact for the University (i.e. Fraternity and Sorority Life, Dean of Students Office, Office of Student Involvement) of the event(s)? If so, when? What information did you share with said staff member?
• Are individuals directly responsible? Who? Have you filed conduct referrals for them with the Office of Student Conduct? (if so, please attach and/or forward to Student Conduct).
• Submit the report this report and any necessary attachments to the Office of Student Conduct. If you should need a reasonable extension, contact the Office of Student Conduct before the deadline.

Informal Meeting
This meeting is a one on one meeting with a Hearing Officer in OSC. During this meeting the following will occur:
• Opportunity to review your student rights
• OSC representative will review the informal process (including charges, purpose of restorative action Plan, resolution options)
• OSC representative will review the reports received, including your report submitted
• Opportunity to tell your understanding of the events you either witnessed, took part in, or discovered as a part of your internal investigations
• Conversation with the OSC representative about how the behavior did or did not align with University expectations, which include but are not limited to, the Code of Student Conduct, University Housing Community Standards, and Administrative Regulations
• If responsibility is accepted or found, a conversation around the appropriate restorative action plan that will help the chapter learn and grow, repair harm, and restore trust with the University community
• An outcome of the informal meeting will be one of the following:
  o Accepting responsibility and restorative action plan, end of process
  o Found not responsible, end of process
  o Not accepting responsibility, provided a restorative action plan, go to Formal Hearing
  o Accepting responsibility and not accepting the restorative action plan, go to Restorative Action Hearing

**Restorative Action Hearing**
This process consist of three University staff and/or faculty members. The sole purpose of this hearing is to determine a restorative action plan. To participate in this process you must have accepted responsibility in your informal meeting. In this process, the follow could occur:
• Introduction and review of the philosophy
• Review of the process (the order in which the respondent, complainant, witnesses, and hearing board members will participate)
• An opportunity to have your student rights read
• Review of the charges that have been accepted
• An opportunity to tell your chapter’s narrative of the incident
• An opportunity for complainants and/or witnesses to tell their narrative of the incident
• Hearing board members, respondents, and complainants will all have the opportunity to ask questions of each narrative of the incident provided through each step of the process as directed by the hearing board chair
• Hearing board members, respondents, and complainants will all have the opportunity to provide what they believe would be an appropriate outcome
• Hearing board will meet privately to discuss the final restorative action plan
• Hearing board will present the restorative action plan to the respondents and complaints

**Formal Hearing**
This process consist of three University staff and/or faculty members. The hearing board chair is responsible for the facilitation of the formal hearing process. In this process, the follow could occur:
• Introduction and review of the philosophy
• Review of the process (the order in which the respondent, complainant, witnesses, and hearing board members will participate)
• An opportunity to have your student rights read
• Review of the charges
• An opportunity to tell your chapter’s narrative of the incident
• An opportunity for complainants and/or witnesses to tell their narrative of the incident
• Hearing board members, respondents, and complainants will all have the opportunity to ask questions of each parties narrative provided through each step of the process as directed by the hearing board chair
• Hearing will end and the hearing board will go into deliberation to determine responsibility
  o If found RESPONSIBLE: The hearing board will determine a Restorative Action Plan and the outcome letter will be sent to your chapter president’s uky.edu email
  o If found NOT RESPONSIBLE: The process ends
Steps to report a Student Code of Conduct violation.

1. Go to uky.edu/studentconduct and select “Report a Potential Code of Student Conduct Violation”

2. Complete form
Community of Concern Information
Fraternity and Sorority Life
University of Kentucky

Presidents play a critical role in maintaining a safe campus community and are in a position to identify students who may be struggling or facing unique/concerning challenges.

The Community of Concern (CoC) is an office designed to be the centralized point for information regarding students or employees who:
- are struggling with their mental or physical health;
- experience a concerning change of behavior, academic performance, or lifestyle;
- or are facing challenges other areas of their well-being that may make it difficult for them to be successful within the UK community

What does the Community of Concern process look like?
Within three business days (though typically on the same day) of receiving a report regarding an individual of concern, a CoC staff person reviews the details provided and determines both the level of risk and which office should intervene. All employee cases are assigned to HR and CoC works directly with any students of concern.

Once the report has been reviewed, a CoC staff member does any or all of the following:
- Contact the submitter or other offices on campus to request additional information
- Reach out to the student to either provide a list of resources or a request to meet one-on-one
- Meet with the student of concern and refer them to additional resources that can provide the support; help ensure their safety and success; and/or collaborate with the student to develop a plan of action for success

CoC ultimately serves as an intermediary between the student and their next steps towards health and safety. CoC staff members are not licensed mental health professionals or emergency responders, therefore any immediate concerns for the health and safety of an individual or others should be reported via 911.
Why is the Community of Concern important?
- There is an increase in mental/behavioral health issues on campuses across the nation.
- An estimated 27% of young adults have diagnosable mental health problems and most do not seek assistance until supported to do so.
- Suicide is the second leading cause of death among college students and CoC works to raise awareness of the signs that could lead to suicide.

Common Triggers
- Academic Stress
- Personal/Family Divorce
- Relationship Changes
- Financial Hardships (including food and housing insecurity)
- Theft
- Employment Stresses
- Vehicle Accident
- Gender/Sexual Identity
- Death
- Family Concerns
- Homesickness
- Expected Happenings

When should I refer?
- Your effort to manage a behavioral issue has not resolved the issue.
- You are concerned about the welfare of an individual, yourself, or others.
- An individual asks you for help in dealing with personal issues that are outside your role.
- The student’s peers have implied concern for their friend and need direction.

How do I make a referral?
- Visit uky.edu/concern and click the large red box at the bottom left that says “Report a Concern”
- Effective referrals include…
  - Your name, contact information, and relationship to the individual
  - The individual’s name and contact information
  - A brief, factual explanation of your concerns or observations-including dates, times, locations, etc.
  - Evaluating what has been done so far to address the concerns and the individual’s response to those efforts

Reminders
- Never put yourself in physical danger.
- Confronting problematic situations must focus on behaviors.
- Document specific behaviors of concern.
- Standards and limits are set in the beginning of the semester. If you allow students to be disruptive in the first few weeks, you can expect to confront it for the rest of the semester.
If you have an emergency, call UKPD at #8573 or dial 911

- UKPD will submit a police report to Community of Concern after initial emergency conditions have passed and you are welcome to submit a duplicate report to ensure CoC has all relevant details from the incident.
- If you do not believe your concern warrants calling UKPD, please submit an alert to Community of Concern.
- Community of Concern meets with students and addresses concerns after the initial emergency condition has been addressed by trained emergency/crisis professionals.

### High Risk Behaviors

Behavior that indicates imminent safety risk to the individual or community

### Moderate Risk Behaviors

Behavior that is not typically life threatening; may signal that an individual's coping skills are being challenged

### Low Risk Behaviors

Behavior that may interfere with academic or personal success but not likely to indicate a risk to life or safety

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<th>Examples</th>
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| • Expressed intent to harm self or others  
   • Brandishing a weapon  
   • Suicide attempt or threat  
   • Bizarre delusions or hallucinations | • Indirect threats to self or others or disturbing content in academic work  
   • Erratic behavior or expressing hopelessness/helplessness  
   • Withdrawal from friends or daily activities | • Frequent class absences  
   • Changes in appearance or hygiene  
   • Difficulty adjusting to college life  
   • Uncooperative |

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<tr>
<th>What should I do?</th>
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<tr>
<td>This is an EMERGENCY. Immediately dial 911 or from a cell phone dial #UKPD (#8573)</td>
<td>Document the behavior and share with/send an alert to Community of Concern uky.edu/concern</td>
<td>Listen and refer the student to resources. If they need higher intervention, send an alert to the Community of Concern. uky.edu/concern</td>
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</table>
There are several ways that recognized student organizations can receive funding for a wide variety of projects and programming. The UK Division of Student and Academic Life can provide funding and the form can be filled out on BBNvolved under Fraternity and Sorority Life Documents. Below are a few opportunities you can find through campus partners and student organizations.

**Student Government Association (SGA) Funding**
These grants may have specific requirements that an organization needs to meet in order to be eligible for funding.
- General Funding Grant: $750 max
- Club Sports Grant: $1500 max
- Multicultural Inclusion Grant: $1500 max
- Senate Special Project Grant: $2500 max

The SGA process begins by filling out the online form located at [http://uksga.org/funding/student-organization-funding](http://uksga.org/funding/student-organization-funding). This link also provides procedures, deadlines, and rules regarding receiving SGA funding. Groups requesting funding will also be required to do a presentation before the appropriations and revenue committee. Times and dates of these committee meetings are published on the SGA website. If an organization is selected to receive funding then the organization has five days to contact SGA to accept the grant, otherwise the grant will be voided.

There are several items that will not be covered under grants given by the SGA. These include but are not limited to food and beverages, non-university approved vendors, subscriptions, taxes, management and consultation fees, organizational membership dues, personal gifts, donations or contributions, financial aid and scholarships, awards, trophies or prizes, or expenses incurred prior to funding approval by SGA.

Student Government provides funds to organizations by reimbursement only. All receipts must be submitted to the SGA office manager within 30 days of the approved event, project or purchase. If receipts are not turned in within the 30 day window, the funding will be forfeited.

For more information, contact Ashley Jones at ashleyjones@uky.edu.

**Cat's Den Funding**
Currently located in the Student Center, The Cat's Den gives a subsidy for aide in the cost of food, publicity, or supplies. The subsidy amount is $250 maximum per semester, per organization.

To qualify for this subsidy all events:
- Must be drug and alcohol free,
- Open to any UK student,
- Must use UK catering for any refreshments,
- 24-hour notice on cancellations allows us to better serve all organizations/departments.
- Organization is responsible for crowd control and must enforce all policies. (Cats Den capacity: 125)
- Any videos/movies shown must be approved in advance, and screening rights (license fees) must be obtained.
- Signs/banners may not be hung. Decorations must be flame retardant.
- The sponsoring organization/department is responsible for leaving the room in the same condition as when the event started.
• A clean-up fee may be charged for the removal of excess materials. Nothing is to be taped, tacked or otherwise adhered to the walls in any manner. Easels or T-stands are available upon request for this purpose.

• Solicitations for subscriptions, sales of merchandise, publications or services on University property other than by the authorized stores, food service, departments or divisions of the University are prohibited without the written permission of the Student Center Director.

Applications for funding must be received and approved at least 2 weeks in advance. Subsidy funds are only available for events held during the specific Friday and Saturday times. No events will be scheduled during dead week or finals week. You must follow all rules and regulations in order to obtain the subsidy.

For more information, contact Dustin Adams at dustin.adams@uky.edu.

**Student Activities Board (SAB) Funding**
The Student Activities Board (SAB) is the largest programming board at the University of Kentucky. SAB brings more than 60 entertaining, educational and enriching programs that are reflective of contemporary issues and trends to campus each year. These programs are designed to enhance the college experience for students, faculty, staff, and the greater Lexington community.

SAB will accept proposals for partnerships with other student organizations for new events (i.e. SAB will not partner for an already existing event, such as an established chapter philanthropy). These event proposals will be voted on by SAB. A proposal should include, but is not limited to advertising costs, venue costs, artist fee, meals, projected income and other related information. Planning is typically done a full semester in advance, so reach out before October this semester for Spring 2019 event ideas.

For more information about a possible collaboration, contact the SAB President at president@uksab.org.

**Student and Academic Life (SAL) Funding**
The Student and Academic Life division of University of Kentucky centers their focus on the success and development of students through academics and available programming. Academic Enrichment, Dean of Students, Student and Academic Support and Student Health and Wellness departments all fall under SAL’s division. They directly impact all student organizations and are offering student organizations the opportunity to request funding for the fiscal year.

Examples of possible requests include, assistance in attending conferences, funding programming or other opportunities that would further the development of the organization and its' members.

Requests for the application and questions can be made by emailing SALBO@uky.edu.
Student Request for Funding
Student and Academic Life
Fiscal Year 2018-2019

Student Full Name: ___________________________ Student ID: _______________________

Mailing Address: _____________________________________________

City: ___________________________ State: _______________________

College Attending: ___________________________ Year: _______________________
(Example: College of Education) (Example: Sophomore)

Amount Requested: ___________________________ Semester: _______________________

Other Sources of Funding: ___________________________ (Example: Fall 2019)

Purpose of Requested Funds: ___________________________
(Please state the purpose of the requested funds, as well as how the purpose pertains to your education here at the University of Kentucky)

(Please attach any additional documents if necessary) Attachments: Yes / No (circle one)

I understand that I may not receive the full amount of the requested funds from Student and Academic Life. I further understand that if funds are awarded, I may not receive additional funds from Student and Academic Life throughout the rest of my tenure at the University of Kentucky.

Student ___________________________________ Date ______________________

Greg Heileman, Associate Provost ___________________________________ Date ______________________

Jamie Link, Finance Director ___________________________________ Date ______________________

* Student and Academic Life Business Office Use Only *

Cost Center: ___________________________ Amount: _______________________

Document Type: ___________________________ Doc Number: _______________________

Attachments: ___________________________ Initials: _______________________

Date Posted: ___________________________
What to Know About Hosting an On Campus Event with Alcohol

**Planning Timeline**

- **One Month Prior**
  - Meet with FSL to talk about your plans for the event
  - Start Guest List

- **Three Weeks Prior**
  - Submit your event through the Event Management System for review & approval

- **Two Weeks Prior**
  - Submit your event through FSL for approval
  - Finalize Guest List

- **One Week Prior**
  - Risk Reduction Meeting
  - Potential walk through with Fire Marshal

- **Event**
  - Host a fun, safe event!

**What Gets Submitted?**

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<tr>
<th>Event Management Submission</th>
<th>Fraternity &amp; Sorority Life Submission</th>
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<tr>
<td>Submit request as an Event Proposal at meetatbigblue.uky.edu with Other Location as the location. Event information will be reviewed by Event Management, UK PD, and Risk Management to see what safety and risk reduction requirements will be in place.</td>
<td>Create an event in the Events tab of BBNvolved. Submit full information including guest list, event monitors, and invitation for the event.</td>
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CERTIFICATE OF INSURANCE

PRODUCER
MJ Insurance, Inc.
P.O. Box 50435
Indianapolis, IN 46250-0435
Phone: (888) 442-7470
Fax: (317) 805-7580
ruth_krauer@mijinsurance.com

INSURED
KAPPA KAPPA GAMMA FRATERNITY
BETA CHI
238 East Maxwell Street
Lexington, KY 40508-2613

COVERAGES
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS, AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

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<th>CO-</th>
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<th>POLICY NUMBER</th>
<th>POLICY EFFECTIVE DATE</th>
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LIMITS
- General Aggregate: $2,000,000
- Products/Comp/Op Agg.: $2,000,000
- Personal & Adv Injury: $1,000,000
- Each Occurrence: $1,000,000
- Fire Damage (Any one fire): $1,000,000
- Med Expense (Any one person): $15,000

COMPUTER AFFORDING COVERAGE
- COMPANY A: CNA Insurance Companies
- COMPANY B:
- COMPANY C:

Description of Operations / Locations / Vehicles / Special Items:
University of Kentucky, Inter Greek Program Assembly is an Additional insured with respect to liability arising out of the premises leased to the Insured. This insurance does not apply to claims arising out of the sole negligence of the Additional Insureds.

Certificate Holder:
University of Kentucky
Risk Management Department
Attn: Lou Drapeau
332 Peterson Service Bldg.
Lexington KY 40506-0005

Cancellation
Should any of the above described policies be canceled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice or 10 days notice for non-payment of premium, to the certificate holder named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

Authorized Representative

CINDY H. STELHORN
POLICIES
Policies Overview
Fraternity and Sorority Life
University of Kentucky

All policies are available on BBNvolved and on the FSL website at uky.edu/GreekLife. It is the responsibility of the chapter president to know and understand all of the policies listed below. If you have questions, please contact your council advisor for further explanation.

Fraternity & Sorority Life Policies
Criteria for Consideration of Student Organization Registration as a Social Fraternity or Sorority
Academic Break Policy for On-Campus Fraternity/Sorority Houses
Approval for Events with Alcohol
Crisis Management Guidelines
Chapter President Listserv Guidelines
Move In Policy for FSL Managed Houses Agreement
Policy for Probates and Presentation of Members
Roster Policy

University Policies
Governing Regulation: www.uky.edu/regs/Administrative/gr1.htm
Part 1, Section G 4-5 - Solicitation of Funds & Campus Sales
Administrative Regulations: www.uky.edu/regs/ar.htm
4:1 - Registration of Student Organizations
4:10 - Code of Student Conduct
6:1 - Policy on Discrimination & Harassment
6:2 - Policy on Sexual Assault, Stalking, & Relationship Violence
6:4 - University of Kentucky Alcohol Policy
6:5 - Tobacco Policy
6:6 - Policy on Deadly Weapons
6:10 - University of Kentucky Hazing Prevention Policy
6:11 - Animals on Campus
9:1 - Regulations Governing Time, Place, and Manner of Meetings; Demonstrations & Other Assemblies
9:2 - Regulations Governing the Use of University Facilities by Registered Student Organizations
9:9 - Speakers from Off Campus
10:4 - Social Media Policies & Guidelines

Business Procedures: www.tuky.edu/EVPFA/Controller/BPM.htm
E-17-14 - Agency Cost Center Policies & Procedures

Emergency Management Policies: www.uky.edu/regs/other.htm
Missing Student Notification Policy for Students Who Reside in On-Campus Housing
University of Kentucky Fire Marshal Fire/Life Safety Policy

Dean of Students Policies
University of Kentucky Dance Policy
Guidelines for Event Planning at the University of Kentucky
Student Center/Event Management Policies: www.uky.edu/studentcenter/policies

- Meeting Room Reservation Policy
- Memorial Hall Reservation Guidelines
- Outdoor Event Policies
- Registered Student Organization Baseball Tailgating Policy
- Registered Student Organization Football Tailgating Policy
- Tabling Policies
- Campus Signage Policy

Council Constitutions:

- Interfraternity Council (IFC)
- National Pan-Hellenic Council (NPHC)
- Panhellenic Council (Panhellenic)
- United Greek Council (UGC)
Criteria for Consideration of Student Organization
Registration as a Social Fraternity or Sorority
Fraternity and Sorority Life
University of Kentucky

In accordance with the University of Kentucky’s Administrative Regulation 4:1, the Dean of Students staff has developed the following criteria for initial and continued registration of a student organization under the category of social sororities and fraternities at the University of Kentucky. To gain and/or maintain status as a social sororities and fraternities on the Lexington campus of the University of Kentucky, a student organization must complete the below-listed defining requirements.

Organization Recognition

A. The organization must complete all forms and submit all documentation for student organization registration as required by the Fraternity and Sorority Life Office and as described in University of Kentucky Administrative Regulation 4:1 Registration of Student Organizations. The organization should observe all deadlines and requests; therefore, submitting all materials in a timely and complete manner.

B. The organization must have recognition as an organization in good standing of an inter/national social fraternity or sorority as recognized by the Internal Revenue Service under the provisions of Section 86.14 of the regulations promulgated under Title IX of the U.S. Education Act Amendments of 1972. The University of Kentucky will not register a local organization as a social sororities and fraternities. In order to be established or re-established as a University of Kentucky social fraternity or sorority, the inter/national organization, its staff and alumni/ae, and/or the student organization will submit for consideration relevant materials in a format deemed appropriate by the Fraternity and Sorority Life staff which addresses the following items:
   a. inter/national support to the organization and its chapters in general,
   b. documentation from the Department of Education or the Internal Revenue Service stating status as a social fraternity or sorority,
   c. alumni/ae within the vicinity of Lexington,
   d. chapters located at college campuses in Kentucky and surrounding states,
   e. students, faculty, and/or staff interested in establishing/supporting the organization,
   f. relevant policies related to risk management (alcohol and drugs, hazing, sexual abuse and harassment, and fire, health and safety), scholarship, member education,
   g. previous affiliation with the University of Kentucky (if applicable),
   h. information about the support and staffing provided by the inter/national headquarters for colony development, and
   i. other items as requested by the Fraternity and Sorority Life staff.

C. In support of the relationship with the organization, the inter/national fraternity/sorority should demonstrate to the Fraternity and Sorority Life Office their ongoing communication and support to the group throughout their tenure at the University of Kentucky.

D. All organizations will respect the commitment to self-governance through active participation in the Fraternity and Sorority community by joining a governing council. Each representative council will define the minimum requirements of a member organization to be considered in good standing within the council.

E. Active membership in a social fraternity or sorority is limited to current students of the University of Kentucky Lexington campus. Candidates for membership must be enrolled full-time in a
degree seeking program at the University of Kentucky Lexington campus at the time of joining the organization.

F. The completion of all above-defined criteria does not guarantee approval of the registration of the student organization under the category of social sorority or fraternity. The or designee will consider all submitted materials and supporting documentation in his/her decision for granting registration privileges. In the decision to grant registration privileges, the Director of Fraternity and Sorority Life or designee will consider the health of the existing fraternity/sorority community and the needs of the university.

**Information Collection**

A. The appropriate organizational officers must maintain accurate records with and follow established University policies in order to maintain registration as a student organization. The full listing of policies will be provided in the Chapter President Manual each semester.

B. The organization must maintain open lines of communication with the staff of the Fraternity and Sorority Life Office through accurate completion and timely submission of established reports. The required forms and reports will be listed in the Chapter President Manual each semester. Any changes to inter/national policies must be submitted to the Fraternity and Sorority Life Office.

C. The organization must submit information about the primary areas of operation including member education, scholarship, risk management, intake/recruitment, and community engagement regularly to Fraternity and Sorority Life staff for advisement purposes.

**Education**

A. All organizations must participate in member education programs provided by the Fraternity and Sorority Life Office. These include, but are not limited to, alcohol education, hazing prevention, and sexual misconduct/violence prevention. Additionally, chapter presidents and new member educators/intake chairs are also required to attend trainings about new member education and University expectations.

B. Chapter presidents are required to attend the Fraternity and Sorority Life presidents’ orientation session at which they will learn about university policies and the required Fraternity and Sorority Life reports each semester.

**Housing**

A. Any organization entering into or currently in a group housing arrangement, on or off-campus, must:
   a. maintain an alcohol-free facility at all times, except as permitted by University policy,
   b. have their facilities reviewed by either the University Fire Marshal (on campus) or the city fire inspector (off campus) each semester. The paperwork documenting the inspection must be turned in to the Fraternity and Sorority Life Office,
   c. employ a University approved house director who resides within the chapter house, including weekends at any time the house is occupied if there are fifteen (15) or more residents, and
   d. maintain the chapter facility according to the Fraternity and Sorority Chapter Occupancy Agreement.

B. Potential house directors must be reviewed and approved by the Fraternity and Sorority Life Director or designee. The university will provide a required background check through the university’s Human Resource Office and paid for by the organization. House directors must attend mandatory training provided by the Fraternity and Sorority Life Office each year.
Chapter Advisors
A. House directors and chapter advisors are defined as “campus security authorities” to report all campus crimes, fires, and threats of fires of which they become aware. A “campus security authority” is broadly defined as an individual having responsibility for campus security and officials having significant responsibility for student and campus activities. Each must receive training on their duties to report and on Administrative Regulation 6:7.

B. Each chapter must have a designated primary chapter advisor. Primary chapter advisors must complete a yearly certification with the Fraternity and Sorority Life Office. This certification process includes a review of the role of advisors, campus resources, and important policies for fraternities and sororities.

Organization Benefits
A. For compliance with the above-defined policies, all social fraternities and sororities will receive the following privileges:
   a. educational and programming resources available through the Fraternity and Sorority Life Office;
   b. support of professional staff of the Fraternity and Sorority Life Office;
   c. assistance with chapter intake/recruitment efforts;
   d. assistance with chapter academics;
   e. statistical and informational reports relative to scholarship, finances, membership, and other operational areas;
   f. mailbox in the Fraternity and Sorority Life Office;
   g. ability to lease property (when available) for group living experience;
   h. use of the delinquency system for housing fees (if applicable); and
   i. house director incentive payment to house director (if applicable); and
   j. organization information on the Fraternity and Sorority Life marketing materials.

B. Failure to comply with any of the above-defined policies can result in the temporary suspension of registered student organization status by the Fraternity and Sorority Life Office. This suspension means that groups may not reserve rooms, participate in University or fraternity and sorority community events, or receive university benefits until the group is in compliance. Additionally, the Fraternity and Sorority Life Office can refer violations of this policy or the Student Code of Conduct to the Office of Student Conduct.
FSL POLICIES
Academic Break Policy
On-Campus Fraternity/Sorority Houses
Fraternity and Sorority Life
University of Kentucky

A written request is needed for fraternity/sorority chapters who have on-campus houses not managed by the University of Kentucky Fraternity & Sorority Life Office and have members who are interested in residing in their respective chapter houses for the duration of academic breaks. These academic breaks include:

- Fall Break
- Thanksgiving Break
- Winter Break
- Spring Break
- Summer Break

The chapter must meet certain requirements before permission will be granted which include the following qualifications.

- The individuals wishing to remain at the house must be a current resident and staying for academic and/or employment purposes
- The request for staying must be submitted via email to the Office of Auxiliary Services at least 2 weeks prior to the beginning of the break.
  - Send to:
    - Debra Ross
    - Associate Director, Auxiliary Services
debra.ross@uky.edu
- The House Director must be living in the house for the duration of this break
- The chapter must be in good standing with the university which include:
  - No pending discipline sanctions
  - No pending financial balances for the individual or chapter
  - All fire safety requirements have been met during the regular semester inspection
  - An additional inspection prior to the academic break must be scheduled and all safety requirements have been met

Effective 11.8.18

Approved by the UK Offices of Fraternity & Sorority Life, Auxiliary Services, University Fire Marshal
Approval for Events with Alcohol
Fraternity and Sorority Life
University of Kentucky

In planning and implementing social events, members of the University of Kentucky fraternity and sorority community are bound by a number of laws, regulations, and policies concerning alcohol and other risk-related issues. The Commonwealth of Kentucky, the University, and each inter/national fraternity/sorority have implemented policies and procedures that directly impact fraternity and sorority-sponsored events. The responsibility for compliance with these policies and the subsequent liability for negligence rest solely on each individual chapter sponsoring or co-sponsoring the event.

