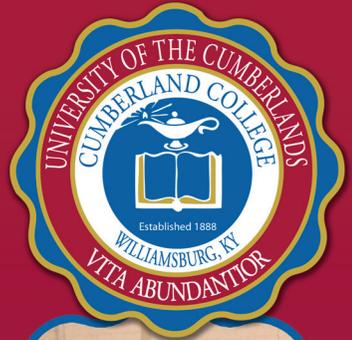


UNIVERSITY OF THE CUMBERLANDS



STUDENT HANDBOOK 2011-2012

Purpose

The Student Handbook is an official publication of the University, compiled and edited by students, faculty, and staff members. The Handbook is a general information guide for the students to follow, and each student, resident or commuter, is responsible for its contents. Academic information may be obtained from the Office of Academic Affairs, the Registrar, departmental publications, and the University Catalog. Failure to read this Handbook does not excuse students from the requirements and regulations described herein.

The word student in the Handbook and in any other official University of the Cumberlands publication is defined to be all persons enrolled full-time or part-time in any course or program.

The University reserves the right to make necessary changes without further notice.

While the information presented here is as accurate as possible as of the date of publication, the University reserves the right to make changes as future circumstances may require.

Accreditation Statement

University of the Cumberlands is accredited by the Commission of Colleges of the Southern Association of Colleges and Schools to award baccalaureate, master's, and doctoral degrees. Inquires concerning the accreditation status of the University may be directed to the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or by calling 404-676-4500

In compliance with federal law, including provisions of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, color, national or ethnic origin, age, disability, or military service in its administration of education policies, programs, or activities; admissions basis of religion in order to fulfill its purposes. The University reserves the right to discriminate on the basis of sex in its undergraduate admissions programs. Further, the University reserves the right to deny admission to any applicant whose academic preparation, character, or personal conduct is determined to be inconsistent with the purpose and objectives of the University. Where possible the University will seek to reasonably accommodate a student's disability. However, the University's obligation to reasonably accommodate a student's disability ends where the accommodation would pose an undue hardship on the University or where the accommodation in question would fundamentally alter the academic program. No student who is otherwise qualified will be denied solely by reason of a disability. Any student who needs accommodation for a disability must notify the Associate Dean in the Academic Affairs Office at the beginning of classes. The Associate Dean will require appropriate documentation of the disability and can assist in arranging accommodations for students with respect to advising, financial aid, registration, instruction, and campus residency.

Literary Style

The use of masculine pronouns throughout the Student Handbook is in the interest of simplicity, uniformity, and literary expediency only.

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Whom To See At Cumberlands

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Profile Mission Statement

University of the Cumberlands has historically served students primarily, but not exclusively, from the beautiful mountain regions of Kentucky, Tennessee, West Virginia, Virginia, Georgia, North Carolina, South Carolina, Ohio, and Alabama, which have traditionally been described as Appalachia. The University's impact can be seen in the achievements of its graduates who have assumed roles of leadership in this region and throughout the nation.

The University continues to offer promising students of all backgrounds a broad-based liberal arts program enriched with Christian values. The University strives for excellence in all of its endeavors and expects from its students a similar dedication to this pursuit. Its commitment to a strong academic program is joined with a commitment to a strong work ethic. UC encourages students to think critically and creatively so that they may better prepare themselves for lives of responsible service and leadership. This focus of its undergraduate programs is extended and extrapolated into its graduate programs. These programs prepare professionals to be servant-leaders in their disciplines and communities, linking research with practice and knowledge with ethical decision-making in the pursuit of the life-more-abundant for both the individual and society. At UC, graduate study prepares professionals to be servant-leaders in their disciplines and communities, linking research with practice and knowledge with ethical decision-making.

The University of the Cumberlands Flag was designed in 1978 to commemorate our 90th year of service to the Appalachian area. The cross represents the Christian principles upon which the school was founded, and the three peaks symbolize the Trinity.



Explanation of the University Symbols “Vita Abundantior” — More AbundantLife.

During Dr. Wood's term as president (1890-1919), the seal was originated. It was revised in 2005 when the name was changed to University of the Cumberlands.

The purpose of the University, as implied by the seal, is to provide a more abundant life for Kentucky mountain people through quality education.



This symbol is used on some of the official stationery of the University. It is made up of three parts: the “C” for Cumberlands, the cross is symbolic of Christianity, and the crown is symbolic of service. The University of the Cumberlands is a Christian university which serves the community, state, and nation.



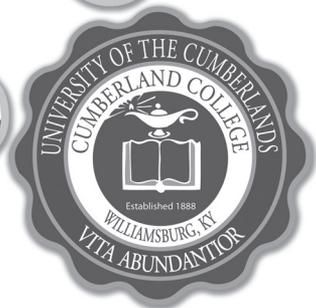
School Colors:
Maroon and White

ATHLETIC SCHEDULES

**For current athletic schedules,
please check the webpage at
www.ucumberland.edu
click on athletics.**

CALENDAR

**The following calendar is a
tentative schedule. Because the
Handbook goes to press so early
in the season, some changes may
occur. Please check University
of the Cumberland's webpage for
updated information at
www.ucumberland.edu.**



Policies and Regulations

The University Community

University of the Cumberland seeks to be a place of free inquiry and a community which searches for truth. As the University invites the infusion of student opinion, the University expects students to respect the opinions of others, including fellow students, faculty, and members of the administration. Students are expected to express their opinions and thoughts in ways which are appropriate in this Christian academic community.

The University offers no sanctuary to any individual who condones, advocates, or participates in behavior deemed inappropriate by the University. Any person who engages in such behavior will be disciplined promptly and sufficiently to the cause, which may include suspension. "Participation in" means being present at gatherings which include activities not sanctioned by the University, whether one is an active participant or not. Failure to obey orders of University officials during any type of situation may result in immediate suspension from school.

The University admits students who come here voluntarily, with a full understanding of the rules and regulations, and presumably to continue their education. Students do not come here to demand or direct. Once having entered this University, students are expected to abide not only by the laws of the campus, but by the laws of this nation. Criticism and suggestions will continue to be welcomed, but threats, disruptions, or force of any kind will not be tolerated.

Academic Information

Academic information may be obtained from such sources as the Office of Academic Affairs, the Registrar, departmental publications, and the University's Catalogs. Undergraduate catalogs are distributed to incoming students during summer orientation and may also be obtained by first-year students through their INSIGHTS class. A copy of the catalog may also be obtained from the Office of Academic Affairs. In addition, online versions of all current catalogs, along with information on the academic calendar and class schedules, are available on the Academics page of the University's web site at <http://www.ucumberland.edu/academics/>.

In compliance with federal law, including provisions of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, the University of the Cumberland does not discriminate on the basis of race, sex, color, national or ethnic origin, age, disability, or military service in its administration of education policies, programs or activities; its admissions policies; or employment. The University is substantially controlled and substantially supported by a religious body, the Kentucky Baptist

Convention, an association of Baptist churches. University of the Cumberlands therefore enjoys an exemption from the prohibitions contained in Title VII of the Civil Rights Act of 1964 concerning religious discrimination in employment. Similarly, the University may designate certain positions of employment in which the employee's gender or national origin is a bona fide occupational qualification as permitted under the law. Also, the University holds legal exemptions from certain regulations promulgated under Title IX of the Education Amendments of 1972, which conflict with the University's religious tenets. The University also enjoys first amendment constitutional guarantees which assure the University that it may freely exercise its religion.

The University's policy of nondiscrimination, while consistent with the law, is in fact mandated by the University's religious values. The University's values are rooted in Christian principles which recognize the basic dignity of every person as a creation of God.

Therefore the University carefully and precisely conforms to the legal duties imposed upon the University by the law, while remaining true to its religious standards. The University is committed to a policy of nondiscrimination, one that will be effectuated in practice. Inquiries regarding this policy or complaints by students and faculty should be directed to the Office of the Vice President for Academic Affairs, and by other employees to the Office of Business Services.

Learning Disabilities

University of the Cumberlands accepts students with learning disabilities and provides reasonable accommodations to help them be successful academically. Students with disabilities may incur additional costs for services not provided by the University in order to be successful in their studies. The Americans with Disabilities Act requires University of the Cumberlands to provide reasonable accommodations that afford an equal opportunity for students with learning disabilities. However, the University is not required to provide accommodations which lower its academic standards.

The Associate Dean for Academic Affairs serves as the Disability Services Coordinator. For accommodations to be awarded, a student must complete a Disability Form and provide documentation of the disability. Such documentation may include:

- A "Section 504" report or Individualized Educational Plan from a high school no more than two years old.
- A psychological/educational assessment no more than three years old, performed by a licensed psychologist, educational testing specialist, or appropriately trained physician.
- A psychiatric assessment (DSM-IV or DSM-IV TR) no more than three years old, provided by a board certified psychiatrist.

When all paperwork is on file, a meeting between the student and the Coordinator will be arranged to discuss possible accommodations

before accommodations are formally approved by the Special Accommodations Committee. Students must then meet with the Coordinator at the beginning of each semester before any academic accommodations can be certified for that term.

Missing Person Policy and Procedures

This policy shall apply to students who reside in on-campus student housing facilities.

It is the policy of the University to refer any missing student report to the Williamsburg Police Department within 24 hours of its receipt by the University if the student is not found in that period.

Each Student is requested to identify an emergency contact on the Residence Hall Personnel Form. This contact information shall be maintained by the University in strict confidence except that it may be provided to the Police in the event a missing student report is made to the Police. This emergency contact will be notified within 24 hours in the event a determination is made by the Police that a student is missing.

If the student reported as missing is under 18 years of age and not emancipated, the University will also notify a custodial parent or guardian within this 24 hour period.

The University reserves the right to notify additional individuals or authorities in its discretion, including the parents or guardians of students over 18 years of age, if a student is determined to be missing and the University believes there is an imminent threat to the health and safety of the student or of others and that the notification will assist in their protection.

Reports of missing students should be made to the director of the missing student's residence hall or the Dean of Student Life. The Residence Hall Director will submit any reports of missing students or reports of unexplained absence of students received by the Director or noted by the Director immediately to the Dean of Student Life. As a matter of normal procedure the Dean of Student Life will report all missing student reports to the Vice President for Support Operations who will refer the report to the Williamsburg Police Department.

Student Class Attendance

Each student is expected to attend classes regularly and punctually. Attendance in the classroom is one of the most vital aspects of a university academic experience. Therefore, the University operates under the following policy:

When any student has exceeded 20% of the time prescribed for any class, laboratory or studio, that student will be automatically dropped from that particular class with the grade of "aF." This grade is placed on the official transcript of the student and is treated as a failing grade.

In general, 20% of the semester is equal to three weeks of normal class time. Thus, the absence limit for a class meeting three days a week is normally nine absences, and the limit of a class meeting twice a week is normally six absences.

There are a limited number of exceptions to this policy that include Convocation and INSIGHTS. Class attendance policies are contained in course syllabi for all classes.

The definition of a class absence is a student's failure to attend class for any reason. Instructors may count three times tardy or leaving early to be equal to one class absence. A student leaving early may be counted as a tardy at the discretion of the faculty member.

There are no excused absences, regardless of the reason for the class having been missed. However, faculty will make reasonable provisions to allow students to make up work if the absence is due to a university-sponsored function or a medical or family emergency that is documented in a timely manner. Allowance for students to make up work for other reasons is at each instructor's discretion. A class absence does not excuse the student from being responsible for course work missed; the student is responsible for contacting the faculty member in order to make up class assignments.

The Vice President for Academic Affairs is the authorized agent to consider any exceptions to the above regulations.

Withdrawal from the University

Classes: A student desiring to withdraw from the University of the Cumberland within any semester must procure permission from the Vice President for Academic Affairs and complete required paperwork. The following policies and procedures govern the process of withdrawal from all classes.

1. The permanent record of a student who withdraws from University of the Cumberland during the first four weeks of the semester (or its equivalent for bi-term and online schedules) will list a mark of "W" for all courses. A "W" carries no grade point penalty.
2. The permanent record of a student who withdraws after the first four weeks of the semester (or its equivalent for bi-term and online schedules) will list a mark of "WP" (withdrew passing) if passing or "WF" if failing. "WP" carries no grade point penalty. However, a "WF" carries a penalty, counting as an "F" in calculating the grade point average.
3. Students withdrawing during the last four weeks of the semester (or the equivalent for bi-term and online schedules) will receive a grade of "F" for all classes except for those classes in which the student has an "aF". In that case, the grade of "aF" remains on the transcript.

4. For any student who drops out of University of the Cumberlands without permission, the permanent record will show a grade of “aF” in all courses carried, indicating that the student failed because of class absences.
5. No student who withdraws from University of the Cumberlands for whatever reason is entitled to a grade report or transcript of credits until his/her accounts are cleared by the Bursar’s Office.
6. The official date of withdrawal will be used by the Bursar’s Office and the Office of Financial Planning to determine any adjustments involving financial aid and financial charges.

Medical/Emergency Withdrawal: Students who must withdraw from classes for medical reasons or because of dire personal circumstances may submit a written request to the Academic Affairs Office as soon as the student intends to stop attending classes. This request must be supported by a letter from a medical professional or other source supporting the student’s request with specific information on the student’s diagnosis, current condition, and continuing treatment requirements, or on the student’s personal emergency that necessitates the withdrawal request. If the medical / emergency withdrawal is granted, the student will receive grade of a “W: or “WP” in all current classes. NOTE: Normally, partial medical / emergency withdrawals are not permitted (that is, withdrawal from one or two courses while the student continues in others).