Chapter events must be well-planned in order to ensure compliance with inter/national risk management policies as well as related State and Federal laws and University guidelines. Chapters co-sponsoring an event must work together to ensure compliance with the strictest national policies of the sponsoring groups.

Chapters must meet the following requirements for all chapter-sponsored events that include the consumption of alcohol:

A. All fraternity and sorority chapter events that involve the use of alcohol must follow state and federal laws, Inter/National policies, and all University policies.

B. All fraternity and sorority chapter events with alcohol must be submitted to the Fraternity and Sorority Life Office via the Event function in BBNvolved at least two weeks in advance. The events that must be submitted include, but are not limited to: mixers, tailgates, formals, date parties, alumni events, functions in a chapter’s indoor or outdoor common area, and off-campus house parties.

C. Officers from all chapters must attend a training at the start of each semester to cover important risk reduction information and event registration procedures. Additionally, a responsible officer from the sponsoring organization(s) must attend a risk reduction meeting with a member of the Fraternity and Sorority Life staff before each event can be approved.

D. Event monitors must be trained in advance and demonstrate knowledge of their responsibilities via an BBNvolved assessment. Organizations must provide one monitor for every 25 attendees at the event.

E. Events must be private and not open to the public, be an event for which tickets have been sold, or invitation from a member is required.

F. In no event may council or chapter funds be used for the purchase of alcohol for individual chapter or council events.
   a. Alcohol must not be sold, directly or indirectly, by sponsoring organizations through any means, such as tickets, admission charges, or donations.

G. Advertising the presence of alcohol and/or encouraging the use of alcohol is not permitted in event promotions. This includes drink specials or advertisements.

H. The sponsor(s) of the event shall take affirmative and appropriate steps to ensure that persons under the age of twenty-one are not served alcohol and not allowed in the area where alcohol is being served.

I. Security may be required based upon the specifics and location of the event. If required then documentation of the licensed security company must be supplied.

J. Transportation alternatives should be provided by the sponsoring organization for members and guests.

K. Non-alcoholic beverages, water, and food items are to be served and conspicuously displayed.

L. Any philanthropic and/or fundraising events where alcohol is available is prohibited unless prior approval of each sponsoring organizations inter/national organization is obtained.

M. The consumption of alcohol or drugs for the purpose of initiation or affiliation with an organization is not permitted.

N. Alcohol must not be included in membership recruitment or new member activities for chapters.
Events with Alcohol on Campus and in Chapter Houses

Chapters must meet the additional following requirements for chapter-sponsored events that include the consumption of alcohol in the following areas, according to the University of Kentucky AR 6:4:

1) University facility where alcoholic beverages are permitted (Boone Center, King Alumni House, E.S. Good Barn, Student Center, Dining Services facilities);
2) Designated outdoor common areas of fraternity and sorority houses, and other registered student organization affiliated houses or facilities;
3) Designated indoor common areas of fraternity and sorority houses, and other registered student organization affiliated houses or facilities for the purpose of hosting an alumni-focused event (limited to two events per a semester); or
4) Designated common outdoor areas of residence halls as indicated by the UK Office of Residence Life.

The above facilities require the following additional steps for approval:

A. The event must have a majority of attendees over the age of twenty-one (21) years of age. The only exception is for tailgates hosted in the Registered Student Organization area.
B. Event request must be submitted through the Event Management Office using the online Event Management System.
C. Documentation must be made available that the area where alcohol will be sold, served, and consumed is defined and approved by the Event Management Office, the person responsible for the facility (house corporation/Residence Life), the city or university fire marshal, and Fraternity and Sorority Life staff.
D. Documentation must be made available of the capacity of the area where alcohol will be sold, served, and consumed and is determined by the city or university fire marshal. This capacity must never be exceeded.
E. UK Catering or a caterer officially approved by the UK Purchasing Division and licensed and in good standing with the Kentucky Alcohol Beverage Control Board shall be responsible for the serving and sale of the alcoholic beverages on University property or at University events.
   a. The caterer shall be insured for the event either through a rider to an existing policy or through the purchase of event insurance coverage. Such coverage shall include naming of the University as an additional insured party and shall be in an amount determined by the Office of Risk Management.
F. Sponsoring organizations are required to provide documented security measures or security personnel for events. Security personnel used on campus must have the approval of the UK Police at least two weeks prior to the event.
G. Events in designated outdoor common areas must be contained by a structure which controls access to the area. The structure must be approved by the city or university fire marshal.
H. Events inside the chapter facility must have the proper documented alumni approval describing how the event will be focused on alumni.
I. Events inside a chapter facility must have the House Director present (if applicable) and a member of the House Corporation in his/her absence.
J. Restroom facilities must be provided by the sponsoring organizations. If the event is held outdoors then outdoor facilities must be used and no entrance to the building. If the event is held inside a residential facility then restrooms may not be used in areas connected to private or individual living spaces.
K. Sponsoring organizations are responsible for arranging the cleaning and restoring of premises and adjacent areas to original condition immediately following the event.

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Event Submission Process

Two weeks prior to the event, the following information must be submitted/uploaded to Fraternity and Sorority Life by creating the event on BBNinvolved:

A. A typed guest list that includes the names of all members of the sponsoring organization(s) and all non-members who have been invited to the event to demonstrate that the event is closed.
   a. The initial list must be submitted with the event registration and this list may be updated within 48 hours of the event.
   b. The guest list should include birthdates of each individual for events on campus or at fraternity/sorority houses.

B. A copy of the invitation that is being sent to non-members on the guest list to demonstrate that the event is closed.

C. Documentation which cites the inter/national risk management guidelines for all sponsoring and co-sponsoring organizations.

D. Detailed information about the location of the event to comply with Administrative Regulation 6:7.

E. Venue capacity according to fire code.

F. List of event monitors for the event for each sponsoring chapter.

G. A detailed written plan for how the organizations will manage the event including methods for alcohol control that is compliant with inter/national policy.

Failure to complete all necessary documentation within the stated time frame will result in the event not being approved. Hosting any chapter event with alcohol without Fraternity and Sorority Life Office approval may result in a violation of the Code of Student Conduct.

Contact (859) 257-3151 or email ukygreek@gmail.com if you have questions.
Fraternities and sororities wishing to host events with alcohol must comply with the procedures outlined in the University and Fraternity and Sorority Life policies, including the completion of a review meeting with a member of the Fraternity & Sorority Life staff. This form ensures that each chapter understands the expectations and information shared during the review meeting.

I understand that by sponsoring an event with alcohol there are inherent safety risks for which my organization may be responsible.

I understand that although my event was approved, my chapter may be charged with University of Kentucky Code of Conduct violations if it is reported that the Code is violated at the event.

I agree to monitor the bus pickup location which has been agreed to be located at ________________, monitoring includes controlling access to the bus, controlling behavior at the pickup/drop off location, checking in approved guests from the stated guest list, clean-up of trash at the location in a timely manner, etc.

I agree to monitor the event location by includes controlling access to the venue, controlling behavior at the location, checking in approved guests from the stated guest lists, etc.

I understand that it is my chapter’s responsibility to remove any member or guest from the venue who is intoxicated underage, acting uncontrollably, or committing any crimes, and if the proper steps to remove this person are not underway, then the chapter may be held responsible to their behavior.

I agree to follow all policies from the University, all sponsoring chapters’ national organization, all venue and bus policies and local, state and federal laws, understanding that the sponsoring chapters may be held accountable if not completed.

I understand and have informed my chapter of all policies related to this event and have reflected to them that any actions from themselves or their guests will reflect upon their organizations, University, community and Fraternity & Sorority Life as a whole.

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Crisis Management Guidelines
Fraternity and Sorority Life
University of Kentucky

Crisis Management Guidelines are provided to you in an effort to provide a logical framework in the event of a crisis involving your chapter. Though our hope is that preventative measures such as fire safety, alcohol regulation and hazing abolition will help chapters avoid many potential crises, it is unrealistic to believe that no UK fraternity or sorority will ever need these guidelines. Tragedies do occur and cannot be predicted. Taking the time to prepare for—and ultimately prevent—the tragedies that can be avoided could save not only the life of a member, but also the life of your chapter.

These guidelines should be used if a tragedy or crisis involving your chapter occurs either on or off chapter property. Examples of such situations include, but are not limited to:

- death or injury of a member or guest
- fire in the chapter house
- an injury or accident involving alcohol at social events
- an injury or accident involving a member and/or a non-member at or during a chapter event or on chapter property.

Some chapters may already have similar crisis management guidelines that have been developed by their international organizations. This document supplements those procedures by providing names and telephone numbers of University officials who can be of assistance.

**Member Education**

1. The entire Executive Board of your chapter should review these crisis management procedures and be familiar with important concepts of handling a crisis. Every chapter officer should have a copy of these procedures.

2. Be certain that all members in the chapter (including new members) know that the chapter president is in charge of every emergency situation. Though the president may choose to consult with other members who have some expertise or insight, final authority should rest with the president.

3. In the event the president is absent, the next ranking officer should assume control. If such rankings are not already in place, chapters should define officer rankings and include them in the chapter bylaws.

4. All members must know who is in charge and be prepared to follow instructions. Include a review of the chapter’s crisis management guidelines in a risk management education program each semester. The house director should also be aware of the procedures.

**General Procedures**

1. In nearly all situations, the president’s first call will be to the 911 emergency number. Briefly and calmly explain the situation so that the appropriate emergency personnel can respond.

2. Close the chapter house immediately. Permit only your members and appropriate officials to enter. Any guests in the house should be asked to leave. Assign one or more responsible members to calmly control access to the chapter house.

3. Contact University officials. During business hours (8 a.m. - 5p.m., Monday - Friday) contact Fraternity & Sorority Life at 859-257-3151. Tell the person answering the phone that this is an emergency call and ask for Emily Britt, Jenna Lowe, Will Takewell or Susan West.
4. If the University’s administrative offices are not open, contact the Campus Police at 257-1616. Inform the dispatcher of the nature and location of the emergency and tell him or her that you have already contacted 911 emergency personnel. Campus Police will then contact the necessary University Fraternity and Sorority Life personnel.

5. Contact your chapter’s alumni advisor and inform him/her of the situation. Ask him/her to come to the chapter house immediately in order to consult with chapter officers and University officials. When that is completed, contact your International Headquarters.

6. Assemble your members, including new members, in a group. Explain that there has been an emergency and that the house is closed to all but members and appropriate University/emergency personnel. Instruct the members not to speak to anyone outside the chapter about the incident except police and University officials. Do not discuss details, speculate on events, or otherwise elaborate on the situation until police, University officials and the chapter advisor arrive. Emphasize the need to remain calm and assure chapter members that everything is under control. If there is a need to inform members who are not present, the president may delegate this responsibility to another member. Have him/her use his/her cell phone in order to keep the house phone and chapter presidents’ phone free.

**Serious Injury or Death of a Member**

1. Do not notify the parents. In the event of a serious injury or death, medical or police personnel will notify the family. Current parent/guardian contact information should always be on file in the Fraternity and Sorority Life Office and with the chapter. After you know the entire family has been contacted, it is appropriate then and only then for a chapter representative to call and share the chapter’s concern.

2. If the member lives in the chapter house, do not remove any personal items from the room. Do not allow other chapter members to enter the room. Temporarily move any roommate(s) to another room in the house. Keep the door locked and allow only authorized personnel to enter the room.

3. After you are sure that the family has been notified, seek the advice of the family regarding the member’s belongings. You may offer to pack them in boxes, but it is more likely the family will want to do this themselves. Before they arrive, make sure that any borrowed items have been returned. When they arrive, have empty boxes available and offer to help. Keep in mind, however, that this is a very difficult time for the member’s family and they may want some privacy.

4. In the case of a death, members’ attendance at a funeral or memorial service should be coordinated with the funeral director and the family. Discuss with the family or the family’s clergyman the possibility of conducting a separate memorial service for the deceased member at a later time.

5. In the case of a serious injury or illness, contact the member’s family regarding their desires for visitation by chapter members. Always respect the wishes and desires of the family even if the ill member insists on more frequent visits.
Managing the Media

1. If the news media contacts the chapter, only the designated spokesperson (the chapter president or chapter advisor) should speak for the chapter. With the assistance of chapter legal counsel, the chapter advisor and university officials, the chapter should carefully prepare a formal statement to be issued to the media. Prior to the development of such a statement, the following standby statement may be useful:

"We can confirm that (describe incident briefly) occurred on (day) at (time) at (location). We will do all we can to provide information as it becomes available. Currently, we are working with the authorities. Further information will be given when we have completed our investigation of all pertinent matters."

Absolutely nothing else should be said.

Respond to any additional questions with: "When we have completed our investigation, we will release more information."

2. Keep the chapter house locked in order to keep out unwanted visitors.

3. Consider holding any press briefings away from the chapter house. Involve your alumni advisors, University officials, and Headquarters staff in such decisions.

4. Do not release any names to the media until a University official has advised that the timing is appropriate.

5. Update the media consistently, but only when there is something to say. Establish a distribution list for one-page updates or releases to the media.

How to Cope

Remember that University officials are always available for counseling and other assistance. Do not hesitate to call the University Counseling Center at (859) 257-8701 for assistance. Individual and group counseling is strongly recommended following any crisis situation. No matter how well things appear to be going, counseling and other support services are both wise and appropriate.
In order to streamline communication to chapters, Fraternity and Sorority Life at the University of Kentucky has created a listserv for all chapter presidents. Council specific information will continue to be distributed via the individual council listserv. This listserv will be moderated by Rachel Eberhart and the following guidelines will be used for the information that is distributed:

**Content:**

- All information must be submitted no later than the Monday prior to the event/deadline
- Not all requests will be distributed, based upon content, timing, etc.
- Information pertains to the following categories:
  - Fraternity and Sorority Life reminders and due dates
  - Chapter and/or Council events that are community-wide in focus
  - Student Life programs
  - University events and reminders
  - Community events that focus on education, service, or community development
  - Job and Internship Postings
- Event information should include:
  - Date, Time, Location
  - Clear Explanation of Activities or Requirements for Registration/Participation
  - Contact Information for Event Sponsor

**Format:**

- Emails will be sent every Monday by 3 p.m.
- Any announcements or information can be requested to be included by filling out the BBNvolved form, Chapter President Monday Update Submission Form.
- Any event that does not have complete information or does not meet the criteria will not be included
- The information distributed will be organized with the following priority:
  - Fraternity and Sorority Life
  - Chapters and Councils
  - Student Life
  - University
  - Community
  - Job and Internship Postings
Students living in university-managed chapter houses will follow the opening and closing dates defined by the Office of Residence Life. Exceptions may be made for students based upon the discretion of the Director of Fraternity & Sorority Life, Auxiliary Services, and the House Director.

Chapters may be granted early move in for their residents if they meet the criteria below.

- Chapter facilities must be inspected by the University Fire Marshal and approved for early move in before any resident is allowed to occupy the house.
- House Director is available and living in the house during the time requested.
- No pending financial balances for the chapter.
- The chapter may not have any pending sanctions/restorative actions with the Office of Student Conduct or the organizations headquarters.

In order to qualify for early move in, students must:

- Complete their housing contract for the next academic term on time and be included on the official house roster as provided by the chapters to the University Housing Office.
- Be an executive level officer or those who are participating in approved University pre-class program that requires early move in.
- No pending financial balances for the individual student to the University.
- Not have any pending or outstanding sanctions/restorative actions to the Office of Student Conduct.

Students who meet the above requirements should follow the procedures outlined below for approval.

- Submit a request for early move via email to the Office of Fraternity and Sorority Life (ukygreek@gmail.com) and the building’s House Director.
- The request should detail the reason for the request including relevant contact information for program supervisors for pre-class activities.
- These requests should be submitted no later than the close of business the last Friday in July for the fall semester and by the last Friday in November for the spring semester.

Residents approved for move in will be emailed via their university email address and informed of the specific dates and times of move in.
Fraternity and Sorority Chapter Occupancy Agreement
Fraternity and Sorority Life
University of Kentucky

In keeping with the University of Kentucky’s goals for its residential facilities for students, social fraternities and sororities that provide a residential experience must ensure an environment that is safe and secure, conducive to learning, and is aesthetically pleasing.

A “chapter house” is defined as a residential unit affiliated with a recognized student organization under the advisement of the University’s Fraternity and Sorority Life staff. In order to maintain status as a social sorority or fraternity chapter house at the University, the following requirements must be met:

A. The chapter house must be owned and operated by the University and/or a House Corporation incorporated within the Commonwealth of Kentucky or by a division of the inter/national office or other designated authority recognized by the inter/national office.

B. The University or House Corporation must employ a University approved house director who resides within the chapter house, including weekends, any time the house is occupied, if there are fifteen (15) or more residents. Approval will be granted by Fraternity & Sorority Life after reviewing the resume and application of the candidate. This must be submitted to ukygreek@gmail.com prior to an offer being made to the candidate.

C. All on-campus chapter houses must be in compliance with the University Fire Marshal fire/life safety policies. All off-campus chapter houses must be in compliance with applicable local city/county and state fire/life safety policies.

D. The organization must have its chapter house inspected by either the University Fire Marshal (on campus) or the Lexington Fire Department Fire Marshal (off campus) each semester. The paperwork documenting the inspection must be turned in to Fraternity and Sorority Life by the deadline set by the office.

E. For chapter houses with fire alarm systems connected to the University’s fire alarm system, a fire drill must be held each semester and will be scheduled by the Fraternity and Sorority Life office. Chapter houses not connected to the University’s fire alarm system, are responsible for conducting their own fire drill each semester. Verification of the drill should be submitted ukygreek@gmail.com.

F. For chapter houses managed by the University, Fraternity and Sorority Life will work with the Office of Residence Life to determine the dates or periods that the chapter houses are open or closed for occupancy. Facilities managed by a House Corporation, and not on University property, are highly encouraged to follow the Fraternity and Sorority Life timeline. Facilities owned by the University, but leased to a House Corporation, should also follow the Fraternity and Sorority Life timeline, with exceptions only being granted under the Academic Break Policy for On-Campus Fraternity/Sorority Houses.

G. All property use and construction must be in compliance with any lease with the University of Kentucky and local city/state and federal code.

H. Chapters that fail to comply with this Chapter Facility Maintenance may be subject to a referral to the Office of Student Conduct for violation of the Code of Student Conduct

Alcohol/Tobacco and Other Drugs
A. House Corporations and chapters must maintain an alcohol-free chapter house at all times, except as permitted by University policy.

B. All chapter houses must follow the University policy on tobacco use.

C. All illegal and controlled substances are prohibited from chapter houses except for those students have medication prescribed to them by a doctor.

Waste Disposal
A. All chapter houses must dispose of waste in the proper manner at all times.

B. All chapter houses must maintain their property on a regular basis by removing and properly disposing of any litter or debris. Frequent disposal services are recommended to minimize odors, vermin, and safety hazards.

C. Kitchen and food service waste will be promptly collected and removed from the chapter house for disposal following each meal. Chapters must appropriately dispose of grease via grease traps or professional removal services.

D. Incidental household garbage and litter will be collected and removed from the chapter house and grounds for disposal on a daily basis.
E. Each chapter house will arrange for consolidating and properly disposing of rubbish, yard waste, construction debris, and hazardous material as needed. Under no circumstances will materials be allowed to accumulate inside or outside the chapter house unless appropriately consolidated and contained pending final disposal.

F. Refuse disposal areas (garbage cans and/or dumpsters) will be kept clean and neat at all times. Litter and spills will be cleaned up as they occur, and odor and insect problems will be treated promptly as needed. Garbage cans and dumpsters will be kept covered/closed to reduce insect/animal problems.

Grounds
A. It shall be the duty of each chapter at all times to keep and maintain the facilities, landscaping, and general property in good and presentable condition.

B. Each chapter is responsible for maintaining its grounds. Maintenance of grounds includes:
   a. Mowing, trimming, and edging grass
   b. Plants and trees trimmed and neat
   c. Flower and plant beds clean and free of dead plants

C. If grounds are not maintained, the University has the right to correct the situation for chapter houses on University property and to charge the organization for the cost of maintaining the grounds.

Building
A. Each chapter is responsible for exterior cosmetic repairs (e.g., broken windows, graffiti, pressure washing, or painting).

B. All banners must be safely secured, taken down, and properly disposed of within 72 hours of the conclusion of the event they are advertising. All banners should have appropriate content.

C. No non-outdoor furniture shall be present without consent from Fraternity and Sorority Life or the appropriate office.

D. No individual window air condition units are permitted without prior consent from the University Fire Marshal (on campus) or the Lexington Fire Department Fire Marshal (off campus).

Emergency Management Plan
A. For facilities not covered by the University’s emergency management plan, it is required that each House Corporation (or other authorized entity) develop a written emergency management plan for their facility. This plan should outline the protocol related to preparation for and response to emergencies that could occur involving the facility. The plan may include:
   a. Who is in charge during a crisis and their contact information; a secondary contact person and their contact information;
   b. The criteria by which the house corporation and University would elect to close the chapter house and relocate residents (including who makes the decision); and
   c. Specific details of how this information will be communicated to tenants and the Fraternity and Sorority Life office.

B. The Fraternity and Sorority Life office and the University Fire Marshal may be consulted for guidance on emergency management plans

Conduct
A. All residents and employees of the University are bound to the Code of Student Conduct

B. Each House Corporation (or other authorized entity) shall develop and publish a list of rules and expectations related to conduct of residents and guests at the chapter facility.

C. These rules and expectations should be made available to all members of the organization as well as parents and guests upon request.

D. The document should also outline process by which violations are adjudicated and by which sanctions are administered.

E. Failure of the organization to enforce its own rules and expectations may result in a chapter referral to the Office of Student Conduct.

F. The chapter will be charged for a violation of the Code of Student Conduct for any behavior that is a policy violation and is anonymous or the individual responsible cannot be determined.
Policy for Probates and Presentation of Members
Fraternity and Sorority Life
University of Kentucky

Probates and presentation of members (POM) are an important aspect to Greek-lettered organizations. This policy is not at all intended to detract from probates and presentations. Its intention is to ensure that POMs are conducted in a safe, timely, and respectable manner. Failure to comply will be referred to the appropriate Judiciary board and may result in fines or probation of the organization.

Conduct
Appropriate conduct is expected at all times during POMs. It is the responsibility of the organization hosting the POM to ensure that all of their members—including University of Kentucky students, alumni, and members from other campuses—role model the behavior that is expected of all attendees.

Organizations must:
- Adhere to all University policies including policies on hazing prevention, alcohol, and rules of the venue where the POM is hosted
- Refrain from the use of derogatory or inflammatory language including profanity and racist, sexist, homophobic, or otherwise offensive comments in both spoken word and music; this includes dissing other chapters or organizations

Event Management
The organization hosting the POM is responsible for following the rules of the venue and ensuring a safe environment for all attendees. The organization should ensure that the venue is large enough to accommodate the anticipated crowd and they are aware of the venue rules and regulations. Additionally, the organization should be monitoring the behavior of the crowd to prevent any incidents or risky behaviors.

In order to have a successful event, organizations will be required to have their chapter advisor and two (2) other alumni members who are at least five years removed from the undergraduate chapter present for the entirety of the event, including the dispersal of the crowd. These alumni members are to work in a supervisory role of the event. The NPHC advisor will also be present to assist the chapter with managing the event, and will coordinate with UKPD and the venue manager to ensure that the event runs according to plans.

Organizations will be required to have an in person meeting or conference call with the NPHC advisor, chapter members responsible for the event (i.e. President and Membership Intake chair), the chapter advisor, and the two alumni monitors one week prior to the event. This meeting will provide everyone an opportunity to review the plans for the event and the responsibilities of each group prior to, during, and immediately after the POM.

The POM is limited to ninety (90) minutes from the advertised start time, including the dispersal of the crowd at the end of the event. Organizations may ask for an extension of this time if there are extenuating circumstances (i.e. a large number of new members, unforeseeable delays). This extension is granted at the discretion of the NPHC advisor.
Registration

The organization planning a POM must submit the POM Registration form (via BBNvolved) ten (10) business days prior to the POM. This registration form will include the following information:

- Time, date, and location of POM
- Copies of any promotional materials used for the POM (i.e. flyer, graphic, etc.)
- Names and contact information of chapter advisor and two (2) alumni members who will attend
- Date for preliminary event management meeting

Failure to submit the registration by the deadline may result in a fine or the cancellation of the event. The event cannot be publicized until it is approved through both the FSL Office and the Event Management Office.

Approved Locations

Organizations are responsible for securing reservations in advance of the POM. Organizations reserving an outdoor location for the event must also reserve an indoor location in case of inclement weather. A copy of the reservation confirmation is required for BBNvolved registration, so organizations should reserve a location at least two weeks prior to the event.

- **Greek Plaza** (1000 maximum capacity outside)
  - (859) 257-5781
- **Memorial Hall or Memorial Hall Amphitheater** (698 maximum capacity inside)
  - (859) 257-5781
- **Seaton Center Gym** (600 maximum capacity)
  - (859) 257-3928 Mark Lattin, Campus Recreation
- **Seay Auditorium** (497 maximum capacity)
  - (859) 254-1434 ext. 264, Facilities Management, College of Agriculture
- **White Hall Classroom Building 106 or 118** (300 maximum capacity)
  - (859) 257-5781

For clarification or questions contact Fraternity and Sorority Life at ukygreek@gmail.com or (859) 257-3151.
Roster Policy
Fraternity & Sorority Life
University of Kentucky

It is critical for Fraternity and Sorority Life to have an accurate report of the members of each organization. This information is used for record keeping, assessing the Fraternity & Sorority Life membership fee, council dues, grade reports, and crisis management, as well as many other areas of chapter management. Each chapter is asked to submit an updated roster at least twice a semester. The rosters will be due by the end of the first week of classes and two weeks before classes end for the semester. This is most commonly completed via the Chapter Status Report. Chapter Presidents may make additions and/or subtractions to the roster as needed by submitting the Roster Update form on BBNvolved.

Membership Status
The Chapter Status Report asks you to report on the membership status of each member each semester as well as their date of initiation and Student ID number. The categories for membership status are outlined below.