Housing: Students wishing to withdraw from a residence hall must follow the procedure outlined below (in the order indicated):

1. Receive permission from the Dean of Student Life to withdraw from University housing.
2. Vacate and clean the room from which the student is withdrawing.
3. Contact a Residence Hall Staff member to have a final room inspection.
4. Turn in key to the Residence Hall Staff member.
5. Complete the Final Sign-Out Form.
6. Make financial arrangements with the Bursar’s Office.
7. Have student ID changed from resident to commuter status.

Unofficial withdrawal will result in a disciplinary fine of \$100.00.

Rights and Responsibilities

Acceptance to University of the Cumberland is a privilege and an honor, not a right. University of the Cumberlands, a liberal arts university, is a Baptist institution and as such endeavors to represent Christian ideals to all.

Students are afforded certain rights and correspondent responsibilities. Student rights include, but are not limited to, the following:

- The right to pursue an education so long as the student exhibits measurable progress toward the completion of a degree and behaves in accordance with the standards of the University.
- The right to develop individual potential to its fullest.
- The right to inquire about and participate in appropriate areas of policy making, regulations, and procedures.
- The right to know the regulations and policies for which students are accountable.
- The right to confidentiality of educational records and the right of access to those records, files, documents, and other materials which are maintained by the school or by one of its agents, as provided by the University policies.
- The right to grievance in accordance with the University's grievance policies.
- The right to appeal disciplinary decisions resulting from any charge or violation of University policy. (Appeals process(es) begins on page 126.)

Upon registering for housing and/or classes, a student agrees to abide by the rules and regulations of University of the Cumberland now in effect or those which are subsequently announced. Such rules, policies, procedures or directives for which the students are responsible are published in the Student Handbook, the University Catalog, departmental handbooks and/or directives issued periodically by the University's administration.

University of the Cumberland extends to any student the right to be fully informed of and to refute any charge against him. See Page 126.

Information Technology

The Department of Information Technology provides a wide variety of computing services including network access, access to the Internet, email services, web development, technology helpdesk, and access to student records via the administrative computing system. It is the goal of Information Technology to provide and support the technology used to assist academic and administrative endeavors in the institution's pursuit of excellence. The department is located in room 007 of the Gatliff Building, extension 4197, and is open Monday - Friday, 8:00 a.m. to 5:00 p.m.

Services

Students are responsible for their own computers and equipment including maintenance and repairs. Information Technology **DOES NOT** repair student computers/equipment due to liability issues. Because of this, it is important for students to take notice of the warranties provided by the manufacturer when purchasing a computer.

Email Accounts

Students who do not already have a University email account must go online and complete the required form to receive their user name and password. This username and password is to be used for the entire duration of their time at University of the Cumberlands. The University Mail Account form can be found by going to the website <http://www.ucumberlands.edu/it> and clicking the link "Sign up for a Mail Account" located on the left hand side of the webpage.

On-Campus Access to the Network

Information Technology has issued these *minimum* requirements in order to access the network:

- **University Email Account** - Each user is required to register his/her computer by entering his/her email account username and password. Users will be prompted to enter this information upon connecting to the University Internet browser. Registration is required before the user will be granted Internet access. This is a one time process.
- **Network Cable (if not using wireless)** - Information Technology does not provide Ethernet cables; however, one can be purchased from the campus bookstore.
- **Antivirus Software** - Each personal computer on the network needs antivirus software that will periodically update itself. Information Technology does not supply this software but will provide insight on good products.

Wireless Internet is available in all residence halls on campus. In order to use this feature, you must have a wireless card installed on your computer.

Hub Leasing

In the event that two or more residents are assigned to a residence hall room with only one network port, a hub may be leased from the Office of Information Technology at no charge. All residents of the residence hall room must come by the Information Technology Office and fill out the appropriate paperwork before a hub will be issued. The lease is valid for the duration of the current academic year. The hub and included accessories must be returned to the Office

of Information Technology by the *last day of classes for the spring semester of the given academic year*. If the hub and its accessories are not returned by this deadline, each member of the residence hall room will be charged a fee of \$25.00 to cover the damages.

Responsible Use of Information Technology

All members of the University of the Cumberland's community who use the University's computing, information, or communication resources must act responsibly. Every user is responsible for the integrity of those resources under their control. All users of University-owned or University-leased information technology systems must respect the rights of other users, respect the integrity of the physical facilities and controls, and comply with all pertinent licenses and contractual agreements. It is the policy of University of the Cumberland's that all members of its community act in accordance with these responsibilities, relevant laws and contractual obligations, and the highest standard of ethics.

Information Technology provides important means of communication, both public and private. Users and system administrators will respect the privacy of person-to-person communication in all forms, including voice (telephone), text (electronic mail and file transfer), and images (graphics and video).

Access to the University's information technology facilities, from both remote and campus sites, is a privilege granted to the University's students, faculty, and staff. Access to University information resources may be granted, limited, or withdrawn by the University based on the following factors: observance of relevant contractual obligations, the requester's need to know, the information's sensitivity, system load, availability of training, risk of damage to or loss by the University, and the person's previous history of use. The University reserves the right to extend, limit, restrict, or deny privileges and access to its information resources.

University facilities and accounts are to be used for the activities or purposes for which they are assigned. University computing resources are not to be used for commercial purposes without written authorization from the University.

Users must guard against abuses that disrupt or threaten the viability of any system, including those at the University and those on networks to which the University's systems are connected or accessible. Abuses include the use of equipment such as wireless access points, wireless routers, cable routers, etc.

Access to information resources without proper authorization from data owners, unauthorized use of University facilities, and intentional corruption or misuse of information resources are direct violations of the University's standards for conduct as a Christian institution. Consequently, the system is continually monitored to

evaluate system usage. Individuals using University systems without authority or in excess of their authority are subject to having all of their activities on the systems monitored and recorded by system personnel in conjunction with appropriate University personnel or local, state, and/or federal authorities.

The University is not responsible for user data lost or erased from University equipment. Any and all data stored on a University system is the property of University of the Cumberland.

System drives will be cleaned periodically, and any data files erased at the discretion of the network administration. **It is the responsibility of the user** to make disk copies, or download to his own equipment, any data files he has created or stored on University of the Cumberland's systems, including email messages and addresses stored in the user's Web mail account.

University of the Cumberland treats access and use violations of computing facilities, equipment, software, information resources, networks, or privileges seriously. The University will pursue criminal and civil prosecution of violators when appropriate. Alleged violations of this policy will be reported to the appropriate Vice President.

For a complete listing of all Information Technology policies, please visit <http://www.ucumberland.edu/it/>.

Intellectual Property

The University encourages research and publications by its employees and students. The University reserves the right to claim full or partial ownership of any "intellectual property" including copyrights or patents to original works. Each issue which arises will be evaluated individually.

Attitude and Conduct

The University requires its students to be responsible for their actions and to respect the rights of others. **The University expects its students to conduct themselves, on and off the campus, in a manner which is consistent with the objectives of the University and with its standards of conduct.** A student who fails to act in conformity with the University's expectations will be subject to disciplinary action including expulsion.

Examples of prohibited conduct include:

- Any student who demonstrates conduct which is deemed a threat to himself or others may be immediately withdrawn from University of the Cumberland.
- The intentional infringement upon the rights of any member of the community including the persistent interruption of a reasonable level of peace and quiet. Amplification of sound

should not occur on campus outside a building without the consent of the Vice President for Student Services. Amplification of sound inside a building or vehicle should be at a volume which does not cause those outside the room or automobile to hear the sound.

- Any student making an excessive display of affection to the point that it becomes embarrassing or offensive to others.
- Any student who engages in or promotes sexual behavior not consistent with Christian principles (including sex outside marriage and homosexuality) may be suspended or asked to withdraw from University of the Cumberland.
- Disturbances, damage or defacement in a student's room, campus facility, or in their off-campus residence, whether by them or their visitors.
- Use of inappropriate, aggressive, verbal conduct resulting in a physical conflict, or physically instigating a conflict or altercation or assaulting or causing physical harm to another; harassment and abuse which may include the use or threat of physical violence, coercion, intimidation, and verbal harassment and abuse; anyone responding to verbal or physical abuse in like manner. Discriminatory harassment is the subject of further consideration on page 127 of this Handbook.
- The unauthorized use of, or the abuse, destruction, or theft of property of the University or of others.
- Knowingly furnishing false information or refusal to surrender University identification card to a University official upon request.
- Forgery, alteration, or the unauthorized possession or use of University documents or instruments of identification.
- Intentionally interfering with teaching.
- Unauthorized presence in University's facilities or unauthorized use of University facilities.
- Tampering with locks in University buildings, unauthorized possession or use of University keys, or duplication of keys.
- Lewd or indecent conduct.
- Tampering with security and safety devices and making false reports of emergency situations.
- Violation of any law.
- Mischievous behavior.

- Possessing or using firearms (to include handguns, rifles, air guns of any type, and paintball guns), explosives, fireworks, bows and arrows, or other dangerous devices on the University's property or at a University function.
- Use of tobacco products on campus other than in designated areas.
- Any conduct which might be deemed to be hazing, including but not limited to whipping, paddling, forcing conduct or any behavior which is detrimental to the physical, mental, or spiritual welfare, or which invades the personal rights and dignity of another.
- The use of obscene language, or the possession of obscene literature, pictures, clothing, music, and movies.
- Violation of motor vehicle regulations of the University or negligent or unlawful use of vehicles on the campus or in relationship to University functions.
- Dangerous horseplay and throwing objects within the proximity of others and near buildings on the campus.
- Gambling, stealing, cheating, and lying are considered unacceptable behavior for students of the University of the Cumberlands.

Academic Dishonesty Policy

At a Christian liberal arts university committed to the pursuit of truth and understanding, any act of academic dishonesty is especially distressing and cannot be tolerated. In general, academic dishonesty involves the abuse and misuse of information or people to gain an undeserved academic advantage or evaluation. The common forms of academic dishonesty include:

- cheating - using deception in the taking of tests or the preparation of written work, using unauthorized materials, copying another person's work with or without consent, or assisting another in such activities;
- lying - falsifying, fabricating, or forging information in either written or spoken presentations;
- plagiarism - using the published writings, data, interpretations, or ideas of another without proper documentation.

Episodes of academic dishonesty are reported to the Vice President for Academic Affairs. The potential penalty for academic dishonesty includes 1) a failing grade on a particular assignment, 2) a failing grade for the entire course, or 3) charges against the student with the appropriate disciplinary body.

Policy on Illness and Injury

An injured or ill student may be required to leave a residence hall and/or classes and to cease participation in University programs and activities until a physician indicates whether the student has a contagious disease, illness, or injury which poses a risk to the student or to others. Students may return to the residence hall and resume their normal activities when a physician indicates the student no longer poses a risk to himself or others.

Campus Drug and Alcohol Policy

The use or possession of alcoholic beverages and the use, possession, or distribution of illegal controlled drugs and any other substance that is inconsistent with the philosophy of the University is strictly prohibited. Violation of this policy will result in the imposition of one or more of the disciplinary sanctions set forth in the Disciplinary Sanctions section of this Handbook, **and** may result in severe criminal penalties under local, state and federal law. Federal legislation requires that these penalties be set forth in writing as follows:

Legal Criminal Sanctions

The statutes of the State of Kentucky state that no person in a dry territory shall sell, barter, loan, give, procure for, or furnish another, keep or transfer for sale, barter or loan, directly or indirectly in alcoholic beverages. No person shall possess any alcoholic beverages unless it has been lawfully acquired.

Violation of these provisions is punishable by a fine of \$20.00-\$200.00, 30-120 days in jail and/or 1-2 years in prison. Williamsburg and portions of Whitley County are included in the area defined as dry territory.

The State of Kentucky further prohibits the following acts and prescribes the corresponding penalties:

- No one under the age of 21 shall:
 - enter a premises where alcoholic beverages are sold for the purpose of receiving or purchasing alcohol;
 - possess or purchase or attempt to possess or purchase alcoholic beverages;
 - misrepresent his/her age or use false or altered Identification for the purpose of purchasing alcoholic beverages.
- Assisting a person under 21 years of age to purchase or gain possession of alcoholic beverages is subject to the revocation of one's driver's license, a fine of up to \$500.00 and/or a prison term of up to six (6) months.
- Driving under the influence of alcoholic beverages carries a penalty of three to twelve (3-12) months in jail, a \$500.00 - \$1,000.00 fine, and up to twelve (12) months of community labor.

- Being intoxicated in public due to the use of alcohol or controlled substances, such that one becomes a danger to self or others carries a penalty of up to ninety (90) days in jail.
- Participating with five (5) or more people in the illegal distribution of controlled substances or intoxicating liquor is punishable by ten to twenty (10-20) years in prison.
- Trafficking, possessing or distributing controlled substances is prohibited. The penalties for such acts include mandatory participation in a program of treatment and rehabilitation and imprisonment from one to twenty (1-20) years and \$3,000.00-\$20,000.00 fine.

The following are federal penalties and sanctions for illegal possession of a controlled substance.