- **N - New Member:** An uninitiated member. The New Member status remains in effect until for a complete semester, even if the person is initiated before the semester is complete.
- **R - Returning:** A current full-time student who is initiated member in good standing with the chapter.
- **S - Suspended:** A person who is not active in the chapter due to being not in good standing with the chapter for academic, financial or discipline reasons. Additionally, this status can be used for any student who is not on-campus due to study abroad, internships, co-op or temporarily leaving school (with the intent to return). This person may not participate in chapter activities or events during the time they are listed as Suspended (intramurals, philanthropy events, etc.).
  - Members may not be listed as suspended for the Fall semester after November 1 or for the Spring semester after April 1.
- **A - Alumni:** A person who has left the chapter via graduation or transfer and is in good standing with the organization.
- **D - Dropped:** A person who has voluntarily withdrawn from the organization either before or after initiation, with no intention to return.
- **E - Expelled:** A person who was removed by the chapter and may not return.

Officer and Advisor Information
All officer information including full name, student ID number, phone number, email address, and local address must be submitted on BBNvolved each semester through reregistration. Changes should be updated within 48 hours. Contact information for chapter advisors should be updated through the same process.

Housing Information
In addition to information about member status, the Chapter Status Report asks for updated housing information for chapter house residents including room number and phone number. Chapters must verify the accuracy of this information each semester.

Inter/National Organization
Fraternity and Sorority Life may cross check the official roster on file with the roster of your Inter/National Organization. If there are discrepancies, we will defer to your Inter/National Roster.

Membership Information and Grade Release Cards
Each member must submit the Membership Information and Grade Release card in the Fraternity and Sorority Life office in order to be officially added to the roster. If the member does not sign the card, his/her grades will not be released to the chapter, but their grade will be included in the chapter’s overall GPA. Failure to submit the card will result in the member not being added to the roster.

Responsibility
It is the responsibility of the chapter (via the President) to ensure that all rosters are up to date with both the University and the Inter/National Organization.
UNIVERSITY POLICIES
Registration of Student Organizations

Major Topics

Policy
Procedures for Registering

I. Introduction

Registered student organizations receive designated privileges which are not provided to other student groups. Privileges include, but are not limited to: reserving University facilities in accordance with AR 9:2; eligibility to apply for funding from student fees; utilizing campus mail services; public affiliation with the University; participation in designated University functions and events; and establishment of financial accounts (in accordance with Business Procedures Manual, E-17-14 and E-17-7). Other privileges may be granted in compliance with University procedures and standards.

In conformity with the Code of Student Conduct, any student group may seek the privilege of registration by applying to the designated member of the Student Affairs staff. This regulation establishes the privileges, rules, and procedures for registration of student organizations. Additional rules are outlined in the Code of Student Conduct and published by the designated Student Affairs staff member responsible for student organization registration.

II. Entities Affected

This regulation applies to all students and employees of the University.

III. Policy

A. The organization shall not discriminate against any person based on race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, marital status, age, uniform service, veteran status, or physical or mental disability, except when the express and legitimate purposes of the organization require limitation as to sex or religious affiliation or belief.

B. The organization shall not adopt a name which is either the same as, or deceptively similar to, the name of an existing registered student organization, the University, or any division or department of the University.

C. The organization shall be non-profit in nature. It shall not use its position as a registered organization to
solicit or advertise for commercial purposes.

D. The purposes of the organization shall be consistent with the Vision, Mission, and Values of the University. *(GR, Part I)*

E. Only current students, faculty, or staff of the University may be members of a registered student organization.

F. Although this section is not a comprehensive definition of the function and activities of members of an organization, the following functions and activities shall be reserved to student members:

1. Holding any office in the organization;

2. Presiding, officiating, or voting, at any meeting of the organization. Guests may attend and, as a member of the audience, speak at meetings of the organization when the program and procedures permit; and

3. Acting as a public spokesperson for the organization.

G. Any member of the registered student organization may serve at stations or distribute materials on behalf of the organization.

### IV. Procedures for Registration as a Student Organization

A. The online registration application may be found on the Office of Student Involvement’s website *(http://getinvolved.uky.edu/)*.

B. All local or national constitutions and by-laws governing the organization shall be submitted online as part of the application.

C. The Rights and Responsibilities Statement shall be agreed to via the online system by the student organization president. This agreement will certify that the organization will consistently comply with applicable University regulations including but not limited to:


3. Administrative Regulation 9:2, Regulations Governing the Use of University Facilities by Registered Student Organizations: *(http://www.uky.edu/regs/files/ar/ar9-2.pdf)*, and


D. The registration of any student organization shall be at the discretion of a designated member of the Student Affairs staff and shall be dependent upon the completion of the required application form and compliance with the rules and additional criteria the staff member may set forth. Such criteria shall be established and published by the designated staff member and made uniform for all similar types of organizations. The designated staff member may limit an organization's registration to a fixed period. The length may be determined at the staff member's discretion. *(Student Code of Conduct, Section 46)*

### V. References
Governing Regulations:
Part I - The University of Kentucky (Definition)

Administrative Regulations:
AR 6:10 - Hazing
AR 9:2 - Regulations Governing the Use of University Facilities by Registered Student Organizations

Business Procedure Manual:
E-17-7 – Departmental Codes
E-17-14 – Agency Cost Center Policies and Procedures

Code of Student Conduct

Revision History


For questions, contact: Office of Legal Counsel
I. Introduction

The University of Kentucky (UK) is committed to promoting a safe, healthy, student-centered, and inclusive community. UK strives to create an environment where students can engage in academic inquiry and campus life. The student conduct process supports UK's goals by:

1. Promoting personal responsibility and peer accountability;

2. Encouraging Students to consider the impact of their actions on themselves, their peers, and larger UK Community;

3. Empowering Students to address any conflict that may arise in a safe, respectful, and socially conscious manner;

4. Collaborating with Employees, Students, and the UK Community with regard to student conduct matters; and

5. Educating the UK Community about student rights and responsibilities related to the Code.
The student conduct process helps Students learn, mature, and develop greater self-awareness while balancing the needs of the UK community. When student behavior does not model UK’s values, the student conduct process is used to uphold the standards of UK.

The Code of Student Conduct (Code) promotes the core values of the UK, including integrity, respect, responsibility and accountability, and sense of community. In doing so, the Code puts into practice the UK Creed.

- I promise to strive for academic excellence and freedom by promoting an environment of creativity and discovery.
- I promise to pursue all endeavors with integrity and compete with honesty.
- I promise to embrace diversity and inclusion and to respect the dignity and humanity of others.
- I promise to contribute to my University and community through leadership and service.
- I promise to fulfill my commitments and remain accountable to others.

Through the Code, UK affirms the rights and responsibilities of Students as part of the UK Community.

II. Authority

Ultimate authority for managing student conduct is vested in the UK Board of Trustees (Board) pursuant to KRS 164.200. The Board has delegated this responsibility to the President, who has in turn delegated the management and oversight of the Code to the Associate Provost for Student and Academic Life (APSAL). The APSAL may delegate enforcement of this Code to the Dean of Students Office. Concerns about the management of the Code may be brought to the Dean of Students or APSAL.

III. Rights of UK Students

Consistent with the federal and state Constitutions and laws, Students have the following rights:

A. Right of Free Expression

A Student has the right to engage in discussion, to exchange thought and opinion, to speak, write, or print freely on any subject, and to join associations in accordance with the guarantees of federal or state Constitutions. Freedom of expression includes the right to picket or demonstrate for a cause, provided the Student:

1. Acts in an orderly and peaceful manner;
2. Does not interfere with normal UK operations;
3. Complies with UK’s regulations governing the time, place, and manner of meetings, demonstrations, and other assemblies. (See Administrative Regulation 9:1 Regulations Governing Time, Place, and Manner of Meetings, Demonstrations, and Other Assemblies)
Students shall not be disciplined for speech protected by the First Amendment to the U.S. Constitution. UK will endeavor, however, to balance students’ rights to free speech with other students’ rights to be free from threats and harassment.

B. Right to be Free from Discrimination/Harassment

1. UK complies with the federal and state Constitutions, and all applicable federal and state laws, regarding nondiscrimination. Students and applicants for admission to UK, or for financial aid or scholarship, will not be discriminated against because of race, color, national origin, ethnic origin, religion, creed, age, physical or mental disability, veteran status, uniformed service, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, social or economic status, or whether the person is a smoker or nonsmoker, as long as the person complies with UK policy concerning smoking. (See Governing Regulation XIV.B.1, Ethical Principles and Code of Conduct)

2. Consistent with Administrative Regulation 6.1, Policy on Discrimination and Harassment, Students have the right to be free from harassment, including sexual harassment, by UK Employees, and other Students. For purposes of the Code, harassment means conduct so severe, pervasive, and objectively offensive that it substantially interferes with the ability of a person to work, learn, live or participate in, or benefit from services, activities, or privileges provided by UK. Sexual harassment - a form of sex discrimination - includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical actions of a sexual nature when submission to such conduct is made explicitly or implicitly a term or condition of the Student's status in a course, program or activity; or is used as a basis for academic or other decisions affecting such Student; or when such conduct has the purpose or effect of substantially interfering with the Student's academic performance, or creates an intimidating, hostile, or offensive environment. This provision shall not be used to discipline students for speech protected by the First Amendment.

C. Right to Privacy in Student Records

1. UK maintains Student records in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 and the guidelines for implementation. Directory information about a Student is released at the discretion of numerous UK departments upon receipt of a specific request for such information. Information which is Directory information under FERPA concerning a Student will not be released if the Student has filed a request, in writing, with the UK Registrar, stating the information is to be withheld. UK's definition of “Directory Information” can be found at: http://www.uky.edu/registrar/FERPA-privacy.

2. UK keeps a Student’s disciplinary record separate and confidential unless the Student consents in writing to have it disclosed. However, the Dean of Students may disclose the Student’s disciplinary record without the Student’s consent if required by law or the safety of people or property is involved, or if the information is required by authorized UK personnel for official use at UK. In these circumstances, only the information pertinent to the inquiry may be revealed.

3. The Dean of Students may act without the Student's consent to have a statement of disciplinary suspension or disciplinary expulsion entered on the Student's academic record for the duration of the disciplinary sanction, which would prohibit the Student from registering.

4. A Student’s test data and record in the Counseling Center will be kept in the Counseling Center, separate and confidential, unless the Student consents in writing to have it revealed to a designated person or for a designated purpose. Without consent, no information will be revealed.
except to an appropriate authority and then only when there is a clear and imminent danger to an individual or others, and such information will be limited to that which is directly pertinent to the reduction of that danger.

D. Right to Privacy (Other)

1. A Student has the right to be free from unreasonable searches and seizures of person and possessions while on UK property unless said search and seizure is conducted in accordance with state and federal laws. In cases of imminent danger or when there are reasonable grounds upon which to believe it is necessary to conduct a search immediately in order to protect life or property, searches may be conducted in the presence of the Dean of Students or another University Official acting as the Dean of Students’ authorized representative.

2. University Health Service medical, surgical, and mental health records and information are maintained in accordance with the Health Insurance Portability and Accountability Act (HIPAA). Health records are strictly confidential and are not released to anyone without the Student’s knowledge and signed authorization. Student mental health records are maintained separately in a confidential file. If it becomes apparent in the course of treatment that the Student is likely to cause injury to self or others, pertinent information regarding the specific situation to this extent may be revealed for protection of the Student or others, and such information will be limited to that which is directly pertinent to the reduction of that danger.

E. Right to a Free Student Press

Student publications are free to deal openly and responsibly with issues of interest and importance to the academic community. The editors have the right of editorial freedom without the prior approval of copy and will be protected against dismissal or suspension or other retribution, except for violations of law or UK regulations.

F. Rights of Students and Registered Student Organizations Involved in the Student Conduct Process

1. To be treated fairly in the student conduct process.

2. For Respondents, to be provided written notice of any allegation or formal charge of the misconduct, as well as a description of the alleged misconduct.

3. For Respondents, to be presumed not responsible for a violation until determined otherwise. The burden of proving a violation of the Code is on UK.

4. To review the information contained in the Student Conduct Report, with all personally identifying information of other Students removed (if appropriate), in advance of a meeting or hearing.

5. To have access to the recording of a hearing in which the Student is the Respondent or Complaining Witness.

6. To present relevant information verbally or in writing on their behalf.

7. To have up to two (2) Support Persons present at a meeting or hearing to provide emotional or other support.

8. To know the identity of persons speaking or providing written information for a Hearing Board or UAB.
9. To ask reasonable questions and challenge, either verbally or in writing, the allegation(s), formal charge(s), or information provided during a student conduct meeting.

10. To not speak or answer any question during a student conduct meeting. Refusal to do so is not considered admitting responsibility for an alleged violation.

11. To request that a member of a Hearing Board be removed from the hearing based on a conflict of interest or bias.

12. To provide an impact statement(s) for consideration during the restorative action phase of a formal hearing or during a restorative conference.

13. For Respondents, to appeal any decision of the Hearing Board to the UAB pursuant to certain sections of this Code.

IV. Definitions

A. “Complaining Witness” means any person (or his or her proxy) alleging a violation(s) of the Code. UK may designate a Proxy Complaining Witness, or initiate student conduct proceedings without a formal complaint from the victim of an alleged violation of the Code.

B. “Conduct Officer” means a UK Official, who has undergone specialized training, designated by the Dean of Students to determine outcomes in the student conduct process.

C. “Registered Student Organization (RSO)” means a group of persons who have complied with registration requirements as determined by the Office of Student Involvement in accordance with Administrative Regulation 4:1, Registration of Student Organizations. Groups that seek, but have not yet been granted registered status are also included.

D. “Respondent” means a Student or Registered Student Organization alleged to have violated the Code.

E. “Restorative Action” means any educational or disciplinary measure given in response to a Student’s policy violation. Restorative Actions are meant to encourage self-reflection and to deter future violations. Restorative Actions should be connected to the violation, tailored to meet the Respondent’s developmental needs, and intended to repair the harm done.

F. “Student” means any person who is enrolled at UK and who has not completed a program of study in which he or she is enrolled. Student status continues whether or not UK’s academic programs are in session. Student status includes those taking courses for credit or non-credit at UK, either full-time or part-time, while pursuing undergraduate, graduate, or professional studies. Persons who withdraw after allegedly violating the Code or who are living in the residence halls, although not enrolled at UK, are also considered Students.

G. “Student Conduct Hearing Board (Hearing Board)” means a hearing panel authorized to resolve alleged violations contained in this Code.

H. “Student Conduct Report” means any document(s) that describes an alleged violation of the Code. Student Conduct Reports may include UK incident reports, investigative reports, police reports, or verbal, written, or electronic communication.
I. “Support Person” means an individual who may attend an informal meeting or formal hearing to provide advice, support, or guidance to either the Respondent or the Complaining Witness. A Support Person may not represent, speak on behalf of, delay, disrupt, or otherwise interfere with a student conduct meeting or hearing. An attorney may serve as a Support Person, although the attorney’s participation is limited to the role of Support Person as described herein.

J. “UK Activity” means any activity on or off UK Premises that is aided, approved, sponsored, or supervised by UK or a Registered Student Organization.

K. “University Appeals Board (UAB)” means the persons appointed by the President in accordance with Governing Regulation XI to consider appeals of a Hearing Board’s finding. On appeal, the UAB determines questions as to: 1) whether a Student or Registered Student Organization has violated the Code; 2) specific Restorative Action(s) recommended by the Hearing Board (i.e., social suspension, disciplinary suspension, or disciplinary expulsion); or 3) interim measures imposed by the Associate Provost for Student and Academic Life (APSAL).

L. “UK Community” means the Employees, Students, visitors, volunteers, and members of the public.

M. “UK Official” means:

1. Any faculty member;

2. Any staff employee who acts as an academic advisor or has responsibility for students;

3. Any other individual who has administrative responsibilities, including but not limited to, deans, directors, department heads, managers, and supervisors, and resident and assistant resident directors.

N. “UK Property” means all property owned, leased, used, or controlled by UK, and includes adjacent streets and sidewalks.

V. Scope of Code

A. Timing

Each Student is responsible for his or her conduct from the time of enrollment at UK through the actual awarding of a degree. The Code applies to the times including times when UK is not conducting classes. UK may impose discipline for violations that occur before the degree is awarded but which are not discovered until after the degree is awarded. If a Student withdraws while a student conduct matter is pending, the student conduct matter must be resolved prior to reenrollment.

B. Location

The Code applies to behavior that occurs on or off UK Premises. The Code applies at off-campus facilities of Registered Student Organizations, at UK-sponsored or approved activities, and at non-UK activities. The Code applies at all UK locations, including where UK is extended to distance education, such as study abroad, service trips, experiential learning opportunities, and athletic, club sport, and other group travel. The Code may also be applied to behavior conducted online, via e-mail or through electronic mediums in cases where the behavior is not protected by freedom of expression. UK does not regularly search for online information but may take action if such information is brought to the attention of UK Officials.
C. **Guests and Visitors**

A Student may be held accountable for the behavior of his or her guests or visitors on UK Premises. Guests and visitors of UK may also initiate referrals for potential violations of the Code committed by Students against them.

D. **Reporting Restrictions**

There is no time limitation on reporting of violations. Those who are aware of an alleged violation(s) of the Code are encouraged to report it promptly to the Office of Student Conduct or UK Police if applicable.

E. **Being in the Presence of Code Violations**

In some circumstances, a Student who is present while other Students violate the Code and does not report the violation may also be charged with a Code violation.

F. **Attempted Violations**

In situations where a Student attempts to engage in action that would violate the Code, but fails to do so, UK may charge a Student with an attempted violation of the Code.

G. **Amnesty**

Student health and safety are of primary concern at UK. Students who seek emergency assistance on behalf of persons experiencing drug or alcohol-related emergencies will not be charged or sanctioned for violations of University drug or alcohol-related policies. UK will grant amnesty to Students who proactively seek medical help for themselves or others where the help-seeking Student may have been involved in underage drinking or other improper use of alcohol or illegal drugs at the time. For example, a Student who has been drinking underage might hesitate to seek help for another Student who is unable to respond due to alcohol or drug use, or who has been the victim of sexual misconduct. Amnesty will not be granted for other policy violations that may have occurred during the incident (e.g. drug distribution, arson, theft, etc.). Amnesty does not prevent any actions that may be taken by any law enforcement agency, including UK Police.

H. **Registered Student Organizations (RSO)**

The Code applies to both individual Students and Registered Student Organizations (See Administrative Regulation 4:1, *Registration of Student Organizations*). The following standards will be considered when deciding whether conduct is associated with a RSO:

1. The conduct is endorsed by the RSO or any of its officers (“endorsed by” includes, but is not limited to, the following: active or passive consent or support, having prior knowledge that the conduct was likely to occur, or helping to plan, advertise, or promote the conduct);

2. The conduct is committed during the course of an activity paid for by the RSO, or paid for as a result of one or more members of the RSO contributing personal funds in lieu of organizational funds to support the activity or conduct in question;

3. The conduct occurred on property owned, controlled, rented, leased, or used by the RSO or any of its members for an organizational event;
4. The purpose of the activity was related to initiation, admission into, affiliation with, or as a condition for continued membership in the RSO;

5. Non-members of the RSO learned of the activity through members, advertisements, or communications associated with the RSO, or otherwise formed a reasonable belief that the conduct or activity was affiliated with or endorsed by the RSO;

6. Members of the RSO attempted to conceal the activity or protect other members who were involved; or

7. One or more officer(s) of the RSO had prior knowledge or reasonably should have known that the conduct would take place.

I. University Housing Policies

1. Misconduct by Students living in UK owned or controlled residence halls, houses, and apartments is typically addressed by Conduct Officers in University Housing. The standards and regulations for UK owned or controlled residential facilities are contained in the written rental agreement between the Student and UK and in the University Housing Standards. University Housing investigates alleged violations of the rules and regulations outlined in the rental agreement. Management of such cases is conducted in accordance with established and published procedures. A compilation of all rules established under the rental agreement is available to all residents of the facility to which such rules apply.

2. If the behavior or conduct of the Respondent poses a health or safety risk to self or others or might result in suspension or dismissal from UK, the case will be referred directly to Office of Student Conduct. In cases where the alleged violation of the rental agreement might constitute a violation of the provisions of the Code, University Housing may refer the case to the Office of Student Conduct.

J. Instructional Setting Behavior

The primary responsibility for managing the instructional setting rests with the instructor. Students who engage in conduct that results in disruption of an instructional setting may be directed by the instructor to leave the class for the remainder of the instructional setting period. A student conduct meeting as outlined in this Code must precede longer separations from an instructional setting. Disruptive instructional setting behavior is any behavior that in the judgment of the instructor substantially interferes with the conduct of an instructional setting, including but not limited to:

1. Persistent late arrivals or leaving early in a manner that disrupts the regular flow of the instructional setting;

2. Talking while the instructor or other Students are talking or speaking in an instructional setting without first obtaining recognition and permission to speak; or

3. Use of electronic equipment such as cell phones, computers, etc., in a manner that disrupts the class or when such equipment is prohibited by the instructor as part of the course syllabus.

K. Academic Misconduct Decisions

Academic misconduct decisions are covered in the Rules of the University Senate.
VI. Standards of Conduct

Students and Registered Student Organizations are responsible for modeling behavior that represents UK’s core values and are expected to conduct themselves as responsible members of the UK Community. Students and Registered Student Organizations are subject to Restorative Actions for violations of laws, and published UK policies, rules, and regulations. The following conduct is contrary to UK values and is prohibited:

A. Abuse of the Student Conduct Process

Abuse of the Student Conduct Process includes, but is not limited to:

1. Falsifying or misrepresenting information;
2. Disrupting the orderly conduct of a student conduct meeting or hearing or UAB meeting;
3. Preventing or attempting to prevent an individual’s proper participation in, or use of, the student conduct process;
4. Influencing the neutrality of a member of a Hearing Board or UAB prior to or during the course of a student conduct proceeding;
5. Harassing (verbal or physical) or intimidating a member of a Hearing Board or UAB prior to, during, or after a student conduct code proceeding;
6. Failing to comply with the restorative action(s) imposed by an assigned deadline; or
7. Influencing another person to commit an abuse of the student conduct system.

B. Bullying and Cyberbullying

Bullying, including Cyberbullying, is repeated or hostile behaviors that a reasonable person would find intimidating or that would harm or distress another person, but fall short of being harassment. This provision shall not be used to discipline Students for speech protected by the First Amendment.

C. Collusion

Collusion is any action or inaction with another one or more individual(s) to intentionally violate the Code

D. Damage and Destruction

Damage and Destruction is intentionally or negligently damaging or destroying public property or private property of another person.

E. Discrimination

Discrimination is any action or behavior violates that results in negative or different treatment of an individual based upon race, color, national origin, ethnic origin, religion, creed, age, physical or mental disability, veteran status, uniformed service, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, social or economic status, or
whether the person is a smoker or nonsmoker, as long as the person complies with University policy concerning smoking. (See Administrative Regulation 6:1, Policy on Discrimination and Harassment)

F. Harassment

Harassment is unwelcome conduct that is so severe, pervasive, and objectively offensive that it substantially interferes with the ability of a person to work, learn, live or participate in, or benefit from services, activities, or privileges provided by UK. This provision shall not be used to discipline students for speech protected by the First Amendment. (See Administrative Regulation 6:1, Policy on Discrimination and Harassment)

G. Disruptive Behavior

Disruptive Behavior is any conduct that disrupts any teaching, research, administrative, disciplinary, or other UK activities. Disruptive Behavior may occur at functions on or off campus, or at other authorized non-UK activities when the conduct occurs on UK Premises.

H. Failure to Comply

Failure to Comply is deliberate noncompliance with directions of UK Officials or UK law enforcement officers acting in performance of their duties, including failure to properly identify oneself to these persons when requested to do so.

I. Falsification

Falsification includes providing or having false, falsified, or forged materials, documents, accounts, records, identification, or financial instruments.

J. Financial Irresponsibility

Financial Irresponsibility is having recurring financial over-obligation and nonpayment of debts to UK.

K. Violation of UK Fire Safety Policies

Violations of UK Fire Safety Policies include, but are not limited to:

1. Failing to evacuate during a fire alarm;
2. Falsely reporting a fire-related emergency;
3. Tampering with or improperly engaging a fire alarm, smoke detector, or sprinkler system;
4. Improper use or possession of fire safety equipment; or
5. Intentionally or recklessly causing a fire, regardless of whether or not it damages UK or personal property or causes injury to any member of the UK Community.

L. Harm and Threat of Harm

Harm and Threat of Harm includes physical abuse, verbal abuse, threats, intimidation, harassment, force, or other conduct that causes injury or a reasonable expectation of injury to the physical or mental health or safety of another person.
M. Hazing

Hazing is any activity that violates Administrative Regulation 6:10, UK Hazing Policy.

N. Misuse of Intellectual Property

Misuse of Intellectual Property includes the unapproved download, creation, sale, transfer, access, reproduction or distribution of trademarks, copyrighted material, or patented inventions. Unapproved materials may include, but are not limited to: audio, video, research materials, or course materials provided by the instructor, such as the instructor’s notes or PowerPoint presentations, handouts, tests, outlines, and similar materials. (See Administrative Regulation 7:6, Intellectual Property Disposition)

O. Invasion of Privacy

Invasion of Privacy is using electronic or other devices to make a photographic, audio, or video record of any person without their prior knowledge or consent when such a recording is likely to cause injury or distress.

P. Misuse of Alcohol

Misuse of Alcohol is using, possessing, or providing alcoholic beverages in violation of Administrative Regulation 6:4, University Alcohol Policy. Alcoholic beverages may not, in any circumstance, be used by, possessed by, or given to any person under twenty-one (21) years of age.

Q. Misuse of Drugs

Misuse of Drugs is using, possessing, manufacturing, or distributing marijuana, heroin, narcotics, or other controlled substances except as permitted by law.

R. Misuse of UK Information Technology Resources (UK IT)

Misuse of UK IT is any activity that violates Administrative Regulation 10:1, Policy Governing Access to and Use of University Information Technology Resources.

S. Misuse of Tobacco

Misuse of Tobacco is using any tobacco products on UK Property in violation of Administrative Regulation 6:5, Tobacco Policy.

T. Public Exposure

Public Exposure is intentionally exposing private or intimate parts of the body in a lewd manner when the action may be readily observed by others.

U. Public Intoxication

Public Intoxication is intoxication due to use of alcohol or a controlled substance as defined by KRS 222.202 or KRS 525.100.