- First conviction: up to one (1) year imprisonment and fined at least \$1,000.00, but not more than \$100,000.00, or both.
- After one (1) prior drug conviction: at least fifteen (15) days in prison, not to exceed two (2) years and fined at least \$2,500.00, but not more than \$250,000.00, or both.
- After two (2) or more prior drug convictions: at least 90 days in prison, not to exceed three (3) years and fined at least \$5,000.00, but not more than \$250,000.00, or both.
- Special sentencing provisions for possession of crack cocaine: mandatory at least 5 years in prison, not to exceed twenty (20) years and fined up to \$250,000.00, or both, if:
 - 1st conviction and the amount of crack possessed exceeds 5 grams;
 - 2nd crack conviction and the amount of crack possessed exceeds 3 grams;
 - 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.
- Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one (1) year imprisonment. (See special sentencing provisions re: crack.)
- Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.
- Civil fine of up to \$10,000.00 (pending adoption of final regulations).
- Denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one (1) year for first offense, up to five (5) years for 2nd and subsequent offenses.
- Ineligible to receive or purchase a firearm.
- Revocation of certain federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

Grievances, Complaints, and Appeals Policies and Procedures

University of the Cumberland extends to any student the right to be fully informed of and to challenge or appeal actions of the institution and its agents that the student believes inappropriate or unfair, especially in light of the University's published policies. A student may make an informal complaint or inquiry in one of the following areas by contacting the office or individual noted:

- Academic Appeals concerning grades or academic discipline such as plagiarism, class absence, etc. (the Vice President for Academic Affairs and the Academic Appeals Committee)
- Academic Standing concerning probation/suspension or academic bankruptcy (the Registrar and the Academic Standing Committee)
- Harassment involving faculty, staff, or students (any University officer and the Committee to Investigate Harassment Issues)
- Social Discipline and Other Grievances involving faculty, staff, or students (the Vice President for Student Services and the Social Discipline/Grievance Committee)

If a resolution is not achieved through informal dialogue, the student may file a formal written complaint following procedures articulated for each area. These procedures along with the full policy regarding each area are reviewed below. The disposition of all formal written complaints are subject to review by the President of the University.

Academic Standing - At the end of each academic term, the Registrar reviews student records to determine that students are making appropriate and adequate progress in their academic programs. Each student is expected to maintain a standing of 2.00, or an average of "C." A student with a cumulative standing of less than 2.00 is automatically placed on academic probation. Students on academic probation are limited to enrolling in 15 hours per semester. If any student's standing is below the minimum indicated in the following schedule, he or she faces suspension.

<u># Hours Attempted</u>	<u>Minimum GPA</u>
24-45 hours	1.60
46-61 hours	1.70
62-77 hours	1.80
78-95 hours	1.90
96 hours or more	2.00

The term of a student's first suspension is one semester. The term of a second suspension is one calendar year. Students who are under suspension from University of the Cumberland will not receive credit for any academic work completed at other institutions during the period of suspension.

The Registrar will inform students of any change in academic standing within 2 weeks of the end of an academic term. After being informed of their placement on academic suspension, students may file a written appeal by the first day of classes of the following regular term by completing the appeal form available in the Office of the Registrar. This appeal will be reviewed by the Academic Standing Committee, and students will be informed of the results of this review by the final day to add classes for that term.

Records of all actions regarding academic standing, including any appeals and their disposition, are maintained by the Registrar and the Academic Standing Committee.

Academic Appeals - Both undergraduate and graduate students have the right to challenge a grade. If discussions with the course instructor and department chair do not lead to a satisfactory conclusion, students may file a formal written appeal with the Vice President for Academic Affairs, who will forward the appeal to the chair of the Academic Appeals Committee.

This formal written appeal must be filed by the end of the 4th week of classes in the next regular term following the term in which the course in question was taken. The Academic Appeals Committee then gathers information from the student, the instructor, and any other relevant parties. The Committee will deliver its recommendation on the complaint to the Vice President for Academic Affairs. After reviewing this recommendation and concurring or amending it, the Vice President for Academic Affairs will inform the student and instructor of the disposition of the complaint no later than the last day of classes of the term in which the complaint was filed.

Records of all actions regarding academic grade appeals, including their final disposition, are maintained by the Vice President for Academic Affairs and the Academic Appeals Committee.

Harassment - University of the Cumberlands prohibits harassment and intimidation on the basis of one's sex, race, color, religion, or national origin. Examples of conduct prohibited by these policies include, but are not limited to, repeated insults, humor, jokes, and/or anecdotes that belittle or demean an individual's or group's sex, race, color, religion, or national origin and physical conduct or verbal innuendo which, because of one's sex, race, color, religion, or national origin creates an intimidating, hostile, or offensive environment. Prohibited conduct specifically related to sexual harassment includes, but is not limited to:

- Persistent, unwelcome flirtatious advances and/or propositions of a sexual nature;
- Repeated unwelcome comments of a sexual nature about an individual's body or clothing;

- Unwanted displays of sexually suggestive objects or pictures;
- Unnecessary touching, such as patting, pinching, hugging, or repeated brushing against an individual's body;
- Suggestions that submission to or rejection of sexual advances will affect decisions regarding such matters as an individual's employment, work assignments or status, salary, academic standing, grades, receipt of financial aid, or letters of recommendation;
- Sexual assault.

It is the perception of the target of the behavior that sexual harassment is defined; or in other words, harassment is in the eye of the beholder. The law defines sexual harassment from the point of view of the target of the harassment and as such excludes any consideration of intent.

Any person (student, staff, or faculty) wishing to file a complaint regarding harassment should do so to a member of the Committee to Investigate Harassment Issues. The complaint should be in writing and detail the specific incident and/or incidents and the specific individual and/or individuals involved. An investigation of the complaint will be completed within 45 days. The Committee will render its decision and notify the complainant of the Committee's decision and action within 90 days. Decisions regarding the complaint will be reported to the President of University of the Cumberland.

Records of all complaints, investigations, reports, and recommendations are maintained by the Committee to Investigate Harassment Issues.

Social Discipline and Other Grievances - Upon registering for housing and/or classes, a student agrees to abide by the rules and regulations of University of the Cumberland currently in effect or those which are subsequently announced. Such rules, policies, procedures, or directives for which the students are responsible are published in the *Student Handbook*, the *Undergraduate Catalog*, the *Graduate Catalog*, departmental handbooks, and/or directives issued periodically by the University's administration.

If a student is disciplined for violating University rules and regulations, the student may challenge this disciplinary action by filing a written appeal with the Social Discipline/Grievance Committee. In addition, if a student believes he or she has been wrongly treated by a faculty or staff member of the University in a fashion not covered by the complaint and appeal procedures discussed elsewhere, the student may also file a written complaint with the Social Discipline/Grievance Committee. Written appeal must be filed within 30 days from the date of the disciplinary action.

After receiving a written complaint, the Social Discipline/Grievance Committee then gathers information from the student

and any other relevant parties, delivering its recommendation on the complaint to the Vice President for Student Services within 30 days of the initial filing. After reviewing this recommendation and concurring with or amending it, the Vice President for Student Services will inform the student of the disposition of the complaint within 6 weeks of its initial filing.

Records of all actions regarding social discipline and other grievances are maintained by the Vice President for Student Services and by the Social Discipline/Grievance Committee.

The disposition of all complaints are subject to review by the President of the University.

Dress and Appearance

University of the Cumberland encourages standards which permit individuality without neglecting the sensitivity of others. One's dress and general appearance reflects not only on himself, but also on the University community at large. Cleanliness, neatness, and good grooming are most important at all times, especially when students are in contact with the general public such as in and around the area of the dining hall, offices, classrooms, or in and around Williamsburg. When appearing in activities on the platform in Convocation, students should be neat, well groomed, and conventionally dressed. Additionally, at the Sunday noon meal in the dining hall, shorts of any style, t-shirts, sweatshirts, sweatpants, and other athletic attire are not appropriate. For women, strapless attire must be covered by a sweater or blouse. Dress for men includes shirts with collars and sleeves.

Appropriateness of attire is determined by time, place, and occasion. Campus dress and appearance are generally informal and comfortable. Modesty, discretion, morality, and cultural maturity are objectives of the University. Excesses which tend toward indiscretion, immodesty, or indecency are not appropriate. Barefootedness, immodest clothing, or clothing advertising inappropriate behavior are examples of unacceptable excess.

Discipline

The purpose of discipline at University of the Cumberland is one of education. Disciplinary actions are both preventive and corrective in an effort to teach students to become more responsible adults.

Authorized University personnel may counsel a student regarding any offensive behavior either on or off campus and may impose discipline when necessary. Students must comply with the directions of University officials acting in their official capacity consistent with the policies, rules, and regulations of the University.

A complaint alleging that a student has violated University expectations may be made by any member of the University community. If the complaint is deemed worthy of pursuit, the student will be advised of the complaint. If the student denies the charge, or wishes to offer extenuating evidence in mitigation of punishment, the student shall be afforded an opportunity to be heard and to offer evidence and witnesses. However, if the appropriate University official deems the safety of the student or of others may be endangered, or the University's ability to engage in its normal activities may be impaired by the continued presence of the student in the University community or by the normal processes of notice and hearing, the student may be suspended immediately.

Discipline involving student life is handled by the Dean of Student Life. Discipline involving academic affairs is handled by the Vice President for Academic Affairs. There is an attempt to administer discipline appropriate to the seriousness of the offense, the circumstances involved, the frequency of infractions as reflected by the student's records, and the best interest of both the student and the University. **All disciplinary decisions may be appealed through the process described in the Student Handbook under "Grievances, Complaints, and Appeals."**

Any of the following disciplinary sanctions may be imposed for violations:

Counseling: A conference may be held with the student to encourage self control and an acceptable standard of conduct.

Warning: A verbal or written reprimand may be given to notify the student that continuation or repetition of the violation will result in additional action being taken.

Fines: A monetary sum may be imposed upon a student for violation of specified offenses.

Restitution: A replacement of or monetary reimbursement may be charged for damage to or misappropriation of property.

Campus: A restriction upon the student's privilege to be off campus may be imposed upon the student for a specified period of time.

Building Campus: A restriction upon the student's privilege to be out of the residence hall may be imposed upon the student for a specified period of time.

Restricted Access: Denial of the student's privilege to be in specific areas of the campus may be imposed upon the student for a specified period of time.

Social Probation: The most serious warning possible, short of suspension or expulsion, may be placed upon a student as formal notification that his conduct must be above reproach at all times and that subsequent violations may result in suspension from the University. Social probation may be for a definite or an indefinite period of time and may include stated restrictions. Upon approval of a request from the student, the probation may be lifted after a designated period of time.

Campus Community Service: Campus Community Service hours may be assigned to a student as a result of violation of policy. Students may also opt for community service in lieu of a monetary fine. These community hours cannot be counted toward fulfillment of the community service requirement.

Suspension: An involuntary separation of the student from the University may be imposed for a definite period of time. Following the period of suspension, a student may apply again for admission to the University.

Expulsion: The most severe of all disciplinary actions, expulsion imposes an involuntary separation of the student from the University.

Record of Violation: Violations will be recorded and reported to the Dean of Student Life and the Vice President for Student Services. When violations are sufficient in number, or for one flagrant violation, the offender may be suspended or expelled from the University of the Cumberlands.

Student Role in Decision-Making

University of the Cumberlands recognizes that students have innovative ideas and can offer constructive suggestions which, when implemented, improve the general welfare of the students and general tone of the institution itself. These goals are achieved most effectively by affording students a participatory role in decision-making.

To that end, the results of the annual campus-wide Student Opinion Survey will be used to provide direction in developing and/or modifying University policies and programs. Students also serve on various standing committees of the University and have full voting rights. Committee assignments are made by students for the good of students under the auspices of the Student Government Association (SGA). Finally, the SGA Senate and SGA Grievance Committee provide additional forums for the presentation of ideas which are considered in resolving matters affecting student welfare.

Students serve on the following standing committees: Academic, Convocation Attendance Policy Review, Committee to Investigate Harassment Issues, Faculty Evaluation and Development, Graduate, Health Education, Honors, Leadership and Community Service, Library, Student Life, Student Media, Teacher Education/Admissions.

University Buildings

All University buildings are closed in the evenings, with the exception of the Residence Halls, Library, Campus Center, Intramural Gym, Aquatic Center, Game Room, Academic Resource Center, and scheduled hours for the Music Building. Students should not enter buildings after 6:00 p.m. unless a building is open for classes or for special programs. Permission to use campus facilities must be obtained from the appropriate authority.

University Facilities

The use of University buildings, equipment, etc. is the responsibility and under the control of those authorities who normally direct their use for educational purposes. Permission for exceptional use may normally be obtained from those who are in said authority.

General Guidelines

1. The chairman, or person designated by the organization, is to secure a Facility Request Form and a Registration of Campus Activity Form from the Office of Student Activities.
2. The Campus Master Calendar must be consulted by contacting the Office of Student Activities to determine if there is a conflict on the desired date for the proposed activity/facility use.
3. The request forms must be completed and returned to the appropriate authority no later than five school days before the proposed facility use.
4. The request forms will be processed and a copy returned stating the decision of the facility authority.
5. The group or organization is responsible for arranging the use and set up of any equipment needed and for returning the facility to the original conditions. Failure to clean and restore the facility may result in the denial of future use to the organization.
6. The faculty sponsor of the club or organization must be in attendance for the duration of the facility use.
7. If a key is needed to access a facility, the faculty or staff sponsor should contact Aramark in writing no later than five school days prior to the proposed activity so that the facility might be unlocked.
8. Groups using a facility without obtaining the proper authorization will be asked to vacate the facility.

9. Groups wishing to use a facility for the purpose of fund raising must file a Fund Raising Form with the Director of Student Activities no later than five school days before the proposed event.