V. Sexual Misconduct
Sexual Misconduct includes any activity that violates Administrative Regulation 6:2, Policy on Sexual Assault, Stalking, Dating Violence, and Domestic Violence. Allegations of sexual misconduct are managed under the procedures contained in AR 6:2.

UK expects and requires Students who initiate sexual activity to acquire affirmative consent before engaging in said activity. UK defines affirmative consent as a clear and voluntary expression of willingness, permission, or agreement to engage in specific sexual activity. Each person involved in the sexual activity is responsible for obtaining affirmative consent of the other to engage in the sexual activity. Consent cannot be inferred from the absence of a “no;” a clear “yes,” verbal or otherwise, is necessary. Consent cannot be granted by an individual who:

1. Is unable to respond due to alcohol, any drug, or intoxicant use;
2. Has been compelled by force or threat of force;
3. Is unaware that the act is being committed;
4. Is impaired because of a mental or physical condition;
5. Is coerced by supervisory or disciplinary authority; or
6. Is less than the statutory age of consent.

W. Unapproved Access

Unapproved Access includes the unapproved possession, duplication, or use of keys or access cards to any UK Property or unapproved entry to or use of UK Property.

X. Unapproved Fundraising or Soliciting

Unapproved Fundraising or Solicitation includes fundraising or soliciting on UK Property without approval and in violation of Governing Regulation I, The University of Kentucky.

Y. Unapproved Possession of Deadly Weapons

Unapproved Possession of Deadly Weapons is possessing deadly weapons on UK Property in violation of Administrative Regulation 6:6, Policy on Deadly Weapons.

Z. Unapproved Possession of Property

Unapproved Possession of Property is knowingly taking or possessing UK property, public property, or the personal property of another without permission. Unapproved possession includes having stolen property where the Student knows or should have known it was stolen.

AA. Violations of Law or other UK Policies

Violations of Law or other UK Policies includes any conduct or activity that violates a federal, state or local law, or other UK policy.
VII. Restorative Actions

The following restorative actions may be imposed upon any student or registered student organization found responsible for a violation of the Code, from least severe to most severe. More than one restorative action may be imposed for any single Code violation.

A. Informal Warning

An Informal Warning is an oral or written warning to the Student or Registered Student Organization found responsible for a violation of the Code when the circumstances and severity of actions do not warrant the development of an official student conduct record. No official record of an informal warning is maintained as part of the Student’s or Registered Student Organization’s conduct file.

B. Official Warning

An Official Warning is a written notice to the Student or Registered Student Organization found responsible for a violation of the Code or UK policy. A record of an official warning is maintained as part of the Student’s or Registered Student Organization’s conduct file.

C. Housing Probation

Housing Probation is a designated period of time in which a Student or members of a Registered Student Organization that is housed in facilities maintained by the University Housing are not considered in good standing with the University Housing. Subsequent policy violations may result in more severe restorative actions.

D. Suspension of Housing Contract

Suspension of Housing Contract is the separation of the Student or members of the Registered Student Organization from facilities maintained by University Housing for a temporary or definite period of time, after which the Student or Registered Student Organization is eligible to return. Conditions for readmission may be specified. Subsequent policy violations may result in cancellation of housing contract.

E. Cancellation of Housing Contract

Cancellation of Housing Contract is a permanent separation of the Student or Registered Student Organization from facilities maintained by the University Housing. Students or Registered Student Organizations dismissed from these facilities may not be eligible for readmission into any facilities maintained by University Housing.

F. Conduct Probation

Conduct Probation is a designated period of time in which a Student or Registered Student Organization is not considered in good standing with UK. Subsequent policy violations may result in more severe restorative actions, up to and including disciplinary suspension or expulsion from UK.

G. Educational Action

An Educational Action is a measure intended to educate the Student or members of the Registered Student Organization on their responsibilities to abide by the Code and learn from the violation in an
educational way. Examples of educational actions include, but are not limited to: writing reflective or research papers, attending educational activities or substance education workshops, completing a prescribed number of community service hours, undergoing a counseling assessment, or taking community education classes.

H. Restitution

Restitution is a measure intended to compensate for the loss, damage, or injury caused by the Student or members of Registered Student Organization. This action may take the form of appropriate service, monetary compensation, or material replacement.

I. Administrative Referral

An Administrative Referral is a mandatory referral to another campus office/department to address concerns regarding a particular behavior or need. For example, a Student may be referred to the UK Counseling Center, Disability Resource Center, Community of Concern, or Off-Campus Student Services for additional assessment or recommendations.

J. Parental Notification

FERPA permits UK to notify a student’s parents if:

1. The Student is under the age of twenty-one (21) and has violated any law or UK policy related to alcohol or controlled substances; or

2. The Student is considered a threat to him/herself or to others, or there is a need to protect the health and safety of the Student.

K. Placement of Holds

A disciplinary hold on a Student’s record may be applied when a Student:

1. Is not presently enrolled at UK and a conduct meeting or hearing is pending;

2. Has a pending conduct case that must be resolved prior to graduation;

3. Has failed to complete restorative actions by the assigned deadlines;

4. Is suspended or expelled from UK; or

5. Presents behavior that puts self or the UK Community at risk.

L. Withholding Degree

UK may withhold awarding a degree otherwise earned until the completion of the student conduct process, including the completion of all restorative actions imposed, if any.

M. Revocation of Admission and/or Degree

Admission to, or a degree awarded from, UK may be revoked for fraud, misrepresentation, or other violation of UK standards in gaining admission or obtaining the degree, or for other serious violations committed by a Student prior to graduation. A recommended action of revocation of a degree will be
referred to the Board of Trustees for final action. (See KRS 164.240)

Note: Revocation of admission or a degree under this Code is a separate and distinct action from sanctions that may be imposed under the UK Senate Rules for academic misconduct, (e.g. cheating, plagiarism, etc.)

N. Revocation of Registered Student Organization Status

Revocation of Registered Student Organization Status is a designated period of time in which a Registered Student Organization is not recognized by UK and does not receive designated privileges defined by Administrative Regulation 4:1, Registration of Student Organizations.

O. Social Suspension

Social Suspension is the loss of specified UK privileges or extracurricular institutional activities for a designated period of time, except for attendance in classes in which officially enrolled and privileges that are necessary or required (e.g. libraries, extracurricular lectures, work-study).

P. Interim Suspension

In certain circumstances, the APSAL may impose an interim suspension from UK Premises upon receiving a complaint and prior to the completion of the student conduct process. An interim suspension may be imposed to:

1. Ensure the safety and well-being of members of the UK Community or preserve UK property;
2. Ensure the Student’s own physical or emotional safety and well-being; or
3. Ensure that normal operations of UK are not disrupted.

Q. Disciplinary Suspension

Disciplinary Suspension is the separation of the Student from UK for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

R. Disciplinary Expulsion

Disciplinary Expulsion is permanent separation of the Student from UK.

VIII. Code Interpretation, Revision, Procedures

A. Interpretation

Any question of interpretation or application of the Code will be referred to the General Counsel for final determination.

B. Review and Revision

The Code will be reviewed at least every five (5) years under the direction of the APSAL. The Code shall be amended only by final action of the Board of Trustees.
C. Procedures

The President, with the advice of the APSAL, is authorized to develop and adopt procedures for the management of the Code. (See Appendix)

References and Related Materials

KRS 164.200, Regulations for University – Physical Training and Discipline of Students
KRS 222.202, Offenses of Alcohol Intoxication or Drinking Alcoholic Beverages in a Public Place
KRS 525.100, Riot, Disorderly Conduct, and Related Offenses
GR XIV, Ethical Principles and Code of Conduct
AR 4:1, Registration of Student Organizations
AR 6:1, Policy on Discrimination and Harassment
AR 6:2, Policy on Sexual Assault, Stalking, Dating Violence, and Domestic Violence
AR 6:4, University Alcohol Policy
AR 6:5, Tobacco Policy
AR 6:6, Policy on Deadly Weapons
AR 6:10, University Hazing Policy
AR 10:1, Policy Governing Access to and Use of University Information Technology Resources

Revision History


For questions, contact: Office of Legal Counsel
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I. INTRODUCTION

These procedures are designed to provide fair and unbiased management of the Code of Student Conduct (Code). The procedures outlined below cover the standards of conduct as described in the Code.

These procedures do not apply to cases involving Administrative Regulation 6.2, Policy on Sexual Assault, Stalking, Dating Violence, and Domestic Violence. Procedures for complaints regarding violations of AR 6:2 can be found at: http://www.uky.edu/regs/Administrative/ar6.2.htm.

II. INITIATING THE STUDENT CONDUCT PROCESS

A. Reports and Investigations

1. The Office of Student Conduct accepts reports of alleged Code violations from any person. All referrals must be submitted in writing. The referral should contain as much information as possible to enable UK to address the complaint.

2. Reports of harassment or discrimination should be made directly to the Office of Institutional Equity and Equal Opportunity. (See Administrative Regulation 6:1, Policy on Discrimination and Harassment)

3. Reports of sexual assault, stalking, dating violence, or domestic violence may be reported to UK Police or other appropriate law enforcement unit in the location where the violation occurred, the Violence Intervention and Prevention Center (VIP), the Dean of Students Office, the UK Title IX Coordinator (located in the Office of Institutional Equity and Equal Opportunity), or to any UK Official. (See Administrative Regulation 6:2, Policy on Sexual Assault, Stalking, Dating Violence, and Domestic Violence)

4. Upon receipt of a report, the Director of Student Conduct (Director), or a Conduct Officer assigned to the case by the Director, will conduct an investigation to determine if there is enough information to support an alleged violation of the Code and, if so, which violations occurred.
5. The Director or Conduct Officer may ask the Respondent to appear at an investigative meeting to discuss the report or gather additional information.

6. If the Director or Conduct Officer decides the report lacks merit, the report will be dismissed. Appropriate parties will be informed in writing within two (2) calendar weeks of the dismissal or a timeline for determining the merit of the complaint.

7. Violations of the Code also may be violations of the law. UK encourages Complaining Witnesses to make reports to both local law enforcement agencies and UK. Because the standard of proof required in criminal law is different from the standard of proof required in the Code and UK policy, the result of any criminal investigation does not influence the student conduct process. A criminal investigation will not take the place of a UK investigation, although a criminal investigation may supplement a UK investigation. UK will not wait for the conclusion of a criminal investigation to begin conducting its own investigation or to take interim measures to protect UK or any member of the UK Community or when necessary to initiate hearing procedures as outlined below.

8. When a report could result in suspension or expulsion, or when a restorative conference is inappropriate, the Director or Conduct Officer may send the report directly to a Hearing Board for a formal hearing.

B. Notice and Administrative Measures

1. If a determination is made that a violation of the Code has occurred, the Director or Conduct Officer will notify the Respondent via a Notice of Alleged Code Violation (Notice). The Notice will include a summary of the complaint, the alleged policy violations, the date and time of the hearing, and any interim measures. The Notice will be sent to the Respondent no less than two (2) business days prior to a scheduled meeting.

2. Notices will be sent to the Respondent’s official UK email address. For Registered Student Organizations, the Notice will be emailed to the organization’s primary representative (typically the President on file with the Office of Student Involvement). Failure to read and comply with the Notice is not grounds for an appeal.

3. The Office of Student Conduct schedules meetings and formal hearings. The time and date of the meeting or formal hearing is determined by each party’s class schedule and the availability of the Conduct Officer, Hearing Board members, and witnesses. A meeting or formal hearing will only be rescheduled for good cause as determined by the Director. Prior to any student conduct meeting or hearing, the Respondent and Complaining Witness may contact the assigned Conduct Officer or Director to arrange to review all information relevant to the allegations.

III. INTERIM SUSPENSION

A. Interim Suspension

In certain circumstances, the Associate Provost for Student and Academic Life (APSAL) may impose an interim suspension from UK Premises upon receiving a complaint and prior to the completion of the student conduct process. An interim suspension may be imposed to:
1. Ensure the safety and well-being of members of the UK Community or preserve UK property;

2. Ensure the Student’s own physical or emotional safety and well-being; or

3. Ensure that normal operations of UK are not disrupted.

B. Notice of Interim Suspension

Upon taking such action, the APSAL or authorized representative will:

1. Immediately notify the Student in writing of the interim suspension, including the reasons for the interim suspension and appeal rights; and

2. Immediately notify the chair of the University Appeals Board (UAB) of the interim suspension.

C. Appeal of Interim Sanction

A Student may appeal the interim suspension to the UAB in writing within seven (7) business days. The interim suspension remains in effect during any appeal. If requested in the written appeal, a Student will be given an opportunity to appear personally before the UAB within three (3) business days of submitting the appeal. Only the following issues may be discussed at the appeal:

1. The reliability of the information concerning the Student's conduct, including the matter of his or her identity; or

2. Whether the conduct and surrounding circumstances reasonably indicate the continued presence of the Student on UK Premises poses a substantial and immediate threat to him or herself or to others, or to the stability and continuance of normal UK functions.

D. Prompt Disciplinary Hearing

A Student under interim suspension will be given an opportunity for a prompt disciplinary hearing within the UK student conduct process.

IV. INFORMAL RESOLUTION OPTIONS

A. Student Conduct Meeting

1. Respondents may be provided with an informal meeting to resolve the allegations. Meetings are closed meetings that permit the Respondent to discuss the referral informally with a Conduct Officer and others as appropriate. During the meeting, the Conduct Officer and the Respondent discuss the referral and determine whether it is more likely than not the Respondent violated the Code or any other UK policy.

2. After reviewing the referral and meeting with the Respondent, if the Conduct Officer determines sufficient information does not exist to prove an alleged violation, the Conduct Officer may dismiss the referral.
3. If the Conduct Officer determines sufficient information does exist to prove an alleged violation, and the Respondent accepts responsibility for the alleged violation, the Conduct Officer and the Respondent will discuss restorative actions. The Respondent can either:
   a. Agree to fulfill the restorative action as discussed in the meeting; or
   b. Disagree with the proposed restorative action and request a restorative conference or a formal hearing on the issue of appropriate restorative actions only.

4. If the Conduct Officer determines sufficient information does exist to prove an alleged violation, and the Respondent does not accept responsibility, the case will be referred for a formal hearing.

5. An agreement by the student as to either responsibility or the restorative action reached during the student conduct meeting may not be appealed.

B. Restorative Conference

1. A restorative conference provides an opportunity for interaction between the Respondent and any harmed party or Complaining Witness, but also may involve the community in the decision making process. Community participants may be anyone in the community concerned about the behavior. The goal is to provide everyone a voice in the process and bring understanding to all parties. Restorative conferences also allow for collaboration in deciding what is to be done about the incident in question and also to address any underlying problems that led to the incident.

   Participation in a restorative conference is voluntary. All parties must willingly agree to attend. The Respondent must have previously accepted responsibility for the behavior in question in order for a restorative conference to occur. Annual training for restorative conference facilitators is provided by the Office of Student Conduct. Restorative conferences may or may not result in additional restorative actions, depending on the outcome of the conference.

3. If a resolution is not met through the restorative conference, the student conduct process will resume and a formal hearing will be scheduled to determine restorative actions.

V. FORMAL RESOLUTION

A. Formal Hearings

If an informal resolution is not reached, or in cases where the Director or Conduct Officer referred the matter because potential outcomes include disciplinary suspension or expulsion from UK, the case will be scheduled for a formal hearing. Hearings are closed meetings that permit UK and the Respondent to address the alleged violation or restorative actions with a Hearing Board. Only individuals with a legitimate role in the hearing process are permitted to attend or participate in a hearing. The Hearing Board will determine if an individual has a legitimate role in the hearing process.
B. Hearing Boards

The Office of the APSAL solicits volunteers from employees and students to serve on Hearing Boards. Annual and ongoing training is provided by the Office of Student Conduct. When a student conduct matter is referred to a Hearing Board for a formal hearing, the Director will determine which Hearing Board will address the allegation(s). The Director will determine the appropriate Hearing Board based on the nature of the allegation(s), whether the allegation(s) is grounds for disciplinary suspension or expulsion, whether the allegation(s) is grounds for suspension or revocation of Registered Student Organization status, and other relevant factors. The Director will notify the Respondent, Complaining Witness(es), and Hearing Board members of the individuals selected for the Hearing Board at least 3 days in advance of the hearing.

1. UK Community Member Hearing Board

   a. The UK Community Hearing Board is a three (3) person Hearing Board composed of individuals selected by the Director from the employees, and students as follows:

      i. One (1) faculty employee;

      ii. One (1) staff employee; and

      iii. One (1) undergraduate or graduate Student in good disciplinary standing and enrolled full-time. Students appointed to the UK Community Member Hearing Board are selected by an application and interview process. A Student member must be a full-time Student in good disciplinary standing with a cumulative grade point average of 2.5 or above and classified as a sophomore or above.

   b. Members serve one-year (1-year) terms, which may be renewed. The Director will designate one (1) member of the UK Community Member Hearing Board as Chair each time the Hearing Board is convened. The Chair is a voting member of the Hearing Board.

2. Registered Student Organization (RSO) Hearing Board

   a. The RSO Hearing Board is a five (5) person Hearing Board composed of undergraduate and graduate Students selected by an application and interview process overseen by the Office of Student Conduct. All members must be full-time students in good disciplinary standing with a cumulative grade point average of 2.5 or above, classified as a sophomore or above, and must be a current member of at least one (1) Registered Student Organization. All members serve one-year (1-year) terms, which may be renewed for one (1) additional year.

   b. Whether the RSO Hearing Board will address the allegation(s) is ultimately determined by the Director. The RSO Hearing Board is generally reserved for lower-level incidents of misconduct and those that do not include allegations of sexual misconduct, stalking, or relationship violence.

   c. The Director will appoint one (1) member of the RSO Hearing Board as Chair each time this board is convened. The Chair is a voting member of the Board.

C. Hearing Procedures
Hearings must be conducted by a Hearing Board according to the following procedures:

1. A party may request that a member(s) of a Hearing Board be excluded from the hearing based on a conflict of interest or bias. The request to exclude a member of a Hearing Board must be made in writing via email to the Director at least two (2) business days prior to the scheduled hearing. Requests must state the exact nature of the request and reason(s) the requestor believes the Hearing Board member cannot be impartial. The Director will decide if the Hearing Board member should be excluded, and if so assign a new Hearing Board member. The Director will notify the parties accordingly. The Complaining Witness, Respondent, and their support person(s) if any, are allowed to attend the entire portion of the hearing during which the Hearing Board receives information (excluding deliberations). Admission of any other individual to the hearing is at the discretion of the Chair of the Hearing Board.

2. A party may request to postpone the hearing for reasonable cause. A written request must be submitted to the Director, which includes the reason for the request, no later than two (2) days prior to the scheduled hearing unless unforeseen circumstances occur. The Director, in consultation with the Chair, may accept or deny the request after considering the nature of the request and the incident at hand.

3. At the discretion of the Director, in hearings involving more than one (1) Respondent the hearings concerning each Respondent may be conducted either separately or jointly. Joint hearings will only be conducted upon agreement of the Respondents and upon execution of an appropriate FERPA waiver.

4. The burden of proving a violation of the Code is on UK. The Respondent is presumed to be not responsible until determined otherwise.

5. The Hearing Board’s determination will be made based on the preponderance of evidence standard. Preponderance of Evidence means that it is more likely than not (at least 50.1% certain) that the Respondent is responsible for the alleged act.

6. The Respondent is responsible for presenting his or her own information at the hearing. If the Respondent chooses not to participate, or fails to appear before a Hearing Board, the Hearing Board may review the available information and make a determination in the Respondent’s absence.

7. The Office of Student Conduct will provide to the Hearing Board:
   a. The Student Conduct Report;
   b. A written summary detailing the meetings with both parties;
   c. A written summary of the available information; and
   d. The reason the case is before the Hearing Board.

8. In advance of the hearing, the Office of Student Conduct will provide to the Respondent:
a. The Student Conduct Report;

b. A written summary detailing the meetings with both parties;

c. A written summary of the available information; and

d. The reason the case is before the Hearing Board.

9. The Conduct Officer responsible for the case will appear at the hearing to explain the Student Conduct Report and respond to questions from the Hearing Board.

10. The Complaining Witness and the Respondent may be assisted by up to two (2) Support Person(s) of their choice and at their own expense. Support Persons(s) are not permitted to speak or to participate directly in the hearing. A Student should select a Support Person(s) whose schedule allows attendance at the scheduled date and time for the hearing. Delays of a meeting or hearing are not normally allowed because of the scheduling conflicts of a Support Person.

11. The Office of Student Conduct is responsible for assisting the Hearing Board in arranging for witnesses who are members of the UK Community to present information during the hearing when reasonably possible. Arranging for the attendance of witnesses who are not members of the UK Community is the responsibility of the party who seeks the witness’ testimony. Witnesses participate in a hearing to provide information to and answer questions from the Hearing Board regarding the personal knowledge they have of the incident at hand.

12. The Office of Student Conduct will make reasonable accommodations to address concerns for the personal safety, well-being, or fears of confrontation of the Complaining Witness, Respondent, or other witness during the hearing. Accommodations include providing separate facilities, using a visual screen, or permitting participation by telephone, videophone, closed circuit television, video conferencing or other appropriate means as determined by the judgment of the Director.

13. The parties may suggest questions to the Chair in writing to be answered by witnesses. The Chair will determine if the questions are relevant and appropriate. At the discretion of the Chair, the Hearing Board may accept pertinent records, exhibits, and written statements (including student impact statements) as information for consideration by the Hearing Board.

14. The Chair is responsible for maintaining order and determining the sequence of events during a hearing. The Chair may direct any person who fails to comply with procedures during the hearing or disrupts obstructs the hearing to leave the hearing.

15. The Chair is responsible for making final decisions on all procedure or evidence questions, but may consult with the Conduct Officer or other appropriate UK Official before making a final decision.

16. If Respondent has not accepted responsibility, after receiving all pertinent information, the Hearing Board will determine whether the Respondent has violated any Code section. If the Hearing Board determines the Respondent has violated the Code, the Hearing Board will
recommend restorative actions to the Dean of Students. The Chair will provide a written rationale for the decision and recommend appropriate restorative actions to the Dean of Students. If the Hearing Board determines the Respondent has not violated any Code section, the Hearing Board recommends to the Dean that no actions be taken and the case is dismissed.

17. If Respondent has previously accepted responsibility, after receiving all pertinent information, the Hearing Board will recommend restorative actions to the Dean of Students. The Chair will provide a written recommendation of any restorative actions and the rationale for the recommendation to the Dean of Students.

18. The Hearing Board may reconvene a hearing at a later time or date to collect additional information before making a final determination regarding the outcome of any hearing, including recommended restorative actions.

19. The decision and restorative action(s) are ultimately determined and imposed by the Dean of Students; however, the Dean of Students must consider the recommendation of the Hearing Board in determining responsibility for the alleged policy violation and imposing restorative actions. The Dean of Students is not limited to the decision or restorative actions recommended by members of the Hearing Board and can accept, modify, or reject the recommended decision and, if applicable, restorative actions. The Dean of Students will provide a written outcome to the Respondent via the Student’s UK email address no more than seven (7) business days following a hearing, unless circumstances exist that would delay issuance of the written outcome. The written outcome must describe the rationale for the decision and any restorative actions imposed.

20. The Dean of Students is not limited to the decision or restorative actions recommended by members of the Hearing Board.

21. All hearings will be recorded, with the exception of the deliberation portion. The record is the property of UK.

VI. APPEALS TO THE UNIVERSITY APPEALS BOARD (UAB)

A. Appeal

1. A Respondent may appeal the Hearing Board’s decision and restorative action to the UAB if the restorative action is social suspension, disciplinary suspension, or disciplinary expulsion. (See Governing Regulation XI)

2. A Respondent and his or her Support Persons have the right to review the hearing file, including any recording of the hearing, in preparation for filing an appeal.

3. The written appeal will be submitted to the Chair of the UAB or postmarked, if mailed to the Chair, within seven (7) business days of the receipt of the decision rendered by the Hearing Board.
B. Jurisdiction

The UAB has appellate jurisdiction over non-academic student conduct cases. The appeal is not a new hearing, but rather a review of the original hearing. The appeal is limited to the following issues:

1. Whether deviations in procedures were significantly prejudicial (i.e., would alter the outcome of the hearing). In such cases, the UAB will determine whether the hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures providing UK a reasonable opportunity to prepare and to present information regarding the alleged Code violation, and providing the Respondent a reasonable opportunity to prepare and to present a response to those allegations.

2. Whether the restorative actions imposed (i.e., social suspension, disciplinary suspension, disciplinary expulsion) were appropriate for the violation.

3. Whether new information, or other relevant facts not presented at the hearing, would have altered the outcome of the hearing and if such information and/or facts were not known to the person appealing at the time of the original hearing.

C. Notification of Appeal

If the Respondent files an appeal, the Chair of the UAB will notify the Office of Student Conduct of the appeal and provide the Office of Student Conduct an opportunity to file a response. If the Office of Student Conduct files a response to the appeal, the response must be filed within five (5) business days of being notified of the appeal.

D. Appeal Record

In considering an appeal, the UAB will conduct a review of the existing documentary and verbatim record, including but not limited to:

1. The hearing file;

2. The written recommendations of the Hearing Board;

3. The recording or transcript of the formal hearing;

4. The letter of appeal; and

5. Written response from the Office of Student Conduct, if any.

E. UAB Decision

Upon review of all of the information, the UAB Chair and two (2) members of the UAB chosen by the Chair, have the authority to do one (1) of the following:

1. Uphold the findings and recommendations made by the Hearing Board;

2. In the cases of social suspension, disciplinary suspension, or disciplinary expulsion, modify
the restorative actions; or

3. Remand the case back to a Hearing Board.

F. Remanded Cases

An appeal can only be remanded to a Hearing Board due to procedural error or new information.

1. For issues of procedural error, the Director will appoint a new Hearing Board to reconsider the referral; or

2. For issues of new information, the Director will instruct the original Hearing Board to resume the hearing.

G. UAB Decision

The UAB Chair will communicate the outcome to the Respondent, the Director, the Dean of Students, and when appropriate, the Complaining Witness. The decision of the UAB is final and binding upon all involved.