Facility Approval

Academic Buildings (Including ALL Classrooms)

Dr. Larry Cockrum

Academic Computing Labs

Distance Learning Lab

Dr. Larry Cockrum

Aquatic Center

Mr. Eric Skelly

Bennett Auditorium

Dr. Larry Cockrum

Boswell Campus Center

(Game Room, Grill, Lobby)

Ms. Lisa Bartram

Mr. Kris Strebeck

Cafeteria Atrium

Ms. Lisa Bartram

Mr. Kris Strebeck

Harold E. and Edith Kohn Theater

Dr. Larry Cockrum

Cumberland Inn/Museum/Hutton Center for Leadership Studies

Sales Coordinator

Game Room

Ms. Lisa Bartram

Gatliff Chapel

Dr. Larry Cockrum

Hagan Memorial Library

Ms. Jan Wren

McGaw Music Building & Recital Hall

Ms. Shawn Sudduth

Ms. Kristin Disney

*O. Wayne Rollins Center/Intramural Gymnasium

Mr. Randy Vernon

Residence Halls

Ms. Linda Carter

Band Field

Ms. Shawn Sudduth

Ms. Kristin Disney

*Groups expecting an attendance of fewer than 650 must obtain permission from the University President for use of this facility. A fee will be assessed based upon each individual request.

University Name and Logo

No faculty, staff, student, any other individual, or organization may use the name, “Cumberland College” or “University of the Cumberlands,” or its logo without the approval of the University administration. All actions in the name of the University must be consistent with its philosophy, goals, and educational objectives.

Commercial Advertising

In the interest of the beauty of the campus grounds and buildings and the equality of competitive enterprise, no commercial advertisement is permitted without first having approval in the same manner as it is described in the section “Soliciting on Campus”.

Distribution of Printed Matter and Posters

The distribution of any type of printed matter, literature, or the posting of notices, etc., is permitted only with the prior permission of the proper administrative official who is delegated as the authority for that portion of the campus in which it is to be distributed or posted. Requirements for and/or limitations in posting or distributing materials are to be strictly followed. For information regarding approval to distribute or post materials, please see the appropriate vice president.

Soliciting on Campus

No one, including faculty members, staff members, and students, as well as persons from outside the University community, is permitted to sell, solicit, petition (except petitions authorized by the Student Government Association Constitution), or conduct any business operation or distribute literature in or on any part of the campus without written permission from the University President, the Vice-President for Student Services, the Dean of Student Life, or the Director of Student Activities.

Privacy Rights of Students

The University is subject to the provision of the Family Educational Rights and Privacy Act (FERPA). This federal law affords students certain rights with respect to the student’s education records. These rights are:

- 1. The right to inspect and review the student’s education records within 45 days of the day the University receives**

a request for access. Students should submit to the Office of the Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place the records may be inspected.

2. **The right to request the amendment of the student's education records that the student believes are inaccurate.** Students may ask the University to amend a record that they believe is inaccurate. They should write the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the Registrar decides not to amend as requested, the Registrar will notify the student of the decision and advise the student of his or her right to a hearing regarding the request and will provide the student with additional information regarding the request and will provide the student with additional information regarding the hearing procedures.
3. **The right to consent to disclosures of personal identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

The University may also disclose without the student's consent, "directory information" unless the student has advised the Registrar in writing at least five days following registration that the student does not wish part or all of the directory informations to be made public. Once filed, this instruction becomes a permanent part of the student's record until the student instructs the University, in writing, to have the request removed.

The primary purpose of directory information is to allow the University to include this type of information in certain University publications, the media, and outside organizations. the

University has designated the following as examples of directory information: The student's name, addresses including electronic mail address, telephone numbers, date and place of birth, major field of study, degree sought, attained class level, expected date of completion of degree requirements and graduation, degrees and awards received, picture, dates of attendance, full or part-time enrollment status, the previous educational agency or institution attended, class rosters, participation in officially recognized activities and sports, institution attended, class rosters, weight and height of athletic team members and denominational preference.

The University may disclose education records in certain other circumstances, but shall do so only upon the authorization of the Registrar.

- 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements FERPA.** The name and address of the office which administers FERPA and to which complaints are to be sent is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC, 20202 4605.

Safety and Security

At University of the Cumberlands, the safety and security of our students and staff is of the utmost importance. The University has developed policies and procedures to insure that students are in the safest environment possible, and further, maintains an emergency preparedness and action plan at all times.

The Department of Safety and Security operates out of the Bock Dispatch Center, which maintains 24 hour coverage of the University's switchboard and the Campus Emergency Number, ext. 4444. The University has full-time contracted security officers who patrol campus, monitor traffic, assist students and staff, and provide escort services when needed. The Bock Dispatch Center and the security officers have direct radio contact with the Williamsburg Police Department and Whitley County 911 dispatch at all times. The Williamsburg Police Department patrols campus as well. Several University buildings are monitored by security cameras. The University also has an emergency notification system to alert students of any imminent danger or situation.

Emergency Notification System

The University utilizes an automated Emergency Notification System (ENS) to notify all University stakeholders that have opted for the service in the event of an emergency. The service allows approved University officials the ability to send ENS alerts simultaneously via

SMS text, e-mail and voice messages. University officials sending ENS alerts are able to access an online internet portal to type messages or they may call a 24-hour/7 day-a-week telephone support line to have an attendant create and send alerts.

The University allows any person interested in enrolling in the ENS program, to do so on the University's website at <http://www.ucumberlands.edu/alerts/> at no cost to the enrollee. Beginning in July of each year, the enrollment process is reset and faculty, staff, students, parents, campus vendor employees and local emergency support personnel are asked to re-enroll in the system to ensure current contact information. Upon enrolling in the ENS a confirmation message is sent to the e-mail and SMS text accounts provided by the enrollee to ensure accuracy.

ENS alerts are sent to communicate dangerous conditions which require the immediate attention of all people on campus. Scenarios presenting immediate danger may include severe weather incidents such as tornado warnings and community or campus emergencies requiring evacuation or confinement. ENS messages will be kept brief, and will contain short commands that give the recipient an idea of the action required. A contact telephone number will be provided in each ENS as a way for recipients to get additional information.

Then ENS program is voluntary, meaning no user is required to enroll. This program is one of several tools used by University officials to communicate in a rapid, concise manner to those that may be affected by an emergency. Although the ENS is designed with many redundant factors to ensure a high probability that accurate messages will be being sent and received, the University does not guarantee that this system will work 100% of the time.

Fire Drill Regulations

Every member of the University community should realize the responsibility for knowing what to do in case of a fire.

Upon entering any building, an occupant should immediately acquaint himself with fire escape routes and become familiar with the location of fire extinguishers.

Fire drills expedite the correct procedure to follow should a real fire occur. In the event of a fire drill, occupants should vacate the building as quickly as possible. Failure to evacuate the building during a fire drill may result in disciplinary action.

The most important thing to remember during a fire drill or an actual fire is to REMAIN CALM. Running and pushing can cause panic and confusion which may result in a deadly situation. Students should walk quietly to the nearest exit, then keep walking until they are a safe distance from the building.

Use of fire extinguishers and alarms, except in cases of emergency, is strictly prohibited and may result in disciplinary action.

Severe Weather

Tornado Watch means that conditions exist for a tornado to develop. Tornado Warning means that a tornado has actually been sighted or indicated on radar. NOTE: One clue that a tornado could develop is when a thunderstorm produces hail. The larger the hail stone, the more likely that a tornado will occur. When a tornado warning is announced:

1. Your best protection is an underground shelter (or basement) or a substantial steel-framed or reinforced concrete building.
2. If your residence hall or campus building has no basement, take cover under heavy furniture on the ground floor in the center of the building, or in a small room on the ground floor that is away from the outside walls and windows.
3. Stay away from windows to avoid flying debris.
4. If you are outside and there isn't time to get into a building, take cover and lie flat in the nearest depression, such as a ditch, culvert, excavation or ravine.
5. AVOID AUDITORIUMS AND GYMNASIUMS with large, poorly supported roofs. If you are in an all wood building, evacuate to a safer location.
6. ADMINISTRATIVE OR CLASSROOM BUILDINGS – Go to an interior hallway on the lowest floor. Stay away from windows.

Emergency warning regarding tornadoes may be issued by:

Department of Safety and Security Staff

Faculty Members

Residence Life Staff

Local Radio and Television Stations

Via Voice Mail and E-mail Messages

ENS

Student Services

Bookstore

The Bookstore carries textbooks for all courses offered by the University, including reference books. Textbooks may be purchased or rented depending upon the course. It also carries school supplies, art supplies, sporting items, health and beauty aids, souvenirs, and gift items.

The Bookstore accepts Master Card, Visa, Discover, American Express credit cards, debit cards, and gift cards. Students may also charge purchases to their student account by presenting their student I.D. Charging is a service offered to students to aid them in acquiring books and supplies for classes. Periodically throughout the semester, unpaid balances will be transferred to the student's permanent financial record in the Bursar's Office. These balances are payable upon receipt of billing.

At the end of each semester the Bookstore offers to purchase books back from students for up to 50% of the purchase price. The buyback price paid by the Bookstore depends on whether or not the book will be used on campus the following semester, the national demand for the used book, and the condition of the book.

Because of the value of university textbooks on the used book market, all students are encouraged to treat their textbooks as they would any other valuable property. Students should permanently write their name in each textbook. Any lost or stolen textbooks should be reported immediately to the Bookstore and to the Office of Student Services. Writing the textbook owner's name in each book in no way decreases the value of the book at buyback and helps in identification of the book if it is lost or stolen.

Check Cashing

Checks written up to \$100.00 may be cashed in the Bursar's Office *upon presentation of a valid University ID and Driver's License*. Any person who knowingly writes a bad check is subject to disciplinary action. Checks returned by banks will be charged to the student's account in the Bursar's Office, and the student will be assessed a \$20.00 service charge for each check returned because of "Insufficient Funds" or "Closed Account." **PLEASE OBSERVE** - Checks made payable to a student must be endorsed by the same name.

Personal Loans

Upon presentation of a valid University of the Cumberlands ID, the Financial Planning Office will allow any student to borrow up to \$100.00 for personal expenses. This is an interest-free short term loan, which must be repaid in the Financial Planning Office within 30 days.

Communication Services

Telephone System

The main campus number is 606-549-2200. Callers to this number may opt to be connected by dialing the 4-digit extension of the office or room they wish to reach. During normal business hours, callers to this number may press 0 to reach the campus switchboard operator for directory assistance. Callers that know the four-digit extension of the office or room they wish to reach may also dial directly by calling (606) 539, plus the four-digit extension.

Local telephone service is provided to each residence hall room at no charge to the student. Students are responsible for providing an in-room telephone. For long distance calls, carriers such as AT&T and Sprint can be reached through each carrier's 1-800 number. Students are not allowed to establish their own long-distance account for their campus telephone extension, or to accept collect calls to be billed back to any campus extension. Any unauthorized long distance calls billed to University of the Cumberlands will be considered fraud, and could result in criminal prosecution and/or dismissal of the student from University of the Cumberlands.

FAX Services

Incoming facsimile transmissions may be sent to the Office of Student Services (606-539-4136) or the Campus Post Office (606-539-4356). Once the FAX is received in either office, the student will be notified. An outgoing FAX may be sent from the Office of Student Services or from the Campus Post Office. Charges for an outgoing FAX are posted in each office.

Campus Post Office

University of the Cumberlands' Campus Post Office is a central location for all students' shipping and receiving needs. Services include:

- Sending and receiving USPS mail and packages
- Stamps and packaging material sales
- Campus postal box rental (\$5.00 per semester)
- Receiving UPS and Fed-Ex packages
- Duplication services (4 cents per copy)
- Sending facsimiles (\$3.00, up to 10 pages; 10 cents for each additional page)

Postal Box Rental

Mail box rental is \$5.00 per semester. Mail boxes will be rented on a first come, first served basis, June 24th from 3:00 pm – 7:00 pm; June 25th, from 9:00 am to 9:30 am; 12:00 pm – 12:45 pm; and 3:00 pm – 4:45 pm. July 15th from 3:00 pm – 7:00 pm; July 16th from 9:00 am to 9:30 am; 12:00 pm – 12:45 pm; and 3:00 pm – 4:45 pm. No more than two people may use a box at the same time. General

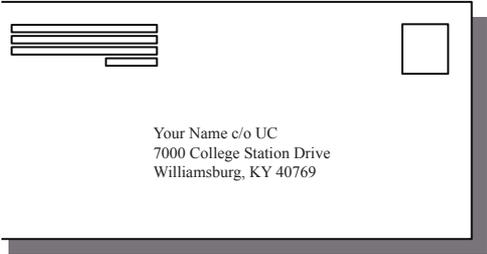
Delivery will be provided at no cost to students that do not wish to rent a box, and this mail may be picked up at the window during regular office hours. Students utilizing General Delivery should have their mail sent to them, name in c/o University of the Cumberlands, 7000 College Station Drive, Williamsburg, KY 40769.

Packages

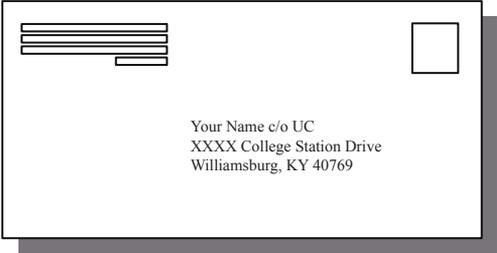
If you rent a postal box, a notice will be placed in your box upon receipt of a package. Packages can be picked up at the Post Office window during regular operating hours.

ATTENTION

- *Mail received by general delivery should be addressed as follows:*



- *Mail received by Campus Postal Box should be addressed as follows:*



Career Services

The Career Services Office, located on the top level of the Boswell Campus Center, provides a variety of services for students. Individual appointments, seminars, and class presentations are conducted to assist with: Career Interest and Assessment, Résumé Writing, Interview Skills, and Job Search Tactics. A current Career Lab/Library, is maintained which includes the posting of full-time, part-time and internship job opportunities via Internet and bulletin boards. The director also makes referrals as needed to local mental health agencies.