VII. PROCEDURES FOR NONPAYMENT OF FINANCIAL OBLIGATIONS

A. UK expects each Student to be financially responsible and not be delinquent in financial obligations to UK or to any department or division thereof, including housing payments to Registered Student Organizations.

B. An office or a department of UK, with previous approval of the Executive Vice President for Finance and Administration, will notify a student twice of any unmet financial obligation owed to it. If not paid within sixty (60) business days, from date due, the office or department will notify Student Account Services that the student is delinquent.

C. Once notified, Student Account Services will review the account and when appropriate notify the Registrar to not allow the Student to register, transfer credits, be readmitted to UK, or receive the graduation diploma which certifies degree earned until the Student Account Services notifies the Registrar that the obligation has been met or until the statute of limitations on collection applies.

D. If there is a dispute as to whether or not a Student is legally liable for a financial obligation asserted by the UK, and the Student challenges such obligation by contacting the Office of the Executive Vice President for Finance and Administration in writing within seven (7) business days of receipt of a notice of financial delinquency, then the actions with respect to registration will not apply until final resolution of the dispute.
Policy on Discrimination and Harassment

Major Topics

Definitions
Prohibited Acts and Sanctions
Examples
Procedures

I. Introduction

The University, in its efforts to foster an environment of respect for the dignity and worth of all members of the University community, is committed to maintaining an environment free of prohibited discrimination, which includes sexual and other forms of harassment. Discrimination and harassment are prohibited between members of the University community and shall not be tolerated.

II. Definitions

A. Discrimination. Discrimination is an action or behavior that results in negative or different treatment of an individual based upon race, color, race, color, national origin, ethnic origin, religion, creed, age, physical or mental disability, veteran status, uniformed service, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, social or economic status, or whether the person is a smoker or nonsmoker, as long as the person complies with University policy concerning smoking.

B. Harassment. Harassment, a form of discrimination, is unwelcome conduct that is based on the statuses noted in section II.A above. Harassment becomes a violation of University policy when:

1. The offensive conduct explicitly or implicitly becomes a term or condition of employment or participation in a University course, program, or activity; or

2. The conduct is sufficiently severe, pervasive, or persistent to interfere with an individual's work, academic or program participation, or creates an environment that a reasonable person would consider intimidating, hostile, or offensive.

C. Sexual harassment. Sexual harassment, a form of sex discrimination, may or may not take place in situations of a power differential between the individuals involved. Sexual harassment includes
unwelcome* sexual advances, requests for sexual favors, or other verbal or physical behavior of a sexual nature and becomes a violation of University policy when:

1. The offensive conduct explicitly or implicitly becomes a term or condition of employment or participation in a University course, program, or activity; or

2. The conduct is sufficiently severe, pervasive, or persistent to interfere with an individual's work, academic or program participation, or creates an environment that a reasonable person would consider intimidating, hostile, or offensive.

* Conduct of an amorous or sexual nature occurring in an apparently welcome relationship may be unwelcome due to the existence of a power difference which restricts a subordinate's freedom to participate willingly in the relationship.

If one of the parties in an apparently welcome amorous or sexual relationship has the responsibility for evaluating the performance of the other person, the relationship must be reported to the dean, department chair or supervisor so that suitable arrangements can be made for an objective evaluation of the student or employee. (Governing Regulation I.D.2(f))

D. Retaliation. Retaliation occurs when an adverse action is taken against a covered individual because he or she engaged in a protected activity, i.e. reporting discrimination or participating in an investigation of a discrimination report.

E. Members of the University Community. Members of the University Community are its faculty, staff, students, and volunteers, as well as customers and visitors of the University.

III. Prohibited Acts and Sanctions

A. Every member of the University community is prohibited from:

1. Engaging in discrimination;

2. Retaliating in any manner against any individual who reports discrimination or who participates in an investigation of a discrimination report; and,

3. Making an intentionally false accusation of discrimination through the University’s procedures.

B. Any member of the University community who engages in a prohibited act against any other member of the University community shall be subject to disciplinary action and appropriate sanctions up to and including termination or expulsion. If an individual has more than one role or status at the University, e.g. an employee also enrolled as a student, the individual’s status at the time the alleged incident occurred and the capacity in which the incident occurred are used to determine the appropriate sanctions.

IV. Examples of Harassment

A. Sexual Harassment

Conduct prohibited under this policy may include, but is not limited to the following: sexual or physical assault; unwelcome physical contact such as touching; direct solicitation of sexual activity; sex-related behavior accompanied by promise of reward or threat of punishment; conduct which interferes with participation in or benefit from work or academic performance; unwelcome sexual remarks about a person’s clothing or body; offensive sexual questions, jokes, anecdotes and stories; display of sexually offensive posters, pictures, words or messages; introduction of sexually explicit materials into the
classroom or into the workplace without an educational or work-related purpose.

B. **Other Forms of Harassment**

Conduct prohibited under this policy may include, but is not limited to the following: offensive jokes, slurs, epithets or name calling; physical assaults or threats; intimidation, ridicule or mockery; insults; offensive objects or pictures; and any other conduct that interferes with or limits the ability to participate in or benefit from services or privileges provided by the University.

V. **Procedures**

A. The Office of Institutional Equity and Equal Opportunity is the University office charged with handling reports of discrimination and for developing procedures for the investigation and resolution of reports.

B. Members of the University community are encouraged to contact the Office of Institutional Equity and Equal Opportunity for additional information regarding the investigation and resolution procedures or to report discrimination, harassment, or retaliation. There may be findings of retaliation, even in the absence of discrimination or harassment findings. Reports should be made as soon as possible after the alleged incident to facilitate the most effective investigation and resolution.

C. A report of discrimination may also be initiated by contacting any dean, director, faculty member, department head, manager, supervisor, or other individual with administrative responsibility. Any such individual who receives a report of discrimination shall contact the Office of Institutional Equity and Equal Opportunity as soon as possible after receiving the report.

D. In determining whether conduct constitutes discrimination or harassment, University officials shall look at the record as a whole and at the totality of the circumstances, such as the nature of the behavior and the context in which the incident(s) occurred. A determination is made from the facts on a case-by-case basis.

VI. **References and Related Materials**

Title VII of the Civil Rights Act; 29 C.F. R. Part 1604.11; The Age Discrimination in Employment Act; The Americans with Disabilities Act

KRS 344.040; KRS 61.165

Governing Regulation: Part I

Administrative Regulation: 6:5

Revision History

11/1/1984, 2/10/1994, 2/18/1999, 7/1/2008, 7/1/2016 (Updated to new University nondiscrimination statement)

For questions, contact: Office of Legal Counsel
Administrative Regulation 6:2
Policy and Procedures for Addressing and Resolving Allegations of Sexual Assault, Stalking, Dating Violence, Domestic Violence, and Sexual Exploitation

I. Introduction

This Administrative Regulation establishes the University’s policies and procedures for addressing and resolving allegations of sexual assault, stalking, dating violence, domestic violence, sexual exploitation, complicity in the commission of any act prohibited by this regulation, and retaliation against a person for the good faith reporting of any of these forms of conduct or participation in any investigation or proceeding under this regulation. The University’s Title IX Coordinator and the Office of Institutional Equity and Equal Opportunity (IEEO) administer this regulation.

The Title IX Coordinator and the IEEO administer two (2) separate policies that address sexual misconduct and other forms of discrimination and harassment:

- Administrative Regulation 6:1, “Policy on Discrimination and Harassment”
- Administrative Regulation 6:2, “Policy and Procedures for Addressing and Resolving Allegations of Sexual Assault, Stalking, Dating Violence, Domestic Violence, and Sexual Exploitation”
The University’s Title IX Coordinator has discretion to determine which policy applies to reported behavior. Questions about which policy applies in a specific instance should be directed to the University’s Title IX Coordinator at (859) 257-8927.

II. Policy

The University of Kentucky is committed to providing a safe learning, living, and working environment for all members of the University community. Consistent with this commitment, the University prohibits sexual assault, stalking, domestic violence, dating violence, sexual exploitation, complicity in the commission of any act prohibited by this regulation, and retaliation against any person for the good faith reporting of any of these forms of conduct or participation in any investigation or proceeding under this regulation (collectively, “prohibited conduct”). These forms of prohibited conduct are unlawful, undermine the character and purpose of the University, and will not be tolerated.

Employees or students who violate this regulation may face disciplinary action up to and including termination or expulsion. The University will take prompt and equitable action to prevent prohibited conduct, discipline anyone who violates this policy, stop further prohibited behavior, and remedy the effect of any such conduct. The University conducts ongoing prevention, awareness, and training programs for employees and students to achieve the goals of this regulation.

Every member of the University community is responsible for fostering an environment free from prohibited conduct. All members of the University community are encouraged to take reasonable and prudent actions to prevent or stop any acts of prohibited conduct. The University will support and assist community members who take such actions.

III. Scope

A. This Administrative Regulation applies to all members of the University community, including faculty, staff, students, volunteers, and registered student organizations.

B. This regulation applies to any acts of sexual assault, stalking, dating, or domestic violence that occur:

1. On campus or any other University owned, leased, controlled, or operated location;

2. During any activity off University premises if the activity is authorized, initiated, sponsored, aided, or supervised by the University or a registered student organization.

C. If the conduct occurs outside the context of University employment or a University education program or sponsored activity, this administrative regulation applies whenever the conduct has continuing adverse effects on or creates a hostile environment for students, employees, or third parties while on property owned, leased, or controlled by the University, or in any University employment or education program or activity.

D. University faculty, staff, and students may utilize services of the University’s Violence Intervention and Prevention Center (VIP) whether or not the accused is another student or employee.

IV. Definitions

The following definitions are for purposes of this regulation and are not intended to replace or summarize the Kentucky Revised Statutes.
A. **Affirmative Consent**

“Affirmative consent” means a voluntary expression of willingness, permission, or agreement to engage in specific sexual activity throughout a sexual encounter. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other to engage in the sexual activity. Consent cannot be inferred from the absence of a “no”; consent, verbal or otherwise, must be obtained.

Consent cannot be granted by an individual who:

1. Is incapacitated as defined by this Regulation;
2. Has been compelled by force or threat of force;
3. Is unaware that the act is being committed;
4. Is impaired because of a mental or physical condition;
5. Is coerced by supervisory or disciplinary authority; or
6. Is less than the statutory age of consent.

B. **Attorney**

“Attorney” means an individual who is licensed to practice law in the courts of the Commonwealth of Kentucky. An attorney representing a Complaining Witness, a Respondent, or the University may actively participate in any formal hearing that may occur as a result of an investigation pursuant to AR 6:2. An attorney may attend an investigative meeting, but may not interfere with the investigative meeting.

C. **Campus Security Authority**

“Campus Security Authority” (CSA) is broadly defined as an individual having responsibility for campus security or an official having significant responsibility for student and campus activities. For a specific listing of individuals designated as campus security authorities, see Administrative Regulation 6:7.III.E, Policy on Disclosure of Campus Security and Crime Statistics.

D. **Complaining Witness**

“Complaining Witness” means any person alleging a violation(s) of AR 6:2. The University may initiate proceedings without a formal complaint from the person who experienced an alleged violation of this regulation. Although the participation of the Complaining Witness likely will be a critical part of any hearing, the Complaining Witness is not a party to a formal hearing that may occur as a result of an investigation pursuant to AR 6:2. A Complaining Witness may be represented by an attorney at any point during the proceedings and the attorney for a Complaining Witness may participate in any formal hearing that may occur as a result of an investigation pursuant to AR 6:2.

E. **Complicity**

“Complicity” means any act taken with the purpose of aiding, facilitating, promoting, or encouraging the commission of an act of prohibited conduct by another person.

F. **Dating Violence**

“Dating violence” means violence committed by the first person who is or has been in a social
relationship of a romantic or intimate nature with a second person.

1. The existence of such a relationship will be based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

2. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

G. Domestic Violence

“Domestic violence” means violence committed by:

1. A person who is a current or former spouse or intimate partner with a second person;

2. A person with whom a second person shares a child in common;

3. A person who is cohabitating with or who has cohabitated with a second person as a spouse or intimate partner; or

4. Any other person against a second person who is protected from that person’s acts under the domestic or family violence laws where the violence occurred.

H. Employee

“Employee” means a faculty employee or staff employee, regardless of employee type (i.e., regular or temporary), as defined in Human Resources Policy and Procedure #4.0: Employee Status.

I. Force or Coercion

“Force or coercion” means: (a) threats of serious physical, emotional, or psychological harm to or physical restraint against any person, or (b) any scheme, plan, or pattern intended to cause a person to believe that failure to perform an act would result in serious harm to or physical restraint against any person.

J. Hearing Officer

“Hearing Officer” means an attorney who is appointed by the President to preside over a hearing to resolve alleged violations of AR 6:2. The Hearing Officer is responsible for maintaining order and determining the sequence of events during a hearing. The Hearing Officer may direct any person who fails to comply with procedures during the hearing, disrupts, or obstructs the hearing to leave the hearing. All questions of law, whether substantive, evidentiary, or procedural, will be addressed to and ruled upon by the Hearing Officer.

K. Incapacitated

“Incapacitated” means a person is impaired to such a level that the person cannot appraise or control their own conduct. A person may be impaired by an intoxicant, by mental illness or deficiency, or by physical illness or disability to the extent that personal decision-making is impossible. A person can be intoxicated without being incapacitated.

L. Physical assault

“Physical assault” means threatening or causing physical harm or engaging in other conduct that
threatens or endangers the health or safety of any person. Physical assault will be addressed under this policy if it involves sexual or gender-based harassment, intimate partner violence, or is part of a course of conduct under the stalking definition.

M. Preponderance of the Evidence Standard

“Preponderance of the evidence” means superior evidentiary weight that, though not sufficient to free the mind wholly from all reasonable doubt, is still sufficient to incline a fair and impartial mind to one side of the issue rather than the other. This is the burden of proof in a civil trial, in which the jury is instructed to find for the party that, on the whole, has the stronger evidence, however slight the edge may be.

N. Registered Student Organization

“Registered Student Organization” (RSO) means a group of identifiable persons who have complied with the requirements for registration as determined by the Office of Student Organizations and Activities in accordance with AR 4:1, Registration of Student Organizations, and includes groups that are seeking but have not yet been granted registered status.

O. Respondent

“Respondent” means anyone against whom a complaint or allegation of prohibited conduct is made. A Respondent is a party to any formal hearing that occurs because of an investigation pursuant to this regulation.

P. Responsible Employee

“Responsible employee” means any University employee who:

1. Has the authority to take action to redress prohibited conduct;

2. Has been given the duty of reporting incidents of prohibited conduct or any other misconduct to the Title IX coordinator or designee; or

3. An individual reasonably believes has this authority or duty.

Q. Retaliation

“Retaliation” means any adverse action taken against a person for making a good faith report of prohibited conduct or participating in any proceeding under this policy. Retaliation includes threatening, intimidating, harassing, coercing, or any other conduct that would discourage a reasonable person from engaging in activity protected under this policy. Retaliation may be present even where there is a finding of “no responsibility” on the allegations of prohibited conduct. Retaliatory behavior is not limited to behavior by the accused individual, and covers behavior by his or her associates, as well as third parties. Retaliation does not include good faith actions lawfully pursued in response to a report of prohibited conduct. Retaliation should be reported to the Title IX Coordinator.

R. Sanction

“Sanction” means any educational or disciplinary measure provided to encourage self-reflection regarding the respondent’s policy violation, to stop further inappropriate behavior, and to deter any subsequent violations. Sanctions should be appropriately connected to the violation.
S. Sexual Assault

1. “Sexual assault” means an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting system. A sex offense is any act directed against another person, without the consent of the second person, including instances where the second person is incapable of giving consent.

   (a) Rape is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of a second person, without the consent of the person being violated.

   (b) Fondling is defined as the touching of the private parts of another person for the purposes of sexual gratification without the consent of the second person, including instances where the second person is incapable of giving consent because of age or because of temporary or permanent mental incapacity.

   (c) Incest is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

   (d) Statutory Rape is defined as sexual intercourse with a person who is under the statutory age of consent.

2. Sexual assault also includes all sex offenses as stated in Kentucky Revised Statutes 510.010 through 510.140.

T. Sexual Exploitation

“Sexual exploitation” means taking non-consensual or abusive sexual advantage of another, and includes situations in which the conduct does not fall within the definitions of Sexual Harassment or Sexual Assault.

Examples of sexual exploitation include, but are not limited to the following:

- Causing the incapacitation of another person (through alcohol, drugs, or any other means) for the purpose of compromising that person’s ability to give affirmative consent to sexual activity;
- Allowing third parties to observe private sexual activity from a hidden location (e.g., a closet) or through electronic means (e.g., via Skype or live streaming of images);
- Engaging in voyeurism (e.g., watching private sexual activity without the consent of the participants or viewing another person’s intimate parts (including genitalia, groin, breasts, or buttocks) in a place where that person would have a reasonable expectation of privacy);
- Recording or photographing private sexual activity and/or a person’s intimate parts (including genitalia, groin, breasts, or buttocks) without consent;
- Disseminating or posting images of private sexual activity and/or a person’s intimate parts (including genitalia, groin, breasts, or buttocks) without consent;
- Prostituting another person; and
- Knowingly exposing another person to a sexually transmitted infection or virus without the other’s knowledge.

U. Sexual Misconduct Hearing Panel Pool

“Sexual Misconduct Hearing Panel Pool” means those presidential appointees who will serve as members of the Sexual Misconduct Hearing Panel for a particular matter. The Pool consists of two (2) faculty employees from each College and an equal number of staff members from the University as a whole.
The Dean of each College, in consultation with the Faculty Council (or equivalent) of the College, will forward four nominees to the President and the President will appoint two members from each College to the Pool. The Staff Senate will forward a number of nominees that is equal to the number of nominees forwarded by the Deans of the Colleges. The President will appoint half of the nominated staff members to the Pool.

Pool Members must receive annual training by the Title IX Coordinator, or their designee, on issues related to sexual assault, domestic violence, dating violence, stalking, and sexual exploitation. Students are not permitted to serve.

V. Sexual Misconduct Hearing Panel (Hearing Panel)

“Sexual Misconduct Hearing Panel” (Hearing Panel) means a 3-person hearing panel selected by the Hearing Officer from the Sexual Misconduct Hearing Panel Pool to resolve alleged violations of AR 6:2.

W. Sexual Misconduct Appeals Board (SMAB)

“Sexual Misconduct Appeals Board” (SMAB) means those presidential appointees who will consider appeals of a Hearing Panel’s determination as to whether a student, student organization, or employee has violated AR 6:2 or of recommended sanctions. Because the Code of Student Conduct explicitly provides that the AR 6:2 procedures—not the Code’s procedures—apply when a student is accused of violations AR 6:2, the SMAB hears all appeals involving students who have been found responsible for violations of AR 6:2.

The Board consists of one faculty employee from each College and an equal number of staff employees from the University as a whole. In addition, the President will appoint one faculty employee, who has a law degree, to serve as Chair of the SMAB.

The Dean of each College, in consultation with the Faculty Council (or equivalent) of the College, will forward two nominees to the President and the President will appoint one member from each College to the Pool. The Staff Senate will forward a number of nominees that is equal to the number of nominees forwarded by the Deans of the Colleges. The President will appoint half of the nominated staff members to the Board.

Board Members must receive annual training by the Title IX Coordinator on issues related to sexual assault, domestic violence, dating violence, and stalking. Students are not permitted to serve.

X. Stalking

“Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others or suffer substantial emotional distress.

(a) Course of conduct means two (2) or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person’s property.

(b) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

(c) Reasonable person means a reasonable person under similar circumstances and with similar identities to the person who alleges stalking.

Stalking includes “cyber-stalking,” a particular form of stalking in which a person uses electronic media, such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact, to engage in activities delineated in this definition.
Examples of stalking include, but are not limited to:

- Following a person;
- Appearing at their home, place of business, or classrooms;
- Making harassing phone calls;
- Mailing written messages or sending or posting electronic messages;
- Leaving messages or objects at their home, place of business, vehicle, or classroom; and
- Vandalizing personal property.

Y. Student

“Student” means any person who is enrolled in courses at UK. Student status continues whether or not UK’s academic programs are in session. Student status includes those taking courses for credit or non-credit at UK, either full-time or part-time, while pursuing undergraduate, graduate, or professional studies. Persons who are not enrolled at UK but who are living in the residence halls are not students. However, such persons may serve as a Complaining Witness or a Respondent. Persons who withdraw after allegedly violating this Policy or who graduated after allegedly violating this Policy are not students but are still subject to discipline under this policy.

Z. Support Person

“Support person” means an advocate or other individual who may attend an investigative meeting or formal hearing to provide advice, support, or guidance to either the Respondent or the Complaining Witness. A support person may not be a witness at the hearing. If the support person is not an attorney, the support person may not participate in the hearing.

AA. Title IX Coordinator

“Title IX Coordinator” means the University official responsible for investigating complaints of prohibited conduct, resolving potential violations informally, facilitating the hearing process, and recommending appropriate sanctions when violations are confirmed.

BB. University Counsel

“University Counsel” means the attorney(s) designated by the University to prosecute the alleged violation of this policy to the Hearing Panel on behalf of the University. The University is a party to a formal hearing occurring pursuant to this regulation.

CC. University Official

“University Official” means any person employed or otherwise authorized by the University to perform assigned administrative or professional responsibilities.

DD. University Premises

“University Premises” means all property, buildings, and facilities owned, leased, used, or controlled by the University (including adjacent streets and sidewalks).

V. Prohibited Acts
A. Every member of the University community is prohibited from:

1. Engaging in sexual assault, stalking, dating violence, domestic violence, sexual exploitation, and complicity in the commission of any act prohibited by this regulation;

2. Retaliating in any manner against an individual who makes a complaint or participates in the investigation of a complaint of sexual assault, stalking, dating violence, domestic violence, or sexual exploitation;

3. Interfering with procedures to investigate or redress a complaint of sexual assault, stalking, dating violence, domestic violence, or sexual exploitation; and

4. Making an intentionally false accusation of prohibited conduct through the University’s procedures.

B. Any member of the University community who engages in one of these prohibited acts against any other member of the University community may be subject to corrective action and appropriate sanctions.

VI. Reporting Complaints

A. Any University employee who witnesses or is made aware of an incident of prohibited conduct must report it to the University of Kentucky Police (UKPD) or the Title IX Coordinator as soon as possible.

B. The University strongly encourages prompt reporting by non-employees, including Complaining Witnesses, witnesses, and those who are made aware of incidents of prohibited conduct. Reports may be made to the UKPD, the University Violence Intervention and Prevention Center, the Dean of Students Office, the Title IX Coordinator, a Campus Security Authority, or to any University official. Incidences of prohibited conduct may also be reported to police in the location where the violence occurred. Incidences that occur abroad may be reported to the University of Kentucky International Center. An incident may be reported without filing a written complaint.

C. Individuals designated as Campus Security Authorities are required by law to report certain crimes, including alleged sex offenses, stalking, and relationship violence, to the UKPD or Division of Crisis Management and Preparedness. These reports are made for statistical purposes, without the inclusion of identifying information of the parties. For reporting responsibilities of individuals designated as Campus Security Authorities, see Administrative Regulation 6:7, Policy on Disclosure of Campus Security and Crime Statistics.

D. Confidential reporting is allowed to the University Violence Intervention and Prevention Center and the UK Counseling Center or Health Services when receiving counseling or medical services. Anonymous reports may also be made to the UKPD; however, because police reports are public records under state law, UKPD cannot hold reports of prohibited conduct in confidence.

E. The University provides information on pursuing criminal or other legal action, health care, counseling, and other support services available to students, faculty, staff, and visitors who have made a complaint of prohibited conduct.

F. The University resolves complaints of prohibited conduct within a period that is reasonable given the nature of the complaint. The University will keep the Complaining Witness and Respondent informed of the progress of the proceedings. The University encourages individuals who make a complaint of prohibited conduct, regardless of where the complaint is made, to also contact the University Violence Intervention and Prevention Center (http://www.uky.edu/StudentAffairs/VIPCenter/) for assistance in accessing and navigating services, resources, and referrals both on and off campus.

G. Individuals who experience sexual assault, dating violence, or domestic violence are strongly encouraged to seek medical attention and be examined for physical injury, the presence of sexually transmitted
diseases, or pregnancy as a result of rape.

NOTE: An individual who is considering making a criminal complaint or taking other legal action should seek medical care as soon as possible after the assault. It is important for the individual to not bathe, douche, or change clothing before the medical examination in order to avoid inadvertently removing important evidence. The kind of evidence that supports a legal case against an accused should be collected as soon as possible, at maximum within ninety-six (96) hours of an assault.

Important University Contact Numbers:

UK Police .......................................................... 911 from a UK phone; or #UKPD from your cell phone
Violence Intervention and Prevention Center....... (859) 257-3574
Office of the Dean of Students......................... (859) 257-3754
UK Counseling Center....................................... (859) 257-8701
University Health Services............................... (859) 323-5823
UK HealthCare.................................................... (859) 257-1000

The University’s Title IX Coordinator can be contacted during office hours as follows:

Martha Alexander, Title IX Coordinator
13 Main Building
859-257-8927
Martha.alexander@uky.edu

VII. Rights of the Complaining Witness and the Respondent

A. The Complaining Witness has the right to choose whether to file a complaint with the University. However, when the University is made aware of an allegation of prohibited conduct, it must investigate and take appropriate action.

B. In addition to pursuing administrative penalties and remedies, the Complaining Witness maintains the right to pursue criminal or other legal action.

C. Both the Complaining Witness and the Respondent have the right:

1. To be treated with respect by University officials;

2. To take advantage of campus support resources;

3. To experience a safe living, educational, and work environment;

4. To have an attorney present during any investigation and represent them at any subsequent hearing;

5. To have up to two (2) support persons, including attorneys, present during meetings and hearings;

6. To refuse to have an allegation resolved through conflict resolution procedures;

7. To receive amnesty for certain student misconduct, such as alcohol or drug violations, that occurred ancillary to the incident;

8. To be free from retaliation for reporting violations of this policy or cooperating with an investigation;

9. To have complaints heard in accordance with University procedures;
10. To be informed in writing of the outcome/resolution of the complaint, any sanctions where permissible, and the rationale for the outcome where permissible;

11. To have minimal interaction or contact with the responding party or complaining party; and

12. To request interim remedies from the University to ensure minimal interaction or contact with the responding party or complaining party.

VIII. Corrective Actions and Disciplinary Procedures

A. For students, faculty, and staff, the University will utilize the procedures outlined in the Appendix to address and resolve allegations of prohibited conduct.

B. The recommended range of sanctions for students is in accordance with the Appendix and include disciplinary probation, counseling assessment, social restrictions, social suspension, suspension, dismissal, revocation of admission, or revocation of degree. A recommended sanction of revocation of a degree must be referred to the Board of Trustees for final action. (See KRS 164.240) Additional sanctions also may be imposed when appropriate. Both the Complaining Witness and the Respondent will be informed of the outcome of the corrective action or disciplinary process.

C. The recommended range of sanctions for faculty and staff is in accordance with the Appendix and include suspension, counseling, or termination of employment. Additional sanctions also may be imposed when appropriate. Both the Complaining Witness and the Respondent will be informed of the outcome of the corrective action or disciplinary process.

D. If a Respondent is found responsible, the Respondent has the right to appeal the decision. Neither the University nor the Complaining Witness may appeal a finding of not responsible.

IX. Education

Regular and ongoing education regarding the issues addressed in this policy is available for all members of the University community. The VIP Center offers both online and interactive training sessions for students and conducts Green Dot bystander intervention training for faculty and staff. Training on Discrimination and Harassment, including Title IX, is offered by the Title IX Coordinator, or designee, on a regular basis for new employees, in the Supervision curriculum, and for employees and any units upon request.

References and Related Materials


Department of Education, Title IX regulations, 34 C.F.R. § 106.1, et seq.


Violence Against Women Reauthorization Act of 2013, (Pub. Law 113-4)

KRS 164.240, Degrees Granted by Trustees

KRS 510.010 - 510.140, Sexual Offenses

Revision History

1/26/2009, 9/30/2014 (Interim), 12/3/2014, 6/19/2015 (addition of procedures)

For questions, contact: Office of Legal Counsel
UNIVERSITY OF KENTUCKY PROCEDURES FOR ADDRESSING AND RESOLVING ALLEGATIONS OF SEXUAL VIOLENCE, STALKING, DOMESTIC VIOLENCE, AND DATING VIOLENCE

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I. INTRODUCTION

These procedures are applicable to allegations, investigations, and adjudication of cases involving Administrative Regulation (AR) 6:2, Policy and Procedures for Addressing and Resolving Allegations of Sexual Assault, Stalking, Dating Violence, Domestic Violence, and Sexual Exploitation.

These procedures apply in all cases involving violations of AR 6:2 regardless of whether the Respondent is a faculty employee, staff employee, or a student. Although a violation of AR 6:2 is a violation of the Student Code, the Student Code explicitly provides that these procedures—not the Code’s procedures—apply when a student is accused of violations AR 6:2. Moreover, for staff employees, these procedures—not the Human Resources Policies and Procedures—apply when a staff member is accused of violations of AR 6:2. Although there are procedures for the termination of faculty in Governing Regulation X, these procedures—not the termination procedures specified in Governing Regulation X—apply for the investigation and initial determination of a faculty employee’s responsibility for a violation of AR 6:2. If a faculty employee is found responsible for a violation of AR 6:2, the Provost may then initiate termination procedures under Governing Regulation X.

II. DEFINITIONS

Definitions for these procedures are the same as the definitions in AR 6:2.

III. INITIATING A COMPLAINT AND INVESTIGATION PROCESS

A. Filing a Complaint: All complaints related to alleged violations of AR 6:2, regardless of where the complaint is initially received, must be referred to the Title IX Coordinator, or their designee, for investigation.
B. **Confidential Reporting:** Individuals may make a confidential complaint or report (where individuals receiving the complaint are not required to report incidents to the Title IX Coordinator) to the University Violence Intervention and Prevention Center (VIP Center), the University Counseling Center, or University Health Services (students only). Anonymous reports may be made to the UKPD; however, because police reports are public records under state law, the UKPD cannot hold reports of sexual assault, stalking, dating violence, or domestic violence in confidence. In addition, certain individuals designated as Campus Security Authorities under AR 6:7 are required by law to report sex offences, stalking, and relationship violence to the UKPD or Division of Crisis Management and Preparedness. These reports are made for statistical purposes, without the inclusion of identifying information of the parties. (see AR 6:7, Policy on Disclosure of Campus Security and Crime Statistics)

C. **Dual Reporting:** A violation of AR 6:2 may be both a violation of University policy and law, and as such, the University encourages Complaining Witnesses to make reports to both local law enforcement agencies (Lexington Police Department, UKPD, or other appropriate local law enforcement agencies) and a University official. The result of an external criminal investigation does not affect whether a violation of University policy has occurred. An external criminal investigation will not take the place of a University investigation, although a criminal investigation may supplement a University investigation. The University will not wait for the conclusion of a criminal investigation to begin conducting its own independent investigation, take interim measures to protect the University or any member of the University community, or when necessary, initiate hearing procedures as outlined below.

D. **Investigation:** Upon receipt of a complaint, an Equal Opportunity Investigator will conduct an investigation to determine if there is probable cause to believe the Respondent committed a violation of AR 6:2 and, if so, which violation(s) occurred.

E. **Final Report.** An Equal Opportunity Investigator will prepare a written Final Report. The Equal Opportunity Investigator will provide a copy of the Final Report to both the Respondent and the Complaining Witness.

**IV. INTERIM REMEDIES DURING THE INVESTIGATION PROCESS**

A. **Interim Suspension**

1. In certain circumstances, the Title IX Coordinator may impose an interim suspension from University premises upon receiving a complaint and before the completion of the investigation or the disciplinary process. Upon taking such action, the Title IX Coordinator or authorized representative will immediately notify the individual in writing of, and the reasons for, the interim suspension. An interim suspension may be imposed to:

(a) Ensure the safety and wellbeing of members of the University community or preservation of University property;

(b) Ensure the student’s own physical or emotional safety and wellbeing; or

(c) Ensure that normal operations of the University are not disrupted.

2. The individual may appeal the interim suspension to the Provost (faculty employee), or Associate Provost for Student and Academic Life (students), or Vice President for Human Resources (staff) in writing within seven (7) calendar days of the notice of the interim suspension. Any interim suspension remains in effect during the appeal.

3. The Provost, Associate Provost for Student and Academic Life, or Vice President for Human Resources may reverse or modify the suspension. The decision of the Provost, Associate Provost for Student and Academic Life, or Vice President for Human Resources regarding the interim suspension is final.
B. Other Interim Remedies Available

Interim remedies that may be initiated at the beginning of the complaint process and are not dependent on the outcome of the case include, but are not limited to:

1. Referral to on- or off-campus resources, such as the VIP Center or counseling;
2. Alteration of the housing (students) or workplace or workstation (employees) situation for the Complaining Witness or Respondent;
3. Removing a student from residential facilities or removing an employee from the work setting or University premises (See Interim Restriction or Suspension);
4. Limitation on contact between parties (e.g. no-contact orders, no-trespass orders);
5. Referral to academic support services, such as tutoring and testing accommodations (students);
6. Adjustments to course schedules and academic deadlines (students) or work schedules (employees); or
7. Other appropriate remedies based on each individual situation.

Interim remedies listed above in B.1-7 are not subject to appeal.

V. DETERMINATION OF PROBABLE CAUSE

A. Rebuttal/Supplementation to the Final Report. Within three (3) calendar days of receiving the Final Report, the Complaining Witness and/or the Respondent may submit a written Rebuttal or Supplementation to the Report to the Title IX Coordinator.

B. After reviewing the Final Report and any Rebuttal or Supplementation, the Title IX Coordinator will determine whether there is probable cause to believe the Respondent committed a violation of AR 6:2 and, if so, which violation(s) occurred.

C. If the Title IX Coordinator concludes there is not probable cause to believe a violation of AR 6:2 occurred, the Title IX Coordinator will state this conclusion in writing and notify both the Complaining Witness and the Respondent. The matter will then be closed.

D. Alternatively, if the Title IX Coordinator concludes there is probable cause, then the Title IX Coordinator will prepare a written statement of charges and present this written statement of charges to both the Complaining Witness and the Respondent. The notice will include a summary of the complaint, the alleged policy violation(s), the date and time of the pre-hearing meeting, and, if applicable, interim restrictions or remedies.

VI. NOTICE OF HEARING AND ADMINISTRATIVE MEASURES

A. For allegations involving individuals, Notices will be sent to the Respondent’s and Complaining Witness’ official University email addresses no less than five (5) calendar days prior to a scheduled pre-hearing meeting. Failure to read and comply with the Notice is not suitable grounds for an appeal.

B. For registered student organizations, the Notice will be mailed to the organization’s representative, typically the organization’s president, on file with the University.

C. The Title IX Coordinator schedules meetings and hearings. In scheduling a pre-hearing meeting or hearing, the Title IX Coordinator considers the availability of the Respondent, Complaining Witness, their respective attorneys, and the University Counsel.

D. Pre-Hearing Meetings: The Title IX Coordinator or their designee will meet with the Respondent, the Complaining Witness, and the University Counsel to: (1) review the investigative report; (2) discuss
the hearing process; and (3) attempt to resolve the matter without conducting a hearing. These meetings will occur separately. With the exception of support persons, pre-hearing meetings are closed meetings. If the Respondent chooses to resolve the allegation during the meeting, the case will be closed and the appropriate unit administrator(s) will be notified. If the allegation is not resolved during the meeting, the case will be referred to the Hearing Officer for formal resolution by a Hearing Panel.

VII. MEDIATION

If the Title IX Coordinator concludes there is probable cause, the Title IX Coordinator may choose to pursue mediation with the voluntary agreement of both the Complaining Witness and the Respondent. Complaints of sexual misconduct that are classified as Sexual Assault: Rape, Sexual Assault: Statutory Rape, or Sexual Assault: Incest are not appropriate for mediation. Any Mediation Agreement must have the approval of the Complaining Witness. Under no circumstances will a Mediation Agreement involve the payment of money from the University to the Respondent or from the Respondent to the Complaining Witness.

VIII. FORMAL HEARING PROCEDURES

A. Sexual Misconduct Hearing Panel: Once a case is referred to the Hearing Officer for a formal hearing, the Hearing Officer will randomly select three (3) members from the Sexual Misconduct Hearing Panel Pool.

B. Conflicts of Interest: Any member of the Sexual Misconduct Hearing Panel who has a conflict of interest shall immediately recuse themselves. Conflicts of interest include, but are not limited to, personal knowledge of the facts and circumstances of the allegations or having a family, personal, faculty/student, or professional relationship with either the Complaining Witness or the Respondent.

C. Challenge to Sexual Misconduct Hearing Panel Members. The Complaining Witness or the Respondent or the University Counsel may challenge any Sexual Misconduct Hearing Member for Cause if there is a belief that a member of the Sexual Misconduct Hearing Panel cannot render a fair and impartial result. Challenges to any Sexual Misconduct Hearing Panel Member must be made no later than ten (10) calendar days prior to the hearing. The Hearing Officer will determine if Cause exists and will excuse any Panel Member where Cause exists. Under no circumstance will a Sexual Misconduct Hearing Panel Member be excluded for a reason that would violate the University’s Non-Discrimination policy.

D. Selection of Additional Members. If a Sexual Misconduct Hearing Panel Member recuses themselves or if the Hearing Officer excuses a Panel Member for Cause, then the Hearing Officer will randomly select additional members from the Sexual Misconduct Hearing Panel Pool.

E. Access to Evidence: Both the Respondent and the University Counsel will have access to all exculpatory and inculpatory evidence. Such access to evidence does not include review of the notes of the Equal Opportunity Investigator, the notes of the Title IX Coordinator, recordings of investigatory meetings, or information obtained that is not relevant to the charged allegations. Such access to evidence will be given at least fourteen (14) calendar days before the formal hearing.

F. Hearings: Formal hearings will be conducted by the Hearing Officer according to the following procedures:

1. Given the nature of these incidents, and the impact on the overall University community, the University, through the University Counsel, has the burden of proving that the Respondent has violated University policy. The Respondent is presumed innocent. While the Complaining Witness is an integral part of the process and the proof of the University’s case, it is the responsibility of
the University—through the University Counsel—to prove by a preponderance of the evidence that the Respondent violated University policy.

2. The University Counsel and the Respondent must submit to the Hearing Officer any information they wish to present at the hearing, the name(s) of their attorneys and support person(s), a preliminary list of questions, and a possible list of witnesses ten (10) calendar days prior to the hearing. Absent good cause, as determined by the Hearing Officer, the parties may not submit information for the hearing after this deadline. Upon the receipt of information from both parties, the Hearing Officer will review the information submitted to eliminate any redundant, irrelevant, or prejudicial information.

3. A Respondent, the University Counsel, the Complaining Witness, or the University may request to postpone the hearing for good cause. The Respondent, the University Counsel, or the Complaining Witness must submit to the Hearing Officer a written request for postponement, including the reason(s) for the request, no later than ten (10) calendar days prior to the scheduled hearing unless an unforeseen circumstance occurs. The Hearing Officer may accept or deny the request, after considering the nature of the request and the incident at issue.

4. The Title IX Coordinator or their designee will arrange the attendance of witnesses who are members of the University community, if reasonably possible. The involved parties are responsible for arranging the attendance of witnesses who are not members of the University community.

5. The Title IX Coordinator or their designee, in consultation with the Hearing Officer, will create the formal hearing file. Copies of the formal hearing file will be made available to all parties and the Hearing Panel members at least three (3) calendar days prior to the hearing. The formal hearing file for the parties will contain the Equal Opportunity Investigator’s report, any rebuttal submitted by the Respondent, any supplemental report, the Title IX Coordinator’s probable cause determination, a list of witnesses, preliminary questions submitted by parties, and any other related information. The formal hearing file for the Hearing Panel members will include information about the parties, a list of possible witnesses, the charged policy violations, the date and location of the charged violation, and any other related information.

6. Both the Respondent and the University Counsel have the right to call relevant and necessary witnesses and to present evidence. Witnesses participate in a hearing to provide information to and answer questions from the Hearing Panel regarding the personal knowledge they have of the incident at issue. The members of a Hearing Panel may ask questions of the parties and all witnesses. The Respondent, the Respondent’s attorney (if any), and the University Counsel will also be given an opportunity to examine and cross-examine witnesses who testify at the hearing, but the Respondent or the Respondent’s attorney may not cross-examine the Complaining Witness and the University Counsel may not cross-examine the Respondent. Instead, they may submit questions to the Hearing Officer to ask on their behalf. The Hearing Officer will screen the questions submitted, and only ask those questions deemed appropriate and relevant to the case.

7. Unless the Respondent, the Complaining Witness, and the University Counsel stipulate, no portion of the Investigative Report, the Rebuttal, and any Supplementation is admissible. The Hearing Panel will not see the Investigative Report, the Rebuttal, or any Supplementation.

8. Witnesses other than the Complaining Witness and the Respondent will be excluded from hearings, except for the period of their own testimony.

9. The Complaining Witness and the Respondent have the right to be assisted by up to two (2) support person(s), including attorneys, of their choice and at their own expense. Attorneys who are representing a Complaining Witness, a Respondent, or the University may actively participate in the hearing. Non-attorney support person(s) may communicate privately with the person they support during the hearing, but are not permitted to participate directly in any hearing.
10. The hearing will be closed to the public. The Complaining Witness, Respondent, their respective attorney(s) or support person(s), if any, and the University Counsel are allowed to attend the entire portion of the hearing, excluding deliberations.

11. The Hearing Officer is responsible for maintaining order and determining the sequence of events during a hearing. The Hearing Officer may direct any person who fails to comply with procedures during the hearing or who disrupts, or obstructs the hearing to leave the hearing. All questions of law, whether substantive, evidentiary, or procedural, will be addressed to and ruled upon by the Hearing Officer.

12. If a Respondent fails to appear before the Hearing Panel without good cause, the University Counsel will present evidence regarding the allegation and the Hearing Panel will make a determination of responsibility in the Respondent’s absence.

13. The Complaining Witness, Respondent, or a witness may request reasonable accommodations to address concerns for their personal safety or comfort that may include providing separate facilities, using a visual screen, or permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other appropriate means. The Hearing Officer, in consultation with the Title IX Coordinator, or their designee, will determine what accommodations, if any, are provided. However, no accommodation may violate the due process rights of the Respondent.

14. At the conclusion of the Hearing, the Hearing Officer will instruct the Panel on the preponderance of the evidence standard and any other matters that the Hearing Officer deems necessary to the Panel’s determination.

15. After the Hearing Panel has reviewed the evidence presented at the hearing, the Panel will determine whether the Respondent has violated any section of AR 6:2. The Hearing Panel’s determination will be made based on the preponderance of the evidence standard.

16. If the Hearing Panel determines that the Respondent is responsible for the violation, the finding must be unanimous. If any member of the Hearing Panel believes there is not a preponderance of the evidence for responsibility, then the Respondent must be found not responsible.

17. When a Hearing Panel determines the Respondent is responsible for a violation of AR 6:2, the Panel will immediately convene a supplemental proceeding to determine a recommended sanction(s). During the supplemental proceeding, the Respondent, University Counsel, and the Complaining Witness may submit relevant evidence or make relevant statements regarding the appropriateness of a specific sanction. The past disciplinary record of the Respondent will only be supplied to the Hearing Panel during the supplemental proceeding to consider sanctions.

18. After the hearing, the Hearing Panel will prepare a written summary of its findings of fact, conclusions of law, determination of responsibility, recommended sanctions (if any), and an explanation of the rationale for the decision. The report must be submitted to the Complaining Witness, the Respondent, the University Counsel, the Title IX Coordinator, the Associate Provost for Student and Academic Life (for students), the Provost (for faculty), or the Vice President for Human Resources (for staff) within ten (10) calendar days following a hearing, unless circumstances exist that would delay issuance of the written outcome.

19. The sanctions will be ultimately determined and imposed by the Associate Provost for Student and Academic Life (for students), the Provost (for faculty), or the Vice President for Human Resources (for staff). The Associate Provost for Student and Academic Life (for students), the Provost (for faculty), or the Vice President for Human Resources (for staff) are not limited to sanctions recommended by the Hearing Panel. However, if the Associate Provost for Student and Academic Life (for students), the Provost (for faculty), or the Vice President for Human Resources (for staff) rejects or modifies the Hearing Panel’s recommendation as to sanctions, a written explanation...
must be provided to the Complaining Witness, the Respondent, the University Counsel, and the Title IX Coordinator.

20. The Associate Provost for Student and Academic Life (for students), the Provost (for faculty), or the Vice President for Human Resources (for staff) do not have the authority to overturn or modify the Hearing Panel’s findings of responsibility. Only the Sexual Misconduct Appeals Board may overturn the Hearing Panel’s findings of responsibility.

21. All hearings, with the exception of the deliberations, will be recorded. The recording is the property of the University.

IX. RECOMMENDED SANCTIONS

The chart below outlines the recommended sanctions for specific violations of AR 6:2. Additional sanctions not specifically listed below may also be imposed when appropriate.

<table>
<thead>
<tr>
<th>Sexual Assault</th>
<th>Recommended Range of Sanctions (STUDENTS)</th>
<th>Recommended Range of Sanctions (EMPLOYEES)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Suspension, Dismissal, Revocation of Admission and/or Degree</td>
<td>Suspension, Termination</td>
</tr>
<tr>
<td>Dating Violence or Domestic Violence</td>
<td>Disciplinary Probation, Counseling Assessment, Social Restrictions, Social Suspension, Suspension, Dismissal, Revocation of Admission and/or Degree</td>
<td>Probation, Counseling Assessment, Suspension, Termination</td>
</tr>
<tr>
<td>Stalking</td>
<td>Disciplinary Probation, Counseling Assessment, Social Restrictions, Social Suspension, Suspension, Dismissal, Revocation of Admission and/or Degree</td>
<td>Probation, Written Warning, Counseling Assessment, Suspension, Termination</td>
</tr>
<tr>
<td>Sexual Exploitation</td>
<td>Disciplinary Probation, Counseling Assessment, Social Restrictions, Social Suspension, Suspension, Dismissal, Revocation of Admission and/or Degree</td>
<td>Probation, Written Warning, Counseling Assessment, Suspension, Termination</td>
</tr>
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X. APPEALS TO THE UNIVERSITY SEXUAL MISCONDUCT APPEALS BOARD (SMAB)

A. Jurisdiction: The SMAB has appellate jurisdiction over appeals related to violations of AR 6:2. Because the Student Code explicitly provides that these procedures—not the Code’s procedures—apply when a student is accused of violations of AR 6:2, the Sexual Misconduct Appeals Board (SMAB), not the University Appeals Board, will hear appeals of students who have been found responsible for violations of AR 6:2.

B. Grounds for Appeal by Respondent: A Respondent may appeal the Hearing Panel decision and/or sanction to the SMAB on any legal or factual ground including an allegation that the Respondent was denied due process. Neither the University nor the Complaining Witness may appeal a finding of not responsible.

C. Composition of SMAB: The Chair of the SMAB and two (2) members of the SMAB randomly chosen by the Chair will consider the appeal. The appeal does not include a new hearing, but rather it is a review of the original hearing. (See Section F below)

D. Conflicts of Interest: Any member of the Sexual Misconduct Appeals Board who has a conflict of interest shall immediately recuse themselves. Conflicts of interest include, but are not limited to, personal knowledge of the facts and circumstances of the allegations or having a family, personal,
faculty/student, or professional relationship with either the Complaining Witness or the Respondent. If the Chair of the Sexual Misconduct Appeals Board recuses themself, then the President will appoint a new Chair.

E. **Challenge to Sexual Misconduct Appeals Board Members.** The Respondent or the University Counsel may challenge any Sexual Misconduct Appeals Board member if there is a belief that a member of the Sexual Misconduct Appeals Board cannot render a fair and impartial result. The Chair of the Sexual Misconduct Appeals Board will determine if Cause exists and will excuse any Panel Member where Cause exists. Under no circumstance will a Sexual Misconduct Appeals Board Member be excluded for a reason that would violate the University’s Non-Discrimination policy. If the Respondent or the University Counsel challenges the Chair of the Sexual Misconduct Appeals Board for Cause, the President will determine if Cause exists.

F. **Appeal Procedures:** The following procedures apply to all appeals:

1. An appeal is initiated by filing a Notice of Appeal with the Chair of the SMAB within fourteen (14) calendar days of the date of the written decision rendered by the Hearing Panel. Upon a showing of good cause, the Chair of the SMAB may extend this time for filing a Notice of Appeal.

2. Within fourteen (14) calendar days of filing the Notice of Appeal, the Respondent must file the Opening Brief, not to exceed twenty-five pages (25) double-spaced, to the Chair of the SMAB. A Respondent, their attorneys, and their support individuals have the right to review the hearing file, including any recording of the hearing, in preparation for filing an Opening Brief. Upon a showing of good cause, the Chair of the SMAB may extend this time for filing the Opening Brief.

3. Within fourteen (14) calendar days of the filing of the Opening Brief, the University Counsel must file a Response Brief, not to exceed twenty-five (25) pages double-spaced, to the Chair of the SMAB. The University Counsel has the right to review the hearing file, including any recording of the hearing, in preparation for filing a Response Brief. Upon a showing of good cause, the Chair of the SMAB may extend this time for filing the Response Brief.

4. Within seven (7) calendar days of the filing of the Response Brief, the Respondent may file a Reply Brief, not to exceed ten (10) pages double-spaced, to the Chair of the SMAB.

G. **Appellate Review:** On appeal, the SMAB will resolve the following issues:

1. Whether the factual findings were clearly erroneous.

2. Whether the legal conclusions—including the conclusion that the hearing conformed to due process—are correct. Review of legal conclusions is de novo.

3. Whether the recommended sanction(s) imposed was appropriate for the violation for which the Respondent was found responsible.

H. **Appeal Record:** In considering an appeal, the SMAB will conduct a review of the entire record, including but not limited to:

1. The hearing file that is given to the parties prior to the hearing;

2. Any pre-hearing rulings from the Hearing Officer;

3. The written recommendations of the Hearing Panel;

4. The recording or transcript of the formal hearing;

5. Any other materials admitted into evidence by the Hearing Panel; and

G. **SMAB Decision:** Upon review of all of the information, the SMAB has the authority to do one of the following:

1. Uphold the findings and recommendations made by the Hearing Panel;
2. Modify the recommended sanction(s); however, the SMAB may not increase a penalty; or
3. Remand the case back to a Hearing Panel for a new Hearing.

H. **SMAB Decision:** The SMAB Chair will communicate the outcome in writing to the involved parties and the Title IX Coordinator.

1. For students, the decision of the SMAB is final and binding upon all involved.
2. For employees, the decision of the SMAB may be appealed pursuant to applicable law (KRS 164.230) and/or University regulations *GR I.F (faculty and staff)* and *GR X.B.1.f (faculty)*.

**XI. Amendment of These Procedures**

The President will consult with the faculty, students, and staff before making amendments to these procedures. In the case when changes in the law, court decisions, or regulatory guidance require immediate amendment of these procedures, the President may amend these procedures as necessary, with consultation occurring soon after. All substantive amendments will be reported to the Board of Trustees.
University Alcohol Policy

Major Topics

Entities Affected
Policy
Definitions
General Rules
Prohibited Uses
Prohibited Uses of Alcohol
Serving and Sale of Alcoholic Beverages
Facilities
Facilities where Alcohol Permitted
University Facilities and Events where Alcohol is Permitted
• University Facilities and Events where Alcoholic Beverages May be Served, Sold, or Used
• University Facilities and Events where Alcoholic Beverages are Permitted for Private Use
Guidelines for Event Planning
Appendix - Applicable State Laws

I. Introduction

This regulation establishes the University's policies and procedures for serving, selling, and using alcoholic beverages on property owned, leased, or controlled by the University, and at University events.

The University is committed to providing a healthy and safe workplace for all members of the University community. The possession and consumption of alcoholic beverages is controlled by Kentucky law, local ordinances, and University regulations. All members of the University community shall abide by these laws and regulations.

The oversight, implementation, and enforcement of this Administrative Regulation is delegated to the Executive Vice President for Finance and Administration (EVPFA). The EVPFA may in turn delegate those responsibilities to other University offices or officials as appropriate and as provided in this regulation. The EVPFA has delegated approval of events involving students to the Vice President for Student Affairs.