Leadership/Community Service Program

The Leadership/Community Service Program illustrates the University's deep commitment to leadership and community service as a moral task and ethical responsibility. The goal of this program is to empower students to become compassionate agents of change, to use their knowledge and abilities to help others, to inspire responsibility, and to stimulate service as a life-long commitment.

As a requirement for graduation, all students must participate in the Leadership/Community Service Program. Contact the Program Director for specific details.

Campus Activities

Athletics

University of the Cumberlands is proud of its tradition as one of the leaders in small college sports programs. The University has intercollegiate men's and women's teams in basketball, cheerleading, golf, tennis, track and cross-country, soccer, swimming, and wrestling as well as intercollegiate teams in baseball, football, softball, and volleyball.

Intramural Sports

The purpose of the Intramural Sports program at University of the Cumberlands is to provide a wide variety of activities to meet the recreational and competitive needs of the University's student body (regularly enrolled graduate, undergraduate students, faculty, and staff members).

Flag football, basketball (5 on 5) and basketball (3 on 3), slam dunk, 3 point and free throw contests are provided for both men and women. Volleyball, softball, and ultimate Frisbee are provided for men and women on the same team (coed). These are the core sports that are provided throughout the year, but feedback from the student body may result in additional sports being added. The length of the season will be determined by how many teams sign up for a particular sport. At the conclusion of the season there will be a tournament to determine a championship team or individual champion. Each team or individual winner will receive a championship T-shirt. Schedules

and sign-up sheets for each sport are posted on the Intramural Sports board located in the lobby of the Boswell Campus Center. We also offer a one-day golf scramble and one-day tournaments for badminton, corn-hole, putt-putt, bowling, and 9-hole golf scramble.

How to Join a Team

- A student may join a team by putting their name on a roster, which may be found on the intramural sports web site.
- Participants must abide by the rules of each sport.
- The rules and regulations for each sport can be found on the intramural sports web site.
- Varsity or professional athletes cannot participate in the sport of their expertise.
- Schedules and rosters may be found on the intramural sports web site.
- All rosters may be sent to the intramural director via email.

Code of Ethics in Athletics

In keeping with good sportsmanship, the University Athletic Committee has adopted the following Code of Ethics for all University of the Cumberland students and spectators:

- Live up to the rules of the NAIA and the MSC, both in letter and spirit, for all types of intercollegiate competition.
- Take pride in all facilities. It is the responsibility of each student to assist in keeping facilities attractive and in good condition.
- Make a consistent effort to create and foster excellent public relations for University of the Cumberland by:
 - Being courteous hosts to visitors on our campus.
 - Displaying a high level of conduct before, during and after each contest.
 - Dressing in an appropriate manner.
 - Exemplifying the true meaning of sportsmanship.
 - Participating in organized cheering.
 - Recognizing excellence by any player on a team.
 - Winning or losing graciously.
 - Refraining from actions inconsistent with Christian conduct and University policies.

Spectators should not:

- Boo players or officials.
- Use noise makers, cow bells, horns, whistles, etc.
- Throw objects in the playing area.
- Make excessive noise in an attempt to rattle opponents.
- Attend athletic events in an intoxicated condition.
- Gamble or act in any other fashion so as to discredit University of the Cumberland.

Aquatic Center

The Aquatic Center is available to students, staff, and faculty upon presentation of a current University of the Cumberland's ID. Off-campus patrons pay \$2.00 per visit. Please contact the Aquatic Center at extension 4487 or 4485 for more information.

Pool hours will be posted at the pool. During open hours, the pool will be used for recreational and lap swimming. The Pool Regulations are posted at the pool and will be enforced. When crossing campus, swimming attire must be covered by shorts and a T-shirt and shoes must be worn.

Special events, such as birthday parties or club/organization events may be booked through the Aquatic Director at extension 4485.

Campus Activity Board

The purpose of the Campus Activity Board (CAB) is to provide a wide range of activities for the University community and to encourage student involvement in the total spectrum of college life. Major programs of emphasis include Welcome Week, Homecoming, and Spring Fever. CAB also sponsors films, dances, concerts, comedy nights, novelty shows, and tournaments. CAB is made up of students who are selected for their organizational, leadership, and creative abilities. Applications for membership are available each year during the fall and spring semesters. The Director of Student Activities serves as sponsor and advisor to the Board.

Any comments, questions, or suggestions a student may have concerning the projects of the Campus Activity Board may be directed to the Director of Student Activities.

Game Room

The Game Room offers free pool, ping pong, and foosball for the students' enjoyment. The Game Room is located on the bottom level of the Boswell Campus Center and is supervised by the Director of Intramurals. The Office of Student Services reserves the right to make revisions in the Game Room regulations as deemed necessary. The Game Room regulations are posted and will be strictly enforced. **Use of tobacco products is strictly prohibited.**

Student Media

University of the Cumberland's actively supports and takes full responsibility for its student publications and other media projects. The University administration and/or faculty play(s) a supervisory/advisory role in the publication of The Patriot (the student newspaper) and the programming of UC TV Channel 19 and WCCR (campus radio station). Relevant information and instruction, ample financial assistance through designated budget allowances and student workstudy positions, and appropriate and adequate space and

equipment are provided to help ensure the quality of the University's student publications and other media projects.

The University of the Cumberland assumes editorial responsibility for all publications and productions in keeping with the values and mission of the University. Final editorial responsibility is retained by the University President.

CAMPUS MINISTRIES

BCM Vision Statement:

- "Growing as (Christ's) disciples by making more disciples through authentic relationships"

Office Information:

- Office located in Angel-Dale House down Main Street past Hutton Townhouses; phone: 606-539-4343; *MO Office is located behind Angel-Dale House with Marc Hensley as director; phone: 606-539-4346

Specific Organizations:

- Appalachian Ministries (AM), phone: 539-4343
- Baptist Campus Ministries (BCM), phone: 539-4343
- Fellowship of Christian Athletes (FCA), phone: 539-4343
- *Mountain Outreach (MO), phone: 539-4346

Ministry Opportunities:

- UC AM: Monday, Tuesday or Wednesday ministry with local children and youth, Youth Lock-in, Summer VBS Team
- UC BCM: Fuse Campus Worship, LIFE Groups, Prayer Services, Nursing Home Ministry, Homeless Shelter Ministry Team, Cedaridge Ministry Team, Campus Outreach Team, Publicity Team, Mission Fundraising Team, Coffeehouse Ministry Team, Media Ministry Team, Winter, Spring and Summer Mission Projects
- UC FCA: Weekly Meetings, Sports Team Gatorade Outreach and First Priority Groups
- *UC MO: Weekly Warehouse Team, Construction Projects, Spring Break Mission Project, Summer Construction Team
- KY BCM: Fall Retreat, Engage International Student Retreat, and Leadership Training Conference
- KY FCA: Huddle Groups and FCA Convention
- Other—If you feel called to minister in some way other than what is listed, contact the Office of Campus Ministries at bcm@ucumberland.edu or 606-539-4343 to pray and discuss how we might be able to help you facilitate that ministry.

Shuttle Service

For students needing airport shuttle service, a discounted rate is available from Venture Cabs, a licensed taxi service based in Corbin, KY. Venture Cabs' dispatch office is open 24 hours a day, 365 days a year, weather permitting. Discounted rates are available for trips to or from airports in Knoxville, TN, Lexington, KY, Louisville, KY, and Cincinnati, OH. Venture Cabs accepts major credit cards and cash at the time of the trip. Students needing to arrange travel to or from an airport may make reservations with Venture Cabs by calling 1-888-526-1211 or (606) 526-1211.

SGA

The Student Government Association is an organization of students for students. Organized according to the model of the United States Government. SGA is dedicated to giving students a voice on campus by being an organization that provides for the concerns of students. SGA serves as the liaison between the students and University administrators. There are many ways to participate in SGA, and SGA is open to anyone who would like to join.

In addition to being the voice for the students, SGA provides funding for many campus improvements as voted on by the student Senators, and for clubs and organizations. SGA sponsors a variety of student-centered events on campus throughout the year, such as the annual Super Bowl Party, Study Breaks during finals weeks, FREE movie rentals in the SGA office, and FREE movie nights at local theaters.

SGA Recycling Program

In addition to the other services, SGA, working with Cedaridge Ministries, sponsors a campus-wide recycling program. The recycling program is available campus-wide. SGA has provided recycling bins in every dorm on campus, many of the academic buildings, and in the SGA office. SGA is able to recycle No. 1 and 2 Plastic bottles (No Lids), plastic bags, aluminum cans, paper products, cardboard, and many other items except glass products. SGA has pickups twice a week. Schedules of the pickup days and times will be posted in the dorms at the beginning of each semester. Everyone on campus is encouraged to participate in the program.

Food Services

All resident students are covered under the University meal plan and, therefore, may eat all regularly scheduled meals in the dining hall. Each student must present a valid University of the Cumberland ID at every meal in order for the Dining Hall Staff to scan the ID so that he/she may eat. In the event that a student misplaces his/her ID, a replacement must be purchased from the Office of Student Services. Students may receive a free temporary

meal pass from the Office of Student Services if they have lost their ID. A temporary pass will be given for 2–3 days, after which a student must purchase a replacement ID if the lost ID has not been found. Non-residents may purchase a Dining Hall meal ticket from the Director of Food Services or a member of the Dining Hall Staff.

In accordance with the University's dress and appearance standards any student not properly attired will be asked to leave the Dining Hall by a Dining Hall or Residence Hall Staff member. The student will be admitted to the Dining Hall when he/she is dressed in appropriate attire. At the Sunday noon meal, appropriate dress is expected for everyone. **Shorts of any style, t-shirts, sweatshirts, sweat pants, and other athletics attire are not considered appropriate dress at Sunday noon meal. For women, strapless attire must be covered by a sweater or blouse. Dress for men includes shirts with collars and sleeves.**

If a student is ill, he/she may obtain a sick tray form from a member of the Residence Hall Staff. **Additionally, special diets may be discussed with the Director of Food Services, and special meals may be obtained with a doctor's statement.**

The Dining Hall honors all University holidays and will either offer limited service or be closed for holidays.

Additionally, the Campus Center Cybernet Café, under the supervision of the Director of Food Services, sells sandwiches, fruit, snack items, and a wide variety of beverages. A meal exchange program allows students, upon presenting a valid University ID, to eat lunch or dinner in the Café rather than the dining hall, selecting from a published menu of food items. For students with classes during lunch hours, the Cybernet Café offers a Grab N' Go Lunch Box between the hours of 11:00 am and 12:45 pm. With the presentation of a valid University ID, students may choose a sandwich, drink, and dessert item to take on the go.

Health Services

Dr. David Williams, M.D. serves as the Medical Director for the University of the Cumberlands. His office is located in downtown Williamsburg at 403 East Sycamore Street in the Williamsburg Professional Building.

Dr. Williams' office will hold clinics every Monday, Wednesday and Thursday from 12:00 noon until 2:00 p.m. This time is available for students to be seen either by walk-in or appointment. To make appointments for clinic hours or other times more convenient to the student's schedule, please contact the office at 606-549-8244. If a student requires after hours care, the student should contact his/her residence hall staff for assistance.

Dr. Williams' office files all participating insurance claims. The student is responsible for providing insurance information at the time of the visit. All co-pays and deductibles are due at the time of the appointment. The student voucher system, which charges the co-pays and deductibles to the student's University account, may be used. They also accept Visa and Mastercard debit and credit cards. Non-participating insurance claims require payment at the time of the service, and the required documentation for self-filing is given to the patient.

Allergy shots can be given at Dr. Williams' office until 30 minutes prior to office closing. An initial consultation with Dr. Williams and his staff is required.

If emergency medical treatment is needed after hours, Emergency Rooms are located at Jellico Community Hospital in Jellico, Tennessee (606-784-7252, 15 miles); and at Baptist Regional Medical Center in Corbin, Kentucky (606-528-1212, 20 miles).

Student Medical Insurance

All on-campus students registered for twelve or more credit hours, all international students, all students that are participating in intercollegiate athletics, and all athletic team graduate assistants are required to have adequate medical insurance during their time of enrollment at UC. Students that do not submit an approved online waiver with proof of their own medical insurance coverage that meets UC's minimum insurance coverage requirements by September 2, 2011 will be enrolled in a student accident and sickness insurance plan.

Students may apply to waive out of coverage by the student accident and sickness insurance plan by submitting an online waiver no later than September 2, 2011. Any student that has not completed an acceptable online waiver by September 2, 2011 will be enrolled in the plan, and the insurance premium will be billed to the student's tuition account. The specifics of the plan can be found online at the University's website or by contacting the Business Services Office at (606) 539-4209.

In submitting the online waiver form for approval, students must provide proof of current coverage that meets the minimum insurance requirements as follows:

- Offers at least 60% coverage for inpatient and outpatient medical services in the Williamsburg, KY area.
- If a deductible is in place, it must not exceed \$5,000 per year
- Offers medical benefits of at least \$25,000 per accident or illness (plans that provide emergent care only are not acceptable).
- Provides coverage for inpatient and outpatient medical services for injuries or illnesses sustained in intercollegiate sporting events (if participating in any intercollegiate sporting activities).

Questions about the waiver process or the student accident and sickness insurance plan should be directed to the Business Services Office at (606) 539-4209.

Lost and Found

All items that are lost and found on campus should be taken to the Office of Student Services. Articles may be claimed upon proper identification. Articles not claimed within a period of thirty (30) days will be distributed to a charitable organization.

Parking Control

Parking Control enforcement will begin on August 15, 2011.

Registration of Motorized Vehicles

All motorized vehicles driven or ridden on campus must be registered annually with the Bursar's Office. The undergraduate annual parking permit is valid from August 15 until August 14 of the following year. Graduate program parking permits are valid from January 1 to December 31. Vehicle registration permits are available for purchase at the Bursar's Office.

Resident / Commuter Permit

Annual Cost-\$15.00, Additional Vehicle-\$15.00, Lost or Altered Permit-\$15.00. No unregistered student vehicle may be parked in campus parking lots or city streets within the campus. When driving an unregistered vehicle for a period of up to two weeks, drivers must secure a temporary permit at the Business Services Office.

Vehicle Permit Regulations

1. The possession of a valid vehicle permit sticker does not insure a parking space at all times, but rather grants permission to park on university property.
2. Vehicle permits **must** be placed permanently on the inside, passenger side of the windshield of four-wheeled vehicles. Scooter or motorcycle permits must be attached by security strip somewhere around the handlebars. Any other motorized vehicle types must be registered through the Office of Business Services to ensure proper placement of the permit. A "No-Permit" violation will be issued if the permit is not permanently attached in the correct location.
3. A vehicle may only have one commuter or one resident sticker, not one of each. A "Non-Valid Permit" violation will be issued for having two permits.
4. Vehicle permits are not transferable. They are valid from August 15 – August 14. The permit becomes invalid and must

be removed when the registrant withdraws from or otherwise terminates his or her association with the University of the Cumberlands.

5. No vehicle may be registered in the name of more than one person. It is the responsibility of the registrant to destroy stickers prior to the sale or transfer of the vehicle. Responsibility for any violation will reside solely with the registrant.
6. No refunds will be made on parking permits.
7. If a permit comes loose and is removed, a new one must be obtained without delay. Failure to replace a lost or invalid permit shall constitute a “No-Permit” violation. Permits that have been lost or accidentally destroyed may be replaced at the Bursar’s Office.
8. University of the Cumberlands does not assume liability for theft or vandalism that occurs while vehicles are parked on university property.
9. Cars parked in the “No-Parking,” “Reserved,” “Handicapped,” “Visitors,” “Loading,” “Tow-Away Zone”, “Bus Zone,” or sidewalk areas may be ticketed or towed at the owner’s expense.
10. University officials have the authority to tow any vehicle that is illegally parked, blocking access to a building or have three or more tickets violations of vehicle regulations, or that is otherwise deemed a nuisance. The cost of vehicle removal and impounding is considered a lien against the motor vehicle until paid by the owner or the owner’s representative. The University has permission from the City of Williamsburg to tow any unregistered vehicle from any city street within campus. The City of Williamsburg has permission from the University to patrol campus, parking lots and issue parking and speeding violations.

University Permits and Parking Lots:

Commuting Student Permits

This permit allows parking in any open **white lined space** in any university parking lot identified as a commuter lot (lots C-1 through C-7) and general parking lots (G-1 through G-4). The commuter parking lots are monitored weekdays from 7:00 a.m. to 4:00 p.m. This space must be white on both sides of the vehicle.

C-1: McGaw Music Building

C-2: Hutton School of Business

C-3: Grace Crum Rollins Center

C-4: Luecker Building

C-5: Andersen Building

C-6: O. Wayne Rollins Center

C-7: Correll Science Complex

G-1: Lower Boswell Campus Center/Cordell House

G-2: Hutton School of Business

G-3: Correll Science Complex

G-4: Williamson House

Resident Student Permits

The resident parking lots are monitored **24 hour/7 days**. **This permit allows parking in white lined spaces** in the Residence Hall parking lots (R-1 through R-7) and general parking lots (G-1 through G-3).

R-1: Archer Hall

G-1: Lower Boswell Campus Center/Cordell House

R-2: Asher Hall

G-2: Hutton School of Business

R-3: Kleist Hall

G-3: Correll Science Complex

R-4: Siler / Robinson-Cook Hall

G-4: Williamson House

R-5: Gillespie Hall

R-6: Mahan Hall

R-7: Harth Hall

Handicap Parking

Handicap permits are available through two offices. Athletes, who have had an injury or surgery, must see the Head Athletic Trainer. Non-Athletic students need to bring documentation to the Business Services Office.

Faculty and Staff Permits

This permit allows parking in any open space available. The **red lines** are reserved for Faculty and Staff Permit holders.

Visitor Permits

Visitors may secure a temporary parking permit at the Business Services Office or the Bock Building.

Fines – Parking

All University parking fines are to be paid at the Bursar's Office. Fines will be billed to the account of the student responsible for the vehicle. Violations with resulting fines are assessed in accordance with the following regulations:

Unregistered Vehicle:

Definition – Failure to properly register a vehicle as evidenced by lack of a vehicle permit. Fine: \$20.00

Non-valid Permit:

Definition – Any vehicle parked on campus that has no permit or has a past permit that is out of date. Fine: \$20.00

Unauthorized Parking:

Definition - Parking in an area that the vehicle's permit does not allow. A vehicle registered to a student, but parked in a red staff parking space is in violation. A vehicle registered to resident student, but parked in a commuter parking lot is in violation. A vehicle registered to commuter student, but parked in a resident parking lot is in violation. Both a commuter and resident parking permit is a violation of vehicle regulations. Fine: \$20.00

Permit Not Attached:

Definition – The permit must be permanently attached to the vehicle on the lower right (passenger) side of the windshield. A permit displayed on the dash or taped to the windshield is in violation. A permit that is on a vehicle with a license plate that differs from the one listed on the permit application is in violation. Fine: \$20.00

Vehicle Blocking:

Definition – Parked in a manner that prevents a properly parked vehicle from leaving at the driver’s discretion. Vehicles must be parked in a space that has marked lines on both sides of the vehicle. Fine: \$20.00

No Parking Zone:

Definition – Parked in the “No-Parking,” “Reserved,” “Handicapped,” “Visitors,” “Loading,” “Tow-Away Zone”, “Bus Zone,” yellow or red painted lines and curbs, sidewalks, entrance ramps, and grass areas. Fine: \$20.00

Fine – Moving Violations

All University moving violations are to be paid at the Bursar’s Office. Violations will be billed to the account of the student responsible for the vehicle. Violations with resulting fines are assessed in accordance with the following regulations:

Speed Limit:

Definition - Campus speed limit is 15 MPH. Failure to comply with the speed limit can result in a speeding violation. Fine: \$20.00

Stop Sign:

Definition – Failure to properly stop at stop sign can result in a violation. Fine: \$20.00

University Travel

Any student group recognized by the Office of Student Activities as a viable organization may request use of university vehicles by filing a requisition through the Business Services Office. Approval is subject to availability of university vehicles. All drivers must be on an approved university insurance list and take the driving test for buses and vans. Bus training must be taken every two years.

Skateboards

Skateboards, long boards, scooters, and similar items are to be used on sidewalks only. They may not be used in any building, on any porches, on the viaduct or steps and sidewalks leading up to the viaduct. Additionally, there is a strict city ordinance prohibiting the use of skateboards on all city streets, and students may face ticket and fine for use of items on city streets.

Student I.D. Cards

The Student ID card is required of all students for registration. The ID card in present use is valid for four (4) academic school years. The ID card of currently enrolled students will be validated by the computer database.

The ID card serves to admit resident students to the Dining Hall at all meals, to admit students to the Bock Building, to admit students to certain athletic events, to purchase student tickets for social activities, and to check out equipment and games in the Game Room. In addition, the ID card must be presented when checking out books in the University Library, when charging books in the University Bookstore, and when cashing or picking up a check in the Bursar's Office.

This card is the student's official University identification and should be carried at all times. It is subject to the following regulations:

- Void if not validated for the current term.
- Property of the University and nontransferable.
- Must be presented to the Office of Student Services in the event of any change of boarding status.
- Mutilating, altering, or lending this card subjects those involved to disciplinary action.
- Must be surrendered to a University Official upon request.
- Must be presented to the Office of Student Services upon dismissal or withdrawal from the University.
- ID cards are not to be washed and holes are not to be punched for key rings. Extreme care is to be used with these computerized ID cards.

Loss of or damage to the ID card must be reported to the Student Services Office immediately and is subject to a replacement fee. In the event of a change in student status (resident to non-resident, non-resident to resident), the student will come to the Student Services Office whereupon a new ID will be made (subject to a replacement fee), or the existing one will be revalidated.

If a lost ID is found, it must be turned in to the Student Services Office. If a student attempts to use another student's ID in the Dining Hall, the ID will be taken, the student will not be admitted to the Dining Hall, and the student will be subject to disciplinary action. Non-residents who attempt to use their ID's in the Dining Hall are subject to disciplinary action.

Temporary Meal Passes

In the case of a misplaced student ID, students may obtain a temporary meal pass through the Office of Student Services. Temporary meal passes will be issued for a period of no more than 3 days.

Presidential Student Employment

A limited number of student related positions are available each year on a first-come, first-served basis, with direct pay to the student on an at-will basis. Students interested in PSE may apply for a position at any of the following locations: Aramark Campus Facilities, Chartwells Inn Foodservice, Chartwells Campus Foodservice, or the Cumberland Inn. Although PSEs can work under the supervision of companies which provide contract services to the University, they are employees of the University and are paid from a student employment fund that is authorized by the University's President.

Once the student accepts Presidential Student Employment at any one of these locations, it is the student's responsibility to report to work, and to perform any assigned tasks. Time and attendance is managed by an electronic time clock whenever possible. When use of the time clock is not feasible, students will be permitted to utilize web time by entering time worked on a computer. It is the student's responsibility to ensure that time is reported accurately by clocking in and out when they work. Students will not be paid for time that is not recorded as worked.

Student employees are employees at-will and are subject to the same rules of conduct applicable to all employees. The PSE program is separate from the work-study program, but if a student is eligible for work-study in addition to applying for PSE, both work assignments must be at the same location. Any Presidential Student Employee must abide by the policies and procedures of the work-study program and of the department in which they work.

Work-Study Program

The Work-Study Program is and has always been an integral part of the operation of the University and the University's objective to prepare students to become well-rounded and educated individuals. Students are awarded work-study by the Financial Planning Office and once the award is made, it is the student's responsibility to seek an available work-study position. Students may access job postings from the University of the Cumberlands' web page at www.ucumberlands.edu/humanresources/students/.

This web page also includes Policies and Procedures for students who participate in the Work-Study Program. Time and attendance is managed by an electronic time clock whenever possible. When use of the time clock is not feasible, students will be permitted to utilize web time by entering time worked on a computer. It is the student's responsibility to ensure that time is reported accurately by clocking in and out when they work. Students will not be paid for time that is not recorded as worked.

Housing

All questions regarding student housing should be directed to the Dean of Student Life in the Office of Student Services at 539-4230. Student Services is located on the upper level of the Boswell Campus Center.

Residence Requirements

All full-time students must live in University housing unless the student is exempt from the policy or is individually excused.

A student who meets one of the following criterion is exempt from this policy:

- The student is married;
- The student lives locally with a parent or guardian;
- The student is a disabled person as defined by Section 504 of the Rehabilitation Act of 1973 and requires, as an accommodation, exemption from this policy.

The University recognizes the student to be exempt only after the student completes a housing excuse form and it is approved by the University.

A married student must complete only one housing excuse form. If a married student's marital status changes, the student shall immediately notify the Office of Student Services. Married couples are not permitted to live in University housing when both are enrolled as students.

Any student who meets the second or third criterion for exemption must complete a housing excuse form and secure the University's recognition of exemption each semester. The University may make an exception to this semester-by-semester requirement in the case of a disabled student.

Any student who fails to meet one of the exemption criterion, but wishes to be excused from this policy must complete a housing excuse form and secure the original and renewed permission of the University to live off campus on a semester-by-semester basis. Students will be excused only in remarkable situations. A student claiming a need to be excused because of a medical condition, which does not cause the student to be a disabled person, will be required to submit a current medical substantiation of their position. Students who have completed a minimum of 96 hours may receive an approved housing excuse. **However, all students excused and granted the privilege to live off campus, except those meeting the housing exemption criterion above, will forfeit eligibility for, and will forfeit any previously awarded but not received, private funds from the University. Additionally, students registered as resident students, but not physically living in a residence hall, will forfeit any awarded private funds from the University.**

Housing excuse forms may be obtained from the Office of Student Services or by accessing the University of the Cumberland's Home Page on the Internet.

Students who are enrolled less than full-time (12 hours) or drop below full-time must obtain permission from the Dean of Student Life to live in University housing.

Students who live in off-campus housing are responsible for knowing and abiding by all University policies. Failure to follow University policy/policies may result in off-campus housing permission being revoked.

Any student on academic probation, except those covered by conditions 1, 2 or 3 above, will be asked to move into University housing and continue living in University housing until probation is lifted.

Students participating in mixed group visitation in off-campus housing are subject to all rules and regulations of University of the Cumberland or its assigns. Acceptable moral and social propriety as interpreted by the University must be maintained by all students visiting or being visited off campus.

Changes of address involving students must be made in writing to the Dean of Student Life within three days of such change. Violation of this procedure may result in disciplinary action.

Moving into University Housing - Students wishing to move into University housing must follow the procedure outlined below:

- Receive permission from the Dean of Student Life to move into University housing.
- Receive a room assignment from the Dean of Student Life.
- Make financial arrangements through the Bursar's Office.
- Have student ID changed from commuter to resident status.
- Contact a Residence Hall Staff member to be checked into housing.
- Unauthorized moves will result in a disciplinary fine of \$100.00.