The policies and procedures for issues related to employee (student employees, faculty and staff) substance abuse are found in Human Resources Policy and Procedure Number 14.0. The policies and procedures related to student organizations and student substance abuse, including alcohol abuse, are found in the Code of Student Conduct and applicable contracts such as housing contracts.
II. Entities Affected

This Administrative Regulation applies to all members of the University community, including faculty, staff, students, and visitors.

III. Policy

The University prohibits serving, selling, or using alcoholic beverages on University property and at University events and activities, except as specifically authorized by this regulation.

IV. Definitions

A. Alcoholic Beverages

Alcoholic beverages shall have the same meaning and definition as provided by the laws of the Commonwealth of Kentucky in the Kentucky Revised Statutes.

B. Caterer

Caterer means UK Catering or a vendor on the UK Purchasing Division’s approved caterer list and holding an appropriate liquor license.

C. Employee

Employee means any person defined as an employee in Human Resources Policy Number 4.0, including student employees, and shall mean employees acting within the course and scope of employment. Employee shall not mean a volunteer or independent contractor.

D. Registered Student Organization

Registered student organization means a student group registered and in good standing with the Office of Student Affairs in accordance with Administrative Regulation 4:1, Registration of Student Organizations.

E. Student

Student means an individual enrolled in any credit- or noncredit-bearing course or participating in any academic program administered by the University.

F. University Events

University events means functions, programs, and other activities that:

1. Occur on University property;
2. Are sponsored by the University;
3. Are promoted, advertised or recognized as a University activity;
4. Are paid for through use of any University funds; or
5. Are sponsored by a registered student organization and held on University property or at the organization’s off-campus facility.

G. University Property

University property means any real property, buildings, and facilities under the primary control of the University through ownership, lease, or other means.

H. Visitor

Visitor means any person on University property who is neither an employee nor a student.

V. General Rules

A. Serving, selling, or using alcoholic beverages on University property and at University events shall be in compliance with all applicable Kentucky laws, local ordinances, and University regulations.

B. All University events where alcoholic beverages are served, sold, or used shall be approved in accordance with this regulation.

C. House corporations which supervise fraternity and sorority chapter houses on property leased from the University shall be responsible for ensuring that the organization complies with all applicable Kentucky laws, local ordinances and University regulations concerning alcoholic beverages. Violation of University regulations may result in termination of the lease. Events held at such fraternity and sorority chapter houses shall be subject to the policies and procedures established by this regulation. (See in particular, Section VII and Section VIII.A.12)

VI. Prohibited Uses of Alcohol

Except as provided in Sections VII and VIII of this Regulation, alcoholic beverages are prohibited in:

A. Classrooms, laboratories, offices, and office suites.

B. Undergraduate housing leased from or supervised by the University. This includes residence halls, fraternity and sorority houses (on or off campus), and the undergraduate sections of University apartments. This restriction promotes and maintains an environment conducive to study for residents, the majority of whom are under twenty-one (21) years of age.

C. University athletic facilities and events.

VII. Serving and Sales of Alcoholic Beverages

A. The EVPFA may authorize the serving or sale of alcoholic beverages on University property or at University events, provided that such use does not violate any law or University regulation and meets all of the requirements of this regulation. Written requests shall be directed to the EVPFA.

B. In addition, reservation of any facility is subject to approval of the University official responsible for the facility, and reservations are subject to University regulations on facilities.

C. Approved events at which alcohol beverages are served or sold shall meet the following requirements:

1. Be a private event and not open to the public;
2. Be an event for which tickets have been sold or invitation or membership is required;

3. Be held at a designated space in one of the facilities or areas listed in Section VIII.A below or inside another specifically designated and approved space; and

4. Be an event where the majority of the attendees are age twenty-one (21) and above.

D. UK Catering or a caterer officially approved by the UK Purchasing Division, and licensed and in good standing with the Kentucky Alcohol Beverage Control Board shall be responsible for the serving and sale of the alcoholic beverages on University property or at University events.

E. The caterer shall be insured for the event either through a rider to an existing policy or through the purchase of event insurance coverage. Such coverage shall include naming of the University as an additional insured party and shall be in an amount determined by the Office of Risk Management.

F. The sponsor of the event and the licensed, insured caterer shall take affirmative and appropriate steps to ensure that persons under the age of twenty-one (21) are not served alcohol.

G. If the sponsor of the event is an off-campus organization or business, the sponsor shall sign a statement that the University, its Board of Trustees, and the University's agents, officers, and employees shall be held harmless for any accident, death or injury to life or property that might be found attributable to the event.

H. Serving, selling, or using alcoholic beverages at any official University event that is held at a personal residence or other off-campus private facility, shall comply with all aspects of this regulation. This includes using UK Catering Services or a caterer officially approved by UK Purchasing Division to serve or sell the alcohol. Direct payment or reimbursement to individuals will not be made for purchases or sales of alcohol in violation of this regulation. (See BPM E-7-10, Discretionary Policy, and BPM B-3-2, Payment Request Document (BPM B-3-2)

I. The EVPFA may require security measures or security personnel for an event. Security personnel used shall have the approval of the University Police Department.

VIII. University Facilities and Events where Alcoholic Beverages are Permitted

A. University Facilities and Events where Alcoholic Beverages May be Served or Sold (Subject to Section VII of this Regulation)

Generally, alcoholic beverages are not served or sold on University property or at University events. However, upon approval of the EVPFA, and in accordance with all the requirements of Section VII of this regulation, alcoholic beverages may be served or sold in the following University facilities and events:

1. Facilities leased by the University to a corporation holding a valid alcohol license, including but not limited to the Hilary J. Boone Center (formerly known as the Faculty Club) and Spindletop Hall Club;

2. University events held at private residences such as Maxwell Place, homes owned by the University and furnished or leased to individuals, and residences of the College of Agriculture Cooperative Extension Service off-campus property;

3. King Alumni House;
4. UK Athletics Department Facility Rentable Spaces;

5. UK/LFUCG Arboretum;

6. Singletary Center for the Arts;

7. Main Building;

8. Coldstream Research Campus;

9. E.S. Goodbarn;

10. Student Center (in accordance with the facility regulations on alcohol or as approved by the Student Center Executive Director);

11. Dining facilities (in accordance with the dining facilities regulations on alcohol as approved by UK Dining Services);

12. Designated *outdoor* common areas of fraternity and sorority houses (on or off campus), and other registered student organization affiliated houses or facilities, in accordance with the following:

   (a) Outdoor common areas shall be designated by the Event Management Office (within the Office of the Executive Director of the Student Center) and the individual or office responsible for the facility;

   (b) Outdoor common areas are limited to outdoor spaces that are connected to, or near, the facility;

   (c) Events shall be approved by the Event Management Office (within the Office of the Executive Director of the Student Center) and the Office Student Involvement or Fraternity and Sorority Affairs Office, as applicable;

   (d) Events shall comply with the Guidelines for Event Planning at the University of Kentucky published by the Dean of Students and other policies published by the approving offices;

   (e) Events are limited to the members of the organization and their invited guests; and

   (f) Registered student organizations shall comply with all Kentucky laws, local ordinances, and University regulations regarding the conduct of members and guests at such events at all times. Student officers shall be accountable for compliance by members and guests during social events. Violation of this regulation may result in discipline of the organization under the Code of Student Conduct, including withdrawal of student organization registration.

13. Designated *indoor* common areas of fraternity and sorority houses (on or off campus) and other registered student organization affiliated houses or facilities for the purpose of hosting an alumni-focused event, and in accordance with the following:

   (a) Indoor common areas shall be designated by the Event Management Office (within the Office of the Executive Director of the Student Center), the individual or office responsible for the facility, and the alumni chapter of the fraternity, sorority, or other registered student organization hosting the event;

   (b) Events shall be approved by Event Management Office (within the Office of the Executive Director of the Student Center) and the Office of Student Involvement or the Fraternity and Sorority Affairs Office, as applicable;
(c) Events shall comply with the Guidelines for Event Planning at the University of Kentucky published by the Dean of Students and other policies published by the approving offices;

(d) Events are limited to the members of the organization and their invited guests; and

(e) Events are limited to two (2) events per semester for each organization.

14. Designated common outdoor areas of residence halls, in accordance with the following:

(a) Outdoor common areas shall be designated by the Event Management Office and the Office of Residence Life;

(b) Common areas are limited to outdoor spaces that are adjacent to, or near, the facility;

(c) Events shall be approved by Event Management Office (within the Office of the Executive Director of the Student Center) and the Office of Residence Life; and

(d) Events shall comply with the Guidelines for Event Planning at the University of Kentucky published by the Dean of Students.

15. The following designated areas of UK HealthCare:

(a) Chandler Hospital Courtyard and pre-function area adjacent to auditorium;

(b) Markey Board Room and adjacent area;

(c) Conference Room 317A, Wethington Building, after 5:00 pm, or weekends and holidays;

(d) Good Samaritan Board Room, after 5:00 pm, or weekends and holidays; and

(e) Conference Room 1st floor, College of Medicine Dean’s Office, 138 Leader Avenue, after 5:00 pm or weekends and holidays.

16. Additional on-campus spaces, as designated and approved by the Event Management Office in consideration of the appropriateness of the location, time, and purpose of the event.

B. University Facilities and Event where Alcoholic Beverages are Permitted for Private Use (Not Subject to Section VII of this Regulation)

The private use of alcoholic beverages is permitted on the following University properties, provided such use does not violate any law, local ordinance, or University regulation:

1. Private residences such as Maxwell Place, homes owned by the University and furnished or leased to individuals, and residences of the College of Agriculture Cooperative Extension Service off-campus property;

2. Graduate student apartments and houses, married student housing, and non-student residential housing;

3. Property, buildings, or facilities leased by the University to a private company on a long-term lease, such as properties on Coldstream Research Campus, or UK Athletic facility premium spaces, in accordance with the terms of the lease agreement; and

4. Areas surrounding Commonwealth Stadium for home football games and the Blue/White Game. Additional policies for tailgating are issued by UK Athletics. (add hyperlink to Guidelines)
IX. Guidelines for Event Planning

The Guidelines for Event Planning published by the Dean of Students are applicable to all registered student organizations and other students or groups who hold events in accordance with Section VIII.A.14 of this regulation.

[Link to Event Planning Guidelines]

For questions regarding the Guidelines for Event Planning, please contact the Dean of Students Office at (859) 257-3754

References and Related Materials

KRS 244.080; KRS 244.085, KRS 525.100
OAG 74-39
OAG 87-11
HRP&P 4.0, Employee Status
HRP&P 14.0, Substance Abuse
BPM E-7-10, Discretionary Policy
BPM B-3-2.III.D, Payment Request Document
Code of Student Conduct

Revision History

10/1/1988, 7/1/1998, 11/15/2006, 8/14/2012, 6/19/2015 (Endorsed by the UK Board of Trustees)

For questions, contact: Office of Legal Counsel
Appendix

Kentucky Statutes Applicable to the Use of Alcoholic Beverages

1. It is unlawful for a retail licensee to sell, give, purchase, or procure any alcoholic beverage for anyone under twenty-one years of age. (See KRS 244.080)

2. It is unlawful for a person to possess or consume alcoholic beverages when under twenty-one years of age. (See KRS 244.085)

3. It is unlawful for anyone under twenty-one years of age to misrepresent his or her age for the purpose of purchasing alcoholic beverages. (See KRS 244.085)

4. It is unlawful for anyone under twenty-one years of age to use or attempt to use any false, fraudulent or altered identification card, paper, or other document to purchase any alcoholic beverage. (See KRS 244.085)

5. It is unlawful for anyone to aid or assist any person under 21 years of age in purchasing, or having delivered or served to him or her, any alcoholic beverages. (See KRS 244.085)

6. It is unlawful for anyone to drink or be under the influence of any alcoholic beverage in public place(s). (See KRS 525.100)

(a) "Public place" means a place to which the public or a substantial group of persons has access and includes but is not limited to highway and transportation facilities, schools, places of amusement, parks, places of business, playgrounds, and hallways and lobbies and other portions of apartment houses and hotels not constituting rooms or apartments designed for actual residence. (See KRS 525.010)

(b) The Attorney General has written: A state university campus is a "public place" and the school buildings located thereon are public buildings, so that the drinking of alcoholic beverages on the campus or in the buildings is a violation of law. (OAG 74-39)

(c) The Attorney General also has written: A dormitory room on a state university campus is not a "public place" within the definition found in KRS 525.010. (OAG 87-11)

(d) The Attorney General has written further: It must be remembered that this opinion does not concern or affect the landlord tenant relationship between state universities and their student dormitory residents. As landlords, state universities continue to have the authority to include as a term of the dormitory room rental agreement a prohibition as to or restrictions on the consumption of alcoholic beverages within the premises leased, even though the student resident may be 21 years or older. (OAG 87-11)
Administrative Regulation 6:10
University of Kentucky Hazing Prevention Policy

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I. Introduction

This Administrative Regulation establishes the University’s hazing prevention policy. As part of its commitment to promoting a safe and healthy campus environment for the University community and cultivating a culture that fosters respect for the dignity and rights of all its members, the University does not tolerate hazing activities by any members of the University community.

II. Entities Affected

This regulation applies to all members of the University community, including faculty, staff, students, volunteers, organizations, and groups, as well as visitors and other licensees and invitees.

III. Scope

This regulation applies to behavior that occurs on or off University premises. This regulation applies to off-campus facilities of Registered Student Organizations, at University-sponsored or approved activities, and at non-University activities. This regulation applies at all University locations, including where the University is located.
extended to distance education, such as study abroad, service trips, experiential learning opportunities, and athletic, club sport, and other group travel. This regulation may also be applied to behavior conducted online, via e-mail or through electronic media, in cases where the behavior is not protected by freedom of expression. The University does not regularly search for online information but may take action if such information is brought to the attention of University officials.

IV. Definitions

A. Amnesty

“Amnesty” means a policy where students, organizations, and/or groups who proactively seek out help from University officials in order to stop and prevent future hazing behavior in their group or organization will not be charged or given restorative actions for violations of the university hazing policies. Amnesty will not be granted for other policy violations that may have occurred during the incident (e.g. drug distribution, arson, etc.). Amnesty does not apply to any actions that may be taken by any law enforcement agency, including University police.

B. Group

“Group” means a number of persons who are associated with the University and each other, but who have not registered, or are not required to register, as a student organization (e.g. athletic teams, musical or theatrical ensembles, academic or administrative units, clubs).

C. Hazing

“Hazing” means any action or situation created by a member of the University Community against another member of the University Community for the purpose of affiliation with a group or organization that:

(a) Is negligent or reckless in nature;
(b) Is humiliating or endangers an individual; or
(c) Unreasonably interferes with scholastic or employment activities.

Actions and situations that may constitute hazing include, but are not limited to, the following:

(a) Forced consumption of food, alcohol, or drugs or other controlled substances;
(b) Paddling in any form;
(c) Creation of unnecessary fatigue;
(d) Personal servitude;
(e) Physical or psychological shocks;
(f) Forced wearing of apparel which is conspicuous and not normally in good taste;
(g) Degrading or humiliating games and activities;
(h) Sleep or food deprivation;
(i) Unreasonable exposure to the weather;
(j) Kidnapping or abandonment;

(k) Line-ups and berating;

(l) Undue interference with academic pursuits; or

(m) Expectation of participation in activities that are illegal, lewd, or in violation of University policy.

D. Organization

“Organization” means a number of persons who are associated with each other and have registered with the University as a student organization under AR 4:1, Rules and Additional Criteria for Registration of Student Organizations.

E. Retaliation

“Retaliation” means an adverse action taken against a covered individual because they engaged in a protected activity, e.g. reporting hazing or participating in an investigation of a hazing report.

F. University Official

“University Official” means any person (faculty or staff) who is employed by the University, and who performs assigned administrative or professional responsibilities. For the purposes of this policy, the “appropriate” official is defined as follows:

1. Students – Dean of Students or designee;

2. Faculty – Provost or designee; and

3. Staff – Vice President for Human Resources or designee.

For other Members of the University Community (volunteers, organizations, groups, vendors, patients, customers, alumni, and visitors), the appropriate official is any of the above University Officials or the University police.

V. Policy

A. Hazing in any form is prohibited.

B. It is not a defense to an allegation of hazing that:

1. The express or implied consent of the individual was obtained;

2. The conduct or activity was not part of an official organizational or group event or was not otherwise sanctioned or approved by the organization or group; or

3. The conduct or activity was not a condition of membership or affiliation with the organization or group.

C. Any member of the University community with knowledge or suspicion of hazing must report the activity to the appropriate University Official or the University police.

D. Retaliating in any manner against any individual who reports hazing or who participates in an investigation of a hazing report is prohibited.
E. Responsibility for any violations of this regulation may be attributed to the perpetrators, the organization or group, or its members or officers.

F. Any organization or group may be found responsible for any violations of this regulation upon satisfactory proof that the organization or group did not discourage or did not take reasonable steps to prevent hazing by its members or affiliates.

G. In addition to this policy, NCAA student athletes must follow the policies and guidelines set forth by the NCAA, SEC, and University Athletics Compliance office.

VI. Amnesty Policy

A. Individuals who are victims of hazing and who truthfully report the activities will not be individually charged with a violation of this regulation.

B. Individuals who have knowledge of, but did not participate in, a hazing incident who truthfully report the activities will not be individually charged with a violation of this regulation in relation to that particular incident.

C. To qualify for amnesty, individuals (students, advisors, etc.) must proactively seek help related to hazing behavior. Any organization or group that self-reports a hazing behavior to an appropriate University Official will be given the opportunity to change those behaviors without being charged with a violation of this regulation. Previous organization or group behavior will not be considered a violation of this regulation during the first forthcoming self-report of hazing.

D. An organization or group that self-reports must identify those individuals responsible for the hazing behaviors. Failure to report individuals or to participate fully in the investigation could result in an organization or group not receiving amnesty.

E. Following the granting of amnesty for self-reported behaviors, if evidence is presented that hazing behaviors have continued within the organization or group (including from an individual within the organization), that organization, group, or individual may be held responsible for past behaviors.

F. Amnesty will not be granted for other policy violations that may have occurred during the incident (e.g. drug distribution, arson, theft, etc.). Amnesty does not prevent any actions that may be taken by any law enforcement agency, including University police.

G. Registered Student Organization advisors will be notified of hazing behavior throughout the investigation period and as appropriate throughout of the student conduct process.

H. Reports of hazing by organizations or groups will be reviewed and investigated by the Office of Student Conduct. The Office of Student Conduct and the Dean of Students Office will determine if an individual, group, or organization will be granted amnesty.

VII. Reporting

A. Individuals and/or Student Organizations should report instances of hazing through the Hazing Incident Report Form. Reports will be routed to the Dean of Students Office and/or the Office of Student Conduct and sent to the appropriate University Official for review (see section IV.F.).

B. Making an intentionally false accusation of hazing is prohibited and subject to corrective or restorative action as enumerated in the Code of Student Conduct or other University policies.
C. If a member of the University community is aware of immediate physical danger to a student or others, they must contact University police at (859) 257-8573 or dial 911.

D. Any questions concerning the interpretation or application of this policy should be referred to the appropriate University Official.

VIII. Additional Requirements for Registered Student Organizations

All elected or appointed student organization presidents or their designees must educate their respective organization members on an annual basis regarding the applicable University policies concerning hazing.

IX. Corrective and Restorative Actions

A. When the appropriate University Official receives a report of hazing, interim measures to prevent further hazing or protect students may be put in place.

B. An investigation process related to the reported behavior must take place. Investigations may consist of written reports, evidence gathering, and interviews of members within the organization or group. All members of the University community must cooperate in any investigation of hazing.

C. Violations of this regulation may be addressed through restorative or corrective action under the Code of Student Conduct, Human Resources Policies and Procedures, or other applicable University Regulations or Policies. Visitors refusing to comply with this policy may be reported to the University police.

D. Possible restorative actions for individual students resulting from the University student conduct process range from a warning to disciplinary expulsion. Possible restorative actions for student organizations or groups include suspension or restriction from University property or revocation of Registered Student Organization status, if applicable. Possible corrective actions for faculty and staff range from an oral warning to termination of employment.

E. Violators of this policy are subject to referral to appropriate law enforcement or University services, as well as to regional and national affiliated offices for groups and organizations, for action or prosecution.

References

KRS 164.375
AR 4:1 Registration of Student Organizations
AR 4:10 Code of Student Code
HR Policy 12

Revision History

5/6/11

For questions, contact: Office of Legal Counsel
Fire/Life Safety Policy
On-Campus Student Housing

A. Purpose

The University supports and maintains a strong commitment to the safety and health of each student living in On-Campus Student Housing. The University strives to provide a safe environment for students to live and learn. It is the goal of the University that each student recognize the hazards and has the knowledge of how to react if incidents occur. The purpose of this policy is to mandate compliance and assign specific responsibilities associated with the implementation of the University’s Fire/Life Safety Program.

B. Definitions

1) Chapter - a Social Fraternity or Sorority recognized by the Dean of Students.

2) Fire/Life Safety Program - a program of inspections and training designed to enhance fire and life safety.

3) Office of the University Fire Marshal - the office granted authority by the State of Kentucky and the University to enforce all fire and life safety regulations at the University.

4) On-Campus Student Housing - any facility that is owned and/or is located on University property that provides sleeping accommodations for students.
Part I

This Section contains procedures and requirements applicable to all On-Campus Student Housing.

A. Training

1) Each student living in On-Campus Student Housing shall complete fire/life safety training at the beginning of each fall semester. Any student moving into On-Campus Student Housing during the spring semester is required to complete fire/life safety training. Training shall consist of information and instruction on the location of exits, proper response to a fire alarm, activation of the fire alarm system, use of a portable fire extinguisher, and a list of emergency numbers.

2) Fire/Life safety training shall be conducted or approved by the Office of the University Fire Marshal. Only training that has been approved in writing by the Office of the University Fire Marshal is considered acceptable.

3) Each student shall participate in at least two fire drills; one during the fall semester and one during the spring semester.

B. Fire Alarms

1) Everyone shall evacuate the facility in the event of a fire alarm.

2) All fire alarms, including false alarms, shall be reported to the University Police Department (UKPD) and to the Office of Residence Life.

3) False alarms shall not be accepted as an alarm test and/or as a fire drill.

4) Fire Alarm systems shall not be deactivated without approval from the Office of the University Fire Marshal. Should the need arise to disconnect the system for a particular occurrence, approval shall be obtained from the Office of the University Fire Marshal (257-8590).

5) The fire alarm system shall be reset by the Housing Maintenance Staff and/or the University Physical Plant Division (PPD) staff.

C. Life-Safety Equipment

1) Sprinkler Systems – No items shall be hung on or around sprinkler system piping or sprinkler heads.

2) Fire Alarm Pull Station – Each student shall be instructed as to the operation of a pull station.
3) Smoke Detectors – Smoke detectors shall not be obstructed or tampered with in any way.
4) Portable Fire Extinguishers – Report any vandalism or discharged units to the Office of the University Fire Marshal (257-8590).
5) Kitchen Range Hood Suppression Systems – Stoves, exhaust hoods, and filters shall be maintained free of grease. Systems shall be checked monthly to ensure the system is properly charged.

D. Means of Egress

1) Means of Egress (stairways, corridors, passageways) shall be maintained free of obstructions.
2) Stairway doors and corridor doors shall be maintained in operable condition and shall be self-closing and positive latching.
3) Emergency lighting and exit signs shall be maintained in an operative condition.

E. Student Rooms

1) Fire safety information shall be posted in each student room. The information shall include a floor diagram, exit locations, room identification, and emergency evacuation information.
2) Subdivision of rooms with partitions is not permitted.
3) Elevated beds (loft arrangements) are permitted. The maximum height allowed (at the top of the mattress) for a bed is 66 inches.
4) Only items used for study purposes (desk, computer, books, etc.) are permitted beneath an elevated bed. No other items are permitted beneath and elevated bed.
5) Candles and incense (open flames) are not permitted.
6) Smoking is not permitted in any University building.
7) Beds shall not be enclosed in any manner.
8) The number of pieces of furniture in a room shall be appropriate to the number of residents. A clear and unobstructed path shall be provided from any point in the room to the means of egress door.
9) Cooking is not permitted in a student’s room. Microwave ovens may be used for warming food provided the microwave meets the requirements of Section F.
F. Electrical

1) Electrical equipment shall be maintained and used in a safe manner.
2) Extension cords are not permitted.
3) Surge protectors that are CE and/or UL listed and have built-in circuit protection may be used. The surge protectors shall be listed for its use. The surge protectors shall be plugged directly into the wall outlet and not into another surge protector.
4) Multi-plug adaptors are not permitted.
5) Electrical cords shall not be run under carpet, through walls, under doors or any other location that would subject the cords to physical damage. Damaged cords shall be discarded.
6) Outlet and Switch cover plates shall be in place and in working order.

G. Appliances

1) Cooking is only permitted in approved kitchens. Appliances used to heat, cook or process food, including deep fat fryers, electric skillets, hot plates, toasters and toaster ovens shall be located within a kitchen.
2) Microwave ovens are permitted to be used in areas other than a kitchen provided that sufficient electrical current is available. The unit shall be plugged directly into the wall outlet.
3) Space heaters are not permitted.
4) All cords serving the appliances shall be in good working condition. Hazardous conditions arising from defective or improper use of an appliance shall be abated immediately.
5) All appliances shall be listed for their intended use.
6) Halogen lamps are not permitted.
7) If it is determined that a particular appliance poses a fire hazard. The Office of the University Fire Marshal shall require it to be removed.

H. Decorations

1) Combustible materials shall not be used for decorations, i.e., cotton, paper, straw.
2) All decorations shall be listed as “Flame Retardant”
3) All lighting shall be listed for its intended use.
4) Decorations shall be arranged in a manner as to not obstruct or cover exits, emergency lighting, exit signs or corridors.

5) No open flames are permitted. If an occasion arises for the need of open flames written approval shall be obtained from the Office of the University Fire Marshal.

6) All decorations shall be removed prior to students vacating for holiday vacations.

7) Exterior decorations shall be self supporting and not attached to the structure.

I. Motorized Equipment and Bicycles

1) Motorized equipment used for transportation of the physically disabled is permitted within housing facilities. All other motorized equipment is not permitted within housing facilities.