Withdrawing from University Housing - See page 116 of this Handbook

Residence Hall Life

The following guidelines have been developed as a means of protection for all residents living in University housing:

- Students who move into housing are expected to remain in housing overnight at least four nights a week; otherwise, they may be asked to withdraw from University housing (with the understanding that to live off campus they must meet the "Housing Excuse" criteria).

- Students are responsible for the condition of, contents of, and the behavior exhibited in their rooms at all times.
- Students are responsible for any damage to their rooms and furniture beyond normal wear and tear and will be charged accordingly. Unless the actual person responsible can be ascertained, damages will be charged to all occupants within a room or suite. A non-inclusive list of charges is available on page 158 of this Handbook.
- Rooms are to be kept orderly and clean at all times. Room inspection will be held in each Residence Hall once a week as posted by the Residence Hall Staff. Rooms are inspected by the Residence Hall Staff. If residents of a room are not present during room inspection, the door will be locked when the residence hall staff completes the inspection.
- Rooms may be inspected or searched at any time for any reason deemed necessary by University officials.
- Residents will be charged a minimum of thirty-five (\$35.00) dollars upon the accumulation of ten (10) points from room inspections.
- Residents in rooms which are completely out of compliance with housekeeping standards will be given twenty-four (24) hours to clean the room according to room inspection standards before a second inspection.
- Furniture and mattresses may not be disassembled or removed from a residence hall room or lounge without prior permission from the Dean of Student Life.
- Public property, such as street signs, cones, or any public information signs, are not allowed in the residence halls.
- Bicycles may NOT be stored in hallways or stairwells of the residence halls.
- Masking tape only is to be used in attaching pictures, posters, or any wall decorations in the residence hall.
- Smoking in residence halls is strictly forbidden.
- Alcohol containers or advertisements are not permitted in University housing for any purpose.
- Candles, candle warmers, and incense are not permitted in University housing.
- Only tension curtain rods may be used—not those requiring nails or tacks.
- All food kept in a room is to be sealed in heavy plastic (i.e., Tupperware), metal, or glass containers.
- No pets are allowed in University housing. Students are not to feed animals near the residence halls or elsewhere on the campus.
- Heaters, air conditioners, electric skillets, toaster ovens, hot plates, halogen lamps and grills (including George Foreman type grills) crock pots, and rice cookers are not permitted in the residence halls.

- Personal trash is to be taken to designated areas outside the residence hall; it is not to be placed in any common areas.
- Practice of any type of musical instrument or practice of vocal lessons is to be done in the Music building, not in University housing.
- Posters that are not in keeping with the principles of the University and that are offensive in nature are NOT to be displayed in University housing, and may be confiscated if not removed upon request by the housing staff.
- Because of the fire hazard associated with real trees, only artificial Christmas trees and decorations are permitted in University housing.

Students enrolled less than full-time or who drop below full-time must obtain permission from the Dean of Student Life to live in University housing.

Failure to comply with any of the above guidelines may result in disciplinary action as determined by the Dean of Student Life.

Damage Assessment

Following is a list of items and the amount which will be charged when damage occurs which has been caused by a resident or visitor. This list is not inclusive as there are other items for which charges may be made.

- | | |
|------------------------------|-------------------|
| • Replace Key | \$75.00 |
| • Replace Screen* | \$30.00 – \$45.00 |
| • Replace Door Closure | \$100.00 |
| • Replace Door Frame | \$250.00 |
| • Repair Door | \$75.00 |
| • Repair Panic Bar** | \$50 – \$200.00 |
| • Replace Smoke Detector | \$25.00 |
| • Replace Mirror | \$15.00 |
| • Replace Window | \$75.00 |
| • Repair Door Lock | \$25.00 |
| • Replace Lock | \$150.00 |
| • Replace Lock Striker Plate | \$10.00 |
| • Cleaning Fee | \$50.00 |

Metal Doors which have to be replaced may cost from \$300.00 to \$800.00. Carpet replacement depends upon whether one square or the entire carpet must be replaced.

*Dependent upon the size of the screen.

**Dependent upon the type of repair required.

Use of Tobacco Products in Residence Halls

The use of tobacco products (cigarettes, cigars, pipes, chewing tobacco, etc.) is prohibited in all residence halls. Any student who uses tobacco in a residence hall will be subject to disciplinary action.

Holiday Checkout and Accommodations

University residence halls will close for Christmas and spring breaks and for intervals between sessions. To accommodate those who must remain on campus during one-day or weekend holidays, at least one residence hall will remain open. However, regulations may be altered because of the limited residence staff. **While the residence halls are officially closed, no one is to remain in or return early to the residence halls without special permission from the Dean of Student Life.**

For security purposes, all students living in University housing are required to return their room keys to the Residence Hall staff prior to leaving for Christmas and spring breaks. Students in Robinson-Cook Hall must also return section keys; students living in Asher Hall must also return suite keys. Keys will be reissued to students upon return to the residence hall after the holiday.

Students returning after a holiday to the residence hall after midnight must make prior arrangements with the Dean of Student Life to obtain room keys.

Students failing to return keys to the Residence Hall Staff prior to leaving for Christmas and spring breaks will be assessed a seventy-five (\$75.00) dollar fine.

Housekeeping and Residence Hall Maintenance

Housekeeping services are provided in all common living areas in the residence halls six days per week. These services include but are not limited to keeping bathroom areas clean and sanitary; dusting furniture and other surfaces in lobbies; taking out trash in receptacles in common areas; sweeping, mopping, and/or vacuuming bathroom, lobby, and hallway floors. To facilitate in cleaning, the housekeeping and/or residence hall staff will dispose of any personal items left in common areas (i.e., soap, shampoo, food, cups, plates, utensils, etc.)

Any residence hall maintenance request(s) or concern(s) should be immediately reported to the residence hall staff. On-site maintenance personnel are on duty seven days a week and are on call evenings and weekends to handle situations that require immediate attention.

Illness

Residents should inform the Residence Hall Staff of illness, injury, or accidents so that they may assist students in seeking medical attention, see that meals are provided, and notify the Dean of Student Life.

Keys

A key is issued to each resident for a nominal rental fee which is not refundable. Loss of or failure to return a key will result in a minimum fine of seventy-five (\$75.00) dollars.

Keys are to be made only by the staff of the Director of Physical Plant Services. Residents who are locked out of their rooms may ask a staff member to open their doors for them.

For security purposes, students may not loan keys or leave keys where they are accessible to others.

Laundry Facilities

Washers and dryers are located in convenient areas in most men's and women's residence halls, as provided by room and board fees. Please report any problem with a machine to a residence hall staff member. All clothing should be removed from machines as soon as the wash or dry cycle is completed. The University of the Cumberland does not take responsibility for personal belongings left unattended in laundry rooms. **These machines are provided for resident students ONLY.**

Meetings and Notices

Attendance at meetings called by the Vice President for Student Services, Dean of Student Life, or Residence Hall Staff is mandatory. The Dean of Student Life will conduct meetings at the beginning of the fall semester for all resident students. Dates and times will be posted in the residence halls, and attendance is mandatory. Failure to attend this meeting will result in a fifty (\$50.00) dollar fine.

Notices posted in residence halls must be approved by the Dean of Student Life. All notices must be posted with masking tape or with thumbtacks on available bulletin boards. **Students are responsible for all notices posted on official bulletin boards and on individual room doors.**

Personal Equipment

Residents are permitted to have approved appliances in their rooms provided the cords and connections are safe, and appliances do not block heating and air units.

Connecting too many electrical appliances may create an overload on the electrical system for the residence hall. Therefore, power strips with reset buttons or heavy-duty extension cords are to be used in University housing. **All electrical appliances and equipment should be unplugged when not in use.**

Students are expected to adhere to the following guidelines regarding personal equipment in University housing:

- The excessive use of oversized amplified speaker systems is not permitted.
- Radios, stereos, and TV's are not to be placed in windows.
- No outside wires or antennae are permitted.

- Exercise equipment, such as free weights, treadmills, stationary bikes, etc., are prohibited in University housing. This, or similar equipment, is available for use in the University weight room and in the Robinson-Cook Exercise Room. Low impact exercise equipment is also available in the Archer Hall Exercise room.

Pest Control

All residence halls are inspected and sprayed for insects on a monthly basis. Students who require additional pest control service should speak to the Residence Hall staff.

Quiet Hours

Reasonable quiet within the residence halls and surrounding areas (porches, parking lots, etc.) is expected at all times. In order to provide a place conducive to study, quiet hours are as follows:

- Sundays through Thursdays from 9:00 p.m. until 9:00 a.m.
- Fridays and Saturdays from 11:00 p.m. until 9:00 a.m.
- During Finals week 24-hour quiet is in effect from 9:00 p.m. the night before the first exam through the last scheduled exam.

During quiet hours, noise from conversations, stereos, televisions, etc., should be contained within the room. Amplification of sound inside a building or vehicle should be at a volume which does not cause those outside the room or automobile to hear the sound. Maintaining quiet hours in the residence hall is the responsibility of each resident as well as the residence hall staff.

Students who create unnecessary noise or disturbances may be placed under restrictions or be asked to withdraw from University housing.

Refrigerators/Microwaves

The University will permit students to have small personal refrigerators (maximum size 23 inches wide by 52 inches tall) or microwave ovens (700 watts and below) in the rooms in all residence halls.

University administrators reserve the privilege of inspecting any refrigerator at any time. The administrators may also require the removal of any or all refrigerators or microwave ovens if the need arises.

Residence Hall Council

The Residence Hall Council is established in each hall to make residence hall life more enjoyable and valuable to the residents. Each Residence Hall Council provides at least one program per semester. Residence Hall Council Officers include a president; vice-president; secretary/treasurer; and floor representatives. The Residence Hall Director, assisted by the Resident Assistants, serves as the sponsor.

Roommate Assignments

Upperclassmen may reserve accommodations for the next year during the week designated for room reservations. Rooms are assigned to incoming freshmen by the Dean of Student Life, with consideration given to specific roommate and residence hall requests, as space is available. Rooms are reserved on a first-come, first-served basis, beginning with rising seniors.

When space becomes available, the remaining residents of a room have two school days to request a roommate through the Dean of Student Life. If no request is received, a resident may be assigned to the available space. **The University reserves the right to assign rooms according to the best interest of the student and the University.**

Room Change

Anyone wishing to make a room change must observe the following procedures:

- Meet with the Dean of Student Life to obtain permission to change rooms.
- Check with Residence Hall staff to determine if permission for room change has been received. Staff member will check student into new room and issue the key to new room.
- After all belongings are removed from the old room, a staff member will check student out and collect the key. Room must be clean before student checks out.
- All moves must be completed within 24 hours unless special permission has been obtained.
- **Unauthorized moves will result in a disciplinary fine of a minimum of \$100.00 for all parties involved** (those moving and those allowing someone to move into their room without permission from the Dean of Student Life).

Sign-Out Procedure

Residents are encouraged to leave a telephone number with the Residence Hall Staff or post the information on the room mirror indicating where they may be contacted when they plan to be out of the residence hall overnight. Sign-out information will remain confidential and be used only in the event of an emergency.

Storage

Students are permitted to store certain items between the spring and fall terms. Storage areas are located in Archer, Asher, Harth and Hutton Halls for women and in Kleist, Mahan, Robinson-Cook and Siler Halls for men. To facilitate the use of the storage areas and for the safekeeping of students' possessions, students are asked to comply with the storage room regulations, which are available in the Residence Hall Office. **Students store possessions at their own risk.**

Student Property Insurance

University insurance does not cover the personal belongings of staff or students due to fire, water, vandalism, theft, or any other means of loss. The University is not liable for loss or damage caused by employees in the performance of their duties. Students are strongly encouraged to obtain personal property insurance on their personal property. Some homeowner policies already afford this type of coverage for students temporarily residing in campus housing. Students who are not covered under a homeowner's policy or whose policy does not provide coverage away from home, may want to purchase student personal property insurance. One option is to purchase a policy through an insurer such as National Student Services, Inc., with information available at: www.nssi.com

The University does not endorse this or any other property insurance program, but recommends that resident students consider some type of personal property protection.

Sunbathing

Because of limited space, resident students only may sunbathe on campus in designated areas. The following regulations must be observed:

- Women students may sunbathe in the grassy area between Archer and Hutton Halls.
- Men students may sunbathe in the grassy area behind Siler Hall in front of Mahan Hall.
- Proper sunbathing attire (swim suits/trunks) must be worn at all times.
- Students sunbathing in areas other than those designated for sunbathing must wear a shirt and shorts at all times.
- Noise must be kept to a minimum.
- No residence hall furniture of any kind may be taken outside of the building.
- Bottles and trash are to be removed from the area immediately.

Television Cable

The University provides television cable service to each suite and room in University housing. Students are responsible for providing their own cable ready television and coaxial cable to connect to the in-room wall jack provided.

Telephone Service

The University provides local telephone service to each residence hall room in University housing at no charge to the student. The student is responsible for providing the in-room telephone equipment (telephone, modem for personal computer and/or personal fax machine, etc.).

Students may place on-campus, local (Williamsburg, Corbin, and Jellico), and toll-free calls at no cost. There are many options for placing long distance calls on campus. Students may choose to make credit card, collect calls, or to purchase pre-paid calling cards.

Vending Machines

Vending machines are conveniently located in all men's and women's residence halls. Please report any problem with a vending machine in a residence hall to a Residence Hall Staff member; change will be refunded at the Cybernet Cafe after signing a verification of lost money.

Visitors and University Guests

Students may have a guest in the residence hall provided a bed is available and the following procedure is observed:

- Obtain written permission from roommate(s), using the form available in the residence hall office.
- Register the visitor in the residence hall office upon arrival.
- Visitors may stay for two nights. Any resident planning to have a guest for longer than two nights must obtain permission from the Dean of Student Life.
- Permission must be granted in advance by the Dean of Student Life for any visitors under 16 years old.
- Arrangements for prospective University students should be made in the Admissions Office at least three days in advance of the visit.

Residence Hall Safety and Security

The safety of a student depends a great deal upon his personal judgment and behavior; the University administration encourages each student to act responsibly and to be aware of his surroundings at all times to help ensure his safety. Any student who has a campus safety or security concern should contact the Safety/Security Office at ext. 4444, Student Services at ext. 4230, or any residence hall office. Several policies regarding student behavior have been instituted for the safety of students. Violation of these policies is subject to disciplinary action.

The residence halls are locked at designated times each evening. These times are Sunday - Thursday at 12:00 midnight, and Friday and Saturday at 2:00 a.m. After these hours, students must go to the Bock Dispatch Center, show their student ID and then be admitted to their residence hall by security personnel. Female residence halls are lobby-access only, with the living quarters being key controlled specifically to students assigned to that hall.

Specific fire drill instructions and fire escape routes for each residence hall are posted on the back of all residence hall room doors and should remain so throughout the year. Failure to evacuate a building during a fire drill will result in disciplinary action. Using fire extinguishers or pulling fire alarms, except in cases of emergency, is a FEDERAL OFFENSE and will result in legal and disciplinary action.

Severe weather instructions are also posted on the back of all residence hall room doors and should remain so throughout the year.

The following safety standards have been developed as a means of protection for all residents living in University housing.

- Residents and visitors must use the front door only when entering and exiting any residence hall between the hours of 7:00 p.m. and 7:00 a.m. As a security precaution, all other doors are equipped with alarms which will be activated during these hours. All residence hall entrance and exit doors, with the exception of the front doors, will remain locked and will be alarmed at the designated time.
- **Rooms are to be kept locked at all times.**
- The pipes of the fire sprinkler system, the electrical units, or the curtain rods are not to be used for hanging clothing or other articles.
- The possession of incense /candles in the residence halls is prohibited.
- Electrical cords may not be woven through bedsprings or other articles.
- Appliances specifically not approved for use in University housing include heaters, air conditioners, electrical skillets, toaster ovens, hot plates, halogen lamps and grills (George Foreman type).
- Possession of weapons of any kind, including but not limited to handguns, rifles, paintball, and air guns, is strictly prohibited in all residence halls.
- In addition, the University has instituted strict security policies by which all students are expected to abide. **Within the residence hall, violation of security includes the following and is subject to disciplinary action:**
 - Using doors which have been locked and the alarms activated.
 - Entering a locked door without a key.
 - Entering or exiting a residence hall by means other than a door.
 - Opening a door after closing hours for the purpose of entering or allowing someone to enter who has not signed in through housing security.
 - Coed visitation in the private living areas of the residence hall at any time other than during a scheduled Open House.

Residence Hall Closing Hours

Sunday – Thursday,

12:00 midnight – 7:00 a.m.

Friday and Saturday,

2:00 a.m. – 7:00 a.m.

Bock Dispatch Center Hours:

Open 24 hours daily

After closing, any student seeking entrance to a residence hall will report to the Safety/Security Office located in the Bock Building. After presenting a valid University of the Cumberlands ID or Visitor's Pass and signing a security register, the student/visitor will be admitted by patrolling security personnel to the residence hall in which the student or visitor is registered. Students who need an escort to or from their vehicle may contact the Bock Building, Ext. 4444, or go to the Bock Building and security personnel will provide the escort.

Open House

Visitation in any residence hall by members of the opposite sex is limited to the public lobbies. Coed visitation in the private living areas of the residence halls is not permitted except during scheduled Open House periods. Violation of visitation policies will result in disciplinary action. Visitors may be received in the lobby of residence halls from 10:00 a.m. until closing daily.

Open House Policy

Open House will be held in the residence halls based on the following schedule:

All Residence Halls:

Mondays, Tuesdays, and Thursdays 7:00- 10:00 p.m.; Fridays and Saturdays 7:00p.m. - 12:30 a.m.

Open House Guidelines

Behavior for Open House must be consistent with the mission and standards of the University. The coed visitation concept requires mature decision-making on the part of all involved; it is a set of privileges supervised by Residence Hall Staff. [Note: Members of the opposite sex will be referred to as Open House Visitors.]

- Supervision of Open House is the responsibility of the Residence Hall Staff.
- Open House visitors must enter and exit through the front doors of the residence halls.
- All visitors must be at least 18 years of age unless currently enrolled as a full-time University of the Cumberlands student.

- Residents must check their University ID's in at the residence hall office until their visitors leave. ID's are to be picked up when visitors are leaving the building.
- Open House visitors must register at the front desk and leave their University ID or driver's license. Visitors are to be met in the lobby and escorted at all times by the host student when in the residence hall. Visitors may register to visit only one room at a time. If a resident and his guest visit another room, they must call the residence hall office to provide information as to the room they will be visiting.
- Residents participating in Open House should ensure their rooms are presentable for visitors.
- Room doors are to be open at least halfway at all times.
- Rooms must be well lighted.
- All residents and visitors must be in a sitting or standing position, with both feet on the floor.
- Visitors are not permitted in a room unless all occupants are in agreement to host visitors.
- The University reserves the right to limit the number of visitors in any given area.
- A resident may not check in a visitor for another resident.
- Residents and visitors are expected to abide by all policies in effect in the residence hall, including the observation of quiet hours during Open House hours.
- Any visitor who causes disruptive behavior will be asked to leave and may be subject to disciplinary action.
- Residents not wishing to participate in Open House are expected to keep their room door closed.
- Residence Hall Staff may close an Open House early or cancel an Open House in cases of emergency.
- Proper attire must be worn at all times during Open House by all residents using the hall areas.
- Visitors must use guest bathrooms.

Failure to comply with the stated Open House guidelines will result in forfeiture of Open House privileges and could subject the individual(s) to further disciplinary action, including expulsion.

Church Directory

Assembly of God, Williamsburg	
Sunday School	10:00 a.m.
Worship Service	11:00 a.m.
Briar Creek Baptist Church	549-3016
Sunday School	10:00 a.m.
Worship Service	11:00 a.m.
Evening Worship	6:00 p.m.
Calvary Missionary Baptist Church	539-0481
Sunday School	10:00 a.m.
Sunday Worship Service	11:00 a.m.
Sunday Evening Worship	7:00 p.m.
Central Baptist Church, Corbin	528-6650
Sunday School	9:15 a.m.
Sunday Morning Service	10:30 a.m.
Sunday Evening Service	7:00 p.m.
Corbin Presbyterian Church	528-1444
Sunday School	10:00 a.m.
Sunday Worship Service	11:00 a.m.
Cornerstone Church	549-3312
Sunday School	10:00 a.m.
Sunday Worship Service	11:00 a.m.
Cumberland Freewill Baptist Church	549-5980
Sunday School	10:00 a.m.
Sunday Worship Service	11:00 a.m.
Sunday Evening Service	(Fall) 6:00 p.m.
	(Spring) 7:00 p.m.
Tuesday Night Bible Study	7:00 p.m.
First Baptist Church, Corbin	528-4738
Sunday School	9:30 a.m.
Sunday Worship Service	10:30 a.m.
Sunday Bible Study	6:00 p.m.
First Baptist Church, Williamsburg	549-0280
Sunday School	9:45 a.m.
Sunday Worship Service	11:00 a.m.
Sunday Evening Service	6:00 p.m.
Grace on the Hill Church, Corbin	528-6840
Sunday School	9:30 a.m.
Sunday Worship Service	10:45 a.m.
Sunday Evening Worship	6:00 a.m.
Green Street Church of God, Williamsburg	549-5674
Sunday School	10:00 a.m.
Worship Service	11:00 a.m.
Evening Worship	6:00 p.m.
Highland Park Baptist Church, Williamsburg	549-6393
Sunday School	10:00 a.m.
Sunday Worship Service	11:00 a.m.
Sunday Evening Worship	6:00 p.m.

Church Directory

Immanuel Baptist Church, Corbin	528-4975
Bible Fellowship	9:30 a.m.
Sunday Morning Service	10:45 a.m.
Sunday Evening Service	7:00 p.m.
Main Street Baptist Church, Williamsburg	549-2006
Sunday School	9:45 a.m.
Sunday Worship Service	11:00 a.m.
Sunday Evening Service	6:00 p.m.
Wednesday Prayer & Bible Study	6:00 p.m.
Newcomb (TN) Baptist Church	784-4239
Sunday School	10:00 a.m.
Sunday Morning Worship	11:00 a.m.
Sunday Evening Service	6:30 p.m.
Newcomb (TN) Church of God, Mt. Assembly	784-4912
Sunday Morning Service	10:00 a.m.
Sunday Evening Service	6:30 p.m.
Wednesday Evening Service	7:00 p.m.
New Zion Independent Baptist Church	549-5060
Sunday School	10:00 a.m.
Sunday Worship Service	11:00 a.m.
Sunday Evening Service	7:00 p.m.
Wednesday Evening Service	7:00 p.m.
Our Lady of Perpetual Help, Williamsburg	549-2156
Sunday Mass	9:00 a.m.
Wednesday Mass	7:00 p.m.
Pleasant View United Methodist Church, Williamsburg	
Sunday School	9:30 a.m.
Sunday Worship Service	10:30 a.m.
Sunday Evening Worship	7:00 p.m.
Red Bird Baptist Church, Williamsburg	
Sunday School	10:00 a.m.
Sunday Morning Service	11:00 a.m.
Sunday Evening Service	6:00 p.m.
Riverside Church of God	549-9629
Wednesday Youth Service	7:00 p.m.
Sunday School	10:00 a.m.
Sunday Morning Service	11:00 a.m.
Sunday Evening Service	6:00 p.m.
Shiner Church of Christ, Williamsburg	528-8142
Sunday School	10:00 a.m.
Sunday Worship Service	11:00 a.m.
St. John's Episcopal Church, Corbin	528-1659
Church School	10:00 a.m.
Sunday Eucharist	11:00 a.m.
Williamsburg United Methodist Church	549-3883
Sunday School	9:45 a.m.
Sunday Worship Service	10:50 a.m.

For further information regarding services, please contact individual churches at the numbers indicated.

Campus Facilities Schedule

Fall and Spring Terms 2010-2011

(Summer Hours May Vary)

Bookstore

Mon. - Fri.....8:30 a.m.- 4:30 p.m.

Bursar's Office

Mon. - Fri.....8:30 a.m. - 5:00 p.m.

Dining Hall

Monday - Friday

Full Breakfast 7:00 a.m. - 10:00 a.m.

Continental Breakfast ..10:00 a.m. - 11:00 a.m.

Full Lunch 11:00 a.m. -1:30 p.m.

Dinner

Mon. - Thurs. (Fall)4:30 p.m. - 7:30 p.m.

(Spring).....4:30 p.m. - 7:00 p.m.

Fri./Sat./Sun.....4:30 p.m. - 6:30 p.m.

Saturday and Sunday

Brunch 11:00 a.m. - 1:30 p.m.

Cybernet Cafe

Mon. - Thurs.....10:00 a.m. - 10:00 p.m.

Fri.10:00 a.m. - 4:00 p.m.

Sat.- Sun Closed

Meal Exchange Program:

Grab-n-Go Lunch Box.

Monday - Friday.....11:00 a.m. - 12:45p.m.

Cyber Cafe Lunch (M-F 1:00- 3:30 p.m.

Cyber Cafe Dinner

(Monday - Thursday)..... 3:30 - 9:30 p.m.

Game Room

Mon. - Fri.....10:00 a.m. - 10:00 p.m.

Sun..... 4:00 p.m. - 10:00 p.m.

Library

Mon. - Thurs.....7:45 a.m. - 10:00 p.m.

Fri 7:45 a.m. - 5:00 p.m.

Sat.....11:00 a.m. - 5:00 p.m.

Sun.....3:00 p.m. - 10:00 p.m.

Pool

Mon.-Fri.....10:00 a.m. - 3:00 p.m.

.....6:00 p.m. - 9:00 p.m.

Sat10:00 a.m. - 8:00 p.m.

Sun.....1:00 p.m.-5:00 p.m.

Post Office

Mon. - Fri.....8:30 a.m. - 4:30 p.m.

Residence Halls

Sun. - Thurs.....10 a.m. - Midnight

Fri. - Sat.....10 a.m. - 2:00 a.m.

Class Periods

Period.....Mon./Wed./Fri.

1.....8:00 a.m. - 8:50 a.m.

2.....9:00 a.m. - 9:50 a.m.

3.....10:00 a.m. - 10:50 a.m.

4.....11:00 a.m. - 11:50 a.m.

5.....12:00 p.m. - 12:50 p.m.

6.....1:00 p.m. - 1:50 p.m.

7.....2:00 p.m. - 2:50 p.m.

8.....3:00 p.m. - 3:50 p.m.

Period.....Tues./Thurs.

1.....8:00 a.m. - 9:15 a.m.

2.....9:25 a.m. - 10:40 a.m.

3.....10:50 a.m. - 12:05 p.m.

4.....12:15 p.m. - 1:30 p.m.

5.....1:40 p.m. - 2:55 p.m.

6.....3:05 p.m. - 4:20 p.m.

7.....4:30 p.m. - 5:45 p.m.

Evening Classes

1.....5:30 p.m. - 8:00 p.m.

2.....8:00 p.m. - 10:30 p.m.

Information Technology

Mon-Fri.....8:00 a.m. - 5:00 p.m.

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