2) Bicycles are not permitted within housing facilities.

3) Any motorized equipment or bicycle found in a condition that violates this policy is subject to impoundment by UKPD.

J. General Building

1) Smoking is prohibited on all University Property per Administrative Regulation 6:5.

2) Open flames (candles and incense) are not permitted within University buildings.

3) Flammable liquids are not permitted in housing facilities (gasoline, lighter fluid, propane gas, etc.).

4) Carpet is not permitted on walls.

5) No more than 10% of a wall surface can be covered in combustible materials, e.g., posters.

6) Fireplaces (wood or gas burning) shall not be operated unless written approval is given by the Office of the University Fire Marshal. Chimneys are shall be cleaned by a professional service and written reports shall be submitted to the Office of the University Fire Marshal for approval.

7) Prior to the initiation of any construction/renovation project(s), written approval shall be obtained from the Office of the University Fire Marshal. Construction/Renovation performed without approval shall be immediately discontinued. Any materials and/or alterations resulting from unapproved construction/renovation activity shall be immediately removed.
K. Inspections

1) Inspections shall be conducted as indicated in Parts II and III of this Policy.

2) Results of inspections shall be made available to the Office of the University Fire Marshal and other designated University officials within 10 working days after completion of the inspection.

L. Corrective Actions

1) Corrective actions shall be determined based on the severity and/or number of violations. The Office of the University Fire Marshal, Dean of Students, and Associate Vice President for Campus Services shall determine the corrective action. Corrective actions shall range from abatement of violations to closure of a facility.
Part II

This Section contains procedures and requirements applicable to all Residence Halls.

A. Hall Directors

1) In the event of a fire/fire alarm
   a. Ensure that Resident Advisors have started evacuation procedures.
   b. Evacuate to the assigned meeting location.
   c. Obtain information from the Resident Advisors as they evacuate the building.
   d. Report to the responding fire personnel. Provide a status report which shall include the names of those that did not evacuate the facility.

2) Ensure that the Resident Advisors, Staff Assistants and Desk Clerks have read and understand the policies, emergency procedures and general safety requirements.

3) Ensure that the Resident Advisors have scheduled and conducted Fire/Life Safety training.

4) Conduct and evaluate fire drills.

5) Ensure that all fire alarms are immediately reported to UKPD.

6) Ensure that reports on all fire drills are forwarded to the Office of the University Fire Marshal within 48 hours following the event.

7) Report all discharged fire extinguishers to the Office of the University Fire Marshal.

B. Resident Advisors

1) In the event of a fire/fire alarm
   a. If conditions permit, check rooms (on your way out of the building).
   b. Ensure that occupants are evacuating.
   c. Evacuate to the assigned meeting location.
   d. Report the status of your floor to the Hall Director. The report shall include the names of those that did not evacuate the facility.

2) Ensure the evacuation plan is accurate, posted and that all occupants understand the evacuation procedures.
3) Schedule and conduct fire/life safety training for all occupants within their area of responsibility.

4) Report deficiencies in fire drills to the Hall Director.

5) Ensure all corridors, passageways and exits are maintained clear at all times and fire doors to stairs are self-closing and positive latching.

6) In the event of a fire alarm, and only if conditions allow, check rooms (on your way out of the building) to ensure that occupants are evacuating.

C. Desk Clerks

1) In the event of a fire/fire alarm
   a. Gather the building roster and student ID box.
   b. Evacuate to the assigned meeting location.
   c. Report the status of the facility roster and number of guest to the Hall Director.

D. Fire Drills

1) Two fire drills shall be conducted during each Fall Semester. The first drill shall be an announced walk-through drill. The second drill shall be unannounced.

2) One unannounced drill shall be conducted during the Spring Semester.

3) All fire drills shall be reported to the Office of the University Fire Marshal via the on-line fire drill report (http://ehs.uky.edu/fire/drill.php) within 48 hours of the event.

4) The fire alarm shall be utilized for each drill.

5) The Office of Residence Life shall schedule fire drills.

E. Inspections

1) Residence Hall staff shall conduct fire/life safety inspections for their areas of responsibility each semester using the Residence Hall Self-Inspection Form. See Attachment (1). Results of these inspections shall be recorded and forwarded to the Office of the University Fire Marshal.

2) The Office of the University Fire Marshal shall conduct walk through inspections of each Residence Hall at least once each semester. The Office of the University Fire Marshal reserves the right to conduct inspections as necessary.
Part III

This Section contains procedures and requirements applicable to all Fraternity and Sorority (Greek) facilities meeting the definition of On-Campus Student Housing.

A. President or Designee

1) Ensure that all occupants of the facility (house) have read and understand the policies, emergency procedures and general safety requirements.

2) Ensure that Fire/Life safety classes are scheduled and conducted within the first two weeks of each semester.

3) In the event of a fire, implement the fire/life safety procedures, and report conditions to the arriving fire personnel.

4) Conduct and evaluate fire drills.

5) Ensure that all fire alarms are immediately reported to UKPD.

6) Ensure that reports on all fire drills are forwarded to the Office of the University Fire Marshal (within 48 hours following the event).

7) Report all discharged fire extinguishers to the Office of the University Fire Marshal.

8) Ensure the evacuation plan is accurate, posted and that all occupants understand the evacuation procedures.

9) Ensure all corridors, passageways and exits are maintained clear at all times and fire doors to stairs are self-closing and positive latching.

10) In the event of a fire alarm, and only if conditions permit, check rooms (on your way out of the building) to ensure that occupants are evacuating.

B. Fire Drills

1) Two fire drills shall be conducted during each Fall Semester. The first drill shall be an announced walk-through drill. The second drill shall be unannounced.

2) One unannounced drill shall be conducted during the Spring Semester.

3) All fire drills shall be reported to the Office of the University Fire Marshal via the on-line fire drill report (http://ehs.uky.edu/fire/drill.php) within 48 hours of the event.

4) The fire alarm shall be utilized for each drill.

5) The Dean of Students Office shall schedule fire drills.
C. Fire Alarms and False Alarms

1) Chapters with excessive false alarms shall be subject to disciplinary action by the Dean of Students.

2) No one in a Chapter is permitted to touch a fire alarm system.

D. Fire /Life Safety Equipment

1. Fire Alarm Systems (including smoke detectors)

1) Each Chapter shall be responsible for contacting University Physical Plant - Electronics Shop to schedule the testing of the fire alarm system.

2) Fire Alarm systems shall not be deactivated for any reason. Should the need arise to disconnect the system for a particular occurrence, approval shall be obtained from the Office of the University Fire Marshal (257-8590)

2. Automatic Sprinkler System

1) Each Chapter is included in the State Sprinkler Inspection Program. The state contractor shall conduct the inspection of the sprinkler system. Access to the entire facility shall be made available for the inspection and testing of the system.

3. Emergency Lighting and Exit Signs

1) Each Chapter shall ensure that all required emergency lighting and exit signs are operational at all times. If a light is found to be non-functional it shall be replaced immediately.

2) Each Chapter shall have a 90 minute emergency lighting test performed annually. A copy of each test shall be submitted to the Office of the University Fire Marshal.

4. Portable Fire Extinguishers

1) The Office of the University Fire Marshal is responsible for inspecting and maintaining extinguishers in each Chapter.

2) If unapproved discharging of extinguishers is discovered, the Chapter shall be charged for replacements.

5. Kitchen Range Hood and Suppression System

1) The Chapter is responsible for contacting the appropriate vendor to inspect and clean the Range Hood Duct system.

2) The Chapter is responsible contacting the appropriate vendor to inspect the Range Hood Suppression system.
3) Each inspection is required annually. Copies of the inspections shall be submitted to the Office of the University Fire Marshal.
This self-inspection check sheet is designed to correspond with the Residence Halls Fire/Life Safety Regulations and Policies. The Office of the University Fire Marshal will use this form as a checklist during its inspection of the facility. All items “checked” need to be explained (i.e., location, maintenance notified or corrective action taken in the comment column).

**BUILDING:** ________________  **FLOOR:** ________________  **DATE:** ________________

**INSPECTOR:** ________________

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<td>- Stairwell or Room doors should be self-closing and self latching</td>
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<td>- Exit stairwell or corridors should be clear of debris or storage</td>
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<td>- Exit signs, emergency lighting should be fully operational and not broken, covered, or blocked</td>
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<td><strong>FIRE PROTECTION</strong></td>
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<td>- Smoke detectors are not broken, missing, damaged, covered or altered to inhibit operation</td>
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<td>- Sprinkler system and heads are kept clear and free from any obstructions at all times</td>
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<td><strong>SLEEPING ROOMS</strong></td>
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<td>- Beds shall not be enclosed with drapes, flags or other items that may hinder the egress</td>
<td></td>
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<tr>
<td>- No space heaters, halogen lamps, candles, cooking appliances (deep fryer, hot plate, toaster, toaster oven, electric skillet) extension cords or multi-plug adapters are found in the room.</td>
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<tr>
<td>- Emergency evacuation plan/electrical diagram is posted</td>
<td></td>
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<tr>
<td><strong>GENERAL FIRE/LIFE SAFETY</strong></td>
<td></td>
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<tr>
<td>- Combustible liquids are being stored in the building.</td>
<td></td>
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<tr>
<td>- Items being stored in mechanical room.</td>
<td></td>
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<tr>
<td>- Combustible decorations (crepe paper, live Christmas trees, etc.) used in the building.</td>
<td></td>
<td></td>
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<tr>
<td>- Bicycles are being kept inside the building or room.</td>
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</tbody>
</table>
Outdoor Event Policies

Failure to comply with the following policies may result in the loss of reservation privileges. Students and Registered Student Organizations are subject to code of conduct of published UK policies, rules, and regulations including the terms of this contract. Any potential violation of these policies may be referred to the Office of Student Conduct.

- All events must be in compliance with facility and university rules and regulations including but not limited to the contract policy AR 8:3, tobacco policy AR 6:5, university alcohol policy AR 6:4, campus sales policy GR:1.N, and use of space AR 9:1, AR 9:2. The sponsor is responsible for making sure activities and events are in compliance with university regulations. The complete list of university regulations can be found at http://www.uky.edu/regs/gr.htm.

- All reservations must be made by a university department or an approved officer of a registered student organization. The reserving department and/or organization must be the user of the space and present at the event. (AR 9:1, AR 9:2). Non-University groups or agencies may submit a facility use agreement with select facilities.

- Space assignments are at the sole discretion of the Event Management Office and facility coordinator and are subject to change based on administrative priority.

- Use of outdoor space at the University of Kentucky shall be used only for educational, cultural or charitable purposes, or other purposes as determined by the President or by the administrative officer to whom the President has delegated this responsibility in accordance with these Governing Regulations, Administrative Regulations, and University Senate Rules.

- Use of space on University of Kentucky property is subject to compliance with federal, state and local laws and ordinances, and this confirmation of reservation is contingent upon the user’s compliance with any such regulations.

- The sponsoring organization and/or department is responsible for returning the approved outdoor location(s) to their original condition with entire area clean and all trash and debris removed.

- Amplified sound may be restricted in areas adjacent to academic buildings.

- Food and catering must follow existing university contracts. Catering in dining facilities is restricted to UK Catering/Aramark (i.e., Blazer Dining, Kroger Field, Student Center, The 90, etc.). Coca-Cola is the official beverage company of the university. All university sponsored events must be in compliance withpouring rights provisions of the Coca-Cola agreement.

- No person may intentionally physically block or restrict entrance to or exit from any university building or portion thereof with intent to deny to others their right of ingress to, egress from, or use of the building. Additionally, indoor events must have a minimum of 36” wide aisle must be maintained at all times during event, setup, and teardown to all entrances and exits. For outdoor events, a 16 foot path to all buildings must remain open during all times for emergency vehicle access.

- No parking on sidewalks or grass is permitted.

- Sponsoring organization and/or department must comply with university brand standards and campus signage policy including but not limited to banners, bulletin boards, chalking, and yard signs. Use of print, audio, visual, and electronic information on campus must comply with U.S. copyright law and fair use standards.

- Events should not be publicized, marketed or otherwise promoted until approval is received from the Event Management Office and the facility coordinator.
For events with tents, the following policies also apply:

- The proposed location of the tent must be preapproved by the Event Management Office prior to the event.
- Tent dimensions, name of tent company, and method of securing tent (stakes, water barrels, weights) should be submitted with event request and require preapproval by the Event Management Office.
- The tent is subject to a compliance inspection by the University Fire Marshal's Office. A tent found not to be in compliance is subject to closure for usage.
- NFPA 701 for flame retardants (and must have label as such) or equivalent approval. (For classifications other than NFPA 701, documentation must be provided.)
- No hay, straw, shavings or similar combustible materials are permitted within the tent.
- At least one (1) five-pound all-purpose fire extinguisher (ABC) must be provided by the applicant.
- Electrical supply must be installed by a licensed electrician and inspected by a certified electrical inspector. The inspection sticker must be posted on the temporary panel.
- Cooking is not permitted within tent without prior authorization of the University Fire Marshal.
- Charcoals must be submerged in water before disposal.
- Open flames are not permitted without prior authorization from the University Fire Marshal's office.
- Comfort heating devices shall be pre-approved by the University Fire Marshal's office.
- Battery packs and generators require prior approval from the Event Management Office and should be supplied by an approved vendor.
- Tents must be erected to meet the manufacturer's specifications. This includes normal stability of the tent and resistance to wind.
- Support stakes must have end covers (caps).
- Anchoring ropes must be flagged to be recognizable.
- When the side flaps of tents are utilized and the occupant load is 50 or more, two exits must be provided and identified with internally illuminated exit signs. In addition, emergency lighting is required.
- Aisles and exits must be maintained and free of obstructions.
- Tent must be wheelchair accessible.
- All pressurized cylinders shall be secure.
- When portable restrooms are provided, at least one (1) unit must be wheelchair accessible.
- There must be at least 10 feet of clear and unobstructed space between adjoining tents.

Cancellation Policy & Damage Assessments:

- Failure to cancel with a minimum of 72-hour notice to the Event Management Office and facility coordinator may result in staffing and/or service charges being assessed to the sponsoring department and/or organization.
- Damage from abuse or neglect to the facility, grounds, or university property may result in charges being assessed to the sponsoring department and/or organization.
Payment for services, staffing, and other event charges are due 30 days after the invoice date. If payment is not received within 30 days of invoice date, the sponsoring organization and/or department will be listed as delinquent and event reservations and requests will be placed on hold until balance is settled.

For events with UK Police Requirements, the following policies also apply:

- Cancellation policy:
  I understand that a cancellation or reduction in services provided must be made at least seventy-two (72) hours prior to the event through the Event Management Office. A cancellation due to inclement weather must be made at least three (3) hours before the event. Inclement weather is defined as any weather event that would reasonably prohibit the safe facilitation of the scheduled event to include, but not limited to heavy rain, lightning, high wind, snow and ice. If the University of Kentucky Police Department (UKPD) does not receive such cancellation, the requesting party/organization will be held financially responsible for all UKPD costs associated with the event to include a minimum of three (3) hours per UKPD employee assigned to work during the event.

- Delinquent payment policy:
  The University of Kentucky expects organizations to be responsible in their financial obligations to the University or any department or division thereof. I understand that payment is due within 30 days of the invoice date. Payments not received within 30 days are delinquent and will incur a $50 late fee, and the organization will be flagged in EMS and not be permitted to hold any campus event until the amount owed is paid. After unsuccessful collection efforts by UKPD, delinquent accounts over 90 days may be forwarded to an outside collection agency or attorney. The organization is responsible for all costs incurred to collect outstanding debt, including but not limited to principal, accrued interest, late fees, collection fees, and any legal fees.

Updated 9/2017
Student organizations have the opportunity to reserve and use space under the following policies, which are designed for the safety of students, the campus community, fans, and safety officials. Failure to comply with the following policies may result in the loss of reservation privileges. Students and Registered Student Organizations are subject to Code of Student Conduct charges of published UK policies, rules, and regulations, including the terms of this contract. Any potential violation of these policies may be referred to the Office of Student Conduct. (A map of the RSO locations can be found here):

- The bowl opens at 8 a.m. on game day. The bowl and tailgate area close at kick-off. After kick-off, the organization has one hour to clean-up and remove tent from the reserved space. No cars, trucks, or trailers are allowed to park in the area. There is a 15-minute time limit in unloading zones. No unloading after the Cat Walk (Approximately 2 hours before kick-off).
- Registered student organizations must reserve space through the UK Event Management Office. Reservations will be accepted beginning two weeks prior to each game and must be received prior to noon on the Wednesday preceding game day. No late requests will be accepted. Sites will be assigned by the UK Event Management Office staff. (i.e., Requests for 9/9/17 game day will be accepted on 8/26/17).
- One band/DJ may be allowed. The sponsoring organization should contact the Event Management Office by noon on the Wednesday preceding game day. The UK Event Management Office and UKPD will designate the space for the band.
- Know and obey regulations concerning alcohol use. Alcohol consumption is illegal for anyone under the age of 21. Distribution of alcohol without a license is illegal, and leaving alcohol in plain view or unattended is considered distribution. Glass containers are not allowed in the area. All drinks should be in plastic cups. Public and/or alcohol intoxication will not be tolerated, and violators are subject to citation or arrest. Event sponsor is responsible for knowing and following the university’s alcohol policy (AR 6:4)
- UK Police will be in the area to monitor the crowd and offer assistance to the organizations as needed.
- Only canopies (Tents without sides) are allowed in the RSO Bowl area. Canopies should not exceed 16’ x 16’ in the RSO bowl area. Stakes are not permitted to be driven into the ground to avoid buried electric and water lines. No domestic furniture will be allowed in the area (i.e. couches, lounge chairs, etc.). Stakes are permitted in the Gluck Lawn locations with approval from the UK Event Management Office.
- Tailgate requests for Greek organizations must be submitted to and approved by Fraternity & Sorority Life prior to receiving approval from the Event Management Office.
- No solicitation is permitted, including but not limited to fundraising, commercial promotions or political advertising. Posting campaign material on University property is prohibited.
- Portable generators with a decibel rating of 60DB or less are permitted for tailgating use.
- Open flames are strictly prohibited. This includes the use of portable fireplaces and tiki torches. Cooking using an approved charcoal or propane grill is allowed provided that it is used to manufacturer’s specifications. At least one (1) pound (ABC) fire extinguisher must be provided by the applicant. Charcoal and other flammables must be properly extinguished and disposed of and cannot be placed into any dumpster or trash can at any time.
- UK is not responsible for any lost or stolen items. Do not leave valuables unattended. University Police officers are on patrol, but they are not responsible for your site.
- Keep UK beautiful. Trash cans will be available throughout the Bowl area. Organizations are responsible to clean their assigned area, including but not limited to bagging all trash and removing tents and approved furniture.
- Electronic submissions of this form must be submitted with a valid uky e-mail address via an approved EMS web account.
Registered Student Organization Baseball Tailgate Policies

Student organizations have the opportunity to reserve and use space under the following policies, which are designed for the safety of students, the campus community, fans, and safety officials. Failure to comply with the following policies may result in the loss of reservation privileges:

- Students may set-up tailgating area 3 hours prior to first pitch. Vehicles will not be allowed to park in the reserved area, drop-off and relocation will be requested. Tailgates must conclude at the end of the game. Groups will have 1 hour post game to remove all tailgate materials (tents, trash, etc.).

- Registered student organizations must request space through the Office of University Events through Web EMS at meetatbigblue.uky.edu. Reservation requests will be accepted beginning two weeks prior to each game and must be received prior to noon on the Wednesday preceding first game of the series. No late requests will be accepted. Sites will be assigned by Office of University Events (i.e., Requests for the 4/6/2018 game will be accepted beginning 3/23/2018). Spots will only be available for SEC games.

- Portable generators must be approved by UK Athletic Department prior to the event. Amplified sound should not exceed 80 dB at 10 feet from the designated tailgate area.

- Alcohol is not permitted for baseball tailgates per the University's alcohol policy (AR 6:4). Event sponsor is responsible for educating attendees on this policy.

- UK Police may be in the area to monitor the crowd and offer assistance to the organizations as needed.

- Only canopies (Tents without sides) are allowed in the designated tailgate area. Canopies should not exceed 16' x 16' in the designated tailgate area. Stakes are not permitted to be driven into the ground to avoid buried electric and water lines and weights must be used to secure tents placed on concrete. No domestic furniture will be allowed in the area (i.e. couches, lounge chairs, etc.).

- No solicitation is permitted, including but not limited to fundraising, commercial promotions or political advertising. Posting campaign material on University property is prohibited.

- Open flames are strictly prohibited. This includes the use of portable fireplaces and tiki torches. Cooking using an approved charcoal or propane grill is allowed provided that it is used to manufacturer’s specifications. At least one (1) pound (ABC) fire extinguisher must be provided by the applicant. Charcoal and other flammables must be properly extinguished and disposed of and cannot be placed into any dumpster or trash can at any time.

- Tailgates must follow university outdoor and tent policies (www.uky.edu/eventmanagement/keypolicies).

- UK is not responsible for any lost or stolen items. Do not leave valuables unattended. University Police officers are on patrol, but they are not responsible for your site.

- Keep UK beautiful. A dumpster and recycling units will be available on-site. Organizations are responsible to clean their assigned area including but not limited to bagging all trash and removing tents and approved furniture.

- Electronic submissions of baseball tailgates must be submitted through Web EMS by an approved officer for space reservation as noted in BBNvolved.
Meeting & Event Policies

Failure to comply with the following policies may result in the loss of reservation privileges. Students and Registered Student Organizations are subject to code of conduct of published UK policies, rules, and regulations including the terms of this contract. Any potential violation of these policies may be referred to the Office of Student Conduct.

- All events must be in compliance with facility and university rules and regulations including but not limited to the contract policy AR 8:3, tobacco policy AR 6:5, university alcohol policy AR 6:4, campus sales policy GR:1.N, and use of space AR 9:1, AR 9:2. The sponsor is responsible for making sure activities and events are in compliance with university regulations. The complete list of university regulations can be found at http://www.uky.edu/regs.

- All reservations must be made by a university department or an approved officer of a registered student organization. The reserving department and/or organization must be the user of the space and present at the event. (AR 9:1, AR 9:2). Non-University groups or agencies may submit a facility use agreement with select facilities.

- Space assignments are at the sole discretion of the Event Management Office and are subject to change due to administrative priority.

- University of Kentucky facilities shall be used only for educational, cultural or charitable purposes, or other purposes as determined by the President or by the administrative officer to whom the President has delegated this responsibility in accordance with these Governing Regulations, Administrative Regulations, and University Senate Rules.

- Use of space on University of Kentucky property is subject to compliance with federal, state and local laws and ordinances, and this confirmation of reservation is contingent upon the user’s compliance with any such regulations.

- Food and catering must follow existing university contracts. Catering in dining facilities is restricted to UK Catering/Aramark (i.e., Blazer Dining, Kroger Field, Student Center, The 90, etc.). Coca-Cola is the official beverage company of the university. All university sponsored events must be in compliance with pouring rights provisions of the Coca-Cola agreement.

- Rooms are provided in standard setups unless advance arrangements have been made with the Event Management Office. Rooms must be returned to their original condition.

- No person may intentionally block or restrict entrance to or exit from any university building or portion thereof with intent to deny to others their right of ingress to, egress from, or use of the building. Additionally, indoor events must have a minimum of 36” wide aisle must be maintained at all times during event, setup, and teardown to all entrances and exits.

- Requests for ongoing, regularly scheduled classes for credit should be scheduled directly with Enrollment Management.

- No parking on sidewalks or grass is permitted.

- Sponsoring organization and/or department must comply with university brand standards and campus signage policy including but not limited to banners, bulletin boards, chalking, and yard signs. Use of print, audio, visual, and electronic information on campus must comply with U.S. copyright law and fair use standards.

- Events should not be publicized, marketed or otherwise promoted until approval is received from the Event Management Office and the facility coordinator.

- Event sponsor is responsible for knowing and following facility/space policies for locations where activities will be held. Contact the facility coordinator of event location for building specific policies and procedures.

Cancellation Policy & Damage Assessments:

- Failure to cancel with a minimum of 72-hour notice to the Event Management Office and facility coordinator may result in staffing and/or service charges being assessed to the sponsoring department and/or organization.
• Damage from abuse or neglect to the facility, grounds, or university property may result in charges being assessed to the sponsoring department and/or organization.

• Nothing is to be taped, tacked, or otherwise adhered to the walls, floors, ceiling, drapes, or organ pipes. Painters tape or gaff tape is approved for marking on stages. Confetti, glitter, streamers, and balloons are prohibited.

• Open flames and candles are prohibited.

• If the inside of a facility is used as a rain location, the rain call must be made by a mutually agreed upon time with the Event Management Office. Failure of the sponsoring organization and/or department to make a rain call by the pre-determined time may result in fees for staffing and/or services.

• Payment for services, staffing, and other event charges are due 30 days after the invoice date. If payment is not received within 30 days of invoice date, the sponsoring organization and/or department will be listed as delinquent and event reservations and requests will be placed on hold until balance is settled.

For events with UK Police Requirements, the following policies also apply:

• Cancellation policy:
  I understand that a cancellation or reduction in services provided must be made at least seventy-two (72) hours prior to the event through the Event Management Office. A cancellation due to inclement weather must be made at least three (3) hours before the event. Inclement weather is defined as any weather event that would reasonably prohibit the safe facilitation of the scheduled event to include, but not limited to heavy rain, lightning, high wind, snow and ice. If the University of Kentucky Police Department (UKPD) does not receive such cancellation, the requesting party/organization will be held financially responsible for all UKPD costs associated with the event to include a minimum of three (3) hours per UKPD employee assigned to work during the event.

• Delinquent payment policy:
  The University of Kentucky expects organizations to be responsible in their financial obligations to the University or any department or division thereof. I understand that payment is due within 30 days of the invoice date. Payments not received within 30 days are delinquent and will incur a $50 late fee, and the organization will be flagged in EMS and not be permitted to hold any campus event until the amount owed is paid. After unsuccessful collection efforts by UKPD, delinquent accounts over 90 days may be forwarded to an outside collection agency or attorney. The organization is responsible for all costs incurred to collect outstanding debt, including but not limited to principal, accrued interest, late fees, collection fees, and any legal fees.

Updated 9/2017